



UTILITIES AND TRANSPORTATION COMMISSION

Completed Activity Report Motor Carrier Safety

Upload? Yes No

1. Investigator(s): Richard Smith 2. Assignment No.: 109101

3. Current Date: 5-23-2009 4. Date of Activity: 5-22-2009

5. Carrier Name: O'Keeffe Enterprises LLC d/b/a Havenwood Caregiver Services ✓

6. Permit: THG-63194 7. Industry Code: 207

8. MOTCAR No.: ID 4952

*Provisional 3/9/08
Suspended 2/11/09
Lifted 4/2/09*

9. DOT No.: None 10. MC No.: _____

11. **Destination Check**

Attached is a copy of the Destination Check Safety Plan.

- Number of buses inspected: # of 9-15 passenger _____ # of 16+ passenger _____
- Number of vehicle inspections: Level 1 _____ Level 2 _____ Level 3 _____ Level 5 _____
- Describe any special emphasis placed on the destination check and the results:

- What might we do differently to increase our success at the next destination check:

12. **Safety Complaint**

Attach a copy of the Individual Safety Complaint Plan.

- What activity did staff complete for this safety complaint:
 - Compliance review
 - Technical assistance
 - Number of vehicle inspections: Level 1 _____ Level 2 _____ Level 5 _____
 - Unannounced terminal visit
 - Other (please explain): _____

13. **New Entrant – Charter, Auto Transportation**

- Is this carrier referred by FMCSA, operating intra and interstate: Yes No
- Is this carrier based in another state, requesting intrastate authority: Yes No
- Is this carrier based in Washington, requesting intrastate authority: Yes No
- Did staff complete the following:
 - ◆ Inspect all vehicles between three and nine months? Yes No
 - Number of vehicle inspections: Level 1 _____ Level 2 _____ Level 5 _____
 - ◆ Conduct a CR/SA between three and nine months? Yes No CR SA

14. **New Entrant– HHG**

- Is this carrier referred by FMCSA, operating intra and interstate: Yes No
- Is this carrier based in another state, requesting intrastate authority: Yes No
- Is this carrier based in Washington, requesting intrastate authority: Yes No
- Did staff complete the following:
 - ◆ Inspect all vehicles between three and eighteen months? Yes No
 - Number of vehicle inspections: Level 1 _____ Level 2 _____ Level 5 _____
 - ◆ Conduct a CR/SA between three and eighteen months? Yes No CR SA
 - ◆ Conduct technical assistance within three months? Yes No

15. **Individual Safety Plan Only:**

Attach a copy of the Individual Carrier Safety Plan.

- What activity did staff complete for this safety complaint:
 - Compliance review
 - Technical assistance
 - Number of vehicle inspections: Level 1 _____ Level 2 _____ Level 5 _____
 - Unannounced terminal visit
 - Other (please explain): _____

16. **Compliance Review Data:**

- Safety Rating: Satisfactory Unsatisfactory Conditional
- Number of vehicles operated: 0 *Vehicles rented*
- Number of drivers operated: 1
- Total miles for prior year: 6850
- Recordable accidents for prior year: 0
- Accident Ratio: N/A

17. Part B Violations:

Part	Violations	Part	Violations	Part	Violations
382/40		383		387	1
390		391	4	392	
395	1	396	1	397	

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18. Vehicle Inspection Data:

	MC	MB 1-15	MB 16+	SB 1-8	SB 9-15	SB 16+	VAN 1-8	VAN 9-15	TRK	TT	TRA
Inspections											
Defective Vehicles											
OOS Vehicles											
Location											
Level											

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19. Vehicle Inspection Violations:

	MC	MB 1-15	MB 16+	SB 1-8	SB 9-15	SB 16+	VAN 1-8	VAN 9-15	TRK	TT	TRA
Brakes											
Steering											
Lights											
Tires, wheels, rims											
Horn											
Windshield and Wipers											
Mirrors											
Emergency Equip, Exits											
Coupling Devices											
Frame											
Suspension											
Exhaust											
Other											

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20. Driver Inspection Violations:

Medical Card	Medical Waiver	Hours of Service	Drivers License
No medical card			

21. Relevant carrier history, if any: Provisional New Application. No prior CR activity.

22. Findings: Please see Part C page of CAPRI report. Since this is a new company with no prior CR, no penalties are recommended. However, a UTC compliance letter and a 15 day response letter from the company to explain a plan of action in resolving violations as noted in Part B is appropriate.

23. Recommended Action:

- No further action.
- Notify the company in writing of the findings by providing a copy of the CR, vehicle inspection report, safety audit or other similar document.
- Require the company to submit a compliance plan and copy of new medical card(s) in response to the 15-day letter requirement.
- Recheck – Compliance review (Date: _____)
- Revisit to recheck a specific issue (Date: _____)

Describe: _____

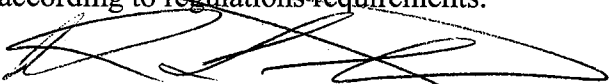
- Send the company a compliance letter. Require a response: Yes No
- Issue administrative penalties in the amount of \$ _____
- Issue a complaint.
- Stop company operations.

24. Is this carrier considered a high risk carrier as a result of this activity?

- Carrier accident ratio is higher than aggregate ratio.
- Carrier had an out-of-service ratio 25% or higher at the last vehicle inspection.
- Carrier had a defect ratio 75% or higher at the last vehicle inspection.
- Carrier received more than one conditional or unsatisfactory compliance review rating in more than one of the last four compliance reviews (or less than four if four are not completed).
- Other (please explain): _____

25. Additional Comments: Except as noted in findings above, the company received a satisfactory rating and is believed to be/will operate safe and according to regulations requirements.

Investigator's signature: Richard Smith



Initial review by:

D. Pratt

Date:

5/27/09

Reviewer's recommendation:

Agree with rec's. Send 15-day letter and verify medical card obtained - Please be firm in letter about seriousness of not having medical card & note that there will be penalties if we find a repeat!

Final review by:

Thats Rick D. Pratt

Date:

D. Pratt 12/7/09

Reviewer's recommendation:

12/7/09 OK to issue perm authority

Date closed: 5/27/09 By: CAC
cc: Rich Smith

Company name O'Keeffe Enterprises LLC Assignment # 109101

Staff Assigned Richard Smith



US DOT #
000000

Legal: O'KEEFFE ENTERPRISES LLC
Operating (DBA): HAVENWOOD CAREGIVER SERVICES

MC/MX #: 000000 State #: THG-63194 Federal Tax ID: 20-2967119 (EIN)

Review Type: Compliance Review (CR)

Scope: Principal Office Location of Review/Audit: Company facility in the U. S. Territory:

Operation Types Interstate Intrastate

Carrier: N/A Non-HM
Shipper: N/A N/A
Cargo Tank: N/A

Business: Individual
Gross Revenue: \$64,076.00 for year ending: 12/31/2008

Company Physical Address:

2713 E Sprague
Spokane, WA 99220

Contact Name: Dwayne Blackburn
Phone numbers: (1) 509-535-1546 (2) Fax 509-535-4635
E-Mail Address: dwayne.blackburn@hotmail.com

Company Mailing Address:

2713 E Sprague
Spokane, WA 99220

Carrier Classification

Authorized for Hire Private Property

Cargo Classification

General Freight Household Goods

Does carrier transport placardable quantities of HM? No
Is an HM Permit required? N/A

Driver Information

	Inter	Intra	Average trip leased drivers/month: 0
< 100 Miles:		1	Total Drivers: 1
>= 100 Miles:		0	CDL Drivers: 0

Equipment

	Owned	Term Leased	Trip Leased	Owned	Term Leased	Trip Leased
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Truck	0	0	1			
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Power units used in the U.S.: 1

Percentage of time used in the U.S.: 100





HAVENWOOD CAREGIV. SERVICES (O'KEEFFE ENTERPRISES,)

U.S. DOT #: 000000

State #: THG-63194

Review Date:

05/22/2009

Part A

QUESTIONS regarding this report or the Federal Motor Carrier Safety Regulations should be address to:
Washington Utilities & Transportation Commission

P.O. Box 47250, Olympia, WA. 98504-7250
Attention: Richard Smith (360) 664-1236 Office, (360) 701-1601 Cell.
RSmith@utc.wa.gov

This report will be used to assess your safety compliance.

