

# Logistics Manual for Contractors

And Their Drivers



# BUCHHEIT

## LOGISTICS

MILES BEYOND EXPECTATIONS



## **Welcome to Buchheit!**

Welcome to Buchheit Logistics, Inc. (the “Company”). We are pleased that you have decided to do business with us as an independent contractor (“Contractor”). This Manual for Independent Contractors and Their Drivers (“Manual”) has been prepared and is provided to you to familiarize you with the Company so that you will have a thorough understanding of what is expected of you as an independent contractor. The Manual is intended to supplement and expand upon the terms and obligations contained in your Independent Contractor Agreement (“Agreement”) signed with the Company.

Nothing contained in this Manual is intended to impact your independent contractor status with the Company. The Company is not to be considered, in any way, your employer. However, as an authorized motor carrier, we are obligated to ensure that all drivers operating under our authority and insurance, including Contractors, are in compliance with the multitude of regulations that effect interstate motor carrier services. In addition, we have an obligation to our customers to ensure their specifications are passed through and communicated to you, so services are performed consistent with such customer specifications. This Manual is intended to assist you in understanding these regulations and specifications as well as your contractual obligations under the Agreement. It is not intended to dictate how or when you do your job as a professional independent truck driver, and you remain free to choose your own routes of travel and to control the manner and means in which the work is performed, subject of course to compliance with all governmental regulations and customer specifications.

The Company has an avowed business objective to provide the absolute best for-hire motor carrier transportation services for our shippers and other customers. In the trucking industry, the only product that a motor carrier has to offer its shippers and customers is service. When we make a commitment to one of our customers, the customer has every right to expect that the service will be provided in a timely and competent manner. Accordingly, when we contract with a service vendor for capacity (equipment and related services) such as a Contractor, we expect the same timely, safe, and satisfactory service.

We fully intend to cooperate with all government entities and to comply with the many state and federal regulations affecting the trucking industry. Likewise, we expect all Contractors to comply with the various laws and regulations applicable to their operations.

After your review of this Manual, if you find that something is unanswered or if you have any questions or comments, please do not hesitate to ask. Again, we are pleased to have you provide services for the Company as an independent contractor.

Again, Welcome to Buchheit, we’re glad you decided to partner us!

## DRIVER QUALIFICATION STANDARDS

It is the Company's policy to utilize only the best available drivers for the operation of equipment under the Company's operating authority. In addition to the minimum requirements for selection of drivers as set forth by the U.S. Department of Transportation ("DOT") in the Federal Motor Carrier Safety Regulations ("FMCSR"), the following standards and guidelines have been established by the Company as an integral part of its driver-selection program:

- A. Minimum Age and Experience. All driver applicants are required to be at least 21 years of age and have a minimum of 24-months of experience operating similar equipment type.
- B. Driving History.
  - (1) Applicants must possess or obtain a valid Class A CDL (*or applicable license for the position and equipment being operated*), issued from the applicant's state of residence, with appropriate endorsement(s).
  - (2) All applicants with a CDL should possess or be willing to qualify for and obtain a Hazardous Materials Endorsement if required by the division/fleet being applied to.
  - (3) No license suspension in the previous 36-months and no suspension under § 383.51 *ever*.
  - (4) No DUI/DWI's in the last 10 years and no DUI/DWI's in a CMV *ever*.
  - (5) No positive result or refusal of a DOT regulated drug or alcohol test in the previous 120-months.
  - (6) No Reckless or Careless driving convictions in the last 60-months.
  - (7) No serious moving violation in previous 36-months.
  - (8) No preventable or "*at-fault*" DOT recordable accidents in previous 24-months.
- C. Applications. Each applicant must complete a DOT-approved application. The driver applicant must list, at a minimum, the last ten years of employment or contract work history, and any record of arrest, convictions or license revocations or suspensions. Drivers that have submitted an incomplete application will not be subject to qualification as a driver until such time as a completed application is submitted. Providing any false or erroneous information on an application will be grounds for disqualification at any time by the Company.
- D. Personal Interview. All driver applicants will be interviewed by a Company representative to determine the applicant's qualifications, attitude and motivation.
- E. Examinations and Tests. In accordance with the requirements of the DOT regulations for the qualification of drivers, all driver applicants will be required to complete all necessary examinations and tests, including a road test, medical examination, and drug test with a negative result, prior to being qualified to operate a commercial motor vehicle for the Company. The Company may accept a previous medical examination certificate if it has been completed within the past 6-months. However, the Company may, at its discretion, require a driver applicant to be examined by a Company authorized physician to determine the applicant's physical qualifications. The cost of any pre-service medical examination must be paid by the applicant. The cost of any recertification medical examination and are also the sole responsibility of the Contractor.
- F. Background Investigation. A thorough investigation into the background and employment or contract work history of each driver applicant will be carried out prior to the applicant being qualified to operate a commercial motor vehicle for the Company. At a minimum, the applicant's previous employment or contract work history record, character and work habits will be investigated. The investigation will be conducted by the Company's Safety and Human Resources Department using any outside service that the Company deems necessary.

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## **The Buchheit Story**

In 1934, in the midst of the Great Depression, Rudy Buchheit started hauling livestock to market for local farmers. No superhighways, no GPS units – just Rudy, his truck, and his determination to feed his family.

To make the most of each trip, Rudy began hauling goods back on his return trip. Turned out folks back home had a hard time laying hands on such merchandise. So, Rudy's efforts were an immediate hit, and Buchheit Trucking was born.

Several million miles later, Buchheit has become the #1 independent logistics corporation in the region with a network connecting continents around the globe.

