



# Vermont Department of Liquor Control

## Common Carrier In-House Training Material





## Introduction

The Vermont Department of Liquor Control (DLC) is a state agency whose main job is to enforce alcohol and tobacco laws in Vermont. The Liquor Control Board consists of three persons who are appointed by the Governor.

The Liquor Control Board makes rules regarding the sale of alcohol and tobacco. The Board also enforces laws and rules regarding the selling, and use of alcohol and tobacco.

One of the branches of the Vermont Department of Liquor Control is the Enforcement Division, which consists of the Chief/Director, Sergeants, Field Investigators, Education Investigators, Education Specialist, Lieutenants, and office support staff. This division enforces the laws and regulations that cover selling, serving, giving, and using alcohol and tobacco products in the State of Vermont. This includes investigating complaints, making on-site inspections, doing compliance checks of tobacco and alcohol retailers, and providing education programs for schools, stores, police officers, and others.

In Vermont, Liquor Board Rules are almost like state laws and are commonly referred to as regulations. A violation of a regulation could result in a fine, suspension, or revocation of a liquor license. People who sell alcohol products need to know what the alcohol laws and regulations are. Alcohol products include all malt beverages (known as beer, porter, ale and stout, containing not less than one percent nor more than eight percent alcohol by volume), vinous beverages (all fermented beverages of any name, made from fruits or other agricultural products, containing not more than sixteen percent alcohol by volume), and spirituous liquors (beverages containing more than one percent of alcohol obtained by distillation, and vinous beverages containing more than sixteen percent alcohol) If you break Vermont laws or regulations, you may be charged in criminal court and could face a penalty.

**How much 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.

**Invoice**

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

**Sign for it!**

The recipient must sign an electronic or paper form acknowledging the receipt.

**How much to individuals?**

Individuals may purchase up to 12 cases of wine containing no more than 29 gallons any calendar year.

However, that out-of-state manufacturer, and only those located in the United States, must obtain permits and notify the Vermont Department of Liquor Control of those sales.

**Dry Towns**

Alcohol may not be shipped into municipalities voted as dry. In Vermont, those towns are Athens, Baltimore, Holland, Maidstone and Weybridge.

**Malt Beverages**

Individuals may purchase up to 12 cases of Malt Beverages containing no more than 36 gallons per calendar year.

**Delivery**

The delivery person can only leave the package with a person who is over the age of 21.

The package cannot be left.

A purchaser may pick up the package from an alternate location if attempts to leave it at the address are unsuccessful.

Do not deliver in “dry” towns.

**LABELS**

The package must be conspicuously labeled as “Containing Alcohol: Signature of individual age 21 or older required for delivery”.

**ID’s**

You must ID anyone who appears under 30 years of age

You may only accept a valid form of photographic identification from a recipient .

## Liquor Liability: The Dram Shop Act

Seller and servers of alcohol may be held civilly responsible for improperly serving alcohol.

The so-called “Dram Shop Law” allows certain people who are injured to get money damages from the person who served the alcohol. A person can get money damages if you:

*A Dram shop law suit can be filed against a driver and the company they work for under this law.*

*Delivering alcohol to a responsible adult is a must!  
Never just leave the package!*

- Sell or serve alcohol to a minor.
- Sell or serve alcohol to a customer who is already under the influence of alcohol.
- Sell or serve alcohol after legal hours.
- Serve alcohol to someone who would be under the influence of alcohol as a result of the amount of alcohol that they were served.

This law could be used to hold a driver and the delivery company liable.

It may be a good idea for drivers to keep a personal log of any unusual things that may happen. If something unusual happens when you are working you should write down what happened into 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. Dram shop lawsuits can be filed up to two years from the date of the incident. Because most people can't remember what they did two years ago, it is best to write down the information for you to refresh your memory later.



