



**Custom Forms and Tasks**



Type to search



Type	Form	Name	Content
Form	DOT	2024 Drug and Alcohol Policy	Employees and applicants are strictly prohibited from possessing, manufacturing, distributing, storing, consuming, or otherwise using alcohol and illegal drugs, as defined by state or federal laws an...
Task	DOT	new jh task	test
Form	DOT	2024 Grid	1XPTDTRAIN163471 VPX1234 CA 80000 80000 11/30/23 2013 1XPTDTRAIN163472 WPX2345 CA 80000 80000 11/30/23 2014 1XPTDTRAIN163473 WPX2346 CA 80000 80000 11/30/23 2015 1XPTDTRAIN16347...
Task	DOT	2024 Drug and Alcohol Policy	Read and review and sign the policy
Form	DOT	2024 Drug and Alcohol Policy	Employees and applicants are strictly prohibited from possessing, manufacturing, distributing, storing, consuming, or otherwise using alcohol and illegal drugs, as defined by state or federal laws an...
Form	DOT	DMV printout	please upload a DMV printout
Task	DOT	DMV Printout	Please upload a DMV printout
Task	DOT	DMV printout	Please upload a dmv printout
Form	HR	2024 Drug and Alcohol Policy	2024 Demo Company Drug and Alcohol Policy DQM DEMO is committed to maintaining a safe and productive work environment for all employees and ensuring the safety of the public. To achieve thi...
Task	DOT	Pull Notice Release HnS 2023	See attached EPN Pull notice
Form	DOT	EPN Auth	EPN auth PDF
Task	DOT	EPN Auth	Co
Task	DOT	Tiger MSE Task	tell
Form	HR	Tiger MSE Form	Thi
Task	DOT	Testing PDFs	Thi

In your company settings, digitalize company specific internal documents from the Templates Tab i.e.

New Safety Policies  
Offer Letters  
Company Cell Phone Policy  
Company Wide Updates  
Assign Trainings

Details

Terminals

Templates

Incidents

Renewals

Integrations

Pulls

Truckings

Vendors

Type

Form

1.

Name\*

2024 Drug and Alcohol Policy

Content

2.

Employees and applicants are strictly prohibited from possessing, manufacturing, distributing, storing, consuming, or otherwise using alcohol and illegal drugs, as defined by state or federal laws and regulations, on premises and worksites, at employer activities, or in any employer's vehicle.  
A Random test may be required to meet FMCSA regulations.

Form

3.

DOT

Save

Reset

Delete

1. Create a custom 'form'
2. In the content section, list the terms of the policy or what you want the driver/applicant to read and agree too.
3. Determine whether this is a DOT or HR specific document  
\*(be advised – any document marked as DOT can be viewed by a DOT Auditor during a DOT Audit)\*

Details

Terminals

Templates

Incidents

Renewals

Integrations

Pulls

Truckings

Vendors

Type

Task

4.

Name\*

2024 Drug and Alcohol Policy

Content

5.

Read and review and sign the policy

File

Choose File

No file chosen

Form

2024 Drug and Alcohol Policy

Save

Reset

Download template file

Delete

6.

4. Create a custom 'task' and name it the same thing as the form to maintain consistency
5. In the content section, list the instructions that you want to give the driver/applicant.  
i.e. "read, review and sign this new safety policy"
6. Save the custom task

1.

2.

Type to search



<input checked="" type="checkbox"/>	First name	Last name	License	City	ST	Cell	Status	Audit	Pass	Score	Company	Updated at
<input checked="" type="checkbox"/>	Barry	Biz	A8965726	Anytown	CA	<a href="#">530-637-1969</a>	Active	No	No	100	Vehicle Licens...	10/31/24, 3:16 PM
<input checked="" type="checkbox"/>	Ollie	Ox	Z8965726	Here	CA	<a href="#">333-333-3333</a>	Active	No	Yes	100	Vehicle Licens...	10/31/24, 3:16 PM
<input checked="" type="checkbox"/>	Stanley	Yelnats	Q8965726	Auburn	CA	<a href="#">333-333-3333</a>	Active	No	No	100	Vehicle Licens...	10/31/24, 3:16 PM
<input checked="" type="checkbox"/>	Ozzy	Osbourne	Y7894224	Here	CA	<a href="#">444-898-3693</a>	Active	No	Yes	97	Vehicle Licens...	10/31/24, 3:15 PM
<input checked="" type="checkbox"/>	Murphy	Frank				<a href="#">777-878-7878</a>	Active	No	Yes	95	Vehicle Licens...	10/31/24, 3:15 PM
<input checked="" type="checkbox"/>	Rose	Dawson				<a href="#">530-637-1969</a>	Active	No	No	100	Vehicle Licens...	10/31/24, 3:14 PM
<input checked="" type="checkbox"/>	Danny	Hall				<a href="#">333-333-3333</a>	Active	No	Yes	92	Vehicle Licens...	10/31/24, 3:14 PM
<input checked="" type="checkbox"/>	Juda	Lane				<a href="#">222-222-2222</a>	Active	No	No	100	Vehicle Licens...	10/31/24, 3:14 PM
<input checked="" type="checkbox"/>	Carlos	Pringle				<a href="#">222-222-2222</a>	Active	No	Yes	100	Vehicle Licens...	10/31/24, 3:13 PM
<input checked="" type="checkbox"/>	Jess	Tram	M7789999	The Town	CA	<a href="#">444-444-4444</a>	Active	No	Yes	100	Vehicle Licens...	10/31/24, 3:13 PM
<input checked="" type="checkbox"/>	Hailey	Comet	C7789999	Georgetown	CA	<a href="#">333-333-3333</a>	Active	No	No	100	Vehicle Licens...	10/31/24, 3:13 PM
<input checked="" type="checkbox"/>	Greg	Fender	Z7789999	The Town	CA	<a href="#">444-444-4444</a>	Active	No	No	100	Vehicle Licens...	10/31/24, 3:13 PM
<input checked="" type="checkbox"/>	Bill	Yard	Z7789900	Auburn	CA	<a href="#">333-333-3333</a>	Active	No	Yes	100	Vehicle Licens...	10/31/24, 3:11 PM
<input checked="" type="checkbox"/>	Orion	Belt	X7789900	The Town	CA	<a href="#">888-888-8888</a>	Active	No	No	98	Vehicle Licens...	10/31/24, 3:11 PM
<input checked="" type="checkbox"/>	Fred	Jones	X0000000	Here	CO	<a href="#">530-806-2221</a>	Active	No	Yes	99	Vehicle Licens...	10/31/24, 3:09 PM

