



FEDERAL D.O.T. AUDIT

- 1) ARTICLES OF INCORPORATION
- 2) EIN LETTER FOM IRS
- 3) MOTOR CARRIER MCS150
- 4) UCR FILING REPORT
- 5) DRIVER LIST SS NUMBERS COMPLETE ADDRESS AND CONTACT
- 6) FULL EQUIPMENT LIST SERIAL VIN PLATES
- 7) LOG BOOK TIME SHEETS
- 8) DUTY STATUS REPORT
- 9) DRIVER STATEMENT HOURS OF DUTY
- 10) IFTA FILE
- 11) ANNUAL INSPECTIONS
- 12) MAINTENANCE TRACKING SHEET
- 13) ROADSIDE INSPECTIONS
- 14) MCS 90
- 15) MCS 90B
- 16) INSURANCE POLICY
- 17) WORKERS COMP FILE
- 18) LIABILITY INSURANCE

- 19) ACCIDENT REGISTER ACCIDENT REPORTS
- 20) LOSS RUN REPORTS
- 21) CVSA REPORTS
- 22) POST ACCIDENT DRUG TESTS
- 23) DRUG TEST POLICY
- 24) DRUG TEST CURRENT
- 25) PAST DRUG TESTS
- 26) CDL CERTIFICATIONS
- 27) ANNUAL REVIEW OF DRIVERS
- 28) MEDICAL CARD LOOK UP
- 29) PAST SAFETY RATING EX EMPLOYERS
- 30) CONSORTIUM CONTRACT
- 31) DEFENSIVE DRIVER POLICY
- 32) HAND HELD DEVICE POLICY
- 33) OSHA REQUIRED TOOL BOX TALKS
- 34) TRAINING FOR DRIVERS
- 35) MAINTENANCE FILE
- 36) SERVICE RECORDS AND DATES
- 37) MAINTENANCE POLICY
- 38) SAFETY POLICY
- 39) PRE POST TRIP INSPECTIONS
- 40) REPAIR FILE
- 41) FAIR TRADE REPORTING ACT FILE
- 42) I-9
- 43) EMPLOYEE FACT SHEET
- 44) DRIVER ABSTRACT LOOKUP
- 45) DRIVER FILES/ LOCKED UP IN CABINET IN A LOCKED ROOM

- 46) Company gross revenue for the past 12 months.
- 47) Total fleet vehicle mileage (all vehicles) for the past 12 months. (Last 4 Quarters-NJ IFTA report is very accurate)
- 48) A copy of insurance liability coverage along with your MCS-90 insurance form.
- 49) Company list of drivers with hire dates and CDL numbers.
- 50) Hours of Service: all records of duty status include all supporting documentation (Bills of lading, manifests, invoices, toll receipts, EZ Pass statements,) for the same month for all drivers.
- 51) List of Equipment, including leased vehicles, used in the previous 365 days including company number, license plate number, license state, year, make, VIN #, and GVWR.
- 52) Maintenance files and records for each unit, including leased vehicles and evidence of lease agreements. Files and records are to include evidence of annual inspections, repair receipts, maintenance schedules, and qualification of persons performing annual inspections.
- 53) Driver's daily vehicle inspection reports (DVIR's) for the past 3 months.
- 54) Roadside inspection reports for the previous 365 days.
- 55) Hazardous Materials Registration, HM Shipping papers and driver training.
- 56) All company policies and training materials