BRASL INC.

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Safety-Compliance

One of the least favorite tasks, yet the most important is the duty of ensuring your Independent Contractors (Subhaulers) have up to date proof of insurance and other information on file. Since time is often short, wading through files and organizing who needs what is often put aside and could place your company in jeopardy.

The Safety and Compliance Screen provides an expedient method of entering and reviewing pertinent information on your Independent Contractors. When the screen is entered, all independent contractors are queued up alphabetically with the first one appearing. You may scroll through the companies by pressing the up and down arrows or go directly to a company by using the [**Go**] button.

🖾 Safety	and Compliar	nce						
Company: BARNEY RUBBLE TRUCKING Code: RUB								
In	Use: YES	Las	t Used	: 08/23/2006	Li	icense: CA10010		
Federal ID:				W9 On File: 🔽		Calc 1099: 🗹	WC Waived: 🔽	
Social Security:			Co	mpany Type: UNKNOWN		Do DE-542: 🗹		
Code	Date	Ignore	Status	Description			Notes-Amounts	
ADDINS	01/01/2006		E	Your Additional Insured	has expired (on 01/01/2006. P	· ·	
BIT	01/01/2005			Last BIT Date				
CORP	01/01/2005	X		Proof of Incorporation				
DLEX	12/31/2006			Driver License			Z3378283	
DRUG	01/01/2005		Ε	Your Drug Program has o	expired on O	1/01/2005. Pleas	BEDROCK DRUG TI	
DRUGA			Ε	Please forward a copy o	f your Drug /	Authorization Date		
IE	01/01/2006		Ε	Your Truck Insurance ha	as expired or	n 0170172006. Ple		
MCP	01/01/2007			Motor Carrier Permit			CA123456	
MEDIC	12/31/2006			Medical Card				
SUBA	01/01/2005			Subhaul Agreement				
WC			Ε	Please forward a copy o	f your Worke	er Compensation		
								
Back Sa	ave Help 4	Add	AII	<u>G</u> o < > Phones	Print Chec	k Status For All	Reports More	

The [**Back**] button exits the Safety and Compliance Screen. Press [**Save**] to commit any changes that have been made. Use the [<] and [>] buttons to scroll through the information. To position the file to a certain Independent Contractor, press [**Go**]. Note that after pressing [**Go**], the file is locked on the one Independent Contractor. To resume scrolling, press the [**All**] button.

Click on [**Print Notice**] to print a notification letter for the company on the screen. An entry is made on the Independent Contractor's history tab that a notification has been printed. [**Check Status For All**] Click on this button to check the status for all Independent Contractors. The [**Reports...**] and [**More...**] buttons contain additional options.

The **[Help]** button provides help for first-time users. The **[Add]** button is used to add an additional item to check for the I.C. displayed on the screen. Click on the **[Print Notice]** button to print the notification sheet for the I.C. displayed on the screen.

How To Query

BRASL INC.

More options

Select the [More...] button to use the following options.

Custom Settings

There are currently two styles of notification letters. One prints with your company logo at the top. This option allows you to select the preferred style.

Fill All I.C.s With Missing Codes

This option examines each I.C. and fills the items to track with any that exists in the codes table that are not listed under each I.C.

Fill This I.C. With Missing Codes

This option examines the I.C. displayed on the screen and fills the items to track with any that exists in the codes table that are not listed under the I.C.

Safety-Compliance Codes

В SCTYPE	5			
Code	New	Туре	Offset	Description
ADDINS	Y	E		Additional Insured
BIT	Y	E	24	Last BIT Date
CORP	Y	0		Proof of Incorporation
DLEX	Y	E		Driver License
DRUG	Y	E		Drug Program
DRUGA	Y	E		Drug Authorization Date
EL	Y	E		Excess Liability
EPAID	Y	E		EPA ID Number
GENLIB	Y	E		General Liability —
HAZ	Y	E		Hazardous Waste Certification
IE	Y	E		Truck Insurance
MCP	Y	E		Motor Carrier Permit
MCPCOMP	Y	E		Motor Carrier Permit Compliance Letter
MEDIC	Y	E		Medical Card
SUBA	Y	0		Subhaul Agreement
TRAILIN	Y	E		Trailer Insurance
TRAILTO	Y	E		Trailer Tip Over Insurance
Back Sa	ve A	id Del	ete Vi	iew-Print More

The safety-compliance items to check are user-specified. If you have something new to check, click on the [Add] button and give it a code. Enter "Y" in the *New* column if all new companies are to be given the item to check. The types of codes are:

- E: the item has an expiration date.
- O: the item simply needs to be noted that it is in the office.
- I: the item is for information only. The item appears on the safety-compliance notice that gets printed as well as on the subhaul statements.