The Buchheit name is also known as a trustworthy source for agricultural supplies. Buchheit retail stores offer a wide variety of home and farm products across the Midwest.

Yet in spite of our success, we've never forgotten the simple principles that drove Rudy back in 1934: get it there on time, get it there in good condition, and get it there for a fair price. We call it "**Rudy's way**". And no matter how much farther down the road we go, we'll never lose sight of it.

## **Customer Relations**

Customers are Buchheit's most valuable assets. Each team member represents Buchheit to our Customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers. This applies to internal, as well as external, customers.

## **Buchheit Logistics, Our Promise**

At Buchheit, we understand our customers have a choice when it comes to a logistics partner. And we understand just how much they have riding on their decision. That's why we make this promise to our customers: Each and every day we commit to their success. From the first mile to the last, we will stand with them to ensure that their products are cared for and delivered to their intended destination on time, as promised. And, if for any reason they are ever dissatisfied, we will spare no effort to make it right.

Thanks for allowing us to serve our customers.

Sincerely,  
*The Buchheit Logistics Team*

# Operations Department

## Customer Relations

Taking care of our customers is of the utmost importance for Buchheit! Please treat our customers as you would like to be treated if you were the customer. Word of mouth advertising about our service and courtesy to our customers is the best form of advertisement! Taking care of our customers will in turn create repeat business which only means more opportunity for you!

Remember - you are in effect a good-will ambassador for our company. A customer who has been given special attention by you becomes a regular customer and an invaluable source of public relations.

## Customer Complaints

Customer complaints must be handled in such a manner as to satisfy our customers. Unfortunately, we will have customer complaints, but we just compound the problem when we do not follow up and satisfy the complaint. Most customers will understand that an occasional mistake will happen, but what they will not understand is slow or no reaction on our part to make it right. The key to customer satisfaction is to treat them right in the first place and when we do not meet their level of expectations, take corrective measures at all levels until we do.

Complaints should be handled by our office staff. This can be accomplished two ways:

- Refer the customer to our Dispatch.
- Inform Dispatch of the problem yourself.

## Pickup & Delivery Schedules

The first thing a customer expects from a motor carrier is to be on time. When you commit to an appointment time, keep it! If you are late, you run the risk of shutting down a production line or upsetting the customer's schedule. Communication is the key! Please notify Operations at the first indication that a delay or late delivery may occur. It is important to let the customer know that we are running behind before we miss the appointment time. It may save you having to wait or having a service failure with the customer. Check-calls are the key to dispatch planning.

## Trailers

A professional always does a thorough pre-trip and post trip inspection on each trailer they pick up and drop. Be sure the trailer is clean and ready to load and check for damages and things that may cause a load contamination or damage claim.

***Van trailers:*** Trailers should be swept out and be free of trash, paper, wood, etc. Trailer doors should fit tightly and close snugly. The walls, floor and roof should be in good shape and not leaky.

***Dump and Hopper trailers:*** At the very minimum, trailers should get a clean sweep to avoid contamination. However, some loads will require a wash-out. Be sure to inspect the entire trailer: rails, under the tarp, around/under the grain gate and liner, etc.

Drivers should never dump debris/material on the side of the road/highway or in parking lot. It is against our customer's policies, DOT rules, and in violation of littering laws to drop product or debris anywhere other than a legal approved dumping area. If you have material or product that does not come out of your trailer right away, you should clean out at dumping location.

### **Parking & Dropped Trailers**

You are expected to park your personal vehicle in designated parking areas. A driver should protect his or her property by locking the doors. Drivers who park on Company property do so with no liability on the part of the Company. Please do not leave company owned or leased equipment unattached without approval from the Operations Department.

### **Scaling Loads**

Drivers are responsible for weighing each load to be sure they are not overweight. Should a driver receive an overweight violation, the driver should contact the Operations Department to assist in making the load legal; however, any fines for operating illegally are the driver's responsibility.

### **Cargo Claims**

Cargo Claims result in over \$200 million in lost revenue each year. There are 3 basic types of claims:

- Overages – more freight shipped than requested or manifested.
- Shortages – less freight shipped than requested or manifested.
- Damages – damaged freight (cartons, cases, pallets, etc.)

Cargo Overages, Shortages, or Damages. Any cargo overage, shortage, or damage must be immediately reported to dispatch. All freight bills must be signed and dated by the consignee and any overages or shortages must be verified at that time and reported to dispatch immediately. You should not agree to provide any exception notations on the bill of lading or delivery receipt without prior approval from a company manager. If a trailer is picked up that was loaded by the shipper, the freight bill and bill of lading must be noted "shipper's load and count - seals intact." If the shipper does not seal the load, you should do so with the proper equipment provided by the Company and so note on the bill of lading. Before any seal is broken for unloading, the seal number should be verified.

The detention portion of the freight bill must be completed showing your arrival time, the starting and completed time for unloading. This section must also be signed by the consignee. If the consignee refuses to sign, note it on the freight bill.

Refused Shipments. If the consignee refuses to receive the shipment, notify dispatch for instructions.

Claims. If the consignee claims there is a shortage or damage, or if the consignee makes note of shortage or damage on the delivery receipt, notify dispatch immediately.

Theft. Always make sure cargo is safe when you leave it unattended for any reason. Selecting the proper location to park may prevent theft of the unit and/or its cargo. FMCSR § 392 & § 393 set forth guidelines and regulations for cargo securement.



## **High Value Load Security Procedures**

When you have a high value load, please follow these steps.

