



Applicant or Carrier Name: _____

Application or NSC Number: _____

Listed below are the minimum requirements for a Safety Plan. Please identify the document and page number in the column provided and forward this checklist with your plans.

Description	Document/Page #	NSC Office Use
Company Policy		
1. Hiring Policy for Drivers		
2. Monitoring and record keeping processes (including forms used if applicable) for:		
a. Driver performance		
b. Hours of service		
c. Trip inspections		
d. Vehicle maintenance		
e. Dangerous goods (if applicable)		
Driver and Hours of Service Policy		
1. Driver licensing requirements		
2. Driver training requirements (if applicable)		
3. Expectations on obtaining N-print driver abstracts		
4. Method of reporting driver incidents		
5. Expectations about the completion of trip inspections and driver responsibilities when defects are found		
6. Driver's hours of service and how the driver reports the hours of service to the carrier, including hours worked for other carriers		
7. Remedial/disciplinary action to be taken for non-compliance		
8. Driver acknowledgement of policy		
Vehicle Maintenance		
1. Schedule of maintenance for each type of vehicle		
2. Copies of check sheets that will be used for the scheduled maintenance - must be applicable to the vehicle(s) being maintained		
3. Trip inspection policies		
4. Method of ensuring CVIP inspections on time		
5. Method of keeping informed of manufacturer recalls		

Guidance on the development of safety plans can be found in Section 3 of the Carrier Safety Guide. Implementing your safety plan and updating it as your business changes or grows will help you ensure safe operations and ongoing compliance with MVAR Division 37.

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