



Preparing for a DOT Audit

Auditor Test

Details Tasks

Role* Status*

Username* Employee no.

First name* Last name*

Email

Phone number Cell phone Fax number

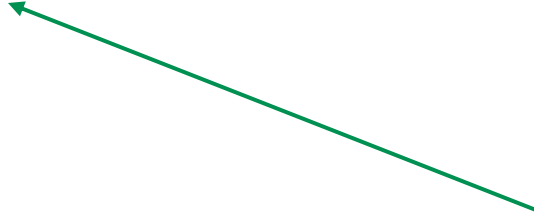
Address

City

First, Ensure you have an auditor 'user' setup under Staff > Users.

We recommend customizing this user with the Auditor's name and email address, so that when they log into dqm they are greeted by their name.

Save the details before providing access



1. > >> + ▾ ▾ ✓ 15 ▾

Type to search



<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	First name	License	City	ST	Cell	Status	Audit	Pass	Score	Company	Updated at
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Barry	A8965726	Anytown	CA	530-637-1969	Active	No	No	100	Vehicle Licens...	10/31/24, 3:16 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ollie	Z8965726	Here	CA	333-333-3333	Active	No	Yes	100	Vehicle Licens...	10/31/24, 3:16 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stanley	Q8965726	Auburn	CA	333-333-3333	Active	No	No	100	Vehicle Licens...	10/31/24, 3:16 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ozzy	Y7894224	Here	CA	444-898-3693	Active	No	Yes	97	Vehicle Licens...	10/31/24, 3:15 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Murphy	K7894563	Los Angeles	CA	777-878-7878	Active	No	Yes	95	Vehicle Licens...	10/31/24, 3:15 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rose	P7894563	The Town	CA	530-637-1969	Active	No	No	100	Vehicle Licens...	10/31/24, 3:14 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Danny	X7894563	Auburn	CA	333-333-3333	Active	No	Yes	92	Vehicle Licens...	10/31/24, 3:14 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Juda	D7789999	Auburn	CA	222-222-2222	Active	No	No	100	Vehicle Licens...	10/31/24, 3:14 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Carlos		Pringle								3:13 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jess		Tram								3:13 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hailey		Comet								3:13 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Greg		Fender								3:13 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bill		Yard								3:11 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Orion		Belt								3:11 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fred		Jones								3:09 PM

- 2.
- Assign custom task
 - Mark for audit**
 - Unmark for audit
 - Reset safety score
 - Reactivate
 - All Export Clearinghouse data (.xlsx)
 - All Export compliance data (.xlsx)
 - All Export data (.csv)

Preparing for an audit takes *less than 30 seconds* in dqm!

1. In your drivers list, select the 10% or search and select specific drivers the auditor is looking to review
2. Under the actions drop-down, select 'mark for audit'
3. This action enables dqm to put those profiles onto an auditor-only dashboard

You may provide an auditor with system access on-site or virtually:































On Site: Have the dqm login screen available on a computer/desktop, and when the auditor arrives you can provide them with their login credentials

Virtually: Provide the Auditor with your company specific database URL, along with their login credentials

Welcome back, Demo Auditor.

« < > » Print auditor report Close audit

Type to search 🔍 ↺

	First name	Last name	License	City	ST	Cell	Score
 	Freddy	Rustyn	G1212195	city	CA	000-121-2195	100
 	Amy	Fish	F1234144	Auburn	CA	444-444-4444	100
 	Dusty	Hat	F5171777	auburn	CA	555-555-5555	100
 	Paul	Martin	F7748392	Auburn	CA	333-333-3333	100
 	Lady	McBee	B0034975	SanCity	CA	530-637-1696	100
 	Scott	Baker	C1122334	Here	CA	530-111-1111	98
 	Donna	Mcain	F4257958	Corona	CA	426-907-5326	100
 	Jeremy	Holt	H1234567813654	Chippewa Falls	WI	715-214-6734	100
 	Dee	Ross	M1234543212	Detroit	MI	530-194-4444	100
 	Bill	Norman	N8965726	Auburn	CA	444-444-4444	100
 	Ryan	Altoid	D1234567	Auburn	CA	333-333-3333	98
 	Michelle	Tanner	H4477885	Anytown	CA	123-456-7895	98
 	Francis	Duval	F7780074	The Town	CA	333-333-3333	98
 	Leann	Hill	F7789014	Auburn	CA	916-672-7188	100
 	Jason	Davidson	F7789000	Anytown	CA	888-888-8888	95

