

# Transportation Safety & Operations Compliance Assurance Program Self-Assessment Review Document

## 5. Contractor Motor Carrier Operations

**Standard:** All Motor Carrier Operations are conducted in a consistent and accountable manner, following approved procedures, in compliance with the requirements of applicable international, federal, state, tribal, and local laws, rules, and regulations and DOE Orders and policy.

**References:** 40 CFR 263; 49 CFR 107, 171, 173, 177, 178, 180, and 382-399; and 49 CFR Part 40; 40 CFR 263.

Self-Assessment/Evaluation Actions	Response			Comments  (Specify where found in Site procedures)
	Y	N	N/A	
A. MOTOR CARRIER OPERATIONS: GENERAL (40 CFR 263, 49 CFR 107, 171, 173, 177, 180, 380-399, AND 49 CFR Part 40)				
1. Are commercial motor vehicles being operated in interstate commerce off site [49 CFR 390.3]? If yes:				
a. Are you a registered motor carrier?				
2. Does each individual involved in the management, maintenance, operation, or driving of commercial motor vehicles receive instruction regarding the applicable requirements of 49 CFR 382, 383, 287, and 390 through 397 [49 CFR 390.3(e)]?				
3. Does each individual involved in the hiring, supervising, training, assigning, or dispatching of drivers receive instruction regarding the applicable requirements of 49 CFR 382, 383, 387, and 390 through 397 [49 CFR 390.3(e)]?				
4. Are required records maintained at the motor carrier's principal place of business [390.31(a)]? A list of records (such as drivers' logs, DVIRs, maintenance records, inspectors' records) would be helpful.				
5. Does the motor carrier maintain an accident register as prescribed in 49 CFR 390.15(b)?				
6. Has the motor carrier marked each self-propelled commercial motor vehicle used in interstate commerce with the name of the motor carrier, city, state, and USDOT motor carrier census number, as appropriate [49 CFR 390.21(a)]?				
7. Has the motor carrier filed a motor carrier identification report (MCS-150) and been assigned a USDOT number [49 CFR 390.19]?				
8. Has the motor carrier registered with RSPA as a hazardous materials transporter [49 CFR 107.608(b)]?				
9. Does each motor vehicle used to transport hazardous materials carry a copy of the certificate of registration				

**Transportation Safety & Operations Compliance Assurance Program  
Self-Assessment Review Document**

**5. Contractor Motor Carrier Operations**

Self-Assessment/Evaluation Actions	Response			Comments  (Specify where found in Site procedures)
	Y	N	N/A	
[49 CFR 107.620(b)]?				
10. If applicable, has the motor carrier registered as an EPA Hazardous Waste Transporter [40 CFR 263.11]?				
11. Does the motor carrier make immediate notification of each incident by telephone regarding the occurrences specified in 49 CFR 171.15(b)(1) through (5)?				
12. Does the motor carrier report (in writing and within 30 days, using DOT Form F 5800.1) in detail each incident requiring telephone notification as specified in 49 CFR 171.15(b)(1) through (5) [49 CFR 171.16(a)]?				
13. Does the motor carrier report (in writing and within 30 days, using DOT Form F 5800.1) in detail each unintentional release of hazardous material from a package [49 CFR 171.16(a)]?				
14. Does the motor carrier report (in writing and within 30 days, using DOT Form F 5800.1) in detail each discharge of hazardous waste [49 CFR 171.16(a)]?				
15. Are transport vehicles containing Class 7 (radioactive) material shipments surveyed <u>prior to release</u> to assure that radiation levels do not exceed the requirements of 49 CFR 173.441?				
16. Does the motor carrier prohibit the transportation of hazardous materials not accompanied by a properly prepared shipping paper [49 CFR 177.817(a)]?				
17. Do vehicles transporting Division 1.1, 1.2, or 1.3 materials have tight floors? Are those parts of the interior that contact the lading lined with, or constructed of, a nonmetallic or nonferrous material? Do they have an interior that is not likely to damage containers [49 CFR 177.835(f)]?				
18. Do vehicles transporting Class 1 explosive materials contain all portions of the lading entirely within the body of the vehicle and is the tailgate closed (if equipped) [49 CFR 177.835(h)]?				
19. If vehicles transporting Class 1 explosive materials do not have a closed body, is the lading covered with a tarpaulin [49 CFR 177.835(h)]?				
20. If Class 1 explosive materials are transported, does the carrier protect the Class 1 explosive materials from				

