



LIST OF SERVICES

Access to Safety Contact

1. Qualified Safety Representative on call 24 hours a day

Driver File Set Up

1. Comprehensive DOT driver file
2. Background investigation by our representatives
3. Application review and providing company driver qualifications and recommendation.
4. Scheduling pre-employment drug screening per company request
5. Notification of pre-employment drug test result to company
6. Driver Qualification File (DQF) as required by DOT

Log Book and Maintenance Set Up

1. Receiving logs within 13 days following completion of log forms.
2. Maintaining Driver's Logs.
3. Auditing logs for violations.
4. Notification of missing logs and drivers with critical violations
5. Critical violations will require a consultation with the driver (virtual or in person)

Safety Meetings – Initial Safety Meetings for New Clients, Quarterly Updates and Annual Review

1. Reviewing Log Book procedures
2. Reviewing Accident protocol
3. Other Safety Protocol (ex. Talk, Text, Drug & Alcohol)

Hazmat Training

1. Hazmat handling procedures
2. Loading and Unloading
3. Proper documentation

Drug & Alcohol

1. Established Drug & Alcohol Policy to be signed by Driver.
2. Account set up with Drug & Alcohol testing facility.
3. Pre-employment testing as required by DOT for all new hires.
4. Random
 - a. Drivers are included in a consortium, the testing facility randomly selects drivers (computer generated)
 - b. Drug testing will test 50% of the group annually.
 - c. Alcohol testing will test 10% of the group annually.

5. Accidents – Post occurrence procedure
 - a. Driver must contact Granados Enterprises LLC to notify us of accident.
 - b. Drive will be directed to the nearest drug and alcohol testing facility.
 - c. Drug testing must be conducted within 32 hours.
 - d. Alcohol testing done within 8 hours.
 - e. Request Police report for documentation purposes.
6. Return to Duty
 - a. Post Testing Positive Procedure
 - i. During first year back on duty there will be minimum of six (6) tests performed randomly
 1. Some cases may require a longer term that can last up to five (5) years
7. Reasonable Suspicion
 - a. A trained agent will perform an on-site training for an authorized employee to observe a driver for drug and alcohol misuse.

Truck Maintenance Documentation Set Up

1. Reviewing all roadside observation reports done on trucks for unsafe operations.
2. Will retain records in house for up to one year and six months after vehicle leaves carrier asset ownership list
3. Maintenance program will be created if one does not exist.

Audits

1. Safety Representative will represent your company at a DOT Audit regarding:
 - a. Driver Files
 - b. Logs
 - c. Maintenance Files
 - d. All Drug Testing
 - e. DOT Inspections
 - f. Accident Reports

Accidents

1. Account Representative will be available for accident reporting (24 hours a day)
2. Will assist and direct Driver to the nearest Drug & Alcohol location (if needed)
3. Will retrieve Accident Reports on ALL accidents

International Fuel Tax Agreement (IFTA) – (additional fee of \$25/month)

1. IFTA Quarterly filing

Notary Services

This service is **free** and available exclusively for our clients. Just walk into our office, or for more personalized service, contact us to schedule an appointment so we're prepared for your visit.

Drive with Confidence – our carrier safety solution gives you peace of mind.

Laredo Motor Carriers Association, Member