Person(s) Interviewed

Name: Dwayne Blackburn

Title: Moving Manager

Name:

Title:





Part B Violations

STATE	Primary:	Secondary:	CFR Equivalent:	Discovered	Checked	Drivers/Vehicles In Violation	Checked
1	387.7(d)		387.7(d)	1	1	1	1
Description Failing to maintain at principal place of business required proof of financial responsibility.							
Example 5-22-09 company could not provide copy of MCS 90 at PPOB							
2	391.11(b)(6)	391.11(a)	391.11(b)(6)	1	1	1	1
Description Failing to require driver to furnish list of motor vehicle traffic violations each 12 months.							
Example Driver Dwayne Blackburn on 5-22-09 has not furnished company with previous 12 months of traffic violations document.							
3	391.23(a)		391.23(a)	1	1	1	1
Description Failing to investigate driver's background.							
Example Background check was not completed for Dwayne Blackburn on 5-22-09.							
4	391.25(a)		391.25(a)	1	1	1	1
Description Failing to make an inquiry into the driving record of each driver to the appropriate State agencies in which the driver held a commercial motor vehicle operator's license at least once every 12 months.							
Example No driving record completed for Dwayne Blackburn on 5-22-09 for previous 12 months.							
5	391.45(a)	391.11(a)	391.45(a)	1	1	1	1
Description Using a driver not medically examined and certified.							
Example Dwayne Blackburn has not been medically certified during previous 24 months on 5-22-09.							
6	395.8(f)		395.8(f)	1	30	1	1
Description Failing to require driver to prepare record of duty status in form and manner prescribed.							
Example March 23, 2009 Driver Dwayne Blackburn, using 100 air mile exemption, shows start and stop time on his record of duty status but no driving time is noted.							





Part B Violations

7 STATE	Primary: 396.3(b) CFR Equivalent: 396.3(b)	Discovered 1	Checked 1	Drivers/Vehicles In Violation 1	Checked 1
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Description

Failing to keep minimum records of inspection and vehicle maintenance.

Example

On 5-22-09 DVIR's not kept in file for previous 90 days.

Safety Fitness Rating Information:	OOS Vehicle (CR): 0
Total Miles Operated 6,850	Number of Vehicle Inspected (CR): 0
Recordable Accidents 0	OOS Vehicle (MCMIS): 0
Recordable Accidents/Million Miles 0.00	Number of Vehicles Inspected (MCMIS): 0

Your proposed safety rating is :

SATISFACTORY

Rating Factors		Acute	Critical
Factor 1:	S	0	0
Factor 2:	S	0	0
Factor 3:	S	0	0
Factor 4:	S	0	0
Factor 5:	N	0	0
Factor 6:	S	-	-

