



Miller Truck Lines, LLC Company Driver Policy Manual

105 N. 8th Ave., P. O. Box 665
Stroud, OK 74079-0665
918.447.2103

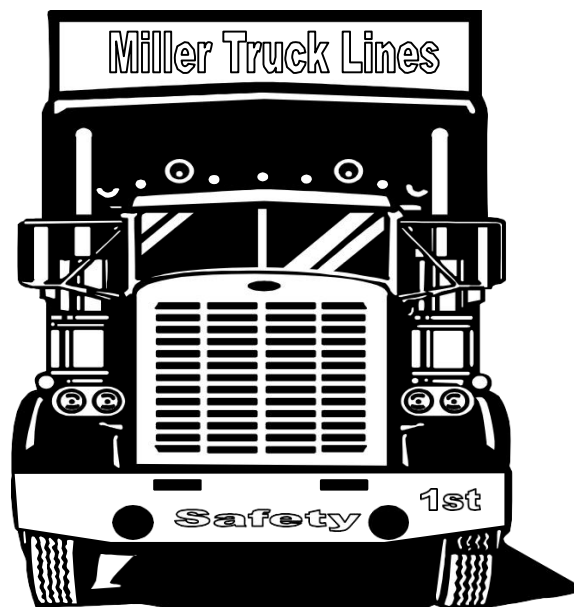
Table of Contents

Introduction

- 3 - General Principals of Business
- 3 - The Company's Standards for Business

Departments

- 4 - Human Resources
- 10 - Recruiting
- 13 - Driver Personnel
- 23 - Fleet Supervision
- 32 - Tank Division
- 41 - Safety Department
- 52 - Drug and Alcohol
- 60 - Logging Policy and Procedures
- 62 - Maintenance/Shop Operations
- 66 - Permits and Licensing
- 68 - Payroll and Accounting
- 70 - Practical Tools



General Principals of Business

Miller Truck Lines, LLC “The Company,” expects its employees to conduct business according to the highest ethical standards of conduct. As such you are expected to devote your best efforts to the interest of The Company.

The Company’s Standards for Business

1. Customer Service:

- If we do not perform to our customers’ expectations, another company will.
- The Company will deliver the highest levels of customer service and that will be the # 1 priority for every driver.

2. Safety:

- The Company is committed to protecting the health and welfare of our drivers, our assets, and customers.

3. Quality:

- We are committed to deliver excellence to every customer, every time.

4. Continuous Improvement:

- We will embrace change to stay ahead of our competition and satisfy our customers’ expectations. If something is not working, we will fix it.

The Company we will continue to build a culture of performance and accountability and expect our drivers to apply these standards in everything that they do.

The Company has put in place policies and procedures that support a productive and rewarding work environment. Respect for the policies and procedures are critical for driver morale, productivity, and company success. We ask that drivers acknowledge and abide by these policies.

Human Resources

- 5 - At-Will Employment
- 5 - Equal Opportunity Employer
- 5 - Employee Categories
 - Regular Full Time*
 - Regular Part-Time*
- 5 - Health Insurance
- 6 - Personal Leave of Absence
- 6 - FMLA-Family Medical Leave Act
- 6 - Bereavement Leave
- 7 - Jury Duty Leave
- 7 - Vacation
- 7 - Voluntary Termination
- 7 - Involuntary Termination
- 8 - Violence in the Workplace
- 8 - Sexual Harassment
- 8 - Grounds for Immediate Dismissal
- 9 - Final Pay
- 9 - Grievance Procedures



At-Will Employment

Your employment relationship is based on the mutual consent of yourself and The Company. Unless prohibited by state law, your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by The Company, just as you may resign for any reason at any time with or without notice. Any written or oral statement by a supervisor, manager, officer, or other agent of The Company, which contradicts this policy, is invalid and should not be relied upon by any employee.

Equal Employment Opportunity Policy

The Company is committed to Equal Employment Opportunity throughout the workplace. Employment, promotions, and terminations at The Company are based upon personal capabilities and qualifications regardless of:

- Race
- Color
- Religion
- Sex
- Age
- Ancestry
- National origin
- Genetic Information
- Disability
- Marital status
- Veteran status
- Any other protected characteristic as established by law.

Any employee willfully violating this policy may be subject to appropriate disciplinary action, up to and including termination. When you terminate employment with The Company, you must immediately return all The Company related information, equipment, and property.

Employee Categories

Based on the conditions of employment, employees of The Company fall into (2) two categories:

1. Regular full-time employees:

- a. Work The Company's standard 40 hours within a 7-day period.
- b. Are eligible for company benefits following 60 days of continuous, active employment.

2. Regular part-time employees:

- a. Work less than 30 hours per week.
- b. Do not receive any additional compensation provided by The Company.
- c. Are not eligible for benefits.

Group Health Insurance

Health insurance coverage is available following the completion of 60 days of employment. The Company pays a part of the employee portion. To be eligible you must complete the enrollment before the (60) ninety days are completed. The Company pays for a ten thousand (\$10,000.00) life insurance policy for the employee and a two thousand (\$2,000) life insurance policy for dependent coverage. The application for Life Insurance must be completed. The insurance carriers review the costs of these policies every year and the cost can be increased.

Personal Leave of Absence

Your direct supervisor must approve a leave of absence in advance. Leave of Absence (LOA) for personal reasons, other than under the “Family and Medical Leave Act of 1993”, will be granted at the discretion of The Company for such reasons as family trauma, education, etc. You must be employed for 12 months before being eligible for any type of leave of absence. Your supervisor must approve the duration of the leave at the time the leave is granted. The length of the leave is discretionary based on the individual circumstances. In no case will the leave be for more than thirty (30) days. During the LOA, vacation and sick leave accrual will cease, and no holiday will be paid. The Company will not pay the employee’s company-sponsored group health insurance benefits during a leave of absence. It is the employee’s responsibility to arrange through the employees’ benefit’s administrator to make payments for these benefits during the remainder of the LOA, otherwise the coverage will be terminated. An employee who fails to return from their LOA will be considered to have voluntarily terminated their employment.

Family and Medical Leave Act

FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee’s spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or
- Twenty-six work weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

Bereavement Leave

In the event of a death in the immediate family, you will be eligible for three to five consecutive workdays off to arrange for and/or attend the funeral. This leave is unpaid. Three days bereavement leave is available upon the death of an employee’s brother, sister, grandparent, plus spouse’s brother, sister, grandparent, or a member of the immediate family.

Five days bereavement leave is available upon the death of an employee’s spouse, mother, father, or child, plus spouse’s mother, father, or child. In the event more time is required, you may request additional time through your supervisor. A member of the executive staff must approve the extension of leave. If you have vacation benefits available, you may use vacation pay to cover your bereavement leave fully or partially.

Jury Duty Leave

The Company encourages you to fulfill your civic obligations. If you are called to serve on jury duty or are subpoenaed to testify at trial, notify your supervisor immediately. You must submit evidence of jury subpoena or jury service to be approved for jury duty leave. This leave is unpaid. In the event you are excused from jury service for any day, you are expected to return to work.

Vacations

All employees that have been with The Company for (1) one full year are eligible for (1) one-week vacation. After completing two (2) years, the employee will be eligible for two (2) weeks vacation. There is no prorated vacation. If you quit before the completed term, you lose your entire vacation pay. No vacation can be taken, and no money will be advanced on a partial year. Vacations must be coordinated with your manager with notice.

Voluntary Termination

Discussion Before Final Action:

Should you decide to voluntarily terminate (resign) your employment with The Company, your supervisor and/or Human Resource representative would like to discuss your resignation with you before any final action is taken.

Notice:

If, after consideration, you decide to leave, you are requested to provide The Company with at least two (2) weeks' advance notice. Vacation days may not be included in the two (2) week notification period.

Unused Vacation Days:

If you leave The Company voluntarily, you forfeit payment for unused vacation days unless:

- You provided The Company with at least two (2) weeks' written notice of your resignation, or
- Pay for unused vacation days is required by state law.

Asked to Leave Before End of Notice Period:

If, as sometimes happens, your supervisor requests you to leave prior to the end of your two (2) weeks' notice period, you may be paid for the remainder of that period, at the discretion of The Company.

Involuntary Termination

Policy:

The Company tries to correct unacceptable employee conduct using progressive discipline. However, there are certain serious offenses that, in The Company's judgment, may be appropriate for immediate termination with or without progressive discipline. The policy places The Company employees on notice regarding those offenses. Any employee whose conduct, actions or performance violates or conflicts with The Company policies may be terminated immediately and without prior written or oral warning for this or any other offense.

Violence in the Workplace

Zero Tolerance:

The Company has a “zero tolerance for violence” policy. If you display any violence in the workplace or threaten violence in the workplace, your employment is subject to immediate termination for cause. The Company defines “violence” to include physically harming another person, shoving, pushing, intimidation, coercion, brandishing weapons, and threats or talk of violence.

Sexual Harassment

Sexual harassment is a form of misconduct that undermines the employment relationship and will not be tolerated. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Definition: The Company has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly (or implicitly) a term or condition of your employment.
- Submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you; or
- Such conduct has purpose or effect or unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

Complaint Procedure:

If you experience or witness sexual harassment in the workplace, report it immediately to your supervisor. If your supervisor is the person who is harassing you, you may approach any other member of The Company Management. All allegations of sexual harassment will be quickly investigated. When the investigation is completed, you will be informed of the outcome of that investigation. You are protected from retaliation if you file a complaint or participate in an investigation.

Grounds For Immediate Dismissal

The following examples of grounds for immediate dismissal are representative, but not all inclusive, of the types of activities that may result in your immediate dismissal:

- Breach of trust or dishonesty
- A felony conviction
- Willful violation of an established policy or rule
- Falsification of Company records
- Insubordination
- Falsification of expense reports
- Conviction of a misdemeanor offense with connection to your position
- Violation of the Equal Employment Opportunity Policy
- Timecard or sign-in book violations
- Unauthorized absence from duty during regularly scheduled work hours
- Non-performance of work
- Theft or the unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or customer of The Company.
- Possession of weapons on the premises

- Threats or acts of violence against other employees and/or customers, vendors, or suppliers.
- Unauthorized possession, use or copying of any records that are the property of The Company
- Excessive absenteeism or lateness
- Defacing or other willful destruction of any supplies, equipment, or property of The Company
- Failure to call or contact your supervisor when you are late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of The Company's Alcohol and Drug Policy
- Leaving the work premises during work hours without authorization
- Mistreatment of, or excessive complaints from customers
- Drivers involved in any accident / incident are subject to termination at any time at the discretion of the Safety Director or Management.

The above list is neither exhaustive nor intended to be comprehensive, and it does not change the employment-at-will relationship between the employee and The Company.

Final Pay

Employees leaving employment with The Company will be paid on the designated pay periods, providing all company property is returned in the same condition as when you received it.

Grievance Procedures

Statement of Policy:

The purpose of this policy is to provide a realistic working program for employees to discuss problems or complaints with their supervisor, and to appeal to a higher authority. It is important that the employees know they have this right.

Guidelines:

1. Employees shall address the problem verbally with their supervisor.
2. When a problem personally involves a supervisor who functions at any step in the procedure, the employee may omit that supervisor in the grievance process and go to the next step in the management chain, the next step is to contact Human Resources.
3. If the matter is of such nature that the employee does not wish to discuss it orally at any step, the employee may write directly to Human Resources as the first step in the management chain.
4. Employees may make immediate reports by telephone or by writing to:
5. Complaints or problems concerning safety matters need to be brought to the attention of the Safety Director.
Roger Johnson.

Recruiting

11 - Hiring Criteria

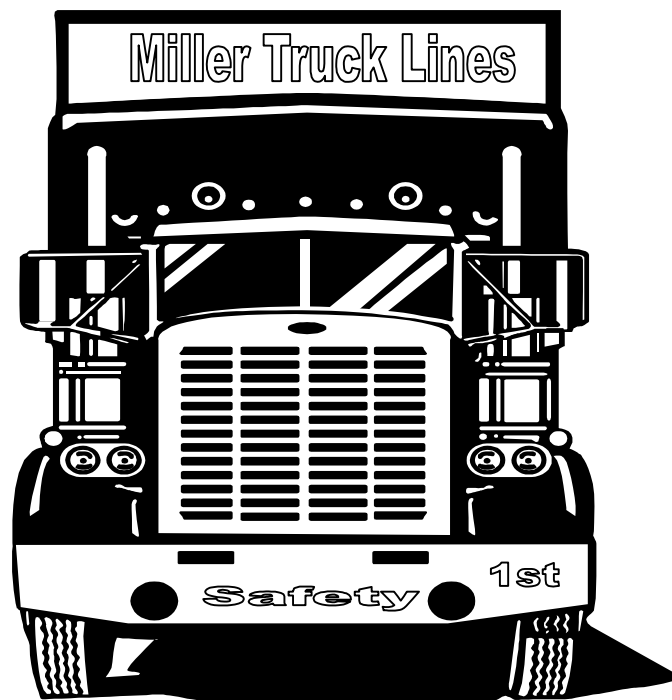
Hiring Requirements for All Drivers

11 - Driver Job Duties

12 - Working Conditions

12 - Orientation

12 - Re-hire Policy



Hiring Criteria

The condition of your employment depends on your good standing with all Federal, State, Local and Company rules and regulations.

Hiring Requirements:

- Be 22 years or older.
- Maintain a clean and neat appearance.
- No more than (2) moving violations in the last (3) three years.
- If you are hired with (2) two moving violations and receive a (3) third before you drop one off your MVR, you are subject to termination.
- No more than (1) one preventable accident in the last 3 years.
- No drug or alcohol-related driving charges in the last 10 years. (DUI / DWI)
- Have a valid Class A CDL and applicable endorsements issued by the state of residence (License must not expire within 30 days).
- Must possess a valid Social Security card or birth certificate.
- Be able to pass D.O.T. physical (including drug screen) given by company-approved doctor.
- Experience: (2) Two years OTR or a The Company approved truck driving school plus (6) six months OTR experience (All experience must be verifiable).
- Be capable of performing designated job duties. (See Job Duties & Descriptions)
- Complete The Company Orientation.
- Be able to read, write and understand English.
- Cannot be currently on probation/parole.
- Must not be addicted to, use, sell, deal or transport, controlled substances of any kind and/or alcohol of any kind.
- Must be able to give a (10) ten-year history complete with address and telephone number. Every attempt will be made to verify employment histories.
- The Safety Director reviews felony convictions.
- Every driver applicant must pass a complete Department of Transportation physical performed by a company-approved doctor and a drug screen performed by a company approved technician. Results must be obtained before a driver applicant is allowed to go to work. As regulated by the Department of Transportation, a company-approved doctor will perform a bi-annual or annual physical.

Driver Job Duties

In general terms the major requirements of a professional driver are listed below in terms of physical demands and working conditions.

- **Standing** – Will be required to be on their feet for periods of time up to (3) three to (4) four hours.
- **Walking** – In most cases, walking would be required for short periods of time.
- **Sitting** – Prolonged periods of sitting are required, ranging from seated position of driving to relaxed position of waiting.
- **Lifting** – Occasional heavy lifting. Overhead lifting to a maximum of 80 to 100 pounds (tarps). Frequent lifting is required of weights that range from 30 to 60 pounds, while simultaneously moving the body.

- **Carrying** – Weights will coincide as described in lifting. There will be occasions when these weights will have to be carried from place to place in the loading-unloading procedure.
- **Pushing/Pulling** – There will be frequent occasions where the driver will be required to push/pull from moderate to maximum efforts. This is mostly restricted to tarping and moving cargo.
- **Climbing** – Drivers will be required to have adequate body balance to climb onto, around, and over the cargo in securing it.
- **Kneeling** – Drivers will be required to place the body in low to the ground positions to perform certain functions such as checking tire pressures, trailer brakes, and other inspection duties.
- **Bending** – Mostly the same duties as kneeling. Repeated bending at the waist and lifting at the same time is required for loading and unloading duties.
- **Crawling** – These activities are in conjunction with the above items.
- **Reaching/Twisting** – These activities are also in conjunction with the above items.
- **Wrist/Hands** – As earlier stated the duties of a professional driver are very physical which requires free movement of the wrist and hands.
- **Coordination** – It is necessary that each driver has average to excellent coordination.
- **Hearing** – Each driver must be able to comply with federal regulations for hearing, and to possess adequate hearing capabilities to converse with others. It is also necessary to be able to detect surrounding sounds as to one's immediate safety.
- **Vision** – All drivers must maintain prescribed vision in accordance with Federal Regulations and as set forth in The Company pre-placement medical/physical guide.

