



6 Weeks

FREIGHT BROKERAGE &

Safety Compliance in US Logistics Syllabus

Course Overview & Objectives

What You Will Learn

- US Logistics Landscape, Transportation Modes, And Key Stakeholders
- End-To-End Broker Load Lifecycle And Effective Communication Flow
- Pricing Fundamentals, Broker Margins, And Accessorials Management
- FMCSA/DOT Compliance, HOS, ELDs, And Driver/Vehicle Basics
- Carrier Vetting, Insurance, Risk Mitigation, And Claims Handling
- Technology (TMS, Tracking, Automation), Ethics, And Career Pathways

Format & Assessment

- Weekly Modules Over 6 Weeks With Hands-On Activities
- Assessments: Quizzes, Role-Plays, And A Capstone Project
- Capstone: Mock Load Booking With Accessorial Scenarios
- Completion: Submit All Deliverables; Target Score $\geq 70\%$ For Certificate

Week 1: Intro To US Logistics & Freight Industry

I Transportation Modes

- **TL (Truckload)**: Full Trailer; Fast, Flexible, Point-To-Point
- **LTL**: Consolidated Freight Via Terminal Networks
- **Intermodal/Rail**: Cost-Efficient; Longer Transit; Ramp Moves
- **Air**: Fastest; Premium Cost For Urgent/Sensitive Freight
- **Ocean**: Global Reach; Long Lead Times And Port Dwell

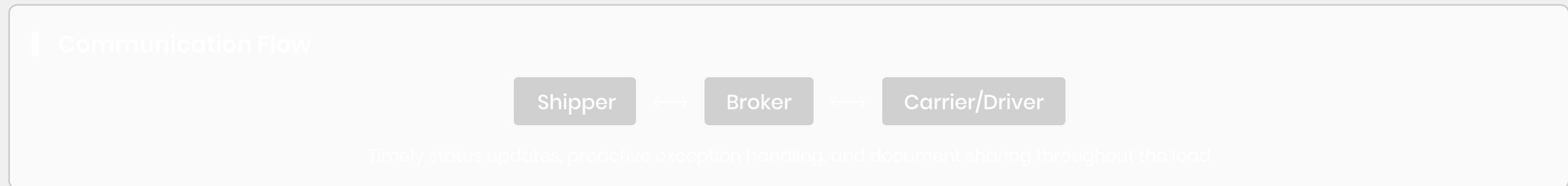
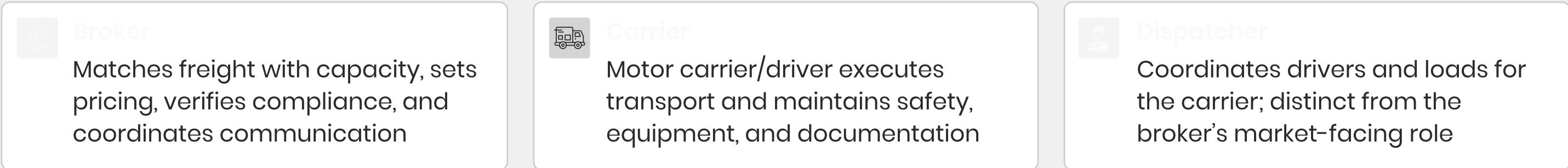
I Key Stakeholders

- **Shippers**: Companies Sending Goods
- **Carriers**: Motor Carriers/Owner-Operators Executing Transport
- **Freight Brokers**: Match Freight With Capacity; Pricing & Coordination
- **3PLs/4PLs**: Managed Logistics & Network Orchestration
- **Consignees**: Receivers Of Freight

I Key Terminology

- **Lane**: Common Origin–Destination Route
- **Deadhead**: Miles Run Empty Between Loads
- **Dock**: Loading/Unloading Bay At A Facility
- **ETA/ETD**: Estimated Time Of Arrival/Departure
- **Live Load Vs Drop & Hook**: Load/Unload At Dock Vs Swap Trailers

Week 2: Brokerage Operations & Load Lifecycle



Week 3: Pricing, Accessorials & Documentation

I Pricing Fundamentals

- Supply/Demand, Lane Balance, Seasonality, Fuel
- Spot Vs Contract; Service Level And Equipment Type
- Reference Market Tools (E.G., Load Boards, Indices)
- Fuel Surcharge Policies And All-In Vs Linehaul Pricing
- Broker Margin Targets ~10–20% (Varies By Risk & Lane)

