

TRANSPORTATION SAFETY INC.

MOTOR CARRIER REQUIREMENTS/SUMMARY AND OUTLINE

LICENSING: INTRASTATE/INTERSTATE/HAZ-MAT/PASSENGER TRANSPORTATION

DRIVER QUALIFICATION FILE: Per Code of Federal Regulations, Title 49, Part 391.5(a) *“Each motor carrier shall maintain a driver qualification file for each driver it employs”*

1. Application for employment (Part 391.21) **Retain during and for 3 years after employment ceases.**
 2. State (DMV) agencies responses concerning the driver’s 3-year driving record pursuant to section 391.23. **Retain during and 3 years after employment with the motor carrier ceases.**
 3. The record of Road Test Form and the Certificate of Road Test (Part 391.31(g)). **Retain during and 3 years after employment with the motor carrier ceases.**
 4. Driver’s Medical Examiner’s Certificate. (Part 391.43(h)). **May be removed after 3 years from the execution date.**
 5. State (DMV) agencies responses concerning the annual driving record pursuant to Part 391.25. **May be removed after 3 years from the execution date.**
 6. Certification of Violations / Review of Driving Record,(Part 391.25 and 391.27) **May be removed after 3 years from the execution date.**
 7. A letter granting waiver of physical disqualification, (Part 391.49). **May be removed after 3 years from the execution date.**
- **NOTE: Drug and alcohol forms required by Parts 382 and 40, California Vehicle Code 34520 are NOT included in this file because they are subject to stricter recordkeeping controls under Part 382.401 and Part 40.333. Please see Part 382.401 for those requirements.**
 - **Past Employers Responses, concerning the driver’s employment required by Part 391.23 are not included in this file because the Driver’s Safety Performance History must be maintained in a secure location with controlled access. See part 391.53 for those requirements.**

DAILY VEHICLE INSPECTION REPORTS (DVIRs)

Contents: Date, Truck/Tractor #, Check mark any Defective Item and Give Details Under "Remarks"

Air Compressor, Air Lines, Battery, Brake Accessories, Brakes, Carburetor, Clutch, Defroster, Drive-Line, Engine, 5th Wheel, Front Axle, Fuel Tanks, Heater, Horn, Lights: (Headlights, Stop, Tail, Dash, Turn Indicators, ID, Clearance, Side Markers), Mirrors, Muffler, Oil Pressure, On-Board Recorder, Radiator, Rear End, Reflectors, Safety Equipment: (Fire Extinguisher, Flags, Flares, Fusees, 3 Reflective Triangles, Spare Bulbs, Fuses and Spare Sealed Beam) , Springs, Starter, Steering, Tachograph, Tires, Transmission, Wheels, Windows, Windshield Wipers, Other(s).

****Required during Pre-Trip and Post-Trip Inspections and also after each and every "Change of Duty Status"***

See Commercial Vehicle Safety Alliance (CVSA) for "OUT OF SERVICE CRITERIA"

PREVENTATIVE MAINTENANCE INSPECTIONS REQUIRED BY MOTOR CARRIER

Every 90 days for regular motor carrier operations via over the road trucks and trailers

Contents:

Every 45 days for Buses

BIENNIAL INSPECTIONS OF TERMINAL OPERATIONS (CHP/BIT)

OVERSIGHT OF THE FEDERAL MOTOR CARRIER ADMINISTRATION FOR INTERSTATE/HAZ-MAT OPERATIONS

OVERSIGHT OF THE NATIONAL HIGHWAY SAFETY ADMINISTRATION (NHTSA)

RECALLS:

TECHNICAL SERVICE BULLETINS:

ACCIDENT STUDIES:

OVERSIGHT OF THE NATIONAL TRANSPORTATION SAFETY BOARD (NTSB)

STUDIES:

PUBLICATIONS:

RECOMMENDATIONS TO CONGRESS, FAA, NHTSA, PIPELINES OPERATIONS,