

# **HAWAII**

## **Commercial Vehicle Safety Plan for the Federal Motor Carrier Safety Administration's Motor Carrier Safety Assistance Program Fiscal Year 2017**

**Date of Approval: Dec 16, 2016**

**Final CVSP**

## Basic and Incentive Program Overview

*The Basic and Incentive Program Overview part allows the State to provide a brief description of the mission or goal statement of the MCSAP Lead Agency, a description of the State's MCSAP Basic/Incentive Program structure, and to indicate how it meets the MCSAP minimum requirements as prescribed in 49 CFR 350.213(b). The MCSAP grant program has been consolidated to include Basic/Incentive, New Entrant, and Border Enforcement. These three separate grant programs are now considered focus areas in the CVSP. Each focus area will be addressed individually within the eCVSP system and will be contained within a consolidated CVSP.*

### 1 - Mission or Goal Statement of Lead State Commercial Motor Vehicle Safety Agency

#### Instructions:

*Briefly describe the mission or goal of the lead State commercial motor vehicle safety agency responsible for administering this Commercial Vehicle Safety Plan (CVSP) throughout the State.*

***NOTE: Please do not include a discussion of any safety activities conducted under any other FMCSA focus areas such as New Entrant and Border Enforcement or the High Priority grant program. There are separate sections within eCVSP where information on the New Entrant and Border Enforcement focus areas will be entered. High Priority grant opportunities will be applied for outside the eCVSP system.***

The mission of the Hawaii State Department of Transportation is to continue to reduce the number of commercial vehicle crashes, fatalities and injuries and incidents of hazardous materials on our highways and strive to keep Hawaii's roadways safe for everyone. We continue to evaluate our operations to maximize the outcome and ensure that we are moving towards our main goal of saving lives.

The goal of the Department of Transportation Motor Vehicle Safety Office is to remain under the national rate of 0.14 fatalities per 100 million vehicles miles travelled (VMT) and to continue to reduce the number of crashes of commercial vehicles below a three-year average for Hawaii, CY 13-15, of 180 crashes in 2017.

The fatality rate in Hawaii has been under the FMCSA's National Fatality Rate per 100 million VMT of 0.17 fatalities since 2006. Hawaii has achieved the national fatality rate and have consistently remained below the national goal. Hawaii will continue to strive to reduce the number of CMV crashes, injuries and fatalities through continued efforts and collaboration with other agencies. Hawaii has been working with the county police departments in certifying some of their officers in the North American Standard Level I Inspections, Hazmat and Passenger Carrier inspections. With their participation in the inspection of commercial vehicles, they will help support the mission of the State of Hawaii to reduce the number of commercial motor vehicle crashes, injuries and fatalities. We also continue with public outreach activities to educate the public about the importance of safe and responsible behavior on our roadways

## 2 - Basic and Incentive Program Structure

### Instructions:

*Briefly describe the State's commercial motor vehicle (CMV) enforcement program funded with Basic/Incentive funding and/or used to substantiate the Lead Agency's Maintenance of Effort (MOE). Include a description of the program structure (state and local agency participation, including responsibilities, a general overview of the number of FTE supporting the program and in what areas they contribute, etc.).*

**NOTE: Please do not include activities/FTE primarily assigned to and funded under another focus area such as New Entrant and/or Border Enforcement or another FMCSA grant program such as High Priority. There are separate sections within eCVSP where information on the New Entrant and Border Enforcement (if applicable) focus areas will be entered. High Priority grant opportunities will be applied for outside the eCVSP system.**

The Department of Transportation, Highway Division, Motor Vehicle Safety Office (MVSO) is the lead agency for the Motor Carrier Safety Assistance Program. The Motor Carrier Safety Staff develops, establishes and manages the Statewide Size and Weight Vehicle Program, Statewide Motor Carrier Safety Assistance Program (MCSAP), Statewide Pupil Transportation Safety Program, and other commercial motor vehicle programs. The MVSO establishes and implements statewide standards and guidelines for commercial motor carrier drivers, driver training and driver improvement programs, commercial vehicle safety inspection stations, modification of commercial vehicles and the transportation of hazardous materials on the highways by commercial vehicles. The staff also reviews and approves all plans and specifications for the construction and/or modifications of commercial vehicles in the State; investigates all commercial vehicle accidents; develops and implements standards and guidelines for pupil transportation; updates and maintains the SAFETYNET system and prepares statistical reports.

The Motor Carrier Section consists of 26 personnel with (1) Manager, (1) Supervisor, (4) Neighbor Island Officers, (1) SafetyNET Coordinator (2) Section Supervisors and (17) Officers. As of July 2016 there are 7 vacancies – 2 Neighbor island officers (Kauai and Kona) and 5 Motor Carrier Safety Officers here on Oahu

There are two Maui county police officers who are currently certified North American Standard Level 1, Hazardous Materials, Cargo Tank and Passenger Vehicle inspectors.

On Oahu, there are two police officers who are certified North American Standard Level I inspectors and two officers who have passed the written portion of the North American Standard Level I course in April 2016, and will be working towards attaining their Level I certification with a certified officer.

All county police officers are not under any subgrantee agreements or contracts with our office whereby they are reimbursed for the inspections that they conduct. The only funding that is provided for the county police officers are for the island officers in which we provide the funding for their travel to Oahu to attend the federal training courses (NAS Level I, General Hazmat, Cargo Tank and/or Passenger Vehicle Inspector)

### 3 - Basic and Incentive Minimum Requirements - Driver Activities

#### Instructions:

Use the radio buttons in the table below to indicate the activities that the State will execute to meet the requirements of 49 CFR §350.213(b) in this Fiscal Year's CVSP. All statements must be answered using the radio buttons or the CVSP will be considered incomplete.

1. If a State marks any responses as "None, Not Planned", it must explain how it satisfies the minimum requirements in the narrative section below.
2. If the State marks any boxes as "Planned", it should provide further information in the narrative section below indicating the purpose of the proposed policy and when the State expects to fully implement it.
3. If the State marks all responses as "Existing", no further explanation is required.

Existing	Planned	None, Not Planned	Promote activities in support of the national program elements including the following:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activities aimed at removing impaired CMV drivers from the highways through adequate enforcement of restrictions on the use of alcohol and controlled substances and by ensuring ready roadside access to alcohol detection and measuring equipment.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide basic training for roadside officers and inspectors to detect drivers impaired by alcohol or controlled substance.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Breath testers are readily accessible to roadside officers and inspectors either at roadside or a fixed facility location.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Criminal interdiction activities, in conjunction with an appropriate CMV inspection, including human trafficking and activities affecting the transportation of controlled substances by any occupant of a CMV, and training on appropriate strategies for carrying out those interdiction activities.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide training for roadside officers and inspectors to detect indicators of controlled substance trafficking.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ensure drug interdiction officers are available as a resource if an officer/inspector suspects controlled substance trafficking.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engage in drug interdiction activities in conjunction with inspections including interdiction activities that affect the transportation of controlled substances.

#### Enter explanation of activities:

Hawaii provides the Motor Vehicle Safety Officers with the Drug and Alcohol Interdiction training from the Federal National Training Center. It is a three day course held here in Hawaii.

Since the MVSO officers do not have arrest powers, we will work in collaboration with the county police officers to call them to assist our officers when an alcohol or controlled substance impaired driver is detected.

#### 4 - Basic & Incentive Minimum Requirements - Federal Registration & Financial Responsibility Activities

##### Instructions:

Use the radio buttons in the table below to indicate the activities that the State will execute to meet the requirements of 49 CFR §350.213(b) in the upcoming Fiscal Year. All statements must be answered using the radio buttons or the CVSP will be considered incomplete.

1. If a State marks any responses as "None, Not Planned", it must explain how it satisfies the minimum requirements in the narrative section below.
2. If the State marks any boxes as "Planned", it should provide further information in the narrative section below indicating the purpose of the proposed policy and when the State expects to fully implement it.
3. If the State marks all responses as "Existing", no further explanation is required.

Existing	Planned	None, Not Planned	Federal Registration and Financial Responsibility activities including:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activities to enforce federal registration (such as operating authority) requirements under 49 U.S.C. 13902, 49 CFR Part 365, 49 CFR Part 368, and 49 CFR 392.9a by prohibiting the operation of (i.e., placing out of service) any vehicle discovered to be operating without the required operating authority or beyond the scope of the motor carrier's operating authority.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activities to cooperate in the enforcement of financial responsibility requirements under 49 U.S.C. 13906, 31138, 31139, and 49 CFR Part 387 (if adopted by a State).

##### Enter explanation of activities:

As part of Hawaii's procedure for vehicle inspection, the inspectors are required to run a check on the driver, vehicle and carrier through the FMCSA Compass portal/Query Central/CDLIS for all roadside inspections. To indicate that a check was conducted, all inspectors are required to indicate on their inspection report that a check was conducted. If any carrier is found to be operating without sufficient authority, the officers are required to call in to the office to the MVSO supervisor to report this carrier and if necessary, to place the vehicle out of service.

All new motor carrier safety officers, before they even go out on the field to conduct any inspections, they are provided training on how to use the FMCSA compass portal / Query Central / CDLIS. Practical exercises of driver, vehicle and carrier checks are given to aid them in navigating their way in the portal. They are also shown how to check for operating authority.

The field supervisors runs a random check on the inspector's inspections turned in to ensure that they are properly checking the driver, vehicle and carrier - operating authority and OOS orders. If any discrepancies are found when running the check, and there are no indications of any action taken by the inspector, appropriate action will be taken against the inspector.

## Basic and Incentive Program Effectiveness Summary - Past Performance

*The Program Effectiveness Summary - Past Performance part provides a 5 year trend analysis based upon national performance objectives found in 49 CFR Part 350. For each section, insert information in the tables to describe goals and objectives from previous CVSPs along with actual outcomes.*

### 1 - State Fatality Reduction Trend Analysis: 2011 - 2015

#### Instructions:

*Complete the table below to document the State's safety performance goals and outcomes over the past five measurement periods. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific goal measurement used including source and capture date, e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be completed.*

- 1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available).*
- 2. FMCSA views the total number of fatalities as a key national measurement. Insert the total number of fatalities during the measurement period.*
- 3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). If you select 'Other' as the goal measurement, explain the measure used in the narrative box below.*
- 4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.*
- 5. If challenges were experienced while working toward the goals, please provide a brief narrative including details of how the State adjusted the program and if the modifications were successful.*

**Goal measurement as defined by your State:** Other

State Defined Measurement Period (Include 5 Periods)		Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
01/01/2015	12/31/2015	3	161	178
01/01/2014	12/31/2014	10	170	180
01/01/2013	12/31/2013	8	179	181
01/01/2012	12/31/2012	8	188	173
01/01/2011	12/31/2011	7	198	165

**Enter the source and capture date of the data listed in the table above:**

A & I ONLINE (MCMIS) DATA SNAPSHOT AS OF 5/27/16; SAFETYNET CRASH CHARACTERISTICS SUMMARY REPORT, JULY 1, 2016.

***Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.***

Hawaii's goal in the CVSP is based on the total number of crashes (includes fatal, injury and tow-away crashes). Hawaii has been utilizing this goal measurement in the previous CVSP's, and our statistics are based on this measurement, therefore, we will continue to utilize this goal measurement for the 2017 CVSP. Hawaii will strive to reduce the number of crashes from the actual crash count from 2015 of 178 crashes to 174 crashes for 2017.

The main activity that Hawaii focuses on to reduce the number of crashes is through our roadside inspections - to remove the unsafe vehicles and unqualified drivers from our roadways. One of the challenges that we have been facing for several years, is the shortage of personnel to conduct these inspections. Since 2008, we have had a constant turnover of officers, due to leaving for other job opportunities or retirement. We lose some officers, then, we hire some, but with the hiring of new officers, comes the training and certification process. This involves our senior officers working with the new officers, and this takes the senior officers away from conducting their own inspections. Presently, we have eleven active officers on Oahu, one officer on Maui, and three new hires (two on Oahu and one on the Big Island, Hilo). The three new hires have gone through the NAS Level I classroom training in April /May 2016 and the two officers on Oahu have completed their certification process with a senior officer by conducting the required number of inspections. The Hilo officer did not pass the retest for the NAS Level I Part A, so will be retaking the course in 2017. We still have 7 more vacancies in our office, which we are looking to recruit by the end of the year. Our officers are not full-time MCSAP officers. They are kept busy with all our other state motor carrier operations, including the size and weight program, the school bus program and inspection station program. Also, when state emergency situations arise and our officers are needed, they have a responsibility to fulfill their duties as state government employees - as in the emergency situation that we had this past April/May 2016. Our officers were called out to duty to monitor the commercial vehicles passing over one of the bridges on the North Shore which weight limit was lowered to 15 tons due to the deteriorating condition of the bridge. For that six week period, we had only two officers remaining to take care of all the motor carrier operations, including conducting vehicle inspections and the size and weight program at our Sand Island facility. Another challenge that we face here in Hawaii is finding safe locations to conduct roadside inspections. We do not have pull out areas like on the mainland. We have only one facility where we can safely conduct vehicle inspections. Other than that, we conduct roadside inspections right off of the roadways on the shoulders. We have lost the areas that we have been conducting vehicle inspections all these years due to improvements and development in the areas. The roads are currently under reconstruction. We continue to search for new locations that we can safely conduct the roadside inspections. Although we've had our difficulties in reaching our inspection goals, the commercial vehicle inspection program for Hawaii is still very effective. Hawaii has been meeting their goals in reducing the number of reportable CMV crashes since 2010. Unfortunately, in 2013 and 2014, there was a slight increase in the number of reportable crashes from 181 crashes in 2013 to 180 crashes in 2014. Despite this setback, we will continue to strive to reach our goals in reducing the number of CMV crashes and ensuring that our roadways are safe for everyone to reach their destination safely.

## 2 - State Motorcoach/Passenger Fatality Reduction Trend Analysis: 2011 - 2015

### Instructions:

Complete the table below to document the State's safety performance goals and outcomes over the past five measurement periods. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific basis of the goal calculation (including source and capture date), e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be filled in with data.

1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available).
2. FMCSA views the total number of fatalities as a key national measurement. Insert the total number of fatalities during the measurement period.
3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). If a State did not establish a goal in their CVSP for a particular measurement period, do not enter a value in the Goal column for that period.
4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.
5. If you select 'Other' or 'N/A' as the goal measurement, explain the measure used in the narrative box below.

