



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

KINGSMEN COACH LINES, LLC

ADDRESS

P.O. BOX 661 / 1570 CEDAR GROVE RD

CITY, STATE, ZIP

CONLEY, GA 30288-0661

TELEPHONE NUMBER

(404) 362-9339

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

This form is provided with:

☐

Contract

☐

Proposal

☐

Request for Proposal

☒

Invitation to Bid

☐

Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☒

Yes

☐

No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT

TYPE OF GOODS/SERVICES

AMOUNT RECEIVED

ALA. AEM BAND

TRANSPORTATION

\$ 74,250.00

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐

Yes

☒

No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT

DATE GRANT AWARDED

AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE

ADDRESS

STATE DEPARTMENT/AGENCY

OVER

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

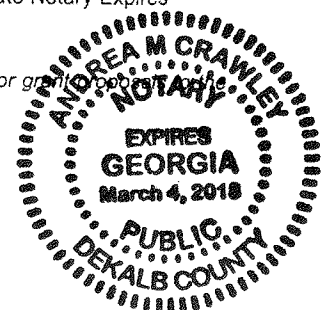
NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature: [Signature] Date: 6/9/17

Notary's Signature: Andrea M. Crawley Date: 6/9/17 Date Notary Expires: March 4, 2018

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals of the State of Alabama in excess of \$5,000.



BID REQUEST



ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY
PURCHASING DEPARTMENT
POST OFFICE BOX 1627
305 PATTON HALL
NORMAL, ALABAMA 35762
TELEPHONE: (256) 372-5227

ALL BIDS WILL BE PUBLICLY OPENED ON THE OPENING DATE DESIGNATED AT ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY, PURCHASING DEPARTMENT, PATTON HALL, NORMAL, ALABAMA 35762. BIDS RECEIVED AFTER THE SPECIFIED TIME ON THE OPENING DATE WILL NOT BE CONSIDERED.

DATE 05/31/2017 BID NUMBER 2K17-05B

RESPONSE DUE BY

06 / 13 / 2017

2:00 P.M.

REQUEST FOR FORMAL BID

WHEN USING FEDEX, UPS, OR ANY EXPRESS PACKAGING/SHIPPING, THE BID NUMBER MUST BE CLEARLY PRINTED ON THE AIR BILL.

CONTACT

PHONE 256 372-5227

Tim Thornton

VENDOR NO.

V
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N
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R

ALL BIDS MUST BE SIGNED, SEALED, AND RETURNED IN AN ENVELOPE WITH THE BID NUMBER AND OPENING DATE NOTED ON FRONT. FORWARD ALL BIDS TO THE ADDRESS INDICATED ABOVE. FAILURE TO COMPLY WILL RESULT IN A "NO BID" RESPONSE IN ACCORDANCE WITH ALABAMA COMPETITIVE BID LAW 41-16-24 sub-part b.

THE ABOVE BID NUMBER MUST APPEAR ON ALL BIDS AND RELATED CORRESPONDENCE

NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	5	EA	56 Passenger Bus with TV monitors & all required specs From Huntsville, AL to Birmingham, AL Round Trip on: Sept. 2, 2017, Time: TBA	1,750 ⁰⁰	8,750 ⁰⁰
2	5	EA	56 Passenger Bus with TV monitors & all required specs From Huntsville, AL to Nashville, TN Round Trip on: Sept. 9, 2017, Time: TBA	1,850 ⁰⁰	9,250 ⁰⁰
3	5	EA	56 Passenger Bus with TV monitors & all required specs From Huntsville, AL to Mobile, AL Overnight Trip from Sept. 16-17, 2017, Time: TBA	3,750 ⁰⁰	18,750 ⁰⁰
4	5	EA	56 Passenger Bus with TV monitors & all required specs From Huntsville, AL to Baton Rouge, LA Overnight Trip from: Oct. 7-8, 2017, Time: TBA	5,000 ⁰⁰	25,000 ⁰⁰
5	5	EA	56 Passenger Bus with TV monitors & all required specs From Huntsville, AL to Birmingham, AL Overnight Trip from: Oct. 28-29, 2017, Time: TBA	2,500 ⁰⁰	12,500 ⁰⁰

SHOULD A PURCHASE ORDER BE ISSUED, THE FOREGOING AND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET SHALL BE APPLICABLE AND BINDING UPON THE VENDOR.

