




**Motor Carrier Attachment -**

**TIT Transport Compliance Review**

**HWY18FH015**

(13 pages)

**Oregon Department of Transportation - Motor Carrier Safety Enforcement**

	<b>US DOT #</b> 1725754	<b>Legal:</b> ██████████ <b>Operating (DBA):</b> TIT TRANSPORTATION								
<b>MC/MX #:</b>		<b>State #:</b> 098107	<b>Federal Tax ID:</b>							
<b>Review Type:</b> Compliance Review (CR)										
<b>Scope:</b> Principal Office		<b>Location of Review/Audit:</b> Company facility in the U. S.		<b>Territory:</b> A						
<b>Operation Types</b>										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"><b>Carrier:</b> HM</td> <td style="width:30%;">N/A</td> </tr> <tr> <td><b>Shipper:</b> N/A</td> <td>N/A</td> </tr> <tr> <td><b>Cargo Tank:</b></td> <td>N/A</td> </tr> </table>		<b>Carrier:</b> HM	N/A	<b>Shipper:</b> N/A	N/A	<b>Cargo Tank:</b>	N/A	<b>Business:</b> Individual <b>Gross Revenue:</b> ██████████ for year ending: 12/31/2014		
<b>Carrier:</b> HM	N/A									
<b>Shipper:</b> N/A	N/A									
<b>Cargo Tank:</b>	N/A									
<b>Company Physical Address:</b>										
██████████ PORTLAND, OR 97266										
<b>Contact Name:</b> ██████████										
<b>Phone numbers:</b> (1) ██████████		(2) ██████████		<b>Fax</b> ██████████						
<b>E-Mail Address:</b>										
<b>Company Mailing Address:</b>										
██████████ PORTLAND, OR 97266										
<b>Carrier Classification</b>										
Other: unauthoriz										
<b>Cargo Classification</b>										
Motor Vehicles										
<b>Hazardous Materials</b>										
9 Miscellaneous HM		Carried		Non-Bulk						
<b>Equipment</b>										
	<b>Owned</b>			<b>Term Leased</b>			<b>Trip Leased</b>			
Truck Tractor	1	0	0	Trailer	0	1	0			
Power units used in the U.S.: 1										
Percentage of time used in the U.S.: 100										
<b>Does carrier transport placardable quantities of HM?</b>					No					
<b>Is an HM Permit required?</b>					N/A					
<b>Driver Information</b>										
	<b>Inter</b>		<b>Intra</b>		<b>Average trip leased drivers/month:</b> 0					
< 100 Miles:					<b>Total Drivers:</b> 1					
>= 100 Miles:	1				<b>CDL Drivers:</b> 1					





TIT TRANSPORTATION ([REDACTED] dba)

U.S. DOT #: 1725754

State #: 098107

Review Date:

03/24/2015

**Part A**

QUESTIONS regarding this report or the Federal Motor Carrier Safety or Hazardous Materials rules may be addressed to the Office of Motor Carriers at:

Oregon Department of Transportation - Attn: [REDACTED]  
12348 N Center Ave, Portland OR 97217  
Phone: (971) 673-5888 Fax: (971) 673-5890

