



## **DOT Audit Preparation Checklist**

### **Driver Qualification Files**

#### *Driver's Application for Employment*

Action Required: Ensure each driver has a complete and up-to-date application on file.

### **Driver Qualification Files**

#### *CDL and Medical Certificates*

Action Required: Verify that all CDL licenses and medical certificates are current and valid.

### **Driver Qualification Files**

#### *Motor Vehicle Records (MVRs)*

Action Required: Maintain annual MVR checks and ensure they are reviewed and signed off by a designated company official.

### **Hours of Service (HOS) Records**

#### *ELD Records*

Action Required: Ensure ELDs are functioning correctly and drivers are trained on proper usage.

### **Hours of Service (HOS) Records**

#### *Logbooks*

Action Required: Keep six months of accurate and complete logbook records, easily accessible.

### **Vehicle Maintenance Records**

#### *Inspection Reports*

Action Required: Ensure all vehicles have up-to-date inspection reports and that any repairs have been logged.

## **Vehicle Maintenance Records**

### *Maintenance Logs*

Action Required: Keep detailed records of all maintenance work, including dates, services performed, and parts replaced.

## **Drug and Alcohol Testing**

### *Testing Records*

Action Required: Maintain complete records of all drug and alcohol tests, including pre-employment, random, and post-accident tests.

## **Drug and Alcohol Testing**

### *Consortium Membership*

Action Required: Ensure membership in a drug and alcohol testing consortium if you have a small fleet.

## **Accident Records**

### *Accident Register*

Action Required: Keep a current accident register with details of all reportable accidents.

## **Accident Records**

### *Corrective Actions*

Action Required: Document corrective actions taken after an accident to improve safety.

## **Insurance Coverage**

### *Insurance Certificates*

Action Required: Ensure that insurance certificates are up-to-date and meet the minimum coverage requirements set by the FMCSA.

## **Insurance Coverage**

### *Endorsements*

Action Required: Keep records of any special endorsements required based on operations, such as hazmat.