

May 2004

THE ROAD TO SAFETY AND COMPLIANCE

On-Site Random Testing

On-Site Random Testing Collections and Breath Alcohol Tests are available for clients in Massachusetts, Northern Connecticut and Rhode Island. This service is extremely affordable and an efficient way to comply with testing regulations - your drivers aren't wasting time waiting at clinics! Please call us for more information.

Substance and Alcohol Testing Made Simple...

1. Keep your driver list up to date, especially at the beginning of each quarter.
2. Do random testing soon after receiving your picks. Before there are changes to driver status.
3. Keep cab kits in your trucks for drivers that may need to be tested away from your normal collection site. (Please call Fleet Safety if you are in need of cab kits- they're supplied free of charge).
4. Make sure alcohol testing, if required, is done at the same time as the drug testing. If you receive alcohol test results, FAX a copy to Fleet Safety.
5. Call me if you need a collection site out of your local area for an over the road driver.
6. Call if you have any questions, I'm here to help!

Claire Andersen

The NEW 2004 ERG (Emergency Response Guide) Books have been delayed for final revisions by the Federal Government. We anticipate that the new books will be available in mid June.



Fleet Safety Services, Inc.
18 John Street Place
Worcester, MA 01609
www.fleet-safety.com

Phone: 508-791-1971
800-215-2490
Fax: 508-831-7611

Reminders for the Month

- **Fuel Tax:** Remember mileage records must be kept for 3 to 6 years (depending on your base state) - this includes trip sheets, fuel and toll receipts. Don't dispose of anything too soon!
- **Driver Files:** Help us by insuring that the photocopies of licenses and medical cards are legible - if possible, please enlarge the cards to 150% on your copier so that all printed items can be read and the picture is recognizable.
- **Log Auditing:** Be sure to retain fuel and toll receipts and other supporting documentation with your logs. Try to keep receipts with the logs in an organized manner in case your records are audited by the DOT.
- **Substance Testing:** Remember that the quarter ends on June 25, please try to have the drivers selected tested prior to that date.