

Safety & Compliance Starts Here



Transportation Compliance Consultants

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www.tccd.com

1. Safety & Compliance

FHWA Audit: A mock Federal Highway Administration (FHWA) audit of the carrier to see if the carrier can pass a New Entrant, Compliance Review, and/or Intervention audit by the FHWA. The audit would include an in depth review of the following areas:

- FHWA driver qualification files,
- FHWA vehicle files,
- Accident files,
- FHWA roadside inspection incident files,
- Driver logs and DVIRs,
- Training program and files,
 - Hazmat,
 - Drug & Alcohol,
 - Cargo securement, and
 - Other
- Required reports (Accident Register, Annual/Quarter D&A Reports, etc.),
- MCS-150 and MCS-190,
- A written audit report and recommendations are included with the audit.

S&C Audit: An audit of the carrier's Safety and Compliance Program to see if the carrier has all steps within the Safety Management Cycle. The audit would include an in depth review of the following areas:

- Safety and compliance policies and procedures,
- Internal procedures for both drivers and company staff,
- Compliance and dispatch system(s) to ensure compliance with FHWA regulations,
- Training programs for both drivers and non-driving staff,
- Review of drug and alcohol testing program and pre-qualification programs/systems,
- Drug and Alcohol Testing program, DER, and consortium if applicable,
- A written Audit Report with recommendations is included with the audit. TCC can also assist and guide the company with the creation of a Safety and Compliance Department and program.

File Audit: This is an audit of individual compliance and/or safety files selected by the client. These audits can assist with FHWA audits, claims, lawsuits, etc.

- Driver Qualification file audit
- Non-FHWA file audit (contract, insurance, etc.)

*In some instances legal counsel maybe necessary, when this occurs TCC will inform the client.

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1. Safety & Compliance

- FHWA removal (audit and remove)
- Vehicle & trailer file audit
 - FHWA unit and trailers only
 - Non-FHWA units
- Independent Contractor Relation file audit
- Assist with documentation gathering & file reconstructions after the file audit.

TCC can assist company with the creation of a Safety and Compliance Department, standard operating procedures, and any relevant programs, steps, etc. that will ensure safety and compliance for the company and drivers.

Applicant Processing: Assist and/or conduct the entire independent contractor and driver qualification process for qualifying independent contractors and drivers to drive for the company and to ensure compliance with FHWA regulations and any other relevant regulations.

- Pre-qualification Only (MVR, background, PSP, reference checks, & drug test)
- Pre-qual, driver application, and other FHWA paperwork (i.e., medical card, road test, etc.) (Pre-qual & Phase II)
- Pre-qual, Phase II, and non-FHWA paperwork (i.e., contracts, insurance, etc.) (Phase III)
- Activation of independent contractors, subcontractors, employee drivers, and vendors
- Reference checks only

File Management: Assist and/or conduct file management for the company. This includes monitoring and maintaining file content for all independent contractors and drivers to ensure compliance with FHWA regulations and other relevant regulations.

- Monitor and maintain driver files: DQ and non-DQ
- Monitor and maintain vehicle and trailer files: FHWA and non-FHWA
- Monitor and maintain vendor and agent files
- Monitor and maintain training files
- Monitor and maintain accident and incident files

Safety and Compliance Solution: Automation of driver qualification process.

- On-line driver recruiting and application software
- CSA management
- Training and certification
- Annual Safety Review
- Daily Vehicle Inspection Report (DVIR)

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- Driver Log Violation Management
- Roadside Violations
- Vehicle Inspection Compliance
- Accident Scene Management
- On-Demand Orientation

Driver Log and DVIR Auditing: Audit of driver logs and DVIRs to ensure compliance with FHWA regulations.

- Form and Manner
- Hours of service, speed, and teams validation
- Falsification (dispatch and fuel data must be provided by carrier)
- Can assist carrier with finding EOBR solution in order to comply with upcoming EOBR regulations.

Policy and Procedures: Review current Safety and Compliance policies and procedures or assist carrier with creating a written program as required by the FHWA.

- Review current policy and/or procedures in regards to FHWA safety and compliance regulations; as well as contractor relations. Provide written report and recommendations.
- Revise or draft new policy(ies) and procedure(s) for compliance with FWHA regulations, OSHA, and independent contractor relations.

File Retention: Review current filing system, policy, procedures, and provide written report with recommendations.

- Driver Qualification
- Non-FHWA files
- Accident Files
- Incident Files
- CR files
- Vehicle Files
- Client can opt to have included in the report a suggested file system, written SOP, and retention schedule.