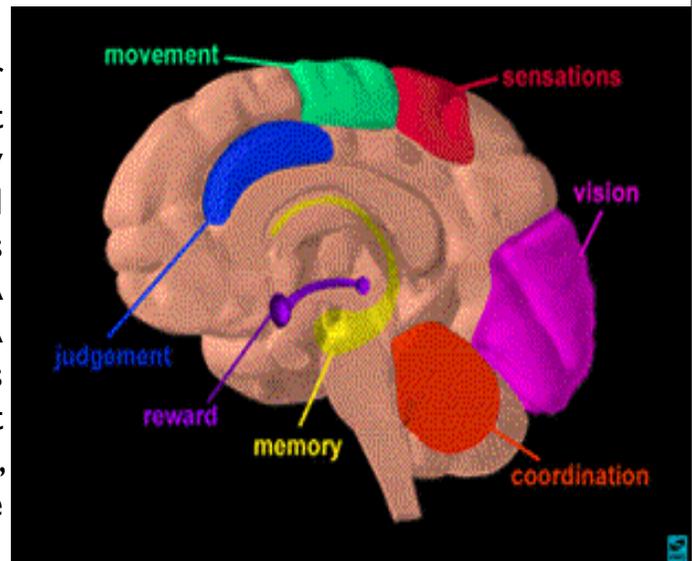
## *Intoxication: The Effects of Alcohol on the Human Body*

It is very important that a server understand how alcohol works on the human body. Remember that alcohol is a drug and has very different effects on different people.

When a person drinks alcohol it goes to the stomach and small intestines where it goes into a person's bloodstream. After alcohol gets into the blood it goes throughout the rest of the body. A person's brain uses a lot of blood; because of this a lot of the alcohol ends up affecting the brain. Alcohol puts certain parts of the brain to sleep. Which parts of the brain it puts to sleep depends on how much alcohol the person drinks. The more alcohol a person drinks, the more the brain goes to sleep.

The first part of the brain that alcohol affects is the part of the brain that controls judgment and reasoning. As more alcohol is consumed, it begins to affect the part that controls muscles. This is when you see STUMBLING, STAGGERING and SLURRING. These are often what we refer to as APPARANT SIGNS OF INTOXICATION. When you see those things, a person is already intoxicated. If a person consumes more alcohol their vital functions are affected. If the vital functions are affected, the person's heart and lungs will stop working and the person could die.

A person can add alcohol to their system as fast as they can drink it, but it doesn't leave that way. Most leaves the body through the liver (approximately 90%). A small amount leaves the body through a person's breath and sweat (approximately 10%). A person can build up a tolerance to alcohol. A person who drinks alcohol on a regular basis learns how to manage it's effects. It doesn't mean they end up less drunk than anyone else, it just means that they know how to hide the signs that they have been drinking.



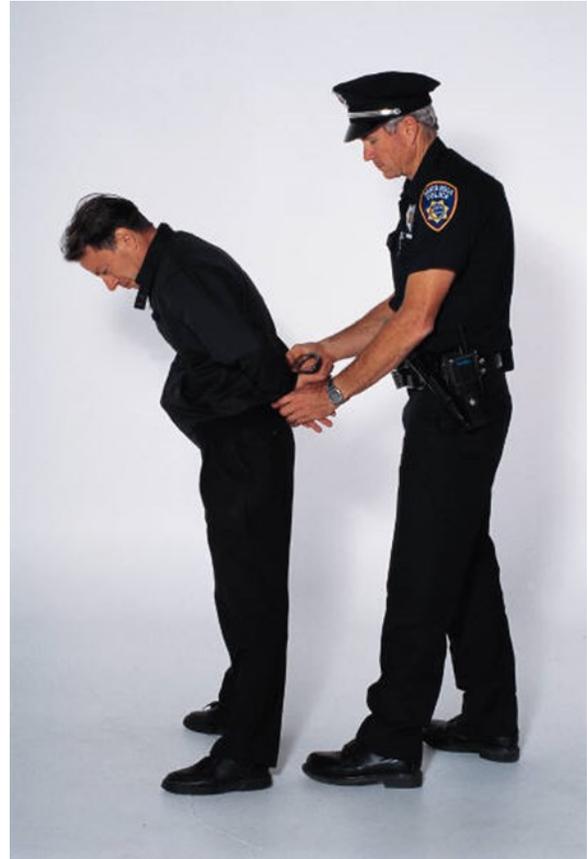
Alcohol affects people differently. For the average person it can take about one hour for alcohol to leave their system. If a person drinks more than one drink in an hour the alcohol backs up in their system and begins to affect the brain.