Safety-Compliance Reports

Certification of Compliance

This option prints a fill in the blank form for your Independent Contractors to sign and return to you that states they will notify your company in the event their motor carrier permit is suspended, revoked or otherwise rendered invalid.

Driver Safety Meeting Sign In Sheet

This report produces a sign in sheet for all of your active drivers.

Drug Authorization Date Report

Have your Independent Contractors sign a letter authorizing your company to call their drug consortium to be sure they are still enrolled. This report checks the date the authorization was signed and received.

Drug Date Expiration Report For Independent Contractors

This report lists all active Independent Contractors, then groups them by the companies that have an expired drug date, that will expire in 30 days, will expire in 60 days, then the others.

Drug Programs For Independent Contractors

This report lists all active Independent Contractors and displays the drug expiration date and the drug program they are enrolled in.

Insurance Expiration Dates For Independent Contractors

This report analyzes all insurance dates per Independent Contractor and lists in expiration date order the following fields; expiration date, type of insurance and company name.

Preview This Notice

This report views the notice to the Independent Contractor of items that are a concern.

Safety Info For Current Independent Contractors

When this report is executed, a screen appears that prompts for the current as of date. When freight bills are entered, the last used date is updated for each Independent Contractor. Then, the following fields are displayed; company name, last used, insurance expires, insurance amount, drug date, motor carrier permit expiration date, driver license expiration date, medical card expiration date and the year the company incorporated.

Safety Information For I.C.s Due Statements

This report finds the Independent Contractors that are due a pay statement. Then the following information is displayed on a landscape report; Company Name, Subhaul Agreement Date, Insurance Expiration Date, Insurance Amount, Additional Insured Expiration Date, Drug Program Date, Motor Carrier Permit Expiration Date, Motor Carrier Compliance signed, Driver License Expiration Date, Medical Card Expiration Date, Worker Compensation Date or note of waiver and for incorporated companies, the year of incorporation.

Safety Notices That Need Printed

When this option is selected, a screen appears with all of the Independent Contractors that are missing required information, have an expired date, or a date that is about to expire.

🗱 Safety Notices That Need Printed		_ 🗆 ×
Do Company	Code	
X AAA TRUCKING	AAA	.
X BBB TRUCKING	BBB	H
X CCC TRUCKING	CCC	
X DDD TRUCKING	DDD	
X EEE TRUCKING	EEE	
X FFF TRUCKING	FFF	
X GGG TRUCKING	GGG	
X HHH TRUCKING	ННН	
X III TRUCKING	111	
X JJJ TRUCKING	111	·
X KKK TRUCKING	KKK	
X LLL TRUCKING		
X MMM TRUCKING	MMM	
X NNN TRUCKING	NNN	1
X 000 TRUCKING	000	1
X PPP TRUCKING	PPP	
X QQQ TRUCKING	QQQ	
X RRR TRUCKING	RBR	
Back Save Delete Unmark All Mark All Print One View One Print All ma	· (Γ

Press the [List] button to print a listing. [Print One] prints a safety notice for the highlighted company. [Print All Marked] prints a safety notice for all companies that have an "X" in the Do column.

Shop Safety Meeting Sign In Sheet

If you have safety meetings for your shop personnel, print this report to have them sign in for attendance recording purposes.

State Compensation Insurance Fund (Worker Comp)

This report lists all active Independent Contractors and displays the drug expiration date

Sub haul Agreement

This report lists all active Independent Contractors and displays the drug expiration date

Worker's Compensation Waiver

This report lists all active Independent Contractors and displays the drug expiration date

