If for whatever reason she moves on, she will train the next employee on all company policies, and procedures.

6. Primary: 391.51(b)(4) failing to maintain the responses of each state agency to the annual driver record inquiry required by 391.25(a).

Why the violation occurred:
I believe this annual record request was missed by our secretary Cassie Smith and or manager Lupe Rivas who i had doing these reports. I have to delegated multiple responsibilities as we grow. The policy was for them to check each other to make sure if one missed the report the other would catch it. However, for some reason neither employee caught this record request.
Correction action plan:
The driver check sheet that i recently created and placing in each driver's binder will have an renewal date for each record that needs to be updated. This will been seen each month when we file their trip envelope and time log after they have been checked for errors. This will have a renewal date reminding us when to file these record requests.
Also, we have a new employee Andrea who is amazing and is well trained on all of our driver documents. She is keeping a calender that has all her reminders for driver records that need to be updated or renewed.

7. Primary 395.8(f) to require driver to prepare record of duty status in form and manner prescribed.

Why the violation occurred:
AmericaM Movers provides driver training and paperwork training for our drivers. However, our drivers still make mistakes from time to time. We do have procedures in place were our secretary and manager check their work after the drivers turn it in their bins, it appears that our office missed it.
Corrective action plan:
Continue to provide paperwork training. As we already do when mistakes are found we sit the driver down to correct their errors so they can see areas they need to work on. Another thing we will do is provide a two tier check system for the office. When the drivers paperwork is received the secretary will check it first then will hand off to Lupe our manager to double check for errors.