

DRIVER QUALIFICATION FILE MANAGEMENT  
FLEET MANAGEMENT AND REPORTING  
DRUG AND ALCOHOL TESTING  
BACKGROUND SCREENING  
OCCUPATIONAL HEALTH SCREENING



TRANSPORTATION  
**COMPLIANCE**

# TABLE OF CONTENTS



<b>FLEET MANAGEMENT</b>	<b>1-2</b>	<b>LICENSING, PERMITTING, AND REGISTRATIONS</b>	<b>10</b>
<b>DOT COMPLIANCE</b>	<b>3</b>	<b>HOURS OF SERVICE AUDIT AND REPORTING</b>	<b>11</b>
<b>DRUG &amp; ALCOHOL TESTING</b>	<b>4</b>	<b>FUEL TAX REFUND SERVICES</b>	<b>12</b>
<b>BACKGROUND SCREENING</b>	<b>5</b>	<b>FUEL TAX SOLUTIONS</b>	<b>13</b>
<b>DRIVER QUALIFICATION FILE MANAGEMENT</b>	<b>6</b>	<b>FUEL TAX PACKAGE COMPARISON</b>	<b>14</b>
<b>ON-SITE AND MOBILE TESTING</b>	<b>7</b>	<b>CONTINUOUS DRIVER MONITORING</b>	<b>15</b>
<b>OCCUPATIONAL HEALTH SERVICES</b>	<b>8</b>		
<b>OCCUPATIONAL MEDICAL RECORD TRACKING</b>	<b>9</b>		



# WE HAVE YOUR FLEET COVERED!

## DRIVER SOLUTIONS

Hiring the right driver for the job is essential to maintaining a safe workplace. DISA's comprehensive services ensure that your drivers are always up-to-par with the latest compliance regulations and DOT necessities. Our professionals can assist you with building an all-encompassing program that meets the needs of your company and the transportation industry.

### Drug and Alcohol Testing

- Pre-Employment
- Random Testing
- Reasonable Cause
- Post-Accident Testing
- Return-to-Duty
- Follow-Up Testing

### Background Screening

- Motor Vehicle Records (MVR) – Pre-Employment and Annual
- CDLIS (Commercial Drivers Licenses Information System) Reports
- PSP (Pre-Employment Screening Program)
- DOT/FMCSA Type Employment and Previous Alcohol Test Verifications
- DOT Previous Employer Checks
- Physical Exams/Occupational Health Screenings

## INDUSTRY-LEADING TECHNOLOGY THAT DELIVERS A DISTINCT USER EXPERIENCE

DISA's programs and services are fully automated and managed through our web-based management system. Our platform is a powerful compliance reporting and information management tool. This proprietary system gives employers the ease and convenience of real-time access to all their program and employee information, all with user-friendly functionality and the convenience of the Internet.



# WE HAVE YOUR FLEET COVERED!

## TRACTOR & TRAILER SOLUTIONS

A tractor that remains in compliance is imperative not only for the safety of your drivers but others on the road. DISA's professionals are highly skilled subject matter experts who can help you ensure your fleet is secure. Our wide array of transportation products and services can help ensure your employees have everything they need to remain compliant on the road (while saving you money)!

- Fleet Management for Reporting
- Electronic Driver Qualification Management
- Hours of Service (HOS) Driver Log Auditing
- Fuel Tax Reporting and Compliance
- Tax Recovery and Refund Services
  - Reefer fuel refunds
  - PTO fuel refunds
  - Regeneration fuel
- Licensing, Permitting, & Registrations
- HVUT Filings
- Audit Support & Consultation
- Fleet Reorganization & Consolidation

## CARGO SOLUTIONS

Companies trust that you can carry their cargo safely and securely from one site to the next. Elevate your standards and allow DISA to help you design a customized program that ensures that your cargo remains compliant throughout the entire route.

