



## New Transporter Requirements

### Certificate of Operating Authority

- ✓ Active **USDOT Number** required for **intrastate transport**
- ✓ Active **MC Number** required for **interstate transport**
- ✓ Operating authority **MUST** be **older than 30 days**



### Certificate of Insurance

- ✓ RunBuggy **MUST** be listed as **ADDITIONAL INSURED** on your certificate using the address below with these required coverages:
  - ✓ **Additional Insured Address:**  
RunBuggy OMI Inc  
11201 N Tatum Blvd Ste 300  
PMB 21702  
Phoenix, Arizona 85028-6039
  - ✓ **Automobile Liability/BIPD (Bodily Injury/Property Damage)** ≥ \$1 Million
  - ✓ **Motor Truck Cargo, Base Minimums:** 1 Vehicle ≥ \$100K | 2-3 Vehicles ≥ \$150K | 4-6 Vehicles ≥ \$250K | 7+ Vehicles ≥ \$300K



### W-9 Form

- ✓ **Rev. October 2018** version | Click [HERE](#) to download a blank W-9 Form
- ✓ **MUST** be **hand-signed & dated**



### Company-Level Background Check

- ✓ All Transporters **MUST** pass a background check conducted at the company owner or legal representative level.
- ✓ RunBuggy has partnered with **American Recovery Association** to perform this background check.
- ✓ American Recovery Association will email an invitation link to the company owner or legal representative from **customer-support@americanrecoveryassn.org**.
- ✓ This company-level background check **MUST** be passed to ensure access to the RunBuggy Marketplace and Orders.



Once your documents have been reviewed, confirmed, & approved, your RunBuggy account will be **“Activated”**. You will also be invited to attend a **RunBuggy Training Webinar** to learn best practices & tips to use RunBuggy.