**This report will be used to assess your safety compliance.**

**Person(s) Interviewed**

**Name:** Ilya Tsar

**Title:** Owner

**Name:**

**Title:**





TIT TRANSPORTATION ( [REDACTED] dba)  
U.S. DOT #: 1725754

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03/24/2015

**Part B Violations**

1 FEDERAL ACUTE	Primary: 382.115(a)	Discovered 1	Checked 1	Drivers/Vehicles In Violation 1	Checked 1
<b>Description</b> Failing to implement an alcohol and/or controlled substances testing program on the date the employer begins commercial motor vehicle operations. <b>Example</b> [REDACTED] - Trip date 3/4/15 - The carrier did not enroll with a consortium until 3/16/15.					
2 FEDERAL ACUTE	Primary: 383.37(b)	Discovered 1	Checked 1	Drivers/Vehicles In Violation 1	Checked 1
<b>Description</b> Knowingly allowing, requiring, permitting, or authorizing an employee to operate a CMV during any period in which the driver has a CLP or CDL disqualified by a State, has lost the right to operate a CMV in a State, or has been disqualified from operating a CMV. <b>Example</b> [REDACTED] - Trip Date 3/4/15 - Vehicle 1997 Freight VIN#1FUYSSEB5VL [REDACTED] - Driver is suspended in Oregon (file# 0996059)					
3 FEDERAL ACUTE	Primary: 387.7(a)	Discovered 1	Checked 1	Drivers/Vehicles In Violation 1	Checked 1
<b>Description</b> Operating a motor vehicle without having in effect the required minimum levels of financial responsibility coverage. <b>Example</b> [REDACTED] - Trip Date 3/4/15 - Vehicle 1997 Freight VIN#1FUYSSEB5VL [REDACTED] 0 - Transporting wrecked motor vehicles. Required to have \$1 million dollars of coverage on an MCS-90.					
4 FEDERAL CRITICAL	Primary: 395.8(a)	Discovered 4	Checked 30	Drivers/Vehicles In Violation 1	Checked 1
<b>Description</b> Failing to require driver to make a record of duty status. <b>Example</b> [REDACTED] - Trip date 2/22/15, 2/23/15, 2/24/15, 2/25/15. Driver does not have log pages for the seven days prior to an interstate trip.					
5 FEDERAL	Primary: 391.51(b)(1)	Discovered 1	Checked 1	Drivers/Vehicles In Violation 1	Checked 1
<b>Description</b> Failing to maintain driver's employment application in driver's qualification file. <b>Example</b> [REDACTED] - First evidence of driving 7/11/14 - Trip date 3/4/15 - No completed application on file.					





TIT TRANSPORTATION ( [REDACTED] dba)  
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**Part B Violations**

6 FEDERAL	Primary: 391.51(b)(2)	Discovered 1	Checked 1	Drivers/Vehicles In Violation 1	Checked 1
<p><b>Description</b> Failing to maintain inquiries into driver's driving record in driver's qualification file. Failing to obtain within 30 days of hire, three years of employment and non-employment driving records from each state the driver held a license.</p> <p>[REDACTED] - First evidence of driving 7/11/14 - Trip date 3/4/15</p>					
7 FEDERAL	Primary: 391.53(b)(2)	Discovered 1	Checked 1	Drivers/Vehicles In Violation 1	Checked 1
<p><b>Description</b> Failure to maintain in Driver Investigation History file a copy of the response(s) received for investigations required by paragraphs (d) and (e) of §391.23 from each previous employer, or documentation of good faith efforts to contact them.</p> <p><b>Example</b> [REDACTED] - First evidence of driving 7/11/14 - Trip date 3/4/15 - Driver has previous experience operation a CMV. No back-ground check was completed. No application on file.</p>					
8 STATE	Primary: 823.029(3) CFR Equivalent: 392.2	Discovered 1	Checked 1	Drivers/Vehicles In Violation 1	Checked 1
<p><b>Description</b> Knowingly or willfully giving a false answer to any question or evading the answer to any such question where the fact inquired of is within the person's knowledge</p> <p><b>Example</b> [REDACTED] - Trip Date 3/4/15 - The carrier stated on his IRP application date 8/22/14, and signed by owner signed by [REDACTED] that he was enrolled with "Clean Fleet" as his drug and alcohol testing consortium. Clean fleet shows TIT Transportation was enrolled from 2/2008 until 1/25/2011 but has not been enrolled again until 3/16/2015.</p>					
9 FEDERAL	Primary: 392.9a(a)(1)	Discovered 1	Checked 1	Drivers/Vehicles In Violation 1	Checked 1
<p><b>Description</b> Operating without the required operating authority (Property, Non-HHG).</p> <p><b>Example</b> [REDACTED] - Trip Date 3/4/15 - Vehicle 1997 Freight VIN#1FUYSSEB5VL [REDACTED] - Transporting wrecked motor vehicles from Albuquerque, NM to Portland, OR. Authority was revoked on 11/29/2010.</p>					
10 FEDERAL	Primary: 395.8(k)(1)	Discovered 1	Checked 1	Drivers/Vehicles In Violation 1	Checked 1
<p><b>Description</b> Failing to preserve driver's records of duty status supporting documents for 6 months.</p> <p><b>Example</b> [REDACTED] - Trip date 3/4/15 - Driver was inspected on this day in Utah (UT15KF000218) with BOL# 30594094. Carrier does not have this document.</p>					





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**Part B Violations**

11 FEDERAL	Primary: 395.13(c)(1)(i)	Discovered 3	Checked 3	Drivers/Vehicles In Violation 1	Checked 1
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**Description**

Requiring or permitting a driver who has been declared out of service to operate a CMV before that driver may lawfully do so.

**Example**

[REDACTED] - Trip Date 3/3 - 5/15 - Driver had an OOS violation for operating authority on 3/2/15 inspection# NM3723102213 in New Mexico. Driver did not obtain operating authority and completed another trip ending in Oregon.

Vehicle 1997 Freight VIN#1FUYSSEB5VL [REDACTED] - Transporting wrecked motor vehicles from Albuquerque, NM to Portland, OR. Authority was revoked on 11/29/2010.

OAR 740-100-0060(3)

12 FEDERAL	Primary: 396.3(b)	Discovered 1	Checked 1	Drivers/Vehicles In Violation 1	Checked 1
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**Description**

Failing to keep minimum records of inspection and vehicle maintenance.

**Example**

[REDACTED] - Trip Date 3/4/15 - Vehicle 1997 Freight VIN#1FUYSSEB5VL [REDACTED]

<b>Safety Fitness Rating Information:</b>		<b>OOS Vehicle (CR): 0</b>	
Total Miles Operated	3,000	Number of Vehicle Inspected (CR):	0
Recordable Accidents	0	OOS Vehicle (MCMIS):	1
Recordable Accidents/Million Miles	0.00	Number of Vehicles Inspected (MCMIS):	2

<b>UNSATISFACTORY</b>	<b>Rating Factors</b>			<b>Acute</b>	<b>Critical</b>
	Factor 1:	C	1	0	
	Factor 2:	U	2	0	
	Factor 3:	U	0	2	
	Factor 4:	S	0	0	
	Factor 5:	S	0	0	
	Factor 6:	S	-	-	

Effective date: The unsatisfactory rating will take effect 60 days after the date of a forthcoming official notice from the Federal Motor Carrier Safety Administration headquarters office in Washington, D.C.

PROHIBITION: Under 49 CFR 385.13, a motor carrier that receives a final safety rating of unsatisfactory is prohibited from operating a commercial motor vehicle as defined in 49 U.S.C. 31132, in interstate or intrastate commerce.

49 U.S.C. 31144 provides that the prohibition takes effect unless the motor carrier, within 60 days of the date of the forthcoming official notice, takes the necessary steps to improve the rating to conditional or satisfactory.

Unless the motor carrier receives an improved rating within 60 days from the date of the forthcoming official notice from Washington, D.C, the motor carrier will be subject to the prohibition in 49 CFR 385.13.

Administrative Review: A motor carrier may appeal its proposed safety rating in a petition filed pursuant to 49 CFR section 385.15 if it believes that the rating is in error and there are factual and procedural issues in dispute. Such appeals must be made within 90 days of the date of the proposed safety rating, but should be made within 15 days of the date of the safety rating notice to allow the FMCSA to issue a written decision before the prohibitions in 49 CFR 385.13 take effect. Appeals filed pursuant to section 385.15 should be addressed to: Chief Safety Officer, Federal Motor Carrier Safety Administration, 400 7th Street, S.W., Washington, DC 20590. The motor carrier will receive a written decision on the petition within 45 days from receipt of the petition.





TIT TRANSPORTATION ( [REDACTED] dba)  
U.S. DOT #: 1725754

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### Part B Violations

by the Chief Safety Officer. (See 49 CFR 385.15 for additional details.)

Request for change in the rating: At any time, a motor carrier may request, in writing, a change in the rating by providing evidence of corrective actions to the Field Administrator for the FMCSA Service Center in which the carrier maintains its principal place of business. (See 49 CFR 385.17 for additional details).

(Note: Neither a petition to contest the rating nor a request for a change in the rating will delay the effective date of the rating, if unchanged.)





### Part B Requirements and/or Recommendations

1. As a result of this evaluation and report of your operation, you may be receiving correspondence and/or proposed legal action that may include time-sensitive documents from the ODOT Motor Carrier Transportation Division.
2. This review will result in a Safety Fitness rating
3. This report contains citations of regulations that are deemed serious in nature and could result in penalties against your company and/or your drivers
4. Ensure you are familiar with the Federal and state safety regulations. A summary of the safety regulations can be found through ODOT's Motor Carrier Education Program at: [www.oregon.gov/ODOT/MCT/EDUCATION.shtm](http://www.oregon.gov/ODOT/MCT/EDUCATION.shtm)
5. To update your company name, address, and/or organization status with ODOT, complete and submit the Application for Motor Carrier Permit, ODOT Form 735-9075. This form can be found online at: [www.odot.state.or.us/forms/motcarr/reg/9075fill.pdf](http://www.odot.state.or.us/forms/motcarr/reg/9075fill.pdf).

To update your company name, address, and/or organization status with the FMCSA, complete and submit the Motor Carrier Identification Report, Federal Form MCS-150. The MCS-150 form must be completed and submitted every 24 months. You can also complete the form online at: [www.fmcsa.dot.gov/forms/print/r-l-forms.htm](http://www.fmcsa.dot.gov/forms/print/r-l-forms.htm).

6. Any driver who begins a trip in interstate commerce must continue to comply with the interstate hours of service regulations for the remainder of the day, and the following 6 to 7 consecutive days. Even if the driver operates exclusively in INTRASTATE commerce during the next 6 to 7 consecutive days, the driver must comply with the INTERSTATE Federal limits during the total 7- or 8-day period.
7. To comply with motor carrier safety regulations, records of duty status must be maintained by the motor carrier for a period of six (6) months. Retention periods will be greater for records of duty if they are utilized for other purposes, such as weight-mile tax reporting, registration and fuel tax reporting. More detailed information can be found on the MCTD website at:  
[www.oregon.gov/ODOT/MCT/REG.shtml#Record Keeping Requirements](http://www.oregon.gov/ODOT/MCT/REG.shtml#Record_Keeping_Requirements)
8. Maintain all accident information, including government and insurance forms, for three years at your place of business, as prescribed by 390.15(b). Accidents occurring in Oregon and resulting in injury requiring treatment away from the scene or disabling damage to any motor vehicle requiring the vehicle to be towed, shall be reported to ODOT within 30 days. Any fatal accident occurring in Oregon shall be reported to ODOT as soon as possible (the next business day). Use Form 735-32. The form can be located at: [www.odot.state.or.us/forms/dmv/32.pdf](http://www.odot.state.or.us/forms/dmv/32.pdf). You can also report an accident on line at: [www.oregontruckingonline.com/accidentrpt/](http://www.oregontruckingonline.com/accidentrpt/). For further information, phone: (503) 986-3507. Fax: (503) 986-4249.
9. Ensure all supporting documents for drivers' time records (including, but not limited to fuel, repair, toll and other receipts, payroll records, scale tickets, trip and dispatch records, and freight bills) are kept on file for at least 6 months.
10. Records of all motor vehicle operations must be completed and maintained on file. Each record must disclose the origin and destination points, routes traveled, trip dates, beginning and ending odometer readings, and load tickets / bills of lading. More detailed information can be found on the MCTD website at:  
[www.oregon.gov/ODOT/MCT/REG.shtml#Record\\_Keeping\\_Requirements](http://www.oregon.gov/ODOT/MCT/REG.shtml#Record_Keeping_Requirements)
11. Invoices of all fuel purchases must be obtained and maintained on file. Each invoice must disclose the date and location of purchase, vendor, kind of fuel, number of gallons, and ODOT Weight receipt and Tax Identifier number. More detailed information can be found in OAR 740-055-0110 and the MCDT website:  
[www.oregon.gov/ODOT/MCT/REG.shtml#Record\\_Keeping\\_Requirements](http://www.oregon.gov/ODOT/MCT/REG.shtml#Record_Keeping_Requirements)







