

USDOT AUDITS CHECK LIST

Office Records

- Drug and alcohol Company policy and testing records
- Site specific Security Plan with assessment (Drivers should sign and update annually)
- Driver Qualification Files which include the following requirements found in the Code of Federal Regulations, Sections 382.401, 40.333, and 391.53:
 - Employment Application (including 10 year history)
 - Medical Exam Certificate
 - Medical Waiver (if issued)
 - Certification of Road Test
 - Inquiries to Previous Employers
 - Inquiries to State Agencies
 - Driver's Certification of Violations
 - Annual Review of Driving Record (\$5.95 at Iowa DOT)
 - Drivers Road Test
 - Certificate of Hazardous Material Training (initial and every 3 years)
- Vehicle Maintenance files showing truck identification, maintenance schedule and brake inspection. Truck photos including DOT numbers.
- Cargo tank records including manufacturer's certificate of origin ("birth certificate"), tank test, and inspection paperwork (V-K-I-P).
- Hazmat driver training records and program
- USDOT Hazmat Registration (<http://hazmat.dot.gov/regs/register/register.htm>)
- Driver's log or time sheets for the 100 mile exemption and company policy for false logbook information
- MCS-90 Insurance form
- Copies of Daily Vehicle Inspection Report
- Paperwork for annual vehicle inspection
- Keep duplicates of everything required to be in the vehicle in the office.

Inside the Vehicle

- Proper Shipping Papers with Emergency Response information
- Emergency Response telephone number (PMCI service provider Infotrac)
- Hazmat Registration
- Driver's Daily Vehicle Inspection Report
- Driver's Log book when required
- Vehicle registration
- Proof of Insurance
- Proof of For-Hire Authority, if applicable
- Proof of Annual Vehicle Inspection (windshield sticker)
- 10 BC Fire Extinguisher
- Spare fuse (if overload devices are not the reset type)
- (3) Bi-directional reflective triangles

On the Vehicle

- USDOT Number
- Company name, city, and state on the door in letters large enough to read from 50 feet.
- Legible placards on all four sides of the vehicle
- Correct Markings (ID Numbers)
- On the cargo tank, up-to-date test markings (V-K-I-P)
- Specification Plate if you haul gasoline

In the Driver's Wallet

- A current CDL with the appropriate endorsements
- Current Medical Certificate

Training is an integral part of our industry and the more we train, the better we stay on top of our game and the less apt we are to be in the position of non-compliance. The USDOT has recently received the ability to increase fines up to \$50,000 per violations. DOT inspectors, whether it be a roadside check, or a full blown company audit, take notice when we do our jobs the right way. That is why PMCI works with the USDOT and Iowa DOT to bring you hazmat training opportunities like last summer's Area Meetings.