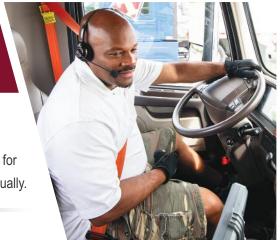
# J. J. KELLER®

# DRIVER QUALIFICATION FILE MANAGEMENT SERVICE

Maintain compliance with FMCSR Part 391 and keep qualified drivers on the road.

Maintaining accurate, complete, and compliant driver qualification files is a job unto itself. With J. J. Keller's *Driver Qualification File Management Service*, you'll work directly with one of our Compliance Specialists who share a passion for compliance and a wealth of experience, managing over 170,000 driver files annually.



# This service provides you with:

- Compliance assistance from the industry's recognized regulatory experts
- > Minimized audit risk, fines and litigation
- Standardized processes and centralized electronic DQ files
- > Improved CSA Driver Fitness scores
- ➤ Confidence that your files are up-to-date and accurate

   we audit 170 items in each DQ file, checking the
  accuracy of each data point
- > Proactive oversight of your DQ compliance program
- ➤ Management of pre-employment and annual queries of the CDL Driver Drug & Alcohol Clearinghouse
- Optional additional services for managing required documents, including continuous MVR Scoring, National Registry Verification, DOT Previous Employment Verification Service and more

# Rely on us for:

- Dedicated Compliance Specialist who gets to know your business, shares a wealth of experience managing drivers, and becomes an extension of your safety team.
- Robust Reporting via our online portal.
- Audit Support in the event of a DOT audit or intervention.
- Data Security as evidenced by our accreditation by the Professional Background Screening Association and ISO 27001: 2013 certification.









Contact us today to discuss how this service can reduce your workload and give you time to work on other priorities.



# Partnership Process



### DRIVER

### DOWNLOAD J. J. KELLER® **DOCUMENTS APP**

YOUR drivers download the J. J. Keller® Documents app to submit required documents directly

### CLIENT

### SUBMIT DRIVER FILES

YOU submit your DQ paperwork to the J. J. Keller® Managed Services team. We accept paper or electronic files. You can also send us companyspecific documents to track.

### J. J. KELLER

### **CONDUCT AN AUDIT**

WE conduct an audit of your DQ files checking over 170 items to establish a compliance benchmark. We'll protect your operation by ensuring the accuracy of your data points, not simply looking for the presence of information.

### CREATE ELECTRONIC FILES

WE create an electronic file in our secure, centralized database for all of your drivers at all of your locations.

### ASSIGN A DEDICATED SERVICE SPECIALIST

WE assign you a dedicated J. J. Keller® Compliance Specialist who will work with you to customize the service (notification schedule, company contacts, etc.).

### **CORRECT & RETURN DOCUMENTS**

YOU correct any noncompliant DQ files and return them to J. J. Keller. (Save time with the convenient J. J. Keller® Documents app!)

SEE COMPLIANCE LEVEL

YOU can see your DQ compliance

level for complete transparency of your

data via our secure, web-based Client

### PROVIDE INITIAL AUDIT OVERVIEW

WE provide an overview of the audit results so you have a clear understanding of your compliance levels. Then we create an action plan to fix anything that's not in compliance.

### SUBMIT DOCUMENTS

YOUR drivers submit image of their updated documents via the J. J. Keller® Documents app.

### PROVIDE ONGOING NOTIFICATIONS TO CLIENT AND DRIVERS

WE provide ongoing notification of incomplete, missing, expired, and soon-to-expire documents to reduce risk exposure to DOT penalties and fines.

# MANAGE ONGOING COMPLIANCE

WE ensure all drivers are qualified to help protect your Driver Fitness CSA score and reduce your overall risk.

## MANAGE DOCUMENTS

**WE** shred copies and faxes of your documents in full compliance with Fair Credit Reporting Act. We also purge your electronic documents when they've reached the retention timeline stated in the regulations.

### PROVIDE AUDIT SUPPORT

WE provide FMCSA audit support so you have an expert available for questions and advisement.

### DELIVER ONGOING SERVICE

**WE** provide ongoing service and support to keep you in compliance, and keep safe drivers on the road.



# New! Driver **Documents App**

This app makes using this service even easier by allowing your drivers to submit required documents directly to us for faster, hassle-free compliance.

Information Center.



Since 1953

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