Roadside Inspection Response Checklist

Inspection details

Carrier / driver / unit

Inspection date / report number

Issuing agency / reviewer

Driver and dispatch response

- ☐ Read the report and any out-of-service restrictions before further movement. Do not operate equipment placed out of service until required repairs are completed.
- ☐ Deliver the report at the next carrier terminal or facility; if no arrival is scheduled within 24 hours, transmit it immediately. Include the intermodal provider when applicable.
- ☐ Contact safety and maintenance, preserve the report, and arrange lawful repairs or recovery.

Violations, corrections, and supporting evidence

Violation / restriction	Correction / evidence	Owner / completed

Carrier follow-through

- ☐ Examine the report and correct violations or defects. Complete the carrier certification within 15 days following the inspection date.
- ☐ Return the completed form if the issuing state agency requests it, following its instructions. Retain a copy for 12 months from the inspection date.
- ☐ Review driver coaching or maintenance causes. A dispute does not suspend correction duties or an out-of-service order.

Closeout

Certified by / date

Returned if required / record location

The current 396.9 rule requires return when requested by the issuing state agency. Follow the actual report instructions and any additional applicable requirements. This checklist is not the agency’s certification form.

49 CFR 396.9

Working resource. Confirm applicability and current requirements for your operation.