



## **SAFETY COMPLIANCE & TRAINING LLC**

# **DOT AUDIT & RECORDKEEPING SEMINAR SCHEDULE**

### **CLASS TIME: 8:00 AM – 12:00 PM**

(1) DOT Audit Process and SMS Profiles	8:00 AM - 9:00 AM
(2) Driver Qualification Process & Files	9:00 AM - 10:30 AM
(3) Vehicle Maintenance Program & Files	10:30 AM - 11:30 AM
(4) DOT Recordkeeping Requirements	11:30 AM - 12:00 PM

**(1) DOT Audits and SMS Profile** – The participants will learn about safety audits (new entrant), compliance reviews, safety measurement scores, company safety ratings, and the enforcement process.

**(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 (*Logs, Clearinghouse, MCS-150, Accident Register*).