- Do not discuss your load with anyone.
- Park in well-lit areas and keep the truck and trailer always hooked.
- Keep the seal intact, and the trailer always padlocked.
- Never leave the keys in the ignition or the unit running while unattended.
- Conduct a load check at every stop to make sure the load is secure.
- If you are going to shut down for more than 2 hours, notify dispatch.
- Never drop the load unless you have the load signed for by the consignee.

## **Licensing**

The driver is responsible for verifying that the tractor and trailer permits are current. If the tractor or trailer the driver is using has an expired permit, contact the Licensing Department.

Fines incurred for expired or missing permits will be the responsibility of the driver. Be sure to check that all permits are current with every trip plan.

## **Notification of Suspension**

FMCSR Part 392.42 requires a driver to notify the company before the end of the business day following the day a driver receives any notice that a license, permit or privilege to operate a motor vehicle has been revoked, suspended, or withdrawn by any federal, state, or local agency.

## **Unauthorized Passenger(s)**

It is a violation of company policy and FMCSA regulation to transport any passenger(s) except those authorized by the company. Being allowing someone to ride with you, obtain a passenger authorization.

## **Demurrage**

Buchheit Logistics, Inc. Demurrage Policy for our Independent Contractors is based on the current Lease Agreement between the IC and the company. Management reserves the right to change or amend this policy at any time for reasons they deem necessary.

## **Equipment Abandonment**

Unless otherwise prohibited by law, the penalty for abandonment is all fees incurred in recovery of the equipment being charged to the driver's escrow account. The driver will also be charged with abandonment of equipment, and a "not eligible for rehire" noted on his/her DAC report.

A driver who voluntarily quits while away from the home terminal (domicile point) must contact the Fleet Manager and follow the directions given for returning the equipment. If the driver fails to do so, the driver shall be liable for any and all costs and expenses incurred by the company to have the equipment returned to the nearest company facility.

## Driver Policies & Vehicle Use Agreement

Agreement between Buchheit Logistics, Inc, and the Independent Contractor, for the assignment of company owned vehicles or equipment or operating non-owned vehicles or equipment under Lease Agreement with Buchheit Trucking Service, Inc. Authority. All drivers shall:

- Abide by FMCSA regulations, federal, state and local laws.
- Be properly licensed and carry the appropriate endorsements for the vehicle being operated.
- Notify the company of any license suspension/revocation and *all* moving violations/warnings.
- Wear a seat belt as required by law while the vehicle is in motion.
- Abide by FMCSA cell phone and texting laws while driving a CMV.
- Conduct a proper pre-trip and post-trip inspection each workday/shift as “On-duty, not Driving”.
- Submit an eDVIR at the end of each workday/shift as required by FMCSA regulation.
- Abide by FMCSA Hours of Service regulations as prescribed in §395 of the FMCSR.
- Submit all supporting documents (i.e., Bill of Ladings, receipts, etc.) at the end of each trip.
- Assume full responsibility for any overweight fines, traffic citations, or parking violations.
- Notify the Safety Department immediately in the event of an incident/accident in which the driver is involved and follow established reporting procedures for all incidents/accidents.
- Notify the company of all roadside inspections and submit the inspection report within 24-hours.
- Maintain company owned/leased equipment to DOT standards.
- Keep accurate records as may be required to cover mileage, expense, accidents, maintenance, etc.
- Only allow as authorized to operate or ride in any company owned/leased vehicle.
  - Hitchhikers are never permitted to ride in any company owned/leased equipment, at any time.
- Be responsible for safe, overnight parking of the vehicle in a home garage, private driveway, or other safe and legal areas off public roads/highways and abide by any local ordinances and residential truck zones requirements.

## **Safety Department**

Remember that as an Independent Contractor operating under the lease agreement, your equipment displays Buchheit Trucking Service, Inc. DOT # 71052. It is the intent of the company to operate in compliance with federal, state and local laws and regulations and stay in the forefront of transportation safety and compliance.

### **General Safety**

Buchheit Logistics, Inc. is committed to making its fleet a little safer each day. Due to this commitment, we have created policies to help ensure compliance with federal regulations and the safety of everyone.

Buchheit's safety program has been developed to identify, evaluate, mitigate and prevent job hazards which may arise. The goal of our safety program is to provide a safe working environment for our customers and for all team members. Our expectation for all drivers is as follows:

- Comply with Federal, State and Local laws and regulations.
- Never possess alcohol or illegal drugs or be impaired due to alcohol, illegal drugs, or misuse of prescription or over-the-counter medication while on duty or having access to a CMV.
- Never operate a CMV while ill or fatigued or after being declared "Out-of-Service Driver".
- Never operate a CMV declared and marked "Out-of-Service Vehicle" without all completed repairs required by the "Out of Service Notice".
- Not violate Hazardous Materials Smoking rules with a placarded hazmat load.
- Report moving violations and roadside inspections to the company.
- Submit RODS and "supporting documents" as required by FMCSA regulation.
- Conduct Pre/Post Trip Inspections and submit eDVIRs as required by FMCSA regulation.
- Use Personal Protective Equipment (*PPE*) as required by shippers, consignees and OSHA/MSHA.

### **Progressive Breach**

The Lease Agreement includes both material terms and conditions, as well as some lesser obligations that are not as significant. For example, obeying legal requirements regarding the safe operation of your vehicle(s) and complying with FMCSA Hours-of-Service requirements are both material conditions of the Agreement, as they are directly related to issues of safety and compliance with applicable law. There are also lesser obligations, such as failing to ensure bills of lading are signed and timely submitted and failing to complete an accepted service request. While failing to meet a lesser obligation (i.e., a minor breach of the Agreement) on a single occasion is not likely a material breach, repeated failures to meet lesser obligations can, in the aggregate, amount to a serious departure from the standard of services you agreed to provide pursuant to the Agreement.

