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First Quarter 2015

Indiana Testing, Inc.

National Transportation Solution Providers

The Quarterly Informer

Associations & Partnerships



ITI

YOUR "NATIONAL TRANSPORTATION SOLUTION PROVIDER" OUR CONSULTANTS AND TRANSPORTATION ANALYSTS CAN HELP YOU WITH EVERY ASPECT OF DOT COMPLIANCE FROM A TO Z... WE ARE NO LONGER JUST A DRUG & ALCOHOL TESTING COMPANY. WE ARE YOUR TOTAL ONE STOP SHOP FOR DOT COMPLIANCE!

A Huge Welcome to all of our New Schools that joined us in 2014

- Hamilton Southeastern High School
- North Putnam High School
- SS Francis & Clare of Assisi
- Bishop Chatard High School
- Kingsway Christian School
- Fairfield High School
- Southwest Jefferson School Corporation
- Pike Central High School
- Pike Community School Corporation
- Shoals High School
- Anderson Community School Corporation
- Fountain Central Jr/Sr High School
- Center Grove High School
- West Clark School Corporation
- Madison School Corporation
- South Madison High School
- Mooresville High School
- Paul Hadley Middle School
- Fishers High School
- Pendleton Heights High School
- Danville High School
- MSD Wayne Township
- Ben Davis High School
- Lawrence Township High School



New for 2015

ITI is happy to announce for 2015, the addition of **2 NEW** trainings to our ever growing curriculum of trainings.

First we will be adding a training in March for all those that might be involved in **School Transportation**. This class will cover everything from annual inspections to contracted driver issues; how to handle them and how to protect the school corporation from liability issues that can arise. Visit our website in the coming weeks for a syllabus of things to be covered during this training session.

Second we will be adding a training in April for **Commercial Carrier Safety Director** training. This class is geared toward that new Safety Director; learn what you should be doing, get tips on how to do it best, learn what not to do as well as what you must do and help to prepare for a State or Federal Audit. Visit our website in the coming weeks for a syllabus of things to be covered during this training session.

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First Quarter 2015

Biennial Updates - MCS-150

Make **COMPLIANCE** a **PRIORITY** for 2015...
order your 2015 Results Binders now!

A quick e-mail response to **safety@itihq.com** and your 2015 Results Binder will be on the way!

The perfect place to keep:

- 2015 Random Selection Lists
- 2015 Eligible Pool List
- 2015 Test Results
- 2015 Reasonable Suspicion Tests
- 2015 Post Accident Tests
- 2015 Pre-Employment Tests
- 2015 Bi-Annual Statistics
- 2015 Annual MIS Report

Just \$25.00 -we will bill and ship to you!



The Federal Motor Carrier Safety Administration (FMCSA) requires all entities under its jurisdiction to update their information **every two years**. You are required to provide this update every two years even if you company has not changed its information, has ceased interstate operations since the last update, or is no longer in business and you did not notify FMCSA. Updating dating you information is free and can be updated on line or via the US Mail.

Failure to complete a Biennial Update will result in deactivation of your US DOT number and may result in civil penalties of up to \$1,000 per day, not to exceed \$10,000.

ITI is currently reviewing our consulting client list. One of the items we review is your current MCS-150 which is on file with the FMCSA. While most are in compliance with keeping their MCS-150 updated biennial or when carrier numbers change, some of our clients may need to review and up-date their annual mileage or fleet size. If you have updated your MCS-150 but failed to change the annual mileage, the FMCSA will flag your MCS-150 as needing to update your annual fleet mileage.

ITI will be making contact with our clients who are in need of some type of action on their MCS-150. For most, it will be for a mileage update, but for others it may be to advise you to do the biennial update or some other points we have discovered which we believe you need to address.

Q & A -2015

Question: A Substitute Bus Driver has been selected for testing in the random selection pool for both drug & alcohol. When can this Substitute driver be notified of his/her selection and can the tests be scheduled?

Answer: The driver can be notified anytime during the selection period that he/she needs to immediately proceed to a test site for a drug test. However the alcohol test becomes more a complicated procedure. Since alcohol is not illegal, an alcohol test can only be administered immediately before, during, or immediately following the time that the driver has performed a safety sensitive function as defined in 382.107. If this Substitute driver does not perform a safety sensitive function during the selection period, they should not be tested for alcohol.