Working Conditions

The Company's drivers will be required to work in different conditions, in various geographical locations across the nation. Drivers must be able to work indoors as well as outdoors, and in temperatures from 0 to 100 degrees Fahrenheit, plus or minus and in dry climates as well as wet climates.

Drivers will be required to work in confined areas and from heights of trailer level to heights of 14 to 16 feet. Most duty hours of a professional driver will be spent working alone. They must be organized to think out simple problems and perform adequately to accomplish everyday tasks.

Orientation

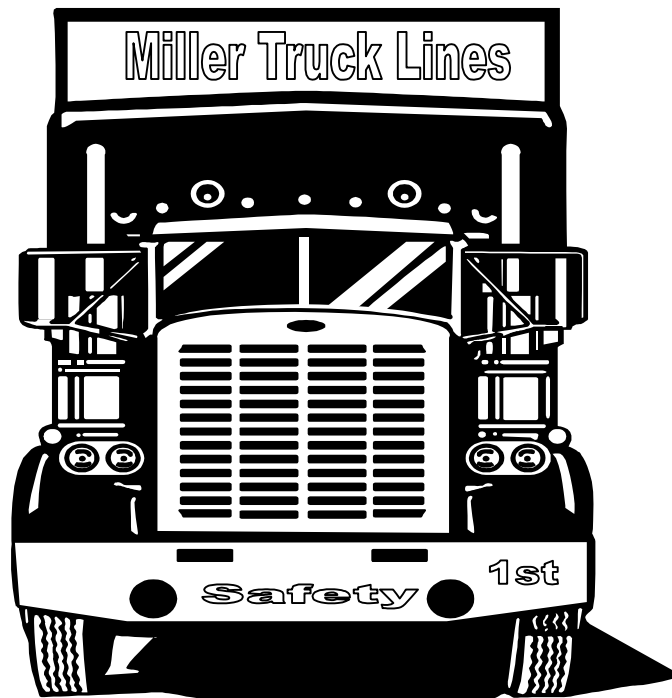
Drivers are required to attend Orientation. Orientation is conducted weekly at the Tulsa, OK terminal.

Re-Hire

Any driver leaving The Company may or may not be re-hired.

Driver Personnel

- 14 - Personnel Records
 - Your Employment Record*
- 14 - Position Summary
 - You and the Public*
 - You and the Customer*
- 14 - Performance Standards
- 14 - Probationary Period
- 15 - Disciplinary Guidelines
 - Grounds for Termination*
- 15 - Dress Code
- 16 - Driver Wellness
- 22 - Whistleblower Protection
- 22 - Filing A Complaint



Personnel Records

To keep company records current notify the Personnel Department of any changes in your:

- Name and/or marital status.
- Address and/or telephone change.
- Number of eligible dependents
- Form W-4
- Emergency contact and/or your emergency contacts telephone number
- Your cooperation in this matter is critical, as often Federal Law requires The Company to distribute by first class mail information regarding your benefits, employment, etc.

Your Employment Record

We collaborate with other carriers nationwide. Your personnel record and driving history will be kept on file. Per mandated federal laws your complete history including drug and alcohol test results will be made available upon employment history inquiries.

Position Summary

The Company drivers will project a positive image of The Company through outward appearance of self and equipment, maintain and portray a positive attitude with our customers, and conduct the movement of freight in a safe, professional, and timely manner by maintaining constant communication advising his or her supervisor of any problems.

You and the Public

You are expected to show every courtesy and consideration to the public. Always remember that you represent The Company with whomever you come into contact. Therefore, present yourself and your driving proudly.

You and the Customer

Without customers there is no need for drivers. If you have a difference of opinion or confrontation, please refrain from reacting. Contact dispatch and let them manage the situation.

Performance Standards

The rules and regulations outlined in this manual govern the actions and status of the drivers for The Company. These rules and regulations should not change a driver's right to challenge a penalty. Drivers may submit a written protest to management requesting an opportunity to present a verbal protest.

Probationary Period

Each driver hired by The Company will be on a (90) ninety-day probationary period beginning with the date of employment, or status change to another Division. The Company may terminate a probationary employee for any reason not prohibited by statute.

Disciplinary Guidelines

Companies and individuals depend on the quality and reliability of our service. To maintain the reputation of our Company, all employees must provide excellent, reliable service to our Company, our customers, and other employees. Any failure to meet these high standards is grounds for concern, discipline, or discharge.

Grounds for Termination

- Positive drug test or failure to comply with random drug testing.
- Three (3) moving violations within a (3) three-year period.
- Unauthorized passengers.
- False statements or omitting information on the application.
- Failing to comply with Company policies and procedures, federal state or local laws, safety rules and procedures.
- Performance, conduct, and attitude which are not in the best interest of The Company, such as inefficient, unsatisfactory, careless, or negligent performance of assigned duties or responsibilities. Excessive absenteeism or lateness.
- More than one preventable accident in a (3) year period.
- Any act of dishonesty or theft from The Company, Customer or The Company employee.
- Four (4) days without reporting when in off duty status.
- Failure to report an accident immediately and properly.
- Drinking, DUI, or DWI (**Including Personal Vehicle**); Use or possession of alcohol or drugs. No drinking (minimum 8 hours) before going on duty. Drivers in violation of this policy and terminated on the road are responsible for transportation home.
- Any use or possession of controlled substances.
- Intentional damage to Company equipment, or careless, negligent use of company property, to include out of route or unauthorized deadhead miles.
- Abandoning or leaving a truck or trailer.
- Possession of weapons on the premises.
- Excessive log violations.
- Hitting an overhead structure.
- Insubordination
- Timecard or sign-in book violations.
- Falsification of expense reports.

Dress Code

Personal Appearance: Beards and hair will always be trimmed and neat. Your personal appearance reflects on The Company. The Company expects you to always be as clean and neat as possible. Beards are not against The Company policy, but our policy is to comply with our customer's rules for loading and unloading cargo. Many refineries do not allow beards. If you must shave to get loaded or unloaded, then you need to carry a razor and use it. Failure to shave to get loaded will be treated as a refusal to work. Hair will grow back - customers do not. **Please remember you reflect The Company when you meet the public and our customers.**

Dress Code Requirements to include but not limited to the following:

Flatbed – gloves, hard hat with chin strap, reflective vest, steel-toed boots (no flip-flops), long pants (no shorts), safety glasses (clear & wrap-around).

Van/Reefer – no flip flops

Tank – hard hat with chin strap, face shield, No-Mex suit, steel-toed boots (no flip-flops), long pants (no shorts), long sleeved shirt (see **Tank Division Personal Protective Equipment (PPE) Requirements***)

Housekeeping: Every driver will be issued a power unit that is clean. You are expected to keep this unit clean on the inside. Should The Company have to clean out a unit because of your uncleanness The Company will charge back any expenses incurred to clean the unit.

Driver Wellness

Hypertension — A common physical condition you will be evaluated for is hypertension (high blood pressure). If you have high blood pressure or are being treated for it, your medical examiner will require you to be examined more frequently than every 24 months.

- **Stage 1.** If you are diagnosed with Stage 1 hypertension (blood pressure between 140/90 and 159/99), you may be medically certified for one year. At re-certification, if your blood pressure is equal to or less than 140/90 you may be re-certified for one year. At re-certification, if your blood pressure is between 140/90 and 159/99, a one-time 3-month certificate may be issued.
- **Stage 2.** If you are diagnosed with Stage 2 hypertension (blood Pressure between 160/100 and 179/109), you should be treated, and you may be issued a 3-month certificate. Once your blood pressure is reduced to 140/90 or less you may be re-certified annually.
- **Stage 3.** If you are diagnosed with Stage 3 hypertension (blood pressure is 180/110 or greater), you should not be certified until your blood pressure is reduced to 140-90 or below, and then you may need to be re-certified every 6 months.

Vision — One of the more common standards you need to meet as part of the physical exam is the vision standard. To meet the vision qualifications, you must have visual acuity of at least 20/40 (Snellen) in each eye with or without corrective lenses. Your field of vision, the ability to see side to side, must be at least 70 degrees in each eye. You also must be able to recognize the colors of traffic signals (red, green, amber).

Hearing — You must be able to hear a forced whisper (with or without the use of a hearing aid) from five feet away in at least one ear.

A medical exam, conducted by a licensed medical examiner, which is familiar with regulations, is required if you:

- Have not been medically examined and physically qualified to drive a CMV;
- Have not had a medical exam in the past 24 months or
- Have suffered a disease or injury that affected your ability to drive a CMV.

Driver Disqualification

Under Sec. 391.15 of the FMCSR, you are disqualified from driving if you are convicted (including forfeiture of bond or collateral) of any of the following while operating a CMV:

- Driving with an alcohol concentration of 0.04 percent or more, or driving under the influence of alcohol as prescribed by state law, refusing to undergo testing;
- Operating under the influence of controlled substance;
- Transporting, possessing, or unlawfully using drugs;
- Leaving the scene of an accident involving a CMV; or

- Committing a felony involving a CMV.

The disqualification period ranges from 6 months to 3 years depending on the severity of the offense and your previous disqualification record.

During a trip, you may be placed out of service by an enforcement officer for a certain period or until a given problem has been corrected. Conviction for violating such an out-of-service order subjects you to a disqualification period.

The disqualification period ranges from 90 days to 5 years with penalties for drivers of vehicles carrying passengers or hazardous materials being more severe.

If you possess a commercial driver's license (CDL), you can be disqualified for offenses committed in any type vehicle (work or personal) at **any** time (this includes off-duty time). *See Sec 383.51 of the FMCSR for complete details.*

Healthy Drivers

A healthy driver is an alert and safe driver. Developing healthy habits including eating right, exercising regularly, getting proper rest, and undergoing periodic physical exams can help you achieve better health, more energy, and a sense of well-being.

Best measures of good health include blood cholesterol, blood pressure and weight.

Blood Cholesterol

Cholesterol is a fatty, waxy substance in your blood, and if you have too much of it, it forms a brittle substance called plaque that can build up and cause your blood vessels to narrow. The problem is, you don't even know it's happening until it begins to restrict blood flow to organs like your heart and brain. This can lead to heart attacks and strokes.

The following chart shows what is considered desirable and non-desirable cholesterol levels.

	Desirable	Borderline High	High
Total Cholesterol	Less than 200	200 – 239	240 and higher
<u>LDL Cholesterol</u> (the bad Cholesterol)	Less than 130	136 - 159	160 and higher
HDL (the good cholesterol)	50 and higher	40 – 49	Less than 40

There are two kinds of cholesterol: LDL, which is the “bad” cholesterol that causes buildup, and HDL, which is the “good” cholesterol that removes buildup.

It is best if your cholesterol is under 200, your LDL cholesterol is under 130, and your HDL cholesterol is over 50.

High cholesterol can be lowered. The National Cholesterol Education Program has recommendations, check with your doctor before you do:

Blood Pressure

High Blood pressure is dangerous. It can lead to heart disease and increase the chances of a stroke. It can also lead to kidney disease. Like cholesterol, if you have not checked your blood pressure lately, you may not even know you have a problem. There may be no warning signs.

Your blood pressure should be below 140 over 90 to be in the healthy range. A healthy lifestyle can assist in keeping your blood pressure within this range.

It is important to approach the things that contribute to high blood pressure sensibly. This includes:

- Watching your diet;
- Exercising;
- A diet that includes fruits, vegetables, and low-fat dairy products;
- Consuming less salt;
- Quitting smoking;
- Drinking alcohol in moderation or not at all

Weight

It is easy to gain weight as you age, simply because your body needs fewer calories to function. Put simply, if you do not cut calories or increase activity, as you get older, you will gain weight. But being overweight contributes to health problems including high cholesterol, high blood pressure, diabetes, back pain, and dangerous joint stress, and it makes you tired. Watching your weight is one of the best things you can do to keep yourself healthy.

We all know it is hard to eat right when you are on the road, but more restaurants are adding healthy foods to cater to the growing number of people who want to do something about their weight.

Whether you are on the road, or at home, it is important to eat right. That includes eating at least three meals a day. Skipping meals is not healthy and it makes weight loss difficult. To stimulate your metabolism and burn more calories, you need to eat regularly. Eat smaller meals more frequently rather than fewer large ones.

Eating right also includes:

- Having at least 5 servings of fruits and vegetables every day;
- Watching the amount of fat you are consuming – especially saturated fat, which is a major contributor to high cholesterol;
- Moderating your sugar, salt, and sodium intake; and
- Limiting the amount of alcohol you consume.

Exercise

Physical activity is also an important part of maintaining a healthy lifestyle. Moderate physical activity includes:

- Brisk walking;
- Conditioning or general calisthenics; and
- Cycling.

Before starting any exercise program, consult your physician. Your physician can make recommendations and help you start an exercise plan that is appropriate for your health and lifestyle.

Alcohol and Drug Abuse

Driving, drugs and drinking are a deadly mix. Alcohol or drug use can interfere with your ability to safely operate a CMV.

Alcohol or drug use can decrease your skill and thinking abilities. It can reduce coordination; slow your reaction rate and dull mental processes.

Certain substances can remain in your body and affect your behavior, physical abilities, and job performance long after they are consumed.

You should never use alcohol or drugs to help you stay awake or remain alert. Part of being a professional driver is to know when it is safe to drive. If you are tired or stressed, remember alcohol or drugs are not the cure to your problem.

It is your responsibility to comply with applicable drug and alcohol regulations as well as your company's drug and alcohol policy.

Stress

Stress is a physical or mental response to the pressures of an event or factors of living in general. Though we tend to speak of it in a negative context, stress can be positive or negative.

Biologically, when stress occurs, your body releases hormones, which accelerate your breathing and heart rate, increase your blood sugar levels and blood pressure and improve blood clotting. Your body gets into survival mode, readying itself for a physical emergency. This can be a good thing. You have energy and mental agility to get the job done. You are alert and perform well.

As stress continues, your body temporarily adjusts to the stress. If stress is removed during this adjustment period, your body returns to normal. However, if stress goes on for prolonged periods of time, your body fails to adjust and wears out, weakening your defenses to disease. A body cannot run at high speed forever. This can lead to "burnout." Stress adds challenge, opportunity, and variety to your life. Too much stress can work against you.

Medically, stress can cause you to suffer high blood pressure, pain, breathing trouble, cancer, digestive disorders, insomnia, and fatigue. Psychologically, you may suffer frustration, irritability, anger, impatience, worry, a lack of self-confidence and poor listening.

To compound matters, your job can be affected too. Stress can lead to accidents, a loss of priorities, rushing, competition and obsession with quantities and anger or inappropriate behavior.

You can deal with stress by watching for the warning signs. Become aware of when you are under stress. Look for signs of being in survival mode. Once you are aware of what stress you have, you can manage your stress by using one or more of the following stress-reduction techniques:

- Take breaks and learn to relax fully;
- Exercise;
- Maintain proper rest and diet;
- Practice deep breathing or yoga;
- Manage your time and set priorities;

- Build your self-confidence;
- Have fun;
- Laugh and cry to release tension; and/or
- Talk to a friend.

Fatigue

Demanding work schedules are a fact in today's modern 24-hour society. Goods are produced and services are provided at all hours of the day and night. Because of this, approximately 15.5 million people in the U.S. work unconventional hours, including permanent nights or rotating shifts.

These schedules help keep businesses running, but for the people who must function within them, they can have a negative impact if not managed correctly.

Fatigue is a generic term used to describe anything from being sleepy to exhausted. In extreme cases, fatigue can cause an uncontrolled involuntary shut down of the brain.

Two major causes of fatigue are sleep loss and changes to the body's internal clock (called circadian rhythms).

Sleep loss — Sleep, like food and water is necessary for human survival. Depriving your body of sleep is like starving yourself or not drinking water.

Most adults need 7 to 8 hours of uninterrupted sleep to feel well rested. The same amount of interrupted sleep is not as effective.

Occasionally, the human body can function well on fewer hours of sleep, but after a couple of days of sleep loss, a sleep debt can develop.

For example, if you need 8 hours of sleep to feel completely alert and rested, but only get 6 hours of sleep, you will have a 2-hour sleep loss. If this sleep loss continued for 4 days in a row, you would accumulate an 8-hour sleep loss. That is one night's worth of rest.

2 hours x 4 days = 8 hours (1 night)

A sleep loss of as little as 2 hours can affect alertness and performance. This can include:

- Reduced judgment;
- Slowed reaction time;
- Lack of concentration;
- Fixation; and
- Poor attitude/mood.

Circadian rhythm — A circadian rhythm is, in simple terms, your body's biological or internal clock. Most people's clocks run on a 24-hour basis with some high points and low points in that time span.