### Part B Requirements and/or Recommendations

12. Ensure all drivers are recording both cities and states on drivers' logs for each change of duty status. This includes, but is not limited to, all loading and unloading sites, weighing locations, truck stops and other fueling locations, and vehicle inspection and repair sites.
13. Require all drivers to prepare complete, accurate records of duty status (drivers' logs) for each day, and to submit them within 13 days. Maintain all duty status records on file, with all supporting documents, for at least 6 months.
14. Ensure all drivers' records of duty status (logs) are accurate. Check them against supporting documents to verify accuracy. Prohibit falsification of logs by any of your drivers. Take appropriate action against drivers who falsify their logs.
15. NOTICE: On March 30, 2004, FMCSA published a final rule requiring employers to review a candidate's safety performance history data within 30 days of hiring a new driver. The final rule enables prospective employers to obtain and use more complete driver safety performance history during the hiring process. Prospective employers are required to, at a minimum, investigate a driver's employment information, accident record, and alcohol and controlled substances history from all employers the driver worked for within the previous 3 years.

All previous employers are required to respond to the investigating employer within 30 days of receiving the investigation request.

16. Ensure each driver's state driving record is obtained within 30 days of hire and review the driving record annually. The driving record must include both employment and non-employment history covering the previous three (3) years. In addition, each driver must annually provide a list of all traffic violations also reviewed by you.
17. Ensure all drivers are fully and properly qualified before operating a commercial motor vehicle. Maintain a complete file for each driver including employment application, copy of CDL and/or road test certificate as applicable, medical examiner's certificate, controlled substances and alcohol tests, driving record, safety performance history (employment, accidents, and controlled substances and alcohol), review of driving record, entry-level certificate, longer combination vehicle certificate, and receipt of drug/alcohol policy.
18. Convictions, accidents and suspensions from a driver's driving record may automatically be obtained through the Oregon DMV's Automated Reporting System (ARS). For more information, visit the DMV website at: [www.oregon.gov/odot/dmv/records/business.shtml#ars](http://www.oregon.gov/odot/dmv/records/business.shtml#ars).
19. MEDICAL CARD  
Do not allow any driver to drive unless that driver has been physically re-examined each 24 months, or sooner as required by the medical examiner. Maintain a copy of the Medical Examiner's Certification in the driver qualification file for three years after the date of execution.

#### MEDICAL EXAMINER

Each medical examination must be conducted by a medical examiner who is listed on the National Registry of Certified Medical Examiners. The National Registry is found on the FMCSA web site at: <https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam>.

20. Obtain the proper amount of liability insurance. Maintain a properly executed Form MCS-90 / MCS-90B on file describing the level of financial responsibility.
21. Ensure that each driver receives a copy of information, requirements, and company policy and procedures for controlled substances and alcohol testing as prescribed by 382.601. Drivers are to certify they have received the





### Part B Requirements and/or Recommendations

materials, and their certification is to be kept on file.

22. Ensure all drivers subject to the CDL requirements are enrolled in a controlled substances/alcohol testing program. Random testing is to be administered at an annual rate of at least 50 percent for controlled substances, and at least 10 percent for alcohol. All testing is to be unannounced and reasonably spread throughout the calendar year. All CDL drivers must be scientifically selected for testing and have an equal chance of being selected. Drivers shall be tested as soon as possible within the selection period. When notified of a random test, ensure the driver is tested within the selection period. Once the driver, including an owner/operator, has been informed of the test, the driver must proceed to the test site immediately. Remove drivers no longer employed from the random testing pool.
23. Pre-employment controlled substance test results must be received by your company before the driver-applicant is employed by you. Ensure that a controlled substances test is immediately administered to any current driver who did not receive either a pre-employment test or any other controlled substances test during employment with your company.
24. Understand Why Compliance Saves Time and Money: Compliance with FMCSR's will not only save lives, but also saves your business time and money. Tracking how much your business spends on non-compliance activities can help you understand the many benefits of compliance to your business and why safety is good business.

Document and Follow Through on Action Plans: Document and follow through on action plans to ensure the actions you are taking are creating improvement in safety management and compliance.

NOTICE: 49 CFR Part 391.23 requires prospective employers to, at a minimum, investigate a driver's employment information, crash record, and alcohol and controlled substances history from all employers the driver worked for within the previous 3 years.