When an auditor logs in, the only thing they can see are the driver profiles that you have marked for audit. They have no access to your company profile, or other driver's information

Inactivate date	
Long term leave	No

- ✖ Double/Triple Trailers (1)
- ✔ Tank & Hazardous Materials (X)

Table of contents

- Information
- Attachments

Attachments

Current

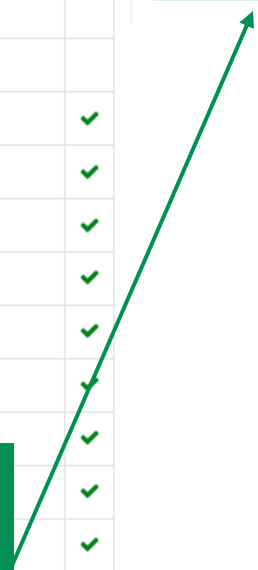
Type	Created at	
Driver licenses back	02:00 pm 6/27/2023	
Medical Card	02:10 pm 6/27/2023	
Road Test Exam	04:23 pm 6/29/2023	✔
Road Test Certification	04:23 pm 6/29/2023	✔
Employment Application	04:28 pm 6/29/2023	✔
Drug and Alcohol Clearinghouse - Limited Query Authorization	04:28 pm 6/29/2023	✔
PSP Disclosure and Authorization Form	04:28 pm 6/29/2023	✔
DOT Clearinghouse Results	09:25 am 8/10/2023	✔
EPN Authorization	09:25 am 8/10/2023	✔
Driver Employment History Verifications		✔
Driver licenses front		✔
Incident Report		✔
Motor Vehicle Record		✔
tablet agreement		✔
Verification of Medical Examiner Listing		✔
TWIC		✔
Controlled Substance & Alcohol Advisement		✔
TSA Hazmat Renewal		✔

- ✔ Audit note
- ✔ Audit complete



Once in a driver profile, the auditor will see their basic information, all DOT Regulated Documents, dot specific archived documents, pre-employment attachments, and any custom internal document marked as 'DOT'.

Auditors can make driver specific notes, and download a copy upon completion.

When completed, the driver is removed from the auditor dashboard, and they can no longer review that information.



« < > »

Type to search  

Date	Type	Subtype	First name	Last name	Claim no.	Total cost
12/12/2024	Accident	Rear end	Orion	Belt		\$1,500.00
10/10/2024	Accident	Other	Gerry	Attric		
10/7/2024	Accident	Rear end	Amy	Fish	12345	\$600.00
9/30/2024	Accident	Backing up	Chris	Bacon		
9/12/2024	Accident	Rear end	Gavin	Allen	1234	
9/10/2024	Accident	Rear end	Gerry	Attric		
9/9/2024	Accident	Rear end	Gerry	Attric	32689	
9/2/2024	Accident	Loading/tie d...	Adam	Ackerman	1256789	\$1,660.00
8/13/2024	Accident	Turning radius	Jethro	Anderson	12334	
8/13/2024	Accident	Turning radius	Orlando	Bloom	12456	
8/6/2024	Accident	Side swipe / c...	Adam	Ackerman	562GT	
8/5/2024	Accident	Head on	Orlando	Bloom	89898566	\$1,245.00
6/10/2024	Accident	Backing up	Orlando	Bloom		
5/14/2024	Accident	Equipment use	Scott			

DQM centralizes DOT reportable accident data and provides an auditor access to view the reportable incidents.

This keeps everything in one place, which saves the auditor a lot of time.

Date	Type	Drivers	Pulls	Removals	Percent
10/28/2024	DOT	121	31	1	24.79%
9/28/2024	DOT	121	32	2	24.79%
8/28/2024	DOT	121	35	5	24.79%
8/28/2024	DOT	121	31	1	24.79%
8/27/2024	DOT	121	34	4	24.79%
8/16/2024	DOT	119	31	1	25.21%
8/16/2024	DOT	119	32	2	25.21%

Auditors will have access to see your system-generated
Randoms Pulls list(s)