

COMMON CARRIER IN-HOUSE TRAINING MANUAL

2023/10

EDUCATION REQUIREMENTS

All Common Carriers who deliver alcohol within the State of Vermont must be trained. A person certified by the Vermont Department of Liquor and Lottery (DLL) can train others with this In-House manual. This certification is not transferable to other common carriers.

TRAINING CERTIFICATION

Electronic or printed copies of training certificates for all drivers must be available upon request. Drivers should have these available/with them at all times when delivering alcohol.

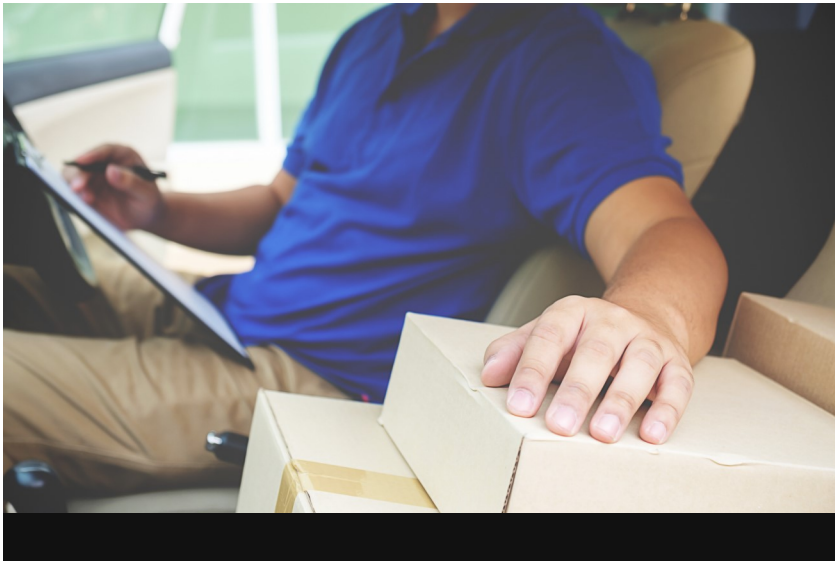
DELIVERY RULES

- Spirits are not allowed to be shipped in the State of Vermont.
- Alcohol may not be shipped into municipalities voted as dry. In Vermont, those towns are Athens and Baltimore.
- The delivery person can only leave the package with a person who is over the age of 21.
- Drivers must ID anyone who appears of questionable age.
- The package cannot be left. The recipient must sign an electronic or paper form acknowledging the receipt.



Information Covered

- ◆ Delivery Rules
- ◆ Laws & Regulations
- ◆ Criminal Penalties
- ◆ Civil Liability
- ◆ Acceptable IDs



FOLLOWING THE RULES

Certain violations will result in a fine for the business or a license suspension. Businesses will be issued a ticket which they must respond to within 10 days.

The DLL's Office of Education created this booklet to provide the basic rules an employee would need to know to do their job. This material only trains you for this job. It does not transfer to any other business. The Office of Education provides in-person trainings and online training for those who wish to take it. Education is important, you must be trained before you start working and re-trained every two years.

It is the DLL's Office of Compliance and Enforcement that is charged with investigating possible violations of liquor laws and regulations, and carrying out law enforcement activities related to these incidents. Comprising of a team of law enforcement investigators and supporting staff, and working closely with other law enforcement agencies, this division protects the public safety and ensures that laws and regulations are followed.

The Department of Liquor and Lottery Board is made up of 5 members appointed by the Governor. They preside over all hearings and work with the legislative body to create Vermont's Regulations. This booklet contains many, but not all of the rules and laws that you will need to know to do your job. A complete list of the Title 7 Regulations can be found on the DLL website.

Review this booklet with your DLL In House Trainer and be sure to discuss any company policies that your business has that makes it more restrictive than the laws.

NOTES:

DIRECT SHIP

Malt, vinous and ready-to-drink (RTD) spirits beverage manufacturers can purchase a permit to ship alcohol within the State of Vermont with Common Carriers.

Malt manufacturers may ship up to 12 cases containing no more than 36 gallons per year to individuals.

Vinous or ready-to-drink (RTD) spirits beverage manufacturers can ship up to 12 cases containing no more than 29 gallons per year to individuals.

RETAILERS

Wine can be shipped to retailers. Retailers can receive up to 5,000 gallons per year on invoice. A maximum of 100 gallons per winery per month is permitted.

LABELING

Delivery laws require an invoice stating the purchaser's name and address.

The package must be conspicuously labeled as:
"Containing Alcohol: Signature of individual age 21 or older required."



CRIMINAL PENALTIES

Any person who knowingly makes, participates in, imports or receives a direct shipment of vinous, malt or ready-to-drink (RTD) spirits beverages from a person who is not licensed may be fined not more than \$1,000 or imprisoned not more than 1 year, or both.

A Common Carrier that ships malt, vinous or RTD spirits beverages to a person under 21 years old shall be fined not less than \$1,000 or more than \$3,000, or imprisoned not more than 2 years, or both.

