

Department of Transportation Federal Motor Carrier Safety Management Plan

MSC-PRO-37561

Revision 3

Effective Date: January 10, 2012

Topic: Transportation

Department of Transportation Federal Motor Carrier Safety Management Plan

1.0 PURPOSE AND SCOPE

This document has been established to ensure that [Motor Carrier Operations](#), managed by Mission Support Alliance (MSA), under the scope of the Mission Support Contract (MSC) are carried out in a manner that meets applicable federal, state, and local regulatory requirements.

This document provides Department of Transportation (DOT) guidance and compliance responsibilities to MSA represented employees who operate MSA's Commercial Motor Vehicles (CMVs) and their management; and who are subject to the Federal Motor Carrier Safety Regulations (FMCSR).

NOTE: *Definitions of terms specific to this document is provided in [Appendix A](#).*

2.0 IMPLEMENTATION

This document is effective upon publication.

3.0 REQUIREMENTS

As a registered motor carrier with Department of Transportation (DOT), Mission Support Alliance (MSA) is required to comply with DOT Title 49 Code of Federal Regulations (CFR), Federal Motor Carrier Safety Regulations (FMCSR). This also includes "furthering of commerce", i.e. transporting within one State as part of a through movement that originates or terminates in another State. In addition, MSA is contracted by U.S. Department of Energy (DOE) Richland Operations (RL) to comply with DOT on-site as well as off-site. RL conducts periodic audits of MSA Transportation operations to determine DOT compliance.

MSA motor carrier operations performed under the MSC scope of work shall comply with applicable laws and regulations. The source regulations applicable to this scope include:

- Title 49 CFR, Parts 40, 325, 350 & 355-399, *Federal Motor Carrier Safety Regulations*
- Title 49 CFR, Parts 172.200 through 177.205, *Hazardous Materials Regulations*
- Title 49 CFR, Part 180, *Continuing Qualification and Maintenance of Packagings*
- Revised Code of Washington (RCW) 46.61.655, *Dropping load, other materials – Covering*
- Revised Code of Washington (RCW) 46.25.010(6), *Definitions*

NOTE: *For the tables in this section under the requirement "type" column, "V" means verbatim and "I" means interpreted.*

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3.1 General

#	Requirement	Type V or I	Source
1	Complete and submit Form MCS-150B (Combined Motor Carrier Identification Report and Hazardous Materials Safety Permit Application) with DOT once every 24 months or when a significant change occurs in motor carrier operations (i.e.: number of drivers, equipment, commodities transported/shipped, etc.). A copy of the Hazardous Materials Safety Permit shall be retained in each self-propelled Commercial Motor Vehicle (CMV) assigned to MSA which transports materials requiring the Safety Permit (Requirement 3.11 of this document).	I	49 CFR 385.405, 390.19
2.	Complete and submit Hazardous Material Certificate of Registration with DOT Pipeline and Hazardous Materials Safety Administration (PHMSA) once every 12 months. A copy of the Certificate of Registration shall be retained in each self-propelled CMV assigned to MSA which transports placarded hazardous materials.	I	49 CFR 107.620(b)
3.	Maintain minimum levels of financial responsibility (insurance) for commodities transported as required per 49 CFR 387.9 and retain evidence of insurance in the form of a properly executed Form MCS-90 as required per 49 CFR 387.15.	I	49 CFR 387.9, 387.15
4.	Each self-propelled CMV assigned to MSA will display USDOT markings as required per 49 CFR 390.21 and be equipped with emergency devices (i.e., fire extinguisher, reflective triangles, etc.) as required per 49 CFR 393.95.	I	49 CFR 390.21, 393.95

3.2 Controlled Substance and Alcohol

1.	Controlled substances and alcohol use and testing apply to every person and to all employers of such persons who operate a Commercial Motor Vehicle and is subject to 49 CFR Part 382 (CDL). (See MSC-RD-27562 , <i>Commercial Driver License Holder's Drug & Alcohol Testing Requirements</i> and MSC-PRO-042 , <i>Fitness for Duty</i>). MSA Personnel Security will provide "Controlled Substance and Alcohol Testing" services.	I	49 CFR 382.103(a)
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3.3 DOT Recordable Accident Register

1.	For accidents that occur after April 29, 2003, motor carriers must maintain an accident register for three years after the date of each accident. For accidents that occurred on or prior to April 29, 2003, motor carriers must maintain an accident register	V	49 CFR 390.15(b)
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	<p>for a period of one year after the date of each accident. Information placed in the accident register must contain at least the following:</p> <p>(1) A list of accidents as defined at §390.5 of this chapter containing for each accident:</p> <ul style="list-style-type: none"> (i) Date of accident. (ii) City or town, or most near, where the accident occurred and the State where the accident occurred. (iii) Driver’s name. (iv) Number of injuries. (v) Number of fatalities. (vi) Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicle involved in the accident, were released. <p>(2) Copies of all accident reports required by State or other governmental entities or insurers.</p>		
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3.4 Hazardous Materials Incidents

1.	<p>At the earliest practicable moment, each carrier who transports hazardous materials (including hazardous wastes) shall give notice, in accordance with 49 CFR Part 171.15(b), after each incident that occurs during the course of transportation (including loading, unloading and temporary storage). Except for transportation by aircraft, each notice required by 49 CFR Part 171.15(a) shall be given to the National Response Center by telephone (toll-free) on 800-424-8802. (See MSC-PRO-077, <i>Reporting, Investigating, and Managing Health, Safety, and Property/Vehicle Events</i>)</p>	I	49 CFR 171.15, 171.16
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3.5 Highway Route Controlled Quantity

1.	<p>Except for packages shipped in compliance with the physical security requirements of the U.S. Nuclear Regulatory Commission in 10 CFR part 73, each carrier who accepts for transportation a highway route controlled quantity of Class 7 (radioactive) material (see 49 CFR 173.401(l), must, within 90 days following the acceptance of the package, file the following information concerning the transportation of each such package with the Federal Motor Carrier Safety Administration, Office of Enforcement and Compliance (MC-EC), 1200 New Jersey Ave., SE, Washington, DC 20590-0001:</p> <p>(1) The route plan required under 397.101(d), including all required amendments reflecting the routes actually used;</p>	V	49 CFR 397.101(g)
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	<p>(2) A statement identifying the names and addresses of the shipper, carrier and consignee; and</p> <p>(3) A copy of the shipping paper or the description of the Class 7 (radioactive) material in the shipment required by 49 CFR 172.202 and 172.203.</p>		
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3.6 Training

Training requirements from 49 CFR 172.704, 382.603, 390.3(e) are in [Appendix B](#).

