



Jay Johnson & Associates

COMMERCIAL VEHICLE SAFETY CONSULTING

Pre-Audit Inspection Checklist

Federal additional requirements are in red.

Drivers Records:

Driver Qualification File

- *Carrier must make an inquiry to drivers previous employers. – 3 years worth.*
- *Carrier must have an employment application on file for all drivers.*
- *Carrier must have Drivers Certification of Violations on file every 12 months. – 3 years worth*
- *Annual review of driving record.*
- Has Driver Proficiency on file for each driver and for every vehicle or combinations they operate.
- Check driver medical certificate expiration (plus have a photo copy in the drivers file for reference). *Also must have a copy of the driver's long form.*

DMV Pull Notices

- "Record date" cannot be over one year old. *Must retain records for 3 years.*
- Check driver license expiration (plus have a photo copy in the drivers file for reference).
- Make sure there are no active suspensions or revocations (in the bottom section of the pull notice).
- Make sure all notices are signed and dated by a review officer (supervisor).

Controlled Substance and Alcohol Testing (Secured Records)

- Require new drivers to be tested (pre-employment) and receive a "negative" before they drive.
- Require new drivers to complete a consent form for prior employers.
 - ✓ Look for any positive test in the prior 2 years.
- Immediately enroll new drivers in a testing program.
- Driver supervisor needs "reasonable suspicion" training.
- Maintain the required records in the driver files. (Title 49 382.401)
- Have a copy of the Companies Drug Policy.
- If Carrier is with a Consortium, have a list from the Consortium of the drivers currently enrolled.

Time Records (6 months worth) (see Driving Hours of Service page)

- Log Books
 - ✓ No Falsifications.
 - ✓ No operating vehicles after 12 hrs driving or 16 hrs on duty or 80 hrs on duty in 8 days.
 - ✓ Make sure everyone had 10 hrs off each day before their shift.
 - ✓ *No operating vehicles after 11 hrs driving or 14 hrs on duty or 70 hrs on duty in 8 days.*
 - ✓ *Make sure everyone had 10 hrs off each day before their shift.*
- Time records for 100 air-mile exemption, if drivers work less than 12 consecutive hours.
 - ✓ Each record shows the start, stop and total consecutive hours.
 - ✓ Driver must start and end his day at the same work reporting location.
 - ✓ Driver must have 10 consecutive hours off each day.

Other Records required

- **A copy of all lease agreements with all owner/operators. See 1235.7, Title 13 CCR for compliance.**
- *A copy of the MCS-90 (Proof of Insurance) signed and on file with FMCSA.*
- *Accident records for 1 year with an Accident Register.*

Maintenance Records:

(2 years worth)

- **90 Day Inspection reports**
 - ✓ **Signed & dated plus mileage.**

(1 year worth)

- **All general maintenance & repairs**

(90 days worth)

- **Daily Vehicle Inspection Reports**
 - ✓ **Showing driver signatures**
 - ✓ **Showing Mechanics signatures when applicable**