Time cues keep your body clock set to certain schedule. Time cues include sunlight and your work/rest schedule.

If your body's internal clock is moved to a different schedule (change in time zones, changing from day to night shift), your body needs time to adjust.

During the transition, disruption in your internal clock can produce the same effects as sleep loss.

No matter what shift you work or what sleep pattern you follow, most everyone's clock is set for two low points. One is between 2 a.m. and 6 a.m. The other is between 1 p.m. and 5 p.m.

The more dangerous of the two low points for drivers is between 2 a.m. and 6 a.m. Most people are programmed to sleep when it is dark, and fighting fatigue is difficult.

There are several signals that can tell you that you are fatigued and could fall asleep. If any of the following happens while on the road, you need to stop and get some sleep.

- Drowsiness;
- Yawning;
- Lack of alertness;
- Trouble focusing eyes or fighting to keep them open;
- Head drooping;
- Stiff/sore neck muscles;
- Erratic shifting, intermittent braking, following vehicles too closely;
- Reduced reaction time;
- Making bad driving decisions; or
- Lane deviations – weaving onto the shoulder or into another lane of traffic.

The following are a few ways you can fight fatigue:

- Get a solid 8 hours of sleep before starting a trip;
- When on the road, try to get as much sleep as you would at home;
- Try to establish a regular schedule or routine – go to sleep and wake up at the same time each day;
- When possible, schedule trips so the bulk of the driving is done during usual waking hours;
- Avoid driving during your body's "down time;"
- Exercise regularly and eat properly; and
- Take a nap.

Establishing good sleep habits can improve your quality of sleep. This includes:

- Sleeping in a dark, quiet room;
- Keeping your sleeping area at a comfortable temperature;
- Making your sleeping area as comfortable as possible;
- Having a bedtime routine.

Sleep Apnea — sleep disorders can also affect work performance. One of the more common sleep disorders is sleep apnea.

Sleep apnea is a breathing disorder characterized by brief pauses of breathing during sleep. When this happens, the sleeper gasps for air, wakes up enough to get back into a normal breathing pattern, then falls back to sleep. Often, this happens in such a short period of time, the person sleeping doesn't realize what just occurred.

This process can repeat itself up to 600 times a night. Though the person who is suffering from sleep apnea doesn't fully wake up during these breathing episodes, his/her sleep pattern is disrupted enough that the sleep period isn't refreshing, causing daytime sleepiness and poor concentration.

Early detection and treatment for sleep apnea is important because it may be linked with serious medical conditions including irregular heartbeat, high blood pressure, heart attack, and stroke.

Whistleblower Protection

Whistleblower protection laws are in place to protect you from retaliation if you report commercial motor vehicle (CMV) safety violations to the Federal Motor Carrier Safety Administration (FMCSA). You're also protected if you testify before FMCSA or if you refuse to operate an unsafe vehicle, drive in conditions that may cause serious bodily injury, or violate a CMV safety law.

These Department of Labor, Occupational Safety and Health Administration (OSHA) regulations (29 CFR Part 1978) prohibit your employer from discharging, disciplining, or discriminating against you regarding pay, terms, or privileges for taking any one of the following actions:

1. Filing a complaint related to the violation of CMV safety regulation.
2. Starting a proceeding related to a violation of a CMV safety regulation.
3. Having testified in or testifying in the future in a proceeding related to a violation of a CMV safety regulation.
4. Refusing to operate a CMV due to one of the following two reasons:
 - You would have violated a federal safety or health regulation; or
 - You had a reasonable apprehension that you, or someone else, would have been seriously injured or impaired had you operated an unsafe vehicle. You asked your employer to correct the unsafe condition, but your employer refused.

If you make a CMV safety complaint and it results in termination of employment, demotion, an undesirable reassignment, loss of seniority, loss of personal leave, or any other form of discrimination, you can file a complaint with OSHA, or you can have someone file it on your behalf.

Filing a complaint

Complaints should be filed with the OSHA Area Director in the area where you live or work. You can find information online at www.osha.gov.

A complaint should be filed within 180 days of when the discrimination occurred. However, there are situations where the time limit will be waived.

Fleet Supervision

24 - General Responsibilities

Communication

QualCom

Hours of Service

When You Finish Unloading

Read Your Bill and Weigh Your Load

Communication

Things You Need to Let Us Know

25 - Customer Service

You and the Public

You and the Customer

Riders

Fingerprinting Loads

Dropping Trailers

Load Securement

Flatbed Securement

Van/Reefer

Appointment Times

J.I.T

X.O.T

Picking Up and Delivering on Time

Seals

Shipper Load and Count

Driver Count

29 - Driver Managers

Problems

29 - Dispatch

Following Instructions

Switching Loads/Re-powering Loads

Pre-Planning Loads

30 - Abandoned Truck Policy

30 - Motel Policy

31 - Days Off Policy

31 - Fuel Policy

Idling Engines

General Responsibilities

Communication

The key to the continued success of The Company is communication. **Any problems should be directed to your Driver Manager immediately.**

- Company trucks are equipped with satellite communication systems. The satellite should be used as the primary instrument of communication between the driver and his/her Driver Manager. Occasionally, our computer or QualCom systems will go offline for one reason or another. If your message has not been read and answered within a reasonable amount of time call your Driver Manager.
- Hours of Service Calls should be made between 8:00 a.m. - 10:00 a.m. daily.

The Satellite (QualCom)

The satellite is the most efficient method of communication between the driver and The Company. It should be utilized instead of the phone for communication except for emergencies. Training in the use of the QualCom units is available through the Recruiting Department.

Pre-programmed Messages are the Least Expensive and should be Used When Ever Possible.

The satellite system we have installed in your truck offers numerous benefits to employees who will utilize it. The above information is only a basic “Manual Insert.” Other benefits will be provided during orientation.

When you finish unloading

- Upon arrival at the consignee, send in Macro # 05 “Arrived At”
- Let us know you are empty, immediately. Wait until the off-loading is **complete** before reporting it with Macro # 06, The Empty Call Message.
- Bills of lading must be signed correctly and **legibly**. (Ensure receiver notes and documents any exceptions.) If the consignee notes exceptions, send Macro # 35 and call your Driver Manager immediately **before leaving the customer**. Your Driver Manager will instruct you on what to do and will connect you with our Safety Department to make a report.
- Report any problems to Safety **immediately** that could result in a claim against The Company.
- Send your bills and logs to your appropriate terminal as soon as possible.
(Logs must be turned in no later than every 7 days)

Read Your Bills and Weigh Your Load

Please read your bills at the shipper and verify their accuracy before signing them. Compare what they say to what your dispatch says. If there are any discrepancies, get clarification from us before proceeding. The shipper may have loaded your trailer with the wrong freight. We may have made a mistake. If you catch the error before moving the load, we can fix it with potentially great savings of time and money. You are responsible for cargo once you sign for it. This makes The Company responsible. Weigh (axle-out) your loaded equipment as close as possible to the shipper. Use a certified scale if possible. A non-certified scale is better than no scale ticket. You need to get proof of your weight **in writing**. The shipper saying the load looks fine to them or saying you shouldn't have a

weight problem can get you in trouble. **Weigh the load and get it in writing.** If you don't, and are fined for being overweight, **you will be liable for paying the ticket.**

Communication

Please keep your fleet supervisor informed of any problems you may encounter. If you are not getting the assistance that you think you need, let us know. If you are not getting home in a timely manner within The Company policy, let us know.

Things You Need to let Us Know

- Let us know if there is a pre-call required.
- Let us know your anticipated off-load time. Tell us immediately of any deviation whether early or late.
- When advised to do so, let us know your loaded and empty weights.

Customer Service

We have only one commodity at The Company – **Customer Service**. You, the driver, are the most important link in the Customer Service chain.

You and the Public

You are expected to show every courtesy and consideration to the public. Always remember that you represent The Company with whomever you come into contact. Therefore, present yourself and your driving proudly.

You and the Customer

Without customers there is no need for drivers. If you have a difference of opinion or confrontation, please refrain from reacting. Contact dispatch and let them handle the situation (**remember while the customer may not always be right, we will treat them like they are.**)

It is the driver's responsibility to help insure that the service we sell is exceptional. Drivers should transport freight in an efficient and timely manner.

- Notify your Driver Manager when late for a pick-up or delivery appointment.
- Comply with a customer's rules.
- The driver must have excellent personal hygiene and be in full compliance with The Company Dress Code.

Safety should be the driver's primary concern while operating equipment or securing a load.

All freight should be accounted for, properly secured, loaded, and unloaded.

- Check bills of lading for correctness.
- Get a piece count and check for damage of all freight before signing for a load.
- Check bills of lading to see if tarps are required even if dispatch has marked the load as a non-tarped load on your information.

Every driver has the responsibility to take appropriate care of his/her equipment.

Each driver should achieve the full potential of his or her equipment.

- Strive for maximum fuel mileage.
- Keep equipment clean inside and out.
- Maintain oil level in safe range for engine and hub oilers.

Riders

If you are enrolled for a passenger to ride with you, please remember some customers will allow only one person **(the driver)** in their plant to load or unload.

You need to comply with their policy, no questions asked. **These are not public facilities, and you should not expect them to be.**

Finger Printing Loads (Driver Unload) (Van/Reefer Division)

If you arrive at a customer and are required to hand load/unload your trailer without The Company dispatch having previously informed you, call dispatch. If this happens, we need to bill the customer for this service. If we know beforehand there will be fingerprinting, we will also ask if lumpers are available. Drivers must get a lumper for the lowest price. Advise dispatch of the lumper charges.

- Call your Driver Manager to advise them of the amount required to pay the lumper. You must get authorization approval from The Company.
- Fill out the Company Lumper Form completely.
- Have the consignee sign your Shipper's Bill of Lading with "Driver Unload/Assist"

The Company requires you to hire a lumper whenever possible so that you remain rested and able to drive. If you realize that you will be delayed in unloading beyond (2) hours, notify your Driver Manager.

Dropping Trailers

Whenever dropping an empty trailer at a customer, terminal, or other designated drop lot you must do the following:

- Pull all nails from and sweep the floor.
- Remove all trash and place it in an appropriate container. Any charges that customers charge The Company for cleaning a trailer will be passed on to the driver.
- Inspect the trailer. All trailers that are picked up regardless of location must fill out a "Trailer Inspection Report." If there is any damage that might cause a customer to refuse to load this trailer, call dispatch and tell them of the condition of the trailer. Dispatch will work with the Shop to get the trailer fixed.
- Check for:
 - Holes in walls, roof, floor
 - Close vents
 - Working lights
 - Brakes in safe condition
 - Hub oilers full
 - Tires are safe
- Remove all dunnage.
- Slide trailer tandems to the rear.

Remember, any damage discovered upon your trailer inspection must be reported to the Safety Department within The Company required time for reporting accidents.

Any trailer dropped that is refused by a customer because it requires repair or cleaning will result in a service failure on the part of the driver who dropped the trailer. Possible charges will result if The Company is charged for a trailer clean out.

Note: If you see a trailer that is in the yard and is damaged and in need of repair, please contact the Safety Department to let them know and they can get the trailer fixed before its next load.

Load Securement

Flatbed:

We must begin taking measures to dramatically reduce and eliminate cargo claims due to inadequate securement on our trailers.

One of the greatest areas of cargo claims affecting our customer service in the Flatbed Division is tarping. There are three common situations that arise:

1. Tarping a load with tarps that have holes in them. Inspect your tarps frequently. If you discover tarps that have holes, notify dispatch, and replace them as soon as possible.
2. Moving through inclement weather conditions while still at the customer before tarping. Anytime a customer instructs you to move your load outside, before tarping in inclement weather, have the customer sign a statement on your waybill indicating that he is instructing you to move un-tarped and notify dispatch immediately.
3. Leaving a tarped load untarped between multiple drops. Re-tarping between multiple drops takes time. Take the time. Re-secure your tarps to protect the cargo even if moving just a few miles.

Cargo Securement: It's your responsibility to ensure your cargo is damage free and properly secured from the point of origin to destination – *every time and for every load!*

Cargo securement principals and methods for flatbed trailer:

- **Supervising** all loading activity. Make sure all cargo listed on the bill of lading and other shipping documentation matches what is loaded on your trailer. Any discrepancies should be reported immediately.
- **Watching out** for loading area hazards. Make sure your vehicle is secure from moving, and you are conscious of your personal safety. Follow all customer safety requirements and procedures. For instance, if you are loading in a hard-hat area, wear one.
- **Inspecting** all cargo before it is loaded. Drivers should assess the condition of their cargo. Any leaking, damaged or suspicious freight should be questioned before it is loaded onto your trailer. Again, you should contact your dispatcher in all such cases.
- **Making sure** the cargo is loaded properly. You need to ensure cargo is evenly distributed throughout your trailer, and that lighter cargo is stacked on top of heavier freight. In addition, you need to make sure all cargo is adequately secured using proper blocking, bracing and dunnage. In some instances, you will need to use edge protectors to not only protect the cargo from damage, but to also protect your tie downs from excessive wear. Also, make sure if the load is required to be tarped and if so, adhere to the tarping requirement.
- **Re-checking** the paperwork and cargo before signing. Your responsibilities do not end after the cargo is loaded. Any cargo damage or shortages need to be paid for by someone. If you sign the shipping papers before discovering problems with the load, that someone will be your company.

Your cargo securement responsibilities do not end after your trailer has been loaded. Aggressive or inattentive driving can cause cargo to shift and fall. Defensive driving techniques should be exercised behind the wheel.

Van/Reefer

We understand that most often the shipper is the one who loads the product into the trailer and may even shut the doors and tell you that you are ready to roll. We remind you that the driver is responsible for the cargo after it has left the shipper's dock. Before you pull away from the dock inspect your load. If you see anything that looks unstable block it, brace it, use load locks, do whatever it takes to make the load secure. If you cannot stabilize the load, call dispatch immediately.

Appointment Times

A great majority of our deliveries and pick-ups in both the Van/Reefer and Flatbed Divisions have appointment dates and times. You must be aware of these times. When you are dispatched and your Driver Manager does not make it clear on the day and time of your delivery, be sure to ask for clarification. If anything happens while you are en route to a delivery or pick-up you must notify dispatch immediately so that they can call the customer to plan.

J.I.T (Just in Time) and X.O.T. (Exactly on Time)

Freight relates to appointment times. The goal was to eliminate warehousing costs by precisely scheduling the loading and unloading of freight. **(Please be advised that our customers make many appointments and we do not have control over delivery times and dates as we would like).** A late delivery or pick-up can result in the carrier being charged a re-scheduling fee that can run from a few hundred dollars to several thousand dollars. Many shippers and consignees will re-schedule the load for the next day resulting in a layover for the driver and the possibility of missing his/her next load.

Picking Up and Delivering on Time

It is the driver's responsibility to be on time for a delivery or pick-up. Any delay can result in a loss of dollars by having to pay a re-scheduling fee or worse the "Loss of a Customer." Any late delivery or pick-up is a service failure. To prevent a service failure, you must notify your Driver Manager immediately when you are not on schedule. This will allow Dispatch to notify the customer and adjust to meet your new schedule. Failure to communicate with your Driver Manager will result in a service failure.

Seals

Van/Reefer customers will place seals on the trailer after loading it for transit. The Company also provides seals for each driver to use if the customer does not supply a seal. This seal ensures that the trailer remains closed from the time it leaves the shipper until it arrives at the consignee. It is imperative that seal not be broken until the consignee instructs you to break the seal and signs your paperwork "Seal Intact." Make sure you always note the seal number on your paperwork. This will protect The Company and you from cargo shortage claims.

Seal(s) must be checked each time you exit the truck and before you enter the truck. If a seal(s) has been broken, DO NOT MOVE the truck. Contact Dispatch immediately and report that the seal(s) has been broken. Wait for instructions from Dispatch. Failure to check or report a broken seal(s) will result in termination.

Shipper Load and Count

Shipper Load and Count should always be noted on your paperwork on all trailers that are pre-loaded. It should also be noted on your paperwork anytime that you are not present or allowed to verify your piece count on your trailer. Always make sure the shipper signs this notation on your Bill of Lading.

Driver Count

You may see this on your load assignment sheet or on your paperwork from the shipper. This means you are responsible for the piece count on your trailer. Any failure to ensure that the piece count is correct may result in a shortage that can be charged back to The Company and you as the driver. **Do not sign for anything that is not in/on your trailer.**

Driver Managers

The Driver Managers shall be the driver's immediate supervisor. They will assist you with any problems or questions that arise. Driver Managers are responsible for driver performance. Driver Managers will document the driver's daily progress and inform the appropriate department should problems arise.

