



(03-25)

DBE TRUCK TRACKING SHEET

DBE Company _____ Prime Contractor _____ Date _____

DBE Lead Worker _____ Contract ID _____ # of DBE Trucks _____ # of Non-DBE Trucks _____

- Prime contractor to complete (indicate which response applies, as appropriate) and submit this form daily when DBE trucking firms are in use on the contract
- Prime contractor to submit this form in the Contract Documentation drawer in Doc Express. (Include additional sheets as needed)
- Project Engineer's staff to verify listed trucks are on site daily and that the DBE subcontractor is performing a commercially useful function
- Project Engineer's staff to complete the remainder of this form and resubmit in the Contract Documentation drawer in Doc Express
- Project Engineer's staff to verify DBE trucks identified are on the DBE Truck Roster (at least once per project) found at <https://iowadot.gov/civilrights/Documents-forms-and-reports> by indicating Yes/No and placing the VIN number of each truck on this form as verification. Notify Project Engineer and Civil Rights Bureau if No.
- Project Engineer's staff to place initials in Insp. Initials column daily for each truck in use.
- Project Engineer's staff to resubmit completed form daily in Contract Documentation drawer in Doc Express.

Plate#	Truck: Owner and Driver's Full Name	Truck: DBE/ Non-DBE	Operator: DBE or Non- DBE	Item Being Hauled	On-Site or Off-Site	Haul Count for Commitment	For DOT Use Only		
							Roster	VIN #	Insp. Initials
	Owner	DBE	DBE		On-Site	Yes			
	Driver	Other	Non-DBE Owner/Operator		Off-Site	No			
	Owner	DBE	DBE		On-Site	Yes			
	Driver	Other	Non-DBE Owner/Operator		Off-Site	No			
	Owner	DBE	DBE		On-Site	Yes			
	Driver	Other	Non-DBE Owner/Operator		Off-Site	No			
	Owner	DBE	DBE		On-Site	Yes			
	Driver	Other	Non-DBE Owner/Operator		Off-Site	No			
	Owner	DBE	Driver DBE		On-Site	Yes			
	Driver	Other	Non-DBE Owner/Operator		Off-Site	No			
	Owner	DBE	Driver DBE		On-Site	Yes			
	Driver	Other	Non-DBE Owner/Operator		Off-Site	No			
	Owner	DBE	Driver DBE		On-Site	Yes			
	Driver	Other	Non-DBE Owner/Operator		Off-Site	No			

Comments: