

Essential Recordkeeping

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

The Federal Motor Carrier 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 training are provided****

Location: NHMTA Training Room
19 Henniker St.
Concord, NH 03301

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



Three day cancellation required for reimbursement

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

Brought to you by:



PO BOX 3898 • CONCORD, NEW HAMPSHIRE 03302-3898 • PH: 603-224-7337 • FAX: 603-225-9361 • LISAJO@NHMTA.ORG

Essential Recordkeeping - Please return this portion along with payment to: PO Box 3898, Concord NH 03302-3898

I'm a member of: NHMTA Non-member (Please make check payable to NHMTA)

Company: _____

Address: _____

Phone Number: _____

Attendee(s): 1. _____

3. _____

(Make check payable to member organization)
 Fee Enclosed: \$ _____

Invoice (members only)

Email: _____

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

2. _____

4. _____

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

Payment Type: Credit Card _____ Exp _____ / _____ CVV2 _____

Check Invoice (Members ONLY)

Zip Code _____

06262017AM