

Also, I have been spending fifteen minutes a day, a few times a week to re-read the UTC Motor carrier regulations, so I have a better understanding of what is required of me as a owner and driver.

4. Primary: 390.19(b)(2) Failing to file the appropriate form under 390.19(a) (MCS-150, 150B, or 150C) each 24 months according to schedule.

Why the violation occurred:

This violation was something something I was unaware that needed updated. There are so many different records and agencies that require updating that I was just not aware when it needed to be done. I usually wait for an email to remind me and I never saw one or it may have been sent to one of my other folders that I don't check regularly.

Correction action Plan:

In order to remember to do all the appropriate updates for our business I have created a spreadsheet that lists the agencies, the issue dates, and renewal dates for records we need to update. This along with calendar alerts will help insure we are updating our records on time with the appropriate agencies.

Enclosed in this report will be the document that will assist our managers and owners when it's time to update our records.

As for our MCS 150 we have updated our records to show our current mailing address, contact information, number of trucks and drivers, and number of miles traveled.

5. Primary:391.45(a) using a driver not examined and certified.

Why the violation occurred:

As a business owner, family man, and house owner there is a lot of things to do and remember. To be honest there are some things that just get forgotten. For this violation I set a calendar alert 30 days in advance as a reminder, but with so much to do in a given day this get pushed back. Honestly, I forget to set another alert. I got distracted with everything with business, family, and life. And before I knew it I realized that my medical card needed updated along with my driver's license.

Correction action plan:

My plan moving forward is three fold. I have created a spreadsheet that lists all the driver documents that need to be completed or renewed. This will be added into the front page of each driver so when we go to place their time logs, trip envelopes, or any other related document it will be there as a reminder notifying us of what needs to be completed, renewed, along with the dated and times frames it needs to be done. The document also has a signature for the supervisor who completed the forms to keep accountability.

Secondly, we're going to set multiple alerts (1) 30 days out for renewals (2) one week out (3) one day before renewal to ensure we never miss vital renewals like this one again.

Lastly, we have finally hired an office secretary who we have trained in preparing all these documents and renewals. She will keep a calendar updating her on what needs to be filed, documented, and renewed.