**Goal measurement as defined by your State:** Other

State Defined Measurement Period (Include 5 Periods)		Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
01/01/2015	12/31/2015	0	74	88
01/01/2014	12/31/2014	4	77	94
01/01/2013	12/31/2013	1	81	81
01/01/2012	12/31/2012	2	83	96
01/01/2011	12/31/2011	3	86	83

**Enter the source and capture date of the data listed in the table above:**

A & I ONLINE (MCMIS) DATA SNAPSHOT AS OF 5/27/2016; SAFETYNET CRASH CHARACTERISTICS SUMMARY REPORT, 7/1/2016

**Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.**

Hawaii's goal in the CVSP is based on the total number of crashes (includes fatal, injury and tow-away crashes). Hawaii has been utilizing this goal measurement in the previous CVSP's, and our statistics are based on this measurement, therefore, we will continue to utilize this goal measurement for the 2017 CVSP. With a base average of 88 crashes from CY 2010-2014, Hawaii's goal will be to reduce the number of CMV passenger vehicle crashes by 3% per year from 88 crashes to 79 crashes by 2017.

As stated in the previous State Fatality Reduction Section 2.1, one of our biggest challenge that we are facing is the shortage of staff –and with this shortage, we are not able to increase the number of passenger vehicle inspections and safety presentations to reach out to as many passenger vehicle drivers and the public to educate them about safety on our roadways. Currently, we have 7 vacancies, which we are looking to recruit by the end of 2016.

Another difficulty that we face is, in analyzing the crash data - the leading number of crashes involves buses greater than 15 passengers including the driver. These buses are the Oahu Transit buses (OTS), a mass transit system that comes under the City and County of Honolulu and does not fall within our jurisdiction and is not regulated by the state, yet the crash data falls under our statistics. Our challenge is how to address this situation where the leading number of crashes occurring are from the City and County of Honolulu mass transit system which is not regulated by the state, yet the crashes are falling under our statistical count. If there is a way to adjust the count to not include them in our data, our number of crashes would be reduced significantly.



### 3 - State Hazardous Materials Fatality Reduction Trend Analysis: 2011 - 2015

#### Instructions:

Complete the table below to document the State's safety performance goals and outcomes over the past five measurement periods. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific basis of the goal calculation (including source and capture date), e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be filled in with data.

1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available).
2. FMCSA views the total number of fatalities as a key national measurement. Insert the total number of fatalities during the measurement period.
3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). If a State did not establish a goal in their CVSP for a particular measurement period, do not enter a value in the Goal column for that period.
4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.
5. If you select 'Other' or 'N/A' as the goal measurement, explain the measure used in the narrative box below.

**Goal measurement as defined by your State:** N/A

State Defined Measurement Period (Include 5 Periods)		Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
01/01/2015	12/31/2015	0		0
01/01/2014	12/31/2014	0		0
01/01/2013	12/31/2013	1		1
01/01/2012	12/31/2012	0		0
01/01/2011	12/31/2011	1		1

**Enter the source and capture date of the data listed in the table above:**

Safetynet Crash Characteristics Summary dated July 1, 2016.

**Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.**

Hawaii does not have a Hazardous Materials Incident Reduction Goal - since Hawaii does not have a hazardous materials safety problem. We continue to conduct vehicle inspections and enforce the FMCSR's against hazardous materials CMV's in a manner consistent with the enforcement for all CMV's.

**4 - Traffic Enforcement Trend Analysis: 2011 - 2015****Instructions:**

Please refer to the MCSAP Comprehensive Policy for an explanation of FMCSA's traffic enforcement guidance. Complete the table below to document the State's safety performance goals and outcomes over the past five measurement periods.

1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available).
2. Insert the total number of the measured element (traffic enforcement stops with an inspection, non-inspection stops, non-CMV stops).
3. Insert the total number of written warnings and citations during the measurement period. The number of warnings and citations do not need to be split out separately in the last column.

State Defined Measurement Period (Include 5 Periods)		Number Of CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2015	12/31/2015	8	29
01/01/2014	12/31/2014	0	0
01/01/2013	12/31/2013	0	0
01/01/2012	12/31/2012	0	0
01/01/2011	12/31/2011	1	7

☐

Check if State does not conduct CMV traffic enforcement stops without an inspection.

State Defined Measurement Period (Include 5 Periods)		Number Of CMV Traffic Enforcement Stops without Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2015	12/31/2015	1	1
01/01/2014	12/31/2014	0	0
01/01/2013	12/31/2013	0	0
01/01/2012	12/31/2012	0	0
01/01/2011	12/31/2011	4	14

☒

Check if State does not conduct Non-CMV traffic enforcement stops.

**Enter the source and capture date of the data listed in the table above:**

The Motor Carrier Safety Officers in Hawaii do not have the authority to conduct traffic enforcement. They are not trained to issue moving citations and do not have pull over or arrest powers. Hawaii uses the county police officers who attended the North American Standard Level I training and are certified inspectors to assist in conducting traffic enforcement (moving violations) on commercial motor vehicles. They are able to conduct enforcement in high crash corridors, high crash hours or in high risk areas. Currently, we have two Maui county police officers and two Honolulu police officers who conduct commercial vehicle inspections and turn them in to the Motor Vehicle Safety Office for entry into the safetynet database system. They also turn in copies of any citations that were given, either in conjunction with the inspection or during a traffic enforcement stop. We have also talked with the traffic commanders from all islands to have their officers turn in copies of any citations that their officers give to commercial vehicles. The data provided above are from one Honolulu police officer in 2011 who was conducting CMV inspections, and in 2015, we had two Honolulu police officers conducting CMV inspections. The two officers in 2015 were doing traffic enforcement stops on CMV's and conducting inspections when they could, and also issuing citations for any safety violations that they discovered during the stop or while conducting the vehicle inspections. The Maui police officers did not do any traffic enforcement on CMV's nor issue citations.

## 5 - Outreach and Education Goals - Report on progress from the FY 2016 CVSP

### Instructions:

Please enter information to describe your year-to-date Outreach and Education activities from the FY2016 CVSP. Click on "Add New Activity" to enter information.

#### Activity #1

**Activity: Describe Outreach and Education activity conducted:**

Conduct safety awareness campaigns at shopping centers, schools, satellite city halls and/or public functions to educate the public on driver safety and awareness around commercial motor vehicles and to distribute educational brochures

**Goal: Insert goal from previous year CVSP (#, %, etc., as appropriate):**

1 safety campaign per quarter (4 per year) at shopping centers, satellite city halls and/or public functions and distribute 1000 safety brochures and reaching a target audience of 1,000 individuals.

**Actual: Insert year to date progress (#, %, etc., as appropriate):**

Hawaii has conducted 3 public outreach campaigns as of July 2016 and distributed 4,560 safety brochures and reached a target audience of 860 individuals

**Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.**

So far, Hawaii has conducted three safety campaigns at the satellite city halls and found it to be very successful. We've learned that we're able to reach people from all walks of life -from citizens applying for their state ID's, paying their county bills, applying for driver's license, renewal, permits and road tests. We're also able to reach out to the younger generation who are just starting to drive and are applying for their learner's permit and to taking the road test.

#### Activity #2

**Activity: Describe Outreach and Education activity conducted:**

Participate in the DOT Safety Awareness Campaigns

**Goal: Insert goal from previous year CVSP (#, %, etc., as appropriate):**

1 DOT safety awareness campaign per quarter (4 per year) and distribute 200 safety brochures (800 per year) during the enforcement activities targeting the emphasis for that campaign and reaching a target audience of 800 individuals per year.

**Actual: Insert year to date progress (#, %, etc., as appropriate):**

Hawaii has participated in four DOT safety awareness campaigns as of July 2016, and distributed 825 safety brochures and reaching a targeted audience of 625 individuals.

**Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.**

Last year, the motor vehicle safety office did not participate in the DOT safety awareness campaign targeting child restraints, however, this year we joined the DOT campaign and helped to get the word out about child restraint safety and during our public outreach campaign, we helped distribute brochures and explained the importance of proper child restraints. Also, since the DOT "Click it or Ticket" is now a year round DOT campaign, MVSO also participates in that campaign year round.

#### Activity #3

**Activity: Describe Outreach and Education activity conducted:**

Conduct safety presentations to drivers and carriers officials.

**Goal: Insert goal from previous year CVSP (#, %, etc., as appropriate):**

Conduct 80 safety presentations per year to drivers and carrier officials.

**Actual: Insert year to date progress (#, %, etc., as appropriate):**

So far, as of July 1, 2016, MVSO has conducted 164 safety presentation to drivers and carrier officials.

**Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.**

Hawaii has faced the challenge of reaching out to many carriers who are in business, but have no knowledge of what is required of them as motor carriers - driver qualifications, vehicle maintenance and basic knowledge of the State and Federal rules and regulations as they apply to commercial vehicles. We have made it a requirement for any new carrier to attend a safety presentation

before validating their vehicle identification card and also, for the existing carriers, we have placed notices in our office of anyone interested in learning about the rules and regulations as they apply to commercial vehicles to please sign up for a safety presentation. We have had much success in this area since the word gets out about our presentations to even the existing carriers, and they call to sign up for a presentation. Many times, the representatives from the existing carriers are new, and they are interested in learning about what is required of them to be in compliance. All the motor carrier safety officers receive formal training on the safety presentations to ensure uniformity in all the information passed on to the carriers. They go through the formal classroom training, then they sit in with an experienced officer for several presentation, then they give a safety presentation with an experienced officer present. They are evaluated by a supervisor before they are able to give a presentation on their own. We distribute a safety packet with all the required information and documents that the carriers need to be in compliance. Each of our officers are trained to go over each document that is required for the driver qualification and maintenance files, in addition to safety practices in driving a CMV on our roadways (such as seat belt awareness, no texting or cell phone usage, and general safe driving). State safety audits are conducted randomly on the carriers who have been through a safety presentation to ensure that they are in compliance.

## 6 - State Specific Objectives – Report on Progress from the FY2016 CVSP

### Instructions:

Please enter information as necessary to describe year-to-date progress on your State-specific objectives from the FY2016 CVSP. Click on "Add New Activity" to enter information.

#### Activity #1

##### **Activity: Describe State-specific activity conducted from previous year's CVSP.**

CMV Seat Belt Usage

##### **Goal: Insert goal from previous year CVSP (#, %, etc., as appropriate):**

To increase the 2011 Hawaii CMV seat belt usage rate of 61.56% by 5% per year for a total of 78.56% by 2016. Since 2011, Hawaii has been conducting a survey of seat belt usage by the commercial vehicle drivers twice a year. We set up officers at several vantage points throughout the island where we can monitor seat belt usage and conduct a survey for a 4 hour period. The percentage was calculated based on the number of drivers observed wearing seat belts and the total number of drivers taken during the survey.

##### **Actual: Insert year to date progress (#, %, etc., as appropriate):**

77.93% usage for 2016.

##### **Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.**

Hawaii continues to face the problem of finding good vantage points that we can clearly observe the drivers wearing the seat belts when conducting this survey. So far, we have found three good vantage points where we can look down at the oncoming truck to see if they are wearing the seat belts, either the lap or shoulder type. With the other locations, sometimes, if they have the lap belts, we cannot determine if they are using seat belts or not, so we mark them off as cannot determine - that accounts for 10% of the statistics. For the majority, most of the vehicles have the shoulder belts, and we can see the seat belt assembly from where we are observing them, so we are able to observe if they are wearing them or not. Hawaii has seen an improvement in seat belt usage since 2011. However, there are still fluctuations year to year. Usually, we conduct a seat belt enforcement about two to three weeks prior to the survey, and try to get the message out and remind all the drivers about the importance of the usage of seat belts. We were unable to conduct a seat belt enforcement prior to the last survey in June 2016 and we were also short of personnel to conduct the survey. It was reflected in our survey data. We will continue to remind and educate the drivers about the importance of seat belt usage and enforce in order to increase the seat belt usage among the commercial vehicle drivers and save lives.

#### Activity #2

##### **Activity: Describe State-specific activity conducted from previous year's CVSP.**

Passenger Transportation Safety

##### **Goal: Insert goal from previous year CVSP (#, %, etc., as appropriate):**

To reduce the number of CMV passenger vehicle crashes by 3% per year from a base average of 88 crashes from CY 2010-2014 to 79 crashes by 2017.

##### **Actual: Insert year to date progress (#, %, etc., as appropriate):**

For 2015, the number of CMV passenger vehicle crashes was 88

##### **Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.**

The problem that Hawaii faces in reducing the number of CMV passenger vehicle crashes is in finding destination sites to do the inspections and to reach out to these drivers, through presentations and working with them on safety issues. We have a difficult time in catching them to do an inspection at the destination sites. Many times they just drop off the passengers and leave, and return after couple hours to pick them up. With the limited personnel that we have, we are able to catch one or two of them before they leave, but once we stop one, the others wait and try to get away. Also, it is difficult to schedule presentations with many of the smaller carriers since they are owner/operators and they are usually on the road. Another problem that we encounter is that about 48% of the reportable crashes are non-collision, others - these are passengers on the mass transit city buses that get injured inside the bus, due to sudden stops - and they are reportable because of the injury. The mass transit city buses do not come under our jurisdiction, however, their count of reportable accidents fall under our statistics. We will continue in our effort to reduce the number of CMV passenger vehicle crashes through continued inspections and reaching out to the drivers and passengers to educate them about safety on the roads

## Basic & Incentive CMV Safety Objectives

*The CMV Safety Program Objectives part allows States to define their goals and objectives for this year's plan, address the national priorities contained in the Notice of Funding Availability (NOFA), and to identify any State-specific objectives for any safety or performance problems identified by the State. The State must address problems it believes will help reduce the overall number of CMV crash related fatalities and injuries.*

### 1 - Crash Reduction Goal

#### **Instructions:**

*The State must include a reasonable crash reduction goal for their State that supports FMCSA's mission to reduce the national number of crashes, injuries and fatalities involving commercial motor vehicle transportation. The State has flexibility in setting its goal. It can be based on raw numbers (e.g., total number of fatalities or crashes) or based on a rate (e.g., fatalities per 100 million VMT).*

#### **Problem Statement Narrative: Describe the identified problem including baseline data:**

In the FY2016 CVSP, the State of Hawaii's multi-year goal was to reduce the number of reportable CMV crashes by 2% per year from the 2010 to 2014 baseline average of 172 crashes over a five year period from 2012 to a total of 155 reportable crashes by 2017. Based on the current data, the reportable CMV crashes increased in 2013 and 2014 with 181 crashes, and in 2015, there was a decrease to 178 reportable crashes. The number of fatalities increased in 2013 and 2014 with 8 and 9 fatalities, respectively and decreased in 2015, with only 3 fatalities. We still have fluctuating trends and will continue to analyze the data from Safetynet and A & I Online, to pinpoint any specific trends and/or factors that may have contributed to the increase in the crashes in the specific years and target those trends and/or factors in an effort to reduce the number of CMV crashes.