Driver Managers Will Document:

1. Unauthorized deadhead or out of route mileage
2. Late pick-ups or deliveries
3. Failure to return to work when due from days off
4. Any service failures
5. Any customer complaints
6. Driver attitude and work ethics
7. Any violations of The Company policy and/or procedures

Problems

If you encounter any problems with a load or customer "Call your Driver Manager Immediately." We do not expect, nor do we want you to argue with the customer. Let your Driver Manager talk to the customer and resolve the situation. Your Driver Manager will be your first contact if you have any problems or questions.

Dispatch

Company trucks operate under a forced dispatch system.

- Refusing a load that can be safely and legally delivered is grounds for disciplinary action and up to termination.
- All loads assigned to a driver will be delivered by that driver unless your Driver Manager has previously approved it.
- After receiving a dispatch, it is the driver's responsibility to report to work in ample time to inspect and insure the truck and trailer are ready for the trip.

Following Dispatch Instructions

When you are dispatched on a load you will be given detailed instructions about the customer requirements of the load. Make sure you understand these instructions. If you have any questions or doubts, contact your Driver Manager immediately and get your questions answered. Do not change anything about these instructions without getting permission from your Driver Manager. **The shipper or consignee should not be contacted to see if you could change something about the load instructions.** If dispatch instructs you to tarp a load, tarp it or get permission from dispatch to change the instruction. You may have a perfectly legitimate reason, but dispatch needs to be informed as soon

as you are aware of any deviation from the original instructions so they can contact our customers and keep them updated. This will allow dispatch to make alternate arrangements for timely delivery of the load if necessary.

Switching Loads / Re-powering Loads

Switching a load must be approved by dispatch through your Driver Manager. Occasionally we may ask you to meet another driver to switch out loads. Generally, something has arisen, i.e., an emergency, and we must get the driver home, or the load has changed, and a driver will swap out with another driver to meet requirements. We will need your cooperation in assisting us in providing our customers with the best service possible.

Pre-Planning Loads

It is our goal to decrease the amount of time a driver must wait for the next load after emptying. This is where sending or calling your check calls and verifying appointment times is very important. By doing these things your Driver Manager can track you and make sure that you are running on schedule to unload and re-load. A driver manager's knowledge of your available hours of service is critical under this function.

Abandoned Truck, Unauthorized Deadhead, and Out of Route Miles

“Abandoning” Trucks/Trailers and “Out of Route Miles” at The Company is unacceptable. There are only (2) two terminals that are acceptable to turn equipment in when you are “Quitting” or going on “Extended Leaves of Absence.”

1. Stroud, Oklahoma Terminal
2. Tulsa, Oklahoma Terminal

Drivers that do not turn his/her equipment into the Tulsa or Stroud Terminal will be subject to the following actions:

- When quitting or going on an extended leave of absence, drivers will be required to turn their equipment into either the Stroud or Tulsa Terminal. Your Driver Manager will instruct you on which terminal is acceptable.
- Drivers failing to comply with this policy will be charged with the cost of picking up and delivering the equipment to the appropriate terminal.

Unauthorized deadhead or out of route miles will be charged back to the driver at The Company discretion. The minimum charge for the above-mentioned violations would be “\$1.00 for every mile run out of route”. This rate may increase with the rise in operating costs. Drivers that repeatedly violate these policies will be subject to termination.

Motel Policy and Procedures

A driver will be authorized for a motel stay when the truck is in the shop. However, should the need arise; motels will be authorized by management on a case-by-case basis. (During orientation, company drivers will be housed in a motel at The Company's expense.)

Days Off Policy and Procedure

Drivers will be required to give a minimum of 24 hours' prior notice when requesting days off. (Drivers shall accrue (2) two days off for every 10 days out.

Time Off: Anyone needing time off must notify Driver Manager early enough so that they can protect the loads and assignments. All equipment must be returned to the yard. Anyone taking equipment home will be charged \$50.00 per day if the equipment is not returned.

Employees that have been with The Company for (1) one full year are eligible for (1) one-week vacation. After completing two (2) years, the employee will be eligible for two (2) weeks' vacation. There is no prorated vacation. If you quit before the completed term, you lose your entire vacation pay. No vacation can be taken, and no money will be advanced on a partial year.

Fuel Policy

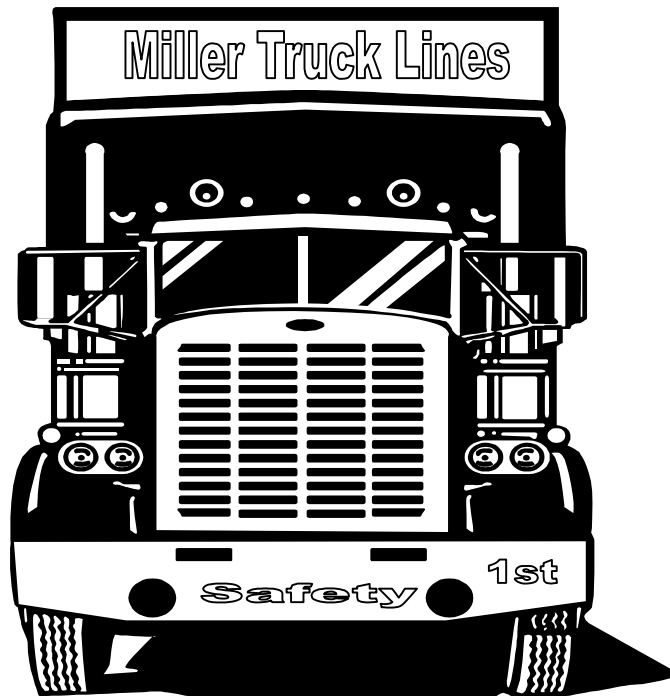
Fuel accounts for most of the operating cost of the truck, therefore utilize designated fuel stops. All company drivers are required to fuel at designated fuel stops only. **Fueling somewhere other than a designated fuel stop must be approved by your Driver Manager or a member of Management.** Dispatch can help you if you are not sure of a fuel stop. We STRONGLY encourage you to fuel at the Stroud and Tulsa Terminal whenever possible. Our terminal fuel is discounted compared to other local chains. Drivers are responsible for keeping their truck and trailer fueled. Federal law and company policy requires your engine to be off and someone in attendance while fuel is being dispensed into the unit. **Any fuel spilled (as well as any cleanup expense) because a driver was not in attendance will be charged back to the driver.** Any driver running a truck out of fuel will be held responsible for ALL costs incurred in getting fuel back into the truck including but not limited to the service call.

Idling Engines

A conscientious driver who will take the time to shut off the unit when it is not needed can minimize fuel consumption and engine wear. The Company asks that you please turn your truck off when you are out of the truck, and when weather allows you to be comfortable while sleeping or on break.

Tank Division

- 33 - Tanker Driving Techniques
 - Personal Protective Equipment*
 - Oil Tank Pre-Trip Inspection*
 - Pre-Trip Inspecting of Trucks Equipped with Liquid Pumps*
 - Equipment Needed for Oil Pump Trucks*
 - Oil Tanker Loading Procedures*
 - Unloading*
 - Unloading with Pump on Our Truck*
- 36 - Hazmat Security Points
 - Loading & Unloading*
- 38 - Pre-Trip Inspection of Pneumatic Equipment
- 38 - Loading Information
- 38 - King Pin
- 39 - Emergency Notification Plan
- 40 - Safety Contacts



Driving Techniques

As a driver of a tanker vehicle, your job is to handle your vehicle in such a way that your cargo's movement is kept to an absolute minimum.

Three primary driving maneuvers that will create “sloshing and surging” in your tanker and cause you to have difficulty controlling your vehicle are:

- Improper acceleration
- Improper turning
- Improper braking

To put it simply, make no sudden moves when operating a tractor-tanker unit.

Personal Protective Equipment (PPE) Requirements*

Your protective gear must be in your truck. The following is a list of protective equipment:

1. Hard Hat with face shield
2. Safety Glasses (ANSI-Z87)
 - a. To be always worn including under face shield
3. Fire retardant clothing, consisting of long sleeve shirt and long pants
 - a. Shirt sleeves are to be buttoned at the wrist (cannot be rolled up)
 - b. FRC overalls can be worn in lieu of pants and shirt

NOTE 1: Shorts, tennis shoes or loafers are NOT allowed

NOTE 2: Neither frocks nor lab coats can be worn at shippers or consignees
4. Leather boots with slip resistant soles
 - a. Oil resistant recommended
5. Gloves suitable for product being transported
 - a. Leather or chemical resistant, with cuffs
6. Hydrogen Sulfide Monitors (H2S Meters)
 - a. Must be worn 18” of nose and mouth
 - b. Most loading points provide H2S Meters
7. Bucket or container for leaks, spills, or drips

*Personal Protective Equipment (PPE) MUST be always worn while at the shipper or while unloading at the consignee. Not adhering to company policy PPE requirements may result in immediate termination.

Be Sure You Have All Your PPE before Going to the Facility and Be Sure to Wear Your Protective Gear.

Some facilities have a loader who will load the tank for you, and some do not. When you load your own tank, you first need to make sure the loading spout is tied or chained down securely. How much you put in the tank will vary with your lightweight. The easiest way is to find a three-foot long stick or something you can mark. Mark it where you need to load each product. Remember, you can always go back for more, but you can't always take it off. So, play it safe. Remember, we have a 48,000 lb. net minimum.

Once your trailer is loaded, make sure the dome lid is securely closed. **If the product is making a crackling, snapping sound, beware!!!!** There is a possibility you may have had some water in the

trailer, which could result in a boil over. Try not to shake the tank as you pull away from the loading rack, but when you are clear of the rack, stop and let it settle down. It should quit making the sounds in a few minutes, but do not move any further than you have to. Shaking it up will only make it worse. Stay in the cab of your truck and crack your window enough to listen until it settles down. **Do not let anyone get around the tank.**

A wet trailer will cause a product to become agitated and create enough pressure in the trailer to blow a dome lid completely off the trailer and unload the entire contents out the top of the trailer. This will burn anyone or anything around the trailer.

Never stand or walk on the top of an oil trailer. They are not designed for you to do this, and a fall can be fatal. Stay on the ladder and use the safety handles provided at the top.

Oil Tank Pre-Trip Inspection

1. Make sure there are no placards on the trailer, and you have the correct ones for the (1) one load you are going to haul.
2. Make sure the valves are closed, and valve line caps are securely on (front and rear).
3. Go up the ladder and make sure dome lid is closed and that the trailer is dry on the inside.
4. If you are in doubt, contact dispatch and find out what product was last hauled
5. If a dome lid is stuck or frozen closed, contact a trailer shop and they will get it open for you.
6. If you are going to use your pump on your truck, you need to make sure the trailer has at least two good hoses with ends that are good and O-rings in place.
7. Continue your regular D.O.T. pre-trip inspection of the trailer.

Pre-Trip Inspecting of Trucks Equipped with Liquid Pumps

1. Pull caps off oil pump lines.
2. Place transmission in gear.
3. Engage P.T.O.
4. Take transmission out of gear and slowly release the clutch. If the motor starts lugging down, push the clutch back in and disengage the P.T.O.
5. Your pump is probably frozen up with product. Contact the shop and they will repair it.
6. If the pump is working, let it roll over at an idle and check your discharge line.
7. It should be blowing air and the suction side sucking air.
8. Shut pump down and replace caps.
9. Continue your D.O.T. pre-trip inspection.

Equipment Needed for Oil Pump Truck

1. Two extra 3" O-rings.
2. One double male change over 3".
3. One double female change over 3".
4. One- or two-gallon jugs of diesel for flush.
5. Six feet of rope.

Oil Tanker Loading and Unloading Procedure

Specific loading procedures may vary from one loading facility to another. Just remember to employ the basic safety procedures about loading oil tankers.

Most refineries have very strict safety rules and have expressed their concern about the disregard of proper safety procedures.

Without exception, the following safety equipment **MUST BE WORN** while loading and unloading hot oil or asphalt. Face shields or goggles, high gauntlet gloves, high top leather shoes or boots, **NO TENNIS SHOES**, No-Mex coveralls, and hard hats.

This policy is designed to provide maximum protection. The Company will furnish coveralls, hard hats, safety glasses and gloves. Failure to comply with this policy will result in immediate termination. Owner Operators are required to purchase safety equipment at their own expense before being dispatched on loads requiring such safety equipment.

The following safety equipment will be assigned at no cost to The Company employee:

- No-Mex coveralls
- Hardhat with face shield
- Gloves

Upon departure/termination from The Company, hard-hat and coveralls must be returned. All equipment must be in working condition and clean or replacement charges will apply. If safety equipment is not returned, a replacement fee will be deducted from your final pay settlement.

Unloading

Most facilities where we deliver, have a pump and hose to connect to the rear of our trailer. You may or may not have to connect this hose, but you are responsible for opening your dome lid to prevent a trailer from being sucked in.

You need to make sure the front of your trailer is higher than the rear, to get the entire product out. Always climb back up and visually inspect your tank to make sure it is empty.

Unloading – With Pump on Our Truck

The first thing is to make sure our tank is vented. Then hook up your hose from their tank to your truck. Hook up your other hose to the valve on the front right-hand side of your trailer to pump to your pump. Then open the valve. Then put your pump in gear and idle it until the pump is primed and you get air out of the vent line on the customers' tank. If everything is working, then bring your idle speed up to the designated R.P.M. your pump is rated.

When the trailer is empty, you should idle it back down and close the valve on your tank and open it back up one turn. Then remove the hose from the trailer, closing the valve as you do. Place the end of the hose between your drive tire, with the open end pointing out of the pump and lines. Then disengage your pump.

Haz-Mat Security Points for Drivers to Follow

Some enhanced security measures only apply when you are picking up, transporting, or delivering hazardous materials; these enhanced measures are indicated by an asterisk (*).

Pre-Trip and Dispatch:

- Drivers must perform an inspection of the vehicle and load prior to departure. This inspection should include looking at the top as well as under the vehicle for foreign objects. (An extension pole with mirror attached at the end is available at the shop for this purpose.) Look for anything attached to the vehicle, which should not be there, for example, a wrapped or taped explosive, a box of unknown origin, or a small tracking device, (this is the hardest to detect, due to miniaturization.)
- Attach seals to all trailer openings and locks to both cargo doors. (CA is ticketing if both doors aren't padlocked.)
- Fleet Managers will provide practical routing information for all Hazmat loads.
- Fleet Managers will alternate the routes we take to consignees; you will receive specific instructions for the route you need to take from your Fleet Manager.
- Make sure you have the appropriate 24/7 phone numbers for dispatch (see front page of this manual)
- Be sure you are carrying the proper identification and paperwork for the load you are hauling. (In the future, distribution centers may require more rigorous checks of driver identification and shipping documents)

Loading and Unloading:

- We will not preload hazardous materials shipments. We will authorize shippers that have demonstrated adequate security measures to pre-load trailers.
- Watch the loading or unloading process. Be sure there is nothing of a suspicious nature being placed in or on your trailer or tractor.
- Be watchful for any unauthorized tracking device being placed in or on the vehicle.

Driving:

- Send a satellite message at each change of duty status and report estimated time to next change of duty status. (If your status doesn't match the activity of the truck then dispatch will attempt to contact you. If dispatch is unable to contact you, then law enforcement personnel will be notified immediately.)
- *When beginning a driving period try not to stop for the first 100-150 miles.
- Be wary of any vehicle with two or more persons that seem to be following you.
- Be on the lookout for two or more vehicles working together to trap you.
- Don't discuss your cargo, destination, or trip specifics with people on the CB.
- You must constantly be aware of the situation around you.
- When stopped at a traffic light or in traffic, be aware of anyone approaching your vehicle.
- Keep your doors locked.
- Keep a proper distance from the vehicle in front to allow room for an escape in an emergency.
- If it is apparent that hijackers are trying to force you to stop or leave the road, do not stop, instead send a satellite message, or use a cell phone to call for help.
- If you believe you are being followed, call dispatch and /or 911 for help.
- We recommend that you carry a cell phone as an alternate means of communication to contact dispatch and emergency officials.

- Check your satellite system regularly and notify your dispatcher if it's not working or appears to have been tampered with.
- If you drop a trailer, contact dispatch as to whether to install a "King Pin" lock.
- Minimize exposure to downtown or heavily populated areas and expedite the shipment to the destination.
- Do not stop to help a stranded motorist. (Call the local law enforcement office. They will send help.)
- Do not allow anyone in your truck
- When you must perform safety checks, conduct it at a safe place such as a truck stop or rest area with other drivers present.
- If you must use a public phone to discuss your load with appropriate parties, be extremely mindful of how loud you are talking and who might be listening.