3.

Assign custom task

Task

2024 Drug and Alcohol Policy ▾

Submit

4.

1. Within the staff tab, select applicants or drivers you want to assign the task
2. Within the blue 'actions' drop down, select 'assign custom task'
3. Select the custom task you want to send out
4. Select Submit

Details

Files 

Incidents

Tasks 

Orders





Renewals

Template schedules

Actions 

« < > »   

Type to search  

	First name	Last name	Type	Status	Due on	Last sent at	Updated at 
	Hailey	Comet	Medical card renewal	Ready	12/12/2024	10/13/24, 8:00 AM	10/13/24, 8:00 AM
	Hailey	Comet					
	Hailey	Comet					

Page 1 of 1

You can also assign a 'custom task' through an individual driver's profile, under the tasks tab.

### Select your custom template from the drop-down list

Driver\*  
Comet, Hailey





Type\*  
Template

Template\*

- base access
- Update Drug policy 2022
- Custom Form Testing
- DMV Reg 201 Application for Changes
- DMV Reg 201 Application for Changes v2
- Monthly Education Modules
- drug policy 2023
- Offer Letter
- Test sending DOT form
- 2024 Safety Policy
- Drug Policy
- Q3 2023 policy change
- Escrow Agreement
- Testing PDFs
- Tiger MSE Task
- EPN Auth
- Pull Notice Release HnS 2023
- DMV printout

Custom Tasks work similarly to system generated tasks.  
The dashboard will notify you with an orange triangle when the task has been completed and is ready for admin's review.

\*Notice the 'status' of the task is now 'In Review' opposed to 'Ready' for the driver

Tasks	
License renewal	 47
Medical card renewal	58
MVR renewal	 83
TWIC card renewal	4
TSA hazmat renewal	6
Custom	 270
Custom renewal	 5
Internal	5

18 custom recently

Confirm that the driver signed and dated the policy, and then select 'submit'.  
This action prompts dqm to generate a white-labeled document with your company information, and a signature/date from the driver... which is then automatically filed into the individual's profile

### 2024 Safety Policy

In Review

Due on:

Company: Vehicle Licensing Consultants

[Jack Black](#)

123 drive road, auburn, CA, 94563

F9854326

530-122-4455

SSN: 8732

### Driver task:

Please read, sign and return

This is our 2024 Safety policy

Updating fform

Signature

Jack Black

Date

08/19/2024

### Administrative task:

Please review the items above to validate the driver has completed the task.

Submit

Push back

If they mis-spelled their name, or selected the wrong date, you can push the task back to them to re-complete.



- Details
- Files
- Incidents
- Tasks ▲
- Orders
- Renewals
- Template schedules
- Actions ▼

☰ 2024 Safety policy | 1 / 1 | - 100% + | 🖨️ ↻

Download



Company: Vehicle Licensing Consultants  
 2390 Lindbergh St. Ste 200, Auburn, CA, 95602  
 Phone: 530-637-1696  
 Date: 2024-11-06  
 Dot no.: 000123456

### 2024 Safety policy

Employee name: Jack Black  
 Employee license #: F9854326  
 Cell phone: 530-122-4455

This is our 2024 Safety policy  
 Updating fform

Employee signature  
*Jack Black*

Employee date  
 8/19/2024

Verified by DEMO DEMO

Type\*

Name

Save

Delete

This is an example of a custom document generated by dqm that will live in the driver file once reviewed and submitted by an Admin.

Become a GREENER company TODAY, by digitalizing your internal documents!  
 Contact our support team for additional assistance