#### **Enter Data Source Capture Date:**

#### **Enter Data Source:**

A & I Online, MCMIS (data snapshot as of 5/27/2016) and Safetynet Crash Characteristics Summary report as of July 1, 2016

#### **Enter Crash Reduction Goal**

The number of reportable crashes fluctuates from year to year, and in setting a multi-year goal of decreasing the number of reportable crashes every year by a certain percentage has been unsuccessful for Hawaii. Some years there is an increase in the number of crashes, then it decreases, and the next year it increases again. We cannot predict what will happen from year to year, but we can work towards trying to prevent these accidents from occurring. This year, Hawaii will set a more realistic attainable goal and switch to an annual goal based on the previous year data of the year the CVSP is submitted. So, for the FY 2017 CVSP, we will be taking the reportable crashes from the 2015 data, since completed data from 2016 is not available. The number of reportable crashes for 2015 is 178. Hawaii's goal will be to try to reduce the number of reportable crashes to 174 crashes for 2017. We will continue to carefully analyze the crash data to see if we can find the causes for the crashes and fatalities in the past years. We will focus our enforcement on our findings in an effort reduce the number of CMV crashes. We will also seek to achieve this objective through ongoing training of officers to be able to conduct more driver/vehicle inspections, to continue to reach out and educate drivers, carrier officials and the public on commercial vehicle safety. As detailed in the data quality objective, we will be working to ensure the completeness, and timeliness of our CMV crash data. Hawaii will continue in the effort to reduce the number of reportable CMV crashes.

**Identify each of the national program elements the State will utilize to meet the performance objective. The State will describe these activities in greater detail in the respective narrative sections of the CMV Safety Program Objectives and Commercial Vehicle Enforcement Activities.**

**Check all program elements that apply (minimum of 1):**

- ☒ **Conduct Driver and Vehicle Inspections (complete activity projections in the Commercial Vehicle Enforcement Activities section 1)**
- ☒ **Conduct Traffic Enforcement Activities (complete activity projections in the Commercial Vehicle Enforcement Activities section 2)**
- ☒ **Conduct Carrier Investigations (complete activity projections in the Commercial Vehicle Enforcement Activities section 3)**
- ☒ **Conduct Public Education and Awareness (complete activities in the Commercial Vehicle Enforcement Activities section 4)**
- ☒ **Conduct Effective Data Collection and Reporting (complete activities in the CMV Safety Program Objectives section 2)**

**Program Activities: States must include activities related to this goal in the output estimates in the Commercial Vehicle Enforcement Activities part. However, States must also indicate in this objective the amount of effort (staff hours, FTE, inspections, traffic enforcement stops, etc.) that will be resourced directly for this purpose. For example, 3,000 of the 10,000 Level 1 inspections listed in the Commercial Vehicle Enforcement Activities Section 1 will be dedicated to this objective.**

The State DOT Motor Vehicle Safety Office will be certifying the 3 new motor carrier safety officers in conducting NAS Level I, Hazardous Materials, Cargo Tank and Passenger Vehicle inspections. We will also be recruiting for 7 more vacant motor carrier safety officer positions by the end of the year and provide them the necessary training to certify them to conduct NAS Level I, Hazardous Materials, Cargo Tank and Passenger Vehicle inspections. The State will schedule the training with the National Training Center for all new hires from April through September 2016. The training will be provided by instructors from the National Training Center who will conduct the training here in Hawaii. We will ensure that they all complete the classroom portion and the inspection certification in each area successfully to enable them to conduct vehicle inspections independently. The State will also invite 5 county police officers to attend the NAS Level I training in 2017 here in Hawaii.

We will also work with the county police officers to focus their enforcement on CMV speeding and other traffic and safety violations, and to issue citations. We will make available, basic CMV violation training to the officers and provide them with job aids for their use in the field.

The Motor Carrier Safety Officers will continue to conduct education and safety presentations every quarter to drivers and carrier officials with a focus on safe driving and compliance with all state and federal regulations. The presentations will be conducted through safety meetings at carrier terminals or at the State DOT conference room, and/or trucking association/fleet organization meetings. Safety brochures such as, "No Zone", Seat belt safety, Aggressive Driving and Driver Safety, Professional Driver safety and Truck & Bus Drivers will be distributed for all drivers in the company. We will conduct a minimum of 80 safety presentations per year (20 per quarter).

The Motor Carrier Safety officers will conduct four public outreach campaigns per year (1 every quarter) at various public locations such as: shopping centers, satellite city halls, and/or driver education schools, to increase public awareness of safety on the highways and driving around big trucks. They will distribute 1,000 safety brochures per year. In addition, the Motor Vehicle Safety Office will participate in all DOT safety awareness campaigns such as "Click It or Ticket", "Defeat Distracted Driving" and any other DOT safety campaigns and distribute 800 safety brochures per year.

The Safetynet Coordinator will analyze data quarterly from Safetynet and A & I online of previous years crash records and work with the Motor Carrier Safety Manager in identifying any high crash corridors and/or factors that may have contributed to the crashes – including mechanical defects, driver actions or other factors. We will identify 4 high crash areas and/or factors as contributors to crashes (1 area and/or factor identified per quarter) and focus on those areas / factors.

The Motor Carrier Safety Officers will continue to increase all levels of vehicle inspections and conduct a total of 4,325 inspections per year. Each officer will average about 300 hours dedicated to roadside inspections. They will target identified high crash areas and/or contributing factors that may lead to crashes and conduct at least 100 vehicle inspections (25 inspections per quarter) in the targeted area and/or focusing on contributing factor. The inspectors will continue to identify the Federal OOS orders by checking carrier data through compass portal during roadside inspections and notify the FMCSA Hawaii Division Office.

***Performance Measurements and Monitoring: The State will monitor the effectiveness of its CMV Crash Reduction Goal quarterly and annually by evaluating the performance measures and reporting results in the required SF-PPRs. Describe how the State will conduct ongoing monitoring of progress in addition to quarterly reporting.***

We will train 100% of the new hires and ensure that they complete the inspection certification process successfully to enable them to conduct vehicle inspections independently. The MVSO field supervisors will monitor and evaluate the newly hired MVSO officers that are trained in the North American Standard inspections every quarter to ensure that they are thoroughly competent in conducting vehicle inspections and meet the federal standards in uniformity in conducting the inspections. They will monitor the inspection of the officers and if the inspections indicate that additional training is needed, more training will be provided. The Motor Carrier Safety Manager will submit quarterly and annual reports to the FMCSA on the number of officers trained and certified, and will evaluate the effectiveness of the increase in roadside vehicle inspections in reducing the number of CMV crashes.

We will train 5 county police officers to conduct the North American Standard inspection and the MVSO field supervisors will work closely with them to ensure that they are thoroughly competent in conducting the vehicle inspections and meet the federal standards in uniformity in conducting the vehicle inspections. Projected target for the number of inspections by the county police officers will be 100 inspections per year (25 per quarter). Note: the 25 inspection count per quarter may vary since the police officers will be conducting the inspections whenever possible while on duty). The Safetynet coordinator will report the number of inspections conducted by the police officers on a quarterly basis to the Motor Carrier Safety Manager. We will also have the police officers turn in copies of any citations issued to commercial vehicles on a quarterly basis. The Manager will monitor and record the number and type of citations issued by the county police officers and evaluate the effectiveness of roadside enforcement by the county police officers in reducing the number of CMV crashes. The Manager will submit a quarterly and annual report to the FMCSA.

The MVSO supervisor will keep a record of the number of safety presentations, public outreach campaigns, DOT safety campaigns and presentations to driver's education classes that have been conducted each quarter, and a log will be kept of the date, officer(s), activity and number of brochures distributed. The Motor Carrier Safety Manager will submit quarterly and annual reports to FMCSA and evaluate the effectiveness of public outreach activities in reducing the number of CMV crashes from 178 crashes to 174 by 2017.

The Safetynet Coordinator will work with the Motor Carrier Safety Manager in utilizing Safetynet and A & I online data to review and analyze crash reports and identify areas and/or factors that may have contributed to crashes on a quarterly basis. The Safetynet Coordinator will report the number of inspections conducted by the officers and any Federal OOS orders enforced on a monthly, quarterly and annual basis to the Motor Carrier Safety Manager. The Manager will monitor and evaluate the effectiveness of the increase in the number of inspections, and conducting inspections focusing on the targeted areas in reducing the number of CMV crashes. The Manager will submit a quarterly and annual report to FMCSA.



## 2 - State Safety Data Quality and Information Systems Objective

### Instructions:

In the tables below, indicate your State's rating or compliance level within each of the Safety Data and Information Systems categories.

Under certain conditions, the FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O & M) costs associated with Safety Data Systems (SSDQ), Innovative Technology Deployment (ITD, previously known as CVISN) and the Performance and Registration Information Systems Management (PRISM).

1. For SSDQ, if the State meets accuracy, completeness and timeliness measures regarding motor carrier safety data and participates in the national data correction system (DataQs).
2. For PRISM, O&M costs are eligible expenses subject to FMCSA approval.
3. For ITD, if the State agrees to comply with ITD program requirements and has complied with all MCSAP program requirements including achievement of at least Level 6 in PRISM, O & M costs are eligible expenses.

Instructions will be provided within the Spending Plan Narrative section regarding documentation of these costs within the CVSP.

**State Safety Data Quality:** Indicate your State's SSDQ rating and goal in the table below by utilizing the drop-down menus.

SSDQ Category	Goal from FY 2016 CVSP	Current SSDQ Rating	Goal for FY 2017
Crash Record Completeness	Good	Good	Good
Fatal Crash Completeness	Good	Good	Good
Crash Timeliness	Good	Good	Good
Crash Accuracy	Good	Good	Good
Crash Consistency	No Flag	No Flag	No Flag
Inspection Record Completeness	Good	Good	Good
Inspection VIN Accuracy	Good	Good	Good
Inspection Timeliness	Good	Good	Good
Inspection Accuracy	Good	Good	Good

**Enter the date of the A&I Online data snapshot used for the "Current SSDQ Rating" column:**

A & I Online data snapshot as of May 27, 2016

**Compliance table: Please verify the level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs, details must be in this section and in your Spending Plan. If 'no' is indicated in the verification column, please provide an explanation in the narrative box below.**

Technology Program	Current Compliance Level according to FMCSA	Verification by State of Current Compliance Level
ITD	Deploying Core CVISN	Yes
PRISM	Not Active	Yes
SSDQ	Good	Yes

Data Sources:

- [FMCSA website ITD information](#)
- [FMCSA website PRISM information](#)
- [FMCSA website SSDQ information](#)

Hawaii will evaluate options for "PRISM" equivalent program activity during FY 2017 in order to comply with FAST Act requirements prior to 10/1/2020. While FMCSA website ITD information indicates Hawaii is "Deploying Core CVISN", currently, Hawaii has halted CVISN efforts since the 2009 CVISN grant was closed.

**Problem Statement Narrative: Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e. problems encountered, obstacles overcome, lessons learned, etc.). If the State is "Good" in all categories, no further narrative or explanation is necessary. If your State's PRISM compliance is less than step 6, describe activities your State plans to implement to achieve full PRISM compliance.**

**Program Activities: Describe any actions that will be taken to achieve a "Good" rating in any category not currently rated as "Good" including measureable milestones. Also, describe any actions that will be taken to implement full PRISM compliance.**

The Motor Carrier Safety Manager and/or Division Administrator will continue to work with the Traffic Commanders on all islands, through attendance at the Traffic Commanders Quarterly Meetings (4 per year) to make sure that we are able to obtain the crash records from the police departments on the neighbor islands (Hawaii and Maui) on a timely basis, at least twice a month. The Safetynet coordinator will be checking with the DOT Traffic Branch weekly to obtain any crash reports to be processed and uploaded into the Safetynet system. He will be working together with the DOT FARS personnel on a monthly basis to cross check the accident reports that the Motor Vehicle Safety Office has on file and what FARS has on file to make sure that no fatal records are missing and also to check for accuracy in the reports to ensure that there are no non-matched records. The MVSO field supervisors will review each officers inspection reports daily to ensure accuracy and completeness, and to make sure that the inspection reports are uploaded to Safetynet daily.

**Performance Measurements and Monitoring: Describe all performance measures that will be used and include how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.**

The uploading of the crash records will be monitored and evaluated for timeliness, completeness and accuracy by the Safetynet coordinator on a monthly and quarterly basis. The number of days between the actual crash date and the uploading of the crash records into the Safetynet system to be less than 90 days. A monthly and quarterly report will be submitted to the Motor Carrier Safety Manager for review. If there are any changes to Hawaii's "GREEN" data quality rating, appropriate action will be taken immediately by the Manager to ensure a correction is made. The Motor Carrier Safety Manager will submit a report to FMCSA Hawaii Division Office on a quarterly and annual basis.

The Safetynet coordinator will monitor the SSDQ inspection measures from A & I online on a monthly and quarterly basis to ensure that a "GREEN" rating is being maintained for the inspection report measures of timeliness, accuracy and completeness. If there are any changes to the ratings, appropriate action will be taken immediately by the Manager to address the problem. The Motor Carrier Safety Manager will submit a report to FMCSA Hawaii Division Office on a quarterly and annual basis.

### 3 - Passenger Carrier Enforcement

#### Instructions:

*We request that States conduct Enhanced Investigations for motor carriers of passengers and other high risk carriers. We also ask that States plan to allocate resources to participate in the Enhanced Investigations training being offered by FMCSA. Finally, we ask that States continue to partner with FMCSA in conducting Enhanced Investigations and inspections at carrier locations.*

#### Check this box if:

☐ As evidenced by the trend analysis data in Program Effectiveness Summary - Past Performance, State Motorcoach/Passenger Fatality Reduction Goals, the State has not identified a significant passenger transportation safety problem and therefore will not establish a specific passenger transportation goal in the current fiscal year. However, the State will continue to enforce the FMCSRs pertaining to passenger transportation by CMVs in a manner consistent with the MCSAP Comprehensive Policy as described either below or in the Commercial Vehicle Enforcement Activities part. If this box is checked, no additional narrative is necessary.

