

# **TRANSPORTATION MANAGEMENT PROGRAM**

**MANAGER'S QUICK REFERENCE GUIDE**

**DISCOUNT TIRE TRANSPORT, INC.**

MANAGER'S QUICK REFERENCE GUIDE

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**DQ File Quick Reference Guide**

- I. CREATE A NEW DRIVER QUALIFICATION FILE
  - a. Provide new driver with DQ File Documents to complete
    1. Application form
    2. Safety Performance History Records form(s)
    3. Hours of Service Record form
  - b. Review forms for completeness and correctness
  - c. Acquire 3-Year MVR from Samba Safety System & review for validity and risky driving behaviors
  - d. Send new driver for Medical Examination Certificate
  - e. Complete Safety Performance History Records Check(s) with all employers in the last 3 years
  - f. Verify Medical Examiner's Certificate with National Registry of Medical Examiners
  - g. Write Medical Examiner's Certificate Note
  - h. Administer Road Test Exam & issue Road Test Certificate if successfully completed
  - i. Notify the Transportation Management Director to create a new DQ File Folder for new driver in electronic DQ File Data Base, then upload documents
  - j. Add new driver to Samba Safety System annual alert system
  - k. Add new driver to your due date tracking system for Driver Qualification File Management
  - l. Create login & password in ELD System for new driver; have new driver download ELD app into work phone
  - m. Notify the Transportation Management Director of new driver electronic DQ File records upload completion
  - n. Provide training for new driver on:
    1. Federal Motor Carrier Safety Regulations
    2. Pre-trip & Post-trip Inspections
    3. ELD System
    4. Policies & Procedures
    5. Operations & Responsibilities

## II. MANAGE DRIVER QUALIFICATION FILES

- a. Have a system (e.g. paper list, electronic list, calendar reminders) for tracking driver information and important dates:
  1. Driver's License expiration date
  2. Medical Examiner's Certificate expiration date
  3. Due date for Annual Motor Vehicle Record acquisition, Annual List of Violations, and Annual Review
- b. When a Driver's License is due for renewal, ensure the driver goes to the state motor vehicle licensing agency to renew it before it expires; update due date tracking system with new due date
- c. When a driver's Medical Examiner's Certificate is due for renewal, ensure the driver goes to a Medical Examiner listed on the National Registry before the Certificate expires
  1. Upon receiving a renewed Medical Examiner's Certificate, verify its validity with the National Registry of Medical Examiners
  2. Write a Medical Examiner's Certificate Note
  3. Upload Medical Examiner's Certificate and Med Card Note into the driver's electronic DQ File Data Base
  4. Update Samba Safety System information for alerts
  5. Update due date tracking system with new due date
- d. When a driver is due for an Annual Review:
  1. Acquire a 12 month or more Motor Vehicle Record of the driver through the Samba Safety System
  2. Have the driver complete the Annual List of Violations form
  3. Review MVR and List of Violations for qualification standards:
    - A. Valid Driver's License
    - B. Does not have indications of risky driving behaviors
  4. Complete Annual Review Form
  5. Upload MVR, Annual List of Violations, & Annual Review forms into the driver's electronic DQ File Data Base
  6. Update Samba Safety System information for alerts
  1. Update due date tracking system with new due date

**Vehicle Maintenance File Quick Reference Guide**

**I. CREATE A NEW VEHICLE MAINTENANCE FILE**

- a. Notify the Transportation Management Director of new vehicle acquisition
- b. Ensure new vehicle:
  1. Has current Vehicle Registration and is added to the company insurance policy
  2. Has been marked on both sides of the power unit with:
    - A. Discount Tire Transport, Inc.
    - B. USDOT 443096
  3. Has been equipped with:
    - A. An adequate, properly mounted, accessible, fully charged Fire Extinguisher
    - B. At least 3 functional Emergency Triangles
    - C. At least one spare fuse for each type used by the vehicle
    - D. Cell phone mount
- c. Install the assigned ELD device into the new vehicle
- d. Ensure the vehicle has a valid Annual Inspection or 90-Day BIT Inspection (CA only)
  1. If the Inspection is expired or due for renewal, ensure the inspection is renewed
  2. Obtain evidence of Inspector's Qualifications for Annual Inspection
- e. Gather information and documents for the new electronic Vehicle Maintenance File:
  1. Unit Number
  2. Year Manufactured
  3. Make
  4. VIN
  5. Tire size(s)
  6. Name of the vehicle owner
  7. Preventative Maintenance Schedule
  8. Annual or 90-Day BIT Inspection and Evidence of Inspector's Qualifications
- f. Notify the Transportation Management Director to create a new Vehicle Maintenance File Folder, then upload documents and update Vehicle Maintenance Log
- g. Add new vehicle to ELD System
- h. Notify Transportation Management Director of new Vehicle Maintenance File document upload completion
- i. Ensure new vehicle cab contains the following documents:
  1. Current Vehicle Registration
  2. Current Proof of Insurance
  3. Copy of Annual Inspection (Except for CA intrastate only vehicles)
  4. Copy of Lease Agreement to Discount Tire Transport, Inc.
  5. Copy of ELD User's Manual
  6. Copy of ELD Data Transfer Instructions
  7. Copy of ELD Malfunctions Sheet
  8. 8-Days or more of blank paper Log Book Pages

