

## **DOT Files and Record Keeping**

### **Media and Materials:**

- Example Files
  - Driver Qualification File
  - Safety Performance History/Investigation File
  - Alcohol and Controlled Substances Testing File
  - Vehicle Maintenance Files
- Record Retention Guide

### **Target Audience:**

Motor Carriers, Passenger Carriers, Safety personnel, Compliance personnel, administration support, owner operators and office personnel.

Companies utilizing pickups with trailers or one ton pickups all the way up to semi tractors and trailers in the furtherance of their business are all subject to maintaining these records and programs.

### **Description:**

This seminar covers specific paperwork requirements for the major DOT Programs required to be in place by all companies using Commercial Vehicles. These include driver qualification, driver history, drug/alcohol and vehicle maintenance files. Participants will learn the specific requirements for each form and how to properly track and maintain these files in order to maintain compliance with DOT Rules and Regulations.

### **Objective:**

Introduction/refresher to the four major topics of DOT safety and compliance programs which required specific files for each driver and vehicle either employed or used by a company.

How

to get these files organized and prepared to ensure compliance objectives are met. Learn these tactics for a former DOT Safety and Compliance Investigator and plan to get the inside scoop.

### **Instructors:**

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