#### **Problem Statement Narrative: Describe problem identified by performance data.**

The State Motor Vehicle Safety Office is in support of FMCSA's initiative to improve the safety of motor coach and passenger commercial vehicle transportation. The State of Hawaii is a very popular year round tourist destination and there is a high volume of passenger carrying vehicles. There continues to be an increase in the number of smaller passenger carrying vehicles such as the 21 passenger mini-bus and the 9-15 passenger vans and limousines here in Hawaii. The problems that arise with this increase in the operation of these smaller passenger carrying vehicles include drivers not properly qualified, vehicles not being registered with the State DOT and properly maintained in safe operating condition, and owners and drivers not being aware of the Federal and State rules and regulations that govern passenger transportation.

In 2015 there were 88 reportable passenger vehicle crashes which accounted for 49.43% of the 178 crashes reported. Of the 88 crashes, 22 accounted for the smaller mini-buses, vans and limousines. (Data source: SafetyNet Accident Log dated 1/1/15-12/31/15)

#### **Performance Objective: Enter performance objectives including baseline data and performance goal.**

The number of reportable passenger vehicle crashes has been fluctuating from year to year, and in setting a multi-year goal of decreasing the number of reportable crashes every year by a certain percentage has been unsuccessful for Hawaii. Some years there is an increase in the number of crashes, then it decreases, and the next year it increases again. We cannot predict what will happen from year to year, but we can work towards trying to prevent these accidents from occurring. This year, Hawaii will set a more realistic attainable goal and switch to an annual goal based on the previous year data of the year the CVSP is submitted. So, for the FY 2017 CVSP, we will be taking the reportable crashes from the 2015 data, since completed data from 2016 is not available. The number of reportable passenger vehicle crashes for 2015 was 88. Hawaii's goal will be to try to reduce the number of reportable crashes to 84 crashes for 2017.

***To meet this goal, the State intends to conduct activities under the following strategies and will describe these activities in greater detail in the respective sections in the CMV Safety Program Objectives and Commercial Vehicle Enforcement Activities parts.***

***Check all program elements that apply (minimum of 1):***

- ☒ **Conduct Driver and Vehicle Inspections (complete activity projections in the Commercial Vehicle Enforcement Activities section 1)**
- ☐ **Conduct Traffic Enforcement Activities (complete activity projections in the Commercial Vehicle Enforcement Activities section 2)**
- ☒ **Conduct Carrier Investigations [CSA] (complete activity projections in the Commercial Vehicle Enforcement Activities section 3)**
- ☒ **Conduct Public Education and Awareness (complete activities in the Commercial Vehicle Enforcement Activities section 4)**
- ☒ **Conduct Effective Data Collection and Reporting (complete activities in the CMV Safety Program Objectives section 2)**

***Program Activities: Additional information regarding how these activities will be implemented.***

The Motor Vehicle Safety Office will participate in the two week annual FMCSA National Passenger Carrier Strike Force, by conducting inspections on passenger carrying vehicles, educational outreach activities and safety presentations targeting passenger carrier officials and drivers, and state audits on passenger carriers to increase safety awareness. Once we can get our qualified inspectors certified in conducting compliance reviews, we will also aim to conduct compliance reviews on passenger carriers.

Hawaii will continue to conduct educational and safety presentations to passenger carriers throughout the year. We will work in collaboration with the passenger carriers through attendance at their company safety meetings to help them improve their safety programs. We will provide the necessary information for compliance with all Federal and State regulations and to promote safe driving among all drivers. Projected target is 24 presentations per year (6 per quarter).

Once certified, the certified officer will conduct a compliance review every quarter on a passenger carrier. Projected target: 4 compliance reviews per year (1 per quarter).

We will increase the number of Level I, II and III inspections on motorcoaches and other passenger carrying vehicles at origin/destination sites. And conduct unannounced Level V inspections at various passenger carriers to ensure accurate vehicle safety compliance is achieved. During roadside inspections, issue citations to passenger vehicle drivers for critical safety violations found according to the CVSA guidelines.

The Safetynet coordinator will analyze data from A & I online to address any crash causation problem areas and utilize the compass portal data to find any carriers with high OOS rates.

***Performance Measurements and Monitoring: Describe all performance measures and how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.***

During the two week period of the National Passenger Strike Force, the motor carrier safety officers will conduct two public outreach activities, 4 safety presentations, and 2 state audits on passenger carriers, and a conduct minimum of 50 passenger vehicle inspections. The Motor Carrier Safety Manager will monitor the activities and record the number of inspections, outreach activities, safety presentations, and state audits conducted and will submit a report of the two weeks activity to FMCSA.

In addition, throughout the year, the Motor Carrier Safety Officers will conduct 6 educational and safety presentations to passenger carriers every quarter (24 per year). Once we can get a certified officer to conduct compliance reviews, we will aim to conduct 4 compliance reviews per year. The supervisor will keep a record of the number of safety presentations conducted, including the date, officer(s) who conducted the presentation, the carrier and any notes, and the number of compliance reviews performed. The Motor Carrier Safety Manager will monitor the results and submit a report to FMCSA quarterly and annually.

The MVSO officers will conduct 800 passenger vehicle inspections (200 per quarter). The Safetynet coordinator will work with the manager in analyzing the data from A & I online to determine any crash causation areas or factors involved and target those areas for enforcement. The MVSO manager will use the Safetynet data to monitor the number of passenger vehicle inspections conducted and also monitor the number of citations issued to passenger carriers and drivers. The Manager will use the reports to evaluate the effectiveness of the enforcement activities on passenger vehicle safety and submit a report to FMCSA Hawaii Division quarterly and annually.

---

**4 - Enforcement of Federal Out-of-Service Orders during Roadside Activities**

---

**Instructions:**

*FMCSA has established an Out-of-Service catch rate of 85% for carriers operating while under an OOS order. In this section, States will indicate their catch rate is at least 85% by using the check box or complete the problem statement portion below.*

**Check this box if:**

**As evidenced by the data provided by FMCSA, the State identifies at least 85% of carriers operating under a federal Out-of-Service (OOS) order during roadside enforcement activities and will not establish a specific reduction goal. However, the State will maintain effective enforcement of Federal OOS orders during roadside inspections and traffic enforcement activities. If this box is checked, no additional narrative is necessary..**

---

**5 - Hazardous Materials Transportation Safety****Instructions:**

*Describe the state's efforts to address hazardous materials transportation safety, if applicable. Select the box below indicating that data does not indicate a hazardous materials problem OR complete the problem statement, performance objective, Activity Plan and Performance Measure.*

**Check this box if:**

☒ As evidenced by the trend analysis data indicated in the Program Effectiveness Summary - Past Performance section 3, State Hazardous Materials Fatality Reduction Goals, the State has not identified a significant hazardous materials safety problem that warrants a specific state objective. As a result, the State will not establish a specific hazardous materials crash reduction goal. However, the State will continue to enforce the FMCSRs pertaining to hazardous materials transportation by CMVs in a manner consistent with its enforcement for all CMVs. If this box is checked, no additional narrative is necessary.

## 6 - State-Identified Objective (Optional)

### Instructions:

*Describe any other identified State-specific objectives.*

#### State Objective #1

##### **Enter the title of your State-Identified Objective.**

CMV SEAT BELT USAGE

##### **Problem Statement Narrative: Describe problem identified by performance data.**

Reports by the National Highway Traffic Safety Administration (NHTSA) and the U.S. DOT Federal Motor Carrier Safety Administration on seat belt usage has shown that "Safety belts saves lives". The regular use of seat belts reduces the number of fatality or serious injuries when the vehicle is involved in a crash. In Hawaii, the seat belt usage rate among commercial vehicle drivers was an average of 63.83% in 2012, 77.35% in 2013, 77.27% in 2014, 74.39% in 2015 and 77.93% in 2016. Data Source: Hawaii Seat Belt Usage Survey: November 2011-2015 and June 2012, July 2013 and June 2014-16.

##### **Performance Objective: Enter performance objectives including baseline data and goal.**

To increase the 2012 Hawaii CMV drivers seat belt usage of 63.83% by 4.5% per year for a total of 79.54% usage by 2017 through education and enforcement.

**To meet this goal, the State intends to conduct activities under the following strategies and will describe these activities in greater detail in the respective sections in the CMV Safety Program Objective and Commercial Vehicle Enforcement Activities parts.**

**Check all program elements that apply (minimum of 1):**

- ☒ **Conduct Driver and Vehicle Inspections (complete activity projections in the Commercial Vehicle Enforcement Activities section 1)**
- ☒ **Conduct Traffic Enforcement Activities (complete activity projections in the Commercial Vehicle Enforcement Activities section 2)**
- ☐ **Conduct Carrier Investigations [CSA] (complete activity projections in the Commercial Vehicle Enforcement Activities section 3)**
- ☒ **Conduct Public Education and Awareness (complete activities in the Commercial Vehicle Enforcement Activities section 4)**
- ☒ **Conduct Effective Data Collection and Reporting (complete activities in the CMV Safety Program Objectives section 2)**

##### **Program Activities: Describe the activities that will be implemented including level of effort, if not described in Enforcement of Federal Out-of-Service Orders during Roadside Activities (Section 4).**

The Motor Vehicle Safety Office will conduct safety presentations to drivers and carrier officials every quarter to educate them and increase their awareness of the importance of seat belt usage. The presentations will be conducted through safety meetings at carrier terminals, here at the MVSO conference room, and/or trucking association meetings. This will be in conjunction with our safety presentations on safe driving. We will conduct a minimum of 80 safety presentations per year (20 per quarter) The officers will distribute seat belt brochures to the commercial vehicle drivers at the weigh stations and enforcement sites, including CVSA sponsored roadside activities such as Operation Air Brake and ROAD CHECK. A total of 500 seat belt brochures to be distributed per year (125 per quarter) The Motor Carrier Safety Officers will conduct two in-house seat belt surveys at a minimum of 5 high CMV traffic locations for 4 hours in length, one during the first quarter and the second in the third quarter. The surveys will be conducted at the same locations, and same time periods. The officers will keep a tally of the number of CMV drivers wearing seat belts. The Motor Carrier Safety Officers will conduct enforcement on seat belt usage during roadside inspections targeting seat belt usage and issue citations for any seat belt violations on a quarterly basis for a duration of one week. The Motor Carrier Safety Officers will conduct an enforcement activity targeting only seat belt usage twice a year, one day during the second quarter and one day in the fourth quarter. At the enforcement site, commercial vehicles will be pulled in and drivers will be checked for seat belt usage. Any driver not wearing a seat belt will be issued a citation.

##### **Performance Measurements and Monitoring: Describe all performance measures and how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.**

The MVSO Supervisor will keep a record of the number of safety presentations that have been

conducted each quarter and a log will be kept of the date, officer, and carrier. Projected target will be 20 presentations per quarter, for a total of 80 per year. The Motor Carrier Safety Officers will distribute 125 seat belt brochures per quarter to commercial vehicle drivers at weigh stations and enforcement sites, for a total of 500 brochures per year. The MVSO supervisor will keep a log of the date, activity, and number of brochures distributed. The Motor Carrier Safety Manager will review the reports on a quarterly basis and will evaluate its effectiveness in increasing seat belt usage among commercial vehicle drivers by 4.5% per year for a total of 79.54% usage by 2017. The Motor Carrier Safety Manager will review the statistics of the surveys to determine the effectiveness of the activities on seat belt usage and make any necessary changes (more enforcement or more education) if needed. The Manager will submit a quarterly and annual report to FMCSA Hawaii Division office. The MVSO Supervisor will be reviewing all roadside inspections for seat belt enforcement and monitor the issuance of citations for non-usage. For reports that fail to have citations issued for non-usage, necessary actions will be taken by the MVSO field supervisors. Projected target is zero citations per year - indicating that no drivers were issued citations for non seat belt usage, and they are in full compliance. During the enforcement activity targeting only seat belt usage, the MVSO supervisor will monitor the number of citations issued during the second and fourth quarter. Projected target is 0 citations per year - indicating that no drivers were issued citations for non seat belt usage, and they are in full compliance. The MVSO supervisor will submit a quarterly report to the Motor Carrier Safety Manager of the number of citations issued for each activity per quarter. The Manager will review the reports and evaluate the effectiveness of the enforcement activities in increasing seat belt usage among commercial vehicle drivers. A quarterly and annual report will be submitted to FMCSA.



## Basic & Incentive Enforcement Activities

*The Commercial Vehicle Enforcement Activities part allows the States to provide specific targets for their inspection, traffic enforcement, carrier investigation, and outreach and education goals. The State will use this section to describe the specific national program element activities (per 49 CFR 350.109) that it will use to meet the goals. In completing this section, the State need not repeat the broad program objectives or performance measurements established in the previous goals section of the plan.*

*Note: The State can access detailed counts of its core MCSAP performance measures, such as roadside inspections, traffic enforcement activity, review activity, and data quality by quarter for the current and past two fiscal years using the **State Quarterly Report and CVSP Data Dashboard** on the A&I Online website. The Data Dashboard is also a resource designed to assist the State with preparing their MCSAP-related quarterly reports and is located at: <http://ai.fmcsa.dot.gov/StatePrograms/Home.aspx> (user id and password required).*

### 1 - Driver/Vehicle Inspection Program - Overview and Performance Goals

#### **Instructions for Overview:**

*Describe components of the State's general Roadside and Fixed-Facility Inspection Program that are not already detailed as part of a specific program goal. Include the day to day routine for inspections and explain resource allocation decisions (i.e., Number Of FTE, where inspectors are working and why).*

**Enter narrative description of the State's overall inspection program including a description of how the State will monitor its program to ensure effectiveness and consistency.**

The State of Hawaii's commercial vehicle inspection program is a comprehensive program that focuses on program activities to keep unsafe CMV's and CMV drivers off of Hawaii's roadways. Commercial vehicle inspections are conducted statewide by our Motor Carrier Safety Officers and the local police departments throughout the year in an effort to reduce the number of CMV crashes and fatalities and to remain below the National CMV Fatality Reduction Goal. Hawaii conducts North American Standard Levels I to V inspections, general hazardous materials, cargo tank and passenger vehicle inspections. Our roadside inspections are conducted at a fixed inspection site and at various random roadside locations throughout the state. In Hawaii, we have only one fixed inspection site. The other locations are areas that are coned off from the major thoroughfares. While conducting roadside inspections, officer and public safety is the first priority. Recently, due to development and construction, we lost the areas previously used to conduct Level I inspections. Thus, we had to change to conducting Level II's and III's since safety was a key factor in the new areas used to conduct the roadside inspections. We continue to focus our inspections targeting the high-risk locations, areas with a high concentration of CMV activity and areas where enforcement activity is low, and also target any contributing factors that may lead to crashes.