I ACKNOWLEDGE THAT I HAVE SIGNATURE AUTHORITY TO SIGN ON BEHALF OF THE COMPANY AND HEREBY AGREE TO ALL GENERAL CONDITIONS OF THIS BID REQUEST.

TOTAL

74,250⁰⁰

SIGNATURE

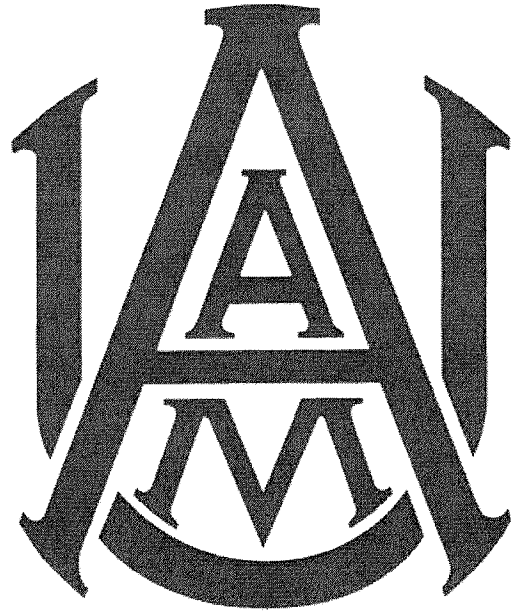
COMPANY REPRESENTATIVE

DATE

6/9/17

An affirmative action/equal opportunity institution

Alabama A&M University



Passenger Bus Transportation for Football Team

Invitation to Bid (ITB) –

2K17-06B

Alabama A&M University

Passenger Bus Transportation for Football Team

Bid No. 2K17-06B

INTRODUCTION

Alabama A&M University ("University") is seeking bids from qualified vendors to provide passenger bus transportation services for the Football Team for the Fall 2017 season. At any time during the contract term, Alabama A&M University reserves the right to terminate a contract for convenience or cause with 30 days prior notice to the vendor.

Alabama A&M University will issue the awarded vendor an open purchase order in the sum of the estimated total contract value. It is to be understood that due to force majeure schedule changes may occur and transportation needs may be canceled. The University reserves the right to cancel a trip at any time. For these reasons, the vendor will invoice actual fees incurred to be paid in reference to the open purchase order. It is to be understood that the quoted, estimated total contract value is to be considered the not to exceed price under the assumption no schedule changes occur. Therefore, a vendor may not actually receive the total estimated contract value as revenue.

Vendors are to itemize the total cost associated with each scheduled trip. Alabama A&M University understands that fuel costs and mileage are associated costs with travel and may not be known until after a trip has been completed. For those reasons, bidders are encouraged to provide their best estimate of the price for each trip.

The awarded vendor must follow Federal and State of Alabama laws and Alabama A&M University policies and procedures throughout the duration of the contract.

2017 Football Team Travel

Opponent	Sport	Location	Party #	Days	Departure	Return	Price
University of Alabama at Birmingham	Football	Birmingham, AL	125	2	09/01/2017	09/02/2017	
Vanderbilt University	Football	Nashville, TN	125	2	09/08/2017	09/09/2017	
University of South Alabama	Football	Mobile, AL	125	2	09/15/2017	09/16/2017	
Southern University	Football	Baton Rouge, LA	125	2	10/06/2017	10/07/2017	
Alabama State University	Football	Birmingham, AL	125	2	10/27/2017	10/28/2017	
Alcorn State University	Football	Lorman, MS	125	2	11/03/2017	11/04/2017	



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POST OFFICE BOX 1627
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NORMAL, ALABAMA 35762
TELEPHONE: (256) 372-5227