Stops While En-Route:

This can be one of the most dangerous times for an over the road driver. The following policies can reduce your risk of hijacking.

- Avoid entering rest areas where there are no other trucks. (Be sure you have plenty of company)
- Use your engine kill switch to prevent theft.
- Use tractor and trailer brake-locking devices to prevent theft.
- Minimize stops en route; if you must stop, select locations with adequate lighting on well-traveled roads.
- When you leave your truck, shut off the engine and lock the doors. Never leave your truck running with the keys in it. (Be sure all the doors are locked, including sleeper berth access.)
- Be aware of the situation around you and anyone who may be approaching.
- Watch for suspicious people who may be following you into the rest room.
- When you return to your vehicle, check the door seals again for evidence of tampering.
- Scan the vehicle for any items that may have been attached to it in your absence. (If a package or device is found, don't attempt to remove it. Call dispatch and law enforcement)
- Be watchful as you prepare to re-enter your vehicle. Don't let someone slip up on you.

Communication Recommendations:

- Your CB radio is a means of advising other drivers about a possible situation requiring assistance but be aware that a prospective hijacker can also listen in on your conversation and may reply as someone willing to help. Be careful. Verify to whom you are speaking.
- Carry a cellular phone
- Comply with company policy regarding check calls.

Additional Safety Precautions:

1. Be aware: Stay alert. Be aware of your surroundings and be suspicious of unusual behavior or events.
2. Report suspicious activities: Call dispatch immediately, if you can't reach them call 911.
3. *Follow rules: Follow attendance and parking rules established for truck drivers by the US DOT in 49 CFR Part 397.

Pre-Trip Inspection Of Pneumatic Equipment

1. Visually check blower and blower drive line.
2. Open dome lids to see that the tank is completely empty and properly clean enough for the product you are about to load.
3. Close dome lids and latch all latches.
4. Remember, a dirty trailer can be cleaned. A contaminated load of product cannot.
5. Connect blower hose to blower and remove product line cap.
6. Place truck in gear before engaging P.T.O. and put transmission in neutral or simply shut off engine.
7. Engage P.T.O. and restart motor. (You should know the proper R.P.M. setting for the unit you are in before leaving the terminal. Not all blowers operate at the same R.P.M.).
8. Set throttle and pressure tank enough to determine that all valves and gauges are working and that the product line is free of any obstructions or debris.
9. Make sure you have a rubber mallet. It is against company policy to use anything other than a rubber mallet on your equipment.
10. You have two product hoses (with gaskets) in working condition.
11. You have two extra 4-inch gaskets and one extra 3-inch gasket.
12. Blower cap is secured on blower and product line plug is securely on.
13. Check with dispatcher pertaining to further instructions; special hoses, connections, etc.

Loading Information

1. Make sure “product valves” are closed and tank is free of foreign materials before loading.
2. After loading, close dome lids and latch **all** latches.
3. Visually inspect trailer for product leaks.
4. Actual loading procedures vary from plant to plant.

King Pin Lock

All trucks in the Tank/Pneumatic Division are required to carry a King Pin Lock. All trailers are to be secured with that lock when dropped at any facility other than the Company yard. The Company will provide lock if the driver does not possess one.

Emergency Response Notification Plan

Notification Procedures:

In the event of an oil or chemical release, the driver is to begin the Notification process by calling the following people in the order they are listed.

Roger Johnson 918-606-3787

John Lankford 918-399-8266

Jim Miller 580-786-2295

Drivers Name: _____
Truck Number: _____ Trailer Number: _____
Location: Nearest City & State _____
Date: _____ Time: _____
Product: _____ Amount Lost: _____
Product contained? Yes / No Did product get into a waterway? Yes/ No
Type waterway? River, creek, drainage ditch or city sewer?

NOTES:

SAFETY CONTACTS

Roger Johnson - 918-606-3787

Tiger Miller - 918-691-6403

Main Line - 918-968-3584

Toll Free - 800-324-3584

Terminal Fuel - 918-284-7275

EMERGENCY NUMBERS

Flatbed Division – 918-447-2134

Refrigerated Division – 918-447-2139

Van Division – 918-447-2126

Oil Division - 580-786-2302

Tulsa - 911

DOT - 405-605-6047

FBI - 408-290-7770

OHP - 405-425-2323

WRECKER & ROAD SERVICE

Jimmy Miller - 918-968-3584

COMPUTER PROBLEMS

Scott Webb - 580-763-7640

Safety

- 42 - Company Commitment
- 42 - Condition of Employment
- 42 - General
 - Speed & Space Management*
 - Rollover*
 - Truck Stop Accidents*
 - The Big Three*
 - Inattention*
 - Backing*
 - Turns*
- 42 - Accidents/Incidents
 - If You Are Involved in an Accident*
 - Accident/Incident Termination Policy*
- 45 - Moving Violations Policy
 - Notification*
 - Moving Traffic Violations*
 - Disqualifications for Serious Traffic Violations*
- 45 - Safety Policy and Procedures
- 45 - Rider Program
 - Eligibility*
 - Required Paperwork*
- 46 - Pet Policy
- 46 - Pet Policy Agreement
- 47 - Emergency Evacuation Plan
- 48 - Miscellaneous Safety Items
 - Pranks or Horseplay*
 - Commercial Driver's License (CDL)*
 - D.O.T. Inspections*
 - California DOT*
 - Firearms*
 - Hazardous Materials*
 - Drop and Hook Tractor/Trailer Inspections*
 - Reporting*
 - Safety Rules, Regulations, and Policies*
 - Seatbelt Use*
 - Sight Obstructions*
- 51 - Workers' Compensation
 - Reporting On Job Injuries*
 - Return to Work Policy*

Company Commitment

The Company is committed to protecting its employees, customers, assets, and the public. Safety, health, and security are key business objectives. Maintaining a safe work environment requires the continuous cooperation of all Company employees. The Company strongly encourages its employees to communicate with management regarding safety issues.

The Company's Hot Line (918-447-2103) is available to all drivers. All communications and/or comments are confidential.

Condition of Employment

Working safely is a condition of employment.

General

We are 100% committed to "Safety". Safety is a word we use every day.

We work hard to make our Safety Program one of the best and most successful in the industry. We are successful because our drivers share this commitment to safety. Please do not congregate in truck stops because accidents/incidents occur in truck stops more than any other location. We realize that you need to fuel, eat and sleep. All we ask is that you conduct your business and leave as soon as possible.

Accidents/Incidents

Truck Stop Accidents - Negotiating Hazards

Truck stops are a welcome destination for thousands of professional truck drivers every day. But just because your day is ending, does not mean you can afford to let your guard down. Truck stops can be full of hazards, especially to the tired and inattentive driver.

Truck Stop Hazards

- A heavy flow of traffic at both the entrances and exits.
- Tight spaces and parking lot congestion make maneuvering and parking an adventure.
- Pedestrians present moving hazards.
- Inattentive and unprofessional drivers in every type and size of vehicle going in many directions.

Entering or Exiting a Truck Stop Guidelines

- **Use the right entrance.** Most truck stops have multiple entrances, each for a specific purpose and vehicle. If in doubt, slow down and look before you commit.
- **Be attentive.** In high traffic area, make sure to slow down and watch out for inattentive drivers who may be in a hurry.

- **Slow down.** Never allow yourself to be rushed by other anxious drivers trying to enter the stop. Take your time and be sure of your turn.
- **Safely pull in.** The slower you go, the less time it will take you to stop in case of trouble. Execute your turn with care and an elevated level of alertness.

Parking at a truck stop

- **Have a strategy.** Know where you want to park, how you are going to do so safely, and when you plan to leave.
- **Go slow.** Speed limits in truck stops are often set at 5-10 mph. In tight places, going slow means you will have more time to react and stop in case of trouble.
- **Stay alert.** Until you are safely parked, remain on the lookout for careless and inattentive drivers who will come at you from all angles.
- **Scan constantly.** Use your mirrors to stay abreast of your immediate driving situation. Remember, there are more than trucks at a truck stop. You must be on the lookout for small cars, pedestrians and even children.
- **Park with care.** When possible, park without having to back and avoid parking in congested areas. You may save one hundred feet of walking but lose 2 hours filling out an accident report.

*Ah, the truck stop – a highway oasis for this country's tired and hungry long-haul drivers. But as inviting as these highway havens can be, for the weary or inattentive driver, truck stops can be filled with hazards – everything from cars, buses, pick-ups, SUVs, and other big rigs. A congested truck stop- where there are few rules, little common courtesy, and even less common sense – is an accident waiting to happen for even the safest driver. **Bottom line: The driver can never let their guard down, no matter where the long road or the need for rest takes them.***

If you are involved in an Accident

Accident Procedures: When a driver is involved in an accident or incident the following procedure needs to be followed.

1. Stop and stay calm,
2. Secure the scene, (ensure that other vehicles do not get involved, place your warning devices out)
3. Help the injured.
4. Contact the law enforcement, Safety Department and Dispatch, (stop a vehicle passing by or by using your mobile phone.)
5. Use your camera. (A picture is worth a thousand words) Photograph everything; people, vehicles, and roadways. Be respectful and do not take pictures of those injured in the accident.
6. Do not discuss the accident with anyone but the Law Enforcement and Company.
7. Do not admit fault or sign any paperwork before talking to the Safety Director.
8. Collect information: Names, addresses, insurance information, witness's names, and telephone numbers. Write down the other Company name and truck and trailer number.
9. In certain situations, the Federal regulations require that you be drug and alcohol tested. Someone in Safety will instruct you what to do.
10. Get all the paperwork involved into the Safety Dept. as soon as possible.

******* Take Pictures – Take Pictures – Take Pictures *******

It is important that photographs be taken as early as possible and gather the facts as soon as possible.

- Evaluate the other vehicle's damage, take photographs.
- Take photographs of the entire scene. Go at least 50 to 60 feet in each direction and take photographs of the impact zone.
- If other items such as utility poles, signs on buildings, mailboxes, guardrails, or culverts are damaged be sure to photograph them.
- Complete the "Accident Report" in your accident packet.
- Do not rely on the officer to give you the other driver's information. Try to obtain his/her information yourself.
- Write it down – memories fade, pen and paper do not.
- Take a picture of the officer's car and get his personal information, name, badge number, unit number, crash report number and the address to obtain a crash report (Most officers have business cards with all the above information on it).
- You must file an oral report with the Safety Office or Night Dispatch within (2) two hours of the occurrence.
- Unreported Accident / Incident may be considered "Preventable" and subject to disciplinary action, up to and including termination of your driving privileges.

Photographic Documentation

- All involved vehicles and license tags
- All vehicle damage
- Final vehicle resting position
- All tire marks, gouges, and debris
- Traffic signs, trees, and poles

Accident/Incident Termination Policy

- Involvement in more than (1) one preventable accident within any (12) twelve-month period and no more than (2) two preventable accidents within any (3) three-year period.
- Involvement in more than (1) one preventable incident within any (12) twelve-month period.
- Involved in a preventable accident/incident while on probation.
- Failing to report an accident/incident within Company Guidelines.
- Intentionally being involved or causing an accident or other incident.
- Concealing or changing facts and evidence and/or not cooperating with the

- investigation of any accident or incident.
- Failing to stop or fleeing the scene of an involved accident.
- Drivers involved in any preventable accident or incident are subject to discipline and/or termination of driving privileges at any time at the discretion of the Safety Director.

Moving Violations Policy

Notification

All moving violation citations you receive while operating any type of motor vehicle must be reported to safety within (72) seventy-two hours of receiving the citation. You must inform Safety on what actions you intend to take in finalizing the citation. You must report the final disposition of the citation to the Safety Department within (72) seventy-two hours. You will find other reporting requirements in the Federal Motor Carriers Safety Regulations Handbook, under Parts 383.31 Subpart C. Failing to comply with the notification policy as outlined here may result in disciplinary action and/or termination.

Moving Traffic Violations

The term “Convicted” means bond forfeiture, pleading guilty, paying a fine or any other means of disposing of traffic violations. Any driver convicted of (3) three moving violations in any (3) three-year period will be terminated.

Disqualifications Serious Traffic Violations

Part 383.51, Subpart D, of the FMCSR states that a driver will be disqualified to operate a commercial motor vehicle upon being convicted of (2) two serious traffic violations within any (3) three-year period. Once a driver becomes disqualified due to serious traffic violations they are also disqualified as a Company driver.

Safety Policy and Procedures

Rider Program

The Company will allow you to have only authorized passengers to ride along with you. Experienced drivers are eligible and may participate upon their hire date. Only (1) one rider at a time will be allowed on the truck.

Under no circumstances are you to transport a passenger in your truck until it has been authorized through the safety department. Unauthorized passengers will result in “immediate” cancellation of contract.

Passenger Eligibility

To qualify the following criteria must be met.

- Rider must be 10 years of age or older.
- Drivers must provide insurance coverage for any rider at their own expense. This policy covers your passenger while riding in your truck on an authorized trip for The Company.
- The Company will not be held responsible for any accident that may occur on the part of a rider. Drivers must sign a hold harmless agreement relieving The Company of any liabilities.

- Drivers participating in the rider program will be required to adhere to any policies on the part of our customers that may prohibit or exclude your rider from entering their facilities. There are usually waiting areas in these circumstances where the rider can wait in comfort during loading and unloading.
- The Company will prohibit the rider being in the immediate area of the tractor-trailer during any of the loading and unloading procedures. However, riders will be allowed to remain inside the tractor if it does not conflict with any company policies of either the shipper or consignee.
- If at any time, The Company deems that your rider becomes a hindrance to your job responsibilities or a safety factor, your rider privilege may be revoked.

Required Paperwork

- Picture of the rider.
- Hold Harmless Agreement signed by the driver and the rider.
- Rider Insurance Form signed by the driver.
- Copy of the rider's driver's license, birth certificate, or legal documentation stating the age of the rider.
- Parent/Legal Guardian will be required to sign release. Joint custody requires both parents/legal guardian's signature.

Pet Policy

The Company will allow pets inside units after the following guidelines have been met:

1. A copy of all required vaccinations must be submitted to the Safety Department and must be kept updated. 15 lbs. maximum weight allowed.
2. A pet deposit (also required for lease purchase vehicles) is in place with The Company to cover damages occurring because of the pet including if needed: the truck being cleaned by an outside service company, parts replaced if damaged such as bunk mattress or floor coverings.
3. The driver will be liable for any bodily injuries sustained because of the pet's actions such as but not limited to bites and/or scratches.
4. No pet will be allowed to remain in the unit while it is parked in the yard or in the shop area.
5. Pets are not to be left unattended in the cab for extended periods of time.
6. No pets will be allowed to run loose on any customer's property.
7. The Company will in no way be held responsible for loss or injury caused by any pet.
8. Any Driver found with an unauthorized pet in their truck will pay a fine, comply with the conditions above and remove their pet from the truck immediately.
9. The deposit will be refunded upon termination of this contract, subject to inspection of the truck to determine damages if any and will be paid on your regular scheduled payday following termination.

Pet Policy Payroll Deduction Agreement

By my signature below I agree to have a weekly deduction from my paycheck beginning my first paycheck and until I have accumulated the required deposit. I also agree that I understand that upon termination of my pet policy contract that any and/or all this deposit may be used to pay for repairs or cleaning. If there are no charges I will be refunded my deposit on my next payday. If there are charges, which are less than the amount of my deposit, I will be refunded the balance of my deposit. I also agree that I have read, understand and agree to abide by The Company Pet Policy and its rules.

Company Employee Signature

Date

Emergency Evacuation Plan

Weather Related Emergencies

Flood

In the event of a flood in or around this building, all occupants should evacuate to the highest level of the building. Evacuate quickly, quietly and in an orderly fashion as directed by your supervisor.

Lightning

A typical lightning bolt contains several hundred million volts at 30,000 or more amperes.

If you are inside:

1. Stay away from open doors or windows during an electrical storm.
2. Avoid using electrical appliances and stay away from all metal objects during a storm.
3. Do not go outside.

If you are outside:

1. Avoid tree lines.
2. Stay away from flagpoles, towers, trees, and metal fences.
3. A closed automobile provides a protective metal shell – if car is struck, do not touch anything metal in the interior.
4. If you are caught out in the open, stay low. If your hair begins to stand on end, crouch low to the ground and balance yourself on the balls of your feet. Do not touch the ground with your hands, knees, elbows, etc.

Tornadoes

1. Do not leave the building during a tornado.
2. All occupants should evacuate to the first floor and assemble in a crouched position along the walls in the hallway. Head should be tucked between knees with hands protecting the back of the head. If time permits, proceed to the service pit located in shop Bay 3.
3. Occupants should remain in the position until notified otherwise by the Safety Director, Vice President, or other emergency personnel.