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### II. MANAGE VEHICLE MAINTENANCE FILES

- a. Have a system (e.g. paper list, electronic list, calendar reminders) for tracking vehicle information and important dates:
  1. Vehicle Registration expiration date
  2. Insurance Card renewal date
  3. Annual or 90-Day BIT Inspection renewal date
  4. Preventative maintenance items due by time factor
- b. When vehicle registration is due for renewal:
  1. Renew registration through Regional Office
  2. Place a copy of new registration in vehicle
  3. Update due date tracking system with new due date
- c. When a vehicle insurance card is due for renewal:
  1. Obtain new copy from Regional Office
  2. Place a copy of the new insurance card in vehicle
  3. Update due date tracking system with new due date
- d. When a vehicle Annual or 90-Day BIT Inspection is due:
  1. Renew before the previous Inspection expires
  2. Obtain evidence of Inspector's qualifications (for Annual Inspections)
  3. Ensure a copy of the Inspection is placed in the vehicle (for Annual Inspections)
  4. Upload the Inspection Report to the electronic Vehicle Maintenance File folder
  5. Update due date tracking system with new due date
- e. When a vehicle is due for an Preventative Maintenance item by mileage or time factor:
  1. A maintenance interval tracking system should be used
  2. Notification may come from driver or ELD System
  3. Have vehicle serviced for required maintenance item(s)
  4. Update the electronic Vehicle Maintenance Log
  5. Upload a copy of the receipt to the electronic Vehicle Maintenance File folder
  6. Update Vehicle Maintenance Information in ELD System
  7. Update due date/time tracking system with new due date/time factor
- f. When a driver reports or repairs a deficiency or receives a Roadside Inspection Report:
  1. Receive from driver the receipt(s) and/or documentation/Roadside Inspection
  2. Have vehicle serviced for deficiency item(s) if needed
  3. Update the electronic Vehicle Maintenance Log
  4. Upload a copy of the Inspection Report and receipt(s) to Vehicle Maintenance File
- g. When a vehicle is scheduled to be removed from the Fleet:
  1. Ensure the electronic Vehicle Maintenance File is current
  2. Notify the Transportation Management Director with:
    - A. Vehicle Number
    - B. Fleet departure date
    - C. A statement about the condition/completeness of the Vehicle Maintenance File

## **Hours of Service Quick Reference Guide**

- I. Ensure drivers follow the applicable Hours of Service rules found in the FMCSRs
- II. Daily Responsibilities:
  - a. ELD System:
    1. Review drivers' previous work day Hours of Service Record in ELD System for Hours of Service violations and proper login/logout procedures completed
    2. Assign all Unidentified Driver Records (UDRs) to appropriate driver(s)
    3. Review all driver's Hours of Service entries for correct data and format
    4. Review all driver's edits to their Hours of Service Record(s) for correctness
    5. Review all drivers' routes for deviations and inconsistencies with policies
  - b. Driver Vehicle Inspection Reports (DVIRs)
    1. Review Pre-trip & Post-trip inspections for completeness and deficient or defective equipment entries
    2. If deficient or defective equipment is listed, determine if equipment has already been repaired or still needs to be repaired
      - A. If the equipment has already been repaired:
        - i. Ensure the person who repaired it has signed the "Mechanic's Signature Line"
        - ii. Scan receipts and related documents into the electronic Vehicle Maintenance File Folder
        - iii. Enter repair information in the electronic Vehicle Maintenance Log
      - B. If the equipment has not been repaired:
        - i. Determine if the vehicle can be safely driven to a repair facility
          - a) If the vehicle can be safely driven, ensure the vehicle is taken to a repair facility for the needed repairs
          - b) If the vehicle is unsafe to drive, make arrangements for a mobile mechanic to respond and repair or for a tow truck to tow the vehicle to a repair facility
        - ii. Once vehicle is repaired, ensure receipt(s) and related document(s) are scanned and uploaded into the electronic Vehicle Maintenance File Folder
        - iii. Enter repair information in the electronic Vehicle Maintenance Log
    3. If no deficient or defective equipment is listed, no additional actions are required
  - III. Situational Responsibilities:
    - a. ELD Malfunction or Data Diagnostic Event
      1. Driver discovers ELD Device malfunction or data diagnostic event
        - A. For ELD Malfunction, driver must:
          - i. Notify the manager **immediately** by phone or in person of the malfunction
          - ii. Note the malfunction of the ELD and provide written notice of the malfunction to the manager within 24 hours