We participate in all of CVSA sponsored operations throughout the year, including Operation Air Brake, Brake Safety Week, Operation Safe Driver, and the annual ROADCHECK. During all roadside inspections, our officers have accessibility to the FMCSA Compass portal/CLDIS through a wireless device. They are required to run a check on the driver, vehicle and carrier, and if there is any Federal OOS order. If any violations are found during the check, the inspecting officer is required to follow MVSO office procedures and take the appropriate action. Citations are issued and the driver and/or vehicle are placed out of service. If an inspection is conducted on a non-CDL driver, the MVSO officers are required to call in to the office for a check, and appropriate action to be taken on any violations found. Our officers also monitor and check for seat belt use and the use of wireless communication devices during all roadside inspections, and warn the drivers of the dangers of texting and cellphone usage while driving. Citations are issued for any violations detected upon pulling in the driver for an inspection.

Hawaii has not met the inspection count goal for the past several years due to the shortage of personnel – we lose officers to retirement and other job opportunities, then we hire some new officers. With the addition of the new officers, we use the senior officers to train and certify them – thereby losing the inspection count for the senior officers. Our officers are also not full-time MCSAP officers, they have other State operations that they are responsible for - school bus program, inspection stations, size and weight program, and any other projects that come up on the State level. This past year, 80% of our officers were called out for an emergency State project whereby they had to monitor overweight vehicles crossing one of the bridges on the North Shore which was deteriorating and in possible danger of collapsing. They were called out for 12 hour shifts for one month. State projects like this caused a major setback in our MCSAP inspection program. We continue to move forward and our officers are diligently conducting the vehicle inspections to strive for the mission of keeping our roads safe for everyone.

For FY 2017, Hawaii will be readjusting the goal for our officers to conduct 4,325 inspections. We are taking into account that we will be hiring 3-4 more officers by the end of the year who will need to go through the training and certification process. And the two Honolulu police officers who are certified to conduct NAS Level I inspections, and the two Maui police officers who are certified to conduct NAS Level I, General Hazmant, Cargo tank and Passenger vehicle inspections.

To ensure consistency in our program, the field supervisors monitors the officers conducting the inspections to make sure that they are all following the North American Standard procedures of inspection and making sure that their inspection reports are being entered accurately and completely. For any officers not following procedures, necessary actions are taken to ensure that they adhere to procedures. The Motor Carrier Safety Manager also reviews the inspection reports of all officers to ensure accuracy and completeness.

The safety net coordinator runs a monthly and quarterly report of the inspections through safety net for each unit's field supervisor. The field supervisors are required to review these reports and go over them with each of their unit's officers - these reports include the amount of inspections by levels conducted, OOS violations, and the specific types of violations found. Each officer has a goal for each month and quarter, and as their unit supervisors go over the reports with them, they also go over their goals with them. The safety net coordinator also runs a report for the manager who reviews the reports and determines if any adjustment to the operations need to be made to ensure the effectiveness of the inspection program.

### Instructions for Performance Goals:

*Please complete the following tables indicating the number of inspections that the State anticipates conducting during Fiscal year 2017. Please enter inspection goals by agency type (separate tabs are used for the Lead Agency and Funded agencies). **You are required to complete/review information on the first 3 tabs (as applicable). The "Summary" tab is totaled by the eCVSP system.***

*Note: States are strongly encouraged to conduct at least 33% Level 3 inspections of the total inspections conducted. If the State chooses to do less than 33% Level 3 inspections, it will be required to provide an explanation in the Summary tab.*

### Lead Agency

**Lead Agency is:** HAWAII DEPT. OF TRANSPORTATION

**Enter the total number of certified officers in the Lead agency:** 15

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	900	80	200	1180	27.28%
Level 2	1000	150	100	1250	28.90%
Level 3	1175	170	150	1495	34.57%
Level 4	240	10	0	250	5.78%
Level 5	25	25	100	150	3.47%
Level 6	0	0	0	0	0.00%
<b>Sub-Total Lead Agency</b>	<b>3340</b>	<b>435</b>	<b>550</b>	<b>4325</b>	

***Funded Agencies***

**Complete the following information for each MCSAP Basic funded agency, other than the lead agency in your State. A separate table must be created for each funded agency. Click 'Save' after each table entry.**

**Enter the name of the Funded Agency:**

**Enter the total number of certified officers in this funded agency:**

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1				0	%
Level 2				0	%
Level 3				0	%
Level 4				0	%
Level 5				0	%
Level 6				0	%
<b>Sub-Total Funded Agencies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Non-Funded Agencies**

Enter the number of non-funded agencies:	2
Enter the total number of non-funded certified officers:	4

**Summary**

<b>Total FY 2017 Driver/Vehicle Inspection Goals For Lead, Funded and Non-Funded Agencies</b>					
<b>MCSAP Lead Agency: HAWAII DEPT. OF TRANSPORTATION</b>					
<b># certified officers: 15</b>					
<b>Funded Agencies:</b>					
<b># certified officers: 0</b>					
<b>Number of Non-Funded Agencies: 2</b>					
<b># certified officers: 4</b>					
	<b>Estimated Performance Goal</b>				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	900	80	200	1180	27.28%
Level 2	1000	150	100	1250	28.90%
Level 3	1175	170	150	1495	34.57%
Level 4	240	10	0	250	5.78%
Level 5	25	25	100	150	3.47%
Level 6	0	0	0	0	0.00%
<b>Total ALL Agencies</b>	<b>3340</b>	<b>435</b>	<b>550</b>	<b>4325</b>	

**2 - Traffic Enforcement****Instructions:**

*Describe the State's level of effort (number of personnel/FTE) it proposes to use for implementation of a statewide CMV (in conjunction with and without an inspection) and/or non-CMV traffic enforcement program. If the State conducts CMV and/or non-CMV traffic enforcement activities only in support of the overall crash reduction goal, describe how the State allocates traffic enforcement resources (i.e., number of officers, times of day and days of the week, specific corridors or general activity zones, etc.). Traffic Enforcement activities should include officers who are not assigned to a dedicated Commercial Vehicle Enforcement unit but conduct commercial vehicle/driver enforcement activities. If the State conducts non-CMV traffic enforcement activities, the State will conduct these activities in accordance with the MCSAP Comprehensive Policy.*

The Motor Carrier Safety Officers in Hawaii do not have the authority to conduct traffic enforcement. They are not trained to issue moving citations and do not have pull over or arrest powers. Hawaii uses the county police officers who attended the North American Standard Level I training and are certified inspectors to assist in conducting traffic enforcement (moving violations) on commercial motor vehicles. They are able to conduct enforcement in high crash corridors, high crash hours or in high risk areas. The county police officers turn in any inspections that they conduct or citations that they issue during the traffic enforcement to the Motor Vehicle Safety Office. The state will be looking into possibly a sub-grant agreement with the county police officers who conduct CMV inspections

Please indicate using the radio buttons the Traffic Enforcement Activities the State intends to conduct in FY 2017 in the table below.

Yes	No	Traffic Enforcement Activities	Enter the Goals (Number of Stops, not Tickets or Warnings; these goals are NOT intended to set a quota.)
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	160
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	
<input type="radio"/>	<input checked="" type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	

**Describe components of the State's traffic enforcement efforts that are not already detailed as part of a specific program goal including a description of how the State will monitor its traffic enforcement efforts to ensure effectiveness, consistency, and correlation to FMCSA's national traffic enforcement priority.**

### 3 - Carrier Investigations

#### Instructions:

*Describe the State's implementation of FMCSA's interventions model to the maximum extent possible for interstate carriers and any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel and FTE assigned to this effort.*

#### **Performance Objective: Enter performance objective(s) including the number of Interventions/Investigations from the previous year and the goal for FY 2017**

Hawaii's objective is to improve motor carrier safety and reduce the number of crashes by participating in the Federal Compliance Review program. Currently, we do not have any officers who are certified in conducting compliance reviews, however, we anticipate certifying two officers by FY 2017. Once they are certified, we will be conducting investigations on carriers with basics above the intervention thresholds, carriers involved in serious accidents or based on complaints. Hawaii's goal for FY 2017 will be to certify two officers to conduct compliance reviews and they will conduct 12 compliance reviews for FY 2017.

#### **Program Activities: Describe components of the State's carrier investigation efforts that are not already detailed as part of a specific program goal. Include the number of personnel/FTE participating in this activity.**

Once Hawaii trains two officers to conduct compliance reviews by February 2017, we will conduct compliance reviews on carriers who are considered high risk, poor performers (basics above the intervention thresholds), those who have received complaints and carriers involved in accidents, passenger carriers and any focused reviews assigned by the FMCSA Division office. Based on the two officers, they will conduct 5 compliance review each for FY 2017 and participate with FMCSA in any HM Shipper's review, for a total of 12 compliance reviews.

#### **Performance Measurements and Monitoring: Describe all measures the State will use to monitor progress towards the annual goals. Further, describe how the State measures qualitative components of its carrier investigation program (not just outputs).**

The Motor Carrier Safety Manager will work in collaboration with the FMCSA Hawaii Division office to ensure that the Federal performance standards in conducting the compliance reviews are being met. The manager will monitor the productivity and performance quarterly by keeping a log of the number of compliance reviews conducted by each officer and any notes on their performance from FMCSA. Quarterly and annual reports will be submitted to the FMCSA Hawaii Division Office.



**Note: The Carrier Investigation Goals table is designed to collect State projections for the number of investigation activities estimated for FY 2017. The State may still conduct traditional motor carrier safety compliance reviews of intrastate motor carriers. Therefore, the CVSP may contain projections for both CSA investigations and compliance reviews of intrastate carriers.**

**Complete the table below indicating the number of investigations that the State anticipates conducting during this Fiscal Year. Note: if your State does not conduct reviews/investigations, you are not required to complete this table.**

☐ **Our State does not conduct reviews/investigations.**

FY 2017 Carrier Investigation Goals		
Review/Investigation Type	Interstate Goals	Intrastate Goals
<b>Rated and Non-rated Reviews (Excludes CSA &amp; SCRs)</b>		
Non-HM Cargo		6
Passenger		4
HM		0
<b>Rated and Non-rated Reviews (Excludes CSA &amp; SCRs) Total</b>	<b>0</b>	<b>10</b>
<b>CSA Off-Site Investigations</b>		
Non-HM Cargo CSA Off-Site		
Passenger CSA Off-Site		
HM CSA Off-Site		
<b>CSA Off-Site Investigations Sub-total</b>	<b>0</b>	<b>0</b>
<b>CSA On-Site Focused Investigations</b>		
Non-HM Cargo CSA On-Site Focused	0	
Passenger CSA On-Site Focused		
HM CSA On-Site Focused		
<b>CSA On-Site Focused Investigations Sub-total</b>	<b>0</b>	<b>0</b>
<b>CSA On-Site Comprehensive</b>		
Non-HM Cargo CSA On-Site Comprehensive	2	
Passenger CSA On-Site Comprehensive	0	
HM CSA On-Site Comprehensive		
<b>CSA On-Site Comprehensive Sub-total</b>	<b>2</b>	<b>0</b>
<b>CSA Investigations (all Types) Total</b>	<b>2</b>	<b>0</b>
<b>HM-Related Review Types</b>		
Security Contact Reviews (SCRs)		
Cargo Tank Facility Reviews		
Shipper Reviews	0	
<b>HM-Related Review Types Total</b>	<b>0</b>	<b>0</b>
<b>ALL REVIEW TYPES GRAND TOTAL</b>	<b>2</b>	<b>10</b>

**Add additional information as necessary to describe the carrier investigation estimates:**

#### 4 - Public Education & Awareness

##### Instructions:

*A public education and awareness program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's which operate around large trucks and buses. Describe the type of activities the State plans to conduct, including but not limited to passenger transportation, hazardous materials transportation, and share the road safely initiatives. Include the number of FTE that will be participating in this effort.*

*Note: the number of specific activities accomplished should be reported in each quarterly performance progress report (SF-PPR).*

**Performance Objective: To increase the safety awareness of the motoring public, motor carriers and drivers through public education and outreach activities such as safety talks, safety demonstrations, etc.:**

Our objective is to educate and provide safety awareness information involving commercial motor vehicles to increase safety awareness on our highways to 3,000 individuals through public awareness campaigns and safety presentations to drivers and carriers.

In the table below, indicate if the State intends to conduct the listed program activities and the estimated number.

Yes	No	Public Education and Awareness Activities	Goals
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	80
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	4
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	2
<input checked="" type="radio"/>	<input type="radio"/>	State-sponsored outreach events	4
<input type="radio"/>	<input checked="" type="radio"/>	Local educational safety events	
<input checked="" type="radio"/>	<input type="radio"/>	Teen safety events	1

**Program Activities: Describe components of the State's public education and awareness efforts that it intends to perform.**

1) 4 Public Awareness Campaign (1 per quarter)

2) 4 DOT Safety Awareness Campaign (1 per quarter)

3) 80 Safety presentations to carriers (20 per quarter) - These presentations will be conducted through attendance at carrier's safety meetings or presentations at the DOT conference room. The topics covered at the carrier presentations may vary from requested topics such as new federal regulations, hours of service, driver medical certificates, etc. For those presentations that are conducted here at the DOT conference room, our officers go over all the federal and state regulations that are required by the commercial carriers in order to be in compliance to be operating on Hawaii's roadways (Driver qualifications, hours of service, maintenance records, etc.)

