Transportation Safety Systems

Operators Manual

Rev 03/16/2018

Mission Statement

Develop and provide the most comprehensive
and well designed tools and resources possible
in support of the transportation industry to meet,
adhere to and exceed the complex requirements
of the regulatory environment.

Index

Introduction

Hello and welcome to your new Transportation Safety Systems (TSS) Safety Management System. Your new TSS system was designed from the ground up for the Passenger Transportation Industry under the Federal Level DOT and FMCSA regulatory requirements. TSS has been developing and operating the systems since 2011. The TSS system has been developed and groomed to keep current with regulatory requirements and industry best practices. At TSS, we have used these systems daily to manage large carriers, many of which have relied on TSS systems to help them pass audits with flying colors. If you use the TSS tools, you will be protected.

TSS has steadily grown within the industry and created new tools and resources to accomplish the goals of effectively meeting the myriad requirements of this industry. We like to think of TSS as an Employee Portal or Tool Box of things that help run successful transportation companies. By building and refining tools to solve the problems of peer operators, we offer every new TSS system user the tools to prevent the issues that were the genesis of the solution. With your full service support package, you have a team of industry professionals working for you to keep your tools and information current to see the regulatory requirements, which leaves you the ability to focus on managing your success.

This document is an ongoing work, as new and exciting tools are developed either due to regulatory requirements or system user input, we will continue to update this manual as needed. If you find an issue with your system, please reach out to us IMMEDIATELY so that we may determine what the issue is, fix it, and document it in this manual. You can reach our team any time of day or night from your CONTACT ADMIN button on your TSS system. Additionally, within your ADMIN TOOLBOX is a SMS HELP FORM. This is the most effective way to request updates, report issues or document issues. This tool is programmed to reach a support member any time of day or night. If all else fails, feel free to call TSS at (206) 999-3619, anytime of day or night!

Your TSS account manager is assigned a shared email with your primary system admin to receive notifications and monitor the performance of your system. This is typically done for the first year to insure all is going well, and that we can correct any issues prior to having them affect you. All TSS systems share this email set up for the CONTACT ADMIN function, and TSS will address any TECHNICAL issues that arise. If you receive a technical CONTACT ADMIN request, please know that TSS will handle it as quickly as possible. If it is a company specific CONTACT ADMIN, TSS will not address the issue.

Your hurdle right now is to effectively roll out your new TSS system. There are two typical situations that we find our customers in. The first is typically a medium or large existing operation that is converting to a TSS system and migrating information from previous management technology. The second is new or smaller organization that has decided to invest in a TSS system from the ground up. Both examples have pitfalls, the TSS team is here to help make your implementation go as smoothly as possible.

Welcome to your TSS system, please know we are here to be your partner and support you.

Transportation Safety Systems

Overview

Your TSS system is designed to handle your employees from cradle to grave. Your TSS system lives on the cloud and is accessible from any device at any time of day or night. Your TSS system does many things, we like to refer to the TSS system as a Safety Management System. TSS works for you all day and night with no complaints or sick days.

Your TSS system will act as an employee portal. Within this portal, many features are present for all levels of employees. Every employee of your organization should be enrolled in the TSS system. Resources are available for every employee type. There are two primary areas of functionality, Education and Information Management. Every employee of the company requires an account for education, and many courses relevant to the various types of employee exist.

Example:

Every employee needs to be provided a copy of an employee manual, EEO documents and Sexual Harassment or Zero-Tolerance Drug policy education. There is a course called "Policies and Procedures" that every employee is required to complete prior to the first day of employment.

The hierarchy of a TSS system is simple, every employee is given access to basic resources and training. Access to training and resources is increased by type. Here is a basic outline of the hierarchy:

Employee = Every employee of the company has access to these resources
Admins = Sales persons, supervisors and manager level will have access to these resources
Managers = Manager level functions, reports and data resources

Users types also control access to resources, there are three PRIMARY user types:

Subscriber = All employees are granted this type of access with varied access to courses
Administrators = Manager top level access with controlled functions as needed by type

Curriculum and Courses can be tailored by employee type, user type and position type. These can be customized for your organization as needed, and can be controlled on a case by case basis. You may want to assign basic courses and additional courses to a new manager in the shop that differ from the courses you might want to assign to a new operations manager. TSS systems are very robust and comprehensive. You may choose to use your system only for drivers, however there are resources within each system that reach out across the spectrum of running a transportation company. All functions can be customized to your preferences.

TIP: *TSS systems provide a predefined pathway that you will define. If you run every employee through the defined pathway, you will be assured of proper compliance and will be able to use data to confirm performance. This process eliminates missed steps and discrimination claims.*

Here is your first recommended step:

Implementing a TSS system is a commitment that many organizations across the country have already made successfully. By setting up your existing system users and getting the Email and Cellular Phone numbers input into your new TSS system, you can now begin to effectively communicate with your team. Entering the expirations and other dates with begin to trigger the automated warning system. You wil begin to get active notifications about expirations, anniversaries and birthdates,

The easiest was to implement a TSS system is to collect the information listed below in an .XLS or .CSV spreadsheet format. Here is the format that is most beneficial to a successful launch of your TSS system:

First name, separated

Last name, separated

Email Address

Birthdate

Hire Date

Cellular Telephone number

Telephone number

CDL Expiration date

MEC issue date

MEC Expiration date

MVR Expiration date

If you can provide your TSS account manager with these data points for all of your existing employees, the launch will go much more smoothly. TSS will take this data for all existing employees and upload it into your new TSS system. This will create all the user accounts and activate your automated warning systems. If you have employees who are not CDL employees, we can get you moving with the first five items on the list above.

Once your existing employees are loaded and accounts set up, you can begin using the TSS system for all new employees moving forward. Once your existing employees are enrolled, your TSS account manager will help you to send out an introductory Blog post explaining what the system is and will do for the employees moving forward.

TIP: *TSS can convert data from a Coach Manager or RBS type system and do a bulk upload.*

Here is your next recommended step:

When your TSS system is set up, it is most beneficial to contact your current corporate website manager and ask them to replace the existing "employment" link on your corporate website with your TSS system URL. This will start directing all new applicants through your system and you will begin to realize the benefits of your new TSS system. As your new system begins to build data, you will realize the power and information you have at your fingertips.

Find out who manages your corporate website. Call them, and tell them that you have just launched a new HRM system and would like your employment tab link to redirect to your new system. This is a simple task that will take all of five minutes for your webmaster to accomplish. The information they will need for this redirect is simple, the web address for your new TSS system. Once this has been completed, your system will begin to handle all of your on-boarding functions. On the front end of your system there are two applications, a DOT compliant and a Non-DOT application.

From this point, you will begin to understand the workflow of the TSS system. As you begin to see the system function after having completed these first two major step, you will begin to understand the simple and intuitive functionality of the TSS system. Your TSS account manager will monitor your system performance and help you along the way. TSS will help you with training and customizations to make sure the TSS system fits your unique business model needs.

TIP: *Once your TSS system is linked to your corporate site, you will begin to received immediate benefit as all potential employees will begin to filter through your new process. This step will help YOU build confidence in your system. Many new TSS system managers are not familiar and therefore timid in supporting their new system. When you allow users to immediately begin the process, your TSS system will begin to build empirical data that will support YOUR confidence in the system. If you need TSS to provide you data , it can be proven by hard data that the TSS system works across the country, with all ages and skill types.*

Implementation - Existing Staff

There are several ways to do this, however first you must know that the TSS system works properly, every time. If you need statistics or documentable data, we can provide that for you to help support your decision to move forward with a TSS system of your own. You will get kick back from employees, primarily due to age, lack of understanding or fear.

TSS systems are designed for the industry, and specifically for people who are not "computer savvy". The idea of TSS is to assemble all the tools and resources your employees will need in one easy to navigate and comfortable familiar Safety Management System. The TSS system was developed by a transportation industry safety and training manager for a large organic ion with multiple locations. The TSS system was designed by a User Experience (UX) professional accredited by both Microsoft and Apple.

The TSS system has four distinct navigational pathways:

COURSE MENU There is a drop down menu title on each page top for your persons who prefer navigating by drop down menu.

SIDE BAR Each course has a side bar that allows for navigation within the courses and will show progress by course.

COURSE INDEX is an ICON index that has visual links to help the visual learner navigate the system with ease.

YOUR PROGRESS is a link at the top each page that will allow the user to see her or his progress in overview, and expandable view with active navigational links to courses.

Team Introduction

This is essential! A casual introduction via your current method of communication will be beneficial. Simply letting people know you have made a move towards a cloud based safety management system will start your conversation rolling. Use some simple key words in your initial introduction that can be easily explained. We suggest placing a Memorandum, sending an email or making an announcement at a meeting such as this:

Hello (person, team, group, location), we have recently begun the implementation of a new resource that will help organize and manage the safety and compliance programs for **(COMPANY NAME)**. As we roll out this new program, you wil begin to see information in your email box from time to time. Please take a moment to read the information, and get used to the layout and format, as it will become a primary tool in the **"Management and Communication of Safety and Compliance"**.

You will likely receive a notification that an account has been set up for you, do not worry, this is **"Not an Online Scam".** We will begin to introduce you to more functionality over the next six months, however when you receive your username, feel free to login and reset your password. Once you are in, you may begin exploring this system and you should begin the "**Monthly Refresher**" training courses to get acquainted with the system and training materials. Soon, you will receive **"Notifications"** when **"Blog Posts"** are created, and these will let you know about **"important or relevant information".**

This new **"Cloud Based"** resource will provide you access to your **"Employee Portal"** from any device, at any time of day or night. Thanks for your **"understanding and willingness"** to help (**COMPANY NAME)** create and maintain a **"Safety Culture"** and improve **"Compliance and Safety"**.

New Applicant Overview

There are several ways that a new applicant may come into your world. The primary pathway is this:

An applicant has gone out on an internet search for your company, has landed on your corporate web page, clicked the “Employment” link and has been directed to your TSS system. Typically, the potential applicant will find the “Pre-Boarding Questionnaire”. This tool is a customizable resource where you can ask questions of a potential applicant to gauge their experience and skills. You can also ask questions that are not recommended to ask on an official application for employment. This gathers information about a potential applicant for you to review and decide if you would like to move forward.

The Pre-Boarding questionnaire can be linked to one of several functions. This could be the “Mid-Boarding Assessment” which is a provided tool in your TSS system. This tool is a one hundred question technical assessment divided into ten weighted sections. This will produce a score you may use to gauge the knowledge of a particular potential applicant. Additionally, we can link the potential applicant to a standalone assessment tool such as the Schieg assessment or similar. Finally, if you would like to shorten the process, TSS can link the Pre-Boarding to a “Schedule and Interview” tool that will get three or more dates and times the potential applicant can make themselves available to come in to meet with you.

TIP: *By using these two preliminary tools, you have begun training your potential employees to successfully interact with a computer system. When the argument comes up that “I am not computer savvy”, you are now in a position of power to ask “how did you get this far if you do not have the ability to use a computer?” Additionally, at these steps, you begin to see the problem solving skills and decision making process of your potential employee. Finally, neither of these steps are technically an official application, so you are not required to retain the information for record retention requirements.*

TSS IMPLEMENTATION IN YOUR ORGANIZATION

Determine the base line requirements you wish to achieve, this could be as simple as a course requirement or as complex as requiring every driver or employee re-establish the entire hiring process. Depending on the size and type of your organization and the condition of the DQ and training documentation, you may choose an approach from below.

Require Driver Training 101 be completed by a certain date for a set amount of compensation, typically combined into a holiday and usually 100.00 dollars

Require all drivers to re-establish with pre-boarding through Policies and procedures (101-103, on boarding, P&P) in severe cases where DQ files are very poorly maintained

Allow driver to Ala-carte and reward each driver a dollar figure for each course completed, perhaps twenty five dollars per course

Introduce system at Safety or Staff meeting, inform employees that there are monthly refresher courses to begin taking immediately, and present that all raises and advancements are now tied directly to educational progress. This KEY POINT ties into your SAFETY MANAGEMENT CYCYLE.

Using TSS to encourage learning is vital. The most common kick back is from older drivers who “Know it All”, these individuals should be countered with “Yes you do, you know so much, you have forgotten half of it, this system is designed to bring your knowledge to the foreground again”. New employees will only know the new way, and tying course progress to advancements and your safety management cycle ensures you support your driver training requirements. Every driver conversation should start with “How is your Training going?”

TSS IN YOUR ADVERTISEMENTS

Craigslist and similar, for driver or wash crew advertisement, just add a simple link from your SMS into to the add text, this will direct potential applicants to your system Pre-Boarding questionnaire and Mid-Boarding assessment for skills assessment and technical requirements.

Review Pre-Boarding information for fit and technical requirements. If potential applicant is within parameters, move to next step. If not, no reply is needed, no harm, no foul, and no record retention requirements!

Process application, Back Ground Checks, Driver reviews and Credit checks if desired, all authorizations are included in the application.

Indeed, Monster, similar, insert direct link to dynamic application, applicants will only be exposed to questions relevant to the self identified position of interest. Typically best for non driver applicants.

Process application, Back Ground Checks, Driver reviews and Credit checks if desired, all authorizations are included in the application.

Process application, Back Ground Checks, Driver reviews and Credit checks if desired, all authorizations are included in the application.

Interview, hire and qualify as your internal process dictates, you have met the consistency and equal application threshold for EEO.

Using TSS in your hiring program is very simple, once implemented, you ensure continuity in hiring practices which will ensure the information received is consistent and not discriminatory. The process ensures that qualified candidates are pursued as efficiently as possible while maintaining the compliance requirements of both the DOT and EEO requirements. Consistency saves money! The TSS application is designed to protect the company based on industry experience and past litigation.

Employment Overview

By the very nature of the word COMPLIANCE, compliance is complicated!

com·pli·ance

kəmˈplīəns/

noun

1. the action or fact of complying with a wish or command."they must secure each other's cooperation or compliance"

Employment work flow with a TSS system is simple once you understand the steps. You will see several visual workflows with detailed breakdowns on how to handle the information for compliance and regulatory purposes throughout this document. TSS strives to make a complicated process identifiable and consistent, thereby making the process less complicated in the long run by providing measurable guidelines that can be consistently measured and audited to a particular standard.

Here is how it works:

Pre- Boarding

Mid-Boarding

Application

Interview, Drive Test, Drug Test and Employment Offer Letter

Training Minimal standards (online/classroom)

Mentor Driving or Hands On FAM (familiarization) Trainiing

Ongoing refresher training (online, quarterly safety meetings)

Annual Reviews

Qualification Maintenance and tracking

Separation of Employment Relationship

Your TSS system will support you in this process, to include providing you legal and compliant tools and resources to help you navigate this complicated task safely. By using the TSS tools, you will adhere to requirements, avoid pitfalls and reduce fines and legal costs.

TSS SYSTEM INITIAL DRIVER WORKFLOW

Potential applicant is directed to Pre-Boarding on owner specific SMS. This can be customized to collect operator specific information as needed.

Potential applicant can be Automatically re-directed to Mid-Boarding assessment which is a customizable pre-employment skills and knowledge assessment included in every TSS system and used to determine best course of training needed.This step can be replaced with The Schieg Assessment or similar Assessment as desired.

Review information and determine if potential applicant meets your company specific needs and requirements for further consideration. No record retention requirements are created at this point, no harm, no foul.

Request official application, this included tool meets DOT requirements and is dynamic, can be used for Non-DOT applicants as well. This also includes Electronic Signature tools for seamless submissions

Review provided information, this application package gives you authorization to pull MVR, Criminal Background Check, PSP report and Credit if desired (check your state requirements, you may need to formally offer employment before running CBC

Invite Applicant in for Interview or perform Telephone interview, then schedule drive test at end of interview for DT and CDL and MEC capture

Send for Drug test with LOI, ask driver to immediately send you COC via Text/Smartphone, send job offer with TSS tools

Once enrolled in TSS system, complete DQ file and let employee complete prescribed pre-hire training requirements BEFORE signing I9 and W4 to ensure completion of training requirements.

TSS workflow ensures that every employee is exposed to consistent and verifiable training and hiring practices. Adhering to a consistent program overtime will ensure that your organization is not exposed to discrimination claims or DOT Compliance issues. Following a prescribed program allows employees and HR/Compliance personnel to work together to expedite compliant hiring

TSS SYSTEM INITIAL ADMIN OR TECHNICAL WORKFLOW

Potential applicant is directed to Application on owner specific SMS. This can be customized to

Potential applicant is asked to electronically sign application prior to submission, this application includes non-disclosure, mediation, rights to creations, and other necessary agreements to protect the employer.

Review information and determine if potential applicant meets your company specific needs and requirements for further consideration.

Review provided information, this application package gives you authorization to pull MVR, Criminal Background Check, PSP report and Credit if desired

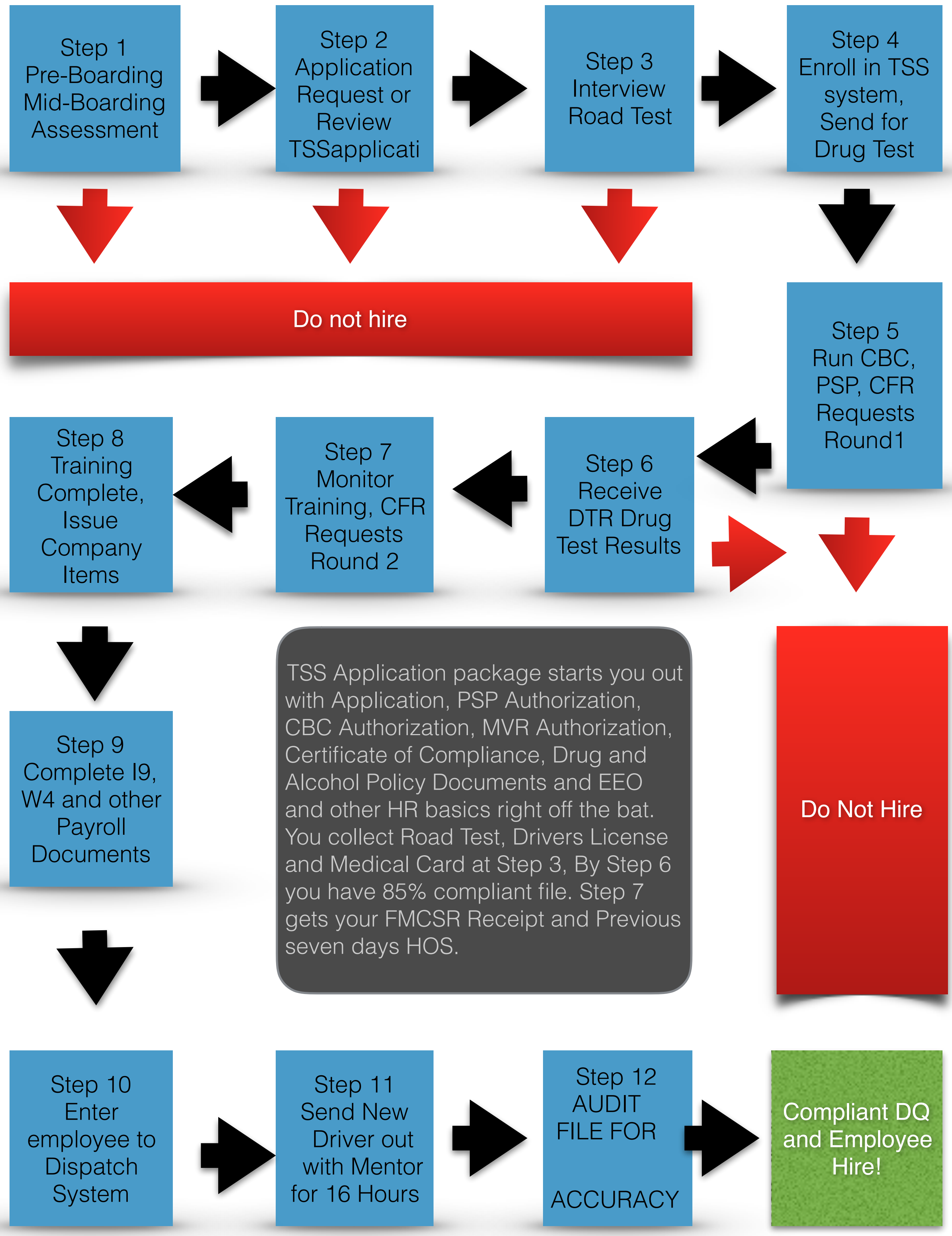
Invite Applicant in for In-Person Interview. Utilize preferred interview methods and processes to determine if applicant is good fit for your organization.

Send for Drug test as consistent for not DOT applicants in your company

Once enrolled in TSS system, let employee complete prescribed pre-hire training requirements BEFORE signing I9 and W4 to ensure completion of training

TSS workflow ensures that every employee is exposed to consistent and verifiable training and hiring practices. Adhering to a consistent program overtime will ensure that your organization is not exposed to discrimination claims or Compliance issues. Following a prescribed program allows employees and HR/Compliance personnel to work together to expedite compliant hiring programs.

TSS DRIVER Hiring Work Flow Standard



Pre-Boarding

The Pre-Boarding function does several things, primarily it is a pre-interview tool that allows you to ask many questions without triggering the record retention requirements of a full applicant. The Pre-Boarding Questionnaire can be customized to your geographic or operational needs, you can create your own questions as desired.

Many organizations ask questions on an application, which can be dangerous in the DOT world as you can corrupt the legal document or open yourself up to discovery issues should a legal action or audit occur. By keeping your questions targeted and separated, you can be assured you wil not run afoul of the rules.

Your TSS Pre-Boarding tools is pre-loaded with a work flow. When you receive a submission, you can easily and quickly review the information and either arrive or reject. An approval sends a request to complete an application. This can expedite the hiring process by quickly allowing you to review and request more applications based on valuable information.