Pursuant to the Progressive Breach Procedures appendix to the Agreement, Carrier may issue a notice in the event you commit a minor breach of the Agreement and commence an investigation into the minor breach. During such investigation, you will not be eligible for dispatch and any subsequent violation will give rise to a final notice asserting material breach. The final notice will advise you that your business has materially breached the Agreement and Carrier may exercise, in its sole discretion, its right to terminate the Agreement. If the equipment owner is different from the driver, the equipment Lease Agreement may be retained; however, the driver must be replaced (management discretion).

## **Road Testing**

A Road Test is designed to be an assessment of a driver's level of training and document the driver's skills. Road tests are required by the company and the company's insurance policy.

The road test must be documented on the road test evaluation form and scanned into the Safety Department's electronic filing system as part of the Driver's Qualification File.

## **Federal Motor Carrier Regulations Book**

It is a federal requirement to have the Federal Motor Safety Regulations Pocketbook detailing federal safety regulations as prescribed by the U.S. Department of Transportation in Title 49 of the U.S. Code, Chapter 3, Subchapter B, Part 383, 387, 390-399 on each tractor in the fleet.

## **Hazardous Material Compliance Book**

It is a federal requirement to have the Hazardous Materials Compliance Pocketbook (120-ORS) which details driver responsibilities and duties in the transportation of hazardous materials, as prescribed by the U.S. Department of Transportation in Title 49 CFR 107, 171-180 and 390-397 on each tractor in the Fleet.

## **Requirement for the Emergency Response Guidebook**

It is a federal requirement to have in the tractor a copy of the Emergency Response Guidebook (14-ORS-14) 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 on each tractor in the Fleet.

## **Certification for Other Compensated Work**

When driving for a motor carrier, a driver must report to the carrier all on-duty time working for others. The definition of on-duty time found in FMCSR § 395.2 paragraphs (8) and (9) includes time performing any other work in the capacity of or in the employment or service of, a common, contract or private motor carrier also performing any compensated work for any non-motor carrier.

## **Alcohol, Drugs and Intoxicating Substances**

No driver shall possess, use or be under the influence of any intoxicating beverage or intoxicating substance. Drivers are not allowed to consume any intoxicants unless they are on home time or vacation. Drivers must not consume intoxicants for **12 hours prior** to coming on duty. All drivers will be tested for drugs/alcohol in accordance with the Department of Transportation Regulations.

All drivers are expected to comply with the company's policy regarding the use of drugs and alcohol and cooperate with any drug testing requirements or request made in accordance with that policy. See *Policy Concerning the Misuse of Alcohol and Use of Controlled Substances*.

## **Accidents**

All accidents should be reported to the Safety Department, no matter how minor it may appear to be. An accident is defined as any accident/incident where:

- There is property damage (no matter how small it seems) to company owned or leased equipment and/or property, or anyone else's equipment and/or property.
- If there is bodily injury or anyone claiming bodily injury.
- The vehicle is towed for any reason, e.g., stuck in the mud, accident, etc.
- The driver is accused of, or is alleged, that he/she has been involved in any of the above.

Under FMCSR § 390.5 a DOT reportable crash is where there is a fatality, there is bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

Accidents are either Preventable or non-Preventable. A Preventable accident is determined by the driver being responsible for the accident or the driver did not do all he/she could have to prevent the accident.

## **Motorist Complaints**

It is understood that not all complaints received are legitimate and that not always is the CMV driver “at-fault”, however; in the interest of public safety, all Motorist Complaints are documented as received and followed up on with a phone call to the driver of the CMV to verify the validity of the complaint and provide the CMV driver an opportunity to refute the complaint.

## **Video Event Recorders (*dash-cameras*)**

In the interest of improving the safety of our team members as well as the motoring public, and further reducing accident frequency and severity, Buchheit Trucking Service, Inc. DOT #71052 recognizes the need to utilize a video event recording (dash-cam) system in its safety program. Dash-cam video is intended to assist in recognizing those team members who operate safely and abide by applicable laws and regulations in addition to assisting in the investigation of incidents involving property damage and/or bodily injury as well as defending team members in the event a claim/lawsuit following such incident.

## **Footwear and Personal Protective Equipment**

OSHA requires adequate footwear for personnel performing tasks where there is a reasonable potential for foot injury or other personal injury from slip, trip and fall incidents. This includes, but is not limited to, exposure to falling and or rolling objects, working in close proximity to wheel and track vehicles, performing any type of maintenance activities and operating material handling equipment.

In addition, Personal Protective Equipment (PPE) (i.e., hard hat, safety goggles, reflective vest, dusk mask, ear plugs, etc.) as required by OSHA/MSHA regulations, customer facilities, or as dictated by the working environment, must be worn to protect from hazards in the working environment.

## Commercial Driver's License

All CMV drivers are required to have the appropriate license and endorsements for the equipment which the driver operates. The license must be from the state in which the driver resides.

If a driver moves from one state to another, a new license must be obtained per Federal Motor Carrier Regulations within 30 days.

### License Suspension

FMCSR § 392.42 requires that a driver notify the company before the end of the business day following the day of receipt of any notice of license, permit or privilege to operate a motor vehicle has been revoked, suspended, or withdrawn by any federal, state, or local agency.

