COMPLIANCE CHECKLIST

New Company:

- ❑ File for DOT & MC Number
- ❑ Submit BOC-3
- ❑ Contact Insurance to Submit MCS-90B
- ❑ File UCR
- ❑ Substance Abuse Policy
- ❑ Reasonable Suspicion Training
- ❑ Accident Register

New Hires (Before Using):

- ❑ Driver Qualification File
- ❑ Medical Card
- ❑ Driver's License
- ❑ Driving Record
- ❑ Road Test
- ❑ Hours of Service
- ❑ Clearinghouse (CDL)
- ❑ Drug Test (CDL)

New Vehicles (Before Using):

- ❑ Annual Inspection
- ❑ Inspection Certification Form
- ❑ 90-Day Inspection
- ❑ Emergency Equipment
- ❑ Compliant Driver Inspection Reports
- ❑ Written Maintenance Plan
- ❑ Create and Label Maintenance File
- ❑ ELD if Applicable
- ❑ IFTA if Applicable

Daily Checks

- ❑ Driver Inspection Reports
- ❑ Hours of Service

Weekly Checks

- ❑ Expiring Driver Items
- ❑ Expiring Vehicle Items
- ❑ Vehicle Spot Checks

Monthly Checks

- ❑ Roadside Inspections
- ❑ Safer Report

Bi-Monthly Check

- ❑ 90-Day Inspections
- ❑ Vehicle Safety Equipment

Quarterly

- ❑ Random Drug Testing
- ❑ Safety Training (Optional)

Annual

- ❑ Audit Driver Files (Optional)
- ❑ Review Drug Testing (MIS Report)
- ❑ File UCR

Every Other Year

- ❑ File MCS-150