DATE 05 / 31 / 2017 BID NUMBER 2K17-05B

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NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	3	EA	56 Passenger Bus with TV monitors & all required specs From Huntsville, AL to Birmingham, AL Overnight Trip from Sept. 1-2, 2017, Time: TBA	\$2,500.00	\$7,500.00
2	3	EA	56 Passenger Bus with TV monitors & all required specs From Huntsville, AL to Nashville, TN Overnight Trip from Sept. 8-9, 2017, Time: TBA	\$2,500.00	\$7,500.00
3	3	EA	56 Passenger Bus with TV monitors & all required specs From Huntsville, AL to Mobile, AL Overnight Trip from Sept. 15-16, 2017, Time: TBA	\$3,750.00	\$11,250.00
4	3	EA	56 Passenger Bus with TV monitors & all required specs From Huntsville, AL to Baton Rouge, LA Overnight Trip from Oct. 6-7, 2017, Time: TBA	\$5,000.00	\$15,000.00
5	3	EA	56 Passenger Bus with TV monitors & all required specs From Huntsville, AL to Birmingham, AL Overnight Trip from: Oct. 27-28, 2017, Time: TBA	\$2,500.00	\$7,500.00
6	3	EA	56 Passenger Bus with TV monitors & all required specs From Huntsville, AL to Lorman, MS Overnight Trip from: Nov. 3-4, 2017, Time: TBA	\$4,250.00	\$12,750.00
TOTAL					61,500.00

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I ACKNOWLEDGE THAT I HAVE SIGNATURE AUTHORITY TO SIGN ON BEHALF OF THE COMPANY AND HEREBY AGREE TO ALL GENERAL CONDITIONS OF THIS BID REQUEST.

SIGNATURE

James J. [Signature]
COMPANY REPRESENTATIVE

DATE

6/9/17

An affirmative action/equal opportunity institution

KINGSMEN COACH LINES OPERATING AUTHORITY



U.S. Department of Transportation
Federal Motor Carrier Safety Administration

400 7th Street SW
Washington, DC 20590

SERVICE DATE
November 2, 2006

DECISION
MC-570511
KINGSMEN COACH LINE, LLC
CONLEY, GA
REENTITLED
KINGMEN COACH LINE, LLC

On October 13, 2006, applicant filed a request to have the Federal Motor Carrier Safety Administration's records changed to reflect a name change.

Presently, this applicant has no active authority on file with the Federal Motor Carrier Safety Administration. For purposes of changing the FMCSA's records, this name change will be processed.

It is ordered:

The Federal Motor Carrier Safety Administration's records are amended to reflect the carrier's name as KINGMEN COACH LINE, LLC.

The applicant must establish that it is in full compliance with the statute and the insurance regulations by having amended filings on prescribed FMCSA forms (BMC91 or 91X or 82 for bodily injury and property damage liability, BMC 34 or 83 for cargo liability, or a BMC 84 or 85 for property broker security and BOC-3 for designation of agents upon whom process may be served) submitted on its behalf. Copies of Form MCS-90 or other "certificates of insurance" are not acceptable evidence of insurance compliance. Insurance and BOC-3 filings should be sent to Federal Motor Carrier Safety Administration, 400 Virginia Avenue, SW, Suite 600, Washington, DC 20024.

If the applicant's authority has been revoked, it may submit a written request for reinstatement to the Federal Motor Carrier Safety Administration, P.O. Box 70935, Charlotte, NC 28272-0935 accompanied by a filing fee of \$80, in addition to submitting appropriate insurance filings on the prescribed FMCSA forms. If a motor carrier has an unsatisfactory safety rating, its authority registration will not be reinstated, and it should contact the nearest FMCSA Division Office to arrange for a review of its safety compliance prior to seeking reinstatement.

Decided: October 30, 2006

By the Federal Motor Carrier Safety Administration

Angeli Sebastian, Chief
Information Systems Division

NC/I

UNIFIED CARRIER REGISTRATION


[UCR Home](#) [Logout](#) [Contact Us](#)

Home

Registration Home

Unified Carrier Registration

UCR registration is complete.

Please print this page for your records and close the browser window.

If you paid using a credit card on the internet, the charge will be reflected as 'UCR Fees' on your statement.

Receipt number: 2015500072984
Registration Year: 2015
Expiration Date: 12/31/2015
Legal Name: KINGSMEN COACH LINES LLC
USDOT Number: 252315
MC Number: 570511
Telephone Number: 4043629339
Base State: GA
Business Address: 1570 Cedar Grove Road
 Conley, GA 30288
Mailing Address: P O Box 661
 Conley, GA 30288
Classification: Motor Carrier

Payment Details

Transaction Type	Total Vehicles	Certified By	Paid Date	Fee Paid	Other Fee
REGISTRATION	12	DEANA REDD	11/11/2014	\$452.00	\$4.00
Total	12			\$452.00	



Georgia Department of Revenue

Processing Center - Motor Vehicle

Unified Carrier Registration

USDOT No: 252315

MC No: 570511

MX No:

Registration Year: 2014

Receipt Number: 0000252315131115030916

Legal Name: KINGSMEN COACH LINES LLC

DBA Name: KINGSMEN COACH LINES LLC

Telephone: 4043629339

Business Address: 1570 CEDAR GROVE ROAD

CONLEY, GA 30288

Mailing Address: P O BOX 661

CONLEY, GA 30288

Classification: Motor Carrier

Total Vehicles: 12

Certified By: Theresa Lovvorn

Payment Date: Friday, November 15, 2013

UCR Reg. Fee Paid: \$452.00

Payment Type: Check

Other Usage Fee: \$0.00

UNIFIED CARRIER REGISTRATION FORM - YEAR 2014

SECTION 1. GENERAL INFORMATION

SDOT Number 252315	MC or MX Number 570511	EF Number	Telephone Number 404.362.9339	Fax Number
Legal Name KINGSMEN COACH LINES LLC			E-Mail Address	
Doing Business Under The Following Name (DBA)				
Principal Place Of Business Street Address (See Instructions) 1570 CEDAR GROVE ROAD				
Principal Business City CONLEY		State GA	Zip Code 30288	
Mailing Street Address PO BOX 661				
Mailing City CONLEY		Mailing State GA	Zip Code 30288	

SECTION 2. CLASSIFICATION - Check All That Apply

☒ Motor Carrier ☐ Motor Private Carrier ☐ Broker ☐ Leasing Company ☐ Freight Forwarder

SECTION 3. FEES DUE - BROKERS, FREIGHT FORWARDERS AND LEASING COMPANIES ONLY

Note: If your company is also a motor carrier or motor private carrier, skip this section and go to section 4.

Brokers, freight forwarders and leasing companies (not combined with a motor carrier entity), please submit the amount due of \$76 in the form of payment acceptable by your base state and go to Section 7.

SECTION 4. NO. OF MOTOR VEHICLES - MOTOR CARRIER & MOTOR PRIVATE CARRIER

Check only one box:

Option A ☒ The number of vehicles shown below has been taken from section 26 of your last reported MCS-150 form.

Option B ☐ The number of vehicles shown below is the total number owned and operated for the 12-month period ending June 30, 2012.

See Instructions for additional requirements if you select Option B.

LINE NO.	NUMBER OF STRAIGHT TRUCKS AND TRACTORS (COLUMN A)	(COLUMN B)	NUMBER OF MOTOR CARRIERS, BUSES, MINI-BUSES, VANS AND LIMOUSINES (COLUMN C)	TOTAL (COLUMN D)
1	12			12
2	Subtract: (A) The number of vehicles on Line 1 in Column C above that has a vehicle capacity of 10 or less passengers, including the driver. (B) (Optional) The number of vehicles on Line 1 in Column A above that are used exclusively in intrastate transportation. You are required to maintain a list of vehicles excluded under this option. <i>See Instructions for additional requirements if you select this option.</i>			
3	(Optional) Add a number of vehicles <u>not shown on Line 1</u> above that are: (A) Commercial motor vehicles operating exclusively in intrastate commerce. <i>(See instructions for definition of commercial motor vehicle.)</i> (B) Used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 lbs or less, or a passenger capacity of 10 or less, including the driver.			
4	Total Number of Vehicles (Line 1 minus Line 2 plus Line 3)			12

SECTION 5. FEE TABLE

Number of Vehicles	Amount Due	Number of Vehicles	Amount Due	Number of Vehicles	Amount Due
0-2	\$76	6-20	\$452	101-1000	\$7,511
3-5	\$227	21-100	\$1,576	1001 or more	\$73,346

SECTION 6. FEES DUE - MOTOR CARRIER & MOTOR PRIVATE CARRIER

Using the number of vehicles in Section 4, Line 4 above, enter the Amount Due from the table above.

Note: See last page of this pamphlet for the types of payment your selected base state will accept.

\$ 452.00

SECTION 7. CERTIFICATION

I, the undersigned, under penalty for false statement, certify that the above information is true and correct and that I am authorized to execute and file this document on behalf of the applicant. (Penalty provisions subject to the laws of the registration state.)