TIP: *TSS can customize your pre-boarding tools based on your needs. Questions related to mountain, snow, or urban driving history are easily done. Additionally you can ask open ended questions such as "What was your most memorable experience driving a motorcoach"? This is the place to ask those questions that should not be placed on a formal application for employment.*

Mid-Boarding

Mid-Boarding is a concept that many companies use to collect additional technical or psychological information about an applicant. The Mid-Boarding function allows you to insert a next step into the pre-hire process to accomodate things such as the Schieg Assessment for pre-hire screening. If you use another pre-screening program, we can integrate other options for you. If you are using no assessment program, your TSS system comes with a very basic pre-hire skills assessment that can be integrated and customized if you wish.

You are not required to use this step in the process, depending on your pool of resources you may want to expedite hiring, however, failure to properly screen out dangerous or unreliable applicants can cost you significantly down the road……

TIP: *This step was very valuable in the recession to separate the top performers from the rest. It is a definitely valuable step, however many operations are forgoing this step to expedite hiring in the new employment environment. If you choose to forgo this step, TSS has tools to drop in place to help you expedite your hiring process if you desire.*

Applications

When you have reviewed the Pre-Boarding data Mid-Boarding information and have decided you would like an application for employment, your system should have an APPROVE or REJECT option. If you approve the entry, a message will be sent to the potential applicant requesting an application for employment.

If you reject the entry, a message thanking the potential applicant for their time will be sent.

When the applicant completes the application, they will automatically be directed to electronically sign the document which will encompass multiple needed documents with one step. These documents have been verified with multiple agencies and audits, electronic signatures are perfectly legal and are required to be accepted. Within the TSS DOT application you will automatically get:

DOT Compliant Application
Certificate of Compliance
PSP Authorization to pull CMV Information
CBC Authorization to pull background information
MVR Authorizations (2) for initial and recurring annual pulls
Four Part 49 CFR previous employer requests for information
Drug and Alcohol policy
Code of Conduct (EEO, Sexual Harassment, Non-Disclosure, etc..)

- *Custom works flows have been built for multi location or multi manager reviews.*
- *All messages can be customized on request.*
- *Workflows can be shut off if desired.*
- *Systems have an added feature to provide access to four additional Part 49 CFR documents*

TIP: *TSS maintains the DOT applications to current standards and Best Practices. Every time a new requirement, auditor feedback, or best practice items is requested from one TSS system user, TSS reviews the information, and if appropriate, retrofits all existing and supported TSS systems with the appropriate ate information to prevent exposure to all TSS customers. Crowd sourced solutions for the industry, by the industry is the TSS goal.*

TSS APPLICATION PROCESSING Standard

Your specific TSS application package has been completed and signed digitally by an applicant. You will now need to break the Application Package down into the functional pieces for processing. Your TSS Application Package contains multiple documents that you will need to break down with a PDF Handler such as PAPERPORT or Adobe Acrobat. Below you will find the documents that you will need to separate and store accordingly in either paper files or in your TSS electronic file format.

Find First HEADER called EMPLOYMENT APPLICATION. Break application BEFORE next header and stack together as one PDF

Find Second HEADER for CBC AUTH and stack together as one PDF

Find Third HEADER for MVR AUTH (Initial and Annual) and stack together as one PDF

Find Fourth HEADER for PSP AUTH and stack together as one PDF

Find Fifth HEADER for CERTIFICATE OF COMPLIANCE and stack together as one

Find Sixth HEADER for CFR #1 and stack together as one PDF

Find Seventh HEADER for CFR #2 and stack together as one PDF

Find Eighth HEADER for CFR #3 and stack together as one PDF

Find Ninth HEADER for CFR #4 and stack together as one PDF

Find Tenth HEADER for DAP and stack together as one PDF

Find Eleventh HEADER for COC and stack together as one PDF

Find REMAINING DOCUMENT and save as E-Signature HEADER for Cert. of Compliance and stack together as one PDF

Enrolling a new user

Once you have received an application for employment and want to enroll a user, there are two primary ways to do this task.

The Correct way:

When you have received an application and reviewed the information, interviewed the potential employee and made the decision to hire the individual, then you should proceed to the ADMIN TOOLBOX and use the "**Employment Offer Letter**" tool. By using this tool, you will be able to offer the individual a job correctly and provide them a prescribed course of action. This offer of employment letter is a legally binding and protective document that all employers should use.

When the employee receives the document for review and electronic signature, several things happen. This document is dynamic and customizable, we recommend sending yourself an offer of employment and reviewing the verbiage to ensure it is consistent with your policy and procedures.

- You confirm that they have a valid email address and have the ability to access it. This is very important as it defines the baseline fact that they have and can access a valid form of communication. This prevents the employee from later saying that they "never got the message".
- The potential employee is required to review and sign a formal offer of employment, which in most states is required before you can legally begin the background check process.
- The potential employee receives a copy of the employment offer letter, which outlines their training requirements and several other items.
- Upon final review and acceptance of the offer of employment, the employee is then re-directed to self register in your TSS system. This self enrollment establishes the specific file for the employee where you will begin to retain and manage your expiration and renewal information.

The Incorrect or work around way:

If you have determined that you need to enroll an employee who has missed a step or somehow failed to complete the self enrollment otherwise, you have the ability to use the "**Applicant-Employee Contact or Request for Information**" tool in your ADMIN TOOLBOX.

This tool allows you many options for communicating in a safe and properly phrased manner. In this instance, you may use the "**Username Setup**" option to send the employee a direct request to set up their account.

Edit or Delete:

In the admin. dashboard, you may go to users and delete or deactivate a user account. By deleting the user, all data will be eliminated, deactivating will keep data and make system inaccessible to the user. You then must go to your Employee Date Management report and delete the user from the data base. Find your user in this report, edit entry and select delete from the edit screen. If you would like to remove the entry and still retain the data, go to your dashboard, then FORMS/EMPLOYEE INFORMATION/ENTRIES and find the user entry and move it to the trash. This will keep the information and remove it from active status.

TSS USER SETUP and RENEWALS WARNING Automatic

Enter the ADMIN TOOLBOX and select the EMPLOYMENT OFFER LETTER

Enter appropriate information and any additional information necessary and hit the SUBMIT button

A Formal employment offer letter will be sent to the applicant requiring review and electronic signature. Once this document is signed, the applicant will automatically be directed to the self registration tool

Enrollee will receive the information and follow instructions. A unique account will be set up in two sections, as a user type with prescribed learning curriculum and under forms/ employee information for tracking of employee information

In REPORTS TOOLBOX select EMPLOYEE DATE MANAGEMENT REPORT, find specific entry for employee and select EDIT entry, you may now enter or edit information such as dates of expirations for CDL, MEC and MVR

This entry will allow the automatic renewals warning messages to function properly. Other dates such as review, birthday, date of hire may be used to send notifications as well, this is customizable

The TSS system allows you to track dates and send notifications to the proper persons. All TSS systems are set to track CDL/DL expiration dates, MEC expiration and issue dates, and MVR Annual Certification of Violations Review dates. Keeping your dates current within the EMPLOYEE INFORMATION form allows this automated function to work. If you maintain your renewals dates in another system, you are not required to use this functionality. Each TSS system is set to deliver renewals warning notifications to the credential owner at 90 days, sixty days, 30 days, and 14 days prior to expiration. It also will escalate notifications to managers beginning at the 30 day threshold, and escalates to company owner at 14 days.

TSS USER SETUP and RENEWALS WARNING Standard

Enter the ADMIN TOOLBOX and select the Applicant-Employee Contact or Request for Information FORM

What are you doing? Select Username Set Up, enter Applicant/Employee Name, Then enter email address

Select Company Name, link, enter any special comments, select proper sender information and hit submit. This will send the request with instructions to the new enrollee

Enrollee will receive the information and follow instructions. A unique account will be set up in two sections, as a user type with prescribed learning curriculum and under forms/ employee information for tracking of employee information

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TSS USER SETUP and RENEWALS WARNING Manual

Enter the ADMIN TOOLBOX and select the USER REGISTRATION tool

Enter the required information and then click submit

Employee wil be sent an email with an activation link, once activated, they will receive their password and username. System admins will revise this activation link as well for override.

A unique account will be set up in two sections, as a user type with prescribed learning curriculum and under forms/employee information for tracking of employee information

In REPORTS TOOLBOX select EMPLOYEE DATE MANAGEMENT REPORT, find specific entry for employee and select EDIT entry, you may now enter or edit information such as dates of expirations for CDL, MEC and MVR

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TSS PRE-2017 or DEMO SYSTEM NEW USER ENROLLMENT

New Applicant information is received (Pre-Boarding, Mid-Boarding Application for Employment).This is customizable depending on your desired workflow

Proceed to your ADMIN TOOLBOX and use the EMPLOYMENT OFFER LETTER to extend an offer to the applicant. (this is also customizable, we suggest sending yourself an offer letter to understand the verbiage, then make changes as desired for your organization)

Upon acceptance of the job offer letter, and digital signature, the employee will be re-directed to a self enrollment tool. The employment offer letter outlines what requirements the employee will need to complete. It also identifies an "At Will" employment agreement to protect the organization. Once the user self enrolls, they may begin the required training items. Additionally, this step creates the EMPLOYEE INFORMATION entry you will use to manage the EMPLOYEE DATE MANAGEMENT information.

ALTERNATE OPTION: You may go to your ADMIN TOOLBOX and use the APPLICANT-EMPLOYEE CONTACT or REQUEST for INFORMATION tool and select the USERNAME SET UP option to send them the link for self enrollment. This will send them the link to self enroll and create the EMPLOYEE INFORMATION entry as noted above.

Employee has self enrolled and established both a user learning account as well as the EMPLOYEE INFORMATION entry that is necessary to run the EMPLOYEE DATE MANAGEMENT functions. You will be able to go to your REPORTS and manage the date information for all your system users. This step uses a unique single entry for email address to control duplicate entries.

The purpose of this workflow is to ensure your employee has established an entry for the DATE MANAGEMENT tools. If you are a new system user, please reach out to TSS as we can import system users with data to pre-populate your TSS system. If you manually enroll the user from the dashboard, you will not create the EMPLOYEE INFORMATION file as needed, and it becomes a problem. This may seem complicated, however moving forward you will be happy you followed these steps! This workflow can be customized

New Application Processing

Once a new user has been enrolled into your TSS system, they will have access to a preselected baseline set of courses. These courses are primarily designed for the Commercial Driver employee category. AS the new user begins to complete the pre-defined training requirements, the TSS ADMIN or HR Department must begin the process of managing the application. If done properly, the employee will complete training simultaneously with the application process, and a new employee will be ready to begin hands on training in Seven days.

Below you will find several workflow illustrations with overview and break downs of the technical process and steps. This are not open to interpretation, if you would like to maintain a compliant and vetted process that has been reviewed, directed and verified by multiple audits, inspectors and authorities, you should stick t this outline.

TSS will update all necessary tools and processes as new requirements are implemented to insure compliance to the Federal Levels. If you have an Audit and the Auditor finds fault with ANYTHING in this process, please let TSS know immediately so the process can be:

A. Explained
B. Illustrated
C. Defended
D. Modified

As needed to help the Auditor and your company be “Beyond Compliance”

DOT Qualification File

A DOT Qualification file is only available for review by DOT, and should not be made available to employees. Additionally, the DOT Qualification file is a source file, and each file should be consistent and contain the same information throughout your organization. Failure to be consistent in this could lead to fines or potential discrimination claims.

Your DOT Qual file will need to be “BUILT” as you perform the required steps of qualifying a new driver. Once the DOT Qualification file has been completed, you should never remove or alter any documents within the original source file. Think of it a a snapshot of information in time. You have a RENEWALS file in your TSS file architecture which is designed to house new or updated information.

TIP: *Once you build it, AUDIT IT!! You have a complimentary audit tool in your TSS ADMIN TOOLBOX, so please feel free to use it!!*

TSS DOT/DQ File Work Flow Standard

Driver and Company

Driving Records from all states listed on application (MVR)

Road test and Certificate OR copy of existing road test certificate that is less than three years old OR photocopy of driver's CDL

Written Authorizations to obtain previous employer drug and alcohol information CFR 49#'s 1-4

Documentation showing medical examiner was listed in National Registry at time of issuance

Accident and drug/alcohol testing history from previous employers, 3 years and ten for DOT/Driving work or good faith effort = 2 attempts

Documentation of medical variance if applicable

Signed statement showing total on duty time for past seven days and the time the driver was last relieved from duty

MEC (Medical Examiners Certificate) OR MVR showing medical certification status

DOT File

Negative DOT/FMCSA pre-employment drug test result OR documentation of exception to pre-employment test

YOU SHOULD: Keep a copy of the Letter of Introduction (LOI) and Chain of Custody (COC)

Signed certificate of receipt for Drug and Alcohol educational materials (DAP)

Documentation of the type of driving the applicant self-certified that he/she will be performing, this information should be available on the MVR (INTER or INTRA STATE)

The TSS file architecture is set up to accommodate all items produced by a TSS system. It is important to remember not to co-mingle information, follow the storage requirements and guidelines for ease of audit and privacy requirements. DO NOT feel free to modify the DOT file storage requirements.

Audit file with this link: https://www.transportationsafetysystems.com/compliance-audit

MVR Review Process

MVR Review, Annual and Initial can be confusing due to report type, State provided information, format and/or layout. All MVR reports should provide the same information as required, however some service providers cannot obtain all information from each state. The main pieces to review are:

Is the license valid?

Does the license show issue date, and does it show any previous licenses?

If it shows a previous license, was this disclosed on the application?

Is the license number properly listed on the Certificate of Compliance document?

Are the Endorsements appropriate for the type of work?

Is the Medical Examiner listed and are the dates correct and consistent with the physical MEC provided?

Does your organization require a physical MEC card, or do you only require the MVR information?

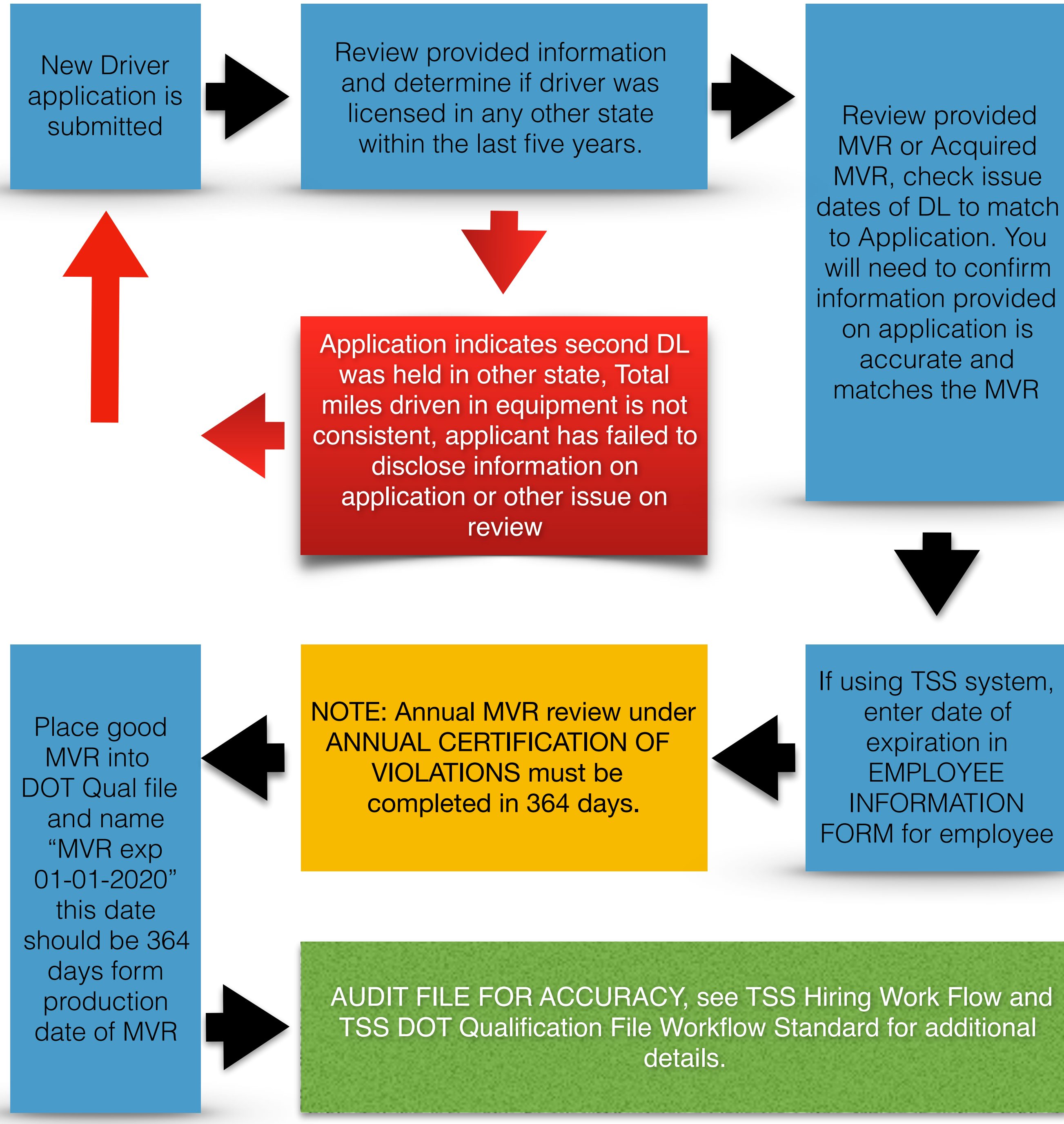
Does the MVR show Interstate or Intrastate?

Does the driving record meet your organic ions or insurance providers minimal requirements?

How long has the person had a CDL (issue date) and is it consistent with the information provided on the application?

TIP: *Make sure to reconcile the application with the MVR. If the employee failed to disclose information, you may have the responsibility to have them correct the information improperly provided with a signed statement OR you may have the opportunity to start an adverse action process and not complete the hiring process due to omission of information on the application.*

TSS MVR NEW HIRE WORKFLOW



The purpose of this workflow is to ensure you have done a proper review of the information provided on the application as it relates to stated previous employment and previous violations and accidents. If an applicant has failed to disclose information uncovered during the pre-employment file review, you may choose to stop the process or go back and get clarification on the issue. NOTE: If an applicant has failed to disclose information, you have the opportunity to STOP the hiring process for cause.

CFR 49 Previous Employer Request for Information

The CFR Previous employer request process is somewhat confusing as some believe that there is a requirement for three attempts, that it can only be done by mail, or electronic attempts are not valid. TSS systems are set to run the Two Attempt Process. If you wish to have a third attempt set up, please let your TSS Account Representative know and it shall be done.

Your TSS system has an automated CFR 49 system that can be used to both REQUEST and PROVIDE information. We recommend using this tool to track your entire CFR 49 information process. This will illustrate ate the entire process for any auditor, and will ease your process due to automated functionality.

REQUESTING information is easy, open the tool from your ADMIN TOOLBOX and enter the required information. You will have the ability to upload the CFR 49 Request for the specific employer and the Electronic Signature document which is the associate signature for the request. When you hit the SUBMIT button, the request wil be sent to the contact you have selected. Additionally, you will receive a copy and both notifications will have PDF's attached. The recipient can edit or print and edit the attached PDF and send it back you you via email. You can store or print and store the attached PDF in the proper file.

In seven days (this can be adjusted) the TSS system will send a second request to both the contact and the TSS ADMIN for storage. The recipient can edit or print and edit the attached PDF and send it back you you via email. You can store or print and store the attached PDF in the proper file to document your second tempt.

PROVIDING information is easy, open the tool from your ADMIN TOOLBOX and enter the required information. You will have the ability to upload the CFR 49 Request document that was sent to you by a potential employer. This can be sent via email, and the system will record the process.

TIP: *If you operate in an area that has an employer with large pool of CDL drivers that you hire regularly, and if that employer does not respond consistently to your requests, you may be required to report this failure to the FMCSA. The proper contact information is included on the second request notice.*

TSS Previous Employer Safety and Drug (CFR 49) Process

New Driver application is submitted with up to four CFR 49 information Requests pre-populated with the appropriate information. Your TSS application package requires certain information to include a previous telephone contact, name, and either/or a fax number or email address.

Did your employee provide you with a email address for the previous employer or supervisor?

If you are lucky, your employee will have provided the email address of a previous supervisor. If you have this, you can use the Automated CFR Request and Response system. This is the preferred method and can be found in your ADMIN TOOLBOX

Use the TSS CFR tool to send the initial request. You will receive a copy with a PDF attached, store the PDF in the proper CFR file of the employee. In seven days, the system will send a second request automatically, and you will receive a send PDF for the appropriate file. If you receive a request, save it to the appropriate file.

If you have a telephone number, you may want to call to get the email address, otherwise you will have to print the document and either mail it or fax it.

The CFR document has a place to document the first and second attempts. Attach the E-Signature page along with a cover sheet and fax or mail as desired. You wil need tomato two attempts to satisfy the Best Practices minimum requirements for attempt to collect information.

Place documentation for both attempts to include date, time and individual responsible (if not TSS automatic) and store in appropriate CFR 49 files by employee. If more than 4 CFR requests are needed, You may provide an additional request package from your ADMIN TOOLBOX

Personnel File

A Personnel file is a depository for many items and is viewable upon request of an employee. There is some dispute whether the employee has a right to possess a copy fo their file, and as a Best Practice your company policy should clarify your particular position on this subject.

When building or maintaining a Personnel file, keep DOT items segregated. DO NOT PLACE DOT ITEMS INTO A PERSONNEL FILE, as this will make the file discoverable in an audit, and that is not a good thing.

The items below are typically stored in a Personnel file. You may wish to sort out other items and hold them elsewhere, this will be covered later in this document.