I Accessorial Charges

- **Detention:** After Free Time; Hourly Rate; Pre-Approval Required
- **Layover:** Daily Rate When Held Overnight
- **TONU:** Fee If Truck Cancelled After Dispatch
- **Lumper:** 3rd-Party Unloading; Receipt Required
- **Stop-Off & Re-Consignment:** Extra Stop/Address Change Fees
- **Demurrage:** Port/Rail Storage On Containers

I Key Documentation

- **Rate Confirmation:** Agreed Rate, Accessorial Terms, Instructions
- **Bill Of Lading (BOL):** Counts, Condition, Shipper/Consignee
- **Proof Of Delivery (POD):** Signed BOL Or Delivery Receipt
- **Accessorials Approvals:** Emails/Texts And Receipts Attached
- **Invoice Packet:** Rate Con + BOL/POD + Approvals

I Week 4: US Safety Regulations & FMCSA Compliance



FMCSA/DOT Essentials

- usdot/mc authority, safety rating, and sms/csa profile
- maintain accurate records, permits, and driver/equipment files
- understand enforcement: roadside inspections and audits



Hours Of Service (HOS)

- 11-hour driving limit within a 14-hour on-duty window
- 30-minute break after 8 hours of driving time
- 60/70-hour limits; 34-hour reset; sleeper-berth split (summary)



Electronic Logging Devices (ELDs)

- most drivers recording rods must use elds
- exemptions: pre-2000 engines, ≤8 days rods in 30, driveaway-towaway
- handle malfunctions/annotations; retain supporting documents



Driver & Vehicle Requirements

- DQF: MVR, medical certificate, prior employer checks
- Drug & alcohol clearinghouse queries by carriers
- Inspections: pre/post-trip, DVIR, maintenance intervals



Impact Of Non-Compliance

- Delays, out-of-service orders, and fines
- Missed appointments and detention escalation
- Higher claim risk, worse csa scores, lost business

I Week 5: Broker Compliance, Risk & Claims

Broker Compliance Responsibilities

- FMCSA Authority Active; Maintain BMC-84 Surety Bond (\$75k)
- W-9 On File; Broker–Carrier Agreement Executed
- Recordkeeping: Rate Cons, BOL/POD, Approvals, Communications
- Payment Terms & Carrier Onboarding Policies Published

Carrier Vetting

- Verify USDOT/MC Active And Matching Legal Name/ Contact
- Insurance: Auto Liability $\geq \$1M$; Cargo $\approx \$100k$ (Or Per Load)
- Check SMS/CSA, OOS %, Equipment/Experience Fit
- Red Flags: Mismatched Emails, New Authority + High Lanes, Rate Too Low/High

Cargo Insurance & Liability Basics

- Carrier's Cargo Policy Covers Loss/Damage Per Policy Terms
- Broker May Hold Contingent Cargo Or Broker Liability (If Applicable)
- Note Exclusions: Temperature Abuse, Unattended Theft, Improper Packaging

Claims Management & Accessorials

- Types: Loss, Damage, Shortage, Delay; Note On BOL At Delivery
- Evidence Pack: Photos, Seal Numbers, BOL/POD, Temperature Logs
- Accessorials: Detention, Demurrage, TONU—Pre-Approval And Documentation

I Week 6: Technology, Ethics & Career Pathways



Technology Stack (TMS)

- Core Modules: Load Entry, Carrier/Shipper Profiles, Dispatch, Docs
- Integrations: Load Boards, Pricing Indices, EDI/API, E-Sign
- Financials: Rating, Accessorials, Fuel Surcharge, AP/AR
- Visibility: ELD/GPS Portals, EPOD, Document Imaging



Ethics & Compliance Culture

- Core Modules: Load Entry, Carrier/Shipper Profiles, Dispatch, Docs
- Fair Carrier Pay, Anti-Fraud Practices, Data Privacy Controls
- Document Approvals; Retain Communications And Receipts
- Training Cadence: SOPs, Claims Handling, Double-Broker Checks



Automation & Visibility

- Auto-Status Updates At Milestones (PU/DEL/ETA/ETD)
- Exception Alerts: HOS Risk, Delays, Temperature, Route Deviations
- Accessorial Triggers: Detention Timers, Lumper Receipts, Layover
- Dashboards: On-Time %, Dwell, Cost-To-Serve, Margin



Career Paths & Development

- Roles: Broker Agent, Carrier Sales, Shipper Account, Ops, Compliance
- Certifications/Resources: TIA CTB, Industry Webinars, Playbooks
- KPIs: Calls, Quotes, Tender Win Rate, On-Time %, Margin, DSO
- Network: Associations, Load Board Communities, Job Boards

COURSE OUTCOME

Students Will Gain Practical Knowledge Of US Freight Brokerage Operations, Safety Regulations, Compliance Requirements, And Real-World Logistics Terminology.

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