Name Of Owner Or Authorized Representative (Printed)

Theresa Lovvorn

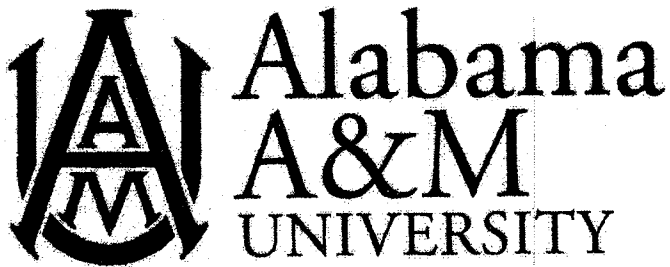
Date

Signature *Theresa Lovvorn*

Title

Agent

EQUIPMENT



Purchasing Department
P. O. Box 1627
Normal, Alabama 35762
(256) 372-5227 Office
(256) 372-5223 Fax

Bid Number: 2K17-05B

Bus Passenger Capacity: 56

Bus Passenger Quoted: SEE ATTACHED

Model: _____ Year _____ Brand Name _____

FOB Point:	TERMS:	WARRANTY:
Estimated Delivery:	Your Reference No.:	Quotation Effective Until:

If we receive your order to furnish items listed hereon at the prices and under the conditions indicated.

Signed: _____
VENDOR NAME DATE

By: _____

Sherryl Forman
256-372-5974 fax
email sherryl.forman@agmu.edu

Conley, Georgia 39288-0661

www.kingsmencoachlines.com

COMPANY NAME: Kingsmen Coach Lines, LLC

[illegible]

APRIL 29 2015

US DOT

COMPLIANCE RATING



KINGSMEN COACH LINES LLC

U.S. DOT #: 252315

Review Date:

04/29/2015

Part B Violations

1 FEDERAL	Primary: 382.105	Discovered 2	Checked 26	Drivers/Vehicles In Violation 1	Checked 20
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Description

Failing to ensure that alcohol or controlled substances testing complies with the procedures set forth in 49 CFR Part 40.

Example

Driver Rolando E. Mullings, Trip Date 04/16/2014, on 01/06/2014 had a drug and alcohol tests that were marked Return-to-Duty, should have been pre-employment.

2 FEDERAL	Primary: 392.2	Discovered 1	Checked 3	Drivers/Vehicles In Violation 1	Checked 3
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Description

Operating a motor vehicle not in accordance with the laws, ordinances, and regulations of the jurisdiction in which it is being operated.

Example

Driver Rolando Mullings, Trip Date 04/16/2014, Lane Restriction.

3 FEDERAL	Primary: 395.5(b)(2)	Discovered 3	Checked 210	Drivers/Vehicles In Violation 1	Checked 7
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Description

Requiring or permitting a passenger-carrying commercial motor vehicle driver to drive after having been on duty 70 hours in 8 consecutive days.

Example

Driver Lawrence P. Hamilton, Trip Dates 03/17/2015 through 03/24/2015, drove 3 hours after having been on duty for more than 70 hours in 8 consecutive days.

4 FEDERAL	Primary: 395.8(k)(1)	Discovered 3	Checked 210	Drivers/Vehicles In Violation 2	Checked 7
--------------	----------------------	-----------------	----------------	---------------------------------------	--------------

Description

Failing to preserve driver's record of duty status for 6 months.

Example

Driver Lawrence P. Hamilton, Trip Date 03/02/2015, log sheet missing.

Safety Fitness Rating Information:

Total Miles Operated 115,621
Recordable Accidents 0
Recordable Accidents/Million Miles 0.00

OOS Vehicle (CR): 0
Number of Vehicle Inspected (CR): 4
OOS Vehicle (MCMIS): 0
Number of Vehicles Inspected (MCMIS): 1

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	-	-

Corrective actions must be taken for any violations (deficiencies) identified on Part B of this report.



**Part B Requirements and/or Recommendations**

1. If you have any questions concerning this report please address them to the address and telephone numbers at the front of this report.
2. Have a program of driver's training with training meetings at least every quarter. Maintain records of this training, training covered, training materials used, a list drivers trained, and instructors.
3. Ensure that you have an effective drug and alcohol testing program that meets the testing requirements of FMCSR Part 40 and Part 382.

4. UNSAFE DRIVING BASIC PROCESS BREAKDOWN: Monitoring and Tracking**DESCRIPTION OF PROCESS BREAKDOWN****BASIC SPECIFIC RECOMMENDED REMEDIES**

Implement Safety Improvement Practices: The following are recommended practices related to Monitoring and Tracking Processes.

