## J. J. Keller®

# Driver Qualification File Management Service

## PARTNERSHIP PROCESS

#### CLIENT

#### SUBMIT DQ FILES

**YOU** submit your new or existing DQ paperwork to the J. J. Keller® Managed Services team.

#### J. J. KELLER

#### CONDUCT DQ AUDIT

**WE** conduct an audit of your DQ files consisting of over 170 items to establish a compliance benchmark.

#### CREATE ELECTRONIC FILES

**WE** create an electronic file in our secure, centralized database for all of your drivers at all of your locations.

#### RECEIVE A DEDICATED SERVICE SPECIALIST

**WE** assign you a dedicated J. J. Keller® Client Service Specialist who will work with you to customize the service (notification schedule, company contacts, etc.).

#### PROVIDE INITIAL AUDIT OVERVIEW

**WE** provide an overview of the audit results so you have a clear understanding of your compliance levels and create an action plan to fix noncompliance issues.

# CORRECT & RETURN DOCUMENTS

**YOU** correct any noncompliant DQ files and return them to J. J. Keller.

#### MONITOR COMPLIANCE

**YOU** can monitor DQ compliance for complete transparency of your data via our secure, web-based Client Information Center.

#### SAVE TIME AND MAINTAIN COMPLIANCE WITH FMCSR PART 391

Let J. J. Keller obtain your required documents initially and on an ongoing basis:

- > MVR Ordering
- > MVR Scoring
- ➤ DOT Employment Verification Ordering (Safety Performance History)
- ➤ Pre-Employment Screening Program Data Analysis
- > California Pull Notice Program
- > DOT Physical Appointment Scheduling
- > National Registry Verification

#### PROVIDE ONGOING NOTIFICATIONS

**WE** provide ongoing notification of incomplete, missing, expired, and soon-to-expire documents to reduce exposure to DOT penalties and fines.

#### MANAGE ONGOING COMPLIANCE

**WE** ensure all new drivers are qualified to help protect your Driver Fitness CSA score.

#### MANAGE DOCUMENTS

**WE** shred copies and faxes of your documents in full compliance with Fair Credit Reporting Act. We also purge your electronic documents when they've reached the retention timeline stated in the regulations.

#### PROVIDE AUDIT SUPPORT

**WE** provide FMCSA audit support so you have an expert available for questions and advisement.

#### **DELIVER ONGOING SERVICE**

**WE** provide ongoing service and support regarding any questions or issues that arise.



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