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FMCSA TO MAINTAIN 50% RANDOM DRUG TESTING FOR 2015!

The Federal Motor Carrier Administration (FMCSA) has stated that the annual minimum random controlled substances testing rates for employees in safety sensitive positions, including tractor trailer and bus drivers, will remain at 50% through 2015. FMCSA based their decision on data from laboratory test results, the 2012 drug & alcohol testing survey, and additional investigations that showed:

- Positive test rates following positive results increased 4.1% from 2011 to 2012
- Reasonable Suspicion positive test rates continued to rise sharply from 5.6% in 2010 to 15.7% in 2011 and 37.2% in 2012
- The total number of positive drug test results reported to DOT increased from 95,427 in 2011 to 97,332 in 2012
- Serious controlled substance and alcohol testing violations we identified in 24% of compliance investigations
- A two-week 2014 Strike Force focused on identifying drivers who tested positive resulted in 205 driver enforcement cases and 138 enforcement cases against carriers for violations relating to drivers with positive test results operating a CMV. This also included drivers operating passenger carrying vehicles and transporting HAZMAT products.

Plans are to monitor and re-evaluate the controlled substances random test rate for 2016.

IFTA TAX PREPARATION

WHY CHOOSE ITI??

- COST EFFECTIVE
- PERSONAL SERVICE
- ONE STOP SHOP
- SERVICE GUARANTEED

WEB SOLUTIONS

Through a power of attorney (POA) we can file your IFTA online so you can have instant access to your documents right from the State Department of Revenue.



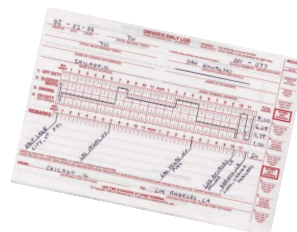
Auditing of Driver Daily Logbooks

Our log book service includes:

Auditing of daily log books for drivers which are conducted by a former ISP Motor Carrier Inspector includes:

- Recording any missing or incomplete logs
- Recording hours of service violations (driving time; on/off-duty hours)
- Creating a list of all violations for each driver, each month

All audits will be according to DOT requirements, and will be completed within 10 business days. Audits and reports will be retained for one year by ITI.



Quarterly Lists: What are they?

Each quarter that ITI pulls a random selection, there are certain documents that our system creates for that random selection that we then pass on to you. These documents are very important, as they are used to show employees which were available to be selected for testing, who was selected for testing, and a summary of the random selection as well as for compliance with FMCSA.

RACHEL WILLIAMS
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The **Eligible Pool List** is a list of all of the people that were marked as active employees in your company that were eligible to be selected for random testing at the time that the random selection was made. As this list is a snapshot of who was available at the time of the selection, it is IMPOSSIBLE for us to change or revise this list in any way; the only way to get a new eligible pool list for the quarter is for us to cancel your selection and make a completely new one after updating your employee list. This is why it is imperative that you respond to one or our 3 requests for updated employee lists each quarter!

The **Selection List** shows the names of your employees who were actually selected for testing that quarter. It will give the employees' names, ID number, and whether they were to be tested for Drugs, Alcohol, or both. Once the selected employee has completed their random test there is a line on the right where you can write in the date that it was completed for your records. If you are in our consortium program and none of your employees were pulled during that quarter you will NOT receive a selection list.

Finally, the **Certification Letter** is proof that your company is enrolled in a computer-generated random selection testing program and provides numerical statistics for the random selection. It shows how many employees were eligible to be selected, how many were selected for Drug testing, how many were selected for Alcohol testing, how many were selected for both Drug and Alcohol testing, the total number selected for testing, and the percentage of your employees that were selected for testing. Overall it summarizes the information in the previous two documents and presents the statistics of your random selection in an easier format than going through the selection list and eligible pool list and counting them up by hand.

These documents are all important for **DOT Compliance**, so make sure to print them out and file them each quarter in your ITI 2015 Results Binder along with all of your other quarterly chains' of custody and drug testing results! Everything will be at your fingertips if needed!