- Ensure that the safety director/dispatchers ascertain that all routes can be completed within speed limits.
 - Maintain roadside inspection reports, moving violation records, and "How am I driving?" complaints to help evaluate the performance of all staff (drivers and managers) involved in safe driving and the effectiveness of the policies and procedures.
 - Review and retain each driver's Motor Vehicle Record (MVR) at least annually to ensure compliance with company policies, Federal regulations, and State and local laws and ordinances related to safe driving. If a driver seems to have license-related problems, the MVR should be reviewed more often. Random MVR checks in addition to annual checks are also effective. File the MVR in each driver's driver qualification file after review.
 - Ensure that dispatchers and/or the safety manager monitor drivers' speed for violations with use of an electronic or manual movement record that is, that they track driver movements via driver reports, global positioning systems (GPS), and travel receipts.
 - Evaluate personnel who are monitoring drivers' safety performance by making sure that they are using inspections and other data; applying performance standards fairly, consistently, and equitably; and documenting evaluations.
 - Place a "How am I driving?" sticker on every truck to get feedback from the public on drivers exhibiting unsafe behaviors on the road. Assess feedback for safety implications.
 - Regularly evaluate the company's unsafe-driving-related inspection results via the Federal Motor Carrier Safety Administration's (FMCSA) website at <http://ai.fmcsa.dot.gov/SMS>. Assess violations for process breakdowns and how to remedy them. Use data to help implement an effective process beyond self-reporting to monitor, document, and evaluate compliance with unsafe-driving regulations and company policies.
 - Implement a system for keeping accurate records of employee driving-safety training needs and completed training, via software, a checklist in the driver's file, and/or another appropriate method.
 - When monitoring and tracking any unsafe-driving-related issues, always assess whether an issue is individual or represents a systemic breakdown in one of the Safety Management Processes (Policies and Procedures, Roles and Responsibilities, etc.).
5. Do not schedule or require drivers to make trips requiring them to exceed posted speed limits in order to complete the run within the hours of service limits.
 6. 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.
 7. 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.



**Part B Requirements and/or Recommendations**

8. This review will result in a Safety Rating.
9. Provide pre-trip safety information to motorcoach passengers. For information about the Basic Plan for Motorcoach Passenger Safety Awareness that was published by the Federal Motor Carrier Safety Administration, go to the Agency's Web site at:
<http://www.fmcsa.dot.gov/about/outreach/bus/bus-safety-awareness-plan.htm>

10. HOS COMPLIANCE BASIC PROCESS BREAKDOWN: Monitoring and Tracking**DESCRIPTION OF PROCESS BREAKDOWN****BASIC SPECIFIC RECOMMENDED REMEDIES**

Implement Safety Improvement Practices: The following are recommended practices related to Monitoring and Tracking Processes.

- Implement an effective process for monitoring, tracking, and evaluating all drivers' compliance with Hours-of-Service (HOS) regulations and company policies.
- Promptly review all Records of Duty Status (RODS) for Hours-of-Service (HOS) violations and falsification. Look for discrepancies by comparing driver logs with their "check-in" calls and other supporting documents.
- Document all findings of fatigue-related noncompliance with regulations and/or company policies.
- Systematically check to see if drivers and dispatchers are regularly communicating about Hours-of-Service (HOS) availability and driver-fatigue level.
- Maintain roadside inspection, Records of Duty Status (RODS), supporting documents, dispatch schedules, and communication records to help evaluate the performance of all staff (drivers, dispatchers, and managers) involved in Hours of Service (HOS) and the effectiveness of compliance with HOS policies, procedures, and regulations.
- Regularly evaluate the company's fatigue-related inspection results via the Federal Motor Carrier Safety Administration's (FMCSA) website at <http://ai.fmcsa.dot.gov/SMS>. Assess violations for process breakdowns and how to remedy them.
- Implement a system for keeping accurate records of employees' Hours-of-Service (HOS) training needs and completed training, via software, a checklist in the driver's file, and/or another appropriate method.
- Evaluate personnel (log clerks, payroll, dispatchers, and third-party safety consultants) who are monitoring drivers' Records of Duty Status (RODS) for accuracy; for whether they are applying performance standards fairly, consistently, and equitably; and for whether they are documenting evaluations.
- Consider using Electronic On-board Recorders (EOBRs) to monitor and track Hours-of-Service (HOS) violations.
- When monitoring and tracking any fatigue-related issues, always assess whether an issue is individual or represents a systemic breakdown in the Safety Management Processes (Policies and Procedures, Roles and Responsibilities, etc.).

