

Truck and Cab Folder Checklist

Carrier	Truck / tractor unit	Trailer unit
Checked by / date	Folder location / electronic access	

Mark each item Ready, Missing or N/A. Check the carrier, vehicle, route and document expiration; accepted electronic records must be accessible when needed.

Equipment and operating documents

Document / item	Status	Expires / check date	Location / action needed
Truck registration / cab card			
Trailer registration			
Insurance evidence / contact information required for the operation			
Periodic inspection evidence for truck and trailer*			
Carrier dispatch / roadside / accident contacts			

Only when applicable to this vehicle or trip

Document / item	Status	Expires / check date	Location / action needed
IFTA license copy / fuel-tax credentials			
Trip, fuel or oversize / overweight permits and routing			
ELD data-transfer instruction sheet**			
ELD malfunction / recordkeeping instruction sheet**			
Blank paper RODS for at least 8 days when ELD rules apply**			
Shipment BOL / shipping papers / delivery instructions			

Carrier-specific supplies and instructions

Item	Status	Location / action needed
Trip / fuel / expense forms and receipt envelope		
Other carrier-required item		
Missing items / person responsible / follow-up date		

* Periodic inspection evidence must be on the vehicle where 49 CFR 396.17 applies; a qualifying report or decal may serve. ** 49 CFR 395.22(h) lists the two instruction sheets and eight-day paper-log supply. Keep the driver's license and any separately required driver credentials available; do not store sensitive hiring records in this folder.