

FIRSTLAB INTRODUCES WEB ENABLED DRIVER QUALIFICATION FILE MAINTENANCE SERVICE – DQF ONLINE[®]

FirstLab's Waynesboro, PA. office has been managing and maintaining Driver Qualification Files (DQFs) as required by the Federal Motor Carrier Safety Administration (FMCSA) since 1999.

There, our highly trained staff performs completeness reviews of each DQF they receive and, using a second generation, proprietary software system, creates a computerized version of each file. Monthly reports are then generated and forwarded to client safety personnel. These reports itemize missing documents and provide notice of renewable documents that are about to expire. Once the FirstLab staff receives these documents, the computer file is updated and the documents are placed into the hard copy file.

Today, FirstLab's Waynesboro office serves as the repository for nearly 20,000 driver qualification files for a host of small, medium and large motor carrier employers from all over the country.

FirstLab is now proud to be able to offer a web-enabled version of this product **online** to our clients who wish to keep the actual hard copy files at their own locations, but have a need for a robust and sophisticated monitoring system that is both flexible and extremely user friendly. This program requires no special hardware or software, just an Internet connection and a web browser.

DQF OnLine[®] provides employers and their designees with the ability to:

- Create a computer file for each DQF.
- Track all documents required to be maintained by the FMCSA.
- Track company-specific documents.
- Determine when certain documents need to be renewed including:
 - Motor Vehicle Record Check
 - Driver Certification of Violations
 - Employer Annual Review of Driving Record
 - Medical Examination Certificate
 - Driver's License/CDL License

- HAZMAT Training Certificate (if necessary)
- Generate a “**Missing Documents Report**” for each location, division etc. that will list each DQF that is missing essential documents by name and social security number. This report is used by the employer to track and obtain any missing essential documents from field locations.
- Generate a “**Documents Due Report**” for each location, division etc. This report provides the employer with a 60-day notice for any essential documents that are due to be renewed within that time frame. The report lists each essential document that is due for renewal and the date of renewal by driver name and social security number. The report can be customized to provide any amount of notice requested by the employer and can also indicate those documents that are overdue.
- Generate an “**MVR Report**” that provides essential information, such as driver name, social security number, driver’s license number, state of issue, date of birth – all of which is required to be submitted to an agency that performs MVR checks.
- Generate a “**Roster Report**” that provides each location with a roster of active and inactive DQFs.
- Generate an “**Inactive Report**” – a handy tool that tracks which inactive files have reached the three year threshold – enabling the user to quickly identify those files that can be destroyed in accordance with FMCSA regulations.

DQF OnLine[®] provides instant access to necessary compliance management data from all employer field locations. It ensures that all required physicals, CDL licenses, MVR checks and other important documents are flagged for timely renewal and follow up.

DQF OnLine[®] takes the guesswork out of FMCSA compliance and arms the employer with a valuable tool for ensuring that all field locations are conforming to company recordkeeping standards across all geographic locations.

DQF OnLine[®] can be customized to meet each employer’s individual needs. Reports can be generated on your timetable – even several times a month. You, the employer, also have control of who has access to the system – either as users or as viewers only.

Best of all, DQF OnLine[®] is extremely cost effective – for, literally, pennies a month per file, you can have this valuable software system tool at your disposal.

TO LEARN MORE ABOUT HOW YOU CAN ACHIEVE A HIGHER STANDARD OF CONTROL OVER YOUR COMPLIANCE REQUIREMENTS, CONTACT FIRSTLAB AT MKT@FIRSTLAB.COM OR CALL FIRSTLAB’S BUSINESS DEVELOPMENT TEAM AT 800-732-3784.