



MSEA Safety Seminar

Dedicated to helping association members create a safer work environment

Do you have questions about the **DOT rules** as related to the **Federal Motor Carriers Safety Regulations**? Would you like to better understand what records are required and the best way to keep these records? Then plan to attend:

The ***DOT Record Keeping Seminar*** sponsored by the MSEA and Sisk & Company. This seminar is open to all interested parties. If you are a safety manager, supervisor, operations manager or other office/field person that is responsible for maintenance, hiring of drivers, processing of drivers, or qualification of drivers and/or administration of the drug and alcohol testing process, this program will be beneficial. Topics include:

- Definitions used in the Federal Motor Carrier Regulations
- Sections of the Federal Motor Carrier Regulations that apply
- Logbooks and hours of service
- Drug and alcohol testing files
- How to set up files
- What to keep vs. what to discard
- Driver training requirements and documentation of training
- Accident records and files
- Personnel files vs. Driver Qualification files
- Maintenance files
- Driver investigation history files
- Record storage requirements
- Record retention requirements
- What you can expect during a DOT audit

Attendees will leave with useable samples of all driver files and documents; an understanding of what recordkeeping is required of the Federal Motor Carrier Safety Regulations and where to find the regulations that apply to carriers.

The seminar will be held at: _____

The date is: _____

The time is: Registration from _____; or register on line or call
The seminar will run from (4 hours)

This seminar is **FREE for Sisk & Company clients**.
For non-Sisk clients there is a \$50 per person charge, payable by check or cash at the door.

If interested in attending, register on line at
www.gomsea.org/registration.htm
or call Denise Bender at 888-333-6620 to reserve your place.

Seating is limited – mark your calendar and register today

SISK & CO.

1700 Broadway, Suite 1000
Denver, CO 80290
Phone 888.333.6620
303.831.7100
Fax 303.831.7377