If you are in a vehicle:

1. Never try to outrun a tornado in your vehicle.
2. Drive to the nearest building or seek shelter in a ditch or ravine.
3. If at home or in a building, go to an interior room on the lowest level (bathroom, closet, etc.) Get under a sturdy piece of furniture if possible.

In the event one of The Company offices is damaged by extreme weather, contact the Safety Emergency numbers. If you cannot get through standby, you will be contacted by your driver manager.

Miscellaneous Safety Items

Pranks or Horseplay

Pranks or other forms of horseplay can completely upset the smooth operation of a group. Tragedies, including the loss of life and thousands of dollars, have resulted from the cruelty of practical jokes. A sense of humor is an asset, but there is a difference between good humor and horseplay. For the sake of morale, efficiency and safety do not be a practical joker or perform other acts of horseplay that may result in injury or suffering to a fellow employee or Independent Contractor. Failure to abide by this rule could cost you your driving privileges.

Commercial Driver's License (CDL)

It is violation of FMCSR, part 383.21, to have more than one license. Your CDL must be issued by the state of your residence. Every driver must have a valid class A CDL. Any driver on the tanker division or any that hauls hazardous materials must have an X endorsement (tanker and hazardous) and any driver who hauls a load of hazardous material without hazardous endorsement can be subject to termination of contract.

D.O.T./Roadside Inspections

It is the policy of this company that all drivers must respect and cooperate in all roadside or scale house inspections. **All preventable violations found in roadside or scale house inspections will be treated as a violation of the company policy. The list below includes some but not all of what the DOT checks for during an inspection by federal regulations. It is the minimum amount that the DOT is going to check for.**

1. Driver Inspection – (driver's license, CDL, medical cards, medical certificates, drivers' logs, hours of service, and documentation of the annual inspection, proper seat belt usage, for illegal presence of alcohol, drugs, radar detector, weapons or other contraband, passenger policy if applicable, the driver's overall condition, etc.
2. Vehicle Inspection – anything from top to bottom depending on which level of inspection they are doing, brakes, coupling devices, exhaust system, frame, fuel system, headlights, turn signals, taillights, lights on projecting loads, cargo securement, steering mechanism, suspension, tires, trailer body, wheels and rims, windshield wipers, hazardous material requirements (as applicable), seat belts, no obstruction of roadway from too many things in passenger seat, permit book valid for that vehicle and non-expired permits.
3. Enhanced NAS Inspection for Radioactive Shipments
4. Hazmat Inspection Procedures – shipping papers, placarding, marking, labeling, packaging, and loading (securement)
5. For cargo tanks/bulk packages, the inspector will also examine:

Specification marking on package, test date marking, securement and integrity of package, piping protection, double bulkhead drains, valves and closures and rear end protection/ rear bumper.

All inspection reports and sign-off tickets must be mailed or faxed to the Tulsa Safety Office - (Fax # 918-447-2124) within (72) seventy-two hours after receiving them and if repairs have been made. ***If these reports are not received back at the issuing state within (15) fifteen days, sometimes, severe penalties are invoked. If you do not forward the tickets to the Safety Department in time to meet the fifteen-day obligation and additional charges are incurred, these charges will be charged back to the driver.***

1. If your DOT Inspection has no violations, you still must send it to the Safety Department.

2. Any Out of Service violations written on equipment must be repaired and the work order (receipt) attached to violation.

****All equipment violations need to be repaired as soon as possible. ****

California D.O.T. Inspections and/or Fix-It Tickets

1. California Fix-It tickets must be reported to safety the next business day.
2. If you receive a Fix-It ticket, the truck or trailer must be repaired and returned with that ticket to California to be signed off on. We only have (30) thirty days.
3. If the ticket is on the Truck, you will keep the ticket with you and notify dispatch and safety of the repairs needed.
4. If the ticket is on the trailer, when you call Safety, they will instruct you what to do with the ticket.
5. Always send Safety the DOT part of the inspection and a COPY of the fix-it ticket.
6. Call the Safety Department if you are issued a Fix-It ticket.

Dropping Trailers

Once under a load you never unhook without authorization from your Driver Manager or authorized by a member of management.

Once authorized to unhook you must:

- Park the trailer in a secure location.
- Do not park a trailer on a public street or any other area that is exposed to public travel.
- Always place timbers under the landing gear, no matter what the surface is.
- Park in a lighted area. It is imperative that the trailer is in clear view.

Firearms

Firearms or other weapons are not permitted on any truck, at the company premises or any personal vehicle left at the company premises.

Hazardous Materials

Spills of Hazmat Materials: Anytime you have a spill of hazardous material, Safety must be notified before you leave the scene. Failure to report a spill could result in a disciplinary action including termination of contract.

Personal Vehicles

Personal vehicles belonging to drivers that are parked on company property while the driver is on the road must be parked in the driver's lot only. If you leave your vehicle in the office employee's parking lot, it will be removed at your own expense. Never leave anything of value in your vehicle. The Company will not assume responsibility for any loss or damage to any personal vehicle parked on company property.

Drop and Hook Trailer Inspections

All trailers that are drop and hook will have an equipment damage form filled out every time. If you pick up a trailer and discover damage you must notify Safety immediately. Note: Equipment Inspection forms can be obtained from the Safety Department.

Reporting Damaged Trailers – if you pick up a damaged trailer at a location, you need to call dispatch and QualCom the damage before you leave that location. If repairs are needed, you will need to get PO # from dispatch and have the repairs completed. **DO NOT** wait to report the damage the next day. **NOTE: IF YOU NOTICE A TRAILER DAMAGED IN THE YARD PLEASE LET SAFETY KNOW ASAP SO WE CAN GET IT FIXED FOR THE NEXT DRIVER.**

Reporting

All accidents, incidents, cargo damage, equipment damage, personal injury, and thefts must be reported to the Safety Office within (2) hours of the occurrence. If after business hours, report to the “After Hours Operations” and then to Safety at the beginning of the next business day.

Safety, Rules, Regulations and Policy

All drivers must comply with all Safety rules and regulations and The Company Policy and Procedures.

Seatbelt Usage

Part 392.16 states: A commercial motor vehicle which has a seat belt assembly installed at the driver’s seat shall not be driven unless the driver has properly restrained himself/herself with the seat belt assembly.

Sight Obstructions

Do not hang anything over the windows that would restrict your view. Do not place anything in the right seat or floorboard that blocks your view to any of your mirrors or windows.

Safety, Rules, Regulations and Policy

All driver personnel must comply with all Safety rules and regulations and The Company Policy and Procedures.

Worker's Compensation

All company employees are provided worker's compensation benefits under the Worker's Compensation Act. This is regardless of where the employee was recruited, where the employee resides or the state in which he/she was injured. If problems or questions arise, an injured employee should contact The Company and speak directly with the person(s) you are already familiar with. Only injuries sustained while in the course and scope of employment are considered work related. Colds, pneumonia and other various viruses are not compensated under the worker's compensation system.

Reporting On Job Injuries

Any work-related injury must be reported within 2 hours to the safety department or after hours reported to night dispatch. Regardless of whether medical treatment is being sought, Safety must be notified and a report completed. A supervisor will do the same and make every effort to determine the cause. The Company will do everything possible to keep the same type of accident from occurring again. The Company will meet all state financial requirements concerning expenses and compensation.

You must complete a written report describing how the injury occurred and the nature of the injury. No medical treatment will be authorized without this proper notification. Failure to notify the Safety Department may jeopardize any benefits available to you, the injured worker.

In case of an emergency, we urge an injured employee to get to the nearest medical facility and then call the Safety Department. If you are unable to make the call to the Safety Department, please ask someone to make the call for you.

Return To Work Policy

Goal:

The Company with the goal of facilitating the recovery and return of injured workers to the workplace as well as to reduce the cost associated with workplace injuries have adopted a Return-to-Work Policy

Policy:

We at The Company believe in the absolute importance of providing meaningful work for all of our employees. The Company will actively seek to return disabled workers covered by worker's compensation to productive, meaningful work as quickly as possible, in cooperation with the employee's physician or health care provider.

The Company has adopted this policy because employees who remain off work for periods of time not only affect The Company productivity and worker's compensation costs; they often experience slow healing and loss of self-esteem. Within the requirements of their treating medical physician, the limitations of the law, and the economic and physical limitations of our own properties The Company will make every effort to provide meaningful work wherever and whenever possible.

The employee will be placed in an appropriate transitional assignment for a period not exceeding (60) sixty-days and be continuously monitored by his/her supervisor and medical care provider until determined fit to return or original assignment. Any recovering employee who is offered a physician-approved, transitional-duty position will be required to accept the offer.

Drug and Alcohol

53 - Substance Abuse/Contraband Policy

Introduction

Policy Objectives

Policy Application

Company Policy Statement

Unauthorized Alcoholic or Intoxication Beverage

Drug Related Paraphernalia

Prescription Drugs

Policy Enforcement

Fitness for Duty Physical, Medical Exam and Substance Test

Collection and Testing

Disciplinary Action for Policy Violations

Substance Abuse/Contraband Program

Procedures and Policy Application for D & A Results

Positive Results

Negative Results

Medical Review Officer

59 - Testing Programs

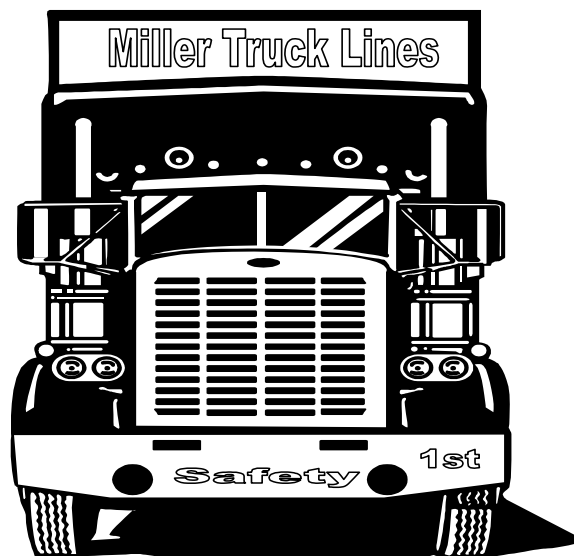
Pre-Employment Testing

Reasonable Suspicion

Random Testing

Post Accident Testing

59 - The Effects of Alcohol and Drugs



Substance Abuse/Contraband Policy

All questions concerning this program are to be directed to the Safety Director, the administrators for the program.

U.S. DOT Rules and Regulations

§ 392.5: Alcohol prohibition

(a) No driver shall—

(a)(1) Use alcohol, as defined in §382.107 of this subchapter, or be under the influence of alcohol, within 4 hours before going on duty or operating, or having physical control of a commercial motor vehicle; or

(a)(2) Use alcohol, be under the influence of alcohol or have any measured alcohol concentration detected presence of alcohol, while on duty, or operating, or in physical control of a commercial motor vehicle; or

(a)(3) Be on duty or operate a commercial motor vehicle while the driver possesses wine of not less than one-half of one per centum of alcohol by volume, beer as *defined in 26 U.S.C 5052(a), of the Internal Revenue Code of 1954*, and distilled spirits *as defined in section 5002 (a)(8), of such code*. However, this does not apply to possession of wine, beer, or distilled spirits which are:

(a)(3)(i) Manifested and transported as part of a shipment; or

(a)(3)(ii) Possessed or used by bus passengers.

(b) No motor carrier shall require or permit a driver to –

(b)(1) Violate any provision of paragraph (a) of this section; or

(b)(2) Be on duty or operate a commercial motor vehicle if, by the driver's general appearance or conduct or by other substantiating evidence, the driver appears to have used alcohol within the preceding 4 hours.

(c) Any driver who is found to be in violation of the provisions of paragraph (a) or (b) of the section shall be placed under an out-of-service order.

(c)(1) The 24-hour out-of-service period will commence upon issuance of an out-of-service order.

(c)(2) No driver shall violate the terms of an out-of-service order issued under this section.

(d) Any driver who is issued an out-of-service order under this section shall;

(d)(1) Report such issuance to his/her employer within 24 hours; and

(d)(2) Report such issuance to State official, designated by the State that issued such order

I. Introduction:

The Company has a strong commitment to provide a safe workplace and to establish policies promoting high standards of employees and drivers' health and safety. In keeping this commitment, it is The Company intent to maintain a drug/alcohol free workplace. Employees and drivers are expected to report to work in physical and emotional condition that will allow them to perform their assigned tasks in a competent and safe manner. The use, abuse, presence in the body or reporting to work under the influence of alcohol, illegal, unauthorized drugs or any other dangerous substances by employees, or drivers limits the ability of the users to exercise good judgment, react properly in unexpected situations, perform tasks safely or efficiently and endangers not only that employee or driver but fellow employees, drivers, customers, suppliers, and the general public. Our company has implemented this policy to reduce everyone's exposure to these problems and to meet the following objectives.

II. Policy Objectives:

- A. To assist in maintaining a safe and healthful working environment for our employees, drivers, customers, visitors, vendors, suppliers and members of the public.
- B. To prevent accidental injuries to people, and to protect the property of The Company, employees, drivers, our customers, and the public.
- C. To prevent the occurrence of incidents the consequences of which may drastically affect the safety and the future of The Company operations.
- D. To cooperate with our customers in their efforts to contribute to safe and efficient operation.
- E. To comply with the current and/or proposed regulations of our customers, federal, state and local governments.
- F. To minimize absenteeism, tardiness, and improve productivity to insure quality workmanship.
- G. To protect the reputation of The Company, employees, and drivers within the community, industry at large, and among our customers.
- H. To provide counseling and/or rehabilitation assistance for employees or drivers when appropriate.

III. Policy Application:

This policy will apply to ALL regular full-time, part-time, probationary or contract drivers, employees, and to all applicants. Compliance with this policy will be required as a condition of employment, contract, or continued employment or lease with The Company. This policy also applies to The Company contractors, suppliers, visitors, vendors and guests.

IV. Company Policy Statement:

This is to notify all company employees, drivers, employees of other companies, suppliers, vendors and visitors, that the use, abuse, presence in the body or reporting to work under the influence, bringing onto company property, possession, transfer, storage, concealment, transportation, promotion or sale of the following illegal and unauthorized drugs, items, substances or drug related paraphernalia by employees or drivers is strictly prohibited from all of the Company premises, or while on company business and/or during work time.

The Company is committed to providing a safe and productive work environment for all employees and drivers. Our standard is one of **ZERO** Tolerance.

The use of mind-altering drugs represents an unacceptable safety and efficiency risk to our employees and drivers. Therefore, employees and drivers are required to report for work with no measurable amount of alcohol, drugs, intoxicants or controlled substances in their bodies or in their possession because such would create a safety hazard for themselves and their coworkers or result in property damage.

Because of the greatly increased risk of accidents and injury, both to the user and co-workers, any employee or driver whom either (a) uses, possesses, dispenses or receives or (b) reports for work under the influence of any controlled substances, intoxicants, or illegal drug will be disciplined up to and including discharge and when appropriate, referred to law enforcement authorities. For example, immediate discharge is appropriate for use or possession of company property or for dealing whether on company property or not. Any employee or driver whose work performance is affected by such use off the premises will be disciplined up to and including discharge.

In addition, if behavioral conduct on the job indicates that any employee or driver is involved in any alcohol or drug use, whether on company property, or off duty, The Company can require a breath alcohol or urine test.

The Company reserves the right to conduct searches of The Company property or leased equipment at any time and of drivers and their personal property when there is a reasonable basis for doing so. The refusal to submit to a test or search for the following items or to take part in a rehabilitation program offered by The Company to the employee or driver (under circumstances The Company deems appropriate) can result in termination of employment or lease discharge.

Illegal drugs, unauthorized controlled substances (see Prescription Drug Section) look-alike inhalants or abuse designer and synthetic drugs, (including the presence of any confirmed detectable amounts in the employee/person while working). Any other unauthorized drugs and abnormal or dangerous substances which may affect an employee or drivers' mood, senses, responses, alter or affect a person's perception, performance, judgment, reactions, or senses while working.

A. Unauthorized alcoholic or intoxication beverages:

The use or possession of alcohol or intoxicating beverages during the normal workday is prohibited. Additionally, any detectable amount of alcoholic beverage during working time is in direct violation of this policy.

B. Drug related paraphernalia:

Drug related paraphernalia or any unauthorized material, equipment or items used or designed for the use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled dangerous substance.