TIP: *Once you build it, AUDIT IT!! You have a complimentary audit tool in your TSS ADMIN TOOLBOX, so please feel free to use it!!*

TSS PERSONNEL File Work Flow Standard

PSP Authorization, this document is NOT A DOT document, you will need to retain the signed authorization form in case you are audited. You cannot pull a PSP report AFTER you have hired a person, you must pull this report PRIOR TO EMPLOYMENT

PSP Report

CBC Auth or the Criminal Background Authorization needs to be kept on file

Criminal Background Report this should be reviewed PRIOR to employment and retained

Code of Conduct, this document covers such things as Non-Disclosure, EEO, Right to Creations, Sexual Harassment

Any and all other items not specifically identified on the DOT QUAL FILE WORKFLOW

Pers
onnel
File

Resumes, Cover Letters, Recommendations

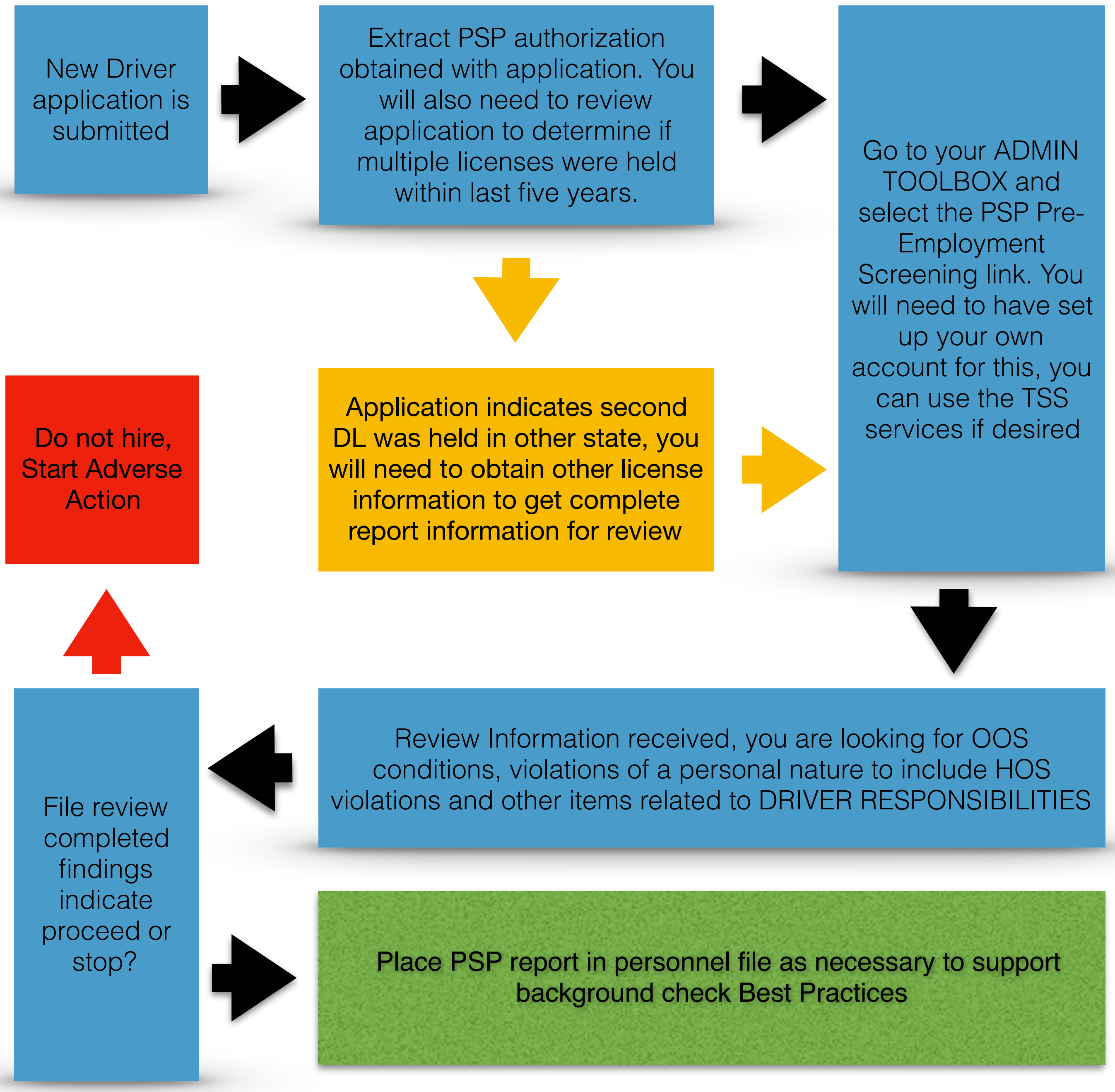
Mid-Boarding Documents

Pre-Boarding Documents

The TSS file architecture is set up to accommodate all items produced by a TSS system. It is important to remember not to co-mingle information, follow the storage requirements and guidelines for ease of audit and privacy requirements. DO NOT feel free to modify the file storage requirements, however you may ADD to this repository, keep in mind employees have the right to VIEW their own personnel files.

Audit file with this link: https://www.transportationsafetysystems.com/compliance-audit

TSS PSP NEW HIRE WORKFLOW



The purpose of this workflow is to ensure you have done a proper review of the information provided on the application as it relates to stated previous employment and previous violations and accidents. If an applicant has failed to disclose information uncovered during the pre-employment file review, you may choose to stop the process or go back and get clarification on the issue. NOTE: If an applicant has failed to disclose information, you have the opportunity to STOP the hiring process for cause.

TSS CBC NEW HIRE WORKFLOW

New Driver application is submitted with CBC auth.

Retrieve Criminal Background Check authorization, pair with Signature document, send to CBC service provider or process with your CBC

Review CBC information and apply your company specific threshold. If applicant has any issue that requires consideration by a Senior Manager, get written documentation and reason for any special considerations made.

CBC information returns an issue that does not meet your company specific requirements. Tell applicant that your insurance provider has reviewed the MVR and you cannot hire them at this time. You also may use your TSS Applicant Employee Communication tool to send message. You may need to start an advert action, This can be found in the MANAGERS TOOLBOX and this should be done very carefully.

If applicant meets threshold for company employment, place CBC into PERSONNEL file

NOTE: CBC is to be placed in PERSONNEL file only, employee has legal right to REVIEW this file, DOT cannot see this file.

AUDIT PERSONNEL FILE FOR ACCURACY, make sure you are meeting your own internal policy and procedure for each file. Many government agencies will have requirements and review whether you adhere to your own policy consistently.

Pulling and reviewing a CBC as a policy ensures that your organization can prove you are hiring and retaining the best possible candidates for public service. This is a best practice item, it is well worth the 25-50 dollars for piece of mind. You can also market this Best Practice in your sales approach for potential customers.

Payroll File

A Payroll file is a depository for items related to new hire employment. This file will house things such as the I9 and W4, Supporting documents to include the Employment Offer Letter, The support documents for the I9 and any PAN notices to include new hire, ROP or STATUS adjustments and Separation Documents.

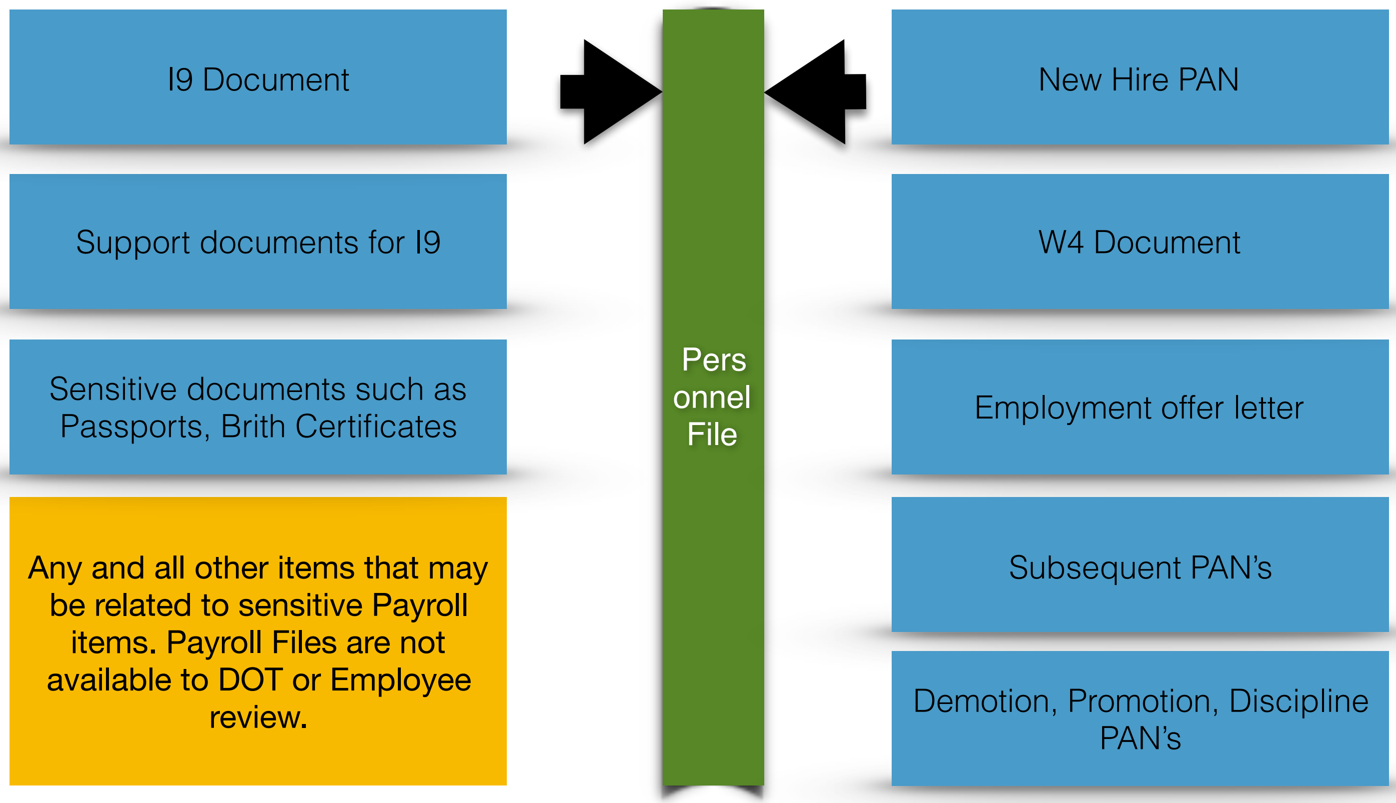
When building or maintaining a Payroll file, keep DOT items segregated. DO NOT PLACE DOT ITEMS INTO A PERSONNEL FILE, as this will make the file discoverable in an audit, and that is not a good thing.

The items below are typically stored in a Personnel file. You may wish to sort out other items and hold them elsewhere, this will be covered later in this document.

✓ I*9 produced by your TSS systems and found in the EMPLOYEE ON-BOARDING*
✓ *W4 produced by your TSS system and found in the EMPLOYEE ON-BOARDING*
✓ *Employment Offer Letter produced by your TSS system and signed by employee*
✓ *Support or Source documents for I9 such as CDL, DL, SS Card, Passport and similar*

TIP: *Once you build it, AUDIT IT!! You have a complimentary audit tool in your TSS ADMIN TOOLBOX, so please feel free to use it!!*

TSS Payroll File Workflow



All documents produced by a TSS system are stored until purged. You can always go retrieve a document, however storing them in an easy to organize and access digital file is the preferred method. It is not recommended to store sensitive payroll items with Social Security numbers on the TSS system. These should be stored in your secure server environment with controlled employee access. If you are still working in a paper format, then print and store the items in your locked file cabinet.

The TSS file architecture is set up to accommodate all items produced by a TSS system. It is important to remember not to co-mingle information, follow the storage requirements and guidelines for ease of audit and privacy requirements. DO NOT feel free to modify the file storage requirements, however you may ADD to this repository, keep in mind employees have the right to VIEW their own personnel files.

Training File

A Training file is a depository for any training materials produced outside of your TSS System.

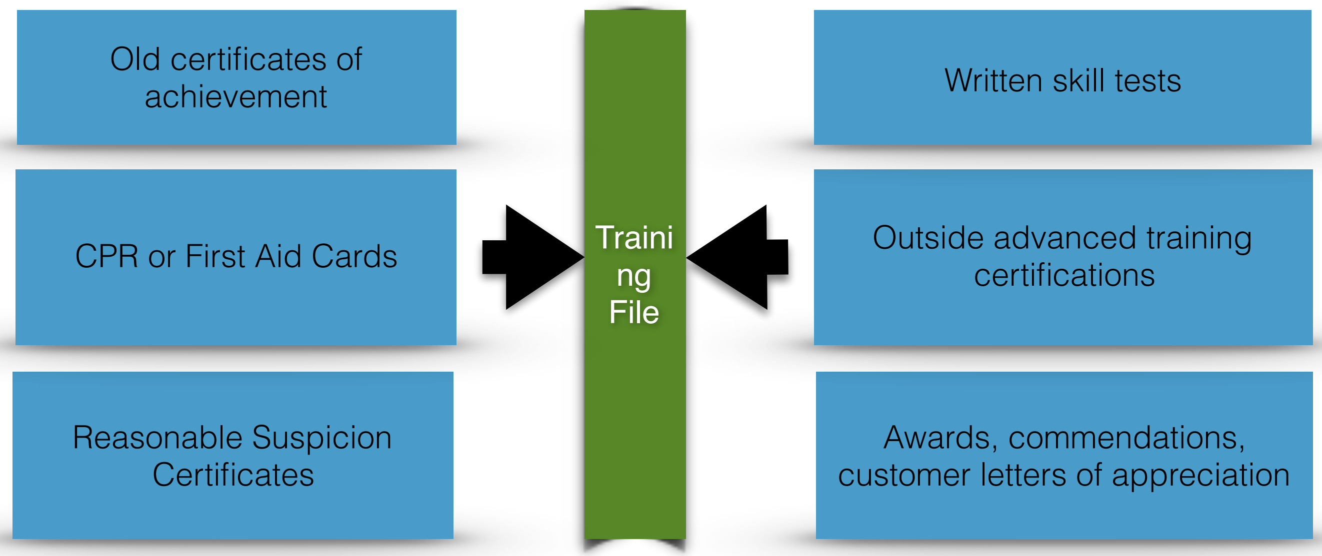
When building or maintaining a Training file, keep DOT items segregated. DO NOT PLACE DOT ITEMS INTO A PERSONNEL FILE, as this will make the file discoverable in an audit, and that is not a good thing.

The items below are typically stored in a Training file. You may wish to sort out other items and hold them elsewhere, this will be covered later in this document.

- ✓ *Annual Drive Reviews from pre-TSS time*
- ✓ *FAM or Equipment specific training pre-TSS*
- ✓ *Specific certifications or certificates for in person trainings or presentations*
- ✓ *Sign in sheets for annual meetings*

TIP: *If you choose to go paperless and do a complete digital conversion, make sure to separate your DOT required training items from your general training items.*

TSS Training File Workflow



Any and all other items related to training or knowledge that do not reside in the personnel file. Training files may be shown to employees but are not required to be made available.

The TSS system automatically records the online training portion for you. Each student will have a segregated file for training tracing and performance metrics. The Training file is a repository for items that occur outside of the TSS system, or that you want to store separately or have on hand. If you choose, you may use this file to store screen shots or exports of specific student progress. The TSS file architecture is set up to accommodate all items produced by a TSS system. It is important to remember not to co-mingle information, follow the storage requirements and guidelines for ease of audit and privacy requirements. DO NOT feel free to modify the file storage requirements, however you may ADD to this repository, keep in mind employees have the right to VIEW their own personnel files.

Courses Overview

Courses are set up to hold information and training by subject or area of study. Your basics TSS system is set up with several courses that are automatically assigned to every new employee who is enrolled. The basic set of access to courses is as follows:

Driver On-boarding

Driver Training 101

Driver Training 102

Driver Training 103

Safety and Equipment

Policies and Procedures

Driver Monthly Refreshers

Employee Tool box

A Course is the overall subject or area of study.

A Module addresses a more detailed area of the broader subject and resides within a course. Multiple modules can be created to organize a broader concept.

A Unit resides within the Module and can house things like Forms for collection information, Video presentations for conveying information, Quizzes for recording knowledge or acknowledgement, Electronic signature triggers to complete a document and request digital signature or it can contain an item such as a picture or a PDF.

Course details are listed on the following pages.

***TIP:** You may assign additional courses to students with administrator access. Students can navigate courses from four ways, Icons on the Course Index, through the YOUR PROGRESS tab, through sidebars or from a COURSES tab from the top. This is set up to facilitate different knowledge levels for system users, and whether they are visually inclined or list inclined.*

Employee On-Boarding

This course allows all employee access and will capture many things to include:

FMCSR Receipt
Texting and Cell phone policy
Drug and Alcohol Policy
General Knowledge test
Driver Rule Book
Driver availability and statistics
Previous Seven Days Hours of Service
I9 and W4

You may add or delete items from this course as desired.

TIP: *The Driver availability and statistics is a great item for your dispatcher to begin to know the new driver. This may help them determine when and where the driver will best be utilized in their schedules. Additionally, this baseline document comes in very handy later down the road when the driver employee starts to make changes to their availability. Worst case scenario, this document can be used as a source document to establish cause for separation. Many of the tools in the TSS system serve multiple purposes, what may appear to be silly may actually be a resource that bails you out down the road.*

TIP: *The I9 and W4 have a specific work flow associated with them, please review the workflow requirements in the specific section for additional details. A brief overview of the workflow process is this: When an employee comes across this form, and completes it successfully, you will be sent a notification with a compiletd W4 attached, and instructions to perform the I9 verification. Once you have completed that, a email wil be sent to you with the completed document. This is all done without paper, you may print the documents if you are using a paper system.*

Driver Training 101

Driver training 101 will cover the basic training requirements as outlined in the FMCSA regulations. These include:

Whistle Blower
Hours of Service
Basic Driving Requirements
ADA Basic Compliance

TIP: *This course is set up as a baseline that provides required information. Several other courses exist and can be customized, this course is a baseline course which will document the requirements of the law. No new driver ever should get behind the wheel without having completed this course. This course, along with the On-Boarding course is the absolute bare minimum you should accept prior to allowing a driver out on the road in your equipment.*

Driver Training 102

Driver Training 102 will cover some additional topics to include:

CSA BASICS
Some special driving items such as tail swing, overhead hazards and work zone navigation
Hours of Service

TIP: *This course is set up as a advanced course that provides additional information. This course can be added to or reduced in subject, modification or customization is recommended based on your organizational needs.*

Driver Training 103

Driver training 103 will cover some additional items, primarily the TSA OTRB First ObserverTerrorism training program and the ATA Driver training series. These two items are advanced items and are very comprehensive. You may add or delete any items from this course, this course is designed to be fully customized based on your organizational needs.

TIP: *This course is set up as a customizable course. Many organizations add their own content such as self produced introductory videos that may describe in detail the paperwork process, parking, go-nogo locations, and any other complex and driver related policies or procedures.*

TSS Safety and Equipment

Safety and Equipment will cover some basics such as fire extinguishers, Sleep Foundation Information and other equipment information. You can load equipment specific items into this course to include manufacturer, lift, or procedural information. This section is intended to be customized to your needs, please review and let us know what you need.

Out of the Box content includes:

Fire Extinguisher Tutorial

National Sleep Foundation White paper on Drowsy Driving

Some medications can affect your driving

Ricon S-Series Wheelchair Lift Operation

MCI Braun Wheelchair Lift Operations

Jacobs Brake Use

Intro to Drive Cam

MCI Bus Tour

High Ride Low Ride suggested use

Temsa TS 35 training

Temsa TS 45 Training

Room is available for your fleet specific equipment such as Prevost, Setra. Ford chase and others. Additionally, TSS can convert your existing materials into courses as needed.

TIP: *This course is set up as a customizable course. Many organizations add their own content to include manufacturer specific items or specific lift, AV or other equipment related items.*

TSS Policies and Procedures

Policies and Procedures course should be completed as a bare minimum by all employees, no matter what position. This course includes a welcome aboard message that can be customized to your organic ion. This should include your mission statement, and it is most desirable to have the owner or manager of the company film a personalized greeting.

This course comes standard with:

Mediation and Arbitration agreement
Drug and Alcohol abuse policy
Smoke Free workplace policy
Hours of Service Policy
Sexual Harassment training

TIP: *This course is set up as a customizable course. We encourage you to provide us with your employee manual for digitization and set up for electronic signature. Maintaining your employee manual in a digital environment is much easier and more cost effective. We can take an electronic source document and convert and format for easy electronic signature. Once installed in a curriculum, very new employee will get a copy and be required to sign for receipt. Additionally, when major changes are made, or perhaps on an annual basis, you can send an electronic request for employees to review and sign for new information.*

TSS Monthly Refresher Training

Monthly Refresher training is a course that has current subject materials and can be customized as desired. Your TSS system comes with 24 months of content, and your TSS system will be updated annually as needed OR you can create your own content and training courses. All of your employees should be encouraged to begin completing this course.

This course can be customized based on your needs. You can create your won content and have it installed as needed. Reach out to your TSS account manager for information on this.

Please see the course index in your system for included items.

TIP: *Custom branded content can give you a more tailored presentation, you can select your*

TSS Reasonable Suspicion

This course meets the federal requirements for Reasonable Suspicion Training and provides a certificate at the end of the course. All Safety Sensitive Managers are required to take this course, and any manager or supervisor should be encouraged to take this course.

This course should be renewed every two years as a Best Practice. This course has additional resources such as checklists and forms after the course has been completed. This course must assigned to the student, this is not a standard issued course.

TIP: *This course must be assigned to a student. This course will issue a certificate, if you are operating under an FTA authority, please let TSS know an FTA compliant Drugs and Alcohol 1 Hour training course can be installed into your TSS system*

TSS TOOLBOXES

These are set up as courses with various functionality within each. You can control levels of access to certain functions by assigning these courses to users. Below you will find the current offering.

Employee Toolbox has items that all employees would need access to such as time off requests, previous seven days HOS, Draw Requests, Vehicle inspection tools, annual certification of violations, reports of violations and similar. TSS has developed many custom tools for organizations, TSS can add or eliminate these tools as desired.

Admin Toolbox has items that supervisors, managers and sales persons may need to include Advanced ADA Requests, ICCC forms, PAN Forms, Drive Test Forms, Employment offer letter and similar. TSS has developed many custom tools for organizations, TSS can add or eliminate these tools as desired.

Managers Toolbox has items such as Adverse Action, Non Disclosure and Non Competition documents and other items with some sensitive reports as needed. TSS has developed many custom tools for organizations, TSS can add or eliminate these tools as desired.