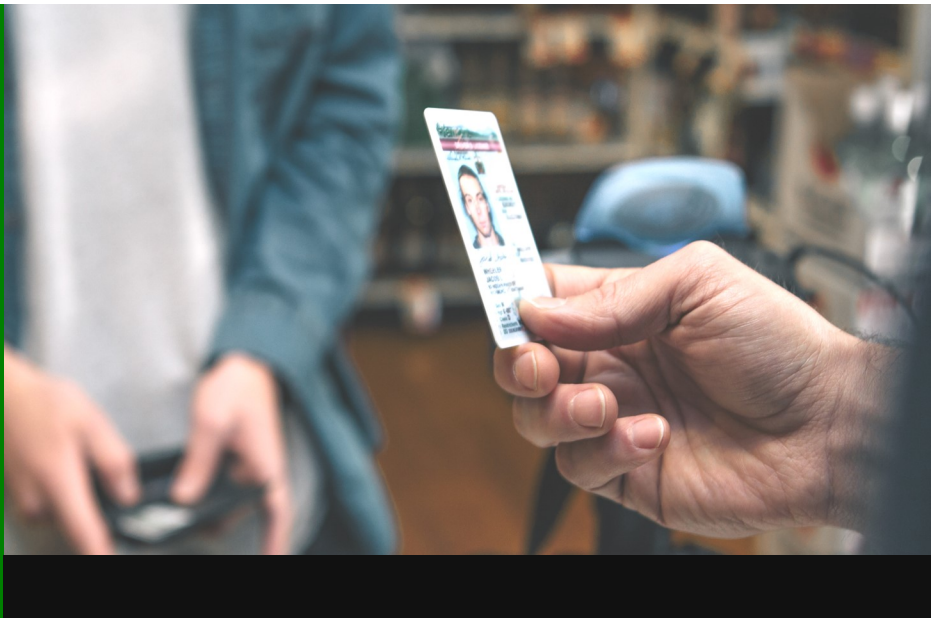
Should a suspension be issued to the business, a notice of the suspension will be displayed in a conspicuous location viewable by the public.

NOTES:

ACCEPTABLE FORMS OF ID

- Valid Photo
Driver's License
- Valid Photo
Non-Driver's ID
- Valid Photo
Enhanced Driver's
License issued by
any State or Foreign
Jurisdictions
- Valid US Military ID
(any form)
- Valid Passport
- Valid Passport Card

**TEMPORARY IDS ARE
NOT ACCEPTABLE**



VERIFYING A CUSTOMER'S AGE

It is the law that you must ask for an ID if you think they are of questionable age. The ID must be a valid, photographic acceptable form of ID. They must be able to prove that they are of age

Compare the face in front of you to the one on the ID. Weight, hair and make-up can change. Height, eye shape and ear placement do not change.

Look at the date of birth and expiration date. Don't just glance. **LOOK!** Read them and do the math! It is illegal to give alcohol to a minor and you could go to **JAIL! READ the ID!**

Watch how the customer acts when you ask for their ID. Are they nervous or unsure? When you ask them questions about the information on the ID are they confident? If their behavior makes you suspicious refuse them.

If there is a question about the ID, call your local authorities and give them all of the information on the ID. They can confirm it is valid and that all of the information matches. If it is not valid or if any of the information does not match, Do **NOT** accept it!

NOTES:

DRAM SHOP/CIVIL LIABILITY

The so-called “Dram Shop Law” allows certain people who are injured to get money damages from the person who sold the alcohol.

A person can get money damages if you:

- Sell alcohol to someone under the age of 21.
- Sell alcohol to a customer who is under the influence of alcohol.
- Sell alcohol after legal hours.
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and that person damages person, place or property, then the people affected can sue you, your manager, the owner and their partners. If you are doing your job, and following all of the liquor laws, you will not need to worry about being sued.

Those affected will have up to two years to file the lawsuit with the courts.

LOG BOOKS

It is helpful to know and follow the liquor laws so you can avoid problems. If something unusual happens when you are working you should write down what happened in a notebook for you to keep. The notes should include the name and/or description of the customer and a brief write-up of what happened.

NOTES:

Home

About Us

Online Portal

Board of Liquor & Lottery

Compliance & Enforcement

Education and Training

Seminars

In-House Training

Resources

Posters and Publications

Archived Publications

Laws and Regulations

Licensing

Public Information

Careers

Contact Us

Posters and Publications

Below are mandatory posters, optional posters and other publications that may be helpful for your business. Click on the image to open the PDF to print. To request a printed copy be mailed to your business email DLL.DLCEduTeam@vermont.gov.



MANDATORY

Must be displayed by all businesses serving alcohol



MANDATORY

Must be displayed by all businesses that hold a Tobacco License



REGULATION UPDATES



MANDATORY

Must be displayed at Retail Tasting Events



MANDATORY

Kegs must be logged on this form whenever a keg is purchased



ALCOHOL AND TOBACCO STOPLIGHT POSTER

Can help you determine if a person is old enough to purchase alcohol or tobacco



ALCOHOL AND TOBACCO YEARS STICKER

Can help you determine if a person is old enough to purchase alcohol or tobacco



ACCEPTABLE IDS POSTER

Reminds everyone which forms of ID are acceptable in Vermont

Check out our website at liquorcontrol.vermont.gov for the licensing portal and for all your education needs!

Contact Us

Vermont Department of Liquor and Lottery
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Suite 100
Barre, VT 05641

(802) 828-2339
Email: DLL.DLCEduTeam@vermont.gov
Web: liquorcontrol.vermont.gov