



SAFETY COMPLIANCE & TRAINING LLC

DOT AUDIT READINESS & RECORDKEEPING TRAINING

CLASS TIME: 8:00 AM – 5:00 PM

1) DOT Audit Process & Safety Ratings	8:00 AM – 9:00 AM
2) SMS Profiles & CSA Data	9:00 AM – 10:00 AM
3) DOT Driver Qualification Files and Hiring Process	10:00 AM – 12:00 PM
Lunch	12:00 PM – 1:00 PM
4) Vehicle Maintenance Program and Files	1:00 PM – 2:30 PM
5) DOT Driver Log Audit	2:30 PM – 3:30 PM
6) Other DOT Recordkeeping Requirements – Drug and Alcohol Testing, Accident Register	3:30 PM – 5:00 PM

COURSE TOPICS

(1) DOT Audit Process – The participants will learn about safety audits (new entrant), compliance reviews, company safety ratings, and the enforcement process.

(2) SMS Profiles & CSA Data – The participants will learn how to understand their motor carrier profiles and how to improve safety scores.

(3) DOT Driver Qualification Files and Hiring Process – The participants will learn about the requirements and process for hiring qualified drivers and how to build driver qualification files.

(4) Vehicle Maintenance Program & Files – The participants will learn about the requirements for a company vehicle maintenance program and documentation for files.

(5) DOT Driver Log Audit – The participants will learn how to properly review driver logs for required information, driver errors and time violations.

(6) Other DOT Recordkeeping Requirements – The participants will learn about other required recordkeeping sections for audits and compliance reviews (Clearinghouse, Accident Register).