**Transportation Safety & Operations Compliance Assurance Program  
Self-Assessment Review Document**

**5. Contractor Motor Carrier Operations**

Self-Assessment/Evaluation Actions	Response			Comments  (Specify where found in Site procedures)
	Y	N	N/A	
damage by other lading [49 CFR 177.835(i)]?				
21. Are transport vehicles used to transport exclusive use Class 7 (radioactive) material surveyed <u>after each use</u> and are they not returned to service until they meet the radiation dose rate and contamination limits specified in 49 CFR 177.843(a)?				
22. Does the motor carrier maintain a copy of each specification cargo tank's manufacturer's certificate [49 CFR 180.417(a)(2)]?				
23. Does the motor carrier maintain a copy of the most current specification cargo tank inspection and retest reports [49 CFR 180.417(b)(3)]?				
24. Does the motor carrier maintain a written report of each specification MC330 or MC 331 after completion of each pressure test [49 CFR 180.417(c)]?				
<b>B. SPECIAL TRAINING REQUIREMENTS [49 CFR 380]</b>				
1. Have all "entry-level" CDL drivers received training in: driver qualification requirements, hours-of-service of drivers, driver wellness, and whistleblower protection? [49 CFR 380.503]				
2. Can the motor carrier provide a certificate of training in the "entry-level" CDL driver's personnel file which includes: date of certificate issuance, name of training provider, mailing address of training provider, name of driver, a statement that the driver has completed the training in the 4 specific areas of 380.503, printed name of person performing training, and signature of person performing training? [49 CFR 380.505, 380.507, and 380.513]				
3. Can the motor carrier provide certificates of training for as long as the motor carrier employs the driver and for one year thereafter? [49 CFR 380.511]				
<b>C. CONTROLLED SUBSTANCE AND ALCOHOL USE AND TESTING [49 CFR 382]</b>				
1. Does the motor carrier have a written policy concerning misuse of alcohol and use of controlled substances [49 CFR 382.601(a)]?				

**Transportation Safety & Operations Compliance Assurance Program  
Self-Assessment Review Document**

**5. Contractor Motor Carrier Operations**

Self-Assessment/Evaluation Actions	Response			Comments (Specify where found in Site procedures)
	Y	N	N/A	
2. Has the motor carrier notified each driver before performing testing that all alcohol and controlled substances testing is required by Federal Motor Carrier Safety Regulations [49 CFR 382.113]?				
3. Does the motor carrier randomly select the required percentage of drivers for alcohol and controlled substances testing during each calendar year [49 CFR 382.305(j)]?				
4. Does the motor carrier ensure that random testing is unannounced and dates are spread reasonably throughout the year [49 CFR 382.305(k)]?				
5. Does the motor carrier maintain the records identified in 49 CFR 382.401(c) and (e)(2) in a secure location with controlled access [49 CFR 382.401(a)]?				
6. Does the motor carrier provide and distribute educational materials and maintain the original signed receipt certifying each driver's receipt of alcohol misuse and controlled substances use educational materials and the motor carrier's policies [49 CFR 382.601(a) and (d)]?				
7. Does the motor carrier provide training for supervisors and others who are designated to determine whether reasonable suspicion exists to require testing receives at least 60 minutes of training on alcohol misuse and at least 60 minutes training on controlled substances use [49 CFR 382.603]?				
8. Has the motor carrier identified a Designated Employer Representative(s) (DER)? If multiple DERs, are the roles and responsibilities defined [49 CFR 382.107, 382.403(e); 49 CFR 40.35, 40.193, 40.215, 40.255,40.265, 40.291,]?				
<b>D. COMMERCIAL DRIVER'S LICENSE STANDARDS [49 CFR 383]</b>				
1. Does the motor carrier maintain a record of previous employment information for each driver-applicant issued a commercial driver's license for the ten years preceding the date of application [49 CFR 383.35(c)]?				
<b>E. MINIMUM LEVELS OF FINANCIAL RESPONSIBILITY [49 CFR 387]</b>				
1. As appropriate, are minimum levels of financial responsibility in effect as evidenced by a properly				

