



FREE DOT AUDIT READINESS CHECKLIST

Athena TS – Carrier Compliance & Growth Solutions

Use this quick checklist to see if your company has the basic records commonly reviewed during a DOT audit. This is a readiness guide, not a substitute for legal or compliance advice.

Company Compliance

- ☐ USDOT Number Active
- ☐ Operating Authority Active (if applicable)
- ☐ MCS-150 Up to Date
- ☐ BOC-3 Filed
- ☐ Insurance Active
- ☐ MCS-90 Available

Driver Qualification Files

- ☐ CDL Copy
- ☐ Medical Examiner's Certificate
- ☐ Employment Application
- ☐ Motor Vehicle Record (MVR)
- ☐ Complete Driver Qualification File

Drug & Alcohol Compliance

- ☐ FMCSA Clearinghouse Registration
- ☐ Drug & Alcohol Program Enrollment
- ☐ Negative Pre-Employment Drug Test

Hours of Service

- ☐ ELD Logs Current
- ☐ Supporting Documents Available

- ☐ Driver Logs Reviewed

Vehicle Maintenance

- ☐ Annual DOT Inspection
- ☐ Maintenance Records
- ☐ Driver Vehicle Inspection Reports (DVIR)

Required Records

- ☐ Active Driver List
- ☐ Active Vehicle List
- ☐ Accident Register
- ☐ Proof of Insurance

Quick Self-Assessment

15–18 boxes checked: Excellent – You appear to be on the right track.

10–14 boxes checked: Review your missing items before an audit.

Below 10 boxes: Your company may not be audit-ready.

Need Help?

Athena TS can help with:

- DOT Audit Preparation
- New Entrant Safety Audits
- Driver Qualification Files
- FMCSA Compliance
- Recordkeeping

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