3.7 Driver Qualification File

<p>1.</p>	<p>A person shall not drive a commercial motor vehicle unless he/she is qualified to drive a commercial motor vehicle. Except as provided in 49 CFR 391.63, a motor carrier shall not require or permit a person to drive a commercial motor vehicle unless that person is qualified to drive a motor vehicle.</p> <p>Except as provided in Subpart G of this part, a person is qualified to drive a commercial motor vehicle if he/she -</p> <ul style="list-style-type: none"> a. Is at least 21 years of age b. Can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records; c. Can, by reason of experience, training, or both, safely operate the type of commercial motor vehicle he/she drives; d. Is physically qualified to drive a commercial motor vehicle; e. Has a currently valid commercial motor vehicle operator's license issued only by one State or jurisdiction; f. Has prepared and furnished the motor carrier that employs him/her with the list of violations or the certificate as required by 49 CFR 391.27; g. Is not disqualified to drive a commercial motor vehicle under the rules in 49 CFR 391.15; 	<p>V</p>	<p>49 CFR 391.11</p>
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	<p>h. Has successfully completed a driver's road test and has been issued a certificate of driver's road test in accordance with 49 CFR 391.31, or has presented an operator's license or a certificate of road test which the motor carrier that employs him/her has accepted as equivalent to a road test in accordance with 49 CFR 391.33.</p>		
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3.7.1 Initial Qualifications

1.	<p>Initial qualification of drivers shall incorporate the following elements:</p> <p>a. Application for employment that contains the minimum basic content described in 49 CFR 391.21. CDL drivers must provide previous 10 years employment history of operating a CMV.</p> <p>b. Background checks of the applicant's driving record, previous employment history, and previous employer drug and alcohol testing information (Safety Performance History) for the past 3 years.</p> <p>c. Road Testing using the motor vehicle type the driver is to be assigned that establishes the applicant can safely operate the motor vehicle. The applicant can provide a CDL, in lieu of the road test, when the CMV to be operated does not require the doubles/triples or tank vehicle endorsement</p> <p>d. Physical examination that establishes the applicant is physically qualified to drive a CMV.</p>	I	49 CFR Part 391
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3.7.2 Follow-up Qualification

1.	<p>Follow-up qualifications are intended to maintain drivers qualified to operate CMV, and shall incorporate the following elements:</p> <p>a. Review of written Driving Record for the previous 12 months.</p> <p>b. Review of written Record of Violations for the previous 12 months.</p> <p>c. Physical examination that establishes the driver remains physically qualified to drive a CMV.</p>	I	49 CFR Part 391
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	d. Renewal of Driver License and applicable endorsements that establishes the driver remains legally qualified to drive a CMV.		
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3.7.3 Driver Disqualification

1.	Notification of a disqualification action shall be given in writing with a copy of the notification placed in the driver's qualification file.	I	49 CFR 391.15
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3.7.4 Driver Qualification Files

1.	<p>A Driver Qualification File (DQF) shall be maintained for each driver and retained for as long as a driver is employed by that motor carrier and for three years thereafter. The DQF shall contain, as a minimum, the following information:</p> <ul style="list-style-type: none"> a. Application for employment b. Motor vehicle record for new hires c. Safety Performance History information d. Road test, or license in lieu of per 49 CFR 391.33 e. Copy of medical examination certificate f. Physical Disqualification Waiver Letter (if applicable per 49 CFR 391.49) g. Annual motor vehicle records h. Annual Certification of Violations i. Annual Review of Driving Record j. Entry-level driver training certificate (if applicable, per 49 CFR 380.509) k. Copy of Highway Route Controlled Quantity (HRCQ) Qual Card (if applicable per 49 CFR 397.101) l. Signed receipt for DOT Drug & Alcohol policy and information (CDL Drivers only) 	I	49 CFR Part 391, 380.509, 397.101(e)
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3.8 Hours of Service

1.	Every CMV driver is to record his/her duty status for each 24-hour period using a daily logbook. 49 CFR Part 395 has an exemption to the log requirement, which applies to most of the MSA-assigned drivers.	I	49 CFR 395.8(a), 395.1(e)
2.	<p>For drivers who operate within a 100 air-mile radius, 49 CFR 395.1(e)(1) states the driver is exempt from log requirements if he/she meets ALL of the following:</p> <p>Drivers operates within a 100 air-mile radius of the normal work reporting location;</p> <p>Returns to the work reporting location and is released from work within 12 consecutive hours;</p> <p>Has at least 10 consecutive hours off duty separating each 12 hours on duty;</p> <p>Does not exceed the 11 hours maximum driving time following 10 consecutive hours off duty.</p>	I	49 CFR 395.1(e)(1)
3.	If a driver cannot meet ALL of the above 100-air mile exemption criteria, then a drivers' daily log must be completed for each day he/she does not qualify for the exemption. (In addition, a log is also required if the driver operates beyond 70 hours in 8 consecutive days). A driver must begin to prepare the log immediately after he/she becomes aware that the terms of the exemption cannot be met. The log must cover the entire day, even if the driver has to record retroactively changes in status that occurred between the time that the driver reported for duty and the time in which he/she no longer qualified for the 100-air mile exemption. Once completed, the driver has 13 days to submit the log to the motor carrier (DOT Administrator).	I	49 CFR 395.1(e)(1)
4.	<p>When a log is required, these are the maximums (49 CFR 395.3):</p> <p>a. A maximum of 11 hours driving, after which a driver must have at least 10 consecutive hours off duty before he/she can drive a CMV again.</p> <p>b. A maximum of 14 hours on duty (no more than 11 of which can be driving), after which a driver must have at least 10 consecutive hours of rest before he/she can again drive a</p>	I	49 CFR 395.3, 395.1(o)

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	<p>CMV. Can a driver be on duty for more than 14 hours? Yes – he/she can do non-driving work beyond the 14-hour limit, just no more CMV driving until he/she has had 10 hours consecutive rest.</p> <p>NOTE: <i>There is an exception to the 14 hour rule in 49 CFR 395.1(o) – which allows the driver a maximum of 16 hours on duty, but only if the driver meets all of the following:</i></p> <ul style="list-style-type: none"> <i>a) was released from duty at the normal work reporting location for the previous 5 duty tours;</i> <i>b) returns to the normal work reporting location and is released from duty within 16 hours;</i> <i>c) has not used this exception in the previous 6 consecutive days, except following a 34-hour restart;</i> <i>and</i> <i>d) does not drive more than 11 hours after 10 consecutive hours off duty.</i> <p>c. A maximum of 70 hours on duty in any 8 consecutive days. Once a driver reaches this limit, he/she cannot drive a CMV. Can a driver be on duty for more than 70 hours in 8 consecutive days? Yes – he/she can do non-driving work beyond the 70-hours/8 day limit, just no more CMV driving until he/she has accumulated available hours. The driver may restart the 70-hours/8 day limit after taking 34 or more consecutive hours off duty.</p>		
5.	<p>As per 49 CFR 395.8, the following information must be completed on the log:</p> <ul style="list-style-type: none"> a. Date b. Total miles driving today (CMV driving only) c. Truck or tractor and trailer numbers (CMV equipment only) d. Full Company Name (example: Mission Support Alliance) e. City and state address of the carrier’s main office (the state may be abbreviated, but not the city - example: Richland, WA) f. Driver’s signature g. Name of co-driver (if any) 	I	49 CFR 395.8

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	<p>h. Total hours – Must add and record the total hours for each duty status at the right of the grid (i.e. Off Duty, Sleeper Berth, Driving, On Duty-Not Driving). The total of the entries must equal 24 hours.</p> <p>i. Change in Duty Status – Use the full city name and state abbreviation for each duty status change. If not in a named city, town or village, then use the mile marker, highway number or nearest intersecting roadways – followed by the nearest city name and state abbreviation. NOTE: North of Wye Barricade (onsite), use “Hanford, WA”.</p> <p>j. 24 Hour Grid – All time on the grid must be completed. Draw horizontal lines in the middle of the space provided for each of the duty status (i.e., Line 1 – Off Duty) so no one can doubt the meaning.</p> <p>k. If driving a CMV, the shipping document number(s) or shipper and commodities being transported must be recorded.</p> <p>NOTE: Start and stop times on TIS must match on the log, including any NTO. Any time away from work (i.e. PTB, PI, A, J, D, etc. is recorded as Off-Duty).</p>		
6.	Hours of Service records (Timesheets and Driver Daily Logs) will be retained for a minimum of six (6) months. Employees shall also comply with the requirements of MSC-RD-11166, Control of Working Hours and Working Alone.	I	49 CFR 395.1(e)(1)(v), 395.8(k)

3.9 Commercial Motor Vehicle Operation

1.	No driver shall transport any person or permit any unauthorized person to be transported on any commercial motor vehicle other than a bus.	I	49 CFR 392.60, RCW 46.61.667, RCW 46.61.668
2.	Driver distraction, or more precisely, driver lapses in attention caused by cell phones, MP3 players, GPS devices and other in-vehicle entertainment, has been named one of the leading safety hazards in the transportation industry. The use of these distracting devices while operating a CMV is prohibited.		

