



SAFETY COMPLIANCE & TRAINING LLC

DOT AUDIT & RECORDKEEPING SEMINAR SCHEDULE

CLASS TIME: 9:00 AM – 3:00 PM

(1) Introduction to FMCSA & DOT Audits	9:00 AM - 10:30 AM
(2) Driver Qualification Process & Files	10:30 AM - 12:30 PM
Break	12:30 PM - 1:00 PM
(3) Vehicle Maintenance Program & Files	1:00 PM - 2:00 PM
(4) DOT Recordkeeping Requirements	2:00 PM - 3:00 PM

(1) Introduction to FMCSA & DOT Audits – A brief overview of the Federal Motor Carrier Safety Administration. The participants will learn about safety audits (new entrant), compliance reviews, safety measurement scores, company safety ratings, and the DataQ and Crash Preventability Programs.

(2) Driver Qualification Process & Files – The participants will learn about basic the requirements and processes for hiring qualified drivers and how to correctly build driver qualification files.

(3) Vehicle Maintenance Program & Files – The participants will learn the criteria required for a company's vehicle maintenance program and the required documentation for vehicle maintenance files.

(4) DOT Recordkeeping Requirements – The participants will learn about other required recordkeeping sections for audits and compliance reviews (*i.e., Record of Duty Status / Electronic Logs, Clearinghouse, MCS-150, IFTA, Vehicle Distance Records*).