



# Instructor-Led Webinars

presented by  
DOT Compliance Help, Inc.

## WHAT ARE WEBINARS

Webinars are live, instructor-led classes held online through your web-browser. Instead of traveling to attend the seminar/training in person, you can now participate through your computer and listen to the audio on your telephone. Webinars make training more efficient while still providing your employees the tools they need to succeed. They also allow the ability to give, receive, and discuss important information throughout the presentation. We can customize any two hour webinar to fit your specific needs or you can take one of the recommended topics found below.

## BENEFITS

Convenience  
Cost Savings  
Customizable  
Electronic Training Materials  
Certificate of Completion

## TECHNOLOGY NEEDED

Computer  
High Speed Internet Connection  
Phone line

## AVAILABLE TOPICS

### Introduction to CSA 2010 (2 hour)

Comprehensive Safety Analysis (CSA) 2010 will change the way the FMCSA assesses and addresses commercial motor vehicle safety. Under CSA 2010, the FMCSA will evaluate carrier safety using all on-road performance data from roadside inspections and crash reports. ALL safety-based violations will count, not only out-of-service or moving violations. And inspections without any safety violations will count as well to help offset those inspections with violations. CSA 2010 will address safety issues by contacting more carriers earlier so they can correct safety problems BEFORE crashes occur. Make sure you're prepared by staying informed. DCH, Inc. has developed this webinar to help you understand the new initiative and how it will impact your transportation operations.

### DOT Compliance Overview and Audit Survival (4 hours)

#### Part A: Introduction to DOT Compliance

This is an overview of the Federal Motor Carrier Safety Regulations (FMCSRs) and what you need to know to maintain compliance. We have condensed the most important performance measures you must make part of your companies safety systems in order to be minimally compliant with the DOT regs. Covered topics include introduction to the USDOT, FMCSA, and PHMSA, and how they affect you. We will use a little-known tool – the MCS-150A – to illustrate, and enumerate your regulatory obligations. You will be trained on the MCS-90, and what you need to do to safeguard your company's safety record. We will provide answers to the following questions and more:

- What does the DOT (and everyone with a computer) know about this company?
- What can we do about this data?
- What do we need to do with this data?
- Who needs to register with the FMCSA?
- Do we need to register with the PHMSA?
- Are we required to have MC Authority?
- What are the MOST IMPORTANT things we need to understand about Driver Qualification, Drug, and alcohol testing, hours of service, maintenance records, and required training for drivers and supervisors?

We break down safety controls into the separate systems so you can focus the necessary attention, and resources in each area. The big ones are Driver qualification, and drug and alcohol testing, Hours of Service management, and maintenance.

#### Part B: Audit Survival

**REFUND POLICY:** Cancellations or changes to your reservation can be made up to 7 days prior to the seminar for a full refund. After that, any refund amounts will be credited to your account and can be used on future training classes or consulting services.

Everyone is afraid of DOT audits. If you understand the process a bit better, you can prepare properly. With this new knowledge you can put aside fear of the DOT and do the right things to prepare for compliance review, minimize damage during a compliance review, and take the right steps after the fact.

### Part C: Understanding Violations and Minimizing Fines

There are thousands of things you are supposed to do. There are certain things that you should focus on because they are critical and acute violations (two or three of these can result in an Out of Service Order – putting you out of business). There are some things you should make a priority because there are fines for not doing the right thing. If you understand what the most important things are, and how to do them, you can minimize the violations. Sometimes if you don't understand the different ways to prioritize your efforts you can do the things you think are important then get fined for the things you didn't understand, or didn't get around to. We will help you understand what to do 1st, 2nd, 3rd, etc. Included are tips, and tricks for minimizing fines after the compliance review and a list of all the critical and acute violations.

Topics addressed in this 3-part overview described above include, but are not limited to:

- FMCSA, DOT, PHMSA, State enforcement agencies and how these all relate to each other
- Accident register and other documentation, as well as accident countermeasures
- Driver Qualification Files
- DOT Rules for drug and alcohol testing and paperwork that must be maintained
- Hours of service rules, monitoring and auditing procedures
- Maintenance procedures and required documentation
- Required training for drivers and others

#### **Supervisor Drug and Alcohol Training (2 hours)**

Do you know who gets tested for drugs, what drugs they test for, or what the allowable Blood Alcohol Content (BAC) is? Do you know how to recognize a driver who is impaired, and what to do? Do you know the rules for conducting a reasonable suspicion test, or how to treat a driver who self-reports? What if a driver sees another driver abusing an illegal substance? Can you afford to not know the answer to these questions?