V. Prescription Drugs (Legally Controlled Substances):

- A. Any employee or driver who has been informed that a prescribed medication could cause adverse side effects while working or where medication indicates such warnings, must inform Safety prior to using such substances on the job. Employees / drivers must only possess a reasonable amount for a normal workday.
- B. An employee or driver whose name appears on the label will not allow other employees / drivers to consume the prescribed medication.
- C. Each prescription must not be older than one year from the date of issue. The use of drugs/medications prescribed by a licensed physician to the employee / driver is permitted if it will not adversely affect work performance. However, The Company always reserves the right to have a licensed physician (The Company chooses) determine if the use of the prescription drug or medication by an employee / driver will produce effects which may increase risk of injury to the employee, driver or others while working. If such a finding is made The Company

reserves the right to limit or suspend the work activity of the employee / driver until The Company physician advises that the employee / driver is able to perform his or her job safely.

VI. Policy Enforcement Activity: (Workplace searches, substance abuse testing and procedures) Searches and Inspections:

In order to accomplish the objectives of this policy The Company reserves the right at all times while entering, departing or on the premises, properties and work areas described above, or when reasonable suspicion or beliefs exist, to have properly authorized supervisors or search personnel (including drug detection animals) conduct the unannounced searches and inspections of company facilities, equipment, property leased equipment as well as baggage, drivers and others personal effects, (such as but not limited to lockers, briefcases, boxes, parcels, lunch boxes, coolers, desks, clothing and vehicles) for the purpose of determining if such employees / drivers or other persons are in possession, use, transporting concealment of any of the prohibited items and substances of this policy.

VII. Fitness for Duty Physical, Medical Examination and Substance Testing:

The Company also reserves the right, in certain circumstances to require a employee/driver to submit to medical or physical examination or at any time as a condition of employment or continued employment or contract, including but not necessarily limited to urine, blood or breath testing to determine the use of any illegal or unauthorized drugs or substances prohibited in this policy or to prove the employee or drivers satisfactory fitness for duty. These unannounced tests may be utilized under the following circumstances.

- A. Pre-employment or contract testing will be required as a condition of employment
- B. To comply with F.M.C.S. Regulations, customers and employment requirements
- C. When Management has a valid reasonable suspicion that an employee/driver shows signs of possible intoxication, using, or under the influence of drugs or alcohol or other justifiable facts that would lead a supervisor to be concerned about an individual's safety or the safety of the public and others due to an employee's driver's physical condition or behavior while working.
- D. When The Company has a reason to believe that specific individuals, groups, shifts or those at an entire location or work area are suspected of using or possessing illicit or unauthorized drugs, alcohol, drugs or contraband as described in this policy.
- E. When an employee / driver is found in possession of suspected illicit or unauthorized drugs, alcohol or drug paraphernalia or when any of these items are found in an area controlled or used exclusively by designated employee / drivers.
- F. If an employee or driver suffers an occupational on the job injury (requiring treatment of a doctor) or following a serious accident in which safety rules or procedures were violated, equipment or property were damaged, or where careless acts were performed or where the cause was due to an employee, driver or person's failure to use personal protective equipment while working on The Company premises or the property of the customer.
- G. Post-counseling rehabilitation or return-to-work medical examinations when an employee / driver returns to work from a disabling injury, extended leave of absence, or because of a condition of reinstatement upon completion of a prescribed drug/alcohol abuse treatment or counseling.

VIII. Collection and testing:

A trained collector at The Company-designated facility will collect all The Company sample urine collections. When samples are collected at the terminals this collection will be verified by the collector remaining in the room while the sample is being collected, anyone unable to provide a sample while being observed will be provided a secure facility with no running water.

Any diluted sample results will be re-collected, no pre-employment diluted negatives will be acceptable, a new sample will be taken, upon receiving a negative result the new employee / driver will be allowed to work or drive. Random diluted negative results will be accepted but a second test will be done A.S.A.P.

Urine samples may be collected, sealed and witnessed by a company representative and transported to an N.I.D.A. approved laboratory for testing. Any alcohol testing will be performed by a certified B.A.T. Blood collections will be done by a medical professional only and only with the written permission of the employee/driver. All results will be confirmed by The Company Medical Review Officer, requests for The Company samples to be retested by employee/driver will be sent to a second N.I.D.A. approved laboratory. The employee/driver will be placed out of service until a negative result is received from the laboratory testing the second sample. All searches, inspections and urine sampling will be performed with concern for each employee/driver or person's personal privacy, dignity and confidentiality. The results of any program testing will be considered a confidential record disseminated strictly on a need-to-know basis or as may be legally required. Illegal substances, drugs, stolen property and prohibited items discovered through these searches and inspections may result in the proper law enforcement authorities being advised in this regard.

IX. Disciplinary action for policy violations:

The Company may require employee / drivers to participate in such breath-alcohol, urinalysis, and blood test or search activity to assist in providing a safe, healthful and productive working environment. NO employee / driver search, breath alcohol, urine drug test, blood test or inspection will be conducted without written consent. However, a failure to comply with the provisions of this policy shall be grounds for disciplinary action up to and including discharge.

EMPLOYEE/DRIVERS WHO EITHER REFUSE TO SUBMIT TO A REASONABLE SEARCH, INSPECTION, BREATH ALCOHOL TEST, URINE DRUG SCREEN, OR ARE FOUND TO BE IN POSSESSION OF ILLEGAL DRUGS, OR CAUGHT TAMPERING WITH ANYONE'S URINE, BREATH ALCOHOL OR BLOOD SAMPLE WILL BE SUBJECT TO DISCHARGE.

Any employee / driver found in possession, use, under the influence of, transporting any unauthorized drugs, alcohol or other substances and items in violation of this policy will be subject to disciplinary action up to and including discharge. Preliminary findings of a policy violation may require that the employee/driver be placed on suspension pending a review of all the relevant facts concerning the policy violation. Any employee / driver who tests positive for a substance prohibited by this policy because of a confirmed breath alcohol, urine, or blood test will be offered a referral to a substance abuse professional (at the employee / driver expense) for first offenses only. However, any employee / driver WILL NOT be offered rehabilitation where:

- A. There have been or are additional violations of this policy.
- B. Violations of the policy occur in connection with a violation of other work or safety rules which would ordinarily result in discharge.
- C. The employee / driver's prior disciplinary record in connection with the policy violation warrants discharge.

Any first offense referrals because of substance abuse testing may also require an indefinite suspension of regular employment until the admission to and completion of a prescribed drug / alcohol abuse treatment or counseling program and the satisfactory passing of a return-to-work substance screen test.

Upon reinstatement, the employee / driver will be subject to routine, periodic, intermittent and unannounced testing for a 6-month period following the return to work. Any subsequent confirmed positive tests will result in immediate termination.

X. Substance abuse / contraband policy: Relationship to employee assistance programs:

It is the intent of this policy to provide employee / drivers with The Company's viewpoint on behavioral-medical disorders, to encourage an enlightened viewpoint toward these disorders, and to provide guidelines for consistent handling throughout the work force regarding drug and alcohol abuse situations. It is the responsibility of each employee / driver to seek help before drug and alcohol problems lead to disciplinary action. Once a violation of this policy occurs, subsequently using the employee assistance program on a voluntary basis will have no bearing on the determination of appropriate disciplinary action.

The employee's or driver's decision to seek prior assistance from the employee assistance program will not be used as the basis for disciplinary action and will not be used against the employee / driver in any disciplinary proceeding, on the other hand, using the program will not be a defense to the imposition of disciplinary action where facts proving a violation of this policy are obtained outside the employee assistance program. Accordingly, the purposes and practices of this policy are not in conflict and are distinctly separated in this application. This is for the employee / driver to seek confidential help when needed.

No employee / driver job will be in jeopardy, nor will any employee / driver be subject to disciplinary action for voluntarily requesting help due to substance abuse problems. However, all employee / drivers participating in The Company's assistance program will be expected to maintain satisfactory job performance.

Violations of standard operating procedures necessary for the enforcement of this policy will be considered violations of this and may result in disciplinary action up to and including discharge.

This policy shall be amended as necessary to meet the requirements of the federal, state, parish or city laws. Exceptions to the policy must have prior written approval of the President of The Company.

XI. Procedures and policy application for positive and negative drug / alcohol test results:

1. Positive Results:

- A. Any employee / driver that is classified as a "professional driver" or "hired driver" of a company owned CMV that tests positive for any of the above mentioned and / or items listed on the indicated substance abuse / contraband policy statement in the initial policy statement, shall be terminated immediately.

2. Negative Results:

- Any employee / driver that tests negative for any of the above-mentioned drugs / or items listed on the indicated substance abuse / contraband policy statement in the initial policy statement shall be dealt with as outlined below.
 - A. No action.
 - B. Only required records shall be maintained to indicate the results.
 - C. Strict confidentiality should be maintained to insure the security of those records.

Medical Review Officer: (MRO)

Among the MRO chief duties are to verify results, both negative and positive. Check the chain of custody. Check the laboratory's performance. Be ideally qualified to perform the substance abuse professional (SAP) function. The laboratory reports the results directly to the MRO for a professional review of the results, which will only be reported to The Company after clinical confirmation has been achieved by the MRO.

In the event of a POSITIVE, the MRO will contact the employee / driver by telephone, except in the case of an "Opiate Positive" where direct contact will be the preferred method, the employee / driver then can explain any extenuating circumstances. The MRO will then decide.

The department of transportation extended the drug testing mandate program to include alcohol testing. The alcohol testing will be done with a federally approved breath alcohol machine. Any positive results for drugs or alcohol or any tampering with a specimen, either breath or urine will be considered a violation of this policy and will result in disciplinary action, most likely discharge.

Testing Programs

Pre-Employment Testing

Those persons that a motor carrier intends to hire, as drivers, must be tested for drug and alcohol use prior to employment.

Reasonable Suspicion Testing

Reasonable suspicion means that motor carrier believes that the driver's appearance or conduct is indicative of use of alcohol and/or drugs. The actions or observations of the driver must occur while the driver is on duty or just proceeding the work period. A supervisor or an official that has received training in the detection of probable alcohol and/or drug use must observe the conduct, appearance or actions of the driver.

Random Testing

Random testing ensures that every driver has an equal chance of being tested. Random tests are unannounced.

Post Accident Testing

A driver must supply a urine specimen for drug testing or a breath test for alcohol following an accident in accordance with FMCSR Subpart C, part 383.303.

The Effects of Alcohol and Drugs on Health, Work, and Personal Life

The hazard of misuse of alcohol and illegal drugs extend far beyond the individual user. Impaired employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other persons in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, and loss of trained personnel, theft, and treatment and deterrence programs. Also, medical costs are higher and are passed on to the employer in the form of higher health insurance rates. Alcohol and drug abuse costs both the employer and the employee. Alcohol remains the number one abused drug in this country. Alcohol consumption causes several changes in behavior. Even low doses can impair the judgment and coordination required for driving. Low to moderate doses increases the incidence of a variety of aggressive acts. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressant drugs, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organ such as the brain and the liver.

Log Policy and Procedures

61 - Log Policy

Driver Responsibility

Driver Managers

Log Audits

Log Violations

Disciplinary Actions

Roadside Inspections

Sending in Logs



Log Policy

Driver Responsibility

It is the responsibility of every Driver to comply with the Federal Department of Transportation rules concerning daily logbooks and e-logs. This regulation is outlined in * C.F.R. 49:395.8 and 49:395.15 as well as The Company policies and procedures. Any future changes to these regulations will be automatically adopted under this policy. Any changes or modifications made to this policy shall be done through the Safety department only.

* **C.F.R. 49:395.8 (e)** states failure to complete the record of duty activities of this section or **395.15**, Failure to preserve a record of such activities, or making false reports in connection with such duty activities **SHALL MAKE THE DRIVER AND THE CARRIER LIABLE TO PROSECUTION.**

C.F.R. 49:395.8 (d) as well as company policy requires the following information must be documented on the log in addition to a complete and accurate accountability of hours on the log grid.

Driver Managers

It is the driver's responsibility to be aware of the hours available. Under no circumstances is a driver allowed to transport a load illegally or a driver manager to allow a load to be driven illegally. It is up to the driver to inform the Driver Manager if he/she does not have the appropriate hours available.

Log Audits

All logs will be audited daily. Any violations will be documented and discussed with the individual driver by the log auditor or a Safety representative.

Pre – Trip Inspections

This is the inspection that must be performed at the beginning of the day. This must be entered on the daily log as “On Duty Not Driving” for a minimum time of ten minutes. Inspection requirements outlined in part 392.7 and 393.95.

Post – Trip Inspections

This is the inspection that is done at the end of the day. It will consist of a walk around, visual inspection.

Log Violations

Violations of the hours of service will not be tolerated. Only the driver can correct any violation. The driver must call in to the Safety department to find out whether they have any violations.

The 4th violation can result in termination of employment.

Disciplinary Actions

Company Drivers:

1st Violation written warning

2nd Violation counseling with Log auditor

3rd Violation last warning with the Safety Director

4th Violation termination of employment

Roadside Inspections

It is the policy of this company that all drivers must respect and cooperate in any and all roadside or scale house inspections. **All preventable violations found in roadside inspections will be treated as a violation of The Company policy.**

Maintenance/Shop Operations

- 63 - Shop Area
- 63 - Purchase Order Requirements
- 63 - Equipment
 - Tractor Maintenance*
 - Preventative Maintenance*
 - Automatic Slack Adjusters*
 - Standard Slack Adjusters*
- 64 - Servicing
- 64 - Tractor Tires
- 65 - Trailer Maintenance
- 65 - Tire Pressure and Repair
- 65 - General Knowledge
 - Truck Washes*
 - Equipment Inspections*
 - C.B. Radios, Stereos or Electronic Equipment*
 - Breakdown Procedures*



Shop Area

No driver is allowed in the shop area unless instructed by a supervisor to do so. Please conduct your business at the shop office and return to the drivers' lounge/break room.

Purchase Order (P.O.) Requirements

All repairs or replacements for company owned equipment must have prior authorization from the Maintenance Shop. Any equipment needing repairs needs to be repaired at the Stroud or Tulsa Terminal if possible. Management must approve repairs on the road, and a P.O. number issued before repairs are started. Any repair costing less than \$20.00 does not require a P.O. number but **“you must have a receipt to get reimbursed”**.

Authorization and obtaining purchase orders are the responsibility of the driver. Vendors or service men tell you that they do not need a purchase order or they will get it later. However, The Company policy is that the P.O. be obtained while the driver is present. It is your responsibility not the vendor's so please follow company policy and get a P.O. before leaving a vendor or service man. Once the repairs are authorized and completed you need to know the following information before calling the shop for a purchase order.

- Must always have your truck and trailer number
- Full name
- If work is performed on a trailer, you must also have a unit number
- Hub reading for unit that work is performed on
- Type of billing EFS or Direct
- Vendors name
- Street address
- City, State and Zip Code
- Phone number and area code
- Name of contact person or service manager
- Invoice number
- Name of the person who authorized the repairs
- Was this an accident or negligence, if either, contact Safety
- Brief description of repairs

Equipment

Must Be:

- Pre-tripped at the beginning of the day, periodically checked throughout the day and post-tripped at the end of each day.
- Properly maintained and kept clean.
- All company equipment must be left in the yard when maintenance is due.

Tractor Maintenance

Always maintain the vehicle in a safe, mechanical condition. The Company requires a daily pre-trip inspection and/or at the beginning of each new load. The mechanical condition and requirements will always comply with FMCSR regulations, 392.7.

Preventative Maintenance

A purchase order must be issued for all parts and labor purchased on the road.

Notify the Maintenance Department immediately regarding mechanical failures or tire problems. All repairs made on The Company equipment must be authorized by the Maintenance Department.

- Do not wash Truck or Trailers on the road without prior Shop approval.
- The Oil in the trailer hubs should be checked when they are picked up.
- Brake adjustment – check brake adjustments frequently and when picking up a different trailer.

Automatic Slack Adjusters

Adjustments can be made utilizing the following directions:

1. Move forward in 1st gear.

- a. Trailers – move the hand valve up and down (10) ten to (12) twelve times while traveling.

If it does not adjust, set the parking brake and release either the tractor or trailer brakes, “**not simultaneously**”. Remove the pressure relief cap screw, adjust the same as standard slack adjusters, and replace the cap screw.

Standard Slack Adjusters

Release the tractor brakes “**with the trailer brakes engaged**” by using button on dash, not hand valve.

- a. Release the tractor brakes “**with the trailer brakes engaged**” by using the buttons on the dash, not the hand valve.
- b. Chock the Wheels.
- c. On standard slack adjusters, push the bolt sleeve down and tighten with a 9/16” wrench.