- ACE/ACI eManifest Filing
- DOT Agency Compliance (FMCSA, PHMSA, FAA, FRA, FTA, USCG)



# CONSOLIDATED DOT SOLUTIONS FOR A HIGHER STANDARD OF COMPLIANCE

DISA provides a unique, stand-alone resource comprised of consolidated DOT services that relieve the administrative burden for employers while making compliance programs more effective and easier to manage. DISA's DOT compliance services were designed to deliver a single-source compliance management experience for DOT employers, regardless of their governing agency.

- Federal Motor Carrier Safety Administration (FMCSA)
- Pipeline and Hazardous Materials Safety Administration (PHMSA)
- Department of Homeland Security, includes U.S. Coast Guard (USCG)
- Federal Railroad Administration (FRA)
- Federal Transit Administration (FTA)
- Federal Aviation Administration (FAA)

## DRUG & ALCOHOL TESTING

- Random Pool Selection and Management
- Detailed Statistical Data Reporting
- Expansive Collection Site Network and Provider Management
- In-house Medical Review Officer
- SAMHSA Certified Laboratories
- 24/7 Post-Accident Testing Assistance
- Compliance Assistance
- Mobile On-Site Collection

## BACKGROUND SCREENING

- Pre-Employment Screening Program (PSP Report)
- MVRs (Motor Vehicle Reports)
- DOT Testing & FMCSA Safety Performance History
- CDLIS Report
- Criminal History Search

## FLEET MANAGEMENT & REPORTING

- IFTA Fuel Tax Reporting
- HOS Driver Log Auditing (Paper & E-Log)
- Licensing, Permitting, and Registrations including IRP and Base Plating
- Reefer, PTO, and Region Fuel Refunds
- Form 2290 Tax Filing
- Operating Authorities
- Owner Operator Settlements
- Expert Compliance and Audit Assistance
- Automated GPS/ELD API
- ACE/ACI, Customs Border Crossings

## DRIVER QUALIFICATION FILE MANAGEMENT

- In-Depth DQ File Auditing
- Automatic Expiring Item Renewal Notices
- Automatic Document Population to the File
- Optional Electronic Driver Application
- Optional Automated Record of Annual Reviews
- Online DQ File Access for Auditors
- Expert Compliance and Audit Assistance





# COMPLETE SOLUTIONS FOR DRUG & ALCOHOL TESTING

Drug and alcohol testing was DISA's first service line more than 35 years ago. With more than three decades of experience under our belt, we are the leading DOT services provider in the industry. We provide complete chain of custody management from collections to medical review. Whether your business uses one truck or an entire fleet, you'll be confident that your drug and alcohol program is compliant and that your employees aren't engaged in substance abuse.

With DISA, you'll have access to a network of more than 6,000 collection sites and each screen will be analyzed by the best labs in the business. Our laboratory partners are DHHS approved and are dual-certified with SAMHSA and CAP.



## WHAT'S INCLUDED

- Extensive Collection Site Network and Provider Management
- Expert Laboratory Analysis
- Random Pool Selection & Management
- SAMHSA Certified Laboratories
- Medical Review Officer Services (MRO)
- Compliance & Audit Assistance
- Detailed Statistical Reporting
- 24/7 Post-Accident Testing Assistance

## DOT 5-PANEL URINE DRUG TEST

- Marijuana (THC)
- Cocaine
- Amphetamines/Methamphetamines
- Phencyclidine (PCP)
- Opioids

## WHO IS SUBJECT?

- FMCSA
- PHMSA
- FRA/FRMOW
- FTA
- FAA
- USCG



## METHODOLOGIES

- Urine Testing
- Hair Testing
- Oral Fluid Testing
- Evidential Breath Alcohol Testing

## CUSTOMIZED PANELS

- Synthetics Testing
- Expanded Opioid Testing

## TYPES OF TESTING

- Pre-Employment Testing
- Random Testing
- Post-Accident Testing
- Reasonable Suspicion Testing
- Return-To-Duty and Follow-Up Screening
- Mobile Collections and On-Site Testing

# BACKGROUND SCREENING FOR INFORMED HIRING DECISIONS

As a company who has to comply with the Department of Transportation (DOT) regulations, you are challenged not only to comply, but to hire drivers to keep your services moving as quickly as possible. The differences from administration to administration can make it difficult to find one company that has everything you need. DISA's background screening services include all the searches required by the FMCSA. We offer additional background search and reporting options that are effective enhancements to ongoing driver safety and compliance initiatives. We provide convenient automatic renewal notices, as well as excellent turnaround times.

