

DataQs State Implementation Plan



US Virgin Islands

**For Compliance with Federal Motor Carrier Safety Administration (FMCSA) Revised
Motor Carrier Safety Assistance Program (MCSAP) Grant Requirements**

Date: September 2026

Purpose

In April 2026, FMCSA announced updated requirements for State participation in the DataQs system as a condition of receiving MCSAP grant funding. To comply with those requirements, each State must submit a DataQs State Implementation Plan. The following pages contain the key elements of the plan approved by FMCSA for US Virgin Islands.

DataQs State Implementation Plan

State: US Virgin Islands

MCSAP Lead Agency: Office of Highway Safety

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
Motor Carrier Coordinator
 - **Supervisor(s):**
Director of Office of Highway Safety
 - **Backups:**
Motor Carrier Commanders
 - **Interactions:**
The VIPD Motor Carrier Division and Police Operations, Bureau of Motor Vehicles, Attorney General's Office, and the Courts.
- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
Motor Carrier Commanders and Director of Office of Highway Safety
 - **Supervisor(s):**
Traffic Commanders
 - **Backups:**
Deputy Chiefs
 - **Interactions:**
The VIPD Motor Carrier Division and Police Operations, Bureau of Motor Vehicles, Attorney General's Office, and the Courts.
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
To be determined.
 - **Supervisor(s):**
To be determined.
 - **Backups:**
To be determined.
 - **Interactions:**

To be determined.

Process Description

- Receipt of RDR
 - **Responsible Party:**
Motor Carrier Coordinator
 - **Process:**
RDRs submitted through the DataQ platform. All request will be logged including, date, time, and type of request (inspection, crash, or adjudicated citations).
- Review of RDR
 - **Responsible Party:**
Motor Carrier Commanders
 - **Process:**
Motor Carrier Commanders will review the RDR along with supporting documentation to include pictures, witness statements, or motor vehicle records.
- Outcome of RDR
 - **Responsible Party:**
Traffic Commanders
 - **Process:**
Traffic Commanders will read and review the recommendations of the Motor Carrier along with supporting documentation and make a final determination regarding the request.
- Closure of RDR
 - **Responsible Party:**
Motor Carrier Coordinator
 - **Process:**
The Motor Carrier Coordinator will update the status in the DataQ platform.
- Timeliness:
Initial reviews will be opened within 7 days of submission of the DataQ system, and reviewed within 21 days.

Expected Outcomes for RDR Closures:

Follow the requirements listed above.

Communication:

The Motor Carrier Coordinator will communicate to RDR submitters utilizing the same method of the RDR and email utilizing established templates.

Next Steps:

Following the closure of an RDR after an initial review, submitters can expect necessary action to be completed within 21 days.

Reconsideration Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Reconsideration Review process
 - **Responsible Party:**
Traffic Commanders
 - **Supervisor(s):**
Deputy Chiefs
 - **Backups:**
Chiefs
 - **Interactions:**
The VIPD Motor Carrier Division and Police Operations, Bureau of Motor Vehicles, Attorney General's Office, and the Courts.
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
To be determined.
 - **Supervisor(s):**
To be determined.
 - **Backups:**
To be determined.
 - **Interactions:**
To be determined.
- Person(s) convening a panel or committee
 - **Responsible Party:**
Traffic Commanders
 - **Supervisor(s):**
Deputy Chiefs
 - **Backups:**

- Chiefs
 - **Interactions:**
The VIPD Motor Carrier Division and Police Operations, Bureau of Motor Vehicles, Attorney General's Office, and the Courts.
 - **Panel members' titles and associations:**
To be determined.

Escalation Procedures:

The Deputy Chiefs will determine which RDRs are escalated for Reconsideration Review.

Process Description

- Review of RDR
 - **Responsible Party:**
Deputy Chief
 - **Process:**
The Deputy Chief will follow the best practices as stated above including a review of all steps followed and documentation submitted during the initial review to determine if a Reconsideration Review should be conducted.
- Outcome of RDR
 - **Responsible Party:**
Deputy Chief
 - **Process:**
The USVI will implement the best practices included in the guidelines.
- Closure of RDR
 - **Responsible Party:**
Deputy Chief
 - **Process:**
The USVI will implement the best practices included in the guidelines.
- Timeliness:
Reconsideration decisions will be issued within 21 days of the request for reconsideration.

Expected Outcomes for RDR Closures:

Follow the requirements listed above.

Communication:

The USVI will follow the best practices as described above.

Next Steps:

Based on the outcome, the USVI will provide submitters with the guidance for the next steps related to the RDR to include but not limited to the relevant information of the OHS and references for additional information if applicable.

Final Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Final Review process
 - **Responsible Party:**
Deputy Chiefs
 - **Supervisor(s):**
Chiefs
 - **Backups:**
Commissioner of Police
 - **Interactions:**
The VIPD Motor Carrier Division and Police Operations, Bureau of Motor Vehicles, Attorney General's Office, and the Courts.
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
To be determined
 - **Supervisor(s):**
To be determined
 - **Backups:**
To be determined
 - **Interactions:**
To be determined
- Person(s) convening a panel or committee
 - **Responsible Party:**
To be determined
 - **Supervisor(s):**
To be determined
 - **Backups:**
To be determined
 - **Interactions:**
To be determined

- **Panel members' titles and associations:**

To be determined

Escalation Procedures:

To be determined

Process Description

- Review of RDR
 - **Responsible Party:**
Deputy Chiefs
 - **Process:**
To be determined
- Outcome of RDR
 - **Responsible Party:**
Deputy Chief
 - **Process:**
To be determined
- Closure of RDR
 - **Responsible Party:**
Deputy Chief
 - **Process:**
USVI will follow recommended best practices.
- Timeliness:
USVI will follow the recommended timelines as per best practices

Expected Outcomes for RDR Closures:

Follow the requirements listed above

Communication:

Follow the best recommended practices.

Next Steps:

USVI will follow best recommended practices.