DataQ Job Aid

For you as a driver, the DataQs is an easy way to try to correct data on your record to ensure it is inaccurate. This activity is going to help you make sure your record is accurate.

	Step One: Obtain your record.
☐ Yes	*Purchase your Pre-employment Screening Program (PSP) report from FMCSA.* https://www.psp.fmcsa.dot.gov/psp/Driver#/start While purchasing this record costs $10, PSP offers immediate access to your record without the hassle of a FOIA request. Many employers rely on a driver's PSP record as a primary source for safety data during the hiring process, so this is a good place to start.

	Step Two: Review your record Your PSP report contains the most recent five years of crash data and three years of roadside inspection data from FMCSA's database. All roadside inspections for which a report was generated during this period, and any violations received during the inspection, will be listed on your PSP report.
☐ Yes	Carefully review the information to be sure it is accurate.
☐ Yes	Make sure that all the inspections on your report belong to you.
☐ Yes	Check to see if any clean inspections (those without violations) are also listed. Take a close look at the accidents (if any) and note if there are any in which you were not involved.

	Step Three: Investigate discrepancies If you think you've found inaccurate data on your record, be sure to fully investigate the scenario to confirm you suspicions.
☐ Yes	Check the original inspection or police accident report to confirm the information on your PSP report. Copies of an inspection report can be obtained through the DataQs system. Get a copy of the inspection report.

☐ Yes	Police accident reports must be obtained from the State or jurisdiction in which the crash happened. The report number and State are listed on the PSP report for easy reference. See if you can obtain a report or make a plan to get this information.
☐ Yes	If you see a citation listed on your record that has since been adjudicated in court, resulting conviction of a different charge or a finding of not-guilty, you can also use the DataQs system to have this information updated on your record. Be sure to obtain any pertinent court documents to verify your claim. Make a plan to get this information.

Step Four: Collect helpful documentation
In order to challenge information on your record, you'll need more than just your good word. DataQs requests filed without any supporting documentation are rarely successful.

☐ Yes	Find or make a plan to find these docs: ● Statements from roadside assistance services or maintenance personnel; ● Court adjudication documentation; ● Applicable regulations or FMCSA guidance documents; ● Driver logbooks or ELD records; ● Documents proving proper driver qualification; and ● Any time and date stamped photos or videos that support your case.
Notes	

Step Five: File your Request for Data Review (RDR)
Now that all the necessarily information has been collected, it's time to log onto the DataQs website to file your RDR. If you haven't registered for an account yet, now is the time.

☐ Yes	Register for the site
☐ Yes	Choose the type of information that needs correction and the reason you are requesting the change.
☐ Yes	Add the details of the event like report number, date, time, location, etc.

☐ Yes	Include a clear explanation of the request and attach any documentation you may have supporting your claim.
☐ Yes	Confirm your request and submit it for review. Once an RDR is submitted, it is routed to the State agency or jurisdiction that issued the inspection or police accident report. A State DataQs analyst will review the RDR and may consult with the original officer if additional information is needed. Once the analysis is complete, the analyst will respond to the request, take appropriate action, and close the request.

The DataQs system is an important tool to ensure your information is correct. Be sure to regularly monitor your record to keep it correct and up to date. A good way to do this is to enroll in PSP's driver monitoring service. Enroll now! https://www.psp.fmcsa.dot.gov/psp/Public