

DOT/FMCSA Safety Review Checklist
(Important to have but not necessarily all inclusive)

MCS-90 Insurance Endorsement

- 1.4 G \$1,000,000
- 1.3G \$5,000,000

- MCS-150 Carrier Identification Report or MCS-150B Safety Permit, renew every 24 months.

- Unified Carrier Registration.

Driver Qualification (DQ) Files for Each Driver

- Employment application with prior experience and work history.

- Replies from former employers to pre-hire inquiries on driver's employment record during the preceding 3 years. (Must be completed within 30 days of the date of employment and include drug & alcohol test results.)

- Inquiry to state agencies on the driver's driving record for the proceeding 3 years (this must be updated every 12 months.)

- Annual motor carrier review of the driving record of each driver. Motor carrier must require each driver to prepare a list of all accidents & tickets received over the past 12 months.

- Medical Examiner's Certificate (issued after a physical exam). Renewed every 2 years.

- Enrollment in drug & alcohol testing program.

- A road test or a valid copy of a Commercial Driver's License (CDL) with HazMat endorsement. Copy of waiver required.

Vehicle Maintenance Records

- Vehicle Information – Including make, model & year of vehicle. Gross vehicle weight & tire size. Vehicle identification number

- Maintenance Log
 - Regular Maintenance
 - Special Repair Bills

- Inspections
 - Current copy of the annual DOT inspection, as well as that from last annual

_____ Inspection to verify it did not expire before current one was completed)
_____ Pre-trip Inspections

Shipping Papers (Bills of Lading), Must produce the last 2 years from the date of request
(Arrange in order, so they are easy to find)

_____ Fireworks 1.1G UN0331 PGII
_____ Fireworks 1.3G UN0335 PGII
_____ Fireworks 1.4G UN0336 PGII
_____ 24 Emergency Response Number

Emergency Response Information

_____ MSDS Sheet for Fireworks
_____ Emergency Reponse Information
_____ Emergency Response Contact Information

Hazmat Training for Drivers & Employees

_____ Document employees trained and date of training.
_____ Have training materials available for review.

Security Plan – with Security Assessment Used to Develop the Security Plan

_____ Employee training records
_____ Current DOT HazMat Registration
_____ State Vehicle Registration and State Authority
_____ Vehicle Accident Report

Driver Logs (Hours of Service) – Must produce the last 6 months of records

_____ Signed by the driver
_____ Driver needs to have totaled hours
_____ Should reconcile with receipts generated during transport (i.e., gas, toll, food).

Drug and Alcohol Policy

_____ Keep all notices received from pool administrator.
_____ CDL drivers must join a pool if not currently enrolled.