4) State Trucking Association Meetings (2 per year) - The Hawaii Transportation Association, the Oahu Fleeting Association or the ILWU invites a speaker from the MVSO office to give a presentation at their safety meetings for members. The topics vary depending on the issues or problems that the trucking association is encountering at the time (ranging from driver qualifications, new federal regulations, safety initiatives that are coming up, or just a recap of how the industry is doing in the area of safety - what are the common violations found, OOS violations, etc. These meetings are to keep the industry up to date on various issues.

5) Safety presentation to driver's education class for teens - provide resources and information for teens in the drivers education classes, go over safe driving around commercial vehicles: No-Zone, distracted driving, aggressive driving behavior and speeding.

**Performance Measurements and Monitoring: Describe all performance measures and how the State will conduct monitoring of progress. States must report the quantity, duration and number of attendees in their quarterly Performance Progress Report (SF-PPR):**

The MVSO Manager will keep a record on the number of safety presentations, including driver's education class for teens, public outreach campaigns, and DOT safety campaigns that have been conducted each quarter, and a log will be kept of the date, time, duration, officer(s), activity, number of individuals in attendance, and the number of brochures distributed. The brochures that are distributed are safety brochures such as "No-Zone", Distracted

Driving, Passenger Driver Safety, Teens and Driving, Professional driver safety, Safety on our Roadways and Seat belt usage. The total number of brochures distributed: Public Outreach Campaigns - 1,000 brochures per year (250 per quarter); and the DOT safety campaigns - 800 brochures per year (200 per quarter) depending what the target safety campaign is per quarter. The DOT campaigns targets seat belt usage, texting and cell phone use, and pedestrian safety.

A log will be kept of the number of presentations that the motor carrier safety office gives to trucking associations or ILWU meetings - including the date, time, and names of the officers, number of individuals in attendance, the topics covered, and the number of brochures distributed. The Motor Carrier Safety Manager will submit quarterly and annual reports to FMCSA

## Spending Plan

### **B&I Spending Plan**

#### **What is a Spending Plan?**

*The Spending Plan explains the 'what', 'how', and 'why' of a line item cost in carrying out grant project goals and objectives. Use these instructions to develop your application spending plan.*

#### **What does a Spending Plan do?**

*A spending plan is a narrative explanation of each budget component which supports the costs of the proposed work. The spending plan should focus on how each item is required to achieve the proposed project goals and objectives. It should also justify how costs were calculated. The spending plan should be clear, specific, detailed, and mathematically correct.*

*The spending plan is one of the first places FMCSA reviews to confirm the allowability, allocability, necessity, reasonableness and consistent treatment of an item. A well-developed spending plan is an effective management tool; a plan that doesn't represent a project's needs makes it difficult to recommend for funding and assess financial performance over the life of the project.*

*The spending plan serves a number of critical functions:*

- *Describes your need for or necessity of an expense;*
- *Documents how reasonable the request is, conveys your judgment as well as the feasibility of the project in context of available and proposed resources.*
- *Helps FMCSA review high-risk cost items to decide funding.*

## 1 - Spending Plan: Personnel

### What different types of costs do I need to put in my Spending Plan?

Below is the spending plan. You may add additional lines to the table, as necessary. Remember to include clear, concise explanations in the narrative on how you came up with the costs and how the costs are necessary.

The Federal Share and State Share columns are not automatically calculated based on the Total Eligible Costs. These are freeform fields and should be calculated and entered by State users. You are not required to include 15 percent State share for each line item, including Overtime. You are only required to contribute up to 15 percent of the total costs, which gives you the latitude to select the areas where you wish to place your match.

Unlike in previous years' CVSPs, planned Maintenance of Effort (MOE) expenditures are now to be included in the spending plan narrative for FY 2017. Your planned MOE expenditures will be auto-populated into the Spending Plan from the narrative sections.

Personnel costs are your employee salaries working directly on a project. Include the number and type of personnel, the percentage of time dedicated to the project, number of hours in a work year, hourly wage rate, and total cost. It is not necessary to list all individual personnel separately by line. You may use average or actual salary and wages by personnel category (e.g., Trooper, Civilian Inspector, Admin Support, etc.). You may add as many additional lines as necessary to reflect your personnel costs.

The Hourly Rate column is where the State will enter the hourly pay rate that you have determined for each position.

If Overtime (OT) is going to be charged to the grant, please add the OT amounts that will be charged under the award (not to exceed 15% of the total award amount).

Identify the method of accounting used by the State: ☐ Cash ☒ Accrual

Allowable amount for Overtime (15% of total award amount without justification): \$175,528.00

Personnel Spending Plan Narrative								
Salary Information								
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Manager	1	30	2000	\$41.68	\$25,008.00	\$21,256.80	\$3,751.20	\$0.00
Supervisor	1	30	2000	\$31.66	\$18,996.00	\$16,146.60	\$2,849.40	\$0.00
Safetynet Coordinator	1	100	2000	\$24.56	\$49,120.00	\$41,752.00	\$7,368.00	\$15,397.81
Motor Carrier Safety Officer IV	3	35	2000	\$26.70	\$56,070.00	\$47,659.50	\$8,410.50	\$0.00
Motor Carrier Safety Officer III	8	35	2000	\$24.24	\$135,744.00	\$115,382.40	\$20,361.60	\$20,000.00
Motor Carrier Safety Officer II	4	35	2000	\$19.78	\$55,384.00	\$47,076.40	\$8,307.60	\$0.00
Motor Carrier Safety Officer I	6	30	2000	\$18.29	\$65,844.00	\$55,967.40	\$9,876.60	\$0.00
Motor Carrier Safety Officer III	2	25	2000	\$22.23	\$22,230.00	\$18,895.50	\$3,334.50	\$0.00
<b>Sub-Total Salary</b>					<b>\$428,396.00</b>	<b>\$364,136.60</b>	<b>\$64,259.40</b>	<b>\$35,397.81</b>
Overtime Information								
Overtime		100	2080		\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total Overtime</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PERSONNEL</b>					<b>\$428,396.00</b>	<b>\$364,136.60</b>	<b>\$64,259.40</b>	<b>\$35,397.81</b>

**Enter detailed explanation of how you came up with the personnel costs:**

The salary is based on twenty-six part-time officers on MCSAP eligible enforcement activities. The full time equivalent is 2000 hours per year. The budgeted amount for the salary is calculated by the part-time labor hours at the average hourly salary per employee. The part-time labor hours is determined by the average of the labor hours charged from the previous years. The Hawaii Motor Carrier Safety Officers are also responsible for other statewide commercial motor vehicle programs such as the Size and Weight Vehicle Program, Pupil Transportation, Driver Improvement, CMV inspection stations, and the modification of commercial vehicles, which are not MCSAP funded. Our officers are CVSA certified and conduct all levels of inspections (I-V), Hazardous Materials, Cargo Tank, Other Bulk Packaging, and Passenger Vehicle inspections. To ensure operational effectiveness and efficiency, Hawaii's officers are involved in MCSAP eligible funded operations such as conducting CMV vehicle inspections including random roadside inspections, inspections at fixed sites, scheduled and unannounced special roadside checks, terminal inspections and targeting high crash corridors and contributing factors that may lead to crashes. They also participate in public outreach activities and strive for the common goal of the reduction of CMV crashes and fatalities. This year, Hawaii will aim to certify two officers to conduct compliance reviews and new entrant safety audits to meet the requirements of the FAST Act.

## 2 - Spending Plan: Fringe Benefits

*Fringe costs are benefits paid to your employees, including the cost of employer's share of FICA, health insurance, worker's compensation, and paid leave. Only non-federal grantees that have an accrual basis of accounting may have a separate line item for leave, which will be entered as the projected leave expected to be accrued by the personnel listed within Narrative Section 1 – Personnel. Reference 2 CFR 200.431(b) for the proper management of leave expenditures. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by HHS State Wide Cost Allocation or cognizant agency). Include a description of the specific benefits that are charged to a project and the benefit percentage or total benefit cost.*

*The costs of fringe benefits are allowable if they are provided under established written leave policies; the costs are equitably allocated to all related activities, including Federal awards; and, the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the non-Federal entity or specified grouping of employees. Depending on the state, there are set employer taxes that are paid as a percentage of the salary, such as Social Security, Federal Unemployment Tax Assessment, Medicare, State Unemployment Tax, and State Disability Insurance. For each of these standard employer taxes, under Position you may list "All Positions"; the benefits would be the respective standard employer taxes, followed by the respective rate with a base being the total salaries for Personnel in Narrative Section 1 and the base multiplied by the respective rate would give the total for each standard employer taxes. Workers' Compensation is rated by risk area. It would be permissible to enter this as an average, usually between sworn and unsworn, but any grouping that is reasonable and clearly explained in the narrative is allowable. Health Insurance and Pensions can vary greatly and it too can be averaged and like Workers' Compensation, can sometimes be broken into sworn and unsworn.*

Fringe Benefits Spending Plan Narrative						
Position(s)	Fringe Benefit Rate	Base Amount	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Manager	41	\$25,008.00	\$10,253.28	\$8,715.29	\$1,537.99	\$0.00
Supervisor	41	\$18,996.00	\$7,788.36	\$6,620.11	\$1,168.25	\$0.00
Safetynet Coordinator	41	\$49,120.00	\$20,139.20	\$17,118.32	\$3,020.88	\$5,000.00
Motor Carrier Safety Officer IV	41	\$56,070.00	\$22,988.70	\$19,540.40	\$3,448.30	\$0.00
Motor Carrier Safety Officer III	41	\$135,744.00	\$55,655.04	\$47,306.78	\$8,348.26	\$15,000.00
Motor Carrier Safety Officer II	41	\$55,384.00	\$22,707.44	\$19,301.32	\$3,406.12	\$0.00
Motor Carrier Safety Officer I	41	\$65,844.00	\$26,996.04	\$22,946.63	\$4,049.41	\$0.00
Motor Carrier Safety Officer III	41	\$22,230.00	\$9,114.30	\$7,747.16	\$1,367.14	\$0.00
<b>Sub-Total Fringe Benefits</b>			<b>\$175,642.36</b>	<b>\$149,296.01</b>	<b>\$26,346.35</b>	<b>\$20,000.00</b>

### **Enter detailed explanation of how you came up with the fringe benefits costs:**

The fringe benefit cost covers the cost of health insurance, retirement, worker's compensation and unemployment benefits. It is based on twenty-six part-time Hawaii MCSAP officers. It is calculated as 41% of the employees average salary (Base amount) - This amount is recognized by the cognizant agency. The Hawaii Motor Carrier Safety Officers are CVSA certified and conduct all levels of inspections (I-V), Hazardous Materials, Cargo Tank, Other Bulk Packaging and Passenger vehicle inspections. To ensure operational effectiveness and efficiency, Hawaii's officers are involved in MCSAP eligible funded operations such as conducting CMV vehicle inspections including random roadside inspections, inspections at fixed sites, scheduled and unannounced special roadside checks, terminal inspections and targeting high crash corridors and contributing factors that may lead to crashes. They also participate in public outreach activities and strive for the common goal of the reduction of CMV crashes and fatalities. This year, Hawaii will aim to certify two officers to conduct compliance reviews and new entrant safety audits to meet the requirement for the FAST Act.

**3 - Spending Plan: Travel**

*Travel costs are funds for field work or for travel to professional meetings. Provide the purpose, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.*

Travel Cost Spending Plan Narrative						
Purpose	# of Staff	Days	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Training for County Police Officers	11	23	\$13,447.00	\$11,429.95	\$2,017.05	\$0.00
Island Officers MCSAP inspection certification	3	4	\$12,552.00	\$10,669.20	\$1,882.80	\$0.00
CVSA North American Inspectors Championship	1	7	\$3,560.00	\$3,026.00	\$534.00	\$0.00
Training Travel ( Island Officers)	3	5	\$15,906.00	\$13,520.10	\$2,385.90	\$0.00
Training Travel (CVSP Planning Meeting)	1	5	\$3,125.00	\$2,656.25	\$468.75	\$0.00
Conference Travel	2	6	\$13,280.00	\$11,288.00	\$1,992.00	\$0.00
Manager Performance Evaluation for Island Officers	1	4	\$1,360.00	\$1,156.00	\$204.00	\$0.00
Routine Motor Carrier In-Service Training / Staff Meeting	4	2	\$3,420.00	\$2,907.00	\$513.00	\$0.00
MCSAP Training	2	5	\$3,015.00	\$2,562.75	\$452.25	\$0.00
CSA Training	2	6	\$6,640.00	\$5,644.00	\$996.00	\$0.00
<b>Sub-Total Travel</b>			<b>\$76,305.00</b>	<b>\$64,859.25</b>	<b>\$11,445.75</b>	<b>\$0.00</b>

**Enter detailed explanation of how you came up with the travel costs:**

1) **Routine Motor Carrier Safety In-service training / Staff meetings** are held here on Oahu. They are for the four island officers (Hawaii(2), Maui and Kauai) who perform MCSAP eligible enforcement activities on each respective island. These trips are necessary to keep the island officers abreast of any changes to the State and Federal rules and regulations (OOS changes, new rulings, etc), to discuss any CMV related issues / problems that are faced either on the neighbor islands or here on Oahu and to go over policies and procedures in order to keep uniformity in the MCSAP enforcement operations.

Total days of travel is one day per officer (4) per trip for a total of 2 trips. Total cost inclusive of air fare (\$1,750.00); per diem (\$945.00) and miscellaneous expenses including excess lodging, parking and ground transportation (\$618.00) for a total cost of \$3,420.00

2) **MCSO Manager Performance Evaluation** for Island Officers on MCSAP activities (yearly). These trips are necessary to evaluate how the island motor carrier MCSAP enforcement operations are effective in meeting the DOT's mission of reducing the number of crashes and fatalities on the roadways. To evaluate the performance of the officers in conducting vehicle inspections, and MCSAP enforcement operations and to determine if there are any problems or deficiencies in the process, so more training or assistance can be provided to ensure uniformity in the motor carrier MCSAP enforcement operations.

Total days of travel is one day per island for a total of 4 trips. Total cost inclusive of air fare (\$1000.00); per diem (\$80.00) and miscellaneous expenses including meal allowance and parking (\$280.00) for a total cost of \$1,360.00

3) **Conference Travel** - The MCSO Manager to attend the CVSA Fall and Spring Workshops to keep abreast of current motor carrier issues and to focus on the nation's immediate issues in the regulation of commercial motor vehicles. To enable the Manager to network with representatives from other states to discuss issues that they face and to get different perspectives on dealing with CMV safety. Since Hawaii is a member of CVSA, the Manager can also vote on motor carrier issues that might affect the State of Hawaii.

