



<b>Motor Carrier Checklist</b> <i>(continued)</i>				
Topic Description	Yes	No	N/A	Comments
<b>Required Records/Retention</b> <i>(continued)</i>				
Are records kept of the due dates for the various inspection and maintenance operations to be performed?				
Are records kept (including the date and nature of the inspection) for repairs and maintenance performed?				
Are records maintained of the tests conducted on push-out windows, emergency doors, and emergency door marking lights on buses?				
Are records kept indicating where the vehicle is either housed or maintained?				
Are vehicle records maintained for a period of one year?				
Are vehicle records maintained for six months <i>after</i> the motor vehicle leaves the motor carrier's control?				
<b>Lubrication</b>				
Is there a system established to ensure that each motor vehicle is properly lubricated?				
Is there a system established to ensure that each motor vehicle is free of oil and grease leaks?				
<b>Driver Vehicle Inspection Reports</b>				
Are all drivers required to report, and prepare a <i>written</i> report, at the completion of each day's work on the vehicles operated?				
Is a pre-trip and post-trip written inspection list used?				
Is the last Vehicle Inspection Report carried on the unit?				
<b>Inspector Qualifications</b>				
Did the motor carrier ensure that the individual performing an annual inspection under Part 396.17 had the following qualifications?				
The inspector understood the inspection criteria set forth in 49 CFR Part 393 and Appendix G.				
The inspector had knowledge of the methods, procedures, tools, and equipment used to perform the inspection.				

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The inspector has completed a state or federal-sponsored training program, or has certification from a state or Canadian province qualifying the individual to perform commercial motor vehicle safety inspections.				
Has the motor carrier kept records of the inspector's qualifications for the period during which the individual performed the annual motor vehicle inspections?				
<b>Inspection Recordkeeping</b>				
The qualified inspector performing the inspection shall maintain the following records:				
Identity of the individual performing the inspection.				
Identity of the motor carrier operating the vehicle.				
Date of inspection.				
Identity of the vehicle inspected.				
Identity of the vehicle components inspected and the results of the inspection.				
Certification of the accuracy and completeness of the inspection.				
Is the original or copy of the inspection report readily available for an authorized federal, state, or local official?				
<b>Qualifications of the Brake Inspector</b>				
The motor carrier shall ensure that all inspections, maintenance, repairs, or service to the brakes of a commercial motor vehicle are in compliance with Part 396.25.				
Did the brake inspector meet the <i>minimum</i> brake inspector qualifications as stated in Part 396.25(d)?				
Did the inspector understand the criteria for brake service or inspection?				
Did the inspector have knowledge of the methods, procedures, tools, and equipment used to perform the inspection?				
Has the inspector completed an apprenticeship program (or approved training program) sponsored by a state or federal agency, a Canadian province, or a labor union?				
Has the inspector had brake-related training or experience, or a combination thereof, totaling at least one year?				

<b>Motor Carrier Checklist</b> <i>(continued)</i>				
Topic Description	Yes	No	N/A	Comments
<b>Driver Personnel Folder Forms and Information</b>				
The following are suggested types of information that should be kept in a driver's personnel folder:				
Application				
Inquiry to past employers (past three years' experience)				
Alcohol and controlled substance form				
DOT physical (date of expiration; valid for two years from date of exam)				
CDL driver's license (date of expiration)				
Drug screen (must read negative)				
Road test results				
Certificate of road and written test				
Violation and review records				
HAZMAT record and certification (if applicable)				
Photocopy of HAZMAT completion card (if applicable)				
Driver's test				
Driver data sheet				
Drug abuse policy receipt				