

## Legal Logbook Policy

**The company's policy is to always drive and log legally within the FMCSR part 395 Hours of Service regulations. Drivers are to work with operations/dispatch to ensure there are enough hours to legally complete any assigned trip. Check with Safety if necessary.**

Serious Log violations are defined as: <sup>12 16 80</sup> \* All Hours of Service violations (11, 14 and 70)  
\* Over-speed (over the company logging speed Limit).  
\* More than 5 mph above posted speed limit.  
\* Mileage incorrect (reported miles significantly different than actual point to point miles.)  
\* Falsifications: Actual events not logged accurately, examples: fueling, pick-ups and deliveries, scales, DOT inspections, accidents, toll roads.  
\* Missing logs / logs not turned in within 13 days.  
\* Not having logbook at scale check.

Drivers should strive to always avoid all log violations, and in particular the serious violations. Within a rolling 6 month period, if more than 2 serious log violations in a given month occur the following policy guidelines will apply:

First offense: Warning letter placed in driver file; Driver must check with Safety department next trip into the yard to review the issues.

Second offense: Probationary period of 6 months, with signed accountability letter placed in the driver's file. Driver must also take required log training, at Safety Dept. direction.

Third offense: Up to 3 day suspension of employment. Additional Hours of Service training to be required, at Safety Dept. direction.

Fourth offense: Discharge of employment.

Other types of log violations (all **form & manner violations; logs not current, etc.**), are less serious but will be audited for and drivers will be notified of these types of violations. All drivers are expected to log legally and legibly to avoid any type of log violation. Any log violations potentially are harmful to the company and need to be avoided. Additional safety department accountability actions may be taken, as necessary, to prevent any type of recurring logbook violations.

In addition, for violations noted on DOT roadside inspections, drivers are always to check in with the Safety department to discuss and review. Additional safety department

accountability actions may be necessary with any CSA roadside review with violations for Hours of Service.

## **Driver Accountability Policy**

The company expects that all safety policies will be followed. Generally we will monitor employee conduct at all times, but the following steps will accommodate any one year period of time. Violations of our safety policies will result in appropriate accountability actions, to include at a minimum:

1. First Violation; Verbal warning, documented.
2. Second Violation: Written warning
3. Third Violation: Probation agreement, length to be determined.
4. Fourth Violation: Employee suspension or discharge, to be determined.

## **Company Tire Policy Program**

Drivers should always check with company maintenance personnel for current equipment practices and procedures.

The below are examples of tire check procedures. Your company's practices and procedures may differ.

1. Drivers should check air pressure of tires at least twice per week with a professional tire pressure gauge. Drivers should check for the following suggested air pressure standards:
  - a. Steer Tires: 110 psi
  - b. Drive and Trailer tires: 105 psi
2. Drivers may add air to tires so long as air pressure is above 75 psi. If tire pressure falls to  $\frac{1}{2}$  or below posted sidewall pressure, drivers are to contact Maintenance Department for instructions.
3. Drivers are to check general condition of tires and tire tread depth daily. Notify Maintenance Department if tire tread depth is below:
  - a.  $\frac{6}{32}$ " on Steer tires
  - b.  $\frac{4}{32}$ " on Drive Tires
  - c.  $\frac{3}{32}$ " on Trailer tires

Contact the Maintenance Department ASAP if any of the following potentially Out of Service Conditions are found during your daily vehicle inspection.

- A. Any steer tire with less than  $\frac{2}{32}$ " tread when measured in any 2 adjacent major tread grooves at any location on the tire.
- B. Any other tire with less than  $\frac{1}{32}$ " tread when measured in any 3 adjacent major tread grooves at any location on the tire.

- C. When any part of the breaker strip or casing ply is showing in the tread.
- D. When sidewall is cut, worn, or damaged to the extent that the ply cord is exposed.
- E. Labeled "Not for highway use" or carrying other markings which would exclude use on the highway.
- F. Visually observable bump, bulge or knot apparently related to tread or sidewall separation.
- G. Any tire so mounted or inflated that it comes in contact with any part of the vehicle.
- H. Tire is flat or has noticeable leak (can be felt or heard).
- I. Weight carried exceeds the tire load limit.
- J. 75% or more of the tread width loose or missing in excess of 12 inches in circumference.

## **Company Brake Policy Program**

Company policy concerning driver responsibilities for vehicle brake systems is as follows:

1. Drivers are required to inspect the condition of vehicle brake systems on a daily basis, as part of the required daily vehicle pre-trip inspection.
2. Inspection should include the visually inspecting the brake components, manually checking that the brakes are in adjustment, and that the air brake system is properly charging and holding air pressure.
3. Drivers are required to notify the appropriate company maintenance personnel should vehicle defects be found, and to note the defects on the daily inspection form.
4. Drivers are not to drive the vehicle if it is in an out of service condition, unless directed to do so by company personnel for the purpose of obtaining immediate repairs.
5. Drivers are to check for the following specific component measurements:
  - a. Brake linings less than  $\frac{1}{4}$  inch are to be reported immediately to maintenance personnel
  - b. Cracks, oil seepage or other damage to linings, drums or other brake components are to be reported immediately
  - c. Any missing brake components are to be reported immediately
  - d. Out of adjustment brakes are to be adjusted only if driver is qualified to do so, and are to be reported to maintenance for expedited repair or replacement, as needed. Vehicles with out of adjustment brakes should not be driven unless to a maintenance facility for repairs.
  - e. Chafing/chafed air lines are to be reported immediately.
  - f. Air charging and reservoir pressure problems are to be reported immediately.