If the bolt sleeve remains in the down position and does not pop back up to cover the bolt, adjust the bolt until it is released. **It must be released before applying the brakes.**

Direct any questions pertaining to the maintenance of your tractor or trailer to either the Stroud or Tulsa Maintenance Departments.

When assigned a damaged tractor or trailer away from your terminal, notify the Safety immediately. When at a terminal, fill out a damaged equipment report and give it to the Safety Department.

Servicing

Tractors are to be serviced completely every 25,000 miles. Tractors are to be greased every 10,000 miles. It is the driver’s responsibility to keep track of the miles so servicing can be done at regular intervals. **Do not have the tractor serviced at a dealership or repair facility.** If you have any questions, please direct them to the Maintenance Department.

Tractor Tires

Steer tires require 100 pounds of pressure. Drive and trailer tires require 100 pounds of pressure. Do not run tires when losing air pressure or with a nail in the tire. If the tractor or trailer requires a tire, contact the Shop. If it is after hours, call after hours dispatch for authorization and instructions. All tires taken off or replaced must be returned to either the Stroud or Tulsa shops.

Trailer Maintenance

When dropping a trailer at any terminal, it is the driver's responsibility to:

- Inspect every trailer that you drop and hook.
- When dropping a trailer slide the tandems to the rear.
- Leave the trailer high enough to allow clearance for the next truck.
- Remove all debris from the trailer.
- Report any defects or problems.

Tire Pressure and Repair

Always gauge tires for air pressure and tread depth on every trailer you pull. It is the driver's responsibility to maintain the proper air pressure in the tires before and after leaving the terminal. Drivers will be charged for tire damage due to driver negligence. Drivers must assure proper hub oil levels during the pre-trip inspection. Check all wheels for seal leaks. Check the hubs for excessive heat during en-route inspections. Early detection is important to ensure the driver and the public's safety. Always complete a pre-trip and post-trip inspection. If you discover a problem during an inspection notify the Maintenance Department.

General Knowledge

No driver is allowed to tamper with company equipment such as engines or any auxiliary equipment. The shop is to be contacted should you need any repairs. Lights on the power unit and trailer are factory installed, and no driver will place any extra light or reflectors on without prior approval in writing from a company supervisor.

Truck Washes

A clean truck & trailer reflect a positive image of our company, but due to changing weather and road conditions, keeping our equipment clean is difficult. The Company has truck wash facilities at the Stroud and Tulsa terminals. It is The Company's desire to wash all equipment at these facilities, but we also understand this is not possible at times. Trucks or trailers washed by an outside facility must have prior authorization by someone in management before being done. Anyone failing to get authorization will be charged back the full amount.

Equipment Inspections

Every driver must do a pre-and-post-trip inspection at the beginning and end of each workday. The post trip inspections will be in writing and will be used as a request for repairs to the truck or trailer. **Never start a trip with any piece of equipment that is unsafe.**

C.B. Radios, Stereo or Electronic Equipment

No one is allowed to connect any electrical equipment requiring wiring modifications. If your electronics require special wiring, contact the shop supervisor and he will have the shop install the item for you. Refrigerators are to be unplugged when the unit is not going to be driven within eight (8) hours, or the service call to jump start the unit will be charged back to the driver.

Breakdown Procedures

If your equipment breaks down on the road, secure your tractor in the safest position as possible, put out your reflectors, and determine what the problem is before contacting the Maintenance Shop for instructions.

Permits and Licensing

67 - Permits

Oversize/Overweight



Permits and Licensing

Permits

The permit department will issue a permit book to each tractor. The permit book is the driver's responsibility. The driver should become familiar with the permit book and know the location of each permit. It is the driver's responsibility to ensure the legality of the equipment before entering the state in question. Each state's legal requirements are subject to change. Call the permit department for any questions regarding permits. Bring the permit book into the permit department regularly to keep it updated.

Over Dimensional/Weight Permit Loads

- Make sure your axles are set to meet the Bridge Law Specifications before an overweight permit is issued
- Check your permits. **It is the driver's responsibility to check his/her permits for the following:**
 1. Correct truck and trailer numbers.
 2. Correct license plate numbers on both tractor and trailer.
 3. Commodity
 4. Route.

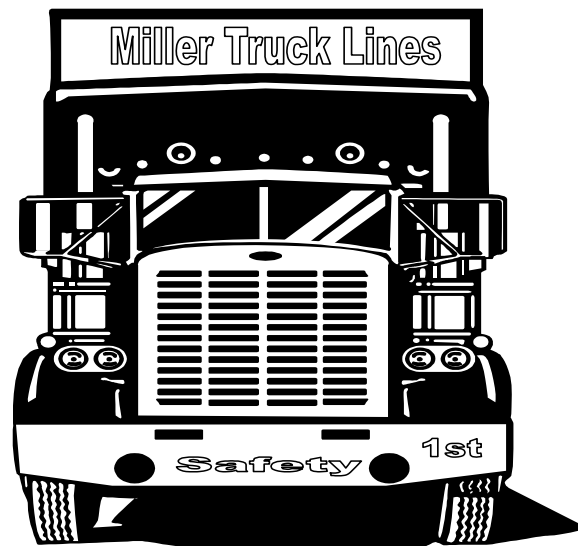
If the permit is incorrect, contact your driver manager before transporting.

- Permits and wire charges that are not prepaid will be reimbursed. Turn in all original permits and escort costs with the trip envelope. This allows The Company to charge back these costs to the customer.
- Place (2) two Oversize Load signs on the tractor and trailer, one on the front of the tractor and the other on the back of the load or trailer. (Do not cover trailer taillights because all lights must be visible).
- Attach (6) six red flags to the outermost corners of the load.
- Move in daylight only. Since these loads generally allow for daylight movement only, the driver must pre-plan his trip and anticipate where and when he will stop. When a permit does not contain curfew restrictions, contact your driver manager for instructions.
- Do not leave the shipper without the proper permits for that state.
- Clearing all overhead structures is the driver's responsibility. Hitting an overhead structure will result in the termination of your employment.
- Securing Over Dimensional loads require special attention. Always secure to a solid structure. Make these loads part of the trailer. Wide loads may have to be cross chained in front and back in addition to the securements along the sides of the load.

Violation of any of the above rules can result in termination of employment.

Payroll and Accounting

- 69 - Payday
- 69 - Processing of Paperwork
- 69 - Receipts and Additional Charges
- 69 - Payroll Department Reminders
 - Re-powering Loads*
 - Contingency Pay*
 - Money Advance*
 - Contingency Pay Form*



PAYROLL

Payday is Wednesday. Everything turned in or scanned by 5:00 p.m. on Wednesday will be paid the following Wednesday. Dates are moved up one day for holidays.

Processing of Paperwork

Taking the following steps makes the task of processing your paperwork and safeguarding your pay easier.

- Attach a note to your paperwork noting anything out of the ordinary about the trip. This will help us to quickly identify what needs to be done, eliminate the error margin, and will help us to serve you better.
- Verify shipping order numbers, customer's identification numbers, release numbers, or P.O. numbers against the load assignment, load count, shipping papers, and contents.
- Please send the clearest and most legible copy for processing.

Trip Envelopes, Receipts and Additional Changes

The trip envelope must contain all shipment paperwork, including fuel tickets, Bill of Lading, and all receipts. Anything chargeable to the customer or driver reimbursement requires a receipt that must be turned in with the paperwork. **Remember, No Receipt/No Reimbursement.**

Payroll Department Reminders

Re-powering Loads

Loads re-powered by another driver should have a notation on his/her bill of lading, "Dropped on Yard" or "Re-powered by Truck Number ___ at Memphis, TN.

If you re-power a load for another driver the paperwork should be sent in immediately upon completion of the load so that it will not affect the other driver's pay.

Contingency Pay

To receive "Contingency Pay for Detention, Layover or Down Time" discuss the details with Driver Manager no more than (30) thirty-days of the incident or it will not be paid.

- Driver Manager must fill out the contingency pay form and submit it for payment.
- Do not request contingency/detention pay on your Trip Envelopes. (It will not be paid if not on a contingency pay form).
- The driver will not receive payment until The Company receives payment from the customer.

Money Advance Policy

It is the policy of The Company that advances are to be used for company use only, such as turnpikes, loading, unloading, permits, etc. A cash ticket must be turned in with the trip that the expense occurred on for proper crediting & before you are reimbursed for that expenditure. Any money remaining from the advance will be charged back to your settlement. Long haul, solo and first seat drivers in the Flatbed, Domestic and Regional divisions actively at work may draw \$75.00 after Midnight on Monday and Thursday. Company drivers may draw \$150.00 after Midnight on Monday. TANK drivers will draw advances through dispatch only. Your dispatcher will determine the amount.

Practical Tools

71 - Checklists

After You Receive Your Load Assignment

Arriving at the Shipper

Loading

Flatbed

When you finish: Review Your Load Securement

Flatbed

All

Van/Reefer

72 - Over Dimensional/Permit Loads

72 - Recommended Tools and Equipment for New Drivers

72 - Safety Equipment Issued

73 - Personal Items in Truck

73 - Truck Cleaning Charges

74 - Conclusion

75 - Employee Acknowledgement and Receipts



Checklists

After You Receive your load assignment

- Write down the information (including all special instructions).
- Check your atlas. (Can you get there in the time frame dispatch gave you? What route is it? Do you need fuel?)
- Now send your load reply Macro.

Arriving at the Shipper

- Check in with the shipping department if they are open.
- Send in your arrived Macro.
- Follow the shipper's instructions as to where to stage for the load.
- If you are unfamiliar with the load, ask! Call the operations department if you need help.
- Lay out your dunnage.
- Lay out all the equipment you intend to use.

Loading

- Protect yourself. Where can you get hurt?
- Follow all the Shippers' instructions.
- Protect your cargo. (Do you need blocking, bracing padding)?
- Secure the load, prevent movement, and protect the product.

Flatbeds:

- Work with short lengths of chain. Keep your hands free.
- Work one hook of the chain at a time.
- Work one side of the trailer at a time.
- How should the chain be secured to the rub rail?
- Can the trailer or cargo cut your straps?
- Can the cargo cut your tarps?
- Alternate your binders and winches on either side.
- **Take your time now! It will save you time on the road!**

When you finish: Review Your Load Securement

Flatbeds:

- Does every chain secure to the rub rail around a spool and all the way around the stake pocket?
- Are your tarps secured? Do they allow the wind to flow over them instead of into them?
- Have you alternated your binders or winches?
- Take one last walk around to pick up your tools and clean up the area.

All:

- Look at the balance of pull front to back.
- What will happen to the cargo if you hit the brakes hard?
- Look at the balance from side to side.
- Fill out your bill of lading if you haven't done so.
- Get the shipper to sign your paperwork.

Van/Reefer

- Mark SL&C (Shipper Load & Count) if you are not allowed on the dock or allowed to break the seal.
- Send in Macro #, your completed stop message.

Weigh every load, every time!!!!

Over Dimensional/Permit Loads

- Make sure your axles are set to meet the Bridge Law Specifications before an overweight permit is issued
- Check your permits. It is the driver's responsibility to check his/her permits for the following:
 1. Correct truck and trailer numbers
 2. Correct license plate numbers on both tractor and trailer
 3. Commodity
 4. Route

If the permit is incorrect, contact your driver manager before transporting.

- Permits and wire charges that are not prepaid will be reimbursed. Turn in all original permits and escort cost with the trip envelope. This allows The Company to charge back these costs to the customer.
- Place (2) two Oversize Load signs on the tractor and trailer. Place one on the front of the tractor and the other on the back of the load or trailer. (Do not cover the trailer taillights, all lights must be visible).
- Attach (6) six red flags to the outermost corners of the load.
- Daylight movement only. Since these loads generally allow for daylight movement only, the driver must pre-plan his trip and anticipate where and when to stop. When a permit does not contain curfew restrictions, contact your driver manager for instructions.
- Do not leave the shipper without the proper permits for that state.
- Clearing all overhead structure is the driver's responsibility. Hitting an overhead structure will result in disciplinary action up to termination.
- Securing Over Dimensional loads require special attention. Always secure to a solid structure. Make the load part of the trailer. Wide loads may have to be cross-chained in front and back in addition to the securements along the sides of the load.

Safety Equipment Issued

I have been issued the following merchandise initialed below:

End Dump or Roll Off Division

Hardhat	\$ 4.38
Safety Vest	\$ 4.25
Safety Glasses	\$ 1.10

Flatbed Division

Hardhat	\$ 4.38
Safety Vest	\$ 4.25
Safety Glasses	\$ 1.10

Oil Division

Hardhat	\$ 4.38
Safety Vest	\$ 4.25
Face Shield	\$ 11.10
Nomex Suit	\$ 125.00

All Divisions

Safety Regulations Book	\$ 3.22
Hazardous Compliance Book	\$ 3.42
Emergency Response Book	\$ 3.94
Camera	\$ 4.75

I acknowledge receipt of the:

- Federal Motor Carrier Safety Regulations Pocketbook (ORS-7A)
- Hazardous Compliance Pocketbook (120-ORS)
- Emergency Response Guidebook (14-ORS-4)

I agree to familiarize myself with the Federal Motor Carrier Safety Regulations (FMCSR) of the U.S. Department of Transportation, Parts 40, 382, 383, 387, 390-397, 399 Subchapter 3, Title 49 of the Code of Federal Regulations, as contained therein.

I agree to familiarize myself with the Hazardous Materials Compliance Pocketbook (120-ORS), which details the driver's responsibilities and duties in the transportation of hazardous materials, as prescribed by the U.S. Department of Transportation in Title 49 CFR Parts 107, 171-180, and 390-397.

I agree to familiarize myself with the Emergency Response Guidebook (14-ORS-4), detailing emergency response procedures prepared by the staff of Transport Canada, the U.S. Department of Transportation, and the Secretariat of Communication and Transport of Mexico.

If the above merchandise is not returned to The Company at the end of my employment, I authorize The Company to deduct the above amounts from my final paycheck. I understand that I must get a signature from The Company on this form when all merchandise has been returned to The Company. (If merchandise is returned to dispatcher I must get signature, date and a list of merchandise that is turned in).

Personal Items in Truck

I acknowledge and understand that The Company is not responsible for any personal items stolen or misplaced from the truck, while employed and upon separation of employment. If for any reason the truck requires cleaning, The Company will package any personal items and place driver name on the box and store for 30 days. If items are not picked up within 30 days, I give The Company the right to dispose of the items.

Truck Cleaning Charges

I hereby acknowledge that I am being issued equipment (truck) that I have inspected and it is deemed to be clean, free from debris, dirt, pet hair, odor, and a bunk mattress that is of the same.

If I choose to have a pet aboard the truck, I must have a signed Pet Policy in effect with The Company and provide a pet deposit.

Upon my separation of employment, I will be charged the following fees if equipment has not been returned in the same condition as stated in the paragraph above.

- mattress replacement fee
- equipment detail fee

All fees will be held from the final pay. However, if there has been a pet aboard and a deposit has been paid, all final fees will be taken from that deposit, and the difference will be refunded.

Conclusion

As you can see, being a driver takes more than just getting a license and driving down the road. You must meet certain qualifications, comply with regulatory requirements, take care of yourself and know what to do in an unsafe work situation.

As a CMV driver, your safety is in everyone's interest – yours, your family's, your employer's and the driving public's.

Receipt of The Company Employee Handbook

I acknowledge that I have received access to and/or a copy of The Company Employee Handbook. I agree to read it thoroughly, including the statements describing the purpose and effect of the handbook.

I understand that this handbook is designed to introduce employees to the organization, familiarize them with Company policies, provide general guidelines on work rules, disciplinary procedures and other issues related to employment with The Company, and to help answer many of the questions that may arise in connection with employment at the Company.

I understand that this handbook and any other provisions contained in it do not constitute a guarantee of employment or an employment contract, express or implied. I understand that The Company is an “at-will” employer and as such, employment with The Company is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of The Company (except the President, in writing) has the authority to enter into any agreement of employment for any specified period, or to make any agreement contrary to the above.

In addition, I understand that this handbook states The Company policies and practices in effect on the date of publication. I understand that nothing contained in the handbook may be construed as promising future benefits or a binding contract with The Company for benefits or for any other purpose. Personnel policies are applied at the discretion of the Company. The Company reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this handbook, at any time. The Company may notify employees of such changes via email, by posting on the Company’s intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, I acknowledge that I have received a copy of The Company Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained within it and any revisions made to it. Furthermore, I acknowledge that I am employed at will and that this handbook is not a contract of employment.

Signature

Date

Printed Name