Sales Toolbox has items that your sales staff may find valuable. These may include a trip/HOS calculator to ensure the sold itinerary is legally compliant. Additional items may include charter quote calculators, sales scripts, CRM tools and similar. This is customizable and can be built out as desired for your operation.

Reports has items that are standard compiled reports that most organizations need and use. Of most importance is the Employee Date Management report, this is where you wil manage your expiration dates and the like. TSS can create custom reports and can also construct automated reports to be sent out on a recurring schedule. This can be exported in CSV with can be opened by Excel or Numbers depending on which OS your organization uses.

TIP: *You can use any of these tools to send yourself a sample for review. By entering your email address into the user field, any notifications will be sent to you. Using a personal email account for this is recommended, as sending to a corporate account may duplicate notifications and confuse you as to which is an internal and external notification.*

TSS Custom Courses

Custom courses can be created as desired or needed. Custom courses should be specific to a purpose. When creating a custom course, keep these items in mind:

A Course is the overall subject or area of study.

A Module addresses a more detailed area of the broader subject and resides within a course. Multiple modules can be created to organize a broader concept.

A Unit resides within the Module and can house things like Forms for collection information, Video presentations for conveying information, Quizzes for recording knowledge or acknowledgement, Electronic signature triggers to complete a document and request digital signature or it can contain an item such as a picture or a PDF.

By using this flexible construct, TSS can create a workflow that will guid your students or employees through a process that is designed to meet your needs. Please let us know if you need a course, and remember there is a strong possibility if you have determined a need for it, it probably has already been created. If it exists, we can install it easily and quickly.

TIP: *Courses are a great way on recording and exposing a student or employee to required information or documents. All courses can be tracked in a visual manner, you can easily verify performance, and courses can be set up to require prerequisites and blocking quizzes to prevent movement to next units without assure completion of previous units.*

TSS Notifications, Workflows, Reminders, SMS Messages (text) and Emails

Why are there so many emails!!! With time, you will begin to understand the email headers and be able to sort and process the information rapidly, until then you will despise your TSS system. TSS can reduce some of the emails, however each email has something to do with the compliance process. The easiest way to handle the email notifications is to perform the task immediately and complete the work flow. All tools are set with reminders to help you keep compliant.

When you receive a new document with an expirations date, you should immediately perform the process and update your EMPLOYEE DATE MANAGEMENT tool to prevent additional notifications from being sent to the employee.

Workflow notifications will have instructions and links to help you complete the workflow. This may be related to your Pre-Boarding, PAN, Time Off Requests or the I9 and W4 document. If you are unsure of what will happen, carefully read the instructions on the notification and proceed accordingly. Do not let your workflows back up, otherwise you will be overwhelmed with reminders.

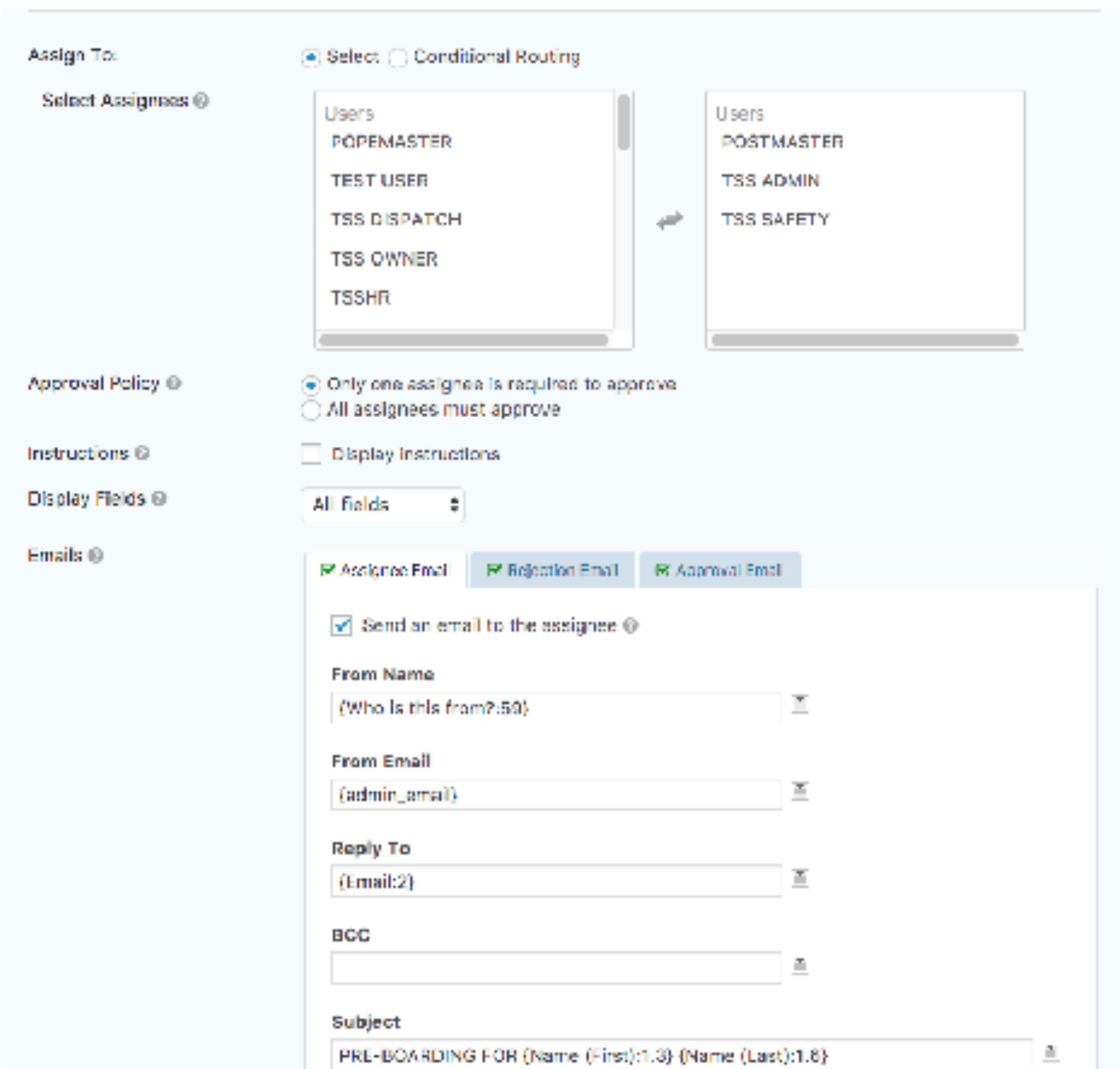
Compliance is time sensitive and date driven. Prompt processing of the items coming to you will keep you on target for remaining compliant.

TIP: *We can add, delete, or target notifications for both employees, admins and departments as needed. All decisions for notification targeting are justified, let your TSS account manager know how you would like your system to work fo you!*

TSS Wokflows

Workflows are defined actions that are required by a function or position. This can be simple (one step) or complex (multiple reviews and approvals) with to without completion notifications. This can be targeted and require a position to complete a step. This are set with reminders to ensure the process is adhered to and completed. This is an excellent way to make sure the proper position is doing a job, and if the process fails, we can identify which position is failing and either provide training or replace the human resource in the position if needed.

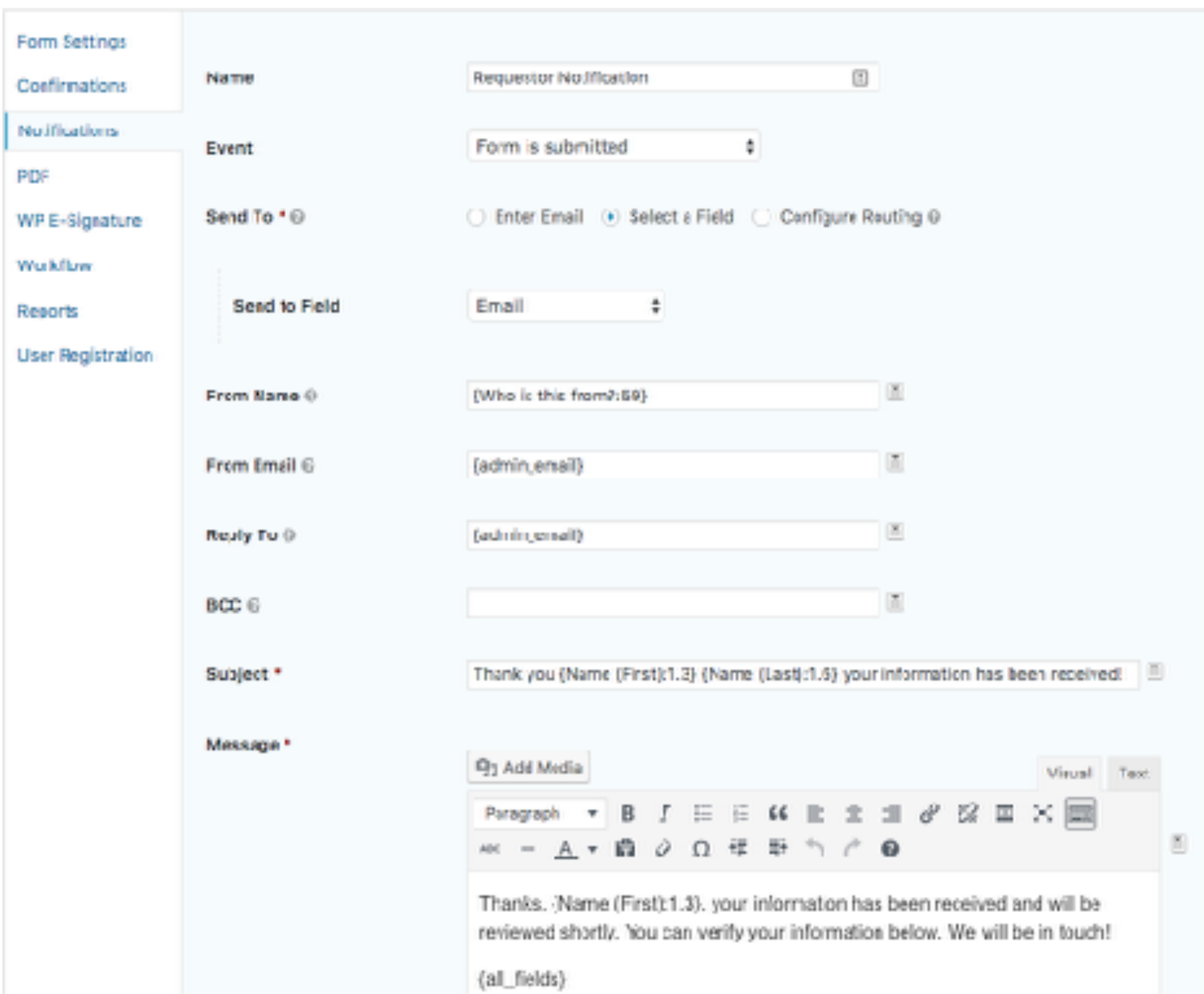
Workflows are a minimal AI function, meaning they have minimal intelligence to help you manage your processes.



TSS Notifications

Notifications are typically emails that are sent out based on a function (submission, delayed, relational date, recurring, SMS) and can be set up to notify particular people at defined times. This can be reminders, receipt, notifications, confirmations or requests to perform a function or provide some data. This is a simple and flexible way defining and recording a process.

Notifications are a low AI way of ensuring processes are adhered to and documentable. Additional notifications with conditional logic can be built to ensure actions are performed at the proper times with consistency.



TSS Personnel Action Notice or PAN

The PAN tool is a tool that should be used whenever an action occurs with an employee. From the start of employment to the exit out the door, the PAN is intended to properly track the life cycle of every employee. This tool also can be used to perform Annual Review, give pay raises, perform safety record entries and also track hiring and exit items such as insurance, health care, codes, assets and the like. This tool can be customized for your specific operations.

The PAN has a report associated with it, this report can track many things such as current and past statuses, pay rates and the like. Additionally you can track your I9 and W4 expiration items here. This tool has many notifications that are preset to go where they need to go, when they need to go. Additionally, in current systems, the PAN has two electronic signature documents, a “LAST CHANCE AGREEMENT” as well as a “PAN” notification that has a signature required.

These tools allow for the employee to sign for receipt, and with the time stamps, the system will record IF they looked at it, and WHEN. Once they have looked at it, they no longer have the ability to say “I never got that”. This particular tool comes in handy when you may choose to contest an unemployment claim or similar.

TIP: *TSS PAN tools have a report that can be customized based on your operation needs. This report is sortable and has controlled access, it becomes very useful when doing annual and safety reviews. Additionally, this depository for information is valuable when contesting unemployment claims or disability claims. This system was developed by Holland America Cruise lines and is similarly used at Boeing and other similar organizations.*

TSS Incidents, Compliments, Complaints and Collisions (ICCC or ICK)

The ICCC tool is a simple tool that every employee can use to document things as defined by the title. This dynamic form is also equipped with proper notifications and will be directed to the proper department as needed. This also has a report available that becomes helpful when sitting down for a review or doing an employee investigation. As each incident, whether good or bad, is recorded, you obtain a pattern (provable) for review and support in employment law situations.

You telephone and supervisor staff members can use this tool to document issues. Upper level managers and such can use the data to perform the necessary functions of managing human resources. When a series of ICCC items are established, the proper manager uses the PAN do process, record and notify the employee of the event. We can provide weekly, monthly one similar scheduled automated reporting as desired.

TIP: *Customizable and controlled access reports can provide you better understanding of who may be you potential next serious accident. Employee level use allows managers to see when issues occur and determine the necessary response. If you start to define a pattern with a particular employee, you have the ability to dig into the TSS system and have a look at the overall performance statistics. Employees who develop a pattern of issues, have low performance levels, and poor performance reviews tend to damage equipment and anger customers. This tool is intended to help you become aware of the problem and address it legally and properly before it hurst your bottom line.*

TSS Medical Examiners Card RENEWALS

Medical Examiner Cards or MEC are typically renewed every one to two years. Your TSS system will help you manage the process related to this document. As typical, you will be required to immediately confirm that the doctors issuing the document is certified. Your TSS system will allow users to take an image and send the TSS system admin a digital copy of the document remotely. Some employees will hand the document to the compliance officer. It is systematically better if you encourage or enforce that all documents be submitted through your TSS system, however if you receive the document manually, you can scan the item and place it in the system or your storage files if you are using the TSS file architecture.

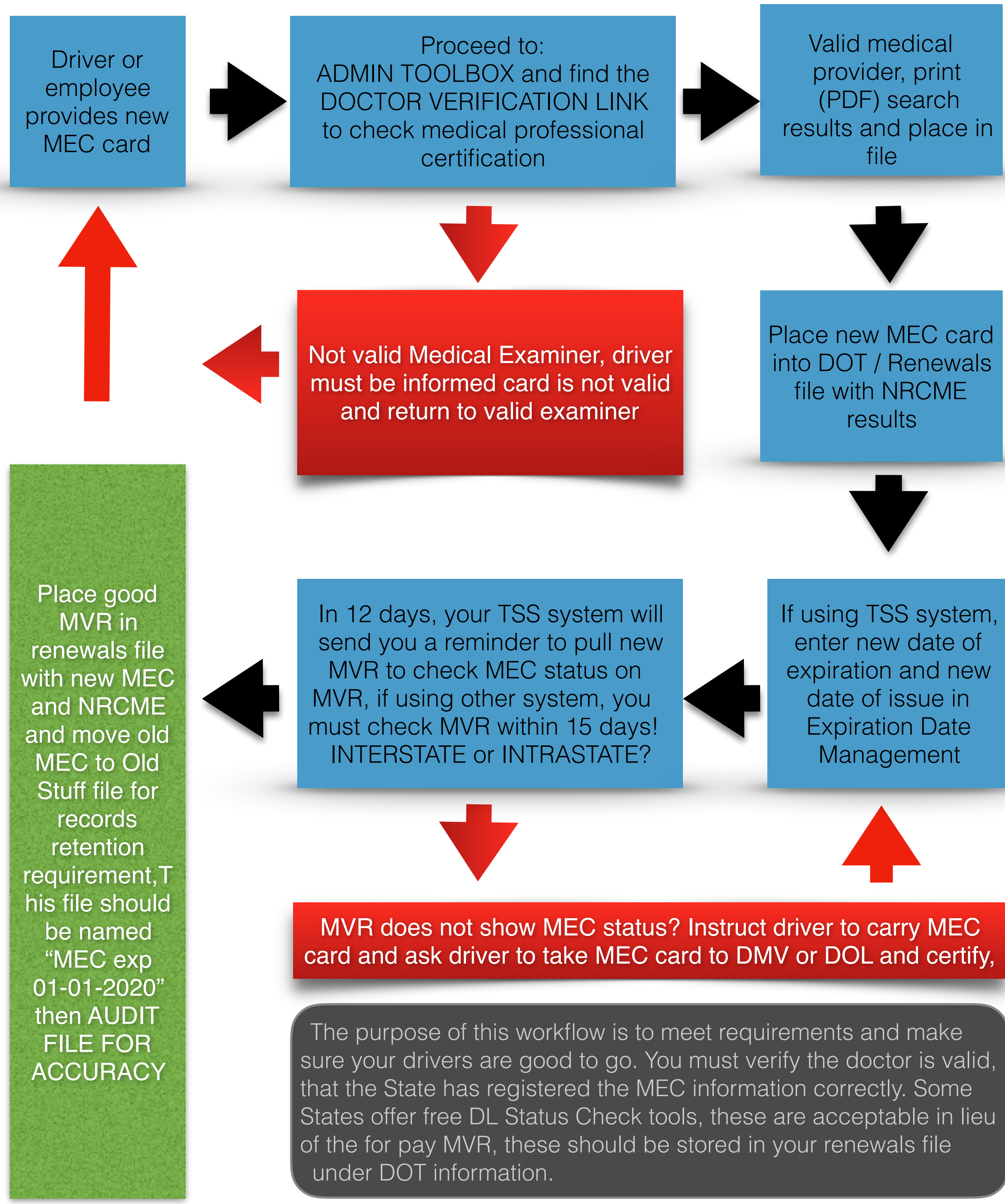
Once you have received a new document and verified the medical professional information, you should immediately enter the new dates int your EMPLOYEE DATE MANAGEMENT tool which is found under TOOLBOXES and then REPORTS. By entering the issue date into the system, TSS will notify you twelve days after the issue date that you need to perform the next required step of pulling a new MVR and verifying the new information has been recorded with your State.

When you update the date information, the system will reset and stop sending reminders to the document owner until the next 90 day expiration window.

You should place this information in your RENEWALS folder for the specific employee. Move and older items to the OLD STUFF folder for storage. Once your DOT Qualification File has been completed, you should never remove documents from that location.

TIP: *All expirations date tools are set with several notifications. The basic set up is related to the prime documents, CDL, MEC and MVR. Other notifications are set for Birthdays, Anniversaries or other state specific items such as recurring CBC reviews, Passports, TWICS or other specific items your organization may need or require. Standard renewals notifications*

TSS MEC Work Flow Standard



The purpose of this workflow is to meet requirements and make sure your drivers are good to go. You must verify the doctor is valid, that the State has registered the MEC information correctly. Some States offer free DL Status Check tools, these are acceptable in lieu of the for pay MVR, these should be stored in your renewals file under DOT information.

TSS CDL RENEWALS

CDL and DL documents are generally valid for three to five years.

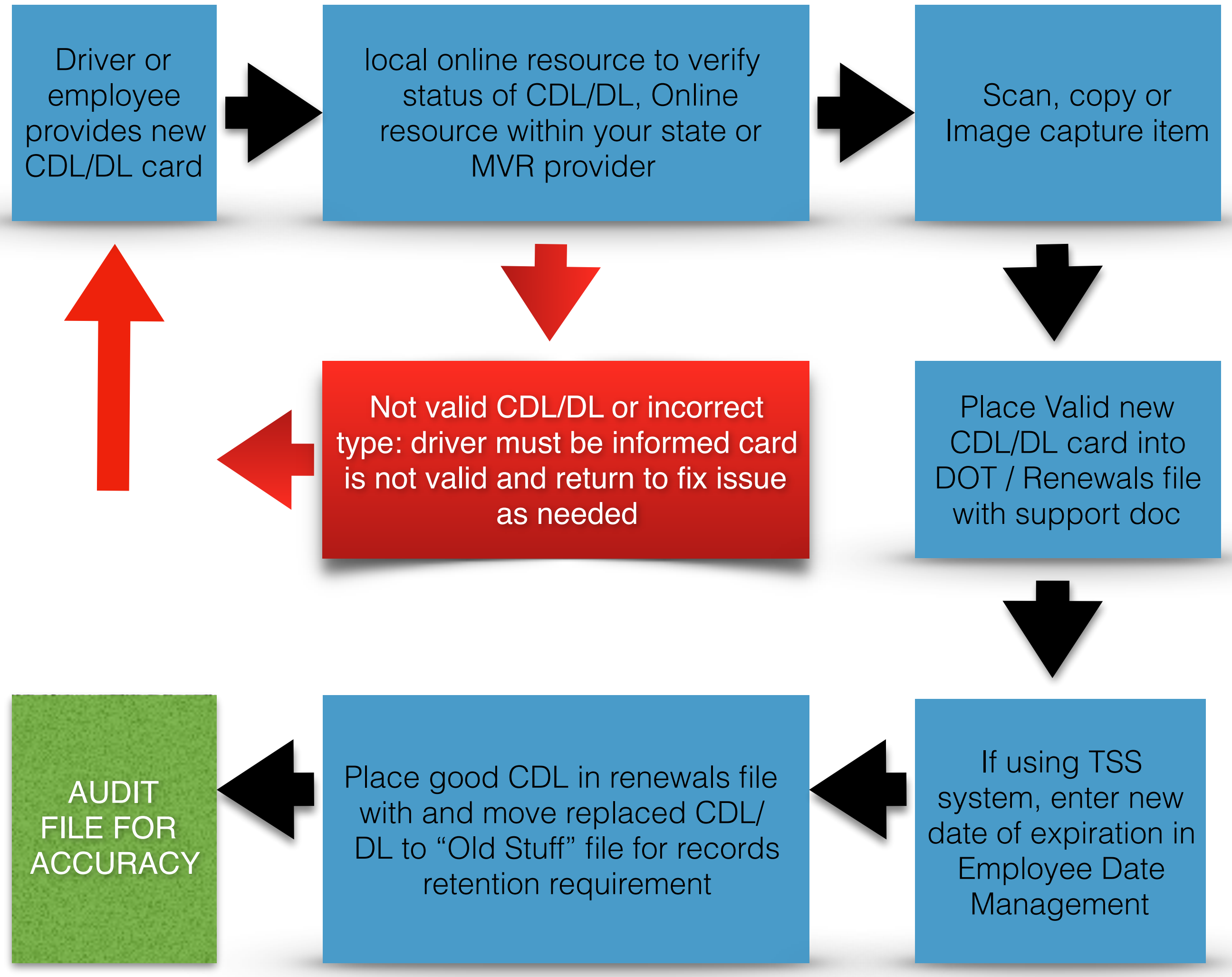
Once you have received a new document and verified its authenticity, you should immediately enter the new dates int your EMPLOYEE DATE MANAGEMENT tool which is found under TOOLBOXES and then REPORTS.

