



Insurance. It's a Good Thing.

New Entrants DOT Compliance Checklist

- 1) MCS 90** - part of your insurance policy
- 2) Alcohol/Drug Testing** - Midwest Compliance Inc. 320-656-1386 or 800-656-1396 Drug consortium and DOT compliance assistance.
 - a. pre-employment
 - b. random
 - c. reasonable suspicion – training certification required
 - d. post accident for dot reportable accident (see 3)
- 3) Accident Register** –
 - a. need to keep track of accidents year to year
 - b. A reportable accident is if a tow truck, ambulance or hearse, leave's the scene of the accident with something
 - c. Keep files on any claims.
- 4) Driver Qualification Packets** – Have minimum hiring standards established
 - a. Fill out entire application (10 year history)
 - b. Back ground check forms sent out (3 years)
 - c. Long form physical completed - monitor for when it needs to me renewed
 - d. Pre-employment drug test. Make sure to get negative test results prior to dispatching driver
 - e. Road test
 - f. Copy of license - monitor for expiration
 - g. Give copy of FMCSA handbook
 - h. Copy of MVR – check violations and years experience
 - i. Annual Review – Pull new MVR each year and evaluate with driver
- 5) Record of Duty - Log Auditing** - copy of training handbook "making of drivers daily logs"



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- a. post trip inspections
- b. 11 hour – 14 hour rule, 34 hour restart
- c. Supporting Documentation- toll receipts, fuel receipts, inspections (any paper generated on trip) – logs must be checked against these times for falsification
- d. Minimum 8 hour split sleeper birth.
- e. Logs need to be turned into trucking company within 13 days
- f. Copies of logs must be kept for 6 months

6) Maintenance Files – set up separated file for each piece of equipment in operation

- a. File should have printed on it the following: year, make, unit #, VIN# and tire size
- b. All repair and maintenance receipts kept in individual files
- c. Annual Inspections
- d. Post trip–Pre trip inspections

7) Periodic Training – need to provide safety training and dot updates to drivers

- a. safersys.org – use to keep track of “out of service violations” for both drivers and equipment as well as monitor “safestat score” and driver moving violations
- b. monthly safety handouts available from Truck Writers.