

Seattle May Travel Safety Management Corrective Action Plan DBA Sino-M International

8-30-2016 sv

Sino M International
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2016 SEP -6 AM 9:30
STATE OF WASHINGTON
DEPARTMENT OF TRANSPORTATION
COMMERCIAL VEHICLE DIVISION

To: Washington State Utilities and Transportation Commission;
1300 S. Evergreen Park Dr. SW P.O. Box 47250 Olympia WA. 98504-7250

Sino M International U.S. DOT # 2348207 dba, Seattle May Travel is a boutique intrastate private tour company; offering service only to Seattle May Travel customers. Seattle May Travel purchases only the best new equipment as safety and service reflect directly on the company and its proud owner. Seattle May Travel and staff are happy to team with the Washington State Utilities and Transportation Commission to have assistance in providing safe, efficient transportation in following all CFR's, USC's and WAC's.

This corrective action plan is a request to upgrade Seattle May Travel from Conditional to Satisfactory per 49 CFR 385.17

We will address the deficiencies listed in the 6-1-2016 Compliance Review.

- 49 CFR 391.45(a) Using a driver not medically examined and certified
- 49 CFR 391.51(a) Drivers Qualification file
- 49 CFR 396.3(b) Records of Inspections
- 49 CFR 396.11(a) DVIR
- 49 CFR 396.17(a) Annual Inspection
- 49 CFR 391.15(a) Driving while disqualified
- 49 CFR 395.8 (a) RODS
- 49 CFR 395.8 (j) (2) 7 day work week form

Acknowledgement and Correction

49 CFR 391.45(a) Using a driver not medically examined and certified

Drivers, Zhaoxing Li, Shuxiang Guo, Tong Liu (terminated), Jung Cheng Huang (terminated), Parker Gao (terminated).

Seattle May Travel checked all drivers to confirm they were medically certified, but was unaware of the need to keep a copy of the medically certify drivers operating a non CDL 8 to 14 passenger vans in intrastate transport in a compliant driver qualification file. We now have intrastate and interstate medically examined drivers through US Health Works, which are located in each Driver Qualification Files (DQF). Seattle May Travel has obtained medical examination forms

and a copy of their current medical card. In the future all drivers will have current medical cards before they perform any safety sensitive functions. Our policy moving forward is a December extensive review of all DQF's along with a quarterly review for 24 month expiration dates and periodic changes in records.

49 CFR 391.51(a) Drivers Qualification file

Seattle May Travel failed to have compliant Driver Qualification Files (DQF) for its multiple employed or occasional drivers (per 49 CFR 390.5). As of today August 30, 2016 Seattle May Travel has complete Driver Qualification Files on every driver currently employed. Review and updates of the Driver Qualification Files will be reviewed annually as well as a quarterly for license expiration dates and updates to Motor Vehicle Reports (MVR's).

Occasional Drivers

- Medical Examiners Certificate
- Road Test
- Certification of Road Test
- Controlled Substances Test

Permanent Drivers

- Application for Employment 49 CFR 391.21
- Driver History 49 CFR 391.53
- Inquiry to State Agency's 49 CFR 391.21(a)(1)(b)
- Annual Review of Driving Record 49 CFR 391.25
- Annual Drivers certification of violations 49 CFR 391.27
- Drivers Road Test and Certificate 49 CFR 391.31
- Medical Examiners Certificate 49 CFR 391.42
- Certificate of Training 49 CFR 380.505 & 49 CFR 380.111
- Medical Examiner Verification (Med Card) 49 CFR 391.23(m)

49 CFR 396.3(b) Records of Inspections

Seattle May Travel operates new late model Mercedes sprinter vans. Seattle May Travel is concerned with safety. The Mercedes vans maintenance is taken care of by the dealer that exceeds the requirements of the DOT inspection sheet. This is the reason Seattle May Travel purchases new vehicles every four years. Seattle May Travel now understands that as well as keeping all CMV's in safe operating condition this separate "Annual Review" must be documented and kept in the Vehicle Maintenance Files (VMF) per 49 CFR 396.17(a). Beginning August 30th 2016 Seattle May Travel now has complete Vehicle Maintenance Files (VMF) for all CMV's operated by Seattle May Travel. Records and receipts will be kept for one year or six months after each van is sold or taken out of service (OOS). Seattle May Travel also has a periodic preventive maintenance program that will be monitored by office staff.