When you update the date information, the system will reset and stop sending reminders to the document owner until the next 90 day expiration window.

You should place this information in your RENEWALS folder for the specific employee. Move and older items to the OLD STUFF folder for storage. Once your DOT Qualification File has been completed, you should never remove documents from that location.

TIP: *All expirations date tools are set with several notifications. The basic set up is related to the prime documents, CDL, MEC and MVR. Other notifications are set for Birthdays, Anniversaries or other state specific items such as recurring CBC reviews, Passports, TWICS or other specific items your organization may need or require. Standard renewals notifications are 90, 60, 30 and 14 days PRIOR to expiration, and an EXPIRED notification on the date of expiration of document. TSS can add TEXT MESSAGING if desired. This is an added cost feature.*

TSS CDL Work Flow Standard



The purpose of this workflow is to meet requirements and make sure your drivers are good to go. When accepting a new CDL/DL from the operator make sure you review the document for appropriate CLASS TYPE, any ENDORSEMENTS, and RESTRICTIONS, and see if there are any new issues noted compared to previous CDL/DL. We have seen renewals that have been submitted missing Commercial Driver License status altogether, ore perhaps the weigh classification was incorrectly entered and has been reduced. Mistakes do happen, check these documents carefully, as if you let a driver drive on an incorrect card, it is YOUR FAULT in the eyes of the auditors. If the credential is good to go, then these should be stored in your renewals file under DOT information.

TSS Annual Review Of Violations RENEWALS

Your TSS system will send the employee a notification at 30 days prior to expiration with the proper link to complete the electronic Annual Certification of Violations. Once completed, the employee will electronically sign the document and it will be sent to the TSS ADMIN for processing and review.

NOTE: *Some companies pull the MVR first, then perform the Annual Certification. it is the interpretation and design of TSS that the Annual Certification of Violations should occur PRIOR to MVR pull to document authorization and test whether the employee is A. Knowledgable and B. Truthful in their employment as a professional driver. IF you interpret this differently, your TSS system can be modified to fit your needs.*

Once you have received a new document and verified its authenticity, you should immediately enter the new dates int your EMPLOYEE DATE MANAGEMENT tool which is found under TOOLBOXES and then REPORTS.

When you update the date information, the system will reset and stop sending reminders to the document owner until the next 90 day expiration window.

You should place this information in your RENEWALS folder for the specific employee. Move and older items to the OLD STUFF folder for storage. Once your DOT Qualification File has been completed, you should never remove documents from that location.

TIP: *All expirations date tools are set with several notifications. The basic set up is related to the prime documents, CDL, MEC and MVR. Other notifications are set for Birthdays, Anniversaries or other state specific items such as recurring CBC reviews, Passports, TWICS or other specific items your organization may need or require. Standard renewals notifications are 90, 60, 30 and 14 days PRIOR to expiration, and an EXPIRED notification on the date of expiration of document. TSS can add TEXT MESSAGING if desired. This is an added cost feature.*

TSS MVR ANNUAL CERTIFICATION OF VIOLATIONS

Send Employee Electronic request for Certification of Violations with Employee Contact Tool

Employee receives automated Annual Certification of Violations notification and completes electronic process

Manager will need to pull new MVR for comparison to Certification of Violations and review. This can be done in Paper or with a PDF Handler such as Adobe or Paperport. You will want to name tis file “MVR exp 01-01-2000” or similar, this date should be 364 days AFTER the production date on the actual MVR Document.

Manager will need to review MVR document and compare it to the Certification of Violations. You need to check the verbiage of the document you are comparing, you only can review for VIOLATIONS as stated in the Certification document. Collisions or No-Fault Accidents may not be considered. You also need to check to make sure the CDL or DL is still current! It may be that a driver DL or CDL has been downgraded to to a failure to record the MEC by the state.

If driver fails to disclose violation, you will need to get additional information or perhaps discipline is necessary. You may need a Citation Notification completed and placed in personnel or Safety file.

Certification is Accurate

Place Updated MVR in DOT/RENEWALS file, combine Annual Certification of Violations and MVR together and store as “MVR exp 01-01-2020” or similar. The expiration date of this document should be 364 days AFTER the production date of the MVR. You will then go to the TSS system and update the new date in the specific EXPIRATION DATE MANAGEMENT tool to ensure tracking and notifications are re-set based on current information.

The annual Certification of Violations or MVR Review is required every year, or annually. This is required to be completed within 364 Days of the previous MVR expiration date, and needs to be reviewed by an appropriate manager. Annual Certification of Violations document is required to be prepared and signed by Employee. If your using a TSS system, you should have seen this coming via a notification or from the Reports you have been generating. New items will be stored in the DOT/Renewals file, old items should be moved to OLD STUFF file in TSS file architecture.

TSS Adverse Action Tools

Adverse action is a difficultly process, and most companies are vaguely aware of it, and generally don't do it, or do it incorrectly. This issue can become costly if done improperly, and with the help of HR professional and Employment Lawyers, TSS has developed a simple tool to help you through the process legally with proper notifications and time line reminders. If you need to perform an adverse action, you can use the tools within your MANAGERS TOOLBOX to start the process and set it on Auto Pilot to keep you out of hot water.

TIP: *Customizable and controlled access reports can provide you better understanding of who may be you potential next serious accident. Employee level use allows managers to see when issues occur and determine the necessary response. If you start to define a pattern with a particular employee, you have the ability to dig into the TSS system and have a look at the overall performance statistics. Employees who develop a pattern of issues, have low*

TSS Drive Tests

The TSS drive test tools is designed to be a positive action observed format with only one area that can accept any type of negative information. Many drives testers want to identify all shortcomings of a new company driver, however they fail to understand that if you note poor behaviour, and you fail to complete a defined correction to said behavior, the company can be held liable and negligent. The TSS drive test will allow the drive tester to identify the positive actions observed during the test, and additionally, the tester can capture the CDL and MEC at the time of road test.

This tool can also document an equivalency type test, and can be used for other driver training to document and identify training provided, western it be familiarization, remedial, of specialized. Keep all of your drive test data in one place, easily sort and identify process and training statistics. Prevent over zealous drive testers from placing your company in jeopardy, and ensure your potential new drivers are presenting required hire and compliance documents at the proper time.

The TSS drive test can be found in your ADMIN TOOLBOX, and can be customized as needed to identify FAM (familiarization) locations specific to your operation and geographic location.

TIP: *While this tool can be used on any WIFI connected device, it is always recommended to SAVE AND CONTINUE when out on the road due to spotty cellular data connectivity. You should always capture the images of the drivers CDL and MEC prior to departing the yard, and upload those to the drive test upon completion. This ensures a consistent, compliant and non-discriminatory process is adhered to and met, every time.*

TSS ADA Advanced Request-Overview

The requirements of the ADA advance request for accessible travel are specific and complex. There are three major steps to this process, each must be completed to ensure technical compliance. Most organizations will not meet the thresholds. The TSS ADA Advanced Request tool is designed to meet the requirements. This tool will be found in your ADMIN or SALES TOOLBOX and can be used in either QUOTE or REQUEST mode. This tool can be used for a single base location/single dispatcher or multi-base locations/multi-dispatcher operations.

This tool wil be primarily used by your sales department at the time of customer contact, whether that contact is a legitimate REQUEST or QUOTE. This tool should be used either way to illustrate your commitment to compliance and ensure your staff is adhering to and meeting the requirements of the law. If you are using some “Binder” that sits on a shelf in your sales or operations department, YOU ARE IN VIOLATION OF THE LAW.

The requirements for annual filing have been eliminated, and the FMCSA has been granted authority to audit this process. Additionally, if your website does not clearly indicate that you are paying serious attention to ADA compliance and service, you may be targeted by the FMCSA for compliance review. FMCSA has been reported to make calls to operators with requests for ADA service. If your team does not do everything correctly, this could potentially bring the FMCSA to your doorstep for random audit and easy fine generation.

TIP: *Every transportation company must have a rock solid and verifiable process related to every aspect of compliance. Forgetting this one seldom used process could cost you serious money.*

TSS ADA Advanced Request -Detail

The ADA Advanced Request for Accessible Travel tool is designed to operate on two modes. Your sales or operations department can select between QUOTE and REQUEST. Both options trigger the same work flow, and send the same notifications with slightly altered outbound message verbiage. Some would argue that adhering to the process in QUOTE mode is overkill, however TSS will assert that it is better to over comply than to under comply. Relying on your sales staff to make a regulatory or compliance decision is absolutely NOT THE BEST IDEA EVER.

By training your sales or operations staff to use the simple tools, you can ensure that you will exceed the regulatory requirements every time.

TIP: *Designed to meet the letter of the law and automate the process, once this tool has been triggered, it will ensure your staff has the ability to meet and exceed the regulatory requirements.*

TSS ADA Advanced Request-Workflow

When the ADA Advanced Request tool is activated, it will performa series of tasks.

WORKFLOW STEP 1: Upon clicking the submit button, in either Quote or Request mode, the TSS system will automatically send an email to the requestor confirming the receipt of the request. This important step is required by the law. Whomever inputs the request is asked to provide their email, they will get a confirmation that the process has begun.

WORKFLOW STEP 2: The dispatcher of the location/s will receive a notification that a request has been submitted. This notification has a seven day reminder. The dispatcher is required to review the request and determine if it is valid. If it is determined to be a quote that is not a valid request, the dispatcher can kill the process. If this is done, the original inputer will receive a notice letting them know the request has been cancelled. If it has been cancelled in error, the originator can re-start the process. If it is determined to be a real request, it will move to the net step.

WORKFLOW STEP 3: A notice to the dispatcher will be sent several days (3) prior to the confirmed move letting them know to make sure the required equipment is available and assigned. If the move has been cancelled, they can kill the workflow. If this is done, the original inputer will receive a notice letting them know the request has been cancelled. If it has been cancelled in error, the originator can re-start the process. If it is determined to be a real request, it will move to the net step.

WORKFLOW STEP 4: Two days after the scheduled move, the dispatcher will be sent a notice to complete the finalize action report for ADA accessible travel. They must be logged into their TSS system, and they can click a simple link in the notification which will take them to the final step to complete the required work. By answering a few questions and clicking the update button, your ADA request process will have been compliantly completed and stored for future audit use.

TIP: *If your staff is not completing the first and last steps (notification and finalization) you are not compliant with he law. Making an entry in a note book and failing to do the first and last steps will cost you money. While it may seem like a complicated process, once your team is trained, it will make compliance to the required steps easy. Additionally, with the reminder system in place, you can be assured that your team will have every opportune to succeed*

TSS Employment Offer Letter

The Employment Offer Letter is a vital step to protecting your company and your employees. With t his simple, automated and customizable offer letter, you can constantly offer new employees the proper employment opportunity, outline the required training requirements, and track the progress of the new employee. Once the offer letter is sent, the employee gets a notification asking them to review and sign the offer letter.

Once the new employee has reviewed the offer, and digital signed the offer, they will be automatically re-directed to enroll in your TSS training system. They can begin the required training immediately, expediting your hiring process.

This is a customizable tool that will allow you to identify various job type requirements. You can also identify job requirements such as letting a driver employe that it is there responsibility to ensure their CDL and MEC are kept current, and you can identify who is required to pay for that.

You can identify additional training requirements, review and advancement procedures, and any other relevant information or requirements desired. Additionally, this document will identify that the employment is AT-WILL which will protect your operations from unnecessary wrongful termination disputes.

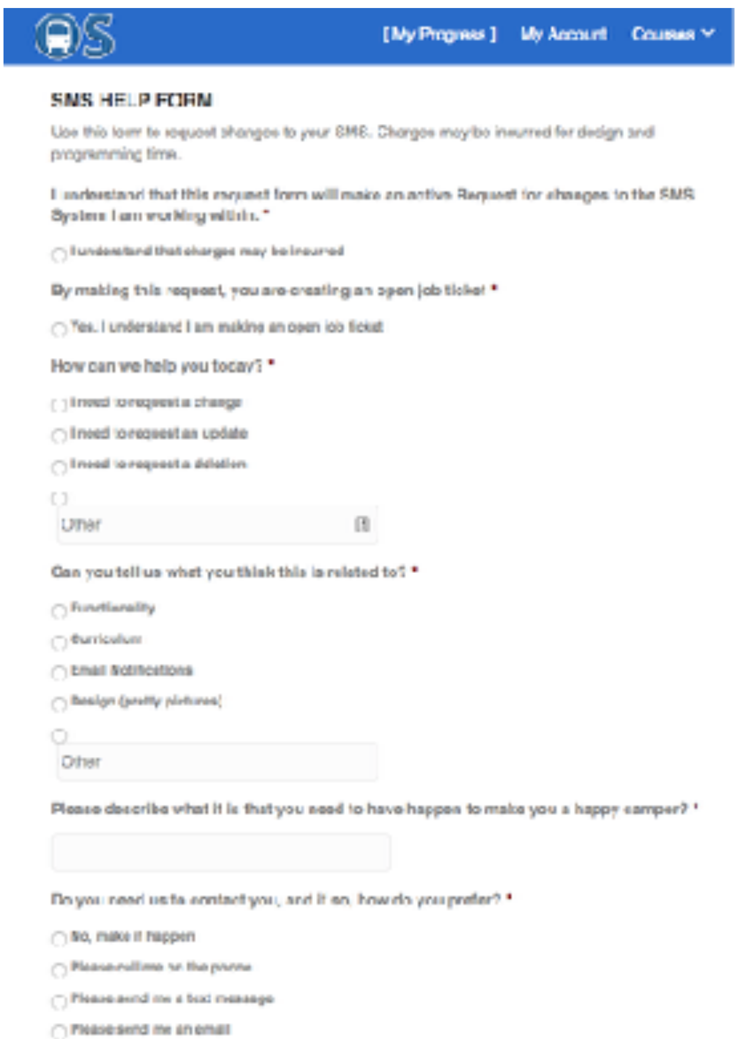
TIP: *Many organizations fail to properly define the employment relationship and requirements. By implementing a proper employment offer letter, you can rest assured you are meeting the requirements and best practices of this important aspect. Your TSS system is designed to provide you protections that larger or more established operators enjoy. You may think this is a silly step, however it comes in very handy when you are dealing with an employment claim and an employment law adjudicator.*

TSS SMS Help Form

The SMS help form is an integrated tool that will allow expedited service from your TSS team. This tool can be found in multiple places, most commonly in the ADMIN TOOLBOX. By using this tool, your service requests are automatically sent to the proper team member for processing. Additionally, this will track all customizations for future review and troubleshooting.

You may always call or email your account manager, however using this tool is the quickest and easiest way to request service from TSS. Each team member will receive the request, and upon completion, will update the service request and finalize. Upon completion, your TSS system will notify you the request has been completed so that you may review the final product.

TIP: *This resource helps TSS and you keep on top of your system needs. Additionally, if a new account manager is assigned, they wil have the ability to review the status of your TSS system and offer you customized solutions based on your system performance characteristics. This will also allow you to review and verify any filings or progress reports.*


[My Progress] My Account Courses

SMS HELP FORM

Use this form to request changes to your SMS. Charges may be incurred for design and programming time.

I understand that this request form will make an active Request for changes in the SMS System I am working within. *

- I understand that charges may be incurred

By making this request, you are creating an open job ticket *

- Yes. I understand I am making an open job ticket

How can we help you today? *

- I need to request a change
- I need to request an update
- I need to request a deletion
- Other

Can you tell us what you think this is related to? *

- Functionality
- Curriculum
- Email Notifications
- Design (pretty pictures)
- Other

Please describe what it is that you need to have happen to make you a happy camper? *

Do you need us to contact you, and if so, how do you prefer? *

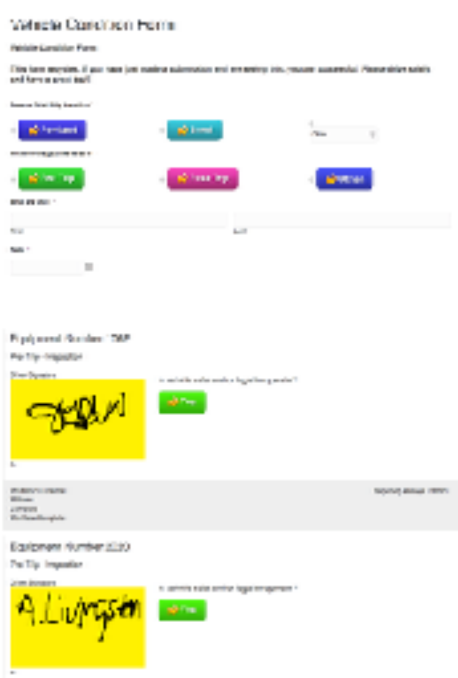
- No, make it happen
- Please call me on the phone
- Please send me a text message
- Please send me an email

TSS Inspections/DVIR’s

The TSS vehicle inspection and DVIR tools offer a wide variety of functionality. Primarily used for DVIR and Pre and Post trip inspections, this tool can let your maintenance department know what need to be ordered for the day before the equipment leaves the yard. With a simple notification system for non-OOS items and a proper three step workflow for OOS and DVIR required pathways, this tool has you covered.

By adding the Clock In and Clock Out you can convey to your drivers this important safety step is directly tied to the payroll, thereby encouraging them to perform this safety step every time they work. Employees can perform this step and the information pre-populates immediately so the driver can see their input. Additional drives can easily review previous days DVIR information. Automatic daily reports can be sent to your compliance or dispatch team for easy review of DVIR processes. Automatically purge items at 90 days to the minute, and track processes internal with shop for compliance.

TIP: *Proper and consistent pre-trip and post-trip inspections relay valuable front line information. Simple exports of data reports can help you easily monitor who is doing the required work. Reports can be sent on customized scheduled, and data can be set to automatically merge at the appropriate times. Payroll and Inspection data can be combined with reports and notifications to send as needed based on conditional logic. Sort by driver, equipment type, date or whatever you need to make this laborious process easier on your staff.*



TSS Per Diem Request

A simpel Per-Diem request tool can be used by your location dispatcher or operations team to properly request per-diem payments. This can be sent directly to accounting, or can have a manger review workflow attached. Simplify your review and reporting, sort by date, charter, employee, department or similar. This tool can be located within your TSS system as desired.

Multi location requests can be processed and fed to a central point, customizable data can track final check numbers and amounts written from secondary locations as desired.

TIP: *Easily formalize and track your process. No more Accounting tantrums, review and process, spin reports and utilize work flows to ensure the job gets done correctly every time. Set your self up as a secondary recipient to know where your money is going.*

TSS Applicant-Employee Contact or Request for Information

The TSS Applicant-Employee tool allows you to communicate effectively and consistently with your team. Notifications have pre-programmed links in each message to allow users to complete the process easily and efficiently. You can:

Request a username set up

Request an Annual MVR review

Request missing information (CDL, MEC, SS Card or other)

Request an applicant complete an application for employment

Send information

Depending on the action, your message recipient will have the tools to perform the request at their fingertips. If you request an application, your recipient will receive the direct link to your compliant application package. If you are requesting information, the recipient will have a link provided to take a picture of the item, upload and send to your compliance or HR manager.

This tool will avow functions to occur when a driver is out on the road. If your compliance manager determines they are out of compliance and need an MVR review, the driver can pull over, complete the process, and get back on the road remotely. Your compliance manger can bring them back to compliance without severely affecting your operation in a timely manner.

TIP: *Items can be missed, processes over looked. With this tool, you can collect information as needed, immediately to correct any compliance or similar issues.*

Applicant-Employee Contact or Request for Information

Posted October 28, 2016 · Add Comment [Edit]

Applicant-Employee Contact or Request for Information

Tool to send request to employee requesting them to complete a task or provide additional information.

What are you doing? *

- ○ Initial Contact (Left Message)
- ○ Introduction
- ○ Username Set Up
- ○ Non CDL Information
- ○ Does not meet Qualifications at this time
- ○ Send a request to a driver to complete the annual MVR review document
- ○ Send a request to an applicant to complete an application for employment
- ○ Send a request to potential applicant to complete a Pre-Boarding Document
- ○ Requesting Missing Information
- ○ Request FMCSR Receipt
- ○ Send Information to Employee or Applicant

Please enter name of Applicant/Employee to send request to: *

First

Last

Please enter Email of Applicant/Employee you would like to send request to: *

Enter Email

Confirm Email

TSS Expense Reports

TSS Expense Reports can be used to request reimbursements for mileage, trips, losing or items. Track and approve items via a workflow, and direct approved items to accounting for processing. Create custom reports, track expenditures by employee, booking or similar. Was of use from your employee portal will allow employees to make requests in the field or from and enabled device.

Track process efficiency, and ensure your process is working in a timely manner. Review items prior to payment, add GL lines or customize based on your needs. All data flows to one database for ease of reporting and tracking. Keep up to date on rates and schedules, automatically calculate mileage down the multiple decimal points to ensure your payments are accurate.