2. Training:

TCC offers the following training programs. These programs can be conducted on-site or via a webinar. Some sessions are pre-recorded session and all programs can be customized to fit customer specifics and/or needs.

- **FHWA Compliance**
 - Driver
 - Driver Orientation (includes CSA)

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2. Training:

- Monthly Safety & Compliance Meetings
 - As needed/necessary
- Non-Management staff
 - FHWA101 – Introduction (includes CSA)
 - FHWA201 – Refresher
- Management
 - FHWA100 – Introduction (includes CSA)
 - FHWA200 – What is a Compliance Review/Intervention
- **Safety**
 - Driver
 - Driver Orientation
 - Monthly Safety & Compliance Meetings
 - As need/necessary
 - Non-Management Staff
 - Safety101 – Introduction
 - Safety201 – Refresher
 - Management
 - Safety100 – Introduction
 - Safety200 – Risk Factors
- **Vendor Relations**
 - Independent Contractors
 - VR500 - Introduction
 - VR501 - Refresher
 - Non-Management Staff
 - VR101 – Introduction
 - VR201 - Refresher
 - Management
 - VR100 – Introduction
 - VR200 – Risk Factors & Current Information



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3. Safety

Accident Prevention: Accident prevention programs to help reduce accidents. Program includes accident review in order to determine cause and counter measures.

- Policy
- Training
- Accountability/Corrective Action

Share the Road Program: TCC in conjunction with the FHWA is working to educate all road users on sharing the road with each other. TCC has taken this program one step further by creating customized training presentations and materials that companies can use to build stronger safety programs that go beyond the highway and into their offices, their customer's facilities, and their employee's homes.

4. Vendor Relations Programs

Independent Contractor Program:

An in depth review of a company's Independent Contractor Program to ensure compliance with FHWA and other government agency rules and regulations. The review of the IC Program includes review of current ICA contract, policies, procedures, insurance programs, and training for both the ICs and the client's staff.

Review includes a written report with recommendations.

Independent Contractor Program Set Up:

Assist company with creating a program by helping create standard procedures for legally and effectively working with independent contractors. Assistance includes guidance with ICA contract, policies, procedures, insurance programs, and creating training program for both the ICs and the client's staff. This includes ICR training of staff prior to program being implemented.

Vendor Program: This is a review of third party companies used by the client to perform certain functions and/or duties that the client cannot do and/or has opted not to do (i.e., building maintenance, hazardous materials transportation, system support, etc.)

- Review and audit the vendor program to ensure that the client's risk and liability are reduced from exposure, cost, expenses, and compliance issues. This review includes a review of the vendor agreement, vendor's insurance, SafeStat status, CSA scores, Debarment status, and the overall program.
- Audit vendor files.
- Assist with document gathering & file reconstruction, after TCC audit.
- A written audit report with recommendations for review and file audit are included as part of the program.



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5. Consulting

TCC S&C Department: Outsource your Safety and Compliance Department to TCC. This can include on-site TCC staff members at client facility to perform daily S&C functions.

- Dedicated Safety & Compliance Specialist in order to assist client with FHWA and contractor relations matters.
- Assist client with driver, file, vehicle, and vendor management.
- Assist client with accident and incident management regarding driver, vehicle, trailer, and agents.
- Day to day administrative duties (e.g., filing, answering calls, data entry, etc.) as they relate to S&C.
- Assist client and/or help facilitate the gathering and/or obtaining the necessary permits, IRP, IFTA, etc. in order for the driver and/or unit to run.
- 24-hour on call service (additional cost).
- Claims assistance/act as liaison to carrier insurance company.
- Act as carrier's safety and DOT representative for DOT purposes.
- Immediate and 24 hour access to safety, compliance, and ICR experts.

Consultant: Contact TCC Industry Experts whenever you have a safety, compliance, and/or contractor relations question. TCC is here to assist the client wherever the client needs assistance and if for any reason TCC does not have the answer the client can go back to doing what they need to do and rest assured that TCC will research and find the answer. This includes assist with:

- The creation of a Safety and Compliance Department, standard operating procedures, and any relevant programs, steps, etc. that will ensure safety and compliance for the company and drivers.
- The creation of an ICR Department, standard operating procedures, and any relevant programs, steps, etc. that will ensure safety and compliance for the company.
- Permits and authorities
- Insurance providers
- Communication and/or contact with relevant industry experts
- Other third party vendors that will assist the company comply with FHWA regulations, improve and monitor safety, etc.

TCC Staff Member Services: As a TCC Member you will have access to all of TCC services to include a quarterly newsletter, current industry updates, blogs, and any relevant information that meets your company's needs.