



DOT-REQUIRED FILES AND PAPERWORK



CLASS HELD AT

CMCA

4060 Elati Street, Denver

September 9, 2008 or November 13, 2008

\$50 For Members—\$65 For Non-Members

Includes Training and Materials

For questions call Patti at 303-433-3375 ext. 104

Register by Mail or Fax 303-477-6977

Refunds, less a \$30 administrative fee, will be made for cancellations received up to five working days before the seminar. If you fail to cancel in writing and do not attend, you are still responsible for payment.

Substitute attendees may be sent.

Files

- Accident Records and Files
- How to Set Up Driver Qualification Files
- How to Set Up Drug/Alcohol Files
- Driver Investigation History Files
- What Paperwork is Required
- Record Retention
- To Keep or Not to Keep?
- Personnel files vs. Driver Qual Files
- Log Files
- Maintenance Files

Who Should Attend?

- Office Personnel
- Safety Managers
- File Clerks

Class size is limited, so sign up early!

Files Class –

Class Time: 8:00am to 12:00pm
Registration Begins at 7:30am

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Please Indicate Which Class
You Will Attend

Sept. 9 _____

Nov. 13 _____

Payment Method - Advanced payment required for non-members

Check ___ Visa/Mastercard/Amex # _____ Exp. _____

CC Billing Address: _____