

DOT DOCUMENT CHECKLIST

Purpose

Use this checklist to organize common carrier, driver, vehicle, inspection, and safety records for internal fleet document control.

Carrier / Company Records

- ☐ USDOT / MC information saved
- ☐ Operating authority records saved
- ☐ Insurance certificate saved
- ☐ BOC-3 / process agent record saved, if applicable
- ☐ MCS-150 update schedule reviewed
- ☐ Company contact information current
- ☐ Safety rating / SMS review schedule assigned

Driver Qualification File Review

- ☐ Driver application
- ☐ CDL copy
- ☐ Medical certificate / MEC
- ☐ MVR
- ☐ Prior employment verification, if applicable
- ☐ Road test or equivalent record, if applicable
- ☐ Drug/alcohol program documentation, if applicable
- ☐ Annual review / certification, if applicable

Vehicle Records

- ☐ Registration / cab card
- ☐ Insurance card
- ☐ Lease agreement, if applicable
- ☐ Annual inspection
- ☐ Maintenance file
- ☐ Repair orders and invoices
- ☐ PM service records
- ☐ Tire records, if tracked



Inspection / Safety Records

- ☐ Driver vehicle inspection reports reviewed
- ☐ Defects repaired and certified, where required
- ☐ Roadside inspection reports saved
- ☐ Citations / warnings tracked
- ☐ Accident register reviewed, if applicable
- ☐ Corrective action notes saved

ELD / Hours of Service Records

- ☐ ELD provider access confirmed
- ☐ Driver logs reviewed
- ☐ Unassigned driving reviewed
- ☐ Supporting documents saved
- ☐ Log violation follow-ups documented

Internal Controls

- ☐ Document owner assigned
- ☐ Monthly audit date scheduled
- ☐ Missing document report created
- ☐ Expiration tracker updated
- ☐ Digital backup confirmed

DISCLAIMER

This checklist is for general organization only. It is not legal, regulatory, safety, insurance, or audit advice. DOT/FMCSA requirements can vary by operation, vehicle type, driver type, and facts. Always verify current requirements with FMCSA, your state agency, counsel, or a qualified compliance professional.