### Notification of License Revocation (Disqualification of Drivers, FMCSR § 391.15)

Drivers notified of license revocation by any government agency must notify Safety immediately. You cannot legally operate any vehicle while your license is suspended.

### Annual Review of Motor Vehicle Record (MVR)

The motor carrier is required to complete an Annual Review of the driver's Motor Vehicle Record (MVR) and review the driver's safety performance and any moving violations for the previous 12-months. The record of each annual review is documented in the Driver's Qualification File (DQF).

**Excessive Traffic Violations and Accident History.** After a driver receives any traffic violation, the Company will review the driver's motor vehicle record to determine if the driver is still qualified to operate a commercial motor vehicle based on the frequency and severity of past traffic violations and preventable accidents. The Company will have sole discretion in determining when a preventable accident or traffic violation will result in a driver's disqualification.

### DOT Physicals

All drivers who operate a CMV in excess of 10,000 lbs., must comply with FMCSA regulations and are required to obtain and maintain a valid Medical Examiner's Certificate at the driver's expense. CMV drivers who operate vehicles requiring a CDL must declare to their State Driver Licensing Agency (SDLA) that they only operate or expect to operate commercially in one of four possible categories with their CDL. This process is called self-certification.

CDL holders must provide their SDLA with a copy of their ME Certificate. This information is only being added to the State driving records of CDL holders. Non-CDL holders are not required to self-certify or submit a copy of their ME Certificate to their SDLA. CDL holders, who are found driving in a category other than one to which they self-certified, are subject to suspension or revocation of their commercial driving privileges. CDL drivers, who do not update the expiration date of their ME Certificate with their State, may have their commercial driving privileges downgraded, and will not be eligible to drive a commercial motor vehicle that requires a CDL.

- Driver must self-certify with the state that issued the CDL.
- All drivers should self-certify that he/she operates in *non-excepted/non-exempt interstate commerce*.

## DOT Physicals and Post Illness

A driver who has received physical or mental injury or disease which has impaired his/her ability to operate a CMV must have a physical examination and obtain a new medical examiner's certificate/DOT Medical Card from a medical examiner who is familiar with the DOT regulations and is listed on the FMCSA's National Registry of Certified Medical Examiners.

## Texting and Cell Phone Use

**Federal cell phone regulation:** Effective January 3, 2012, the Federal Motor Carrier Safety Regulations prohibit the use of all hand-held mobile telephones by drivers operating commercial vehicles (CMV's). The rule specifically prohibits the following actions while driving a CMV:

- Using at least one hand to hold a mobile telephone to conduct a voice communication.
- Dialing or answering a handheld mobile telephone by pressing more than a single button; or
- Reaching for a mobile telephone in a manner that requires a driver to maneuver so that he or she is no longer in a seated driving position, restrained by a seat belt that is installed in accordance with federal regulations that has been adjusted in accordance with the manufacturer's instructions.

\*Note: This rule is in addition to the existing federal ban on texting while driving a CMV §392.8.

## Misuse of Alcohol and Controlled Substances

Anyone operating company owned or leased commercial motor vehicle equipment on public roadways must comply with the safety regulations found in the Department of Transportation's rule, 49 CFR, Part 40, and the Federal Motor Carrier Safety Administration's rule, 49 CFR 382. Federal regulations require that all drivers immediately submit to alcohol and controlled substance testing administered in accordance with this part.

- Alcohol is "any beverage, mixture, or preparation, including medication, containing alcohol".
- Controlled Substances are any illegal substance, synthetic substance or prescription medication which could affect the ability to safely operate a CMV.
- DOT controlled substance tests require laboratory testing for the following five classes of drugs:
  - Marijuana
  - Cocaine
  - Phencyclidine – PCP
  - Opioids/Opiates – opium and codeine derivatives.
  - Amphetamines and methamphetamines

Anyone in a Safety-sensitive function is subject to random alcohol and controlled substance testing. *Safety-sensitive function* refers to performing work or in readiness to perform work in connection with responsibilities as a CDL driver. This includes all time under or waiting for dispatch, inspecting equipment, activities in or around the truck, at the shipper or consignee, doing paperwork, or loading/unloading trailers, or attending a disabled vehicle.

- *No driver may operate a CMV until negative results have been received for any pre-employment or post-accident, alcohol or controlled substance testing as required under FMCSA regulation.*

All *safety-sensitive* positions are required to disclose, pre-duty, any legal prescription medications that may affect their ability to safely operate a CMV, and to disclose by next business day any arrests or convictions for off-duty DUIs.

## Alcohol and Controlled Substance Testing

For purposes of assuring compliance with the Federal Motor Carrier Safety Regulations and this policy, all safety sensitive functions as defined under FMCSA §382.107 shall be subject to Alcohol and Controlled Substance Testing pursuant to FMCSA regulation §382.601. This policy is applicable to all team members who are required to have a commercial driver's license (CDL) and meet the requirements of a *safety sensitive* function or fall under other federal guidelines requiring this policy to be applicable.