## BACKGROUND SERVICES

- PSP Report (Pre-Employment Screening Program)
- CDLIS Report (Commercial Drivers License Information System)
- MVRs (State Driving Records)
- Sex Offender Search
- Criminal History Search
- FCRA Compliance

## FMCSA BACKGROUND SCREEN REQUIREMENTS

- Motor Vehicle Records (MVRs)
- Previous Employment History
- FMCSA Clearinghouse
- Pre-Employment Drug Test

**OUR SERVICES PROVIDE  
THE MOST CURRENT AND  
ACCURATE DATA AVAILABLE  
WITH THE FASTEST POSSIBLE  
TURNAROUND TIME.**



# DRIVER QUALIFICATION FILE MANAGEMENT

Our online system provides a convenient platform for managing qualified driver information. Our DQ services include automatic document delivery to the driver file, a live QC and approval process, plus a convenient online driver application process. We streamline DQ file management, keeping carriers compliant and audit ready at all times. DISA's DQ services can support CMV, CDL, and non-regulated fleets.



**DISA'S DQ SERVICES WILL  
ENSURE THAT YOU ONLY HIRE  
THE SAFEST DRIVERS, WHILE  
HELPING YOU MAINTAIN  
FMCSA REQUIREMENTS AND  
MANAGE DRIVER FILES.**



## DRIVER QUALIFICATION FILE MANAGEMENT

- In-Depth DQ File Auditing
- Automatic Expiring Item Renewal Notices
- Automatic Document Population to the File
- Optional Electronic Driver Application and Record of Violation
- Optional Automated Record of Violations
- Optional Automated Record of Annual Reviews
- Online DQ File Access for Auditors
- Expert Compliance and Audit Assistance
- Integration with DISA drug and alcohol testing, background services, and occupational medical tracking

## DQ FILE CONTENTS

- Employment Application
- Medical Examiner's Certificate
- Copy of Driver's License
- Road Test Certificate
- Motor Vehicle Records
- Annual Driver's Certificate of Violations
- Annual Driving Record Review
- Pre-Employment Drug & Alcohol Test Results
- Drug & Alcohol Testing Program/Policy
- Previous Employer Requests & Responses
- Entry Level Training
- FMCSA Evidence of Safety Training

\*\*Custom document storage, and non-CDL regulated driver files available



# ON-SITE AND MOBILE TESTING

## FLEXIBLE SOLUTIONS TO PRESERVE PRODUCTIVITY

On-site testing allows employers to plan around their schedule, minimizes downtime or disruptions to your day-to-day operations, and avoids the need for employees needing to leave the jobsite. Several employers realize cost efficiencies by testing multiple employees at one time, which eliminates travel time, expenses, and potential liability. Additionally, employers can utilize on-site and mobile collection units for onboarding to streamline the hiring process.

Our experienced staff is responsible for specimen collections, ensuring chain-of-custody procedures, and upholding absolute discretion and confidentiality with our donors and customers. DISA offers three different on-site collection options that work in a wide range of scenarios to meet your specific industry needs. Our on-site collectors can cover a variety of testing needs, including wall-to-wall or periodic, random, post-accident testing, job fairs, and more.

## DISA'S CAPABILITIES

### ON-SITE TEAM

DISA's on-site team members can deploy on a moment's notice and set up a secure drug and alcohol collection site in your facility. Trained under the strict guidelines of 49 CFR Part 40, they will ensure that the collection area is clean, private, secure, and meets all regulations.

### SHORT-TERM

Short-term on-site drug and alcohol testing is best when testing large groups of employees at the same time. DISA can deploy mobile collection units that will work with you to meet the demands of your schedule. These units are available to come to your business for an afternoon, several days, weeks, or even months at a time. These are extremely popular during turnaround/outage season when facilities see an increase in contractors on-site and project managers want a quick and convenient testing solution.

