

Fleet, Trucking & Logistics Compliance Checklist

For trucking companies, fleet operators, freight, logistics & transportation firms.

Company / Business	Review Date

How to use: Check each item when current and compliant. Record the responsible owner, expiration/renewal date, and any follow-up notes.

1	Core Business & Entity Documents	Owner	Expires	Notes
☐	General business license (city / county / state)			
☐	Operating authority registration			
☐	Certificate of good standing			
☐	DBA / fictitious name registration			
☐	Annual state entity filings			
☐	Foreign state registrations (multi-state ops)			
2	DOT, FMCSA & Transportation Authorities	Owner	Expires	Notes
☐	USDOT number			
☐	MC authority (FMCSA)			
☐	Motor carrier operating authority			
☐	BOC-3 filing			
☐	Unified Carrier Registration (UCR)			
☐	IRP registration			
☐	IFTA registration			
3	Driver Credentials & Licensing	Owner	Expires	Notes
☐	Commercial Driver License (CDL)			
☐	Medical examiner certificate (DOT med card)			
☐	Hazmat endorsement			
☐	Tanker endorsement			
☐	Background & MVR checks			
☐	Drug & alcohol testing enrollment			
4	Vehicle, Trailer & Fleet Registrations	Owner	Expires	Notes
☐	Vehicle registrations			
☐	Trailer registrations			

☐	DOT vehicle decals			
☐	Annual vehicle inspections			
☐	Emissions certificates			

5	Insurance, Bonds & Proof of Financial Responsibility	Owner	Expires	Notes
☐	Auto liability insurance			
☐	General liability insurance			
☐	Cargo insurance			
☐	Workers' compensation insurance			
☐	Surety bonds			
☐	Certificates of insurance (COIs)			
☐	Additional insured endorsements			

6	Safety, Compliance & Audit Readiness	Owner	Expires	Notes
☐	Driver qualification files			
☐	Hours-of-service records			
☐	ELD compliance			
☐	Safety management controls			
☐	FMCSA audit readiness documents			

7	Permits, Routes & Load-Specific Authorizations	Owner	Expires	Notes
☐	Oversize/overweight load permits			
☐	Hazmat transport permits			
☐	State route permits			
☐	International travel permits			

8	Financial, Tax & Regulatory Filings	Owner	Expires	Notes
☐	Heavy Vehicle Use Tax (HVUT / Form 2290)			
☐	Fuel tax filings (IFTA reports)			
☐	State revenue registrations			
☐	Payroll tax registrations			

9	Shipper, Broker & Client Requirements	Owner	Expires	Notes
☐	Broker-carrier agreements			
☐	Shipper compliance packets			

☐	Third-party risk questionnaires			
☐	Contract insurance requirements			

10	Facilities, Yards & Terminals	Owner	Expires	Notes
☐	Zoning and use permits			
☐	Environmental permits			
☐	Fuel storage permits			
☐	Fire inspection certificates			

11	Technology, Telematics & Digital Assets	Owner	Expires	Notes
☐	ELD software licenses			
☐	Fleet management system licenses			
☐	Telematics agreements			
☐	Domain registrations			
☐	Cybersecurity training certificates			

12	One-Off & High-Risk Expiring Items	Owner	Expires	Notes
☐	Temporary operating authorities			
☐	Conditional operating approvals			
☐	Emergency permits			
☐	Waivers with expiration dates			

Final Review / Follow-Up		Owner	Due Date
Outstanding items / renewals requiring action			
Additional notes			