## **Cargo, Equipment and Personnel Security**

### **Equipment**

1. Equipment to be locked and keys out when trucks/ trailers are parked and unattended.
2. Trailer drop yard facilities within the area of operation will be published and notified by the operations/dispatch staff, drivers are to follow these instructions closely.
3. Drivers are to know and understand any facility and en-route security practices and procedures as published by operations/dispatch staff.
4. Notify dispatch immediately whenever engaged in a drop/hook activity. Dispatch needs to know exactly where a trailer has been dropped.

### **Cargo**

1. Company policy addresses the prevention of cargo theft
  - a. Padlocks are a priority, and a good strategy is to use a strong padlock to lock the rear trailer door when loading is completed. The trailer is to be kept locked, even when empty.
  - b. Company seal policy is a priority, use company seals, even if shipper does not provide a shipper seal.
    1. Seal number to be written on bills of lading.
    2. Follow operations instructions if shipper does not provide seal.
    3. Follow operation procedure if seal is broken/missing enroute.
2. Temperature controlled cargo:
  - a. Driver must understand the proper temperature that cargo is to be kept at while enroute. Use dispatch instructions and verify against Bill of Lading. Contact dispatch if there is a discrepancy.
  - b. Check the box temperature whenever stopped while enroute. Contact dispatch if there is any problem or concern.
3. Flatbed / open trailer cargo: Drivers are to be fully aware of and follow to the letter all FMCSR regulations on cargo securement practices, found in part 393.100 to 130. Contact safety department or operations staff if any questions regarding tie-down requirements.
4. Stop to check status and security of the load within 50 miles of loading, and every 3 hours or 150 miles thereafter. Ensure this stop is flagged on the driver's record of duty status.

### **Personnel**

1. Always check to ensure your personal safety whenever in-transit or stopped. Personal security is a matter of utmost importance. Ensure that you are aware of the dangers of any surroundings in which you find yourself.

2. Avoid remote locations, empty or abandoned areas, or poorly lit areas.
3. Carry a means to contact law enforcement should the need arise.
4. Consider your personal safety when outside the unit, by staying alert, avoiding dangerous looking persons, and carrying some means to protect yourself if needed.

## **Safety Awards and Incentives**

The company values safe driving practices and will award drivers an annual safe driving award for each year of safe driving completed. Also, for milestone awards at 10 years, 20 years and million mile safe driving intervals, Milestone safety awards will be presented.

In addition, the company will provide a regular safety bonus incentive, to be paid upon completion of the established criteria. This will include no preventable accidents, moving violation convictions, or driver-responsible out of service orders.

## **Safety Meetings and other Driver Training Activities**

At regular intervals, the company will conduct safety meetings and other driver training activities. Drivers are required to participate in these training activities to the best of their ability. Safety awards may be contingent upon participation in these driver training activities.

Hazardous materials regulations and training requirements will be followed to the letter.

## **Progressive accountability policy**

Minor (less than \$500) preventable accidents, moving violation convictions, out of service orders, serious call in complaints are covered by the policy.

Company reserves the right to terminate driver's employment at any time, at company's discretion.

Within a time period of 1 year, all of the above situations will apply to the following guidelines.

First offense: Warning letter placed in driver file

Second offense: 6 month probationary letter place in file

Third offense: 1 week suspension

Fourth offense: Termination at company's discretion.

Major preventable accidents, Serious CDL moving violations (15+mph, tailgating, reckless, unsafe lane change), Jumping Out of Service orders, and other very serious situations so deemed by the company, may result in immediate discharge of employment.

## **Drug use and Alcohol abuse Policy:**

The company's intent is to be a drug-free workplace. We will establish a zero-tolerance program for all employees, wherein should any employee test positive for controlled substances or alcohol, disciplinary actions up to and including discharge of employment will result.

The following pages comprise the company's full drug use and alcohol abuse policies.

## **Accidents and Claim Reporting**

Drivers should take care to work as safely as possible at all times in order to prevent injuries and accidents. However, accidents may still happen. All accidents and incidents that do occur are to be reported in to the company as soon as possible.

An accident or incident is defined as any occurrence which results in damage to any property, or injury to any person.

Drivers should take the following steps in the event of an accident;

1. Secure the scene to reduce the chance of further injury or damage. Place warning triangles out immediately, enable 4-way flashers. In minor accidents, remove vehicles from traveled portion of roadway unless this is not allowed by law, or if by moving vehicles there is risk of further injury to anyone.
2. Provide care of any injured persons. Call 911 for assistance as soon as possible if there are injured persons involved.
3. Notify the authorities. Don't leave the scene of an accident before law enforcement approves.
4. Notify the company as soon as possible
5. Document the scene of the accident. Obtain information on witnesses, other parties involved, and law enforcement personnel or first responder personnel. Take photographs of the scene, including roadway conditions and damage to vehicles involved.
6. As soon as practicable, drivers should write a statement and diagram the accident for the company, using the insurer provided forms.
7. Do not admit to liability
8. Refrain from talking to media.