Vehicle Maintenance File Checklist

Unit being reviewed

Carrier / unit number / vehicle type

VIN / year / make

Reviewer / date

File contents

- ☐ Identify the unit and, when it is not owned by the carrier, the person furnishing it.
- ☐ Keep a means of showing the nature and due dates of planned inspections and maintenance.
- ☐ Keep dated records describing inspections, repairs, and maintenance actually performed.
- ☐ Locate the periodic inspection report and verify its currency; retain the report for 14 months.
- ☐ Review required driver defect reports, repair certifications, and follow-up evidence.
- ☐ Verify required inspector / brake-inspector qualification evidence is available under the applicable rules.

For ordinary carrier records under 396.3, the recordkeeping provision applies to vehicles controlled for 30 consecutive days. Keep those records for 1 year where the vehicle is housed or maintained and for 6 months after it leaves carrier control. Other record types have their own requirements.

Missing or incomplete evidence

Record / corrective action	Owner	Due

Equipment-specific review notes

49 CFR 396.3 49 CFR 396.11 49 CFR 396.19 49 CFR 396.21 49 CFR 396.25

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