### LONG-TERM

For customers who want all of the benefits of short-term mobile collection units at their disposal anytime, our long-term on-site testing option can set up a mobile unit or trailer on your site for however long you may need it. At some facilities, DISA has installed semi-permanent mobile collection units or trailers for year-round testing. DISA offers trailers ranging from 20 to 40 feet and can accommodate larger groups.



**LET DISA COME TO YOUR  
FACILITY, SAVING YOU  
THE EFFORT, TIME, AND  
COST OF SENDING EACH  
OF YOUR STAFF TO A  
COLLECTION SITE.**

# OCCUPATIONAL HEALTH SERVICES

## DELIVERING OCCUPATIONAL HEALTH EXCELLENCE

DISA can provide the occupational health services you need at your site in one of our convenient clinics, or one of the thousands of clinics in the DISA collection site network. Our professional staff includes experienced physicians, certified nurse practitioners, physician's assistants, registered nurses, and other dedicated and experienced medical professionals.

We're large enough to meet any challenging requirements, flexible enough to customize programs to meet your needs, and focused on delivering the best customer service. The comprehensive and convenient occupational health services listed below can all be made available 24/7 and/or at your site. DISA knows time is money, so we're there when you need us!

## OCCUPATIONAL SERVICES DISA OFFERS:

### PHYSICALS

- DOT "Look-Alike" Physical
- DOT Physical
- Hazmat Physical
- Merchant Marine Physical
- Physical
- Asbestos Physical
- Silica Physical

### LABS

- Lab Blood - Complete Blood Count
- Lab Blood - Comprehensive Metabolic Panel
- Lab Blood - HbA1c
- Lab Blood - Lead w/ZPP
- Lab Urine - Urinalysis
- Lab Blood - TB Blood Test

### OCCUPATIONAL MEDICAL

- Audiometric Testing
- Chest X-Ray 1 View (PA)
- Chest X-Ray 1 View (B Read)
- Chest X-Ray 2 View (PA and LAT)
- EEG (Electroencephalography)
- EKG(Electrocardiogram)
- Lumbar X-Ray • MEQ Only (OSHA Questionnaire)
- Physical Abilities Exam
- Pulmonary Function Testing (Spirometry)
- Respiratory Fit Testing
- TB Skin Test (PPD)
- Urine Dip Stick
- Vision Ishihara
- Vision Titmus

### VACCINATIONS

- Travel Consultation
- Vaccination - Hepatitis A
- Vaccination - Hepatitis B
- Vaccination - Japanese Encephalitis
- Vaccination - Measles
- Vaccination - Measles-Mumps-Rubella (MMR)
- Vaccination - Meningococcal
- Vaccination - Pneumococcal
- Vaccination - Polio (IPV)
- Vaccination - Rabies
- Vaccination - Tetanus-Diphtheria (Td) Pertussis (Tdap)
- Vaccination - Tetanus Diphtheria
- Vaccination - Twinrix (Hep A & B)
- Vaccination - Typhoid
- Vaccination - Varicella (Chicken Pox)
- Vaccination - Yellow Fever



## ON-SITE SERVICES AVAILABLE 24/7/365

Call DISA today to schedule one of our on-site or mobile collectors to come out to your facility, boat, offshore platform, or accident site! We have certifications for helicopters, barges, and safety-sensitive site access.



# OCCUPATIONAL MEDICAL RECORD TRACKING

## DELIVERING OCCUPATIONAL HEALTH EXCELLENCE

Using our specially designed Occupational Medical Records Tracking (OMRT) program within our online system, DISA360, we can coordinate the entire screening process.

This innovative application removes the guesswork from an otherwise difficult process. DISA uses thousands of clinics nationwide to provide our clients with the most convenient and cost-effective services available. With our expert scheduling services, clients can conduct preventative health and wellness screens anywhere in the country, quickly and easily.

