

Safety Audit Outline

1) Part 387 Insurance

MCS-90 on file to show proof of insurance; MCS-90B for passenger carriers

2) Part 390 General

Access to a current copy of FMCSR's (Federal Motor Carrier Safety Regulations)

USDOT# displayed properly on vehicles

Accident Register (12 Month Period) & accident reports for recordable accidents (retain for 3 years)

1. Fatalities
2. Injuries treated away from scene
3. Tow away due to disabling damage (any vehicle)

3) Part 391 Driver Qualification File

Proper Application for Employment Completed

10 year employment history for CDL Drivers, 3 year employment history for Non-CDL drivers

Previous employer alcohol/controlled substance check – 2 year

Copy of current Medical Card/Certificate

Statement verifying use of Medical Examiner on National Registry

Copy of Valid CDL or Road Test Certificate for Non-CDL Drivers

Driver record – 3 year (initial check) and annual checks

Driver Certification of Violations – Completed by Driver

Annual review of driving records

4) Part 382 Alcohol and Controlled Substance Testing (CDL Required Drivers Only)

Pre-Employment; Must have negative results before driving (controlled substances only)

Random Program (Consortium); 10% alcohol/50% drug tested; Annual and Semi-Annual Summaries

Post-Accident: CMV Driver – If a citation is issued: Alcohol test within 8 hrs of crash and Drug tested within 32 hrs of crash. Must have a statement on file explaining why no testing if they aren't completed

Reasonable Suspicion for Supervisors- 60 minutes for Alcohol and 60 minutes for Controlled Substances

Return to Duty; must have a negative result before driving again if there is a positive test result

Follow-Up; unannounced minimum 6 tests in 12-60 months after returning to duty

Referrals – required to provide 2 if driver is terminated for positive test result

Record Retention; in a secure area w/ controlled access; 5 yrs – positive results & refusals; 2 yrs – records of collection; 1 yr – negative results/cancelled drug tests & <0.02 alcohol tests

Copy of a complete Alcohol and Controlled Substance testing policy

5) Part 395 Records of Duty Status

Last 6 Months of log books and supporting document on file

11 hr, 14 hr, 60/70 hr rule, false logs and 11 required entries on log sheets

100 air-mile radius drivers must have 6 months of time records showing: start/end times (12 hours or less), total hrs worked, total hrs driving

150 air-mile radius drivers (NON-CDL): 6 months of time records showing: start/end times, total hrs worked (max. 11 hrs driving, may not driver after 14th hr after coming on duty 5 days/week or after 16th hr after coming on duty 2 days/week

6) Part 396 Vehicle Maintenance Files

File must display: Make and Year of Vehicle, Company Unit # or other ID (plate#), VIN#, Tire Size

Bills and receipts for repairs, documentation of preventative maintenance

Maintenance record/log for each vehicle

Copy of Annual Inspection

Copies of roadside inspections

Pre/Post trip Inspections

Driver Vehicle Inspection Reports; last 90 days on file

Inspector and Brake inspector qualifications on file (in-house or outside)

Brake Inspector Qualifications not required for motor carrier employees doing **ONLY** brake work **AND** have passed the air brake knowledge and skills test for CDL

90 Day push out window checks for buses/motor coaches