

# ON THE ROAD TO SUCCESS: STAYING COMPLIANT

## KNOW THE REGULATIONS



Understand FMCSA, DOT, and state-specific rules (e.g., BIT Program). Make sure you stay informed about regulations updates and changes.

Regularly review expiration dates & due dates associated with your company MCS-150, IRP, IFTA, and BOC3.

## MAINTAIN LICENCE AND PERMITS



## KEEP DRIVER QUALIFICATION FILES



- Maintain up-to-date driver records, including commercial driver's license (CDL), medical certifications, and annual reviews for employment period+ 3 years.
- Ensure that your drivers hold the appropriate CDL and endorsements required for their roles, as well as up-to-date medical certificates.

- Perform pre/post trip inspections and schedule annual DOT inspections.
- Make sure to keep thorough maintenance records for annual inspection and state specific inspections - CA 90 Day.

## CONDUCT REGULAR INSPECTIONS



## FOLLOW HOURS OF SERVICE RULES



- Use ELDs for accurate tracking and stay within HOS limits. Make sure to invest time to regularly login and review violations.
- Keep logs for at least 6 months.

Ensure pre-employment, random, and post-accident testing is done.

Maintain testing records:

- 1 year: Negative drug test results and Alcohol Test results less than 0.02
- 2 Years: Records related to the alcohol and drug collection process.
- 3 Years Previous employer records.
- 5 Years: Annual MIS reports. Employee evaluation and referrals to SAPs. Follow-up tests and follow-up schedules. Refusals to test. Alcohol test results 0.02 or greater. Verified positive drug test results. Evidential Breath Tester (EBT) calibration documentation.

## IMPLEMENT DRUG AND ALCOHOL TESTING



## MANAGE CSA SCORES



Monitor and address CSA scores regularly to improve safety ratings.

Maintain detailed compliance records and use an organized filing system.

## KEEP ORGANIZED RECORDS