- **§382.301 Pre-employment testing:** Prior to the first time a driver performs safety-sensitive functions for an employer, the driver shall undergo testing for controlled substances as a condition prior to being used. No employer shall allow a driver, who the employer intends to hire or use, to perform safety-sensitive functions unless the employer has received a controlled substances test result from the MRO indicating a verified negative test result for that driver that meets the requirements within the previous 30 days. An employer may, but is not required to, conduct pre-employment alcohol testing pursuant to regulation §382.301 (d).
- **§382.305 Random Testing:** Team members affected by this policy shall be subject to random testing for alcohol and controlled substance testing. As required by federal regulation, the company shall test all safety sensitive function positions within the same random selection pool, based on the minimum current FMCSA random selection rates for both alcohol and controlled substance compliance, plus 5%. Random tests conducted are unannounced and will be spread equally throughout the year on either a monthly or quarterly basis. Individuals randomly selected for testing must proceed to an approved collection site immediately upon being notified by the company of selection (See Alcohol and Controlled Substance Testing Procedures).
- **§382.303 Post-Accident Testing:** Team members affected by this policy shall be subject to the post-accident drug and alcohol testing requirements specified by FMCSA regulation § 382.303.
- **§382.307 Reasonable Suspicion Testing:** Team members affected by this policy shall be subject to reasonable suspicion alcohol and/or controlled substance testing when the trained supervisors have documented and observed employees in ways that could be construed as substance abuse. The Federal regulation § 382.307 shall be the guideline followed when enforcing this policy. All employees and independent contractors falling under DOT guidelines shall receive specific Alcohol and Controlled Substance training within the first 30 days of employment informing them of their rights and responsibilities. Additionally, all supervisors of drivers shall be trained in recognizing the signs and symptoms of alcohol and controlled substance abuse.
- **Refusal to Submit to Testing:** Team members affected by this policy who refuse to submit to a post-accident, random, or reasonable suspicion alcohol or controlled substance test required by this policy are not eligible to perform or continue to perform safety-sensitive functions.
- **Zero Tolerance Policy:** Any team member that tests positive for controlled substances or violate alcohol use rules and regulations shall be removed from performing safety-sensitive functions and referred to a SAP to seek assistance with any substance abuse issues they may have.

The Buchheit Logistics, Inc. Director of Safety and Human Resources is designated as the company's DER and can answer questions regarding regulations or policy. These procedures are intended to be compliant with Department of Transportation (DOT) 49 CFR Part-40, Federal Motor Carrier Safety Administration (FMCSA) §382, Drug and Alcohol rules and regulations.





## **Random Alcohol and Controlled Substance Testing**

The Safety Department/Designated Employer Representative (DER) shall provide a list of drivers to be tested each calendar month or quarterly as applicable by company standards.

It is the responsibility of the Supervisor to ensure that drivers selected are tested within the calendar month/quarter of the selection. Supervisors are not permitted to “carry over” drivers or to the following month/quarter.

Upon receipt of the selection list, the Supervisor should review and determine the status of each of their selected drivers. It is critical that only those drivers that are subject to safety sensitive functions be tested.

The definition of safety-sensitive functions from the FMCSA regulations (§382.107) is: *“all time from the time a driver begins to work, or is required to be in readiness to work, until the time he/she is relieved from work, and all responsibility for performing work”*.

Any driver that is not subject to safety sensitive functions should be identified. Drivers that do not meet the requirements for being in a safety sensitive function shall not be tested.

Examples of drivers that are not subject to safety sensitive functions include anyone that is no longer employed, or the contract/lease has been terminated, on long-term or short-term disability, Family Medical Leave Act, on full workers-comp leave, medical leave, working at second jobs (which includes service in the National Guard or Reserve) or on extended personal leave.

A driver that is not subject to safety sensitive functions *cannot* be tested. Drivers should be tested once they return to safety sensitive functions, as long as they return prior to the end of the month/quarter in which they were selected. If a driver is on light duty, the driver may be tested.

No driver shall be tested while he/she is on home-time, or vacation. Drivers are required to be tested once they return from home-time, or vacation, as long as they return prior to the end of the month/quarter in which they were selected.

If during the month/quarter, the status of any selected driver changes and is not able to complete the testing, the Safety Department/DER shall be notified.

Some drivers are required to only submit a to a random drug test, while others are required to submit both a random drug and alcohol test. Controlled Substance (drug) testing is always completed via urinalysis, and alcohol testing is always performed via breath analysis or saliva swab testing. No driver is ever selected for random alcohol testing only.

The Safety Department is required to maintain the “*Employer*” copies of the Custody and Control Form (CCF) for all DOT regulated Controlled Substance and Alcohol tests. Controlled Substance CCFs are mailed directly to Safety, however; Alcohol CCFs may need to be forwarded to the Safety Department.



## **Referral, Evaluation, and Treatment**

Each driver who has engaged in conduct prohibited by Subpart B of Part 382 shall be advised by the company of the resources available in evaluating and resolving problems associated with the misuse of alcohol and controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. The company has no obligation to provide this service to applicants for driving positions that either refuse to submit to pre-employment alcohol or controlled substance tests or who test positive for controlled substances or have an alcohol concentration of 0.02 or greater on a pre-employment test.

## **The Effects of Alcohol & Drugs**

The intent of this section is to inform you that the effects that alcohol and controlled substances can have a severe negative affect on your health, work, and personal life. If requested, the company shall provide information on the signs and symptoms of alcohol and/or controlled substance problems. This may help to recognize problems with, not only co-workers and friends, but also in examining your own behaviors.

Contact the Safety Department or Director of Safety and Human Resources/DER for questions, comments, or concerns regarding FMCSA Regulation or procedures. To find a Substance Abuse Professional (SAP) in your state: [www.eap-sap.com](http://www.eap-sap.com).

## **Passengers**

Unless prior written authorization has been given from the Safety Department, **no driver** shall transport any person in company owned or leased equipment, except persons employed by or leased to the company. Refer to the FMCSR and the company's *Passenger Authorization Policy*.

