



WHAT HAS TO BE DONE BEFORE YOU TAKE THE FIRST LOAD

Apply for your DOT number and operating authority if applicable (operating authority takes a minimum of 21 days to be granted)

Ensure all vehicles are properly licensed for your trucking operation

File for IFTA, UCR, 2290 tax if applicable

Get your insurance on file with FMCSA

Follow the Federal Motor Carrier Safety Regulations

Set up all driver qualification files completely

Application

Certificate Relating to Driver Violations

MVR

Medical Examiner's Certificate

Road Test/Copy of CDL

Note Relating to Verification of Medical Examiner in Registry

Annual Driver Record (MVR)

Annual Review of Driver Record

Skills Performance Evaluation Certificate if applicable

Driver investigation history file

Driver written authorization & copy of responses

Complete the pre-employment drug screen for anyone who will drive the truck

Place documentation of results in the driver's confidential file

Set up your alcohol and controlled substance testing program and policy

Make sure your maintenance files contain Year, Make, Company number, VIN, and Tire Size

Mark both sides of your truck with company name and DOT number

Fire extinguisher and safety triangles inside truck

Remember to reply to FMCSA's letter stating "action required"

Ensure your 'Portal Account' is set up