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3.9.1 Load Securement

1.	<p>The following conditions must exist before a driver operates a CMV (i.e.: before the vehicle moves on public or private roads/property):</p> <ul style="list-style-type: none"> • The commercial motor vehicle's cargo must be properly distributed and adequately secured. • Any vehicle with deposits of mud, rocks, or other debris on the vehicle's body, fenders, frame, undercarriage, wheels, or tires shall be cleaned of such material before the operation of the vehicle. • The commercial motor vehicle's structure and equipment must be secured: <ul style="list-style-type: none"> ○ Tailgate ○ Doors (Van Roll-up & Bi-fold doors must be padlocked) ○ Tarpaulins ○ Spare tire ○ Other equipment used in the vehicle's operation ○ Cargo securing equipment. ○ The cargo or any other object must not: <ul style="list-style-type: none"> ○ Obscure the driver's view ahead or to the right or left sides (except for drivers of self-steer dollies). ○ Interfere with the free movement of the driver's arms or legs. ○ Prevent the driver's free and ready access to accessories required for emergencies. OR ○ Prevent the free and ready exit of any person from the commercial motor vehicle's cab or driver's compartment. • All cargo must be contained, immobilized, or secured so that it does not: <ul style="list-style-type: none"> ○ Leak ○ Spill ○ Blow off the vehicle ○ Fall from the vehicle ○ Fall through the vehicle ○ Otherwise become dislodged from the vehicle ○ Shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected. ○ Each cargo securement system must be able to withstand a minimum amount of force in each direction. 	I	49 CFR 392.9, 393.100, 393.102, RCW 46.61.655
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	<ul style="list-style-type: none"> ◆ Forward Force = 80% of cargo weight when braking while driving straight ahead. ◆ Rearward Force = 50% of cargo weight when accelerating, shifting gears while climbing a hill, or braking in reverse. ◆ Sideways Force = 50% of cargo weight when turning, changing lanes, or braking while turning. ◆ Upward Force = 20% of cargo weight when traveling over bumps in the road or cresting a hill. ◆ This requirement is satisfied when the cargo is "Fully Contained." <ul style="list-style-type: none"> • Any vehicle transporting dirt, sand or gravel susceptible to being dropped, spilled, leaked, or otherwise escaping shall be covered so as to prevent spillage. Covering of such loads is not required if six (6) inches of freeboard is maintained within the bed. • The cargo or any other object does not: <ul style="list-style-type: none"> ○ obscure the driver's view ahead or to the right or left sides ○ Interfere with the free movement of his/her arms or legs ○ Prevent his/her free and ready access to accessories required for emergencies, or ○ Prevent the free and ready exit of any person from the CMV's cab or driver's compartment. 		
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3.9.2 Driver Inspections

1.	<p>Equipment, inspection and use.</p> <p>No commercial motor vehicle shall be driven unless the driver is satisfied that the following parts and accessories are in good working order, nor shall any driver fail to use or make use of such parts and accessories as needed:</p> <ul style="list-style-type: none"> Service brakes, including trailer brake connections. Parking (hand) brake. Steering mechanism. Lighting devices and reflectors. Tires. Horn. Windshield wiper or wipers. Rear-vision mirror or mirrors. Coupling devices. 	V	49 CFR 392.7
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<p>2.</p>	<p>Driver inspection</p> <p>Before driving a commercial motor vehicle, the driver shall:</p> <p>a. Be satisfied that the commercial motor vehicle is in safe operating condition;</p> <p>b. Review the last Driver Vehicle Inspection Report (DVIR); and</p> <p>c. Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge that the driver has reviewed it and that there is a certification that the required repairs have been performed. The signature requirement does not apply to listed defects on a towed unit which is no longer part of the vehicle combination.</p>	<p>V</p>	<p>49 CFR 396.13</p>
<p>3.</p>	<p>Driver vehicle inspection report(s)</p> <p>(a) Report required. Every motor carrier shall require its drivers to report, and every driver shall prepare a report in writing at the completion of each day's work on each vehicle operated and the report shall cover at least the following parts and accessories:</p> <ul style="list-style-type: none"> Service brakes including trailer brake connections Parking (hand) brake Steering mechanism Lighting devices and reflectors Tires Horn Windshield wipers Rear vision mirrors Coupling devices Wheels and rims Emergency equipment 	<p>V</p>	<p>49 CFR 396.11</p>

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	<p>(b) Report content. The report shall identify the vehicle and list any defect or deficiency discovered by or reported to the driver which would affect the safety of operation of the vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report shall so indicate. In all instances, the driver shall sign the report. On two-driver operations, only one driver needs to sign the driver vehicle inspection report, provided both drivers agree as to the defects or deficiencies identified. If a driver operates more than one vehicle during the day, a report shall be prepared for each vehicle operated.</p> <p>(c) Corrective action. Prior to requiring or permitting a driver to operate a vehicle, every motor carrier or its agent shall repair any defect or deficiency listed on the driver vehicle inspection report which would be likely to affect the safety of operation of the vehicle.</p> <p>(1) Every motor carrier or its agent shall certify on the original driver vehicle inspection report which lists any defect or deficiency that the defect or deficiency has been repaired or that repair is unnecessary before the vehicle is operated again.</p> <p>(2) Every motor carrier shall maintain the original driver vehicle inspection report, the certification of repairs, and the certification of the driver's review for three months from the date the written report was prepared.</p> <p>(d) Exceptions. The rules in this section shall not apply to a private motor carrier of passengers (nonbusiness), a driveaway-towaway operation, or any motor carrier operating only one commercial motor vehicle.</p>		
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3.9.3 CMV “Out of Service” Tags