The Pre-Employment Screening Program (PSP) is a screening tool that assists motor carriers in investigating crash history and roadside safety performance of prospective drivers. The PSP allows motor carriers to purchase 5 years of crash data and 3 years of roadside inspection data from the Federal Motor Carrier Safety Administration's (FMCSA) Motor Carrier Management Information System (MCMIS). Records are available 24 hours a day via Web request. Motor carriers should visit the following website for more information:  
<http://www.psp.fmcsa.dot.gov/Pages/default.aspx>

All motor carriers and truck drivers are needed to fight against terrorism and hijacking. You could be a target. Protect yourself, your trucks, your cargo, and your facilities. Motor carriers should visit the following website for more information: <http://www.fmcsa.dot.gov/documents/Hijacking-Brochure.pdf>

25. 385.15  
If you believe the proposed rating is in error and there are factual and procedural issues in dispute, Part 385.15 (copy provided) outlines procedures for petitioning the Federal Motor Carrier Safety Administration for an administrative review of these findings. Your petition should be addressed to:

Chief Safety Officer  
Federal Motor Carrier Safety Administration  
1200 New Jersey Avenue SE  
Washington, DC 20590-0001

385.17  
In addition, a request for a revised rating based on corrective actions may be made at any time. Part 385.17 (copy provided) outlines the procedures for such a request. The request must be made in writing, must describe the corrective action taken and must include other documentation that may be relied upon as a basis for the requested change. Address your written request to:

U.S. Department of Transportation





**Part B Requirements and/or Recommendations**

Federal Motor Carrier Safety Administration  
Western Service Center  
Golden Hills Office Centre  
12600 W. Colfax Ave, Suite B-300  
Lakewood, CO 80215  
Fax (303) 407-2339

Ensure that a CC copy of the letter is mailed to:

U.S. Department of Transportation  
Federal Motor Carrier Safety Administration  
Division Administrator  
ATTN: [REDACTED]  
530 Center Street, NE, Suite 440  
Salem, OR 97301  
(503) 399-5775  
Fax (503) 316-2580

This letter should be submitted as soon as possible. If you have a proposed Unsatisfactory or Conditional Rating the letter must be submitted prior to the effective date of your Unsatisfactory or Conditional Rating.

- 26. Serious violations were recorded on this investigation report. These violations will impact your safety record. Furthermore, these violations may result in a follow-up investigation at a later date unless adequate evidence of corrective action is forwarded to the FMCSA office:

U.S. Department of Transportation  
Federal Motor Carrier Safety Administration  
Division Administrator  
ATTN: [REDACTED]  
530 Center Street, NE, Suite 440  
Salem, OR 97301  
(503) 399-5775  
Fax (503) 316-2580

- 27. This review will result in a Proposed Safety Rating. The findings indicate you are currently operating at an unsatisfactory level of safety compliance. A written notice of proposed unsatisfactory rating will be sent to you by the FMCSA via U.S. Mail. If you fail to obtain an improved rating within 60 days of the date that notice is sent, the unsatisfactory rating will become final and you must cease interstate operations.

Information on your compliance status, roadside inspections, regulatory changes, accident countermeasures and hazardous material incident prevention manual is available on the Internet at the Federal Motor Carrier Safety Administration's web site at <http://www.fmcsa.dot.gov/> and <http://www.safer.fmcsa.dot.gov/>.

- 28. CONTROLLED SUBSTANCES AND ALCOHOL BASIC PROCESS BREAKDOWN: Roles and Responsibilities

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Roles and Responsibilities.

- Ensure that managers are responsible for ascertaining that employees receive training concerning controlled substances and alcohol in accordance with State or Federal regulations and company policy.
- Ensure that managers are responsible for telling employees of a failed test and its implications.
- Regardless of carrier membership in a consortium, ensure that the carrier defines and documents the role and responsibilities of the designated employer representative (DER) in monitoring test procedures and checking results.





**Part B Requirements and/or Recommendations**

- If the carrier elects to join a consortium, ensure that the respective roles and responsibilities of the carrier and the consortium for controlled-substance and alcohol testing and reporting are defined and documented.