**Transportation Safety & Operations Compliance Assurance Program  
Self-Assessment Review Document**

**5. Contractor Motor Carrier Operations**

Self-Assessment/Evaluation Actions	Response			Comments  (Specify where found in Site procedures)
	Y	N	N/A	
executed form MCS-90 or MCS-82 [49 CFR 387.7(d)]?				
<b>F. QUALIFICATION OF DRIVERS [49 CFR 391]</b>				
1. Does the motor carrier maintain a driver qualification file (DQF) for each driver it employs [49 CFR 391.51(a)]?				
<b>G. HOURS OF SERVICE OF DRIVERS [49 CFR 395]</b>				
1. Does the motor carrier require that each property-carrying driver is fully instructed in and familiar with the regulations governing the safe operation of commercial motor vehicles? [49 CFR 395.1-15]				
<b>H. INSPECTION, REPAIR, AND MAINTENANCE [49 CFR 396, DOE M 460.2-1 Section 12]</b>				
1. Does the motor carrier systematically inspect, repair, and maintain each motor vehicle subject to its control [49 CFR 396.3(a)]?				
2. Does the motor carrier maintain a record for each motor vehicle that indicates the date and nature of scheduled maintenance and inspections [49 CFR 390.3(e)(2)]?				
<b>I. TRANSPORTATION OF HAZARDOUS MATERIALS: DRIVING AND PARKING RULES [49 CFR 397, DOE M 460.2-1 Section 12]</b>				
1. Does the motor carrier furnish the driver of each motor vehicle transporting Division 1.1, 1.2, or 1.3 materials a copy of 49 CFR Part 397, written accident or delay instructions, properly prepared shipping papers, and a written route plan [49 CFR 397.19]?				
2. Does the motor carrier retain for one year drivers' signed receipt for the above documents [49 CFR 397.19(b)]?				
3. When applicable, is the motor carrier familiar with the nonradioactive hazardous materials routing designations of each state in which it operates [49 CFR 397.67(a)]?				
4. Does the motor carrier direct each driver of a motor vehicle transporting placarded or marked hazardous materials to operate over routes that do not go through or near heavily populated areas, places where crowds are assembled, tunnels, narrow streets, or alleys [49				

**Transportation Safety & Operations Compliance Assurance Program  
Self-Assessment Review Document**

**5. Contractor Motor Carrier Operations**

Self-Assessment/Evaluation Actions	Response			Comments  (Specify where found in Site procedures)
	Y	N	N/A	
CFR 397.67(b)]?				
5. Does the motor carrier direct each driver of a motor vehicle transporting a placarded quantity of Class 7 material to operate only over routes that minimize radiological risk (preferred routes) [49 CFR 397.101(a) and (b)]?				
6. Does the motor carrier direct each driver of a motor vehicle transporting an HRCQ quantity of Class 7 material to operate only over routes identified on a written route plan [49 CFR 397.101(d)]?				
7. For each shipment of HRCQ Class 7 material, does the motor carrier file within 90 days a written route plan, a copy of the shipping paper, and the names and addresses of the shipper, carrier, and consignee [49 CFR 397.101(g)]?				