## FEATURES AND BENEFITS

- Locating Clinics
  - Can be viewed by city or zip code
  - Can be selected based on client needs
  - Consolidated Billing
  - Sortable, downloadable, and easy to track
  - Eliminates multiple financial agreements for different clinics
- Automatic Renewal Reminders
  - For DOT Physicals, Audiograms, or Respirator Fit Tests
  - Email reminders sent one month prior to expiration
- Compliance Reports
  - Monthly or On-Demand
- Document Retention
  - Online filing cabinet
  - Allows for Occ Health services to communicate with other service lines.
- DQ (Med Card)

## AVAILABLE PRODUCTS

- Annual and DOT/non-DOT physicals- Silica and asbestos physicals
- Respiratory fit testing
- Audiometric assessments
- Heavy metals testing
- Pulmonary function testing
- Functional capacity evaluations
- Driver physicals
- Offshore Oil & Gas Medicals & Assessments (OGUKs)
- Physical ability exams
- Vaccinations
- Vision
- Bloodwork



# LICENSING, PERMITTING, AND REGISTRATIONS

Whether you are setting up your own authority under the DOT, consolidating or reorganizing your fleet, or are an established carrier needing help with various registration and/or permit requirements, DISA's Transportation Compliance team (DTC) can help! As a carrier, your job is to focus on your business and generate revenue for your business. DISA can help you stay focused by eliminating the stress of making sure you are up-to-date with all the proper registrations, permits, and authorities.

## SERVICES INCLUDE

- IRP Account Setup, Renewals, and Supplements  
(including additions, deletions, transfers, replacement plates, duplicate cab cards, and weight group changes)
- State Mileage, Over-Dimensional, and Overweight Truck Permits
- Trip and Fuel Permits
- Form 2290 Tax Filing
- IFTA Registrations

DISA reduces the hassle of licensing and permitting by managing the process for you. We help companies with permit and license applications, as well as license needs, for every vehicle in a fleet. Your personalized account manager will help coordinate all necessary compliance standards regardless of your industry.

## OPERATING AUTHORITIES

- UCR
- USDOT and MC Setups
- TX MC Authority
- MCS-150 Biennial updates
- BOC-3

**STAY FOCUSED ON  
THE ROAD AHEAD**



# HOURS OF SERVICE AUDIT AND REPORTING SOLUTIONS

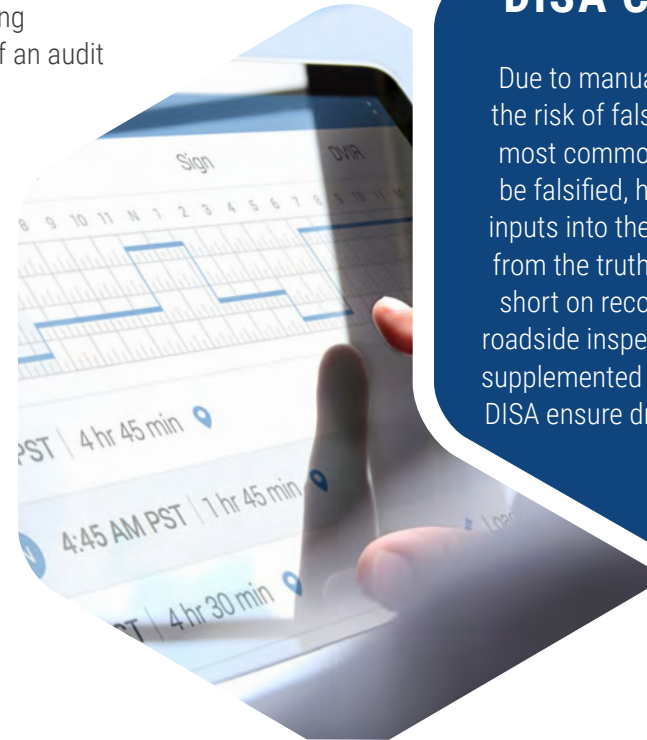
DISA Transportation Compliance's (DTC) log auditing services reduce your risks of fines, Out of Service orders, Hours of Service driver violations, and high CSA scores by maintaining compliance with your paper or ELD drivers logs. We offer a multitude of options for paper data transmittal, as well as turnkey integrations to some of the most common ELD service providers to ensure timely data capture and accurate ELD and paper log auditing. Beyond using our technology for fast turnaround times, our staff of trained professionals are industry experts who can assist you with regulations and maintaining HOS compliance with the following value-added features:

## SERVICES INCLUDE

- Dedicated Account Rep
- DVIR and Time Sheet audits available
- 24-48 hour turnaround time
- Paper and ELD log auditing available
- Visibility of your entire fleet
- Log falsification checks with registered data, such as GPS, tolls, inspections, etc.
- Log audit accuracy
- Standard Plan Reporting
- Support in the event of an audit

## CUSTOM FALSIFICATION OPTIONS

- Fuel Falsification
- Toll Falsification
- Accident Falsification
- Scale/Weigh Station Falsification
- DOT Inspection Falsification
- GPS Movement Falsification
- Co/Team Driver Falsification
- DVIR Audit
- Oilfield Exceptions Audit
- Border Crossings
- Pre/Post Trip Inspection-Manual
- Pre/Post Trip Inspection-Automated
- GPS Mileage Audit
- Load/Unload Status
- Securement Checks
- Bill of Lading Check



## STOP THE FINES! DISA CAN AUDIT YOUR ELDs

Due to manual entry requirements, no log is immune to the risk of falsification, even ELD logs. In fact, one of the most common misconceptions is that ELD logs cannot be falsified, however, due to the requirement of manual inputs into the ELD device itself, nothing could be further from the truth. ELDs record engine activity, but often fall short on recording human activity, such as duty status, roadside inspections, fuel stops, etc., all of which must be supplemented to engine data to complete the ELD log. Let DISA ensure driver inputs mesh with engine data for 100% HOS compliance.



# FUEL TAX REFUND SERVICES

DTC Tax Recovery services help carriers to pay the legal minimum amount of tax owed. DTC stays on top of the ever-changing laws, tax rates, statutes of limitations, and supporting documentation requirements that are needed to know prior to filing claims at either the state or federal level.



## AREAS OF REFUND POSSIBILITIES ON TAX PAID FUEL MAY INCLUDE:

- **Reefer fuel refunds** - fuel used to refrigerate trailers from an auxiliary tank
- **PTO fuel refunds** - fuel used from the primary tank to pump off product with the PTO engaged
- **Regeneration fuel** - fuel used for the cleaning or regeneration of a Diesel Particulate Filter (DPF)-an after-treatment system for exhaust generated by the propulsion of the motor of the tractor and is unnecessary for the operation of the tractor

DISA's Transportation Compliance tax specialists have the expertise in all areas of fuel tax recovery to help you stay up-to-date on the ever-changing laws and regulations at both the state and federal levels. As a result, more than 95 percent of the carriers and operators who use the DTC for recovery and planning uncover a reduction in their tax obligations.

## OTHER DTC TAX RECOVERY SERVICES

- Federal Excise Tax refunds (Form 2290)
- IFTA fuel tax re-process and amendments
- A thorough review of all tax-related documents
- Tax planning to prevent future overpayments
- Processing of road tax refund claims

**More than 95% of  
carriers and operators  
who use DTC for recovery  
and planning uncover  
a reduction in their tax  
obligations.**



# FUEL TAX SOLUTIONS

DISA Transportation Compliance (DTC) offers a one-stop fuel tax reporting solution. DTC's IFTA fuel tax compliance is a true turn-key solution for any carrier making full use of your existing dispatch system, GPS data and paper trip sheets. DISA has a solution for all carriers, ranging from full service to self service, with everything in between. Regardless of your computing platform, you'll enjoy GPS API integrations, real-time access to your IFTA fuel tax database, and reports to identify audit risk. With IFTA fuel tax audits on the rise, more carriers turn to DTC to make sure they're ready.



## FULL-SERVICE FUEL TAX

DISA provides full-service Fuel Tax Reporting services electronically for carriers using GPS or dispatch data with direct download from fuel card vendors. We also provide more traditional means of reporting for clients using driver trip sheets and fuel receipts and can accommodate multiple data sources, like a combination of GPS, dispatch or manual entry. Our online reporting system allows clients to track and manage their IFTA and fleet information in a highly secure, real-time environment.

