

Carrier Selection Checklist

Run these written checks before you tender a load. Keep this page, with screenshots, in the carrier file. Edit it to fit your process.

Carrier legal name / DBA:	USDOT # / MC #:
Load or rate confirmation #:	Pickup date:
Checked by (name):	Date and time checked:

1 Authority

- ☐ Operating authority (common or contract) shows ACTIVE on FMCSA records today. li-public.fmcsa.dot.gov
- ☐ USDOT status is ACTIVE and the legal name, address and phone match the paperwork you received.
- ☐ Authority age noted: _____ months. No recent revocation and reinstatement.

2 Insurance on file and limits

- ☐ Auto liability filing is on file with FMCSA at or above the limit in your agreement: \$_____.
- ☐ Certificate of insurance received directly from the carrier's insurance agent, not from the driver.
- ☐ Certificate shows auto liability, cargo \$_____ and the policy dates cover the pickup date.
- ☐ Called the agent or insurer to confirm the policy is in force. Noted any scheduled-auto, listed-driver or commodity exclusions that would affect this load.

3 Safety rating and out-of-service

- ☐ Safety rating: Satisfactory / Conditional / Unsatisfactory / Not rated (circle one). safer.fmcsa.dot.gov
- ☐ No active out-of-service order on the carrier.
- ☐ Vehicle and driver out-of-service rates compared with the national averages shown on SAFER.

4 Inspections and crash history

- ☐ Roadside inspections in the last 24 months reviewed: _____ inspections, _____ out-of-service.
- ☐ Safety Measurement System categories reviewed for alerts (unsafe driving, hours of service, vehicle maintenance, driver fitness). ai.fmcsa.dot.gov/SMS
- ☐ Crashes in the last 24 months reviewed: _____ total, _____ injury, _____ fatal.

5 Identity and chameleon checks

- ☐ Called the phone number on the FMCSA record (not the number in the email) and confirmed the person booking works for this carrier.
- ☐ Email domain matches the company. No recent change of address, phone or email on the FMCSA record.
- ☐ Owners, address and phone do not match a carrier that was revoked or shut down.
- ☐ Truck and trailer numbers, or VINs, on the rate confirmation match the equipment that arrives.

6 Double-brokering red flags (any one = stop and verify)

- ☐ Carrier asks to change the payee, the factoring company or bank details after booking.
- ☐ Carrier also holds broker authority, or the driver names a different company at pickup.
- ☐ Carrier refuses tracking, or accepts a rate far below the market without a question.
- ☐ Rate confirmation is returned from a different email address than the one you sent it to.

7 File and decision

- ☐ Signed broker-carrier agreement on file (see kit document 2). W-9 on file.
- ☐ Screenshots of every check above saved to the carrier file.

Decision: Approved / Not approved / Approved with conditions: _____

Signature of person who checked: _____ Date: _____

Sample checklist. It is not a complete list of every check a court or a shipper may expect. Adapt it to your own written process.