



BASIC Documents Checklist

If an investigation is conducted under the Federal Motor Carrier Safety Administration's Compliance-Safety-Accountability (CSA) program, the safety investigator may ask to see the following documents –

Unsafe Driving BASIC

1. Driver training certificates
2. Written route plans for certain explosives

Driver Fitness BASIC

3. Complete driver qualification files, including –
 - Medical certificates
 - State driving records
 - Annual reviews of driving records, and
 - Employment applications

HOS BASIC

4. RODS, and supporting documents such as –
 - Bills of lading
 - Carrier pros
 - Freight bills
 - Dispatch records
 - Electronic mobile communication/tracking records
 - Gate record receipts
 - Weigh/scale tickets, and
 - Fuel receipts

Controlled Substances/Alcohol Overview BASIC

5. Records of verified positive controlled substances test results
6. Documentation of refusals to take required alcohol and/or controlled substances tests
7. Driver evaluations and referrals

Vehicle Maintenance BASIC

8. Roadside inspection reports
9. Vehicle maintenance files
10. Annual vehicle inspection reports
11. Driver Vehicle Inspection Reports (DVIRs)
12. Equipment repair receipts
13. Evidence of driver training on load securement
14. Accident reports

Hazardous Materials Compliance BASIC

15. HM incident reports
16. HM shipping papers
17. Hazardous Waste manifests
18. Cargo Tank Manufacturer's Certificates
19. Evidence of HM training

Crash Indicator BASIC

20. Carrier data from their Accident Register
21. Accident reports required by State or other governmental entities/insurers; for example,
Police Accident Reports

For more information, see [NLBMDA's Transportation and Fleet Safety Toolkit](#) at dealer.org. There you may also find *NLBMDA's A CSA BASIC Primer*, which reviews the seven Behavior Analysis and Safety Improvement Categories (BASICS). The Federal Motor Carrier Safety Administration has developed fact sheets for each individual BASIC element. The checklist items above are derived from these fact sheets.