Passenger Carrier Only:

- Monitor and track driver-fatigue-related passenger complaints and assess safety implications.
- Ensure that management ascertains that available hours account for rest periods, separate operations within-company, intermittent and relief drivers, and changes to itinerary that require "extended day." Check in with drivers at pre-designated intervals.

11. For all Investigations:

- Understand Why Compliance Saves Time and Money: Compliance with FMCSRs will not only save lives, but also saves your business time and money. Tracking how much your business spends on non-compliance activities can help you understand the many benefits of compliance to your business and why safety is good business.

- Document and Follow Through on Action Plans: Document and follow through on action plans to ensure the actions you are taking are creating improvement in safety management and compliance.



**Part B Requirements and/or Recommendations**

• NOTICE: A pattern and/or repeated violations of the same or related acute or critical regulations (violations of the same Part in Title 49, Code of Federal Regulations) will cause the maximum penalties allowed by law to be assessed under Section 222 of the Motor Carrier Safety Improvement Act of 1999 (MCSIA). A pattern of violations means two or more violations of acute and/or critical regulations in three or more Parts of Title 49, Code of Federal Regulations discovered during any eligible investigation. Repeated violations means violation(s) of an acute regulation of the same Part of Title 49, Code of Federal Regulations discovered in an investigation after one or more closed enforcement actions within a six year period and/or violation(s) of a critical regulation in the same Part of Title 49, Code of Federal Regulations discovered in an investigation after two or more closed enforcement actions within a six year period.

• NOTICE: 49 CFR Part 391.23 requires prospective employers to, at a minimum, investigate a driver's employment information, crash record, and alcohol and controlled substances history from all employers the driver worked for within the previous 3 years.

The Pre-Employment Screening Program (PSP) is a screening tool that assists motor carriers in investigating crash history and roadside safety performance of prospective drivers. The PSP allows motor carriers to purchase 5 years of crash data and 3 years of roadside inspection data from the Federal Motor Carrier Safety Administration's (FMCSA) Motor Carrier Management Information System (MCMIS). Records are available 24 hours a day via Web request. Motor carriers should visit the following website for more information:
<http://www.psp.fmcsa.dot.gov/Pages/default.aspx>

• All motor carriers and truck drivers are needed to fight against terrorism and hijacking. You could be a target. Protect yourself, your trucks, your cargo, and your facilities. Discuss with your employees/drivers the "Security Measures for Truck Drivers and Companies" which were provided and reviewed with motor carrier official. Motor carriers should visit the following website for more information:
<http://www.fmcsa.dot.gov/documents/Hijacking-Brochure.pdf>

Information on your compliance status, roadside inspections, regulatory changes, accident countermeasures and hazardous material incident prevention manual is available on the Internet at the Federal Motor Carrier Safety Administration's web site at <http://www.fmcsa.dot.gov/> and <http://www.safer.fmcsa.dot.gov/>.



**Part B Requirements and/or Recommendations**

1. If you have any questions concerning this report please address them to the address and telephone numbers at the front of this report.
2. Have a program of driver's training with training meetings at least every quarter. Maintain records of this training, training covered, training materials used, a list drivers trained, and instructors.
3. Ensure that you have an effective drug and alcohol testing program that meets the testing requirements of FMCSR Part 40 and Part 382.

4. UNSAFE DRIVING BASIC PROCESS BREAKDOWN: Monitoring and Tracking**DESCRIPTION OF PROCESS BREAKDOWN****BASIC SPECIFIC RECOMMENDED REMEDIES**

Implement Safety Improvement Practices: The following are recommended practices related to Monitoring and Tracking Processes.

