

# Essential Recordkeeping

June 26, 2017 (8:00am - 11:30am)

The Federal Motor Carriers Safety Administration has expectations that you monitor your compliance. This three hour seminar is designed to teach your administrative team (clerk/administrative assistant) recordkeeping management. The course reviews the required documentation process for the following:

- New hire paperwork (Driver Qualification File)
- Vehicle Maintenance Records
- Hours-of-Service
- Background and Previous Employer Checks
- Review of CDL and Non-CDL driver documentation
- Confidential recordkeeping for DOT Drug and Alcohol testing by the Designated Employee Representative (DER)



**\*\*Certificates of this documented training are provided\*\***

**Location:** RSD Transportation  
Training Room  
601 Old River Road  
White River Junction, VT

**FEE SCHEDULE**  
**\$50 per person (Members)**  
**\$100 per person (Non-Members)**

**Date & Time:** June 26, 2017  
8:00AM-11:30AM

Brought to you by:



**Three day cancellation  
required for  
reimbursement**

PO Box 3898 • CONCORD, NEW HAMPSHIRE 03302-3898 • PH: 802-479-1778 • FAX: 802-479-1395 • LISAJO@VTBA.ORG  
Essential Recordkeeping - Please return this portion along with payment to: PO Box 3898, Concord NH 03302

I'm a member of:  VTBA  Non-member (Non-member please make checks payable to vtba)

(Make check payable to member organization)

Company: \_\_\_\_\_

Fee Enclosed: \$ \_\_\_\_\_

Address: \_\_\_\_\_

Invoice (members only)

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

(A confirmation will be sent to the above email address)

Attendee(s): 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ x Fee of \$ \_\_\_\_\_ each = Total Amount Enclosed: \_\_\_\_\_

Payment Type:  Credit Card \_\_\_\_\_ Exp \_\_\_\_\_ / \_\_\_\_\_ CVV2 \_\_\_\_\_

Check  Invoice (Members ONLY)

Zip Code \_\_\_\_\_

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