1.	<p>The purpose of the CMV “Out of Service” tags is to help ensure CMVs are in operational compliance with DOT regulations.</p> <p>NOTE: This is not a replacement for or an integral part of the Hanford site Lock and Tag program. Lock and Tag operations should still be implemented as required by the appropriate Hanford Site procedures.</p> <p>(1) A CMV shall not be driven when found to be out of compliance with state and federal regulations during</p>	I	49 CFR 392.7, 396.7, 396.11
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	<p>routine inspections by MSC’s Commercial Motor Vehicle (CMV) Specialist, or daily use inspection and operation.</p> <p>(2) If a CMV is found to be out of compliance, an “Out of Service” tag will be applied to the CMV.</p> <p>(3) The “Out of Service” tags shall only be applied by the project supervisor, their delegate, or the CMV Specialist. NOTE: If applied by supervisor or delegate, they shall notify the CMV Specialist of the “Out of Service” condition.</p> <p>(4) “Out of Service” tags shall identify the following:</p> <ul style="list-style-type: none"> (1) Responsible Project (2) Date (3) Detailed description of the problem <p>(5) The “Out of Service” tag shall be placed in a location that ensures the operator will notice it prior to attempting operation of the CMV.</p> <ul style="list-style-type: none"> (1) Truck or Tractor <ul style="list-style-type: none"> • Driver side door or vehicle steering wheel (2) Trailers <ul style="list-style-type: none"> • Brake line connection or glad hand <p>(6) The supervisor or delegate shall contact a service provider to perform required maintenance and/or repairs.</p> <p>(7) Upon completion of the CMV’s maintenance and/or repair, the supervisor or delegate shall notify the CMV Specialist that the “Out of Service” conditions have been corrected.</p> <p>(8) The “Out of Service” tag shall only be removed by the supervisor, delegate, or the CMV Specialist.</p>		
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3.10 Maintenance

1.	MSA shall systematically inspect, repair, and maintain, or cause to be systematically inspection, repaired, and maintained, all CMVs subject to its control. Periodic inspections per 49 CFR 396.17 are performed on CMVs at intervals not to exceed 12 months. In conjunction with the periodic DOT Inspection, tractor fifth wheels are steam cleaned and re-greased.	I	49 CFR 396.3, 396.17
2	CMV maintenance records will be retained for a minimum of one (1) year and for six (6) months after the CMV leaves MSA’s control. Periodic inspection reports will be retained for fourteen (14) months from date of the inspection report.	I	49 CFR 396.3(c), 396.21
3	MSA shall inspect, repair, and maintain all Truck Mounted	I	49 CFR 180.407

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	Cargo Tanks (e.g. fuel trucks) per 49 CFR 180.407 “Requirements for test and inspections of specification cargo tanks).		
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3.10.1 Preventive Maintenance

1.	DOE owned E-plated vehicles – at minimum, an annual lubrication.	I	49 CFR 396.3
2.	General Service Administration (GSA) owned G-plated vehicles - performed to schedules and in accordance with directions provided to Fleet Maintenance by GSA		
3.	Leased vehicles – performed to schedules and in accordance with directions provided to Fleet Maintenance by Lessor.		

3.10.2 Inspector Qualifications

1.	Ensure the individual(s) performing periodic inspections is/are qualified as follows: <ul style="list-style-type: none"> • Understands the inspection criteria (49 CFR Part 393 and Appendix G) and can identify defective components; • Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an inspection; and • Is capable of performing an inspection by reason of experience, training, or both. 	I	49 CFR 396.19
2.	Evidence of the inspector’s qualification to be retained by MSA for the period during which that individual is performing periodic inspections, and for one (1) year thereafter.	I	49 CFR 396.19(b)

3.10.3 Brake Inspector Qualifications

1.	Ensures all inspections, maintenance, repairs or service to CMV brakes are performed in compliance with 49 CFR Part 393 Subpart C and each brake inspector is qualified as follows: <ul style="list-style-type: none"> • Understands the brake service or inspection task to be accomplished and can perform that task; and • Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an assigned brake service or inspection task; and 	I	49 CFR 393 Subpart C, 396.25
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	<ul style="list-style-type: none"> • Is capable of performing the assigned brake service or inspection by reason of experience, training or both. 		
2.	MSA shall not require or permit any employee who does not meet the minimum brake inspector qualifications of 49 CFR 396.25 to be responsible for the inspection, maintenance, service or repairs of any CMV brakes. Evidence of the brake inspector’s qualification to be retained by MSA for the period during which that individual is assigned to MSA, and for one (1) year thereafter.	I	49 CFR 396.25

3.11 Transportation of Hazardous Materials

1.	<p>Transportation of Division 1.1, 1.2, or 1.3 (explosive) materials must be attended at all times by the driver. Attended is defined as being within 100 feet of the vehicle and has it within the driver’s unobstructed field of view.</p> <p>Transportation of hazardous materials other than Division 1.1, 1.2, or 1.3, materials, and which is located on a public street or highway, or the shoulder of a public highway, must be attended by its driver. However, the vehicle need not be attended while its driver is performing duties which are incident and necessary to the driver’s duties as the operator of the vehicle.</p>	I	49 CFR 397.5
2.	<p>Transportation of Division 1.1, 1.2, or 1.3 materials must not be parked under any of the following circumstances—</p> <p>(a) On or within 5 feet of the traveled portion of a public street or highway;</p> <p>(b) On private property (including premises of a fueling or eating facility) without the knowledge and consent of the person who is in charge of the property and who is aware of the nature of the hazardous materials the vehicle contains; or</p> <p>(c) Within 300 feet of a bridge, tunnel, dwelling, or place where people work, congregate, or assemble, except for brief periods when the necessities of operation require the vehicle to be parked and make it impracticable to park the vehicle in any other place.</p> <p>Transportation of hazardous materials other than Division 1.1, 1.2, or 1.3 materials must not be parked on or within five feet of the traveled portion of public street or highway except for brief</p>	I	49 CFR 397.7

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	periods when the necessities of operation require the vehicle to be parked and make it impracticable to park the vehicle in any other place.		
3.	<p>A motor vehicle containing hazardous materials must not be operated near an open fire unless its driver has first taken precautions to ascertain that the vehicle can safely pass the fire without stopping.</p> <p>A motor vehicle containing hazardous materials must not be parked within 300 feet of an open fire.</p>	I	49 CFR 397.11
4.	<p>No person may smoke or carry a lighted cigarette, cigar, or pipe on or within 25 feet of—</p> <p>(a) A motor vehicle which contains Class 1 materials, Class 5 materials, or flammable materials classified as Division 2.1, Class 3, Divisions 4.1 and 4.2; or</p> <p>(b) An empty tank motor vehicle which has been used to transport Class 3, flammable materials or Division 2.1 flammable gases, which, when so used, was required to be marked or placarded.</p>	I	49 CFR 397.13
5.	<p>When a motor vehicle which contains hazardous materials is being fueled:</p> <p>(a) Its engine must not be operating; and</p> <p>(b) A person must be in control of the fueling process at the point where the fuel tank is filled.</p>	I	49 CFR 397.15
6.	<p>A driver must examine each tire on a motor vehicle at the beginning of each trip and each time the vehicle is parked.</p> <p>If, as the result of an examination a tire is found to be flat, leaking, or improperly inflated, the driver must cause the tire to be repaired, replaced, or properly inflated before the vehicle is driven. However, the vehicle may be driven to the nearest safe place to perform the required repair, replacement, or inflation.</p> <p>If, as the result of an examination a tire is found to be overheated, the driver shall immediately cause the overheated tire to be removed and placed at a safe distance from the vehicle. The driver shall not operate the vehicle until the cause of the overheating is corrected.</p>	I	49 CFR 397.17

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3.12 Communications Plan

<p>1.</p>	<p>A communication plan is required when transporting the following hazardous materials in the quantity indicated for each:</p> <ul style="list-style-type: none"> • A highway route-controlled quantity of a Class 7 (radioactive) material, as defined in 49 CFR 173.403; • More than 25 kg (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) material or an amount of a Division 1.5 (explosive) material requiring placarding under 49 CFR Part 172; • More than one liter (1.08 quarts) per package of a “material poisonous by inhalation,” as defined in 49 CFR 171.8, that meets the criteria for “hazard zone A,” as specified in 49 CFR 173.116(a) or 173.133(a); • A “material poisonous by inhalation,” as defined in 49 CFR 171.8, that meets the criteria for “hazard zone B,” as specified in 49 CFR 173.116(a) or 173.133(a) in a bulk packaging (capacity greater than 450 L [119 gallons]); • A “material poisonous by inhalation,” as defined in 49CFR 171.8, that meets the criteria for “hazard zone C,” or “hazard zone D,” as specified in 49 CFR 173.116(a), in a packaging having a capacity equal to or greater than 13,248 L (3,500) gallons; or • A shipment of compressed or refrigerated liquefied methane or liquefied natural gas, or other liquefied gas with a methane content of at least 85 percent, in a bulk packaging having a capacity equal to or greater than 13,248 L (3,500 gallons). <p>NOTE: <i>The transport of these materials also requires a Hazardous Materials Safety Permit (see Section 3.1.1 of this document).</i></p>	<p>I</p>	<p>49 CFR Part 172, 171.8, 173.403, 173.116, 173.133, 385.403, 385.407(b)(2)</p>
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2.	The operator of a motor vehicle used to transport a hazardous material listed in 49 CFR 385.403 must follow the communication plan required in 49 CFR 385.407(b)(2) to make contact with the carrier at the beginning and end of each duty tour, and at the pickup and deliver of each permitted load. Contact may be by telephone, radio or via an electronic tracking or monitoring system. The motor carrier must maintain a record of communications for 6 months after the initial acceptance of a shipment of hazardous material for which a safety permit is required. The record of communications must contain the name of the driver, identification of the vehicle, permitted material(s) being transported, and the date, location, and time of each contact required under this section. (see Site Form A-6004-475)	V	49 CFR 385.415(c)(1)
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4.0 PROCESS

4.1 Maintaining Qualifications and Training

Supervisor/ Manager, DOT Administrator, Fleet Maintenance and Driver are required to attend training outlined in [Appendix B](#) to maintain qualifications.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
DOT Administrator	1.	Maintain MCS-150B and MCS-90.
	2.	Maintain Hazardous Material Safety Permit and PHMSA Hazardous Material Certificate of Registration.
CMV Specialist	3.	Distribute copies to Supervisors/Managers for placement in required CMVs.
Supervisor/ Manager	4.	Ensure placement of PHMSA Hazardous Material Certificate of Registration and Hazardous Material Safety Permit in required CMVs.
	5.	Ensure drivers assigned to Motor Carrier Operations are qualified.
DOT Administrator	6.	Maintain Driver Qualification Files (DQF).
	7.	Notify Supervisor/Manager and Driver of upcoming driver qualification action items necessary to maintain the Driver Qualification Files.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Driver	8.	Promptly respond to action requests needed to maintain driver qualification status.
	9.	Notify Supervisor/Manager of any traffic or security violations/convictions/suspensions as required per 49 CFR 383.31, 383.33, and MSC-PRO-389 , <i>Processing Security Clearances and Reporting Required Information</i> .
Supervisor/ Manager	10.	Notify DOT Administrator of any driver misconduct, traffic or security violations/convictions/suspensions as defined in 49 CFR 383.31, 383.33, MSC-PRO-389 , and MSC-POL-11385 , <i>Standards of Conduct</i> .
DOT Administrator	11.	Notify Supervisor/Manager in writing of any driver DQF violations/restrictions.
Supervisor/ Manager	12.	Ensure driver DQF restrictions are followed.
Driver and Supervisor/ Manager	13.	Participate as directed in prescribed alcohol and controlled substance testing per MSC-RD-27562 .

4.2 Operating Schedules and Hours of Service

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Supervisor/ Manager	1.	Ensure assigned operating schedules are safe.
	2.	Be cognizant of the number of hours each driver has worked per day and previous 8 days to ensure no driver shall drive after being on duty in excess of the maximums.
Driver	3.	Be cognizant of the number of hours worked per day and previous 8 days, and notify Supervisor/Manager if lack of available driving hours will interfere with operating schedule.
	4.	When required, submit Driver Daily Logs to DOT Administrator.
DOT Administrator	5.	Audit and retain Hours of Service Records (Timesheets and Driver Daily Logs).

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
	6.	Notify Supervisor/Manager in writing of any driver hours of service violations/restrictions.
Supervisor/ Manager	7.	Ensure driver restrictions are followed.

4.3 Vehicle Operation and Maintenance

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Driver	1.	Complete pre-trip inspections on each CMV operated as required per 49 CFR 392.7 and 396.13.
	2.	Notify Supervisor/Manager of any CMV defects or deficiency which would affect the safe operation of the vehicle.
Supervisor/ Manager	3.	Coordinate with Fleet Maintenance in scheduling CMV maintenance and periodic inspections.
	4.	Ensure CMVs are maintained in compliance with FMCSR.
	5.	Communicate with CMV Specialist of CMV “Out of Service” conditions and when those conditions have been corrected.
Fleet Maintenance	6.	Perform CMV maintenance and periodic inspections.
	7.	Maintain CMV maintenance files.
	8.	Maintain DOT and Brake Inspector Qualification Certifications.
Driver	9.	Ensure cargo is properly distributed and adequately secured before operating a CMV.
	10.	Operate CMV in accordance with the laws, ordinances, and regulations of the jurisdiction in which it is being operated.
	11.	Complete post-trip inspections on each CMV operated as required per 49 CFR 396.11 and if no defects, submit white copy of DVIR to Supervisor/Manager on daily basis.
Supervisor/ Manager	12.	Forward Driver Vehicle Inspection Reports (DVIR) to CMV Specialist for retention.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Driver	13.	In event of a DOT Recordable Accident, coordinate with Supervisor/Manager to prepare accident reports per MSC-PRO-483 , <i>Government Vehicle and Fleet Equipment Operation, Addition, and Modification</i> .
Supervisor/ Manager	14.	In event of a DOT Recordable Accident, promptly prepare and submit required accident reports per MSC-PRO-483 , <i>Government Vehicle and Fleet Equipment Operation, Addition, and Modification</i> , and forward copy to DOT Administrator.
DOT Administrator	15.	Maintain DOT Recordable Accident Register.

4.4 Communication Plan

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Supervisor/ Manager	1.	Determine if materials to be transported meet communication plan requirements as defined in Section 3.11 of this document.
	2.	Ensure a route plan is present and understood by driver, if required.
		NOTE: <i>HRCQ Route Plan required per 49 CFR 397.101(d) and Explosives Route Plan required per 49 CFR 397.67</i>
Driver	3.	Ensure a radio or cell phone is in the cab of truck and is in working condition.
	4.	Ensure Hazardous Materials Safety Permit number appears on the shipping paper and a copy of the Safety Permit is in the vehicle.
	5.	When transporting material subject to the Communication Plan , make contact with Supervisor/Manager at the beginning and end of each duty tour, and at the pickup and delivery of each permitted load by either telephone or radio.
Supervisor/ Manager	6.	Directly answer all contacts by driver while the material is in transportation, including storage incidental to transportation. Answering machines are prohibited.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
	7.	If suspect the shipment is lost, stolen or otherwise unaccounted for during transportation, contact Transportation Security Administration's Transportation Security Coordination Center (703-563-3236 or 703-563-3237)
Driver	8.	Complete Communication Log (Site Form A-6004-475) and submit to Supervisor/Manager for retention.
Supervisor/ Manager	9.	Retain Communication Logs.