Null
Null



**Part B Requirements and/or Recommendations**

1. IF YOU WANT A COPY OF YOUR INTRASTATE CARRIER PROFILE, CONTACT MS. CAROLYN CARUSO @ 360-664-1244.
2. If you have any questions concerning this report,, please contact the Washington Utilities & Transportation Commission @
UTC
PO BOX 47250
OLYMPIA, WA 98504
ATTN: RICK SMITH
360-664-1236
3. Retain on file a properly completed & current copy of your form MCS-90 financial responsibility endorsement.
4. Obtain a copy of each driver's driving record and review it annually.
5. Ensure that drivers provide a 10-year employment history on their employment application.
6. If you want some drivers to use the 100 air-mile radius exemption, make sure that the drivers meet all terms of the exemption, including being released from duty no more than 12 hours from when they report for duty. Logs must be prepared if a driver does not meet the 12 hour requirement.
7. Ensure that all drivers are fully and properly qualified before operating in interstate commerce. Maintain a complete file as required for each driver, documenting the qualification process.
8. Do not allow drivers to drive interstate unless they have been physically re-examined each 24 months.
9. Use of radar detectors or similar devices on commercial vehicles is illegal. Do not require or permit drivers to use them. Take appropriate disciplinary action against drivers if they are using such devices.
10. Require all drivers to prepare complete and accurate records of duty status for each day, and to submit them within 13 days. Maintain all duty status records on file, with all supporting documents, for at least 6 months.
11. Require all drivers to prepare a written inspection report for each day a vehicle is operated. Ensure that each report is signed by the driver, certified, and reviewed if defects are reported, then kept in the vehicle for a day.
12. Ensure that all documents supporting records of duty status (such as toll, fuel repair and other on-the-road expense receipts, as well as invoices, bills of lading, dispatch records, etc.) are kept on file for at least 6 months.
13. Periodically review the maintenance and inspection records for all lease vehicles as required by Part 396 of the FMCSR. Keep a record to document these reviews and notify the vehicle owner of any violations detected.
14. Review with your drivers periodically the procedures for doing pre-trip and post-trip inspections. Ensure that safety defects reported by drivers on their Vehicle Inspection Reports (VIR) are repaired before the vehicle is re-dispatched. Require drivers to prepare Vehicle Inspection Reports on a daily basis. Keep them on file for 90 days.
15. Within 15 days, send a letter to the UTC describing what actions you have taken in response to this review to ensure that you are complying with the Federal Motor Carrier Safety Regulations.

ADDRESS THE LETTER TO:





HAVENWOOD CAREGIVER SERVICES (O'KEEFFE ENTERPRISES, INC.)

U.S. DOT #: 000000

State #: THG-63194

Review Date:

05/22/2009

Part B Requirements and/or Recommendations

UTC
C/O RICHARD SMITH
PO BOX 47250
OLYMPIA, WA 98504-7250





Part C

Reason for Review: Other Compliance Review

Planned Action: Compliance Monitoring

Safestat Category:

Parts Reviewed Certification:

325	382	383	387	390	391	392	393	395	396	397	398	399	171	172	173	177	178	180
	✓	✓	✓	✓	✓	✓	✓	✓	✓									

Prior Reviews

Prior Prosecutions

Unsat/Unfit Information

Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle?

Does carrier transport placardable quantities of hazardous materials?

Unsat/Unfit rule: Not Applicable

Corporate Contact: Dwayne Blackburn
Corporate Contact Title: Operations-Safety Manager

Special Study Information:

Remarks:

Mr. Dwayne Blackburn, Moving Manager, was contacted at the carriers terminal located at 2713 E. Sprague, Spokane WA on May 22, 2009 for the purpose of conducting a compliance review.

This carrier rents trucks for it's business operation from Commercial Budget Rentals located in Spokane. The rental truck's GVWR is commonly over 10,001 lbs, but under 26,000 lbs. No CDL is required to drive this size truck. The company's sole driver at this time is Dwayne Blackburn. He employees two non-driver help for loading and off loading of HHG property. The company stays within 100 air miles of its operation and use this exemption for drivers log purposes.

The carrier was requested to produce the following information at least 48 hours before this compliance review was scheduled:

- * Financial responsibility
* Crash information
* Driver qualification files
* Hours of service records
* Inspection, repair and maintenance records including annual (periodic) inspections
* Controlled substance and alcohol testing records, if applicable
* Commercial driver's license information, if applicable

The company maintains supporting documents consisting of daily trip records, time cards, roadside inspection reports, and other data.

Ms Blackburn is responsible for the supporting documents and located at the carrier's principal place of business. Files are maintained by driver, trip or date depending upon the type of record.

Records of duty status could be compared to various supporting documents such as payroll records by checking time and date.

The international sampling method was used in conducting the compliance review.

This carrier was found with several violations as indicated in Part B of this report. Mr. Blackburn explained that his company is new and still learning compliance requirements. His attitude was good and showed a genuine behavior of caring and





Part C

wants to be in full compliance to operate as a safe company.


