

# Spokane Limousine

218 N Lee St | Spokane, WA 99202

(509) 747-9235

DOT# 2022006

January 6, 2021

## RE: SAFETY AUDIT CORRECTIVE ACTIONS

### 1. 394.45(a) and 391.11(a)

- a. We acknowledge responsibility for the lapse in two medical certificates. We have created a reminder system 30 days prior to medical certificate expiration dates to ensure adequate time for medical exams and to eliminate any drivers operating on expired medical certificates.

### 2. 391.21(a)

- a. We will be thoroughly examining all applications and inform employees nothing to be left blank.

### 3. 391.23(a)(1)

- a. We will pull New Driving Records within 30 days of employment and keep all driving records for a minimum of 3 years.
- b. We will also continue to pull new driving records annually.

### 4. 391.51(a)

- a. This was the owner file, we have updated the file and will make sure all future employee qualifications/records are recorded properly.

### 5. 480-30-076 / 392.2

- a. Both 2019 and 2020 Annual Reports have been filed and regulatory fees have been paid. We have updated our record with [records@utc.wa.gov](mailto:records@utc.wa.gov) to include the bookkeeper (Katrina Wilson) on any communications so this will not be missed again.

### 6. 395.8(a)(1)

- a. After communication with Wayne Gilbert, we clearly understand how Record of Duty Hours need to be filled out and have discussed with and examples shown to all drivers.