

# Electronic Recordkeeping

J. J. Keller® Encompass® Compliance Brief

Documentation plays a key role in proving that you comply with highway safety regulations and your duty to protect the public. In today's world of on-site and off-site DOT audits and nuclear verdicts, you can't afford not to maintain your records to the highest standards. Your hopes of success in court or during a DOT, OSHA, DOL, or other government audit are significantly impacted by what you can prove with your records. Investing in an electronic records management system is the answer.

**Are you maintaining accurate and compliant records?**



## Job Classifications

Like most motor carriers, you probably have a mix of job classifications that are subject to various recordkeeping laws and regulations. You may even have a combination of drivers that work and are paid in different ways — from full- and part-time to seasonal, contractual, managerial, or even family members who occasionally get behind the wheel.

On top of that, you have to manage the variety of vehicles you operate with their diverse registration, permitting, licensing, maintenance, and insurance requirements.

Consequently, you'll need to ensure your records incorporate the following areas:

- Payroll
- Hours of service
- Driver qualification
- Vehicle maintenance
- Accident/Incident reporting
- Previous employer inquiries
- Drug and alcohol testing
- Training
- And more.

## 2024 BY THE NUMBERS

### Audits by Carrier Size<sup>1</sup>

Very small carriers (1-6 power units): **57%**

Small carriers (7-20 power units): **26%**

Medium carriers (21-100 power units): **14%**

### Audits Results<sup>2</sup>

Audits with violations: **11,495 (94%)**

Audits resulting in enforcement: **3,062 (25%)**

Total violations: **83,079 (6.8 AVG violations/audit)**

## Recordkeeping Violations Common During Audits

At least 60% of all critical violations found during 2024 audits were related to recordkeeping, including 6 out of the top 10.<sup>3</sup>

Besides log violations, this includes violations related to inspection and maintenance records, driving records, HOS supporting documents, driver qualification files, and vehicle inspection reports.

## 2024 Recordkeeping Enforcement In the News

**\$87,830** Columbus, OH, motor carrier, for document falsification

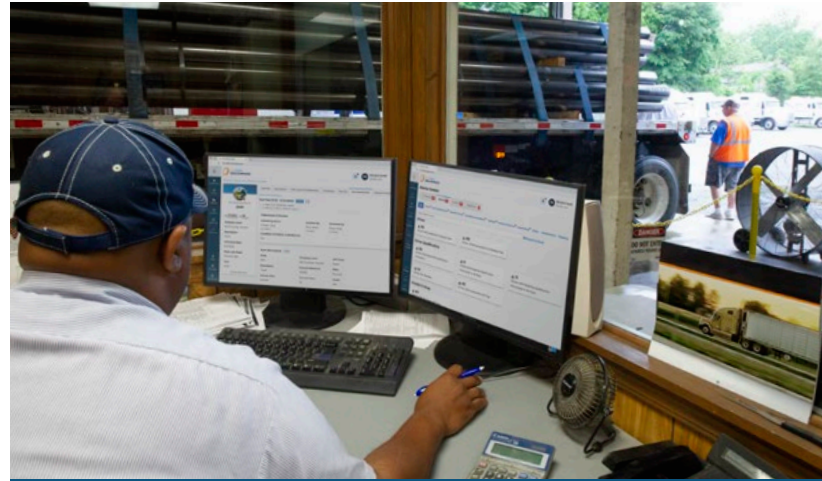
**\$63,830** Longmont, CO, motor carrier, for false logs and failure to keep an accident register

**\$15,840** Toledo, OH, motor carrier, for failing to keep driver's logs and maintenance records

### Five Reasons to Switch to Electronic Records

Storing and managing your compliance files electronically instead of relying on paper will pay dividends. Motor carriers that switch to electronic records see numerous benefits:

- 1. Time Savings.** Electronic documents are always in their proper place and are stored uniformly for each employee or vehicle.
- 2. Easier document sharing.** Electronic storage simplifies the sharing of documents.
- 3. Automated auditing.** Good fleet management systems audit your files automatically to ensure they're complete, compliant, and kept up to date.
- 4. Better visibility for decision-making and workflow.** Key players have instant access to needed documentation, whether it's complete or in-process.
- 5. Improved data security and cloud storage.** Regulated documents are secured and access controlled with no lost or damaged records.



**\$27.3 million was paid in penalties with an average settlement of \$7,095 in 2024.<sup>4</sup>**

### Electronic Recordkeeping with the Encompass® Fleet Safety & Compliance Platform

When you choose Encompass, it's like having a personal safety expert managing your drivers and vehicles and auditing your files.

It keeps you on top of all DOT and company-specific requirements, including titling, registration, qualification, drug testing, training, and accidents. It provides your team with:

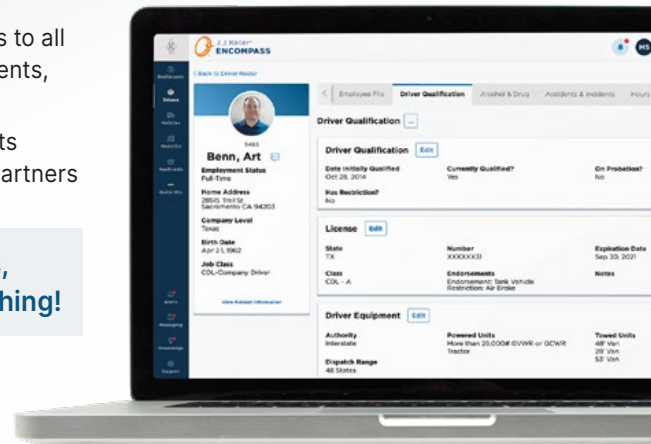
- Visibility to all compliance aspects of your drivers and vehicles
- Alerts for incomplete or past due credentials, licenses, and registrations
- Standardized processes for compliance and paperwork across your organization

- Quick, searchable access to all documentation, attachments, and renewals
- Ability to email documents to internal and external partners

**With Encompass,  
you're ready for anything!**

**Talk with a compliance specialist  
and try Encompass FREE for 60 days.**

**[KellerEncompass.com](https://kellerencompass.com) | 855.693.5338**  
**SIMPLE. FLEXIBLE. AFFORDABLE.**



 **J. J. Keller®**  
**ENCOMPASS®**

<sup>1</sup>Federal Motor Carrier Safety Administration. CY2024 data. Retrieved April 2025 from <https://ai.fmcsa.dot.gov/EnforcementPrograms/Investigations>.

<sup>2</sup> Ibid., <https://ai.fmcsa.dot.gov/EnforcementPrograms/Investigations?type=ViolationSummary>

<sup>3</sup> Ibid., [https://ai.fmcsa.dot.gov/EnforcementPrograms/Investigations?type=AllViolations&acute\\_critical=C](https://ai.fmcsa.dot.gov/EnforcementPrograms/Investigations?type=AllViolations&acute_critical=C)

<sup>4</sup> Ibid., <https://ai.fmcsa.dot.gov/EnforcementPrograms/EnforcementCases/Index?type=ClosedCases>