This carrier is insured by Philadelphia Insurance # G9352 General Liability and Lloyds of London #SIM1019 cargo insurance,

Mr. Blackburn did not have a valid medical card explaining he had misunderstood the requirement to have one. He thought a medical card was only required if he were a CDL driver. Mr. Blackburn has a medical appointment to obtain his card on May 26. He was asked to send UTC proof of his obtaining one. He was also asked to send a 15 day letter containing information of his plan to resolve violations as shown in part B. He was also advised that he could be receiving a compliance letter from UTC.

The proposed safety rating is satisfactory.

Upload Authorized:	Yes	No	
Authorized by:			Date:
Uploaded:	Yes	No	Failure Code:
Verified by:			Date:



	US DOT # 000000	Legal: O'KEEFFE ENTERPRISES LLC Operating (DBA): HAVENWOOD CAREGIVER SERVICES
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MC/MX #: 000000 **State #:** THG-63194 **Federal Tax ID:** 20-2967119 (EIN)

Review Type: Compliance Review (CR) - Receipt

Scope: Principal Office **Location of Review/Audit:** Company facility in the U. S. **Territory:**

Operation Types	Interstate	Intrastate	Business: Individual Gross Revenue: \$64,076.00 for year ending: 12/31/2008
Carrier:	N/A	Non-HM	
Shipper:	N/A	N/A	
Cargo Tank:	N/A		

Company Physical Address:

2713 E Sprague
Spokane, WA 99220

Contact Name: Dwayne Blackburn
Phone numbers: (1) 509-535-1546 (2) **Fax** 509-535-4635
E-Mail Address: dwayne.blackburn@hotmail.com

Company Mailing Address:

2713 E Sprague
Spokane, WA 99220

Report Summary

Report	# of Pages
Part A - General	2
Part B - Violations	2
Part B - Recommendations	1
Review/Audit Receipt Page	1
Total Pages	6

Disclaimer: By signing below, I acknowledge that I have received a copy of this review/audit and agree with the total number of pages indicated (above) for each document. My signature does not imply agreement with the findings of the review/audit, however they have been discussed in detail with me.


QUESTIONS regarding this report or the Federal Motor Carrier Safety Regulations should be address to:
Washington Utilities & Transportation Commission

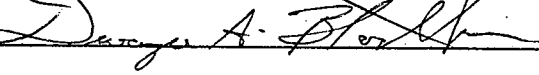
P.O. Box 47250, Olympia, WA. 98504-7250
Attention: Richard Smith (360) 664-1236 Office, (360) 701-1601 Cell.
RSmith@utc.wa.gov

This report will be used to assess your safety compliance.

Person(s) Interviewed

Name: Dwayne Blackburn **Title:** Moving Manager
Name: **Title:**

Reported By:  **Title:** local Auditor **Code:** WA0580 **Date:** 5/22/2009

Received By:  **Title:** Moving Manager



CARRIER INFORMATION FACT SHEET

FULL AND CORRECT CORPORATE NAME: O'Keeffe Enterprises LLC

PHYSICAL STREET ADDRESS : 2713 E Sprague, Spokane WA 99202

MAILING ADDRESS : P.O. Box 2944 Spokane WA, 99220

PRINCIPAL OFFICE CITY: 2417 N Cole Rd, Boise, ID 83704

STATE / ZIP CODE

PHONE NUMBER (509) 535-1546
TOLL FREE ()

FAX NUMBER (509) 535-4635

STATE OF INCORPORATION- Washington IN BUSINESS SINCE - 2006

PRINCIPAL CARGO TRANSPORTED: Household Goods

CIRCLE STATES OR PROVINCES OPERATED IN OR THOUGH:

UNITED STATES:

AK AL AR AZ CA CO ST DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
MO MS MT NC ND NE NH NJ NM NY NV OH OK OR PA RI SC SD TN TX UT VT
VA WA WV WI WY (OR 48 STATES)

CANADA: AB BC MB NB NF NT NS ON PE PQ SK YT

FOR-HIRE CARRIER WITH MC AUTHORITY LIST DOCKET NUMBERS LIST
BELOW: 0

US-DOT #: N/A

MC #: N/A

TOTAL MILES OPERATED IN THE LAST 12 MONTHS:

TOTAL NUMBER OF DRIVERS- 1

TOTAL NUMBER OF DRIVERS WITH CDLs: 0

TOTAL NUMBER OF DRIVERS THAT STAY WITHIN 100 AIR MILES RADIUS
INTRASTATE: 1

TOTAL NUMBER OF DRIVERS THAT GO BEYOND 100 AIR MILES RADIUS
INTRASTATE: 1

INSURANCE INFORMATION:

NAME OF INSURANCE COMPANY (NOT AGENT)
Philadelphia Insurance # G9352- General Liability &
Lloyds of London #SIM1019- cargo insurance

EXACT NAME OF INSURED INDICATED IN POLICY **O'Keeffe Enterprises**
LLC, dba Havenwood

AMOUNT OF PUBLIC LIABILITY INSURANCE PRIMARY \$ 1,000,000
EXCESS \$ 1,000,000

EFFECTIVE DATES OF COVERAGE: FROM 02/20/2009
TO 02/20/2010

***ATTACH LATEST INSURANCE COMPANY LOSS RUN – No Company Loss**

NAME OF PERSON

COMPLETING THIS FORM: Dwayne Blackburn/Robert Pierce
TITLE: Moving Mgr/Director of Operations DATE: 05/18/2009

PLEASE LOOK OVER THE FOLLOWING QUESTIONS. IF YOU ANSWER YES TO ANY OF THE FOLLOWING PLEASE CALL ME BEFORE THE COMPLIANCE REVIEW AUDIT BEGINS.

- 1) HAVE YOU USED A DRIVER WHO HAS AN ALCOHOL CONCENTRATION OF 0.04 OR GREATER? **No**
- 2) HAVE YOU USED A DRIVER WHO HAS REFUSED TO SUBMIT TO AN ALCOHOL OR CONTROLLED SUBSTANCES TEST REQUIRED UNDER PART 382? **No**
- 3) HAVE YOU USED A DRIVER WHO HAS TESTED POSITIVE FOR A CONTROLLED SUBSTANCE? **No**
- 4) HAVE YOU USED A DRIVER WHO HAS OPERATED A COMMERCIAL MOTOR VEHICLE WITHOUT A VALID COMMERCIAL DRIVER'S LICENSE? **NA**
- 5) HAVE YOU ALLOWED, REQUIRED, PERMITTED, OR AUTHORIZED AN EMPLOYEE WITH A COMMERCIAL DRIVER'S LICENSE WHICH IS SUSPENDED, REVOKED OR CANCELED BY A STATE OR WHO IS DISQUALIFIED TO OPERATE A COMMERCIAL MOTOR VEHICLE? **NA**

TELEPHONE NUMBER:

EQUIPMENT OWNERSHIP: LIST NUMBER OF VEHICLES IN EACH CATEGORY

H/M	TRUCK	H/M TANK
TANK TRUCK	TRUCKS TRACTORS	TRAILER
	BUSSES	

OWNED

TERM LEASED

TRIP LEASED
(Avg. per month)

LIST OF CORPORATE OFFICERS:

PRESIDENT: John O'Keeffe

VICE PRESIDENT: Terri O'Keeffe

SECRETARY:

TREASURER:

TAXPAYER ID #: 20-2967119

FINANCIAL INFORMATION:

