



Legacy Logistics / Legacy Wise Business Support

Fleet Records Gap-Review Checklist

Business managers organizing fleet records for a qualified compliance adviser or service provider.

Records organization only. This pack is not a DOT, FMCSA or state compliance determination, driver qualification decision, training program or certification.

Four checks before you proceed

Define who reviews applicability

List vehicles, operating locations, transport activities and the internal owner. Give that factual inventory to a qualified reviewer to determine which rules and records apply. Do not assume that another company's checklist applies to your operation. Record the reviewer, sources consulted and next review date. Keep unresolved applicability questions visible rather than filling them with guesses.

Index evidence without exposing it

Create a controlled index of vehicle, maintenance and driver-related records identified by the reviewer. Record document location, responsible owner and review status. Keep licenses, medical records, background information and other sensitive material in the appropriate restricted system, not in this general spreadsheet. Use internal references when coordinating missing items.

Turn findings into assigned actions

For each gap, record the reviewer's finding, required follow-up, owner and date. Distinguish a task that was opened from evidence that was accepted. Have the qualified reviewer define the actual due date and corrective action. An internal green status is not a certification. Escalate unresolved gaps through the agreed management process.

Maintain review and change controls

Set internal reminders based on dates supplied by the responsible reviewer. Record new vehicles, changed activities, new locations and changed vendors for fresh review. Preserve version history and evidence references. Keep incidents and corrective actions in a controlled process. Review access permissions so people can coordinate tasks without viewing sensitive driver records they do not need.

Your next step

Open question	Who should answer	Next date

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