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11/12/2009 Safety Management Council Meeting

**Motor Carrier Safety Program Elements
(DOT Compliance Review)**

1. Current list of equipment.
2. Annual accident register- past 3 years (listing all accidents).
3. A separate listing of DOT recordable accidents for past 3 years.
4. Insurance loss runs for past 365 days.
5. For all drivers involved in a DOT recordable accident in the past 365 days, you must present the record-of-duty status (RODS) for the month of the accident and the previous month.
6. Form MCS-90 Liability Coverage filed by your insurance carrier.
7. Cargo insurance coverage documentation.
8. Hazardous Materials registration for the current and previous year (if applicable).
9. Written Company policy for the misuse of alcohol and controlled substances.
10. Annual summary of alcohol/controlled substance testing for the previous year.
11. Quarterly summaries of alcohol/controlled substances for the current year.
12. Brake inspector/repair/adjuster certification if your Company mechanic or drivers perform these functions. Must be made available from any outside vendor that performs these functions.
13. Documentation of annual vehicle inspector qualifications if you Company performs these. Must be made available from any outside vendor that performs these functions.
14. Hazmat Training Plan and documentation of Hazmat training for drivers and employees handling Hazmat (if applicable).
15. Samples of shipping papers for each class of Hazmat shipped or transported.
16. Permits of property broker, freight forwarder, carrier, or shipper authorization.
17. A name list of corporate officers and letter of incorporation.
18. The amount of the Company's gross revenue for the last fiscal year, specifying the account period.
19. The Company's total fleet mileage for the prior 365 days.
20. Name, address, and telephone number of any drug-testing Consortium.
21. Your federal tax ID number.
22. A list of commodities that you transport.
23. Geographic areas of destinations that you transport or ship to.
24. All driver qualification files containing: the employment application, an inquiry to previous employers (past 3 years), MVRs, annual review of CDL driving record, annual certification of CDL driving record, physical medical exam(s), legible copy of CDL, copy of Company alcohol/controlled substance testing program receipt.

25. Drivers logs or time cards for the past 6 months.
26. All commercial motor vehicle maintenance records.
27. Copies of roadside vehicle/driver inspections.
28. Certification of roadside inspection reports received during the past 12 months.
29. Driver Vehicle Inspection Reports for the past 90 days.
30. Annual inspection receipt for every CMV in your fleet (copy kept for 14 months).
31. All vehicle and driver data of owner-operators.
32. Copies of previous compliance review reports or enforcement actions from state or federal DOT agencies.
33. Bills of lading, fuel receipts, toll fees, dispatch records, or other supporting documentation to substantiate trips or driver/vehicle inspections.
34. Copies of Training Plans and driver training certifications for Entry-Level Drivers and Drivers or Instructors for LCV (Longer Combination Vehicles), if applicable.

Truck Experts Inc. Safety Analysis

COMPANY PROFILE

Company Name:
DOT/MC number:Phone:
Fax:
Email:
Owner:
Place of Business:
Hours of Operation:
States Serviced/Routes:
Number of Drivers:
Any O/O:
Salary Structure:
Turnover Rate:
Number of trucks by year/make/model:
Governed Speed:
Number of trailers by year/make/model/type:
DDEC/OBC/ECM:
Are reports generated:
How often:
Are they used as discipline:
Type of Freight Hauled:
Hazmat:
Safety employees by name/position/responsibility:

Operations employees by name/position/responsibility:

Number of Administrative Employees:
Maintenance employees by name/position/responsibility:

All other employees:

Do drivers load or unload:
Qualcomm or other communication devices in tractors:

HIRING PROCEDURES/GUIDELINES

Minimum Age:
Do you use Insurance company guidelines:
Provide copy:
Other hiring vendors:
Who builds and maintains DQ Files:
Who does driver history, D/A history, DAC, MVRs, Background checks:
Who Reviews Long Form Physicals:
Hiring guidelines for Maintenance or any other employees:

EMPLOYEE RETENTION GUIDELINES

Drivers:
Other Employees:
Probationary Period for Drivers:
Disciplinary procedures:
Provide copy:
Cumulative in Nature:
How and who tracks citations, violations, accidents, etc:

APPLICABLE COMPANY POLICY AND PLANS

Company Manual:
Provide copy:
Drivers Manual:
Provide Copy:
D&A Policy:
Who is covered:
Provide Copy:
Any Health and Safety Plan:
Other Policies/Plans:
Health Insurance & Costs:
Uniforms provided:

ORIENTATION

Who conducts orientation:
Length of orientation:
Provide copy of topics covered:
Handouts:
Tests:
Sign-off sheet:

SAFETY TRAINING:

Who conducts training:

How often do you conduct safety meetings:
Are they mandatory:
Provide record of safety meetings:
Do you conduct recurrent training:
Provide example:

SAFETY INCENTIVES

For drivers:
For driver managers:
All other employees:
Provide copy of incentive program:

DOT PHYSICALS

Is a pre-employment physical required:
Do you accept valid physicals from other companies:
Who conducts driver DOT physicals:
Do you allow a drivers family physician to do DOT physicals:
If a discrepancy is discovered, how is that handled:
When do your recertify drivers:
Are physicals checked for previous medical history and matched with past employment:
Do you check all medications listed on the DOT physical:
Do you have a PDR:
Do you use website such as drugs.com:

DRUG/ALCOHOL TESTING

Medical Management:
Where are collections done:
Name of MRO and Lab:
Who is trained in Reasonable Suspicion Recognition:
Are Non-DOT employees tested for pre-employment:
Do you qualify as a Drug-Free workplace:
Do you self-collect specimens:

OSHA/HEALTH AND SAFETY PLAN

Do you have written OSHA plans:
Provide copy:
Who is in charge of OSHA requirements:
Any OSHA guidelines in place:
Are drivers required to wear protective equipment:
Do you have a safety Footwear program:
Fall Protection:
OSHA 300 results:
Provide Copy:

WORKERS COMPENSATION

Number of claims in 2002 by type and body part injured:
Number of claims in 2003 by type and body part injured:
Number of claims in 2004 by type and body part injured:
Number of claims in 2005 by type and body part injured:
Estimated dollar amount for 2002:
Estimated dollar amount for 2003:
Estimated dollar amount for 2004:
Estimated dollar amount for 2005:
Review past three-year losses:
Do you have a light-duty program:
Do you have a Safety Committee that reviews accidents and WC claims:
Who is on that committee:
Any employees currently off work due to a WC claim:
If so, type of claim and body part injured:
Are you active in file review with your current carrier:
Who is your current WC carrier:
Are they offering a renewal:
What is your renewal date:
Do you have a written WC accident investigation procedure:
If so provide copy:
Do you have a mandatory D&A test for all WC claims:
Who is responsible for completing first report of injury:

MAINTENANCE

Do you have written PM standards:
If so, provide copy:
Tire Replacement Standards:
Who checks and responds to DVIRs:
Do you have written DVIR procedures for drivers
Who checks and responds to Roadside Inspections:
Are ECMs periodically checked:

AUTO/GENERAL LIABILITY

BA carrier:
Any liability deductible:
Do you have written CVA investigations procedures:
If so, provide copy:
Do you handle any claims in-house:
Last 3 Year CMVA history:
Review:
GL Carrier:
Cargo Carrier:
Physical Damage Carrier/any deductible:
Any type of driving monitoring program:

DOT COMPLIANCE

When was your last DOT audit:

Current Rating:

What type log program do you have:

Log auditor:

How often do you pull your carrier snapshot or carrier profile:

Any discipline for Out-Of-Service due to driver error:

GENERAL

Conduct DQ file review:

Conduct Personnel file review:

Review Medical files:

Review Training files:

Review work comp files:

Review accident files:

Review Health and Safety Plan

Review DOT accident register:

Review all other accident register: