



SAFETY COMPLIANCE & TRAINING LLC

DOT AUDIT & RECORDKEEPING SEMINAR

CLASS TIME: (9:00 AM – 1:00 PM)

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