The Passenger Program is a voluntary program offered to employees and independent contractors for the benefit of the driver, spouse, and family. The driver must have no preventable accidents or no more than one incident for the previous 6 months preceding the date the driver wishes to take a passenger. Passengers must be at least 12 years of age.

The application must be completed, and the driver must have received written authorization from the company prior to the date the driver wishes to take a passenger. All passengers are subject to approval by Operations and the Safety Department.

## **Scanning and Trip Envelopes**

All trip/load related documents are required to be submitted via scan, fax, email or mailed in a Trip Envelope and received by noon Tuesday for the previous week. All paperwork must be complete and legible, and on-time in order to be included in the next settlement period.

## **Maintenance of Company Leased Equipment**

All company owned equipment must be maintained. If equipment is due for service, the driver is required to coordinate with the maintenance department to complete the required maintenance.

## **Personal Property**

The company is not responsible for any personal property. This includes the personal belongings that may be in a tractor or personal vehicles when parked at a terminal or elsewhere.

Drivers may want to remove personal belongings from the truck when on home time or when gone for an extended period of time. Drivers may consider obtaining insurance for their personal belongings.

Personal vehicles not moved within 30 days, in poor mechanical condition (broken window, flat tire, doors open, used for storage), or are not displaying a current license plate may be reported as abandoned and removed from the property. Vehicles larger than a full-size car or pickup are not allowed to park on company property for over 24-hours without management approval.

## **External Premises Security Inspections**

At facilities where perimeter fencing is in place, designated personnel shall conduct regular inspections. Anything discovered during an exterior inspection that cannot be identified shall be physically checked, investigated, and identified. Any unauthorized persons discovered during any exterior security inspection shall be investigated, reported to the local police and appropriate company official, and/or escorted off the premises.

Loaded trailers containing hazardous materials cargo shall be sealed with a barrier-type seal, heavy-duty lock and always fitted with a king pin lock while staged at any company facility.

## **Driver Vehicle Inspections and Reporting (DVIR) Process**

Drivers have a responsibility to monitor and report on the condition of every commercial motor vehicle (CMV) and associated equipment they operate each day – this includes both tractors and trailers. This report is an indication that the vehicle condition is unsatisfactory, and a need to arrange for repairs is necessary to ensure the continued safe operation of the CMV.

The Federal Motor Carrier Safety Administration (FMCSA) enforces compliance with Federal Motor Carrier Safety Regulation §396.11 Driver Vehicle Inspection Reports (DVIR).

### **DVIR Process**

1. For vehicles with defective equipment, identified by the driver during a visual inspection, or by the DOT during a roadside inspection, the driver is required to report the defect on a DVIR.
2. Drivers identifying equipment *safety defects* must report this to directly to the Maintenance Department prior to or upon the completion of that day's trip.
3. Defects are identified either by:
  - a. Driver's experience while operating the CMV.
  - b. Defects reported during a roadside inspection.

## Hours of Service Compliance

A driver's Hours of Service are regulated by Federal, State, and Local agencies and are part of the Federal Motor Carrier Safety Administration (FMCSA) regulations, specifically contained in 49 CFR Part 395.1 through 395.38. All company personnel, company-employed drivers, independent contractors and their employees, fleet owners and their employees, or any individuals, operating commercial motor vehicles under the authority of the company are subject to this HOS Compliance Policy.

It is the responsibility of all CMV drivers to operate in compliance with the Hours-of-Service regulations, including but not limited to:

- The driving time limits in FMCSR § 395.3.
- The requirements of being logged into an ELD found in FMCSR § 395.8 (a)(1)(i).
- The submission requirement for RODS found in FMCSR § 395.8 (a)(2).
- The general form and manner requirements in FMCSR § 395.8 (c), (d), (f) and § 395.24 (c).
- The prohibition on false entries found in FMCSR § 395.8 (e)(1).
- The requirements against tampering with an ELD found in FMCSR § 395.8 (e)(2) and (3).
- The requirement for RODS to be current to last change of duty status, FMCSR § 395.8 (f).
- The 13-day submission requirement for "Supporting Documents" in FMCSR § 395.11 (b).
- The Motor Carrier responsibilities found in FMCSR § 395.22.
- The limitations for utilization of "Special Driving" categories found in FMCSR § 395.28.
- The certification, edit, submission and retention requirements found in FMCSR § 395.30.
- The requirements for non-authenticated RODSs and Unassigned Miles, FMCSR § 395.32.
- The requirements for repair of a malfunctioning ELD within 8 days, FMCSR § 395.34.

*If any exceptions listed in FMCSR § 395.1 are used, the driver is responsible for verifying that the exception it is used appropriately and note the reason for use of the exemption on their RODS and approve the status.*

All drivers Operating a ELD equipped CMV, shall not operate the CMV without being logged in with their assigned driver login, and are required to utilize the ELD Hours of Service system. If the ELD is inoperable, drivers are required to use only the forms provided by the company to maintain their RODS and must submit the RODS to Safety within 13 days.

*Do not tamper with an ELD. Per FMCSR § 395. 15 (e): no motor carrier, driver or another person shall disable, deactivate, disengage, jam, or otherwise block or degrade a signal transmission or reception, or reengineer, reprogram, or otherwise tamper with an ELD so that the device does not accurately record and retain required data.*

All "unassigned" or "unidentified" driving time generated by movement of an ELD equipped CMV without an "active driver", shall be assigned to the driver who operated the CMV.