- Ensure that the safety director/dispatchers ascertain that all routes can be completed within speed limits.
- Maintain roadside inspection reports, moving violation records, and "How am I driving?" complaints to help evaluate the performance of all staff (drivers and managers) involved in safe driving and the effectiveness of the policies and procedures.
- Review and retain each driver's Motor Vehicle Record (MVR) at least annually to ensure compliance with company policies, Federal regulations, and State and local laws and ordinances related to safe driving. If a driver seems to have license-related problems, the MVR should be reviewed more often. Random MVR checks in addition to annual checks are also effective. File the MVR in each driver's driver qualification file after review.
- Ensure that dispatchers and/or the safety manager monitor drivers' speed for violations with use of an electronic or manual movement record that is, that they track driver movements via driver reports, global positioning systems (GPS), and travel receipts.
- Evaluate personnel who are monitoring drivers' safety performance by making sure that they are using inspections and other data; applying performance standards fairly, consistently, and equitably; and documenting evaluations.
- Place a "How am I driving?" sticker on every truck to get feedback from the public on drivers exhibiting unsafe behaviors on the road. Assess feedback for safety implications.
- Regularly evaluate the company's unsafe-driving-related inspection results via the Federal Motor Carrier Safety Administration's (FMCSA) website at <http://ai.fmcsa.dot.gov/SMS>. Assess violations for process breakdowns and how to remedy them. Use data to help implement an effective process beyond self-reporting to monitor, document, and evaluate compliance with unsafe-driving regulations and company policies.
- Implement a system for keeping accurate records of employee driving-safety training needs and completed training, via software, a checklist in the driver's file, and/or another appropriate method.
- When monitoring and tracking any unsafe-driving-related issues, always assess whether an issue is individual or represents a systemic breakdown in one of the Safety Management Processes (Policies and Procedures, Roles and Responsibilities, etc.).

5. Do not schedule or require drivers to make trips requiring them to exceed posted speed limits in order to complete the run within the hours of service limits.
6. 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.
7. 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.



**Part B Requirements and/or Recommendations**

8. This review will result in a Safety Rating.

9. Provide pre-trip safety information to motorcoach passengers. For information about the Basic Plan for Motorcoach Passenger Safety Awareness that was published by the Federal Motor Carrier Safety Administration, go to the Agency's Web site at:
<http://www.fmcsa.dot.gov/about/outreach/bus/bus-safety-awareness-plan.htm>

10. HOS COMPLIANCE BASIC PROCESS BREAKDOWN: Monitoring and Tracking

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Monitoring and Tracking Processes.

- Implement an effective process for monitoring, tracking, and evaluating all drivers' compliance with Hours-of-Service (HOS) regulations and company policies.
- Promptly review all Records of Duty Status (RODS) for Hours-of-Service (HOS) violations and falsification. Look for discrepancies by comparing driver logs with their "check-in" calls and other supporting documents.
- Document all findings of fatigue-related noncompliance with regulations and/or company policies.
- Systematically check to see if drivers and dispatchers are regularly communicating about Hours-of-Service (HOS) availability and driver-fatigue level.
- Maintain roadside inspection, Records of Duty Status (RODS), supporting documents, dispatch schedules, and communication records to help evaluate the performance of all staff (drivers, dispatchers, and managers) involved in Hours of Service (HOS) and the effectiveness of compliance with HOS policies, procedures, and regulations.
- Regularly evaluate the company's fatigue-related inspection results via the Federal Motor Carrier Safety Administration's (FMCSA) website at <http://ai.fmcsa.dot.gov/SMS>. Assess violations for process breakdowns and how to remedy them.
- Implement a system for keeping accurate records of employees' Hours-of-Service (HOS) training needs and completed training, via software, a checklist in the driver's file, and/or another appropriate method.
- Evaluate personnel (log clerks, payroll, dispatchers, and third-party safety consultants) who are monitoring drivers' Records of Duty Status (RODS) for accuracy; for whether they are applying performance standards fairly, consistently, and equitably; and for whether they are documenting evaluations.
- Consider using Electronic On-board Recorders (EOBRs) to monitor and track Hours-of-Service (HOS) violations.
- When monitoring and tracking any fatigue-related issues, always assess whether an issue is individual or represents a systemic breakdown in the Safety Management Processes (Policies and Procedures, Roles and Responsibilities, etc.).

Passenger Carrier Only:

- Monitor and track driver-fatigue-related passenger complaints and assess safety implications.
- Ensure that management ascertains that available hours account for rest periods, separate operations within-company, intermittent and relief drivers, and changes to itinerary that require "extended day." Check in with drivers at pre-designated intervals.

11. For all Investigations:

- Understand Why Compliance Saves Time and Money: Compliance with FMCSRs will not only save lives, but also saves your business time and money. Tracking how much your business spends on non-compliance activities can help you understand the many benefits of compliance to your business and why safety is good business.

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