



**DEPARTMENT OF PUBLIC SAFETY**  
**Carrier Compliance Review Notice Letter**



(Date)

(To, with address)

Your company is scheduled to have an investigation conducted to determine its safety fitness. The Investigation has been scheduled for (insert date and time). This letter serves as your forty-eight (48) hour notice (if applicable) for records and information that will be needed during this investigation.

The investigation will cover what is commonly called the Federal Motor Carrier Safety Regulations or the state adopted rules.

These rules and regulations apply to motor carriers, drivers and vehicles that operate commercial motor vehicles that are operated interstate and have a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 10,001 pounds or more whichever is greater; or the vehicle is operated only in intrastate commerce and has a gross vehicle weight rating, or gross combination weight rating or gross vehicle weight or gross combination weight of 26,001 or more pounds whichever is greater or is designed or used to transport more than eight (8) passengers (including the driver); for compensation; or is designed or used to transport more than fifteen (15) passengers, (including the driver) and is not used to transport passengers for compensation; or is used in transporting hazardous materials in a quantity requiring placarding.

It would be appreciated, and should expedite the process, if you have your safety records available including, but not limited to the following:

A list of current and terminated drivers for the past two (2) years, including complete name, date of birth, hire date, and driver's license number.

Driver qualification files which include: proper application, medical certificate, road test, motor vehicle record check, copy of the drivers' license, annual review, annual certification, prior employer checks, and other related documents.

Driver's records of duty status (RODS) and/or time records for the drivers for the prior six (6) months, with supporting documentation. (Fuel Receipts, fuel reports, trip envelopes, dispatch records, monthly statements, payroll records, toll receipts, and other on-the-road expense receipts, invoices, bills of lading, dispatch records, and other "supporting documents" must be kept on file for six (6) months.)

A list of all equipment used in all aspects of your operation. Vehicle maintenance files for the past twelve (12) months, roadside inspection reports and periodic (annual) inspection report. You must also have evidence of vehicle and brake inspector qualifications. Driver Vehicle inspection reports (DVIRs) for



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the vehicles, for the prior ninety (90) days.

If you are a for hire motor carrier you will need to provide a copy of your company's MCS-90 insurance document or equivalent (you may want to check your insurance binder, if it is missing and you need this form, we can obtain it from your insurance underwriter the day of the investigation.)

Your company's gross revenue figure for all operations for the last fiscal year end; also, will need the fiscal year ending date.

Your company's total fleet mileage for your motor vehicles for the past three hundred sixty-five (365) days. You may want to check your monthly or quarterly mileage reports and provide a ball park figure.

Your company's crash (accident) register for the past three hundred sixty-five (365) days

If your vehicles have a GVWR in excess of 26,000lbs or your drivers meet the conditions requiring a Commercial Driver's license (CDL), then I will need to review your records which relate to your controlled substance/alcohol testing program. This would include, but is not limited to, a summary of random alcohol and CST for this year and last year, the lists of drivers in all selection periods including who was selected for this year and last year, pre-employment, random, post accident, reasonable suspicion, return to duty, and follow up records/tests and results, drug and alcohol testing policy, semi-annual summaries, annual calendar summary for past calendar year (Form attached MIS information), and your program as a whole.

If you transport hazardous materials, please have the following documents available.

Part 107, 171 - 178 Hazardous Materials: Last six (6) months Shipping Papers, RISPA HazMat Registration, all training records, safety security plan, and any exemptions which may apply.

Part 180 Cargo tank certificates and cargo tank test and inspection reports.

The above list should not be considered complete. During the investigation I may need to verify your documents with other documents.

Please note, any and all records used or kept by your company may be requested to complete this investigation. This may be and is not limited to financial and operational records maintained by your company for tax reporting. Depending upon the size of your company and your company's transportation operations, this investigation may take several days.

Refusal to agree with the investigation will be indication of non-compliance with the safety regulations and criminal charges may be filed against the company



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and its owners.

If you have any questions concerning your upcoming investigation, you may call me at (insert phone #).

(Insert title and name)

New Mexico Department of Public Safety

New Mexico State Police Motor Transportation Bureau