



## **SAFETY COMPLIANCE & TRAINING LLC**

# **CERTIFIED DOT COMPLIANCE MANAGER® TRAINING SCHEDULE AND TOPICS**

### **DAY 1: 8:00 AM – 5:00 PM (Motor Carrier Requirements)**

Class / Instructor Introduction	8:00 AM	-	8:30 AM
(1) Introduction to DOT / FMCSA & Audits	8:30 AM	-	10:00 AM
(2) Applicability of DOT Regulations (Interstate / Texas Intrastate)	10:00 AM	-	12:00 PM
<b>Lunch</b>	<b>12:00 PM</b>	-	<b>1:00 PM</b>
(3) Commercial Driver's License (Part 383 / Texas CDL Law)	1:00 PM	-	2:30 PM
(4) DOT Operating Permits – USDOT # : MC # : TXDMV # : Unified Carrier Registration : International Fuel Tax Agreement (IFTA) : Heavy Vehicle Use Tax 2290 : Commercial Vehicle Registration (International Registration Plan) / Texas Combination Plates; Texas Token Trailer Registration;	2:30 PM	-	5:00 PM

### **DAY 2: 8:00 AM – 5:00 PM (Driver Compliance)**

Day 1 Review	8:00 AM	-	9:30 AM
(5) Driver Qualification & File Preparation Exercise (Part 391)	9:30 AM	-	12:00 PM
<b>Lunch</b>	<b>12:00 PM</b>	-	<b>1:00 PM</b>
(6) Drug & Alcohol Testing / Clearinghouse Program (Part 382)	1:00 PM	-	3:00 PM
(7) Hours of Service (Part 395) / Texas Hours of Service (TAC 4.12)	3:00 PM	-	5:00 PM

### **DAY 3: 8:00 AM – 5:00 PM (Vehicle Equipment Requirements)**

(8) Inspection, Repair, and Maintenance - Vehicle Files (Part 396)	8:00 AM	-	10:30 AM
Day 3 – Course Exercise	10:30 AM	-	12:00 PM
<b>Lunch</b>	<b>12:00 PM</b>	-	<b>1:00 PM</b>
(9) Vehicle Equipment (Part 393) / CVSA Out of Service Criteria	1:00 PM	-	5:00 PM

### **DAY 4: 8:00 AM – 5:00 PM (Hazardous Materials Transportation)**

(10) Transporting Hazardous Materials (Part 397)	8:00 AM	-	9:00 AM
(11) Introduction to Hazardous Materials Regulations	9:00 AM	-	10:30 AM
(12) Hazardous Materials – Applicability & Definitions	10:30 AM	-	12:00 PM
<b>Lunch</b>	<b>12:00 PM</b>	-	<b>1:00 PM</b>
(13) Hazardous Materials – 101 Table & Shipping Papers	1:00 PM	-	2:30 PM
(14) Hazardous Materials – Markings, Labeling, and Placarding	2:30 PM	-	5:00 PM

## **DAY 5: 8:00 AM – 5:00 PM (HM Continued / CDM Final Exam)**

(15) Hazardous Materials – Emergency Response, Hazmat Training, and Cargo Tank Vehicles	8:00 AM - 10:00 AM
(16) Course Review	10:00 AM - 12:00 PM
<b>Lunch</b>	<b>12:00 PM - 1:00 PM</b>
(17) Certified DOT Compliance Manager Final Exam	1:00 PM - 5:00 PM

## **COURSE TOPIC DESCRIPTIONS**

**(1) Introduction to FMCSA & Audits** – A brief overview of the administration and its mission. The participants will learn about compliance review audits, safety measurement scores, company safety ratings and suggested improvement methods.

**(2) Applicability of the DOT Regulations (Part 390)** – The participants will learn when a driver is subject to the regulations in interstate and intrastate commerce. Discussion includes how to determine operation, and the Texas Administrative Code rules governing Texas Motor Carriers.

**(3) Commercial Driver's License (Part 383 / Texas Admin Code)** – The participants will learn when a CDL is required while operating different vehicle combinations, including endorsements and restrictions. Discussion includes Texas CDL applicability and exemptions.

**(4) DOT Operating Permits** – (MC#, USDOT#, TXDMV#, UCR) – The participants will learn what permits are needed to operate in interstate and intrastate commerce. The participants will learn when a motor carrier is required to pay both IFTA and HVUT taxes. The participants will learn about the International Registration Plan, Texas Combination Plates, Texas Token Trailer Plates.

**(5) Driver Qualification (Part 391)** – The participants will learn about minimum requirements for hiring qualified drivers and how to correctly build driver qualification files. Discussion includes the liabilities associated with drivers and the processes that FMCSA has in place to hire the most qualified drivers.

**(6) Drug & Alcohol / Clearinghouse (Part 382)** – The participants will learn about drug and alcohol testing program requirements and using the Clearinghouse Database. Discussion includes testing periods, DOT vs NON-DOT testing pools, and additional requirements from contractors / customers.

**(7) Hours of Service / Electronic Logging Devices (Part 395)** – The participants will learn the Hours of Service rules for interstate and intrastate drivers along with the rules and requirements governing the use of electronic logging devices. Discussion includes short-haul exemption, personal conveyance, and liabilities associated with off-duty use of commercial motor vehicles.

**(8) Inspection, Repair, and Maintenance (Part 396)** – The participants will learn the criteria required for a company's vehicle maintenance program and the required documentation for vehicle maintenance files.

**(9) Vehicle Equipment Standards (Part 393) / Out of Service Criteria** – The participants will learn the in-depth motor carrier safety standards for vehicle equipment and the violations that place a vehicle or driver OOS. Discussion includes how to combat incorrect or erroneous violations from inspectors utilizing CVSA Operational Policy 15.

**(10) Transporting Hazardous Materials** – The participants will learn the basic rules governing the transportation of hazardous materials by drivers in Part 397.

**(11) Introduction to Hazardous Materials Regulations** – The participants will learn about the Pipeline and Hazardous Materials Safety Administration, hazardous materials handbook, and hazmat registration.

**(12) Hazardous Materials – Applicability & Definitions** – The participants will learn when the hazardous materials regulations apply to transportation functions and various definitions for transport vehicles and packagings.

**(13) Hazardous Materials – 101 Table & Shipping Papers** – The participants will learn how to use the HM 101 Table, and requirements for shipping papers.

**(14) Hazardous Materials – Markings, Labeling, and Placarding** – The participants will learn about and when markings, labels, and placards required for packages of different types of hazardous materials are required for transportation functions.

**(15) Hazardous Materials – Emergency Response, Training, and Cargo Tank Vehicles** – The participants will learn about the required emergency response information during transport, training requirements for hazmat employees, and cargo tank vehicle specification and testing.

**(16) Course Review** – The participants will review all material learned from the week.

**(17) Certified DOT Compliance Manager Course Exam** – Participants will have four hours to complete the 100-Question written exam to earn the designation of Certified DOT Compliance Manager (CDM).