GROSS REVENUE FOR THE MOST CURRENT FISCAL YEAR IS: \$ 64,076.00

THE AMOUNT REPORTED ABOVE IS FROM January, 2008 TO December, 2008

LIST OTHER TERMINALS OR PLANT LOCATIONS: None

TOTAL NUMBER OF DRIVERS THAT STAY WITHIN 100 AIR MILES
INTERSTATE: 0

TOTAL NUMBER OF DRIVERS THAT GO BEYOND 100 AIR MILES RADIUS
INTERSTATE: 0

NUMBER OF OWNER/OPERATORS LEASED TO CARRIER : 0

NUMBER OF DRIVERS EMPLOYED BY INDEPENDENT CONTRACTOR LEASED
TO CARRIER: 0

AVERAGE NUMBER OF TRIP LEASED DRIVERS PER MONTH- 2007: 0

AVERAGE NUMBER OF TRIP LEASED DRIVERS PER MONTH- 2008: 0

RANDOM CONTROLLED SUBSTANCE / ALCOHOL TESTS: 0

NUMBER OF RANDOM CONTROLLED SUBSTANCES TESTS CONDUCTED IN
2007: 0

NUMBER OF RANDOM CONTROLLED SUBSTANCES TEST(S) CONDUCTED IN
2007 THAT VERIFIED POSITIVE: 0

NUMBER OF RANDOM ALCOHOL TESTS CONDUCTED IN 2007:0

NUMBER OF RANDOM ALCOHOL TESTS CONDUCTED IN 2007 THAT
VERIFIED POSITIVE:0

NUMBER OF RANDOM CONTROLLED SUBSTANCES TESTS CONDUCTED IN
2008: 0

NUMBER OF RANDOM CONTROLLED SUBSTANCES TESTS CONDUCTED IN
2008 THAT VERIFIED POSITIVE: 0

NUMBER OF RANDOM ALCOHOL TESTS CONDUCTED IN 2008: 0

NUMBER OF RANDOM ALCOHOL TESTS CONDUCTED IN 2008 THAT
VERIFIED POSITIVE: 0

IF YOU USE A CONSORTIUM FOR YOUR CONTROLLED SUBSTANCES
TESTING PLEASE PROVIDE THE FOLLOWING: 0

NAME OF CONSORTIUM: N/A

ADDRESS:

- 3) **RECORDS OF DUTY STATUS (LOGS) OR TIME CARDS FOR ALL DRIVERS FOR THE PREVIOUS SIX MONTHS....Dwayne Blackburn**
- 4) **DRIVER QUALIFICATION FILES (INCLUDING MEDICALS, CONTROLLED SUBSTANCES TESTS, AND ALCOHOL TESTS) FOR ALL DRIVERS THAT YOU HAVE EMPLOYED.**
- 5) **COPY OF THE COMPANIES DRUG AND ALCOHOL TESTING POLICIES....Bob**
- 6) **ANY HAZARDOUS MATERIAL TRAINING RECORDS YOU HAVE ON FILE FOR YOUR DRIVERS. COPIES OF HAZARDOUS MATERIAL SHIPPING PAPERS FROM THE PREVIOUS YEAR....NA**
- 7) **HAVE IN POSSESSION AND READY TO BE REVIEWED ANY TOLL/TURNPIKE/BRIDGE/SCALE RECEIPTS/ROAD SIDE INSPECTION REPORTS AND ALL GATE PASSES THAT THE DRIVERS MAY HAVE RECEIVED DURING THE PREVIOUS SIX MONTHS. THESE RECEIPTS WILL BE RETURNED TO THE COMPANY/DRIVER UPON THE COMPLETION OF THIS REVIEW. FAILURE TO PRODUCE THESE DOCUMENTS WILL BE CONSIDERED A VIOLATION OF THE SUPPORTING DOCUMENT RETENTION REQUIREMENTS IN 49 CFR PART 395. None**
- 8) **COPIES OF ANNUAL PERIODIC INSPECTIONS FOR CARRIERS POWER UNITS AND TRAILERS AS REQUIRED IN PART 396.17.**
- 9) **COPIES OF MCS 90(INSURANCE)...Bob**
- 10) **COPIES OF HAZARDOUS MATERIALS REGISTRATION FORM AS REQUIRED IN 49 CFR PART 107.620....NA**
- 11) **LIST OF EQUIPMENT (TRUCK/TRAILERS) DRIVER AND TERMINAL SPECIFIC, PLEASE INCLUDE EQUIPMENT NUMBERS. None**

IF YOU DO NOT TRANSPORT HAZARDOUS MATERIALS DISREGARD ITEMS NUMBERS (6) AND (10). No

ANY QUESTIONS PLEASE CONTACT UTC COMPLIANCE INVESTIGATOR-LEAD RICK SMITH AT 360-664-1236 or rsmith@utc.wa.gov.

