



Record Keeping Requirements

FMCSA Motorcoach Safety Compliance

FMCSA's 18-CARAT program supports motorcoach carriers who have an upcoming safety compliance investigation within the next 18 months through Compliance Assistance and Regulatory Accountability Training (CARAT). Use this handout as a reminder of the safety compliance record keeping requirements.

DRIVER QUALIFICATION

Life of Employment + 3 Years

- Driver application
- Previous employer inquiries
- Original inquiry to State agencies
- Driver's road test

3 Years

- Medical examiner's certificate
- National registry verification
- Annual review of qualification

Life of Employment + 1 Year

- Entry-level driver training records

VEHICLE MAINTENANCE

1 Year

(and 6 months after the vehicle leaves the motor carrier's control)

- Maintenance files required by part 396.3

90 Days

- Driver Vehicle Inspection Reports (DVIRs) completed daily, when required by 49 CFR 396.11(a)

14 Months

- Periodic inspections completed at least once every 12 months

DRUG AND ALCOHOL TESTING

5 Years

- Alcohol tests .02 or greater
- Verified positive controlled substance test results
- Documentation of refusals
- Driver evaluations and referrals
- Calibration documents
- Administration records related to drug and alcohol testing, including violations
- Annual summaries

2 Years

- Drug and alcohol collection process records

1 Year

- Negative and cancelled drug and alcohol testing results

Indefinite

(and 2 years after individual no longer performs function)

- Records related to education and training of Breath Alcohol Technicians (BAT), Screening Test Technicians (STT), Supervisors and drivers

HOURS OF SERVICE

6 Months

Carrier Requirements

- Records of Duty status
- Timecards
- Electronic Logging Devices (ELDs)
- Supporting documents

*There are some documents used as HOS supporting documents which have longer record retention periods, such as payroll records, insurance records, etc. See Part 379 Appendix A for Schedule of Records and Periods of Retention.

8 Days

Driver Requirements

- On-duty for inspection