## HYBRID SERVICE FUEL TAX

DISA provides the best of both worlds with its Hybrid Fuel Tax solution. Enjoy all the benefits of full-service data processing and self-service audit, review, and tax return preparation. For those who wish to leverage DISA's processing power and speed, but retain control of the review and filing process, this is the right choice for you. Let DISA process your data, then you take it from there.

## SELF-SERVICE FUEL TAX

The SAAS service is GPS-based but does accommodate manual entry for non-GPS equipped units. The service provides clients step-by-step tools to identify and proactively address audit risk, before filing their tax returns. The SAAS portal conforms to the unique business needs of individual clients. They can manage multiple IFTA fleets, IRP Fleets, and Operational Fleets. Our SAAS portal not only has the tools necessary to prepare and file a return, but offers complete returns ready to file.

FUEL TAX

PACKAGE COMPARISON

AVAILABLE OPTIONS	FULL SERVICE	HYBRID	SELF SERVICE
GPS API data feed	●	●	●
Settlement reports for owner operators	●	●	●
Online report access 24/7	●	●	●
NY toll mile credit	●	●	●
7-year data retention	●	●	●
Fully functional platform to make updates	●	●	●
Exception reports available	●	●	●
Intuitive audit and review modules	●	●	●
Training provided at no additional charge	●	●	●
Free technical support	●	●	●
Batch import option for miles and fuel	●	●	●
Daily odometer apportionment	●	●	●
Dedicated account manager	●	●	
Data Collection	●	●	
48-hour turnaround time	●	●	
Secure FTP site	●	●	
Tax return preparation and filing	●	●	
Monthly exception reports	●	●	
Insurance distance processed	●	●	
Out of route reporting	●	●	
Consultation	●	●	
Customized reporting	●	●	
Monthly odometer apportionment	●	●	
Monthly audit and review	●		
Full audit support	●		

# CONTINUOUS DRIVER MONITORING

## CONTROLLING FORESEEABLE RISK

Continuous driver monitoring transforms the way an employer manages driver risk while reducing administrative burden, crashes, and cost over time. DISA Global Solutions is proud to provide a best-in-class driver monitoring solution with our valued partner Sambasafety. Data shows that ten percent of your drivers are responsible for 40 percent of your crashes, which translates to a loss of profit, increased downtime for equipment, and elevated hiring and training costs. Although not all drivers present the same risk, continuous driver monitoring helps employers identify violations before they result in crashes by getting insight into employee driving behavior that otherwise would've gone unnoticed.

- Gain full 12-month visibility into a driver's behavior
- Reduce risk and liability with real-time alerts on negative driver activity
- Increase employee retention through early intervention into negatively trending driver behavior
- Automate and enforce a consistent driver safety policy across your company
- Understand driver behavior across individuals and groups, and take proactive measures for improvement
- Protect your company, your employee, and your community with a culture of safety

Continuous driver monitoring will automatically alert you when a driver from your company receives a negative violation, going above and beyond your standard motor vehicle record (MVR), and also helps to address challenges often faced in the transportation industry, such as

- FMCSA Clearinghouse
- ELD Mandates/ELD Training Requirements
- Increased Road Congestion
- More Distracted Drivers
- New Vehicle Technologies
- Insurance Industry Under Pressure

## CREATE A CULTURE OF SAFETY

- Bulk driver upload
- Custom driver groups
- Manage and update driver information
- Receive email alerts
- Set thresholds
- Normalized reporting state-to-state
- New activity alerts



**22% REDUCTION IN MONTHLY VIOLATIONS**  
**14% REDUCTION IN MONTHLY CRASHES**  
**32% REDUCTION IN COMPANY RISK  
PROFILE EVENTS**

Continuous monitoring changes driver behavior, which leads to fewer citations and incidents. Protect your organization's assets, brand and reputation with safer drivers.

**DISA IS AN INDUSTRY-LEADING TPA FOR  
DOT COMPLIANCE, PROVIDING DRUG  
TESTING, BACKGROUND SCREENING, DQ  
FILES MANAGEMENT, FLEET MANAGEMENT,  
AND REPORTING.**



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