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SAVE THE DATE!!

THURSDAY JUNE 11TH

IT'S ANNUAL CUSTOMER APPRECIATION PICNIC!

10:30-11:30 Free "Liability" Discussion Panel

Lunch will begin at 12 Noon!





Don't be like everyone else, waiting until it is mandated... Get yours today and be a leader not a follower. ITI offers clients a complete service package from purchasing/leasing the units, installing the units, and trainings for your drivers and your back office staff. ITI is your one stop shop for ELD's. Contact us today for a quote to get you started on the best system of compliance around!



In 2015 ITI celebrates **20 years** of working with Cities, Towns and County Highway Departments. Many have been with ITI the entire 20 years! We are looking forward to celebrating another 20 years!! We would like to take this opportunity to Thank each one of you for being an important part of ITI and our history!

Coming in 2015 will be new Electronic DQF's tailored for Cities and Towns along with a new training class geared for new Superintendents or City Managers Keep an out for more information in the coming months!



2015 BASELINE TESTING

CONTACT CUSTOMER SERVICE TO SCHEDULE ONE TODAY!

317-271-2611 800-295-2587
CUSTOMER.SERVICE@ITIHQ.COM

2015 ...Best Practices start with a Mock Audit!



With the New Year finally here, it's now time to ensure that your carrier operations are **DOT Compliant!** You may feel confident that your operations are in compliance with the DOT. However, do you really want to take a chance, have a Compliance Review conducted by the FMCSA, only to discover that you overlooked a small but vital requirement of the FMCSA? Now your carrier may be subject to a hefty fine and a "Conditional" rating; even worst, given an "Unsatisfactory" rating which could lead to the closing of your operation?

ITI is your Safety Consulting Company! We believe that a "Mock Audit" at least once a year is necessary to ensure that nothing is overlooked. Nobody wants to be surprised by a violation which could have been avoided. Our "Mock Audit" will examine all of those items a Federal or State investigator would examine when they come to perform a Compliance Review. You will be contacted by an ITI Safety Analyst sometime in January, who will be offering to schedule a "Mock Audit" for your company sometime in the next couple of months. Please take advantage of this very important service!

2015 is the year of "Best Practices"; prevent problems now, rather than correct the problems later and pay the fines! Be Proactive! Call us first at 800-295-2587 and schedule your 2015 Mock Audit!

2015 First Quarter Trainings



22nd	Supervisor Training	9:00-11:30am	ITI Corporate Office
27th	DER Training	9:00-12:00pm	ITI Corporate Office



17th	Load Securement (DOT)	9:00-11:30am	ITI Corporate Office
19th	Supervisor Training	9:00-11:30am	ITI Corporate Office
24th	Guide to Compliance (CSA, HOS, Maintenance & Roadside Inspections)	8:30-12:00pm	ITI Corporate Office



10th	School Transportation Director Training	9:00-12:00pm	ITI Corporate Office
19th	Supervisor Training	1:00-3:30pm	SE Dubois Co School Corp
24th	DER Training	9:00-12:00pm	ITI Corporate Office
26th	DOT Collector Training	9:00-12:00pm	ITI Corporate Office

Private on-site trainings are always available-please contact the Training Department for special pricing!

Welcome our NEW Clients & Services

- | | |
|----------------------------|-----------------------------|
| ABC ROOFING | FOUNTAIN CENTRAL JR/SR HIGH |
| AMP EXPRESS INC | HOWERTON TRUCKING |
| ANDERSON COMMUNITY SCHOOLS | INDIANA'S FINEST WRECKER |
| BOHREN LOGISTICS | KK CARRIER |
| C.A.R. CLINIC OF WESTFIELD | KENN FELD GROUP LLC |
| CELADON TRUCKING | MACALLISTER MACHINERY |
| CENTER GROVE HIGH SCHOOL | MERIT TRUCKING |
| CFA STAFFING | PERKINS GLOBAL LOGISTICS |
| COY F. ROBINSON | SOOCH TRANS LLC |
| DIAMOND CHAIN COMPANY | T & R FARMS |

ITI
National Substance Abuse and Transportation Solution Providers since 1992

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