We will teach you every aspect of drug and alcohol testing to include reasonable suspicion testing. Knowledge gained from this session will assist you in developing, and maintaining your company's drug and alcohol testing program, which is required for all companies with trucks greater than 26,000 GVWR.

NOTE: This is a DOT Requirement. Upon completion, you will receive the necessary certificate.

#### **Driver Qualification Workshop (2 hours)**

We will spend the first part of our class explaining all the parts that are required to be included in a driver's application, then the rest of the DQ file, and provide a sample DQ packet which includes all the current requirements. We encourage attendees to bring 2 – 3 of your driver files with you. We will compare the new packet to your current process, and show you how to add the new elements into your current hiring packet, or you can just start from scratch when you get back to your office, and use the sample driver qualification packet as a guide. The best news is, once your files contain the correct information, they require very little upkeep.

#### **Hours of Service Workshop (2 hours)**

We have heard and seen dozens of stories about company safety managers spending all their time auditing driver's logs, and they still have violations. How do you get out of this trap? We will share with you a tried and proven way to manage drivers logs and decrease (you never eliminate) violations. We invite workshop attendees to bring two months worth of logs for 2 drivers. We will teach you how to organize, audit, perform QC checks, council and educate drivers. We will spend the first part of our class explaining completeness, accuracy, form and manner violations, etc. since class sizes are small, we can discuss individual considerations and issues with each attendee. The time you spend in this workshop will come back to you tenfold in the first month because of the efficiencies you will gain.

#### **Maintenance Management Workshop (2 hours)**

Most people are mystified by this exacting process. You have a couple files for each truck but none for the trailers. Or you have one file for all your maintenance. Or you don't really have a maintenance file at all. Regardless what your current situation is, we will de-mystify this for you and get you on the way to a maintenance documentation process that is as painless as possible. It's always going to be something you have to invest time in regularly... we can't change that, but we will try to make it as simple as possible for you to manage. We invite each attendee to bring a couple of your current maintenance files. We will start with a step-by-step description of exactly what the USDOT requires. Each attendee will be provided a sample maintenance folder. We will go through each part of this sample file. And, most importantly, we keep class sizes small to ensure ample of time to discuss each attendee's particular concerns, questions and unique situations. Once you understand the documentation requirements, we will go over the difference between an annual DOT inspection, and a roadside inspection conducted by a CMV enforcement officer, how your maintenance staff can minimize the number of out-of-service roadside inspections, and why that is so important to you. When the seminar is done, you will be better able to prioritize time spent in this important area of DOT Compliance.

#### **Accident Reporting & Prevention Workshop (2 hours)**

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When must you have, maintain, and update an accident register of DOT-recordable accidents? What else must be included in an accident file? What is the difference between a not-at-fault and not-preventable accident? What is an appeal packet, and how can I use DataQs, disposable cameras, and even driver's memories to manage your recordable accident rate?

Once the documentation requirements are fully addressed, we will move into some methods to analyze current, and recent past records to predict, and prevent future accidents. The DOT requires you to have an accident countermeasures process, but they don't tell you how to do that. We will go over one way to accomplish this important task step by step. We will also explain why one document the DOT does NOT require is probably the single most important document in your office.

### **Train the Trainer Workshop (2 hours)**

This workshop provides the tools you need to perform three mandatory compliance-related tasks:

#### Part A: New Driver Training

The DOT requires you to provide training for all new drivers hired since Feb 2003. Topics include qualification / disqualification of CMV operators, Hours of Service, Driver wellness, and the whistleblower rule(s). It's not hard, it doesn't take long, and you will probably have a fine if you have a Compliance Review and it hasn't been done. We will go over the materials with you, including the training, and the required documentation. You will leave with master copies of the materials that you can reproduce when needed.

#### Part B: Driver Drug and Alcohol Training

Drivers who are subject to drug and alcohol testing must have a one-hour training period covering the DOT-mandated testing process, and your company drug and alcohol testing policy. What must be covered, and how can I train a group of drivers? How much of the hour should be spent on the DOT drug and alcohol testing regulations, and how much on our company's policy? How can I present these complicated processes to our driver staff? Is it OK to just 'throw the book at them' and make them sign for it? Or do we actually have to train them?