Passenger Carrier Only:

- Designate a manager to collect and evaluate all controlled-substance and alcohol-related customer complaints and their safety implications.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: <http://ai.fmcsa.dot.gov/SMS>. You will need to use your PIN Number that has been provided by the FMCSA.
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

**29. UNSAFE DRIVING BASIC PROCESS BREAKDOWN: Qualification and Hiring**

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Qualification and Hiring.

- Ensure that Motor Vehicle Records (MVRs) from States issuing Commercial Driver's Licenses (CDLs) are reviewed for unsafe-driving violations of all prospective drivers for the last three years.
- Ensure that prospective drivers will drive safely by querying applicants, checking with previous employers and references, and obtaining necessary documents regarding drivers' safety performance going back three years. Create a detailed written record of each inquiry.
- Ensure that enough drivers are hired so that the carrier can meet deadlines within Hours-of-Service (HOS) restrictions without speeding.
- Ensure that the employment application captures all information required by the Federal Motor Carrier Safety Regulations (FMCSRs), such as that pertaining to moving violations, prior convictions, and denied employment based on unsafe driving.
- Enhance the recruitment process to identify and attract qualified applicants for the position of safety director and driver, using outside resources such as industry affiliations, recruiters, and consultants for employee searches and referrals.

HAZMAT Carrier Only:

- When questioning applicants and previous employers for HAZMAT-handling positions, check if any physical or stress demands have led to reckless-driving violations.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: <http://ai.fmcsa.dot.gov/SMS>. You will need to use your PIN Number that has been provided by the FMCSA.
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

**30. HOS COMPLIANCE BASIC PROCESS BREAKDOWN: Policies and Procedures**

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Policies and Procedures.

- Develop a policy and procedure describing how management will monitor and track logs for falsification.
- Establish a policy that prohibits dispatchers from assigning a load to drivers without hours available to complete





### Part B Requirements and/or Recommendations

the load on time.

- Develop a policy stating that drivers should not violate their Hours-of-Service (HOS) Out-of-Service (OOS) order under any circumstances, and immediately contact the carrier when a driver is placed OOS.
- Develop a policy requiring drivers to report their available hours to dispatch during "check-in" calls.
- Develop policies and procedures for ensuring proper retention of Record of Duty Status (RODS) according to regulations.
- Establish a policy requiring drivers to submit copies of all roadside inspections to carrier management within 24 hours.
- Develop a policy stating that drivers are required to submit all Records of Duty Status (RODS) and supporting documentation, such as expense receipts, within 13 days of the end of the trip.
- Establish a policy stating that drivers are required to check with their supervisor, manager, or dispatcher to review their "fit-for-duty" status before starting a job, and that drivers who are ill to the extent that their ability and/or alertness is impaired are prohibited from working on safety-sensitive assignments.
- Develop a written and progressive disciplinary policy focused on taking corrective action to ensure drivers comply with regulations and policies. A progressive disciplinary policy could include, among other things, written warnings, suspensions, or work restrictions, monetary penalties, and termination. This policy should also specify consequences for any carrier official who knowingly and willfully allows Hours-of-Service (HOS) violations.

#### HAZMAT Carrier Only:

- Develop a clearly written policy and procedures for all personnel involved in accepting loads, assigning drivers, and establishing delivery schedules, taking into account the full operational process and enabling dispatchers to safely manage all types of HAZMAT loads for which the carrier is qualified within Hours of Service (HOS).

#### Passenger Carrier Only:

- Develop a policy that discourages long-distance trips that depart at night and outlines acceptable route-scheduling procedures.
- Develop a policy that prohibits drivers from deviating from stated itineraries without appropriate management approval, and advise customers of this policy.
- Establish a policy to ensure that drivers enter all compensated time, including time spent working for a non-motor carrier, on their Record of Duty Status (RODS) or prior seven-day duty statement.
- Develop a dispatch policy that discourages use of drivers who have worked various hourly shifts prior to any long-distance trips.

#### Seek Out Resources:

- You are encouraged to review your company's record at the following website: <http://ai.fmcsa.dot.gov/SMS>. You will need to use your PIN Number that has been provided by the FMCSA.
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