49 CFR 396.11(a) DVIR

Seattle may travel drivers sometimes failed to complete Driver Vehicle Inspection Reports (DVIR) for each trip. Seattle May Travel now has new DVIR's that include drivers total Hours of Service (HOS). With this change and the drivers pay being connected, it is assurance the DVIR will always be completed. In the past Seattle May Travel did not have compliant Driver Vehicle Inspection reports (DVIR), the new DVIR₍₁₎ contains three signatures: one for the driver, one for the mechanic, and an additional signature for a manager or oncoming driver to ensure that corrections noted on the DVIR have been completed. Completed DVIRS are kept on file for 90 days.

49 CFR 396.17(a) Annual Vehicle Inspections

Seattle May Travel's Mercedes Sprinter vans have all completed DOT Annual Vehicle Inspection Report (AVIR) (August 17, 2016). In the future annual inspections for all Seattle May Travel vehicles are scheduled between December 1st and Dec 31st of each year. A current copy of the Annual Vehicle Inspection Report is kept in the vehicles maintenance log book in the office and on-board in the bus book.

49 CFR 391.15(a) Driving while disqualified

Ping Gao (Parker) was driving without knowledge of a suspended license due to domestic child support payment issues. Mr. Gao has been terminated.

49 CFR 395.8 (a) Record of Duty Status

Failing to require a driver to make a record of duty status: Seattle May Travel generally uses the Short Haul Exemption however, when traveling outside of the Intrastate 150 air mile radius or the Interstate 100 mile radius from the office or exceeding a 12-hour duty day Seattle May Travel now uses a log book (pages included in their driver's trip packet). Our policy moving forward is our office personal and dispatchers will review planned millage and time before dispatching the trip

49 CFR 395.8(j)(2) 7 day Work Week

Failing to obtain from driver a seven day work week schedule: Seattle May Travel employs several multiple employed drivers. These drivers are now required to fill out the seven day work week form before driving. Office personal and dispatch will monitor the seven day work week form and HOS to confirm drivers have available hours before dispatch with Seattle May Travel.

Office Staff

Seattle May Travel office staff will be retrained to implement and maintain all policies and procedures. May Zhang will oversee and be responsible for all operations. Seattle May Travel may divert to a consultant from time to time to assist with implementation of policies and programs i.e.; Drug & Alcohol testing, Pre-employment, annual and random, and HOS. Office personal will monitor and track drivers' files, expiration dates, hours of service (HOS), maintenance logs, schedule periotic maintenance etc. Seattle May Travel will name office personal "Safety Officer" who will also be responsible for training in emergency evacuation, fire safety among other things.

Drivers

Seattle May Travel drivers, in addition to office personal, will monitor their own license and medical card and annual Drug and Alcohol renewal dates. Drivers are also responsible to complete a 7 day work week form, time cards, log books, RODS, DVIR's and address Out Of Service (OOS) issues, and 90 day emergency exit check.

Maintenance Plan

Seattle May Travel schedules periotic maintenance every 10,000 miles although Mercedes recommends service at 20,000 miles. We do annual inspections on every vehicle from December 1st to December 31st regardless of when the vehicle was purchased or last inspected. The office personal will keep every annual inspection and every 10,000 mile service document on file.

Driver Training

Driver training (office staff) will be conducted quarterly to include safe driving skills, accident avoidance, hours of service, completing Driver Vehicle Inspection Reports, log books and what to look for, warning signs when checking the vehicles.

Seattle May Travel to implement a Progressive Disciplinary Policy – Seattle May Travel is working on a Progressive Disciplinary Policy

to include verbal warning, written warnings, suspensions, restrictions, penalties up to termination.

- 1st violation – verbal warning
- 2nd violation - written warning
- 3rd violation - written warning with financial consequences and suspension
- 4th violation – termination from employment
- Management reserves the right to immediately terminate an employee for serious violations of law or company policy even if they only occur once.

Drug and Alcohol Company Policy – Seattle May Travel operates vehicles less than 10,001 Lbs. or 16 passenger seats. Seattle May Travel therefore is not required to have in place a Drug & Alcohol testing program.

Sincerely,



Hongsheng Zhang (May Zhang)
President/CEO
206-234-8995

09-01-2016