5.0 FORMS

Communication Log, [A-6004-475](#)

6.0 RECORDS

All records are generated, received, processed, and maintained by MSC in accordance with [MSC-PRO-10588](#).

NOTE: *If Hanford is still under a full moratorium for destruction of all record material, then after the retention periods stated in 3.0 Requirements section of this document have concluded, the records will be sent to Records Holding Area per [MSC-PRO-10588](#).*

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Driver Qualification Files, Hours of Service	Driver	DOT Administrator
Driver Vehicle Inspection Reports	Driver	CMV Specialist
DOT Recordable Accident Reports	Driver and Supervisor/ Manager	DOT Administrator
Communication Logs	Driver	Supervisor/ Manager
MCS-150, MCS-90, Hazardous Material Safety Permit and PHMSA Hazardous Material Certificate of Registration	DOT Administrator	DOT Administrator
CMV Maintenance Files, Brake Inspector Qualification Certifications	Fleet Maintenance	Fleet Maintenance

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7.0 REFERENCES

7.1 Source References

Title 49 CFR, Parts 40, 325, 350 & 355-399, *Federal Motor Carrier Safety Regulations*

Title 49 CFR, Part 180, *Continuing Qualification and Maintenance of Packagings* Title 49 CFR, Parts 172.200 through 177.205, *Hazardous Materials Regulations*

RCW 46.25.010(6), *Definitions*

RCW 46.61.655, *Dropping load, other materials - Covering*

7.2 Working References

[MSC-POL-11385](#), *Standards of Conduct*

[MSC-PRO-042](#), *Fitness for Duty*

[MSC-PRO-077](#), *Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events*

[MSC-PRO-389](#), *Processing Security Clearances and Reporting Required Information*

[MSC-PRO-483](#), *Government Vehicle and Fleet Equipment Operation, Addition, and Modification*

[MSC-PRO-10588](#), *Records Management Processes*

[MSC-RD-11166](#), *Control of Working Hours and Working Alone*

[MSC-RD-27562](#), *Commercial Driver License Holder's Drug & Alcohol Testing Requirements*

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**APPENDIX A
Glossary**

Term	Definition
Commercial Driver's License (CDL)	<p>A license required for drivers operating a CMV which meets one of the following criteria:</p> <ul style="list-style-type: none"> * Has a Gross Vehicle Weight Rating (GVWR) or Gross Combinations Weight Rating (GCWR) of 26,001 pounds or more; or * Transports 16 or more passengers, including the driver; or * Transports hazardous materials requiring placards
Commercial Motor Vehicle (CMV)	<p>A self-propelled or towed motor vehicle that meets one of the following criteria:</p> <ul style="list-style-type: none"> * Intrastate Commerce: Has a Gross Vehicle Weight Rating (GVWR) or Gross Combinations Weight Rating (GCWR) of 26,001 pounds or more (NOTE: Effective July 1, 2012, this requirement will change to 16,001 pounds or more) * Interstate Commerce: Has a Gross Vehicle Weight Rating (GVWR) or Gross Combination Weight Rating (GCWR) of 10,001 pounds or more * Designed to transport more than 8 passengers (including the driver) for compensation or more than 15 passengers (including the driver) for non-compensation; or * Is used to transport a hazardous material in a quantity requiring placarding
Communication Plan	<p>A written plan that allows for contact between the driver and the motor carrier to meet the periodic contact requirements in 49 CFR Part 385.415(c)(1)</p>
DOT Recordable Accident	<p>An occurrence involving a CMV operating in interstate or intrastate commerce which results in</p> <ul style="list-style-type: none"> * A fatality * Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or * One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle <p>NOTE: <i>The term DOT Recordable Accident does not include:</i></p> <ul style="list-style-type: none"> * <i>An occurrence involving only boarding and alighting from a stationary motor vehicle; or</i> * <i>Involving only the loading or unloading of cargo</i>

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Term	Definition
Driver	An operator of a CMV. This includes but is not limited to heavy drivers, heavy equipment operators, , linemen, and maintenance personnel.
Highway Route Controlled Quantity (HRCQ)	A quantity of radioactive material within a single package which exceeds: <ul style="list-style-type: none">* 3,000 times the A1 value of the radionuclide as specified in 49 CFR Part 173.435 for special form Class 7 radioactive materials* 3,000 times the A2 value of the radionuclide as specified in 49 CFR Part 173.435 for normal form Class 7 radioactive materials; or* 1,000 TBq (27,000 Ci), whichever is least.
Interstate Commerce	Trade, traffic, or transportation in the United States: <ol style="list-style-type: none">(1) Between a place in a State and a place outside of such State (including a place outside of the United States);(2) Between two places in a State through another State or a place outside of the United States; or(3) Between two places in a State as part of trade, traffic, or transportation originating or terminating outside the State or the United States (“furtherance of commerce”).
Intrastate Commerce	Trade, traffic, or transportation in any State which is not described in the term “Interstate Commerce”.
Motor Carrier Operations	Operations utilizing drivers and CMVs to transport property or passengers in interstate commerce. This also includes hiring, supervising, training, assigning, or dispatching of drivers; and employees concerned with the installation, inspection, and maintenance of Commercial Motor Vehicles and/or accessories.

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**APPENDIX B
Training Requirements**

Job Function	Hazardous Materials General Awareness Transportation Training Course 020075	24-Hour Hazardous Waste TSD Worker Course 031110 OR 40-Hour Hazardous Waste Site Worker Course 031220	Federal Motor Carrier Safety Regulations for Drivers Course 020083*	Load Securement for Drivers and Traffic Personnel Course 050411	Load Securement Practical for CDL Drivers & Supervisors Course 050412	Federal Motor Carrier Safety Regulations for Managers & Supervisors Course 020084*	Highway Route Controlled Quantity Training for Drivers Course 020091	Reasonable Suspicion Training For Supervisors Course 020098	Workplace Substance Abuse Program Course 080402	Alcohol Testing for Designated Positions Course 080408	Security Plan Training for Drivers Course 020381
Driver: Transports non-hazmat	Not required	Not required	Every 3 Years	Every 3 years	Every 3 years	Not Required	Not required	Not required	One time***	One time	Not required
Driver: Transports placarded hazmat	Every 3 years	One time**	Every 3 Years	Every 3 years	Every 3 years	Not Required	Not required	Not required	One time***	One time	Every 3 years
Driver: Transports Highway Route Controlled Quantity (HRCQ) amounts of radioactive material	Every 3 years	One time**	Every 3 years	Every 3 years	Every 3 years	Not Required	Every 2 years	Not required	One time***	One time	Every 3 years
Supervisors/ Managers of Drivers	Every 3 years	One time**	Not required	Every 3 years	Every 3 years	Every 3 years	Not required	One time	One time***	One time	Every 3 years
Labor Relations Representative(s)	Not required	Not required	Not required	Not required	Not required	Every 3 years	Not required	One time	One time***	One time	Not required
Personnel maintaining DOT records (DQF, Hours of Service, Maintenance Files, etc.)	Not required	Not required	Not required	Not required	Not required	Every 3 Years	Not required	Not required	Not required	Not required	Not required