Total days of travel is six days per trip for one person for a total of 2 trips. Total cost inclusive of air fare (\$3,600.00); per diem



(\$1,740.00) and miscellaneous expenses including excess lodging, baggage, ground transportation (\$1,300.00) for a total cost of \$6,640.00

The Safetynet Coordinator and the MCSO Manager to attend the FMCSA IT Workshop to keep abreast on any current IT information. Since data quality is the national priority, it is important that they are kept up to date on data quality issues and to ensure that roadside inspection and crash records are accurate, consistent and complete in order for the state to achieve good data quality rating. To enable them to network with other states on data quality issues and to learn how to effectively use the FMCSA data system to achieve good data quality.

Total days of travel is six days for two people. Total cost inclusive of air fare (\$3,600.00); per diem (\$1,740.00) and miscellaneous expenses including excess lodging, baggage, ground transportation (\$1,300.00) for a total cost of \$6,640.00

Total cost of for the 4 trips for Conference travel is \$13,280.00.

4) **Training Travel for the CVSP Planning Meeting** - This trip is necessary for the MCSO Manager to attend since it will provide direction on commercial vehicle safety issues and information on the upcoming FMCSA initiatives that will affect the State grant programs. Participation is crucial to the success of the strategic planning process and the opportunity to network with representatives of other states. It also provides valuable information and guidance in writing the annual CVSP.

Total days of travel is five days for one person. Total cost inclusive of air fare (\$1,700.00); per diem (\$725.00) and miscellaneous expenses including excess lodging, ground transportation, baggage (\$700.00) for a total cost of \$3,125.00.

5) **Training Travel for Island Officers** - These trips are necessary to enable the island officers (3) to attend the Federal training classes from NTC that are held here on Oahu - NAS Level Parts A and B, General Hazardous Materials, Cargo Tank and Passenger Vehicle Inspector. Since the island officers are the only officers on the islands to enforce on motor carrier issues, and with the hiring of three new officers on each island, it will be necessary to bring them to Oahu to train them on the policy and procedures in regards to vehicle inspections, safety presentations, and other operations that are MCSAP eligible in order to ensure uniformity in motor carrier enforcement.

Total days of travel is five days for each of the five Federal training courses from NTC for a total of fifteen trips for the three officers. Total cost inclusive of air fare (\$3,750.00); per diem (\$7425.00) and miscellaneous expenses including excess lodging, ground transportation, baggage (\$4731.00) for a total cost of \$15,906.00.

6) **CVSA North American Inspector's Competition** - This trip is necessary to provide an opportunity for an individual motor carrier safety officer to participate in the nationwide North American Inspector's Competition. It will provide an incentive for the officers to strive for excellence and for whomever is selected to attend it will provide them with valuable training on the latest safety information, technology, standards and inspection procedures while sharing ideas, techniques and experiences with other inspectors that they can bring back and share with the other local inspectors.

Total days of travel is seven days - Total cost inclusive of air fare (\$1,800.00); per diem (\$1,015.00) and miscellaneous expenses including excess lodging, ground transportation, baggage (\$745.00) for a total cost of \$3,560.00.

7) **Island Officers MCSAP Inspection Certification** - These trips are necessary to bring the three new island officers to Oahu to certify them in the NAS Level I, General Hazardous Materials, Cargo Tank and Passenger Vehicle inspections by a certified senior inspector.

Total days of travel is four days for a total of four trips. Total cost inclusive of air fare (\$3,000.00); per diem (\$4,860.00) and miscellaneous expenses including excess lodging, ground transportation and parking (\$4,692.00) for a total cost of \$12,552.00.

8) **Training for County Police Officers** - 3 County police officers to attend the North American Standard Level I course - Parts A and B, 2 county police officers to attend the General Hazardous Materials course, 1 county police officer to attend the Cargo Tank course and 5 county police officers to attend the Passenger Vehicle Inspectors course to be held here on Oahu by the Federal National Training Center. These trips are necessary to provide the county police officers official training on conducting inspections on commercial motor vehicles. It will provide them with information that they can use in their enforcement and they can also provide assistance to our motor carrier safety officers in the enforcement of CMV's since our officers do not have the pull over or arresting powers. Many police officers shy away from enforcing on CMV's because they are not familiar with how to enforce on them. By providing them training, they can help DOT in our mission to reduce crashes and fatalities involving commercial vehicles.

Total days of travel is five days for each officer (6) for a total of 9 trips, and three days for each officer (5) for a total of 5 trips. Total cost inclusive of air fare (\$3,500.00); per diem (\$6,030.00) and miscellaneous expenses including excess lodging, parking, ground transportation, baggage (\$3,917.00) for a total cost of \$13,447.00

9) **MCSAP Training** - This trip is necessary to provide additional training for the new Hilo, Kauai and Kona officers in conducting vehicle inspections and other MCSAP related activities. We will be bringing the officers to Oahu for training.

Total days of travel is 4.5 days for three officers. Total cost inclusive of air fare (\$750.00); per diem (\$1,215.00) and miscellaneous expenses including excess lodging, parking, and baggage (\$1,050.00) for a total cost of \$3,015.00

10) **CSA Training** - This trip is necessary to meet the NOFA requirement for the CSA Phase III Training. We will be providing training for two officers who will be working on obtaining their Compliance Review certifications.

Total days of travel is 6 days for two people. Total cost inclusive of air fare (\$3,600.00); per diem (\$1,740.00) and miscellaneous expenses including excess lodging, baggage, ground transportation (\$1,300.00) for a total cost of \$6,640.00

#### 4 - Spending Plan: Equipment

*Equipment costs only include those items which are tangible, nonexpendable, personal property having a useful life of more than one year and acquisition cost of \$5,000 or more per unit. Include a description, quantity and unit price for all equipment. If the expense is under the threshold of \$5,000 per item, it belongs under "Supplies". However, if your State's equipment threshold is below \$5,000, check the box and provide the amount of your equipment threshold.*

*The actual "Cost per Item" for MCSAP grant purposes is tied to the percentage of time that the team will be dedicated to MCSAP activities. For example, if you purchase a vehicle costing \$20,000 and it is only used for MCSAP purposes 50% of the time, then the "Cost per Item" in the table below should be shown as \$10,000. A State can provide a more detailed explanation in the narrative section.*

**Indicate if your State's equipment threshold is below \$5,000:** ☐ Yes ☒ No

If threshold is below \$5,000, enter threshold level:

Equipment Cost Spending Plan Narrative						
Item Name	# of Items	Cost per Item	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
<b>Sub-Total Equipment</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Enter detailed explanation of how you came up with the equipment costs:**

## 5 - Spending Plan: Supplies

*Supplies are tangible personal property other than equipment (which can include laptop computers and printers). Include the types of property in general terms. It is not necessary to document office supplies in great detail (reams of paper, boxes of paperclips, etc.) A good way to document office supplies is to indicate the approximate expenditure of the unit as a whole. Do include a quantity, unit of measurement (e.g., month, year, each, etc.) and unit cost.*

*The actual "Cost per Item" for MCSAP grant purposes is tied to the percentage of time that the item will be dedicated to MCSAP activities. For example, if you purchase an item costing \$200 and it is only used for MCSAP purposes 50% of the time, then the "Cost per Item" in the table below should be shown as \$100. A State can provide a more detailed explanation in the narrative section.*

Supplies Cost Spending Plan Narrative							
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Traffic Cones	20	Each	\$27.00	\$540.00	\$459.00	\$81.00	\$0.00
Inspection Tools	8	Sets	\$225.00	\$1,800.00	\$1,530.00	\$270.00	\$0.00
Creepers	6	Each	\$90.00	\$540.00	\$459.00	\$81.00	\$0.00
Wheel Chocks	16	Each	\$30.00	\$480.00	\$408.00	\$72.00	\$0.00
Laptop Computer Bags	10	Each	\$230.00	\$2,300.00	\$1,955.00	\$345.00	\$0.00
Mobile Printers	8	Each	\$320.00	\$2,560.00	\$2,176.00	\$384.00	\$0.00
Laptop Computer	6	Each	\$2,000.00	\$12,000.00	\$10,200.00	\$1,800.00	\$0.00
Uniforms & Personal Equipment,	26	Officer	\$900.00	\$23,400.00	\$19,890.00	\$3,510.00	\$0.00
Office Supplies	12	Months	\$50.00	\$600.00	\$510.00	\$90.00	\$0.00
<b>Sub-Total Supplies</b>				<b>\$44,220.00</b>	<b>\$37,587.00</b>	<b>\$6,633.00</b>	<b>\$0.00</b>

### Enter detailed explanation of how you came up with the supplies costs:

- Office Supplies** - (Paper, printer ink, folders, paper clips, pens, etc) for 26 officers in the MCSAP program. Necessary for the officers to carry out their duties - printing out the inspection reports, conducting compliance reviews, processing the reports and keeping records and timesheets. The cost of the office supplies based on past expenses for 26 officers on an annual basis is \$600.00.
- Uniforms**, cleaning allowance for BDU uniform, patches for uniforms, officer badges for new officers, safety toe shoes, safety glasses, caps, gloves, safety vests for the 26 officers. Necessary for the protection, identification and safety of the officers in performing their duties as safety officers on our roadways (conducting inspections and CMV enforcement activities): The cost of \$900.00 for 26 officers per year, for a total cost of \$23,400.00.
- Laptop Computers** - Necessary to fulfill the MCSAP reporting requirements when conducting roadside inspections, compliance reviews and new entrant safety audits. With the addition of six new officers, we need to increase our inventory. We will be replacing the older laptops as a scheduled replacement and utilizing the older laptops as spares and for the new officers. The cost of \$2,000 per laptop times 6, for a total cost of \$12,000.
- Mobile Printers** - Necessary to fulfill the MCSAP reporting requirements when conducting roadside inspections, compliance reviews and new entrant safety audits. With the addition of six new officers, we need to increase our inventory. We will be replacing the older printers as a scheduled replacement and utilizing the older printers for the new officers and as spares. The cost of \$320.00 per printer times 8, for a total cost of \$2,560.00
- Laptop Computer Bags** - Necessary for the officers to transport their laptop computer, printer and accessories in order to conduct their roadside inspections, compliance reviews and new entrant safety audits. Six bags will be for the new officers and the remaining to be replacement for the older / broken bags. The cost of \$230.00 per bag times 10, for a total cost of \$2,300.00.

- 6) **Wheel Chocks** - For the new officers and as replacements for broken or worn out equipment that is used by the officers to conduct MCSAP vehicle inspections. The cost of \$30.00 per chock times 16 chocks, for a total cost of \$480.00.
- 7) **Creepers** - For the new officers and as replacements for broken or worn out equipment that is used by the officers to conduct MCSAP vehicle inspections. The cost of \$90.00 per creeper times 5 creepers, for a total cost of \$450.00.
- 8) **Inspection tools** (Brake inspection tool, chamber mate, tire pressure gauge, tire depth gauge, flashlight, chain safe gauge, etc)  
- For the new officers and as replacements for broken or worn out equipment that is used by the officers to conduct MCSAP vehicle inspections. The cost of \$225.00 per set times 8 sets, for a total cost of \$1,800.00.
- 9) **Traffic Cones** - Necessary for the safety of the officers when conducting roadside inspections, they will be replacements for the existing cones which are old and discolored. Tjhe cost of \$27.00 per cone times 20 cones, for a total cost of \$540.00.

## 6 - Spending Plan: Contractual

*Contractual includes subgrants and contracts, such as consulting costs. Include the rationale for the amount of the costs. The narrative should provide the name of the subgrantee or vendor if known at the time that the application is being developed. If the name of the subgrantee or vendor is not known, enter "unknown at this time" and give an estimated time when it is expected. You do need to include specific contract goods and/or services provided, the related expenses for those goods and services, and how the cost of the contract represents a fair market value, which includes stating that the contract is procured through established state procurement practices. Entering the statement "contractual services" will not be considered as meeting the requirement for completing this section.*

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.*

*For applicants with subgrantee agreements: Whenever the applicant intends to provide funding to another organization as a subaward, the grantee must provide a narrative and spending plan for each subgrantee organization. The eCVSP allows applicants to submit a narrative and spending plan for each subgrantee. Provide a separate spending plan for each subgrant, regardless of the dollar value and indicate the basis for the cost estimates in the narrative.*

Contractual Cost Spending Plan Narrative				
Description of Services	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Security Services	\$1,050.00	\$892.50	\$157.50	\$0.00
Janitorial Services	\$900.00	\$765.00	\$135.00	\$0.00
<b>Sub-Total Contractual</b>	<b>\$1,950.00</b>	<b>\$1,657.50</b>	<b>\$292.50</b>	<b>\$0.00</b>

### **Enter detailed explanation of how you came up with the contractual costs:**

1) Janitorial Services - Commercial Building Maintenance has been providing the janitorial services for the Sand Island Facility. Our inspectors utilize the facility about 50% of the time when conducting MCSAP vehicle inspections, therefore, we are claiming 50% of the charges under the MCSAP program. The cost is \$150.00 per month times 12 months divided by 2, for a total cost of \$900.00.

2) Security Services - Alert Alarm has been providing the security at the Sand Island Facility. Security service is necessary to protect the computer and equipment in the facility. Our inspectors utilize the computers to screen the vehicles and to direct them in for inspection and also the Wi-Fi equipment to run a check on the driver, vehicle and carrier on query central. Our inspectors utilize the facility about 50% of the time when conducting MCSAP vehicle inspection - in addition to weight enforcement. Therefore, we are claiming 50% of the charges under the MCSAP Program. The cost of \$175.00 per month times 12 months divided by 2, for a total cost of \$1050.00.

Both Janitorial and security services are not included in the indirect costs.

**7 - Spending Plan: Other Costs**

Other direct costs do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities and/or leased equipment, employee training tuition, etc. You must include a quantity, unit of measurement (e.g., month, year, each, etc.) and unit cost. You must itemize ALL "Other" direct costs.

If the State plans to include O&M costs, details must be provided in this section and the costs included in the Other Costs area of the Spending Plan Narrative. Please indicate these costs as ITD O&M, PRISM O&M, or SSDQ O&M.