TIP: *An effective process will allow exceptional internal customer service and keep your employees happy. Catch anomalies or non-approved items before payment. Make sure your process and policy is adhered to and prevent financial bleed.*

TSS Confidentiality-Non-Compete-Non-Disclosure

The TSS document is prepared from an industry specific and standard template. This tool can be found in the MANAGER TOOLBOX for use as needed. It can be customized, however it is a solid document as it stands. Feel free to send yourself one from the tool for review. This can be used for any contractor or higher level employee. Your TSS system, if equipped, should have several initial entries in the system for reference. This can be customized if desired or as needed.

If equipped, your tool should be set up for your company, state and county. If your system is not equipped, this is a no charge upgrade, let TSS know and it will be addd to your system.

TIP: *This is a great tool for contractors or higher level employees. It was developed by a mature organization and will document and protect your rights. Like all TSS tools, this is a best practice that has protected other operators from the pitfalls internet int he industry. Please review and determine the value for this function, it may seem like overkill, however when you need it, you will wish you had it.*

TSS Electronic Signature Documents

All TSS systems have Electronic Signature documents. This mechanism is compliant to US and EU laws, and has been verified and tested in the industry. Multiple audits support the legality of this resource, you can be assured you are compliant when relying on these documents.

Each Electronic Signature Document is set to trigger on a form, the form collects the required information and populates the document for review and signature. This provides customized documents for the recipient to review and sign. All documents are sent back and tracked through the system, and are emailed to the system admin for processing.

Several base documents are loaded throughout the TSS system, and are set to redirect back to where the system user was before signature. Items such as FMCSR receipt, Drug Policy Addendum receipt, Employee Manual, I9 and W4 items are pre-programmed. By ensuring all fo your employees progress through the TSS program as designed, you can be assured your organization is collection the required and legally signed documents needed to become and remain compliant.

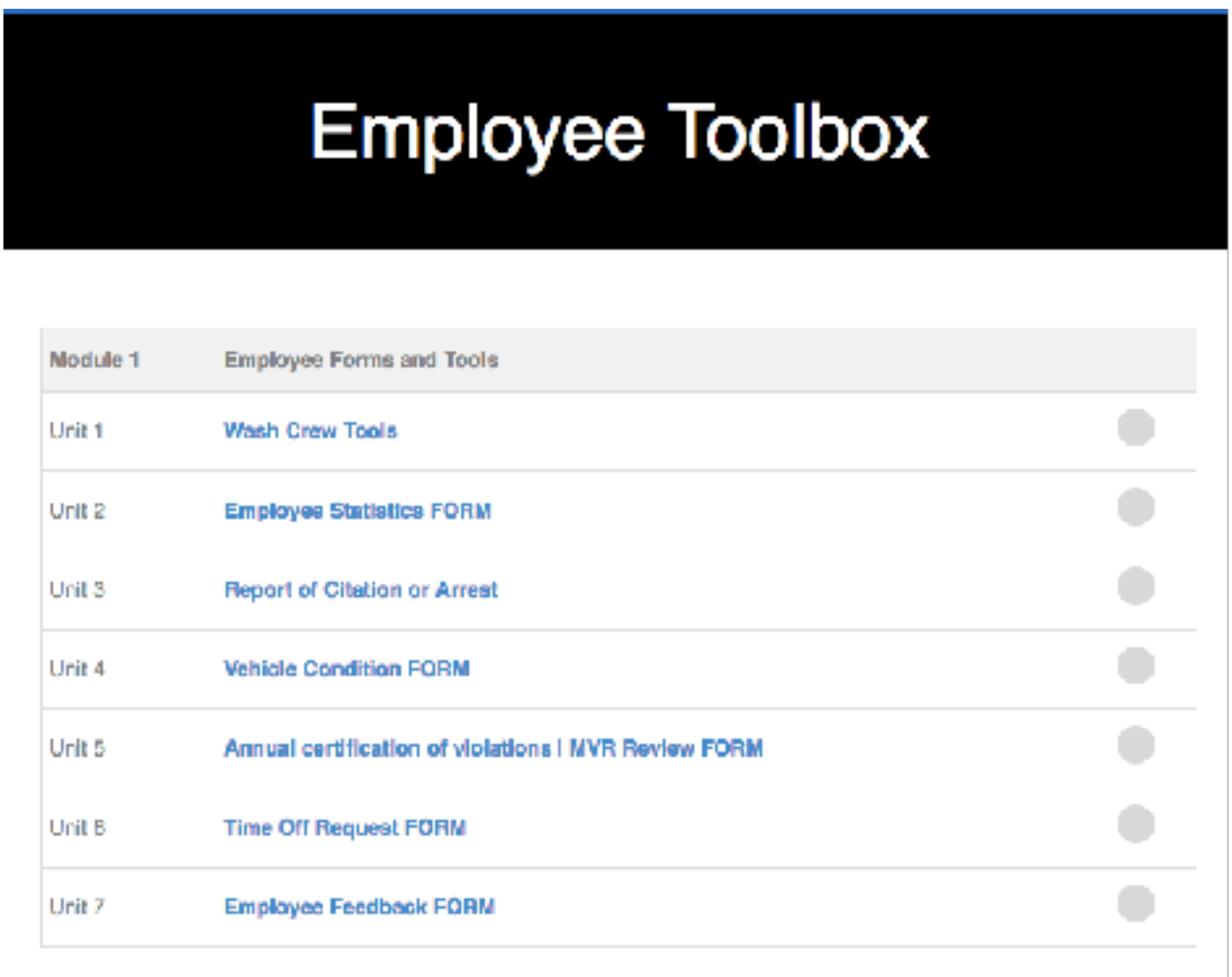
Custom documents can be created as needed for your operation. Feel free to reach out to your TSS account manager if you would like to add a custom document to your system. Some items you may want to add are specific state, county or municipal documents, payroll, healthcare or arbitration items.

TIP: *The sky is the limit, by understanding your needs and designing them int your TSS system, you can rest assured that you are collecting everything you need in your geographic area to be compliant and protected. E-Signature documents are easy and cheap. Let your TSS account representative help you place any required items in your system, this is typically covered under your support agreement. For more extensive documents that require custom formatting, TSS may be able to offer you another template that has already been created, or offer you a simpler solution that is accepted within the industry.*

TSS Time Off Requests

Accept time off requests easily, and direct them to specific department managers with a simple work flow solution. Easy to review all requests by employee as needed, keep track of all employee time off requests in one simple report. Simple work flows allow direct managers to approve or reject, and final manager level allows PTO requests to be paid through payroll according to company policy.

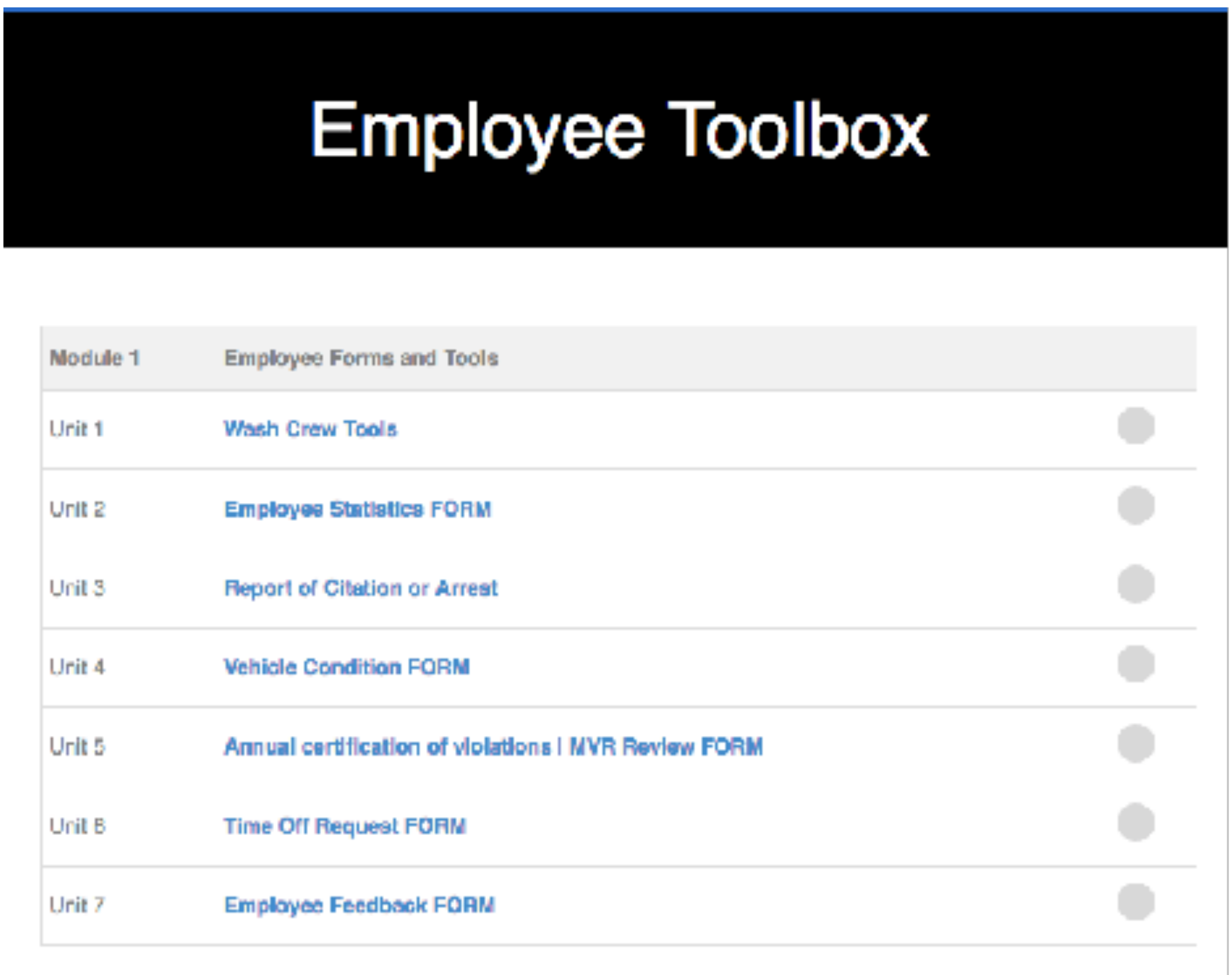
TIP: *Keep all data in one place companywide. Easy reporting can be made daily, weekly and so on, plus use a realtime view to see what is going on, searchable by employee name or most recent dates, very handy.*



TSS Reports of Violations and Citations

The report of violations or arrest can allow employees to document their issues related to DOT qualifications remotely and in a timely manner. This is generally located in the employee toolbox for easy access.

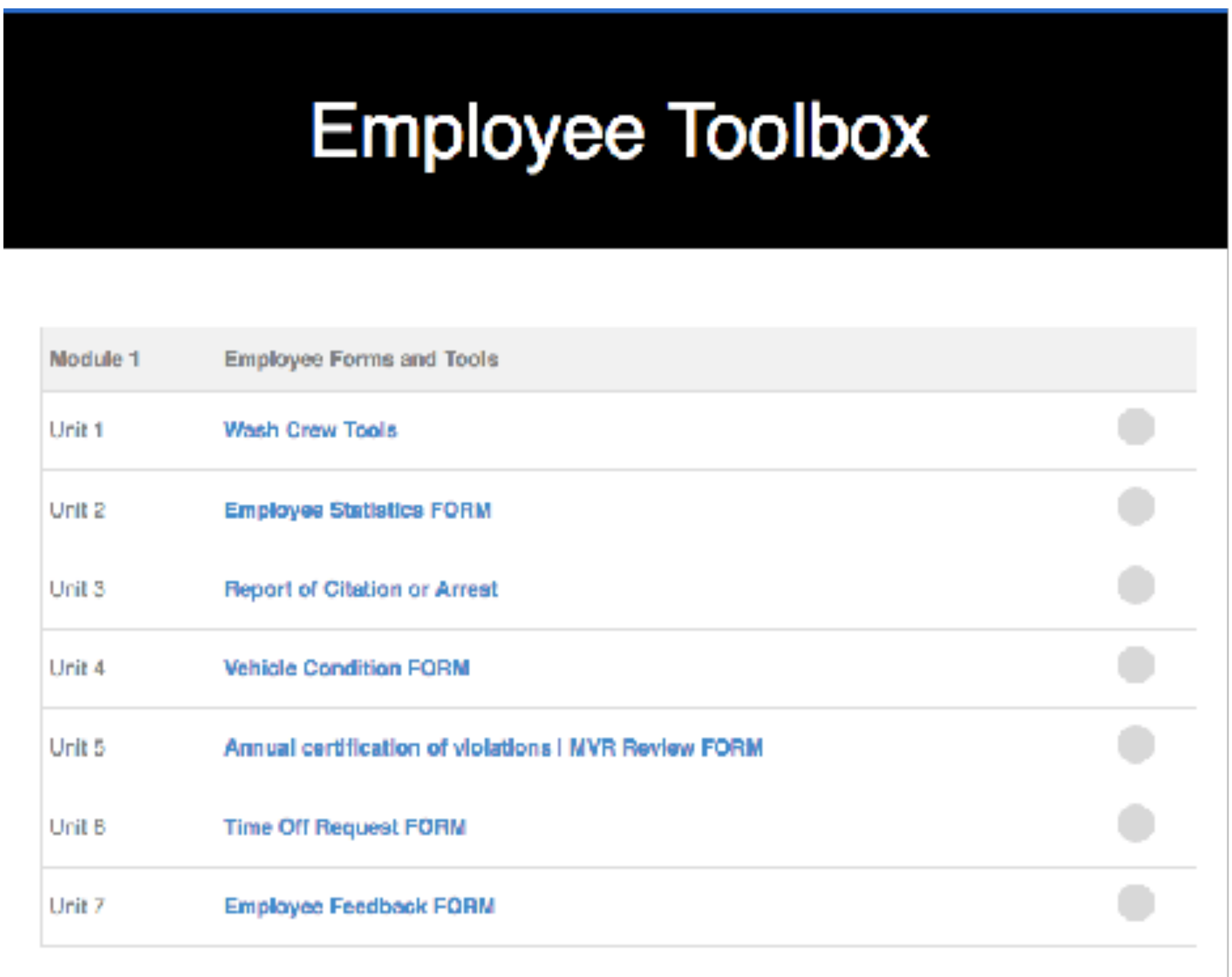
TIP: *Encourages your employees to report issue in a timely manner without having to endure the embarrassment of reporting directly to a manager.*



TSS Employee Feedback

The TSS Employee Feedback form is typically located in the Employee Toolbox and allows employees to communicate back information to the managers in a private and/or anonymous way. This tool allows people to report what they see and hear, and can be helpful in establishing good communications between front line employees and department managers.

TIP: *This allows employees to communicate freely with managers as desired.*



Employee Toolbox

Module 1	Employee Forms and Tools
Unit 1	Wash Crew Tools
Unit 2	Employee Statistics FORM
Unit 3	Report of Citation or Arrest
Unit 4	Vehicle Condition FORM
Unit 5	Annual certification of violations I MVR Review FORM
Unit 6	Time Off Request FORM
Unit 7	Employee Feedback FORM

TSS Group Newsletters

Your TSS system has the ability to send notifications to groups as you desire. You can also review read receipts to document the information has been received as desired. You can specify which groups you want to send your information to, you can set Drivers, Office, Public and similar.

By setting up a new template, you can craft notifications to keep your team up to date on laws, policies and other issues as desired. You team members can subscribe or un-subscribe, and you can monitor who has done so. You can include links, images and resources in full HTML notifications.

You can also control the subscribe functions as desired.

TIP: *Newsletters are best used when you want to send information in an email format. Direct and target your communications, track read receipts and monitor reviews.*

TSS Group Blog Notifications

Blog Post notifications are similar to Newsletters notifications with he same functionality. The difference is that a Blog Post is kept and made visible win your Lates News section. This come in handy for posting things that may need to be referenced in the future. You can target these Blog Notifications to groups, we will discuss the Blog Post in the next section.

TIP: *Blog Posts are best used for information and resources that will need to be made available in the future.*

TSS Latest News and Blog Posts

A Blog Post is a desirable tool that can allow you to create custom content and resources as needed. A blog post can contain Text, Images, Links, and Forms or Views to use as a resource. As an example, lets say you have a new contract that requires additional disclosure you need to get signed.

By creating a Blog Post, you can add a Form that will trigger an E-SIgnature document. When you publish this post, a message will go to your team asking them to review and complete the task. They can click the link, fill in the form, and electronically sign it, and it will come back to you for processing.

You can see who looked at the message, and you can monitor the process. If an employee requires a call, and they say they never got the message, you can confirm that, and then you can direct them to the Blog Post under your Latest News section to facilitate the completion of the required task.

Blog Posts also work well for population a training video for new equipment, safety bulletins, process or policy updates and similar. Perhaps you need to implement a new process or policy now, and need to do a comprehensive update to your manual later. By using a Blog Post, you can convey the change and document when it took effect. You now have time for the comprehensive update to be completed.

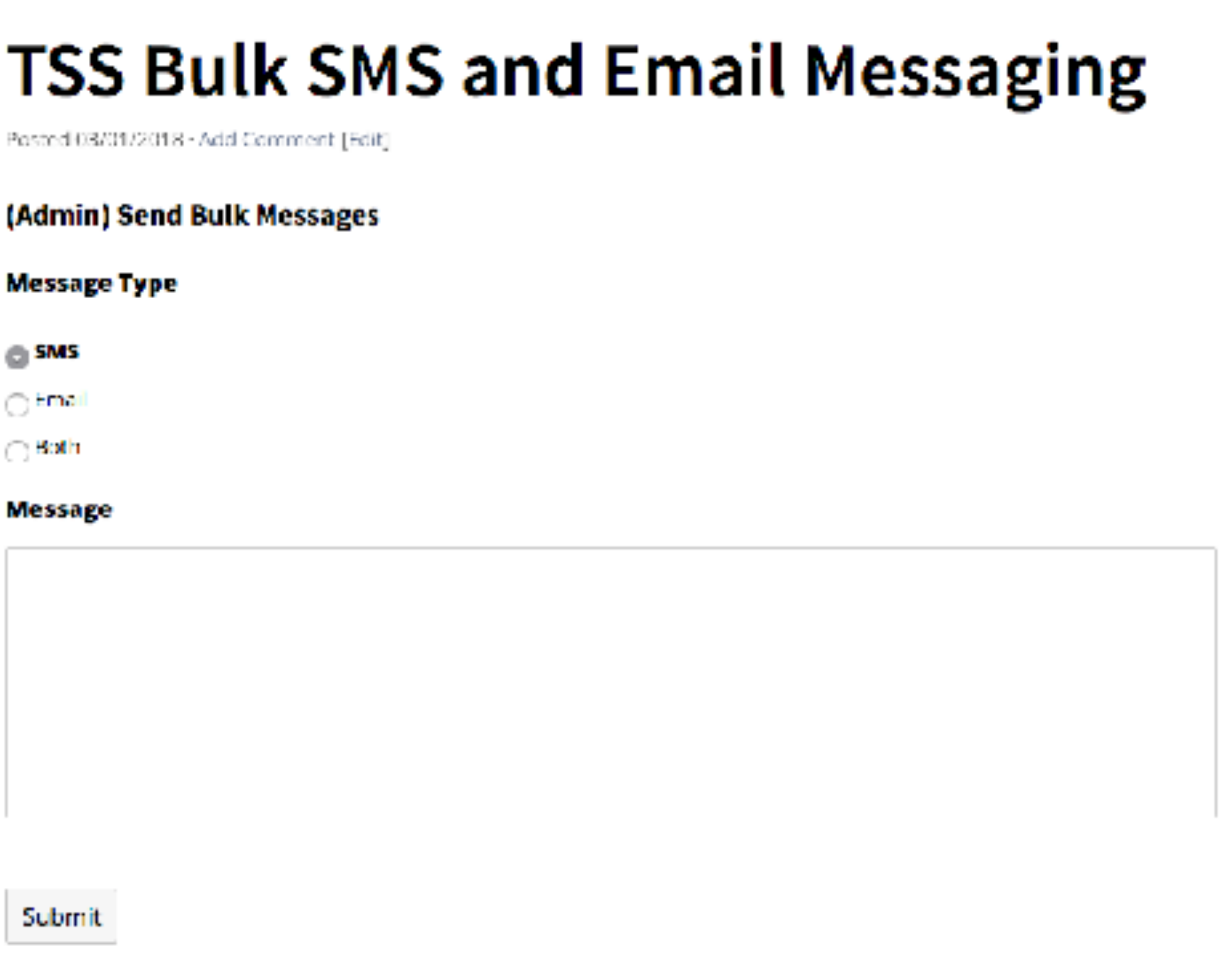
Finally, in this example, when you have updated your comprehensive manual or policy package, you can the send out a notification with a E-Signature requirement to provide a review and sign opportunity at the beginning of the new year for our annual review requirements or similar protocol.

Blog Post remain visible, and can either be accessible to all, or behind a password for privacy. This is a very flexible way of communicating and documenting information.

TIP: *Blog Posts are very flexible and can act as a webpage to hold various forms of functionality. They can be referenced or used as a re-direct to clarify issues that employees may say they were not made aware of. This can be an ongoing policy guideline for review at the end of the year, it may act as a checklist to help you ensure your policy updates are complete and consistent.*

TSS Bulk SMS/Email Messaging

Within your TSS ADMIN TOOLBOX you can find a Bulk Email and SMS tool. This simple tool will allow you to send a bulk Email, SMS or Email/SMS message to everyone who is in your employee Date Management Report. If you would like this functionality paired with your renewals Waring Notifications, that can be done upon request. This will also send an SMS message with the emails to help ensure your drivers get the message. This tool works well for your dispatch team for broadcast notifications you choose and the priority service desired, you can send SMS messages or automated voice messages.



TIP: *This option can be paired and used in many different ways. It is an excellent alternative to more costly systems and you can control your costs based on your usage. Please reach out to your TSS account manager for additional details on implementing this feature. Monthly billing for text messages sent.*

TSS Simple Compliance Reminder

TSS Simple Compliance Reminder tool was a customer request and a simple little mechanism can help you easily track needed actions. With preset dates and a customizable date field, you can find this tool in your ADMIN TOOLBOX. This tool can be used to schedule reviews, perform post accident reviews, follow up on training or similar. Additionally it can help you track processes and can be set to internal email, internal and external email, or add SMS messaging as desired.