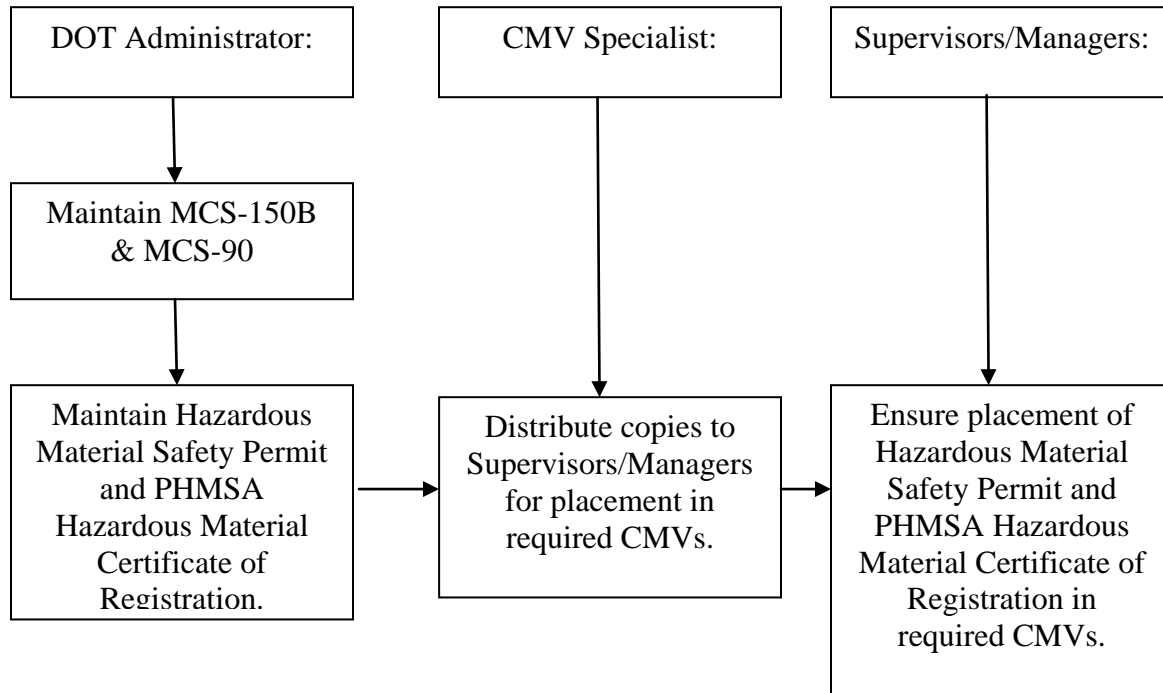
*Courses 020083 and 020084 include cargo tank training per 177.816(b).

** Annual Refresher: 8-Hour Waste Refresher Training Course 032020

***Two-Year Refresher: Workplace Substance Abuse Program Course 080403

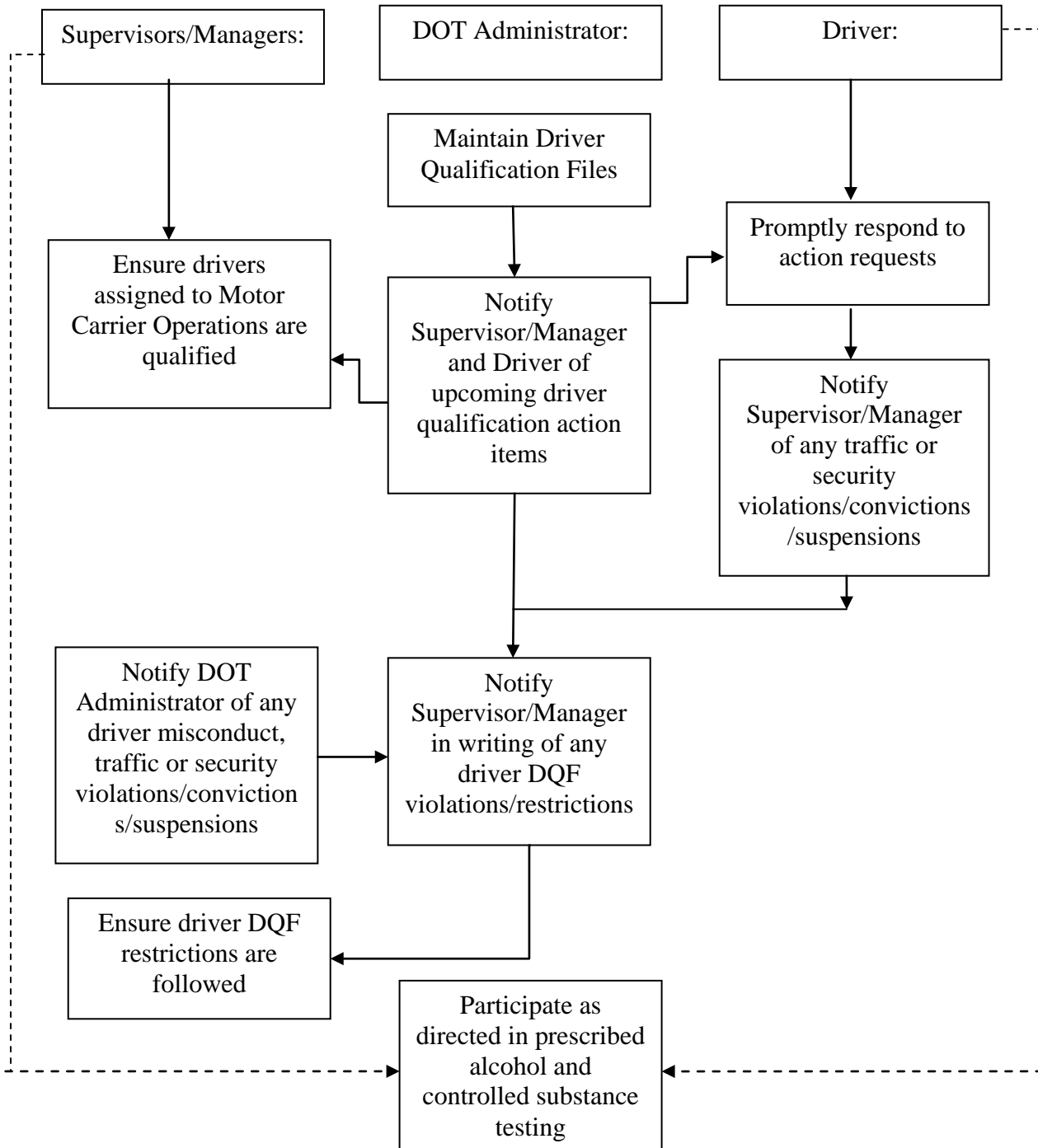
Department of Transportation Federal Motor Carrier Safety Management Plan

APPENDIX C Maintaining Qualifications and Training Process Flow Steps 1 through 4