- 6) HAVE YOU ALLOWED, REQUIRED, PERMITTED, OR AUTHORIZED A DRIVER TO DRIVE WHO IS DISQUALIFIED TO DRIVE A COMMERCIAL MOTOR VEHICLE? NA
- 7) ARE YOU USING A PHYSICALLY UNQUALIFIED DRIVER? No
- 8) ARE YOU USING A DISQUALIFIED DRIVER? No
- 9) HAVE YOU REQUIRED OR PERMITTED A DRIVER TO DRIVE WHILE UNDER THE INFLUENCE OF, OR IN POSSESSION OF, A NARCOTIC DRUG, AMPHETAMINE OR ANY OTHER SUBSTANCE CAPABLE OF RENDERING THE DRIVER INCAPABLE OF SAFELY OPERATING A MOTOR VEHICLE? No
- 10) HAVE YOU REQUIRED OR PERMITTED A DRIVER TO DRIVE A MOTOR VEHICLE WHILE UNDER THE INFLUENCE OF, OR IN POSSESSION OF, AN INTOXICATING BEVERAGE? No
- 11) HAVE YOU OFFERED FORBIDDEN MATERIAL FOR TRANSPORTATION UNDER THE HAZMAT REGULATIONS PART 173.21(a)? No
- 12) HAVE YOU OFFERED/TRANSPORTED EXPLOSIVES NOT TESTED, CLASSED, APPROVED BY THE ASSOCIATE ADMINISTRATOR FOR HAZARDOUS MATERIALS SAFETY? No
- 13) HAVE YOU TRANSPORTED A FORBIDDEN MATERIAL UNDER THE HAZMAT REGULATIONS PART 177.801? No
- 14) HAVE YOU TRANSPORTED A PACKAGE BEARING A POISON LABEL IN THE SAME TRANSPORT VEHICLE WITH MATERIAL MARKED OR KNOWN TO BE FOODSTUFF, FEED, OR ANY EDIBLE MATERIAL INTENDED FOR CONSUMPTION BY HUMANS OR ANIMALS UNLESS AN EXCEPTION IN PART 177.841(e)(i) or (ii) IS MET? No
- 15) HAVE YOU TRANSPORTED GREATER THAN 50TI OF RADIOACTIVE MATERIAL IN A MOTOR VEHICLE (NON-EXCLUSIVE USE)? No
- 16) HAVE YOU TRANSPORTED UNAUTHORIZED HAZARDOUS MATERIALS IN A PASSENGER-CARRYING VEHICLE? No

PLEASE HAVE READY FOR US:

- 1) **THE ACCIDENT FILES (ACCIDENT REPORTS) FOR ALL DOT RECORDABLE ACCIDENTS FROM THE PREVIOUS 365-DAY PERIOD...none**
- 2) **LIST OF DRIVERS NAMES WITH THEIR DATE OF HIRE.**

O'Keeffe Enterprises LLC
Havenwood Caregiver Services
THG-63194

RECEIVED

JUN 03 2009

RESPONSE TO WUTC
(HOUSEHOLD GOODS MOVING SERVICE)
COMPLIANCE VISIT

WASH. UT. & TP. COMM

THG-63194

Assignment 109101

Response to findings 1-7

1. Copy of Cargo insurance has been emailed to Havenwood and filed. Form E insurance coverage verification has been emailed to Havenwood and filed. Form on file at WUTC
2. Driver's record for Dwayne Blackburn was obtained from DOL and is now filed in his personal folder
3. Background check also conducted and filed by O'Keeffe Enterprises
4. Dwayne Blackburn has provided his driving record for the past 12 months to O'Keeffe Enterprises
5. Medical exam conducted on 26 May 09 and card is now carried by Dwayne Blackburn and filed in his personal records...See Attachment 1
6. Driving time column added to company form to record driving times
7. Inspection of vehicle is now being filed with each customer invoice

cc: Rick Smith