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Dot Audit Checklist

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Driver Qualification

- ☐ Driver qualification files complete
- ☐ Valid commercial driver's licenses
- ☐ Medical certificates current
- ☐ MVR checks conducted annually
- ☐ Road test documentation
- ☐ Training records maintained
- ☐ Drug/alcohol testing compliant
- ☐ Background checks completed
- ☐ Employment verification done
- ☐ Safety performance history obtained
- ☐ Annual reviews conducted
- ☐ Disqualification tracking active

Drug & Alcohol Testing

- ☐ Testing program documented
- ☐ Pre-employment testing done
- ☐ Random testing conducted
- ☐ Post-accident testing performed
- ☐ Reasonable suspicion procedures
- ☐ Return-to-duty testing
- ☐ Follow-up testing scheduled
- ☐ MRO services contracted
- ☐ SAP services available
- ☐ Testing records maintained
- ☐ Clearinghouse queries done
- ☐ Violations reported properly

Vehicle Maintenance

- ☐ Maintenance program documented
- ☐ Inspection schedules followed
- ☐ Annual inspections current
- ☐ Preventive maintenance performed
- ☐ Repair records maintained
- ☐ Parts/materials documented
- ☐ Qualified mechanics used
- ☐ Brake inspector certified

- ☐ Out-of-service repairs tracked
- ☐ Vehicle files organized
- ☐ Equipment list current
- ☐ Lease agreements documented

Hours of Service

- ☐ Log requirements understood
- ☐ ELD compliance verified
- ☐ Paper logs when required
- ☐ Supporting documents retained
- ☐ Unassigned driving reviewed
- ☐ Edits/annotations documented
- ☐ Violations identified/addressed
- ☐ Training provided
- ☐ Monitoring system active
- ☐ Malfunction procedures ready
- ☐ Data transfer capable
- ☐ Retention requirements met

Vehicle Inspection

- ☐ Pre-trip inspections conducted
- ☐ Post-trip reports completed
- ☐ Defects reported properly
- ☐ Repairs documented/signed
- ☐ Annual inspections current
- ☐ Periodic inspections done
- ☐ Brake adjustments checked
- ☐ Intermodal equipment inspected
- ☐ Inspection reports retained
- ☐ Out-of-service criteria known
- ☐ Roadside inspections tracked
- ☐ Violations corrected promptly

Hazardous Materials

- ☐ HazMat registration current
- ☐ Proper shipping papers
- ☐ Placarding requirements met
- ☐ Driver training completed
- ☐ Security plan implemented
- ☐ Emergency response ready
- ☐ Packaging requirements followed
- ☐ Marking/labeling proper
- ☐ Loading/segregation correct
- ☐ Incident reporting procedures
- ☐ Permits obtained

- ☐ Route planning done

Safety Management

- ☐ Safety policy documented
- ☐ Accident register maintained
- ☐ Accident reports filed
- ☐ Preventable determination made
- ☐ Corrective actions taken
- ☐ Safety meetings conducted
- ☐ Driver training programs
- ☐ Defensive driving promoted
- ☐ Incident analysis performed
- ☐ Safety metrics tracked
- ☐ Insurance requirements met
- ☐ CSA scores monitored

Record Keeping

- ☐ Record retention schedule followed
- ☐ Driver files complete
- ☐ Vehicle files organized
- ☐ Accident register current
- ☐ Drug/alcohol records secure
- ☐ Hours of service records kept
- ☐ Inspection reports filed
- ☐ Training documentation maintained
- ☐ Compliance reviews documented
- ☐ Audit findings tracked
- ☐ Corrective actions documented
- ☐ Supporting documents retained

Insurance & Registration

- ☐ Operating authority active
- ☐ Insurance coverage adequate
- ☐ MCS-90 endorsement current
- ☐ Vehicle registration current
- ☐ IFTA compliance maintained
- ☐ IRP registration active
- ☐ UCR registration current
- ☐ State permits obtained
- ☐ Oversize/overweight permits
- ☐ Cargo insurance adequate
- ☐ Liability limits met
- ☐ Documentation accessible

Technology & Equipment

- ☐ ELD devices compliant
- ☐ GPS tracking operational
- ☐ Communication devices working
- ☐ Safety equipment present
- ☐ Emergency equipment ready
- ☐ Fire extinguishers current
- ☐ Warning devices available
- ☐ Spare fuses carried
- ☐ First aid supplies stocked
- ☐ Personal protective equipment
- ☐ Load securement devices
- ☐ Specialized equipment maintained

Compliance Management

- ☐ Regulatory updates tracked
- ☐ Policy updates implemented
- ☐ Training updates provided
- ☐ Audit schedule maintained
- ☐ Violations tracked/corrected
- ☐ CSA monitoring active
- ☐ DataQs challenges filed
- ☐ Roadside inspection data reviewed
- ☐ Compliance reviews prepared for
- ☐ Legal counsel available
- ☐ Industry standards followed
- ☐ Best practices implemented

Fleet Operations

- ☐ Dispatch procedures documented
- ☐ Route planning effective
- ☐ Load planning optimal
- ☐ Customer requirements met
- ☐ Communication protocols established
- ☐ Emergency procedures ready
- ☐ Weather monitoring active
- ☐ Fuel management program
- ☐ Maintenance scheduling effective
- ☐ Driver availability tracked
- ☐ Performance metrics monitored
- ☐ Continuous improvement pursued

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