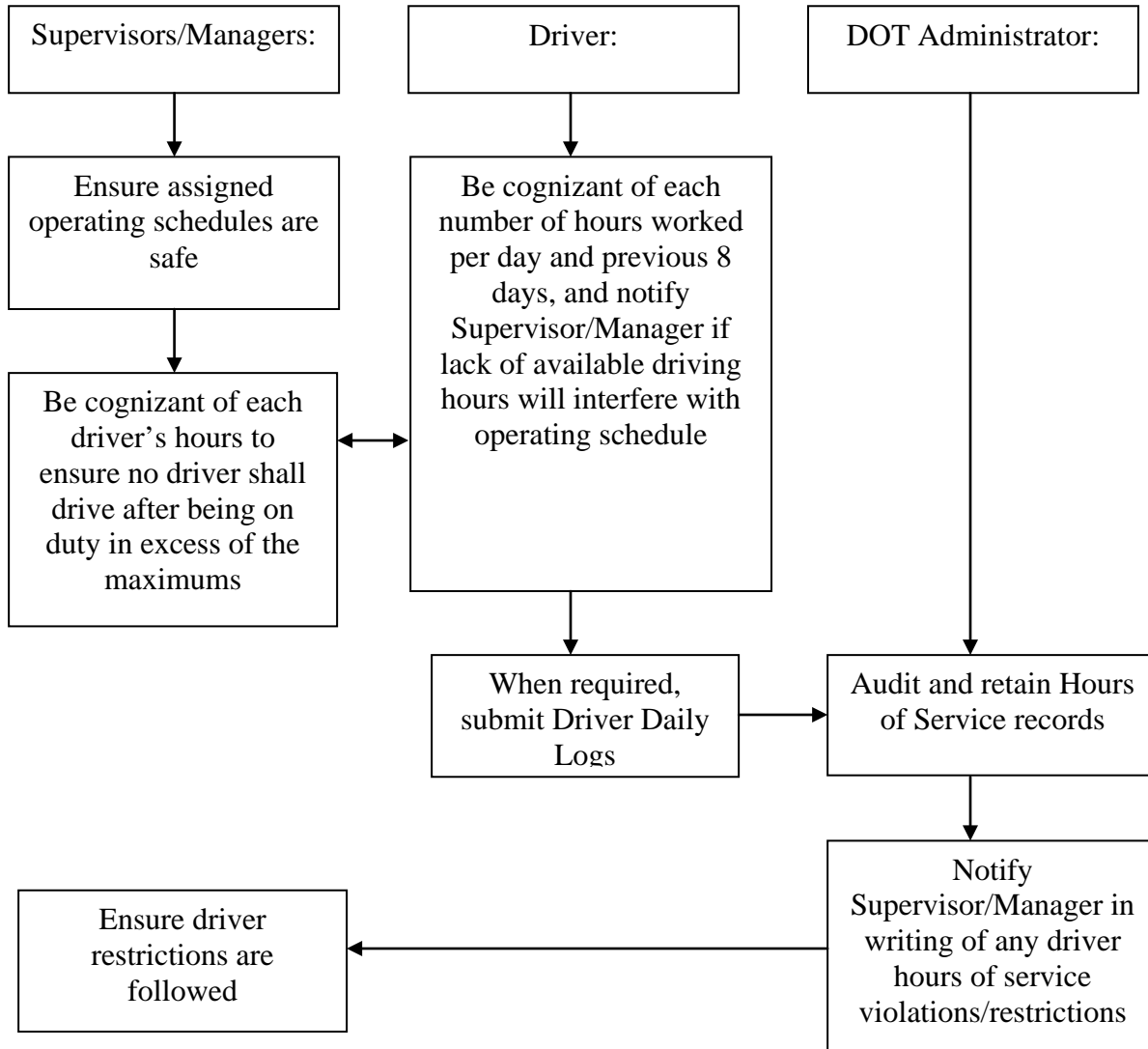
Department of Transportation Federal Motor Carrier Safety Management Plan

APPENDIX D Maintaining Qualifications and Training Process Flow Steps 5 through 13



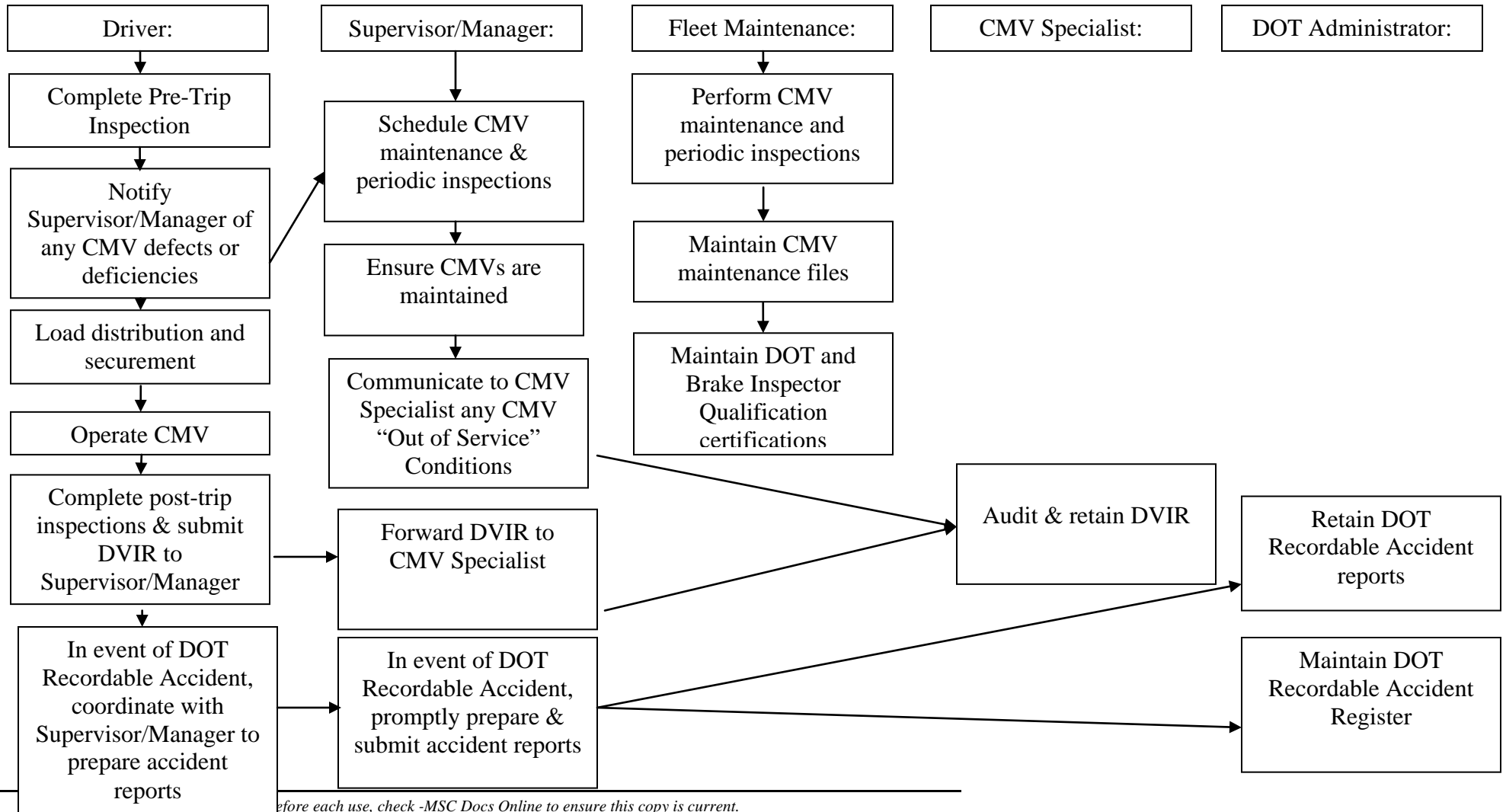
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APPENDIX E Operating Schedules and Hours of Service Process Flow



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APPENDIX F Vehicle Operation and Maintenance Process Flow



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APPENDIX G Communication Plan Process Flow