Remember though, that one drink doesn't always mean one glass. Beer, wine and liquor all come in different "strengths". A person drinking one 12 oz beer that has 5% alcohol in it will be effected differently than if you give that same person a 12 oz beer that has 16% alcohol in it. That is almost triple the amount of alcohol in the same glass. Not to mention any time you add caffeine to an alcoholic drink: your brain and body get confused. Caffeine will keep your body from recognizing the signs of alcohol poisoning.

## Possible Criminal Penalties

Any person who knowingly makes, participates in, imports, or receives a direct shipment of vinous beverages or malt beverages from a person who is not licensed may be fined not more than \$1,000.00 or imprisoned not more than one year, or both.

A Common Carrier that ships vinous beverages or malt beverages to an individual under 21 years of age shall be fined not less than \$1,000.00 or more than \$3,000.00 or imprisoned not more than two years, or both.



## Alcohol to a Minor

No one can sell or give alcohol to a person under 21 and no one can allow a person under 21 to drink alcohol. The penalty for selling to a minor or enabling consumption by a minor is a fine of up to \$2000 and up to 2 years in jail, or both.

In addition, if a person sells or provides alcohol to a minor or allows a minor to consume alcohol, and that minor, as a result of consuming the alcohol, causes death or serious bodily injury to anyone while operating a motor vehicle, the penalty becomes a felony with a fine of up to \$10,000 or up to 5 years in jail.

# REACT

<p><b>R</b> <b>REQUEST the ID</b></p>	<p>Acceptable forms of Identification</p>
<p>The ID must be Valid, must be Photographic and you must ask if you think they are of questionable age. Remember, it is the law that you must ask their ID. If they want to purchase alcohol, they must be able to prove that they are of age.</p>	<ul style="list-style-type: none"> <li>• Valid Photographic Driver’s License, Non-Driver’s License, Enhanced Driver’s License or Driver’s Privilege Card issued by any State or Foreign Jurisdictions.</li> <li>• Valid US Military ID (any form)</li> <li>• Valid Passport or Passport Card</li> </ul>
<p><b>E</b> <b>EXAMINE the ID</b></p>	<p><b>THE FACTS</b></p>
<p>Compare the face in front of you to the one on the ID. Weight, hair and makeup can change. Height, eye shape and ear placement do not change.</p> <p>Look at the date of birth and expiration date. Don’t just glance. LOOK! Read them and do the math! It is illegal to serve a minor and you could go to JAIL! READ the ID!</p>	<p>In a 2012 PIRE study, 65% of minors using a fake ID were able to purchase alcohol in establishments.</p> <p>In 77% of failed Vermont compliance checks, the employee IDed the minor and still sold to them.</p>



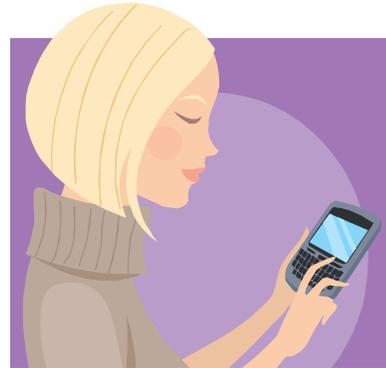
# Continue to REACT

## C

### Confirm the ID

Call the 1-866-ITS-FAKE or your local authorities and give them all the information on the ID. They can confirm it is valid and that all the information matches. If it is not valid or if any of the information does not match.... Do NOT accept it!

Sometimes you will not need to make the phone call, sometimes simply telling the minor you are going to run their ID is enough to make them run away.



Call your local authorities.

## T

### Take Action

Call the police, your manager... write this incident in the business's log book.

If the minor leaves the ID with you, please fill out the DLC ID Envelope and drop them in the mail.



## How to Use an ID Checking Kit

In order to help you identify fake IDs, you can purchase a Vermont Department of Liquor Control ID Checking Kit. In this kit you will find the most recent ID Checking Guide, a UV lighted magnifier and envelopes for mailing abandoned ID's to the DLC. Please remember that ID Checking guides need to be replaced yearly to assure you have the most up to date information available.

