

7. Required Vehicle Documentation

Description

Vehicle documentation is a critical component of IFTA compliance and audit readiness. Auditors use vehicle records to verify fleet ownership, registrations, vehicle assignments, operational status, and jurisdiction reporting. Proper vehicle documentation helps support mileage records, fuel reporting, tax filings, and overall compliance management.

Why Vehicle Documentation Is Important

- Verifies fleet ownership
- Supports mileage reporting
- Supports fuel reporting
- Validates vehicle assignments
- Supports audit compliance
- Reduces reporting discrepancies

Required Vehicle Records

- ✓ Vehicle Registrations
- ✓ VIN Records
- ✓ Unit Numbers
- ✓ Lease Agreements
- ✓ Ownership Documentation
- ✓ Vehicle Assignment Records
- ✓ IRP Registrations
- ✓ Vehicle Inventory Reports

Vehicle Registration Documentation

Maintain current registrations for all vehicles operating under IFTA. Registration records should be retained even after vehicles are sold or retired from service.

Vehicle Ownership Documentation

Retain titles, purchase agreements, lease contracts, financing records, and ownership documentation supporting fleet operations.

Vehicle Assignment Records

Maintain records showing which drivers were assigned to vehicles and when assignments changed. These records support ELD and mileage verification during audits.

IRP Documentation

Maintain apportioned registration records, jurisdiction information, and vehicle registration renewals supporting compliance requirements.

Vehicle Inventory Documentation

Maintain a complete inventory of active, inactive, leased, sold, and retired vehicles throughout each reporting period.

Common Vehicle Documentation Problems

Missing registrations, missing ownership records, inactive vehicles reported as active, sold vehicles remaining in reports, incorrect vehicle assignments, and incomplete fleet inventories.

Best Practices

Review vehicle records quarterly, maintain current registration records, verify fleet inventories, update vehicle assignments promptly, and retain historical records.

Warning Signs

Missing registrations, incorrect VIN numbers, inactive vehicles reporting mileage, sold vehicles appearing in reports, missing assignment records, and incomplete fleet inventories.

Vehicle Documentation Audit Checklist

- ✓ Registrations available
- ✓ VIN records verified
- ✓ Ownership documents retained
- ✓ Lease agreements maintained
- ✓ Vehicle assignments documented
- ✓ Fleet inventory current
- ✓ IRP records available

How Advanced IFTA Helps

Advanced IFTA maintains vehicle inventories, assignment history, mileage reporting, ELD integrations, exception reporting, compliance monitoring, and fleet documentation needed to support audit readiness.

Recommended Actions

1. Maintain complete vehicle files.
2. Verify registrations annually.
3. Update vehicle assignments promptly.
4. Review fleet inventory quarterly.
5. Retain ownership documentation.
6. Maintain records for at least four years.

Tags

Audit Readiness, Vehicle Documentation, Fleet Management, Compliance, Vehicle Registrations, IRP, Mileage Reporting, Audit Preparation, Fleet Compliance, Advanced IFTA