

A background image showing a person's hands on a steering wheel, viewed from the driver's perspective inside a vehicle. The image is overlaid with a semi-transparent green filter.

Are You In Compliance with the Federal Motor Carrier Safety Administration (FMCSA) Guidelines?

If you or your company operates commercial vehicles that fall under the FMCSA guidelines there are minimum requirements that you must meet to be in compliance with the DOT.

FMCSA Minimum Requirements for DOT Compliance

- **You must have a Commercial Driver's License? To get a CDL you must meet these minimum requirements:**
 - Have a valid non-commercial license
 - Be a minimum 18 years old or 21 years old to cross state lines or get a HazMat endorsement
 - Have a minimum of 1-2 years driving experience
 - Have no active suspensions
 - Have a valid Medical Examiner's certificate* (*see an occupational doctor for this certificate*)
- **You must be enrolled in a random drug and alcohol testing program**
- **You must be enrolled in the FMCSA Clearinghouse**
- **Each driver must complete an annual DOT Physical**
 - A DOT physical follows strict guidelines mandated by the Federal Motor Carrier Safety Administration (FMCSA), ensuring that commercial drivers and other safety-sensitive employees are in good health to work safely and operate a truck.
 - A DOT physical must be completed by a medical examiner certified by the FMCSA. The DOT physical consists of a vision, hearing, blood pressure/pulse rate, and urinalysis screenings as well as a physical examination.
 - Once completed, the driver will receive a Medical Examination Report and Medical Examiner's Certificate (required for a commercial drivers license).
- **Must maintain a Driver Qualification File for each CDL driver**
 - The file must contain the Driver's application for employment, pre-employment questionnaire (if not included in the application), Annual Motor Vehicle report, certificate of road test, certificate of violations, annual review, medical card and DOT physical.

Truck Driving Compliance 101

Three key areas that CDL safety-sensitive employees and employers must complete to be in compliance with the Federal Motor Carrier Safety Administration rules and regulations.

Maintaining proper paperwork and files eliminates the panic when the DOT calls you for an audit. Being prepared and keeping neat files can help you pass your audit and ensure that you are meeting all of the required regulations.

DRUG & ALCOHOL TESTING COMPLIANCE CHECKLIST

- ☐ **Current copy of the Federal Motor Carrier Safety Regulations**
- ☐ **Written Drug and Alcohol Use and Testing Policy/Program for your company**
 - ☐ Signed receipt from each driver that they received all training materials and policy for your drug and alcohol program
- ☐ **Be enrolled in a FMCSA random drug and alcohol consortium or private random drug testing pool**
 - ☐ Conduct and maintain pre-employment drug screen tests and results for all drivers
 - ☐ Keep records of all drug and alcohol testing results completed for each employee while in your employ
 - ☐ Maintain records of all Random Selection letters from your consortia and be able to show that all test selections were completed or documented with why not.
- ☐ **Register with the FMCSA Clearinghouse using your USDOT number**
 - ☐ Designate any consortia/third party administrators (C/TPA) you work with so they can access the clearinghouse on your behalf. ALL owner/operators are required to designate a C/TPA in the Clearinghouse.
 - ☐ Request written driver consent from all prospective employees and active drivers to conduct queries looking for unresolved drug and alcohol violations.
 - ☐ Conduct queries on all prospective employees prior to hiring
 - ☐ Conduct annual queries on all active drivers.
 - ☐ Report all drug and alcohol violations including positive test results and refusals to test.
 - ☐ Report negative Return to Duty (RTD) tests and successful completion of a driver's testing plan.

DRIVER BACKGROUND QUALIFICATION CHECKLIST

- ☐ Proof that all drivers hold a valid commercial driver's license (CDL) as well as maintain a system to track expirations
- ☐ Motor vehicle records (MVRs) on all new drivers, updated annually
- ☐ A current DOT physical and medical card for each driver, updated annually
- ☐ A record of a valid road test
- ☐ Conduct a query to the FMCSA Clearing house for all prospective drivers and annually for all active drivers.
- ☐ Maintain full and complete Driver Qualification Files for each driver, past and present

ADDITIONAL ESSENTIAL DRIVER AND VEHICLE COMPLIANCE PROCESSES

- ☐ Maintain a minimum 6 months of completed driver logs for all drivers, with a system for checking logs for accuracy
- ☐ Maintain maintenance records for all commercial motor vehicles in operation including a minimum of 14
- ☐ months of valid annual inspection reports
- ☐ Maintain 90 days of post trip inspection reports for each vehicle in operation



Call today to speak with one of our Compliance Administrative Team. We are here to assist with all your drug & alcohol testing, background check and FMCSA Clearing house needs.

Contact Us Today!

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