#### Part C: Company Drug and Alcohol Policy

How can I train drivers on a policy that was provided by the drug lab, and is impossible to understand? If it was written for drivers it would be easier to explain it to drivers, right? We have a sample company drug and alcohol policy that is written for drivers to read, and we will instruct you on how to read it to them, and document the fact the training has taken place, as required by the FMCSA.

### **Load Securement Workshop (2 hours)**

What size chain should I use? How big should this strap be? How many of these (chains, ropes, straps, bungee cords) should I use on this load? Load securement is the only thing that can cause you problems with two separate factors during a compliance review. Almost 100% of the time, if there is an issue with load securement, it is an Out of Service violation, which impacts your Vehicle SEA. If it even LOOKS like it might be a problem, it may cause your truck to get pulled over. And, if something falls off your truck, it can result in a catastrophic accident, which in turn can result in fines, and even imprisonment. Much more important than any of these; you could kill someone. These are some of the reasons DOT officers are so strict when it comes to load securement. If you have never provided formal training on the topic of load securement, this is a good time to do it. The new load securement rules are, some say, more difficult to train and maintain than the old rules. One thing is for sure, if you don't understand it you can't teach your drivers.

### **Driver Training (2 hours)**

The DOT requires you to provide training for all new drivers hired since Feb 2003. Topics include:

- Driver Qualification
- Hours of Service
- Driver Wellness
- "Whistleblower Rule"

We can also train on your Driver Drug & Alcohol Policy if you provide it to us in advance.

## HOW TO REGISTER

To sign up for our webinars, call us at 847-836-6063, fill out the attached form and fax it back to (480) 287-8058, or register securely online at [www.dotcompliancehelp.com](http://www.dotcompliancehelp.com). Please email [info@dotcompliancehelp.com](mailto:info@dotcompliancehelp.com) with any questions or if you are interested in a different date or customized class.

**WEBINAR TOPICS:** (check the webinar to reserve your seat)

**DATE**

<input type="checkbox"/>	Introduction to CSA 2010 (\$99)	_____
<input type="checkbox"/>	DOT Compliance Overview & Audit Survival (\$199)	_____
<input type="checkbox"/>	Supervisor Drug & Alcohol Training (\$99)	_____
<input type="checkbox"/>	Driver Qualification Workshop (\$99)	_____
<input type="checkbox"/>	Hours of Service Workshop (\$99)	_____
<input type="checkbox"/>	Maintenance Management Workshop (\$99)	_____
<input type="checkbox"/>	Accident Reporting & Prevention Workshop (\$99)	_____
<input type="checkbox"/>	Load Securement Workshop (\$99)	_____
<input type="checkbox"/>	Other _____	_____



Please check out our website for current list of scheduled webinars, prices, and to register securely online.

**ATTENDEE INFORMATION:** (fax to 480-287-8058 when completed)

<b>Company Name</b>		<b>USDOT#</b>
<b>Mailing Address</b>		<b>Company Phone</b>
<b>Address 2</b>		<b>Company Fax</b>
<b>City</b>	<b>ST</b>	<b>Zip</b>
<b>Attendee #1 Name</b>		<b>Registration Fee</b>
<b>Position/Title</b>		<b>Direct Phone</b> (if different)
<b>Email Address</b>		<b>Mobile Phone</b>
<b>Attendee #2 Name</b>		<b>Registration Fee</b>
<b>Position/Title</b>		<b>Direct Phone</b> (if different)
<b>Email Address</b>		<b>Mobile Phone</b>
<b>Attendee #3 Name</b>		<b>Registration Fee</b>
<b>Position/Title</b>		<b>Direct Phone</b> (if different)
<b>Email Address</b>		<b>Mobile Phone</b>

**PAYMENT INFORMATION:**

<b>Please Circle Payment Type</b>	AMEX	Discover	MasterCard	Visa	Check
<b>Credit Card #</b>	<b>Amount to Charge</b>		<b>Make checks payable to:</b> DOT Compliance Help, Inc. PO Box 872 Carpentersville, IL 60110  We also accept Check-by-Phone. Please call us at 847-836-6063 with your checking account info to take advantage of this option.		
<b>Name on Card</b>	<b>Expiration Date</b>				
<b>Billing Address</b>	<b>CSC</b> (3-4 digits on back)				
<b>City</b>	<b>ST Zip</b>				

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