TIP: *Super simple tool helps you remember to perform actions which will help you remain compliant on all fronts. Track-ability for process with this tool help you clearly support your commitment to compliance with the DOT investigators.*

TSS Expiration Notifications

When a new employee is offered a job, they are re-directed to self register in your TSS system. When this happens, a unique file is established for them, and you can manage their credentials with this tool. As an example, a DRIVER employee has there items that are required to be compliant and available to legally dispatch. With this tool, you can maintain and monitor expiration dates with ease.

Once a date is entered, a pre-set group of notifications is associated with he particular individual. This will send the employee notifications related to expirations, birthdays and anniversaries on are-set schedule. Any other date related item can be added, some items may be a School Certification Certificate, A CPR card, or perhaps some type of recurrent training requirement.

Notifications are typically set for 90/60/30 and 14 days prior to expiration, and all notifications have proper links so the employee can provide images of updated credentials remotely. As an example, the employee may need to get a new CDL, they can take an image forth DMV and send it directly to the Compliance manager from their smart phone as soon as they have it in their hand.

Notifications can be set to internal, external, or both. The typical construct is the document owner gets a notification 90 and 60 days prior to expiration. At 30 days prior, the Manager is added into he notification loop, and at 14 days the GM is added in so they may step in and review the process. All notifications are customizable, with both verbiage and the intervals.

Many operations say that they monitor expirations through the Booking System, however in that construct, you typically only know you have a problem when you have it. With TSS, you can resolve the problem BEFOE you have it. Think of it as COMPLIANCE AUTO PILOT.

TIP: *Proactive management of expirations is essential. Additionally, with the requirement to check the MVR within 15 days AFTER issuance to verify reporting, TSS automatically notifyies your compliance manager 12 days AFETR issuance to remind them to check the MVR in time. If you miss this critical step, you are out of compliance FOREVERMORE.*

TSS Expiration Notifications (detailed)

By simply maintaining your staff with this system, you can easily monitor and update information from one central location. Custom access can be provided to Staff as needed, and custom fields can be added with ease. Additionally, you can monitor and update from one location, no need to “go in the back end” to manage this process.

You can search by name, location or any other field, if you have multiple locations or groups, TSS can set up a simple sort function to identify with group you are working with.

TIP: *Prompt management of these items is essential. If your team has a “Ill Get to it” approach, you can miss required time lines and become Non-Compliant in a matter of seconds.*

Employment Position	CDL (Commercial Driver License) CR DL (Driver License) Expiration Date	NVR (Motor Vehicle Record) Expiration Date	MEC (Medical Examiner Card) Expiration Date	MEC (Medical Examiner Card) ISSUE Date	TWIC Expiration Date	SPAB Expiration Date	Passport Expiration Date	Last Known Accident Date	Most Recent Review Date	Date of Birth
Shop or Maintenance									02/09/2018	06/28/2017
CDL Driver	02/09/2025	10/27/2018	08/24/2018	08/24/2016		08/24/2018			10/28/2017	02/09/1988
CDL Driver	02/13/2023	07/19/2018	12/01/2018	12/01/2017		12/01/2018		06/05/2017	12/06/2017	02/13/1970
CDL Driver	02/24/2023	02/08/2019	05/03/2018	05/03/2017					05/03/2017	02/24/1957
Shop or Maintenance									05/17/2017	03/27/1982
Shop or Maintenance	07/11/2023	09/07/2018	11/04/2017	11/04/2015					09/13/2017	07/11/1992
Administrative									05/22/2017	12/21/1988

TSS Expiration Notifications (detailed)

Custom notifications can be created and programmed too meet your specific needs. Additionally, you can easily turn off items or edit them as needed.

MEC Notification 14 Days Manager + GM	MEC 14 DAYS!!!! EXPIRATION WARNING for {Name (First):1.3} {Name (Last):1.6}	Scheduled
MVR Notification 90 Days	MVR 90 DAYS!! EXPIRATION WARNING for {Name (First):1.3} {Name (Last):1.6}	Scheduled
MVR Notification 60 Days	MVR 60 DAYS!! EXPIRATION WARNING for {Name (First):1.3} {Name (Last):1.6}	Scheduled
MVR Notification 30 Days Manager	MVR 30 DAYS!! EXPIRATION WARNING for {Name (First):1.3} {Name (Last):1.6}	Scheduled
MVR Notification 14 Days Manager + GM	MVR 14 DAYS!!!! EXPIRATION WARNING for {Name (First):1.3} {Name (Last):1.6}	Scheduled
License Verification for Medical Card (MEC)	NOTICE!!!!!! Important Document Needed, please read below related to: {Name (Last):1.6}	Scheduled
SPAB Notification 14 Days	SPAB 14 DAYS!!!! EXPIRATION WARNING for {Name (First):1.3} {Name (Last):1.6}	Scheduled
MVR CREDENTIAL EXPIRED COMPLIANCE WARNING	MVR EXPIRED!!! YOU ARE NO LONGER ELIGIBLE TO DRIVE {Name (First):1.3} {Name (Last):1.6}	Scheduled
MEC CREDENTIAL EXPIRED COMPLIANCE WARNING	MEC EXPIRED!!! YOU ARE NO LONGER ELIGIBLE TO DRIVE {Name (First):1.3} {Name (Last):1.6}	Scheduled
CDL CREDENTIAL EXPIRED COMPLIANCE WARNING	CDL EXPIRED!!! YOU ARE NO LONGER ELIGIBLE TO DRIVE {Name (First):1.3} {Name (Last):1.6}	Scheduled
Birthday INTERNAL	BIRTHDAY!! {Name (First):1.3} {Name (Last):1.6} Has a birthday upcoming.	Scheduled
Anniversary INTERNAL Edit | Duplicate | Delete	ANNIVERSARY!! {Name (First):1.3} {Name (Last):1.6} Has an anniversary upcoming.	Scheduled
Birthday EXTERNAL	HAPPY BIRTHDAY!! {Name (First):1.3} {Name (Last):1.6}!	Scheduled
Anniversary EXTERNAL	HAPPY ANNIVERSARY!! {Name (First):1.3} {Name (Last):1.6}!	Scheduled

TSS Reporting Options (detail)

TSS can create many types of reports with your data. TSS systems can show these reports to employees who need them from the front end via a toolbox, via CSV automated export, via CSV export on a scheduled basis and emailed to several users or custom reports can be created with ease by the TSS ADMIN.

Depending on your needs, and which tools you choose to use from your TSS system, a report for every need probably already exists or can be built as needed. The more data you collect, the more TSS can do with it for you. Some existing reports include:

PAN Reports

ICCC Reports

Expiration Date Management Reports

Clothing size Reports

Vehicle Inspection Reports

Application Reports

Pre-Boarding Reports

With reports, you can determine the effectiveness of your hire advertising program, determine what the conversion ratios of potential applicants to actual applicants, and you can monitor you conversion time lines to determine where your processes are failing to provide you the needed actions your business requires.

Managers can also look at aggregate information when doing reviews or safety record/crash investigations. Having all user data at your disposal in a sortable format makes determining problem employees a snap. Additionally, you can see what previous violations or entire exist to ensure you are adhering to your discipline plan, and you can track and monitor performance for more informed decisions.

These reports and entries may come in very handy when you are defending against unemployment or wrongful termination claims.

TIP: *Proper implementation and enforcement of the usage of these tools pays huge dividends in the 12 month window. Once you see what this does for you, you will be thankful when that first claim comes in and you have all of the resources to protect your bottom line with a declined judgment.*

TSS I9 and W4 (detail)

The TSS I9 and W4 package has a form that the employee hits in the On-Boarding course OR Policies and procedures. The TSS system is set up in the first example, and can be modified or duplicated as you need. When the employee comes in contact with the form, they are asked a series of questions. The form automatically performs the proper calculations and provides the math with the optional fields for the end user to make the final selections. They can digitally sign the areas requiring signatures, and the forms are populated and sent to you.

W4 is easily completed with no required verification. This tool has a work flow attached. You, as the TSS ADMIN, will receive a copy of the completed PDF W4 document in a workflow notification. You may save the attached PDF and store as desired, then click the workflow link at the bottom the email. This will take you to the workflow page.

When you enter the workflow page, you will need to review the information, and sign off on the document as this document requires a managerial verification. Once you have reviewed and signed the document, you click the COMPLETE button and click UPDATE and the final I9 document will be emailed to you with links for the information provided (Credentials uploaded for verification and review). You may save the attached PDF and store as desired.

TIP: *You can set the document uploads on the form to either required (requiring the user to upload the items) or as an option. If you set as required, you may have people who do not understand or cannot upload a document. Conversely, if you make it optional, you will then be required to have the employee present you with the items stated as supporting documents and Scan and store accordingly.*

Form W-4 (2017)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds $1,050 and includes more than $350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than $1,000,000.

Basic instructions. If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed $130,000 (Single) or $180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at *www.irs.gov/w4*.

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for **yourself** if no one else can claim you as a dependent . . . . **A** 1

B Enter "1" if:
- You're single and have only one job; or
- You're married, have only one job, and your spouse doesn't work; or
- Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less.

. . . **B** 1

C Enter "1" for your **spouse.** But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . **C** 0

D Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return . . . . **D** 0

E Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above) . . **E** 0

F Enter "1" if you have at least $2,000 of **child or dependent care expenses** for which you plan to claim a credit . . . **F** 0
(**Note:** Do **not** include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G **Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.
- If your total income will be less than $70,000 ($100,000 if married), enter "2" for each eligible child; then **less** "1" if you have two to four eligible children or **less** "2" if you have five or more eligible children.
- If your total income will be between $70,000 and $84,000 ($100,000 and $119,000 if married), enter "1" for each eligible child. **G** 0

H Add lines A through G and enter total here. (**Note:** This may be different from the number of exemptions you claim on your tax return.) ▶ **H** 2

For accuracy, **complete all worksheets that apply.**
- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed $50,000 ($20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ **Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.**

OMB No. 1545-0074

2017

1 Your first name and middle initial: Martin B
Last name: Sederberg
2 Your social security number: 112-34-5666

Home address (number and street or rural route): 1234 Street Addresss

3 ☑ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code: Las Vegas, Nevada, 12345

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ ☐

5 Total number of allowances you are claiming (from line **H** above **or** from the applicable worksheet on page 2) **5** 2

6 Additional amount, if any, you want withheld from each paycheck **6** $25.00

7 I claim exemption from withholding for 2017, and I certify that I meet **both** of the following conditions for exemption.
- Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**
- This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

If you meet both conditions, write "Exempt" here . . . . ▶ **7**

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature
(This form is not valid unless you sign it.) ▶

Date ▶ 12/12/2017

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.): Transportation Safety Systems, 225 S Tower Ave, Centralia, WA 98531
9 Office code (optional): 123456
10 Employer identification number (EIN): 12-12121234

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form **W-4** (2017)

Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

►**START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation

*(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*
Sederberg	Martin	B	

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code
1234 Street Addresss		Las Vegas	Nevada	12345

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
04/18/1970	112-34-5666	urbandwelling@gmail.com	(206) 999-3619

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- ☑ 1. A citizen of the United States
- ☐ 2. A noncitizen national of the United States *(See instructions)*
- ☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): __________
- ☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): __________
  Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: __________

OR

2. Form I-94 Admission Number: __________

OR

3. Foreign Passport Number: __________

Country of Issuance: __________

QR Code - Section 1
Do Not Write In This Space

Signature of Employee	Today's Date *(mm/dd/yyyy)*
	12/12/2017

Preparer and/or Translator Certification (check one):

☑ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date *(mm/dd/yyyy)*

Last Name *(Family Name)*	First Name *(Given Name)*

Address *(Street Number and Name)*	City or Town	State	ZIP Code

STOP *Employer Completes Next Page* STOP

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name *(Family Name)*	First Name *(Given Name)*	M.I.	Citizenship/Immigration Status
	Sederberg	Martin	B	1. A citizen of the United States

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: 1. U.S. Passport or U.S. Passport Card		Document Title:		Document Title:
Issuing Authority: USA		Issuing Authority:		Issuing Authority:
Document Number: 123456		Document Number:		Document Number:
Expiration Date *(if any)(mm/dd/yyyy)*: 01/01/2024		Expiration Date *(if any)(mm/dd/yyyy)*:		Expiration Date *(if any)(mm/dd/yyyy)*:
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date *(if any)(mm/dd/yyyy)*:				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date *(if any)(mm/dd/yyyy)*:				

Additional Information

QR Code - Sections 2 & 3
Do Not Write In This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: 12/12/2017 ***(See instructions for exemptions)***

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Title of Employer or Authorized Representative
	12/12/2017	Safety/Compliance

Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Sederberg	Marty	Transportation Safety Systems

Employer's Business or Organization Address (Street Number and Name)	City or Town	State	ZIP Code
225 S Tower Ave	Centralia	WA	98531

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)*			**B.** Date of Rehire *(if applicable)*
Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Date *(mm/dd/yyyy)*

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date *(if any) (mm/dd/yyyy)*

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Name of Employer or Authorized Representative

TSS Custom Documents

TSS can convert your specific document to electronic signature items as needed. If the documents in your TSS system do not meet your State or Municipal requirements, TSS can convert those needed items and collect the required signature. If the document you are needing is a specific document that has to be populated, TSS can create a PDF overlay for your document so it comes out looking exactly like the original. This service is an additional fee, ask your TSS account manager for current approximate costs.

Documents such as:

State W4 income tax documents

Specific Criminal Background Authorizations

School Student Pupil Activity authorization

Company manuals

Employee handbooks

TWIC Applications

TIP: *Documents are set up as Templates, and a FROM trigger is used to customize the document for the specific user. When the form is submitted, the information fills into the template (your document) and it creates a specific copy for the individual with their name and date. Int also requires an E-Signature, which is then sent back to you and the user who signed it for their records. This is a legal signature that is acceptable in the US and Europe.*

TSS Optional Courses

TSS has created many custom courses for other operators or other regulatory environments. These courses are easy to migrate and take a bit of time to set up within another TSS system. If you are in need of a custom course, the typical cost to develop or install a course is 500.00. This covers the development and set up, with the understanding that the course materials (if industry related and non-proprietary) can be shared with other operators if needed.

If you would like to own your own course, or it is proprietary to your organization, development is 1000.00.

Current Optional Courses Available:

Safety Sensitive Employee Substance Abuse Training 60 Minute/Required

Managers Training

MOD Training

Dispatcher Training

Sales Training

TIP: *Depending on what authority you operate under (FTA, FMCSA) you may be required to provide additional training materials. Please let your TSS count manager know if you have any other regulatory requirements beyond FMCSA.*

TSS Log Abnormalities, HOS or ELD malfunction and Audit Reports

This simple tool is a two sided tool that addresses areas related to vehicle operations. Drivers may use the tool to report items such as Personal Conveyance, ELD malfunction, HOS violations and other items. Managers can use the same tool to send notifications related to Hard Braking, HOS violations and Speed violations. By Selecting “Signature Required” your compliance manager can receive a signed copy of the warning letter for documentation and potential use as disciplinary process support documents.

TIP: *Template*

TSS CFR 49 Previous Employer Request/Response for/to Information

This tool allows you to send TSS produced Previous Employer Requests and well as respond to requests from other employers as well. All of your Previous Employer data loves in one database, and can easily be viewed in your REPORTS TOOLBOX as needed. When requesting information, the system wil automatically send a second request in seven days. This will ensure that you meet the minimum requirements of the law in a documentable manner.

REQUESTING Information: Find the “CFR 49 Previous Employer Request/Response for/to Information” in your ADMIN TOOLBOX and open the tool. Complete the required fields, upload your CFR request and E-Signature from your TSS application submission, and hit submit. The system will immediately send the request to the designated representative, and will send you a copy with a PDF attached. The system will automatically send a second request 7 days after the first, and you will be notified the system sent the request with another PDF for your records. The time schedule can be easily customized, if you prefer 10 days or 14 days, let your TSS representatives know.

PROVIDING Information: Find the “CFR 49 Previous Employer Request/Response for/to Information” in your ADMIN TOOLBOX and open the tool. Complete the required fields, upload your competed response to a previous employment request and hit submit, the system will send and document your response was sent as required.

TIP: *Send yourself a request or response. You can change the verbiage as desired, reset the time intervals or add a workflow if you desire. This tool ensures you do not miss a step, and can document that you are meeting the requirements of the law. Add a third notification if desired, or add a workflow and third notification to schedule a call, send via mail, or report the employer to the FMCSA for follow up.*

TSS Collision Report (VCT)

This custom tool was built for a customer who wanted a standalone reporting and tracking solution for field service collisions and incident reports. Have your employees capture data in the field to include images. Attach a work flow for process tracking and simplified retention, submit directly to insurance companies if needed.

COLLISION REPORT
(TAKE PICTURES)

DRIVER: ____________________________ DATE: _________________ TIME: __________ AM / PM

COACH # ________ CHARTER ID#: __________________ GROUP NAME: ________________________________

PASSENGERS ON BOARD? Yes / No **NUMBER OF PASSENGERS:** ___________
(if yes, fill out passenger list)

LOCATION:
Address: __________________________ City: __________________________ State: _______ Zip: _______

____ Parking Lot ____ Driveway ____ Intersection ____Street ____ Highway ____ Interstate

SPEED
Posted Speed Limit: _____ Your actual speed at impact: _____ Estimated speed of other vehicle (if applicable): _____

MANEUVER: ____ Going forward ____ Left turn ____ Right turn ____ Backing ____ Tail swing

DAMAGE:
Exact point of contact with Coach: ____

Exact point of contact with object or vehicle: ____

Description of Coach damage: ____

____

Description of damage to other vehicle and/or property: ____

____

FIXED OBJECT:
Object hit: ____ Business: __________________________

Person to contact: ____ Phone: _______________________

Address: ____________________________ City: _________________________ State: _______ Zip: _______

OTHER VEHICLE:
Driver: __________________________ Phone: _________________ Driver's License #: ______________________

Address: ______________________________ City: _________________________ State: _____ Zip: _________

Owner: ___________________________ Phone: ______________ Driver's License #: _______________________

Address: ______________________________ City: _________________________ State: ______ Zip: _______

Vehicle: Year: ________ Make: ____________ Model: ______________ Color: _________

Insurance Company: ______________________________ Insurance Policy #: ____________________________

Phone: ________________________________ Agent: ____

Address: ______________________________ City: ______________________ State: ______ Zip: ________

FATALITIES? Yes / No **ANY VEHICLE TOWED FROM SCENE?** Yes / No **INJURIES?** Yes / No

Name: ________________________________ Phone: ________________________

Name: ________________________________ Phone: ________________________

Name: ________________________________ Phone: ________________________

DRAW A DIAGRAM OF THE COLLISION : (Use Vehicle 1 for Village)

Pease describe the details of the incident: ____

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WITNESSES:
Name: ________________________________ Phone: ________________________

TSS Custom Workflows

TSS has created many custom workflow solutions for defining and automating processes. If your organization requires a custom workflow to ensure the job gets done correctly every time, let your TSS account manager know and and the process can be defined and a work flow developed. Please see the following examples of existing workflow solutions.

TIP: *Work flows can track processes and performance and completion statistics to help you measure your success in managing a process.*

TSS Time Off Request (standard)

Employee creates request for PTO (Paid, Non-Paid or FMLA) through employee toolbox in TSS

Defined Manager approves or denies request

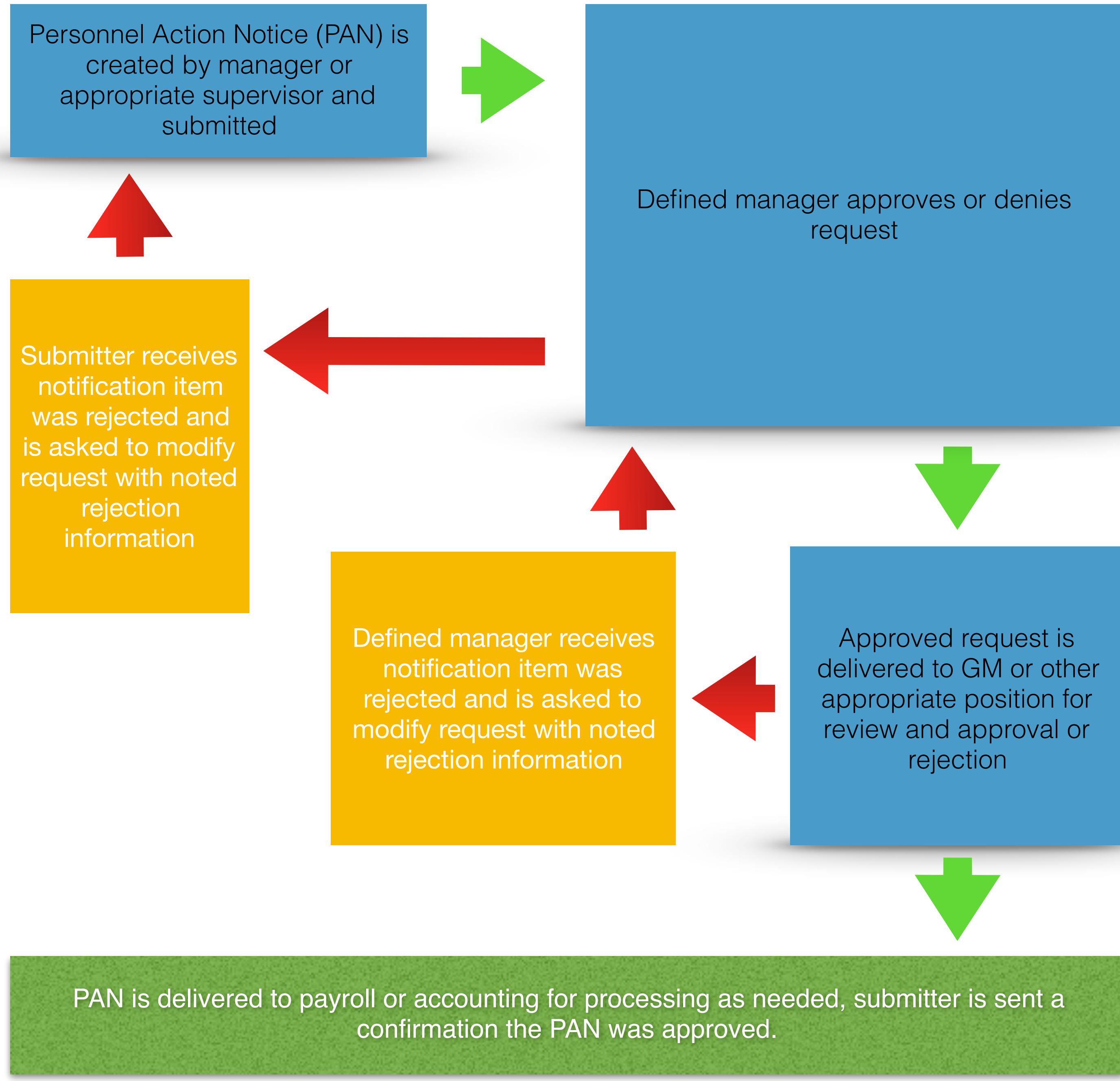
Employee receives automated message telling them request was rejected and to speak with manager for reason

Approved request is delivered to payroll or accounting as defined for payment or recording. Entry is placed into available Time Off Request report which can be sorted by various fields to identify weekly, monthly or repetitive information for analysis as needed. Employee is sent a confirmation of approval and a nice message.