Minors using borrowed IDs and high quality fakes purchased over the internet can cause big trouble to a business. If an employee isn't taking the time to look carefully at IDs, a minor could get alcohol. This is a crime. The DLC is dedicated to helping you prevent underage drinking sales which can negatively impact the business. Getting caught selling to minors can ruin a business's reputation, cause fines and penalties and increase risks for public safety.

By using the tools in the ID Checking Kit and by brushing up on your refusal skills, you can help prevent underage drinking sales at your business. Be sure to REACT each and every time you check an ID. Remember, carding customers is not only part of the job, it's the law. Use the REACT system when you card to ensure that minors do not get alcohol in your business.

## How to Use the ID Checking Guide

The guide contains images of driver's licenses for all 50 states and the Canadian provinces. It also includes images of Passports and Military IDs. That means you can find images of all of the acceptable forms of Identification in this booklet. You will also find other forms of Identification, not acceptable for alcohol and tobacco in the State of Vermont. Please remember you can only accept Valid Photographic Driver's License, Non-Driver's License, Enhanced Driver's License issued by any State or Foreign Jurisdictions; Valid Military IDs and Valid Passports and Passport Cards.

When someone hands you an out of State ID, open up your ID guide to that state. The sample IDs in the guide are the same size as the ID in your hand. Compare them. Read the written narrative. If there are any discrepancies, do not accept the ID and refuse the sale. The narrative may also include any micro printing which you can use lighted magnifier to see. In the back of the guide you will see images of the holograms you can see using your black light. Does it look the same in your hand as in the book?

If you have any questions... REFUSE! Say NO!

## Record Keeping Responsibilities

Now that you have read this booklet, you are required to sign a certificate stating that you have been trained in liquor laws. Your boss should have this certificate available but if they need one they can access it on our website at <https://liquorcontrol.vermont.gov>. Or, they can call our office and ask for one to be sent to them. This certificate must be filled out prior to you selling alcohol.

Once the certificate is filled out, make sure you know where it is in case you are questioned by a Liquor Control Investigator.

Congratulations, you have completed the training process.

If you have any questions please ask the boss or call the local liquor Investigator.

## Information for the Boss

As stated earlier in this booklet you are responsible for training all of your employees before they start working and then once every two years after that. You can have them read this booklet. The Vermont Department of Liquor Control also offers seminars conducted by a member of the department. The Department also offers an online training for a fee. To find out more information on these classes please go to our web page at

<http://liquorcontrol.vermont.gov>.



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# Common Carriers

Date of Training: \_\_\_\_\_

Corporate Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_

I, \_\_\_\_\_, certify that the following employee has been  
Trainer's Name

trained in the sale of alcohol beverages as provided for by the Vermont.

Name of Authorized Trainer (**Please Print**) \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature of Trainer

\_\_\_\_\_  
Date of Training

\_\_\_\_\_  
Name of Employee Trained (**please Print**)

\_\_\_\_\_  
Employee Signature

*(The employee certifies that he/she has read and understands the provided material.)*

**Title 7 of the Vermont Statutes, section 66(f) states:** No employee of a common carrier shall deliver vinous beverages or malt beverages until that employee completes the training required by subsection 239(c) of this title.

**Title 7, subsection 239(c) states:** (c) Each licensee shall ensure that every employee who is involved in the sale or serving of alcohol beverages completes a training program approved by the Department of Liquor Control before the employee begins serving or selling alcoholic beverages and at least once every 24 months thereafter. Each licensee shall maintain written documentation, signed by each employee trained, of each training program conducted. A licensee may comply with this requirement by conducting its own training program on its premises, using information and materials furnished or approved by the Department of Liquor Control. A licensee who fails to comply with the requirements of this subsection shall be subject to a suspension of no less than one day of the license issued under this title. (Added 1987, No. 103, § 4; amended 1993, No. 11, § 3, eff. April 27, 1993; 1999, No. 163 (Adj. Sess.), § 8; 2013, No. 64, § 5.)