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- iii. Reconstruct the record of duty status for the current 24-hour period and the previous 7 consecutive days, and record the records of duty status on paper log book pages, unless the records are still retrievable from the ELD
  - iv. Continue to manually prepare a record of duty status on paper log book pages until the ELD is serviced and brought back into compliance with the Regulations
- B. For ELD Data Diagnostic Event, driver must:
  - i. Notify the manager **immediately** by phone or in person of the data diagnostic event
  - ii. Follow the ELD provider's recommendations or manager's instructions in resolving the data inconsistency
2. Manager receives notification from driver or ELD System of an ELD Malfunction or Data Diagnostic Event
  - A. Immediately notify Transportation Management Director & ELD Provider of the malfunction or data diagnostic event
  - B. Obtain specific trouble-shooting/repair instructions from the ELD Provider or Transportation Management Director and relay them to the driver
  - C. Assist the Transportation Management Director and ELD Provider in expediting the delivery of a replacement ELD if needed
  - D. Document the event (malfunction or event codes, actions, responses, and final solution) in detailed writing and forward to the Transportation Management Director
  - E. If the ELD Device is replaced, ensure the new device is installed immediately upon receipt and notify the Transportation Management Director upon completion
- b. Driver is dispatched on trip outside normal routine
  1. Determine Hours of Service rules & exemptions applicable to route:
    - A. 150 Air-Mile Radius, if applicable; otherwise
    - B. Standard HOS Rules
      - i. 11 Hour Driving Rule
      - ii. 30 Minute Break Rule
      - iii. 14 Hour Driving Rule
      - iv. 16 Hour Driving Rule, if applicable
      - v. 60 Hour Driving Rule
  2. Ensure driver selects proper status in ELD System
  3. Ensure driver's route and applicable breaks/rest periods are known and observed
    - A. 30 Minute Break Rule, if applicable
    - B. 10 Hour Rest Period, when applicable
    - C. Hotel reservations, if needed
  4. Notify and confer with Transportation Management Director

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### **Accidents Quick Reference Guide**

- I. Manager notified of vehicle involved in accident
  - a. Check on the driver's health and welfare needs
  - b. Notify Transportation Management Director
  - c. Interview driver
  - d. Complete Garage Keepers Incident Report Form
  - e. Address vehicle condition and status

**Roadside Inspections Quick Reference Guide**

- I. Driver receives Roadside Inspection
  - a. Receive from driver initial information about Roadside Inspection
    1. If vehicle is placed Out-Of-Service
      - A. Determine if vehicle OOS repairs can be completed on-site
        - i. If yes, make arrangements for field repairs by mobile mechanic or driver to repair vehicle
        - ii. If no, make arrangements for the vehicle to be towed to a repair facility and for driver to be transported to warehouse if needed
      - B. Consider whether vehicle's commodity needs to be off-loaded and whether a separate vehicle needs to complete the original route objectives
      - C. Have driver take photos of equipment violations and forward to manager
    2. If Driver is placed Out-Of-Service, make arrangements for the driver and vehicle to be returned to the warehouse
    3. If vehicle and driver are not placed Out-Of-Service and are allowed to continue on its route, have driver take photos of equipment violations and forward to manager
  - b. Receive Roadside Inspection Report and photographs of indicated equipment violations from driver
    1. If there are no violations listed on the Inspection Report
      - A. Sign the Acknowledgement Line on the Inspection Report
      - B. Forward a copy of the Inspection Report to the Transportation Management Director
      - C. Upload a copy of the Inspection Report to the electronic Vehicle Maintenance File Folder
      - D. Return the signed Inspection Report to the inspecting agency listed on the Inspection Report
    2. If there are driver violations listed on the Inspection Report
      - A. Have the driver correct any Out-Of-Service Violation(s) if possible
        - i. If Hours of Service related, ensure driver has adequate hours Off-Duty to reset driving hour limitations
        - ii. If driver's license or Medical Examiner's Certificate related, have driver renew or reinstate license or Certificate
        - iii. If the driver was placed OOS for another reason, determine if driver can rectify issue or if driver is disqualified as a driver
      - B. Remove the driver from driving status until the driver is fully reinstated as a qualified driver (the driver is prohibited from driving company vehicles)
      - C. Sign the Acknowledgement Line on the Inspection Report
      - D. Forward a copy of the Inspection Report and all inspection photographs to the Transportation Management Director

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- E. Upload a copy of the Inspection Report to the electronic Vehicle Maintenance File Folder
- F. Return the signed Inspection Report to the inspecting Agency listed on the Inspection Report
- G. Consider training needs for driver(s) or Policy & Procedures updates necessary for future success; confer company driver training needs or Policy & Procedures update ideas with Transportation Management Director

3. If there are equipment violations listed on the Inspection Report
  - A. Make arrangements for all vehicle equipment violations to be repaired by driver or by repair facility
  - B. Once all repairs are completed, Sign the Acknowledgement Line on the Inspection Report
  - C. Forward a copy of the Inspection Report and equipment photographs to the Transportation Management Director
  - D. Upload a copy of the Inspection Report to the electronic Vehicle Maintenance File Folder
  - E. Return the signed Inspection Report to the inspecting Agency listed on the Inspection Report
  - F. Place a copy of any appropriate documents into the vehicle's in-cab document folder (i.e. a copy of a renewed Annual Inspection Report)
  - G. Update Vehicle Maintenance information in ELD System, if necessary
  - H. Consider training needs for driver(s) or Policy & Procedures updates necessary for future success; confer company driver training needs or Policy & Procedures update ideas with Transportation Management Director