This simple workflow tracks requests and gives employee excellent internal customer service if used as intended.

Time off requests can incorporate the company policy to define which times are forbidden and which times are appropriate. Prompt responses allow the employee the ability to plan their personal lives accordingly and if the time off is not possible, it provides a touch paint for personal communication on the policy, and the ability for the employee to collaborate on a appropriate solution for their needs as well as the organization.

TSS PAN Payroll (custom TDM)



Multi location availability can be directed to central final approval point for review and processing. Prompt processing can expedite employee resolution and provide good internal customer service and a “Boost” to employee attitude while eliminating unknown status issues. Reminders are sent to reviewing managers to remind them to process the workflow item as quickly as possible

TSS DRAW REQUEST (custom TDM)

Draw Request is submitted by employee from TSS Employee Toolbox

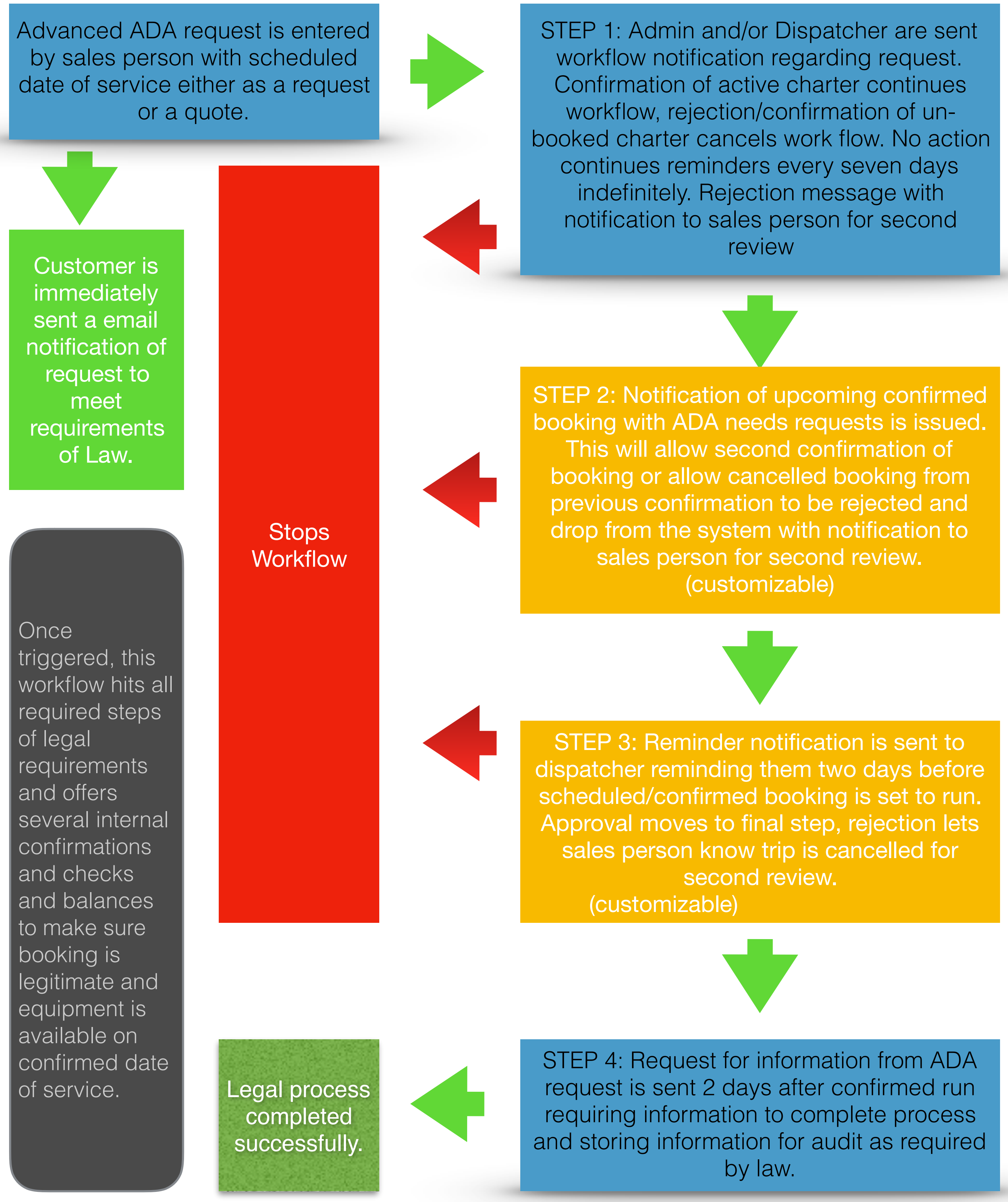
Request is submitted to payroll or accounting as defined

Submitter receives notification item was rejected and is asked to modify request with noted rejection information

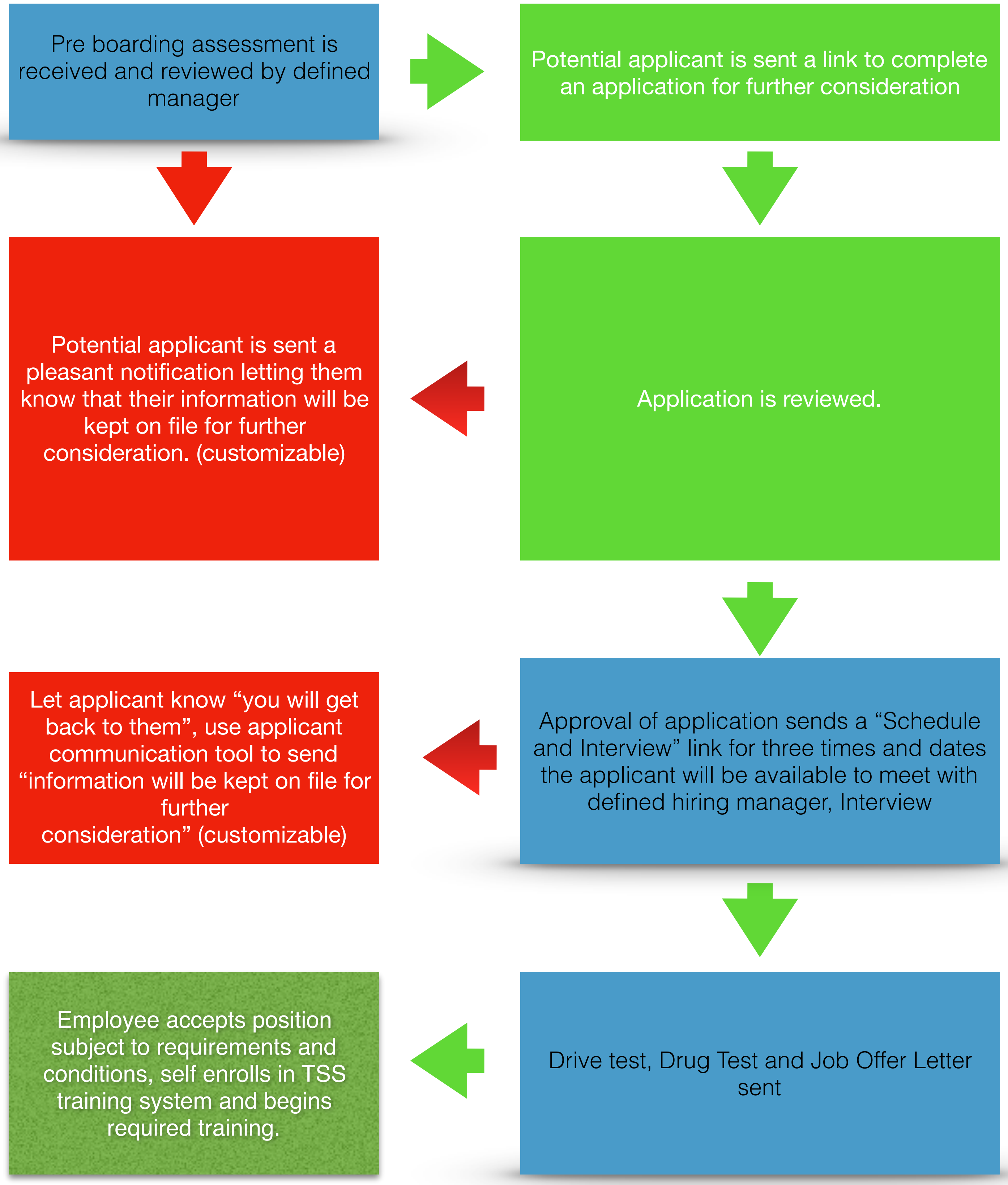
Draw Request is delivered to payroll or accounting for processing as needed, submitter is sent a confirmation the Draw Request has been approved. Submitter is sent a notification that the Draw will be prepared and will be available 24 hours after the confirmation of approval was approved.

This tool can be shown on a simple report to to identify whom has requested draws and which items need to be deducted from payroll. Multiple additional steps can be added if needed. Multiple reminders or notification can be added. By completing the workflow process on this, the reminder notifications will cease and the employee will receive confirmation notices for positive communication. Additionally, the policy can be included to reinforce the process as desired.

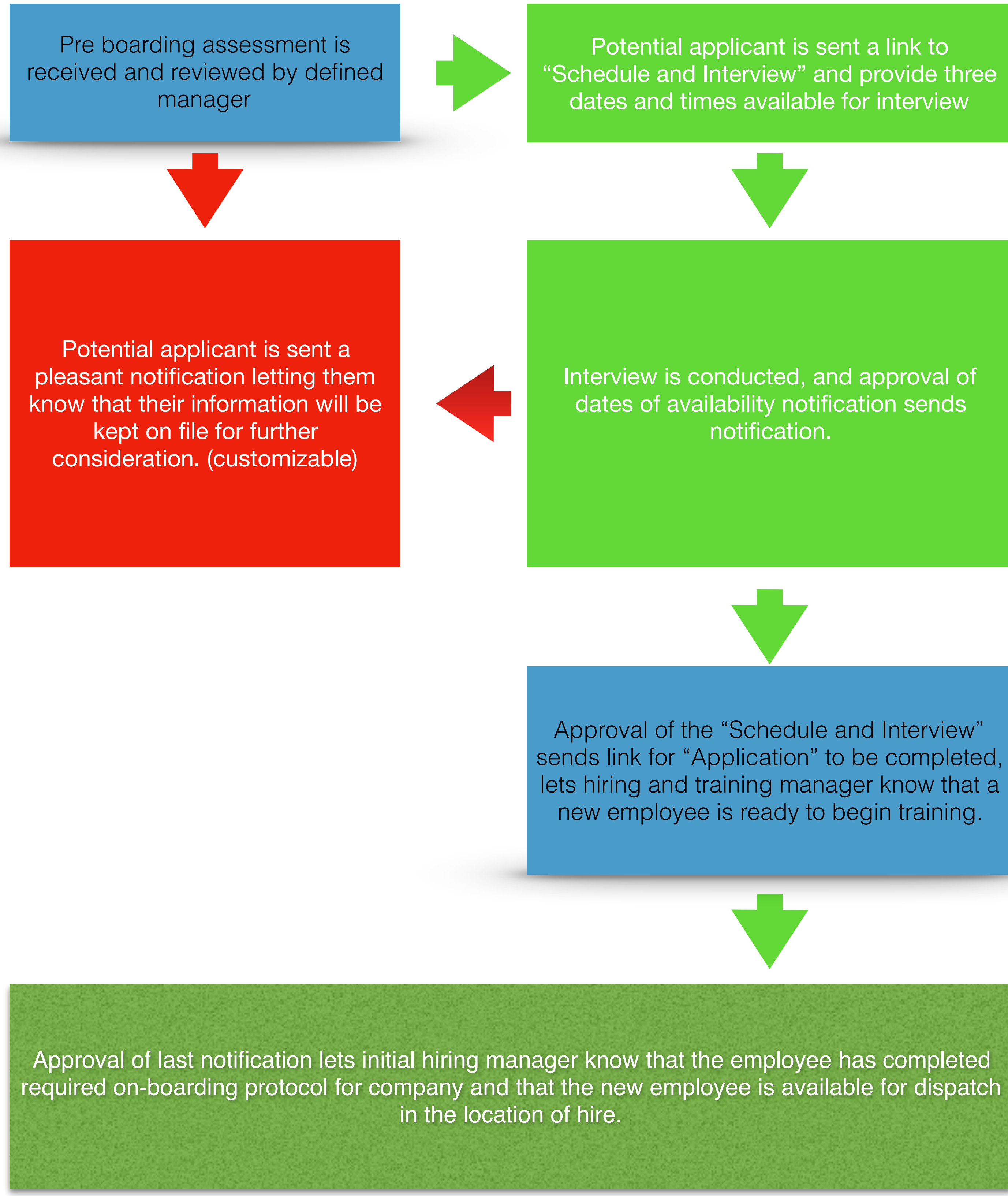
TSS Advance ADA Request (standard)



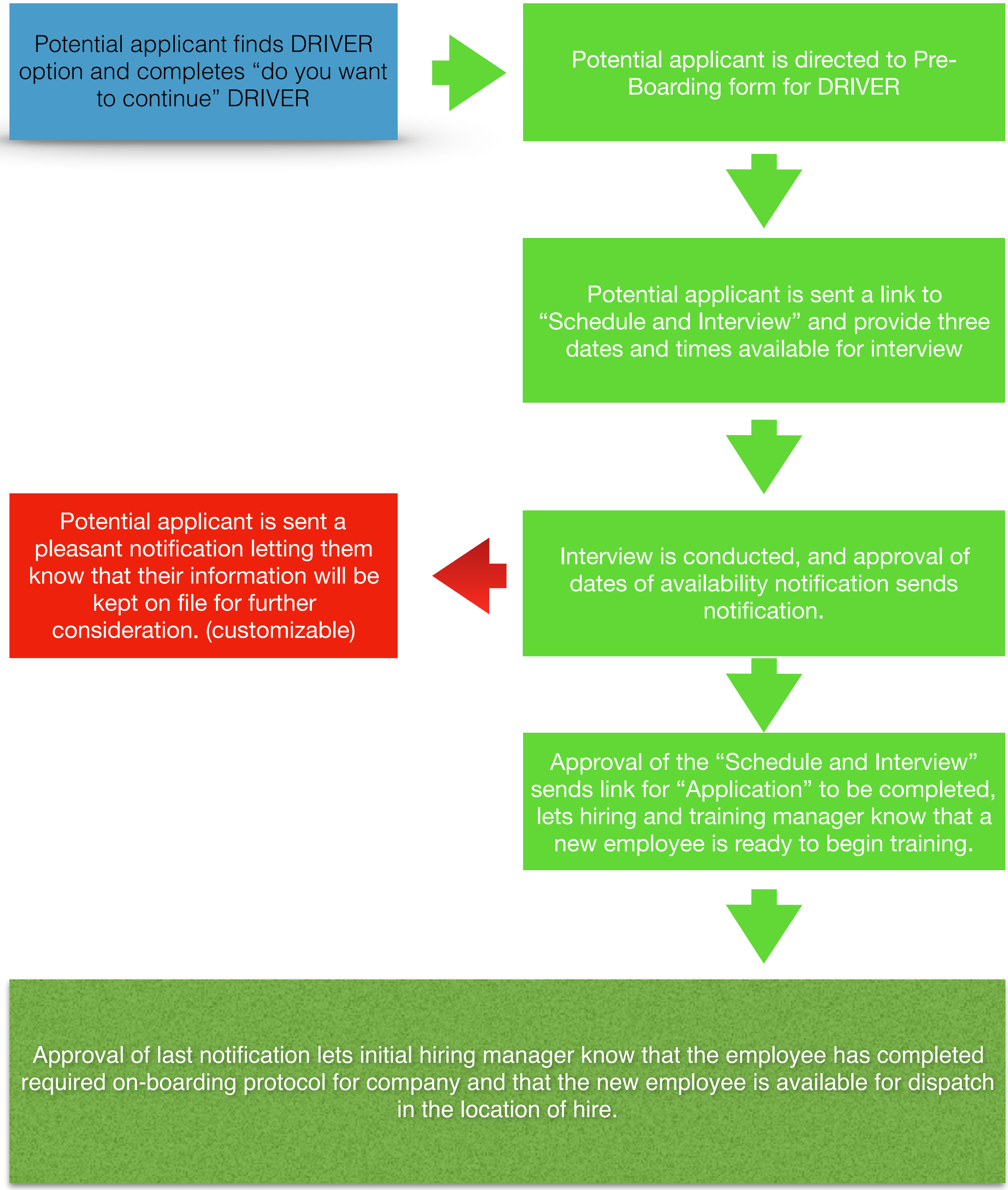
TSS Pre-Boarding (standard)



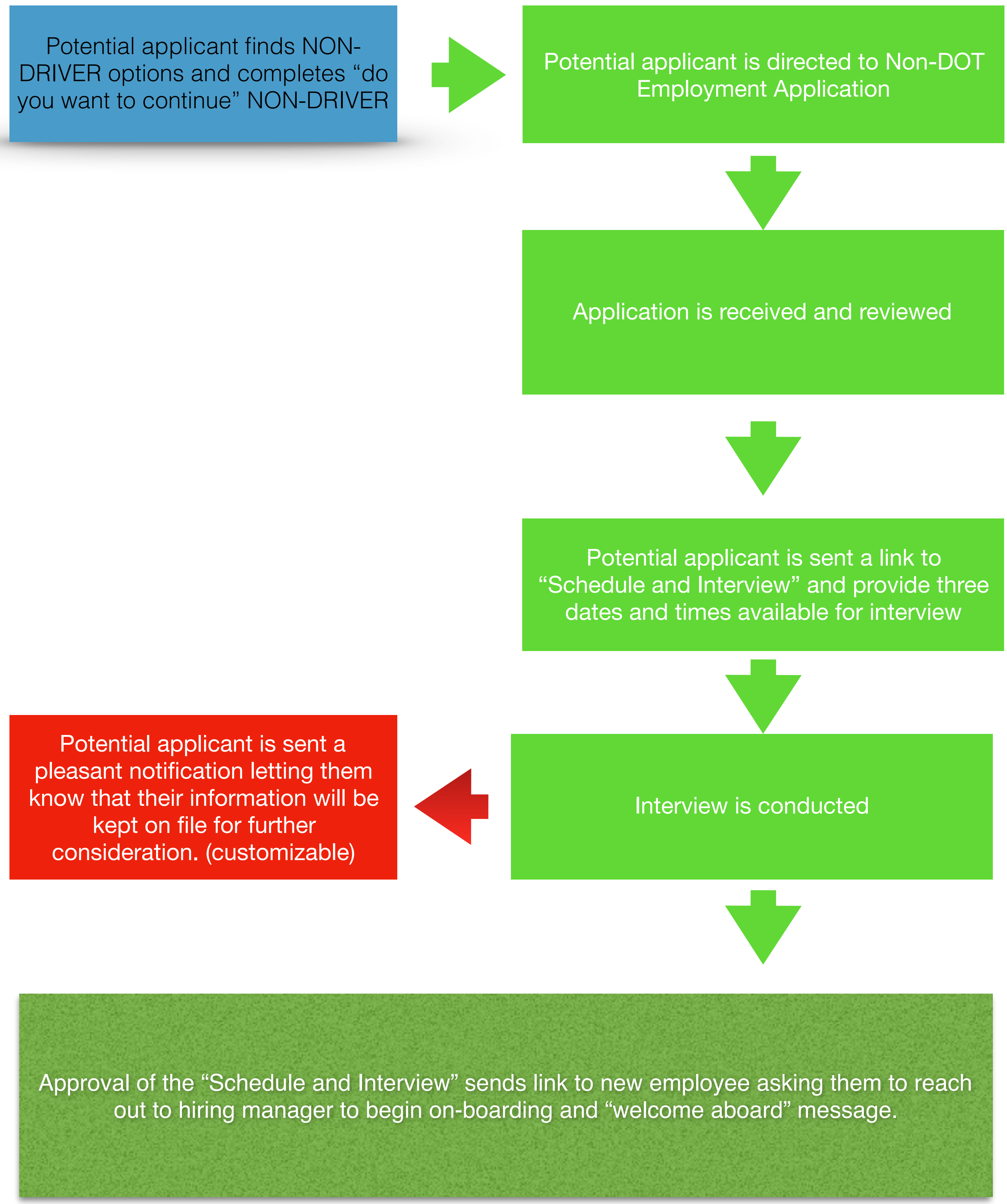
TSS Pre-Boarding (ORIGINAL custom VCT single application, multi location and manager approval process)



TSS Pre-Boarding (TWO PATHWAY, DOT process VCT, multi location and manager approval process)



TSS Pre-Boarding (TWO PATHWAY, NON-DOT process VCT, multi location and manager approval process)



TSS Pre-Boarding (custom NWN)