

# Inspections & Maintenance Recordkeeping

J. J. Keller® Encompass® Compliance Brief

Records allow you to both verify and prove compliance with laws and regulations. If you face an audit, litigation, or another test of your compliance practices, your records alone may seal your fate. Failing to have good records – or failing to provide them upon request – could make you susceptible to violations and stiff penalties from the DOT, State Patrol, or other enforcement agencies, not to mention costly settlements in court. **The DOT alone could charge you up to \$13,000 in fines for each missing document.**

## Vital Business Assets

A properly managed vehicle recordkeeping system is also a vital business asset. It provides an inventory of all equipment and its compliance and operational status. In addition, storing your records electronically makes them simple to access, update, and use, making them even more valuable.

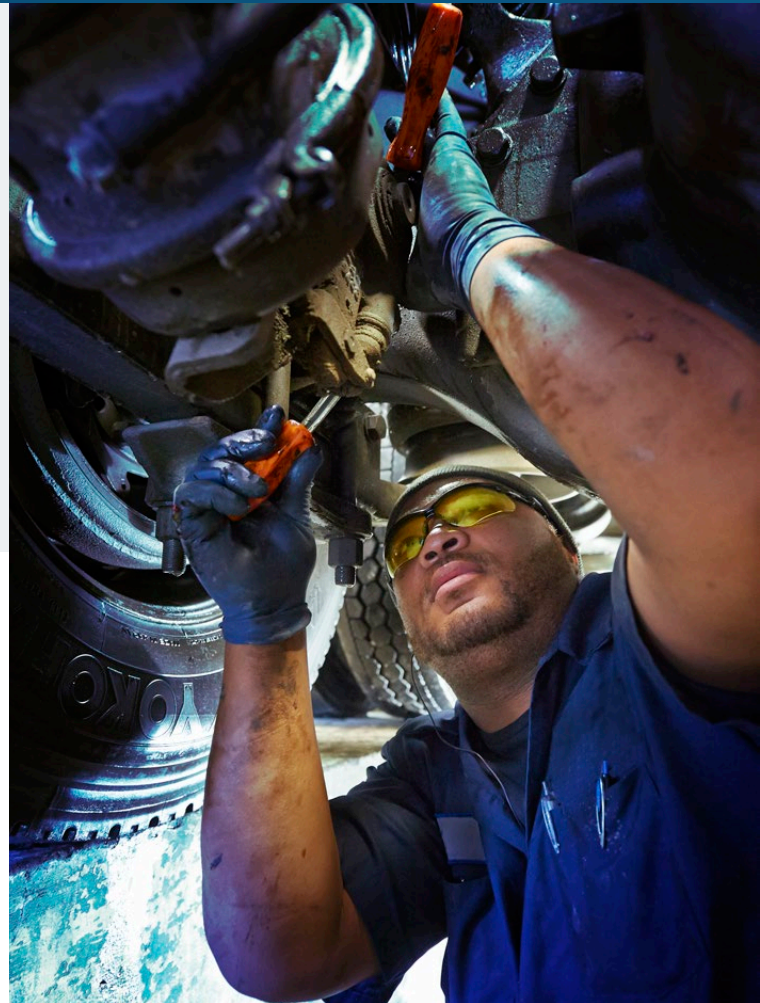
## Common Inspection & Maintenance Records

Records must be kept for 12 months.

Even if your vehicles are properly credentialed to be on the road, your recordkeeping system is not complete. The Federal Motor Carrier Safety Administration (FMCSA) requires motor carriers to retain various documents to prove that their vehicles are properly maintained.

A vehicle maintenance file must include:

- Vehicle make, vehicle number, serial number, year, and tire size
- Who furnished the vehicle
- A record of all inspections, repairs, and maintenance
- Preventive maintenance schedules
- Bus inspection records



## Retention Requirements

In addition, motor carriers must retain:

- Daily vehicle inspection reports for three months
- Annual inspection forms for 14 months
- Roadside inspection forms for 12 months
- Evidence of inspector qualifications for the duration of employment plus one year
- Accident register information for three years
- Records of engine changes until three years after the vehicle leaves your control

# Inspections and Maintenance Recordkeeping (cont.)

## Records Management

With so many vehicle records and timelines to juggle – and numerous agencies to deal with – it's no wonder so many companies get in trouble during audits. They naturally want to focus on keeping the wheels moving, not sift through paperwork. But inadequate record management can bring those moving wheels to a halt.

With the nationwide movement towards electronic recordkeeping, more and more auditors expect instant access to your vehicle records, and they expect those records to be organized, up-to-date, and complete.

Be sure you have a sound record management system, like J. J. Keller® Encompass® Fleet Management. It lets you meet today's compliance needs, prepare for tomorrow's challenges, and keep the wheels moving.

With Encompass, you can track unit details and comply with FMCSA, manufacturer, and company-directives:

- Axle specifications
- Weight
- VIN
- Acquisition, activation, and disposition dates
- Odometer readings
- Lease, purchase, rental, and depreciation costs
- Tires & rim sizes
- Inspection types
- More than 75+ custom fields

## Vehicle Recordkeeping with Encompass® Fleet Management

With Encompass, innovative fleets can focus on minimizing unplanned downtime and maximizing scheduled downtime. Its efficient recordkeeping and tracking features provide visibility to your fleet's compliance, including:

- Visibility to your entire fleet's credentials and legalization
- Notification for expired items, upcoming PM schedules, and out-of-service vehicles
- Customizable inspection criteria and maintenance schedules, including checklists
- Parts inventory management
- Internal and external repair order and cost tracking
- Vehicle inspections defect resolution tracking



SEE HOW ENCOMPASS® FLEET MANAGEMENT CAN BENEFIT YOUR MAINTENANCE EFFORTS.

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