

# ROAD RULES

A Handy Reference Guide to Life On the Road.

Brought to you by TBS Factoring Service.



## FEDERAL RESERVE HOLIDAYS (2021)

Your money doesn't move on these holidays, plan accordingly. Additional holidays may be observed by your local bank.

New Year's Day: Jan. 1

Martin Luther King Jr. Day: Jan. 18

Presidents Day: Feb. 15

Memorial Day: May 31

Labor Day: Sept. 6

Columbus Day: Oct. 11

Veterans Day: Nov. 11

Thanksgiving Day: Nov. 25

Christmas Day: Dec. 25



## CSA

- Review CSA scores online each quarter
- Keep carrier registration data up-to-date
- Challenge incorrect inspection data via RDR



## PRE-TRIP INSPECTION

Federal regulations 396.13 state that before driving a motor vehicle, the driver shall:

(a) Be satisfied that the motor vehicle is in safe operating condition;

- Service brakes including trailer brake connections
- Parking brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment



## PREVENTATIVE MAINTENANCE PLAN

Staying roadworthy is more than just good business sense; your livelihood depends on it.

- Use proper oil grade for engine type
- Lube at fill levels for engine, transmission, differentials, wheel bearings
- Inspect radiator inside and out
- Inspect hoses, lines and clamps, belts
- Inspect water pump
- Check battery
- Maintain correct tire pressure
- Inspect brakes and air system
- Check lights, wipers, washers



## REGULATORY RENEWAL INTERVALS

Renew or update in order to stay compliant with DOT regulations.

- 2290 (due Aug. 31)
- CDL State Renewal (annual or 5 years)
- DOT Audit Policies & Procedures File (annual)
- Equipment Inspection (annual)
- IFTA License (file & pay qrtly/NY KY NM OR addl. req.)
- Insurance Policy (annual)
- IRP Permit (on registration mos.)
- Medical Card (every 2 yrs)
- Motor Vehicle Record & DQ (annual)
- UCR (prior Dec. 31)
- USDOT MCS-150 Form (every 2 yrs online)



## MANAGE YOUR BUSINESS

- Plan your work, work your plan
- Understand your costs
- Plan your fueling route, take advantage of discounts
- Focus on gross revenue instead of rate per mile
- Manage your cash flow
- Build relationships with your customers
- Understand freight cycles
- Use technology that makes your time more efficient
- Pay your taxes
- Save for a rainy day



## DRIVE HEALTHY

- Make healthier choices at mealtime
- Exercise and walk as often as possible
- Get an annual health screening
- Get proper sleep
- Learn which stress reducing technique works best for you



With more than 50 years of experience serving motor carriers, TBS Factoring Service makes trucking easier with technology and services to help drivers get established, stay compliant, find loads and get paid faster.