

USER GUIDE | BASIC PLAN | UPDATED 2026

How to Use DOT Compliance Watch

A simple guide to keeping your fleet compliant

Written for owner-operators and small fleet managers

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■ Logging In & Your Dashboard

After logging in you land on your Welcome Dashboard — a quick summary of everything expiring soon in your account.

1

Go to the login page

Open your browser and go to dotcompliancewatch.com — then click "Login."

2

Type your email and password

Use the email and password you received when you signed up. Click "Forgot your password?" if needed.

3

Your Welcome Dashboard loads

You'll see a summary with any items expiring in the next 30 or 60 days, plus quick links to all 7 modules.



Check every Monday morning

Spend 5 minutes reviewing your dashboard at the start of each week. You'll catch expiring items before they become violations.

■ Getting Around — The Nav Bar

At the top of every page you'll see a dark navy bar with tabs. This is how you move between the 7 compliance modules.



The navigation bar at the top

The nav bar shows: Drivers · Drug & Alcohol · Vehicles · Insurance · HOS & ELD · Safety · Training Click any tab to go to that module. The active tab shows in bright white with a gold underline.



The "For DOT Officer" button

On the right side of the nav bar you'll see a gold button that says "For DOT Officer." Click it to generate a full compliance report — see Section 11 for details.



Sign Out button

To log out, click "Sign out" on the far right of the nav bar.

■ Adding Your Drivers

The Driver module is where you keep records for everyone who drives your trucks. CDL, medical certificate, employment history — all in one place.

1

Click "Drivers" in the nav bar

Find the Drivers tab at the top of your screen and click it.

2

Click the gold "+ Add Driver" button

You'll see this button in the top right corner of the page.

3

Fill in the driver's information

The form has tabs: Profile, Contact, Employment, CDL & License, Medical, and Road Test. Fill in as much as you can.

4

Upload their documents

On each tab you can upload a photo or PDF. Click "Upload" and choose the file.

5

Click "Save Driver"

The Save button is at the bottom of the screen. Don't forget to save!



Important — Medical Certificates

A driver with an expired medical certificate cannot legally drive. The system warns you 60, 30, and 10 days before it expires.

■ Drug & Alcohol Testing

DOT requires you to test drivers for drugs and alcohol. Keep records of every test here.



Pre-Employment Test

Every new driver must pass a drug test before they drive your truck for the first time.



Random Testing

DOT requires testing at least 50% of drivers every year for drugs and 10% for alcohol.



Post-Accident Test

After a serious accident: alcohol test within 8 hours, drug test within 32 hours.



Clearinghouse

Query the FMCSA Drug & Alcohol Clearinghouse for every new hire and annually for active drivers.

■ Adding Your Vehicles

Every truck and trailer needs to be in the system. Track annual inspections, maintenance, and violations.

1

Click "Vehicles" in the nav bar

Find the Vehicles tab at the top of your screen.

2

Click "+ Add Vehicle"

Enter the VIN number, year, make, model, and unit number.

3

Upload the Annual Inspection Report

Every truck must have an annual inspection. Upload the report — the system will remind you each year.

4

Log DVIRs

Drivers must inspect the truck before and after every trip. Log these reports here.



Annual Inspection

Required every 12 months per truck and trailer. An expired inspection during a DOT check means immediate out-of-service.

■ Insurance & Authority

Track your operating authority, insurance certificates, and permits here. A lapsed insurance policy can shut down your operation.



What to enter here

USDOT number · MC number · Insurance certificate (COI) with expiration date · UCR registration · IFTA, IRP, state permits



Automatic reminders

Once you enter your insurance expiration date the system reminds you at 60, 30, and 10 days before it expires.

■ HOS & ELD Records

HOS = Hours of Service rules. ELD = the electronic device that tracks driving time. Log your ELD device and any violations here.



Register your ELD device

Enter your ELD brand and model. Make sure it's on FMCSA's approved list.



Log HOS violations

If a driver gets a violation during a roadside inspection, log it here.



Log ELD malfunctions

If an ELD stops working, document it here. DOT requires this paperwork.

■ Safety & Accidents

Your accident register — a log of every DOT-reportable accident. Required for 3 years. Also track roadside inspections here.



When to log an accident

Log it if anyone was killed, anyone went to the hospital, or any vehicle was towed away. It doesn't matter whose fault it was.



Act fast after an accident

Alcohol test within 8 hours, drug test within 32 hours. Missing these deadlines is treated the same as a positive test.

■ Training & Certifications

Track safety meetings, driver certifications, and required training. Good records show DOT you take safety seriously.



Safety Meetings

Log every safety meeting — date, who attended, and what was discussed. Even a 15-minute tailgate meeting counts.



ELDT Training

New CDL drivers (after Feb 7, 2022) must complete Entry-Level Driver Training. Log their certificate here.



Policy Acknowledgments

Upload your drug & alcohol policy and log when each driver signed it. Required before they drive for you.

■ Understanding Your Alerts

The system watches all your expiration dates and emails you before anything expires.

- **60 Days — First Warning**
Plenty of time. Start scheduling appointments or ordering renewals.

- **30 Days — Time to Act**
Get it done now. Follow up on anything pending.

- **10 Days — Urgent**
Handle this today. 10 days goes by very fast.

■ The DOT Officer Report

When a DOT officer visits or FMCSA schedules an audit, you can generate a complete compliance report with one click.

1

Click the gold "For DOT Officer" button

Look for the gold button on the right side of the nav bar at the top of any compliance module page.

2

Select the year

Use the dropdown to pick the calendar year the officer is reviewing.

3

Click "Generate DOT Report"

A new tab opens with your complete compliance report.

4

Save as PDF or print

Click the "Save as PDF / Print" button at the top of the report page.



What the report includes

Driver qualification files · DQ checklist per driver · Drug & alcohol test records · Random testing compliance · FMCSA Clearinghouse log · Policy acknowledgments · Vehicle & inspection records · Out-of-service history · Insurance & authority · Accident register · Roadside inspection history · HOS violations · Safety meetings · Driver certifications · Training records



Keep it ready

Generate the DOT Officer Report at the start of each year and save a copy. You'll have it ready the moment an officer asks.

■ Getting Help

We're here to help. Email us anytime — there's no such thing as a dumb question.

■ support@dotcompliancewatch.com

Monday–Friday 8am–6pm CT
Saturday 9am–2pm CT

New Account Setup Checklist

- ✓ Add all active drivers with CDL and medical cert expiration dates
- ✓ Upload each driver's CDL copy and medical certificate
- ✓ Add all trucks and trailers with VIN numbers
- ✓ Upload annual inspection reports for each vehicle
- ✓ Enter your insurance certificate expiration date
- ✓ Enter your USDOT number and MC number
- ✓ Log all drug test records for the past 3 years
- ✓ Upload your drug & alcohol policy and driver signatures
- ✓ Log your ELD device brand and model
- ✓ Generate your first DOT Officer Report