

2009 Registration Form

CDL Records Management

Please print the information requested. You may copy this form as needed.

Nickname or Badge Name

Name

Position/Title

Municipality and County

Address

City State Zip Code

Daytime Telephone No. Fax

*Evening Telephone No.

E-mail

Accessibility & Other Needs

Is Registrant a Municipal Official? Yes No

*For contact regarding course cancellations that may occur after business hours.

Workshop Locations:

Please be sure to mark the workshop you wish to attend.

- November 5/ Lackawanna County**
- November 6/ Lycoming County**
- November 9/ Crawford County**
- November 10/ Bedford County**

Registration Fee:

(includes tuition, materials and break)

\$50

Register Online at www.psats.org
or send registration and fee
(checks made payable to PSATS) to:
**The Pennsylvania State Association
of Township Supervisors**
4855 Woodland Drive
Enola, PA 17025



Pennsylvania State Association of
Township Supervisors
4855 Woodland Drive
Enola, PA 17025



RETURN SERVICE REQUESTED



CDL Records Management

November 2009

CDL Records Management

The PSATS CDL program has developed this training program to help employers understand all of the state and federal records they are required to maintain for their commercial motor vehicles and the employees that operate them. In Pennsylvania, a commercial motor vehicle (CMV) is any vehicle weighing more than 17,000 lbs. Even if you don't have a CDL vehicle (weighing 26,000 lbs.), you may have a CMV, for which you must keep the same records.

Each workshop participant will be provided a course instructional packet containing copies of each required form and directions on their use.

This workshop will review the full range of required paperwork including: pre-employment inquiries regarding a job applicant's drug and alcohol test results from previous employers; requests for driver's license information for each covered employee; reviewing each driver's qualification to continue driving commercial motor vehicles based on state's drivers license information; daily vehicle inspection, maintenance, and repair reports; employer's policy on CDL drug and alcohol testing; and an intensive overview of the CDL regulations.

If you have any questions on how to operate your CDL program, attend this workshop to get the answers you need to these important questions.

Instructor

- **James Wheeler,**
Manager, CDL Program
PA State Association of Township Supervisors

Who Should Attend

This course is designed to increase the performance of those persons assigned to oversee each employer's CDL program commitments. Any secretary, manager, supervisor, or roadmaster will

Dates & Locations

If you need directions to any of the workshop locations, please visit the facility's Web site or call the facility at the telephone number listed below.

- **November 5, 2009 (Thursday)**
LACKAWANNA COUNTY
Ramada
820 Northern Boulevard
Clarks Summit, PA 18411
(570) 586-2730
www.ramadacls.com
- **November 6, 2009 (Friday)**
LYCOMING COUNTY
Holiday Inn Downtown Williamsport
100 Pine Street
Williamsport, PA 17701
(570) 327-8231
- **November 9, 2009 (Monday)**
CRAWFORD COUNTY
Days Inn and Conference Center
18360 Conneaut Lake Road
Meadville, PA 16335
(814) 337-4264
www.daysinn.com
- **November 10, 2009 (Tuesday)**
BEDFORD COUNTY
The Arena
4407 Business Route 220N
Bedford, PA 15522
(814) 623-8074

Please note that a CDL Supervisory Training Class will be held in each location in the morning of this training.

find this workshop effective. Also, all employers will benefit by having their CDL "contact persons" attend this training. Employers who only have CMV's will also benefit.

Course Schedule

- **12:30 p.m.** Registration
- **1:00 p.m.** Program Begins
- **4:00 p.m.** Adjourn

Registration Information

The registration fee for this workshop is \$50 per person, which includes tuition, materials and break.

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to 'PSATS' and mailed along with the registration form to:

PSATS
4855 Woodland Drive • Enola, PA 17025
Fax: (717) 763-9732

You may also register online at www.psats.org. Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional workshops, please visit our training calendar at www.psats.org.

Walk-in Registrations

Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is cancelled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit www.psats.org prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

Cancellations

Cancellations received less than 10 working days before the session are subject to a \$15 penalty. Those received within 48 hours of the session forfeit the full registration fee.

Accessibility & Other Needs

All workshops will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.

Inclement Weather

We will do everything possible to hold all scheduled classes. In the event of inclement weather at a specific location, please verify that the course is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Course cancellations are updated by 7:00 a.m. on the day of a workshop. If the course is cancelled due to weather, we will notify you as soon as possible to alert you of the rescheduled date.

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