Indicate if your State will claim reimbursement for Indirect Costs: ☒ Yes ☐ No If yes please fill in table below.

Item Name	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Indirect Costs	\$163,441.58	\$138,925.34	\$24,516.24	\$0.00

Other Costs Spending Plan Narrative							
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Overtime for County Police Officers	1	Each	\$46,000.00	\$46,000.00	\$39,100.00	\$6,900.00	\$0.00
Communication Costs	1	Each	\$10,200.00	\$10,200.00	\$8,670.00	\$1,530.00	\$0.00
Inspection Stickers and OOS Stickers	1	Box	\$3,100.00	\$3,100.00	\$2,635.00	\$465.00	\$0.00
Shipping / Postage Costs	1	Each	\$5,000.00	\$5,000.00	\$4,250.00	\$750.00	\$0.00
Vehicle Usage Cost	12	Item	\$1,500.00	\$18,000.00	\$15,300.00	\$2,700.00	\$0.00
Rental of Copy Machine	12	Item	\$50.00	\$600.00	\$510.00	\$90.00	\$0.00
Mileage Reimbursement	1	Each	\$810.00	\$810.00	\$688.50	\$121.50	\$0.00
Publications and Printing Cost	1	Each	\$2,000.00	\$2,000.00	\$1,700.00	\$300.00	\$0.00
Rent for MVSO Office	1	Each	\$38,380.00	\$38,380.00	\$32,623.00	\$5,757.00	\$0.00
CVSA Membership Dues	1	Each	\$5,300.00	\$5,300.00	\$4,505.00	\$795.00	\$0.00
Training Costs	1	Each	\$4,700.00	\$4,700.00	\$3,995.00	\$705.00	\$0.00
Conference Costs	4	Each	\$550.00	\$2,200.00	\$1,870.00	\$330.00	\$0.00
<b>Sub-Total Other Costs</b>				<b>\$136,290.00</b>	<b>\$115,846.50</b>	<b>\$20,443.50</b>	<b>\$0.00</b>

**Enter detailed explanation of how you came up with the other costs:**

1) **Conference Costs (Registration fees)** - Necessary attendance at these conferences, CVSA Fall and Spring and the FMCSA IT Workshop, to keep personnel abreast of current issues as it relates to the motor carrier enforcement. The cost of \$550.00 per conference (4 conferences), for a total cost of \$2,200.00

2) **Training Costs includes:** FMCSR and HAZMAT regulation manuals, materials and supplies (highlighters, markers and pencils, easel board pads, post-it notes) for the National Training Center courses held here on Oahu - NAS Level I, General Hazardous Materials, Cargo tank, Passenger vehicle, Other bulk packaging. Replacement for projector and speakers for the NTC Training instructors when conducting the training classes here on Oahu. The cost inclusive of the FMCSR manuals (\$1,500.00); HAZMAT manuals (\$2,000.00); and supplies (\$200.00); projector and speakers (\$1,000.00) for a total cost of \$4,700.00

3) **CVSA Membership dues** - Annual Membership Fee: The total cost of \$5,300.00

4) **Rent for the Kapolei MVSO office** -- on a quarterly basis. We take into account the total square footage of the space leased by HI DOT, and the proportion of that space that is utilized by MCSAP personnel and their dedication of time to MCSAP activities, and arrived at an actual MCSAP usage rate of 30%. We share the office with administration and the highway safety staff. The cost of 30% of \$31,981.00 (per quarter) equals \$9,595.00 times 4 quarters, for a total cost of \$38,380.00.

5) **Publications and Printing of Safety Brochures** includes other publications that the officers use as reference for MCSAP vehicle inspections, and compliance reviews, job-aids for the county police officers; outreach pamphlets and brochures. The cost inclusive of OOS Criteria Handbook and CFR 49, Parts 400-599, pocketbooks for roadside inspections (\$1050.00); seat belt brochures for outreach activity (\$500.00); printing of safety brochures for safety presentations and outreach activities (\$450.00); for a total cost of \$2,000.00.

6) **Mileage reimbursement** for 26 officers to perform MCSAP related activities such as vehicle inspections, compliance review, outreach activities, etc. Mileage cost incurred are from use of the inspectors personal vehicles. Mileage rate of \$.54 per mile times an average of 1,500 miles for all officers, for a total cost of \$810.00.

7) **Copy Machine rental** - The rental of the copy machine is shared with administration. A code is punched in whenever it is used for MCSAP purposes. Based on the average use of the machine for MCSAP at \$50.00 per month times 12 months, for a total cost of \$600.00

8) **Vehicle Usage Cost** includes the usage and fuel costs of state vehicles and equipment for MCSAP activities. Whenever a vehicle or equipment is used for MCSAP activities, a MCSAP charge code is entered in the equipment use report. Usage rate of \$.57 per mile for vehicles, and \$2.00 for equipment per hour. Based on an average usage of \$1500.00 per month times 12 months, for a total cost of \$18,000.00

9) **Shipping and Postage Costs** includes shipping the island officers laptops to Oahu and back in order to update their programs necessary to conduct vehicle inspections and compliance reviews, to ship supplies and equipment as needed to perform MCSAP related activities (uniform and safety supplies, in cartridges for their printers, current regulation books, etc) to the island officers, to ship conference/workshop materials and any other postage costs related to MCSAP activities. Based on an average from past years, current increase in postal rates, a total of \$5,000.00

10) **Inspection stickers and OOS stickers** necessary for the officers conducting vehicle inspections. Hawaii has created their own sticker system instead of using the CVSA stickers. These stickers are placed on the front bumpers of each vehicle inspected to indicate to other officers that an inspection was conducted during the quarter and the vehicle was free of any safety defects. A different color sticker is used for each quarter. If an officer sees a vehicle with an old colored sticker, they know when that vehicle was last inspected, and they can pull him in to do an inspection. If a vehicle is found with any OOS violations, our officers issue them an OOS sticker which is placed on the front windshield of the vehicle to prevent the driver from driving off with the vehicle until it is repaired. Cost of the inspection stickers (\$2,100.00); cost of the OOS stickers (\$1000.00) for a total cost of \$3,100.00

11) **Communication costs** includes cell phones for the MCSAP officers in the field for communication with the office, any emergency situations, to verify any driver and carrier information, etc. A total of 11 phones - 1 phone for each island officer (4), 1 phone for the manager and 1 phone for each vehicle (6). 11 phones @ \$385.00 per month times 12 months (\$4,620.00); Mobile hot spot devices to enable the officers to run a check of the driver, vehicle and carrier information while in the field conducting roadside inspections thru the FMCSA compass portal / Query Central - A total of 9 mobile hot spots - 1 for each island officer (4), 5 for Oahu. Nine mobile hot spots @ \$50.00 per month service charge times 12 months (\$5,400.00). The total communication costs is \$10,200.00

12) **Overtime for County Police Officers** - The cost for 5 county police officers who are Level I certified and conduct commercial vehicle inspections outside of their normal work hours to maintain their inspector certifications. They are also able to conduct traffic enforcements on commercial vehicles.

The total cost for part-time labor rate (\$15,000.00) and fringe rate (\$7,000.00) for a total cost of \$22,000.00

Also, the cost for 10 county police officers, trained on identifying safety violations on commercial vehicles and conduct only traffic enforcement on CMV's and issue citations for safety violations.



The total cost for part-time labor rate (\$16,500.00); and fringe rate (\$7,500.00) for a total cost of \$24,000.00

The total cost for 15 county police officers, inclusive of part-time labor rate and fringe rate is \$46,000.00

This budget is a place holder for future sub-grant agreement with the county police officers.

**8 - Spending Plan****Instructions:**

The spending plan will be auto-populated from the relevant tables in the narrative. MOE is autopopulated from the Spending Plan Narrative sections. The Total Grant Expenditures column is automatically calculated based on the auto-populated Federal and State share amounts entered in the narrative tables.

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$994,661.00	\$175,528.00	\$1,170,189.00

Allowable amount for Overtime (15% of total award amount without justification): \$175,528.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$95,285.00

<b>Personnel (Payroll Costs)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Manager	\$21,256.80	\$3,751.20	\$25,008.00	\$0.00
Supervisor	\$16,146.60	\$2,849.40	\$18,996.00	\$0.00
Safetynet Coordinator	\$41,752.00	\$7,368.00	\$49,120.00	\$15,397.81
Motor Carrier Safety Officer IV	\$47,659.50	\$8,410.50	\$56,070.00	\$0.00
Motor Carrier Safety Officer III	\$115,382.40	\$20,361.60	\$135,744.00	\$20,000.00
Motor Carrier Safety Officer II	\$47,076.40	\$8,307.60	\$55,384.00	\$0.00
Motor Carrier Safety Officer I	\$55,967.40	\$9,876.60	\$65,844.00	\$0.00
Motor Carrier Safety Officer III	\$18,895.50	\$3,334.50	\$22,230.00	\$0.00
<b>Subtotal for Personnel</b>	<b>\$364,136.60</b>	<b>\$64,259.40</b>	<b>\$428,396.00</b>	<b>\$35,397.81</b>

<b>Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Manager	\$8,715.29	\$1,537.99	\$10,253.28	\$0.00
Supervisor	\$6,620.11	\$1,168.25	\$7,788.36	\$0.00
Safetynet Coordinator	\$17,118.32	\$3,020.88	\$20,139.20	\$5,000.00
Motor Carrier Safety Officer IV	\$19,540.40	\$3,448.30	\$22,988.70	\$0.00
Motor Carrier Safety Officer III	\$47,306.78	\$8,348.26	\$55,655.04	\$15,000.00
Motor Carrier Safety Officer II	\$19,301.32	\$3,406.12	\$22,707.44	\$0.00
Motor Carrier Safety Officer I	\$22,946.63	\$4,049.41	\$26,996.04	\$0.00
Motor Carrier Safety Officer III	\$7,747.16	\$1,367.14	\$9,114.30	\$0.00
<b>Subtotal for Fringe Benefits</b>	<b>\$149,296.01</b>	<b>\$26,346.35</b>	<b>\$175,642.36</b>	<b>\$20,000.00</b>

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Training for County Police Officers	\$11,429.95	\$2,017.05	\$13,447.00	\$0.00
Island Officers MCSAP inspection certification	\$10,669.20	\$1,882.80	\$12,552.00	\$0.00
CVSA North American Inspectors Championship	\$3,026.00	\$534.00	\$3,560.00	\$0.00
Training Travel ( Island Officers)	\$13,520.10	\$2,385.90	\$15,906.00	\$0.00
Training Travel (CVSP Planning Meeting)	\$2,656.25	\$468.75	\$3,125.00	\$0.00
Conference Travel	\$11,288.00	\$1,992.00	\$13,280.00	\$0.00
Manager Performance Evaluation for Island Officers	\$1,156.00	\$204.00	\$1,360.00	\$0.00
Routine Motor Carrier In-Service Training / Staff Meeting	\$2,907.00	\$513.00	\$3,420.00	\$0.00
MCSAP Training	\$2,562.75	\$452.25	\$3,015.00	\$0.00
CSA Training	\$5,644.00	\$996.00	\$6,640.00	\$0.00
<b>Subtotal for Program Travel</b>	<b>\$64,859.25</b>	<b>\$11,445.75</b>	<b>\$76,305.00</b>	<b>\$0.00</b>

Equipment				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Traffic Cones	\$459.00	\$81.00	\$540.00	\$0.00
Inspection Tools	\$1,530.00	\$270.00	\$1,800.00	\$0.00
Creepers	\$459.00	\$81.00	\$540.00	\$0.00
Wheel Chocks	\$408.00	\$72.00	\$480.00	\$0.00
Laptop Computer Bags	\$1,955.00	\$345.00	\$2,300.00	\$0.00
Mobile Printers	\$2,176.00	\$384.00	\$2,560.00	\$0.00
Laptop Computer	\$10,200.00	\$1,800.00	\$12,000.00	\$0.00
Uniforms & Personal Equipment,	\$19,890.00	\$3,510.00	\$23,400.00	\$0.00
Office Supplies	\$510.00	\$90.00	\$600.00	\$0.00
<b>Subtotal for Supplies</b>	<b>\$37,587.00</b>	<b>\$6,633.00</b>	<b>\$44,220.00</b>	<b>\$0.00</b>

Contractual (Subgrantees, Consultant Services, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Security Services	\$892.50	\$157.50	\$1,050.00	\$0.00
Janitorial Services	\$765.00	\$135.00	\$900.00	\$0.00
<b>Subtotal for Contractual</b>	<b>\$1,657.50</b>	<b>\$292.50</b>	<b>\$1,950.00</b>	<b>\$0.00</b>

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Overtime for County Police Officers	\$39,100.00	\$6,900.00	\$46,000.00	\$0.00
Communication Costs	\$8,670.00	\$1,530.00	\$10,200.00	\$0.00
Inspection Stickers and OOS Stickers	\$2,635.00	\$465.00	\$3,100.00	\$0.00
Shipping / Postage Costs	\$4,250.00	\$750.00	\$5,000.00	\$0.00
Vehicle Usage Cost	\$15,300.00	\$2,700.00	\$18,000.00	\$0.00
Rental of Copy Machine	\$510.00	\$90.00	\$600.00	\$0.00
Mileage Reimbursement	\$688.50	\$121.50	\$810.00	\$0.00
Publications and Printing Cost	\$1,700.00	\$300.00	\$2,000.00	\$0.00
Rent for MVSO Office	\$32,623.00	\$5,757.00	\$38,380.00	\$0.00
CVSA Membership Dues	\$4,505.00	\$795.00	\$5,300.00	\$0.00
Training Costs	\$3,995.00	\$705.00	\$4,700.00	\$0.00
Conference Costs	\$1,870.00	\$330.00	\$2,200.00	\$0.00
<b>Subtotal for Other Expenses including Training &amp; Conferences</b>	<b>\$115,846.50</b>	<b>\$20,443.50</b>	<b>\$136,290.00</b>	<b>\$0.00</b>

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Direct Costs</b>	<b>\$733,382.86</b>	<b>\$129,420.50</b>	<b>\$862,803.36</b>	<b>\$55,397.81</b>
Indirect Cost	\$138,925.34	\$24,516.24	\$163,441.58	\$0.00
<b>Total Costs Budgeted</b>	<b>\$872,308.20</b>	<b>\$153,936.74</b>	<b>\$1,026,244.94</b>	<b>\$55,397.81</b>