## Hours-Of-Service Procedures

The Safety Department, with the support of the Operations Department, is responsible for monitoring and enforcing HOS compliance. The following is a guideline:

- a. A driver is required to have a 30-minute “Rest Break” after 8-hours of driving, and any trip over 11 hours of driving or 14 hours of on-duty time requires a 10-hour break.
- b. A driver may not drive after 70-hours of on-duty time in an 8-day period until the driver has gained hours that fall off from more than 8-days ago or the driver obtains a 34-hour reset.
- c. All driver’s Record of Duty Status or Timecards shall be electronically submitted daily by approving the ELD duty status changes for that 24-hour period; or submitted weekly when the ELD Unit is inoperative, and a driver is required to utilize a paper RODS.
- d. Driver RODS (electronic or paper) and Timecards are audited (see *RODS Audit Process*) for HOS violations and/or *egregious violations (exceeding the driving-time limits by more than 3 hours)*. Violations include but are not limited to the 11-hour driving rule, 14-hour on-duty rule, 30-minute rest break requirement, and 70-hour in 8-day limit.
- e. Falsified RODS, altered receipts, or otherwise attempting to disguise HOS violations are treated as an HOS violation.
- f. “Unassigned” or “unidentified” driving time” shall be reconciled and be assigned to the respective driver who operated the CMV or be annotated with the reason for the unassigned movement.

The regulations allow limited edits of an ELD record. Drivers may edit, enter missing information, and annotate the ELD records but the original record shall be retained. A motor carrier may request edits to a driver’s RODS to ensure accuracy, however; for the carrier-proposed changes, the driver must confirm, certify and submit the updated RODS. FMCSR § 395.30(c)(2) *requires* all edits, whether made by a driver or the motor carrier, be annotated to document the reason for the change.

The regulation requires that anyone operating an ELD equipped CMV or making edits to an ELD record have a unique login ID. Drivers and individuals utilizing an ELD must have access to their own ELD records, to be able to review the ELD record and determine if unauthorized edits/annotations have been entered. Therefore, all drivers, Maintenance and Safety Department personnel shall have unique login IDs and be responsible for their duty status approvals.

Drivers using the *Short-haul* exception must keep time records on a *Driver’s Exemption Log* showing the time the driver reports for duty each day, the total number of hours on duty each day, and the time the driver is released from duty. 150 air miles is equivalent to 172.6 statute miles. Drivers who use this exception are ineligible to use the sleeper-berth provisions of FMCSR § 395.1(g), or the 16-hour short-haul exception.

### Yard Move

- Movement of a CMV not on a public road in a yard or facility logged as On Duty, Not Driving, time.

### Personal Conveyance

- Authorized personal use of a CMV logged as Off Duty time.

**‘Personal Conveyance’ Defined:** The following is the interpretation Question 26 for FMCSR § 395.8:” Under what circumstances may a driver operate a commercial motor vehicle (CMV) as a personal conveyance?”

*Guidance: A driver may record time operating a CMV for personal conveyance (i.e., for personal use or reasons) as off-duty only when the driver is relieved from work and all responsibility for performing work by the motor carrier. The CMV may be used for personal conveyance even if it is laden, since the load is not being transported for the commercial benefit of the carrier at that time. Personal conveyance does not reduce a driver's or motor carrier's responsibility to operate a CMV safely.*

*Motor carriers can establish personal conveyance limitations either within the scope of, or more restrictive than this guidance, such as banning use of a CMV for personal conveyance purposes, imposing a distance limitation on personal conveyance, or prohibiting personal conveyance while the CMV is laden.*

*(a) Examples of appropriate uses of a CMV while off-duty for personal conveyance include, but are not limited to:*

- 1. Time spent traveling from a driver's en route lodging (such as a motel or truck stop) to restaurants and entertainment facilities.*
- 2. Commuting between the driver's terminal and his or her residence, between trailer drop-lots and the driver's residence, and between work sites and his or her residence. In these scenarios, the commuting distance combined with the release from work and start to work times must allow the driver enough time to obtain the required restorative rest as to ensure the driver is not fatigued.*
- 3. Time spent traveling to a nearby, reasonable, safe location to obtain required rest after loading or unloading. The time driving under personal conveyance must allow the driver adequate time to obtain the required rest in accordance with minimum off-duty periods under 49 CFR 395.3(a)(1) (property-carrying vehicles) or 395.5(a) (passenger-carrying vehicles) before returning to on-duty driving, and the resting location must be the first such location reasonably available.*
- 4. Moving a CMV at the request of a safety official during the driver's off-duty time.*
- 5. Time spent transporting personal property while off-duty.*
- 6. Authorized use of a CMV to travel home after working at an offsite location.*

*(b) Examples of uses of a CMV that would not qualify as personal conveyance include, but are not limited to, the following:*

- 1. The movement of a CMV in order to enhance the operational readiness of a motor carrier. For example, bypassing available resting locations in order to get closer to the next loading or unloading point or other scheduled motor carrier destination.*
- 2. After delivering a towed unit, and the towing unit no longer meets the definition of a CMV, the driver returns to the point of origin under the direction of the motor carrier to pick up another towed unit.*
- 3. Continuation of a CMV trip in interstate commerce in order to fulfill a business purpose, including bobtailing or operating with an empty trailer in order to retrieve another load or repositioning a CMV (tractor or trailer) at the direction of the motor carrier.*
- 4. Time spent transporting a CMV to or from a facility to have vehicle maintenance performed.*
- 5. After being placed out of service for exceeding the maximum periods permitted under 395, time spent driving to a location to obtain required rest, unless directed by an enforcement officer.*
- 6. Time spent traveling to a motor carrier's terminal after loading/unloading from a shipper/receiver.*

Drivers may operate the CMV, while off-duty, bobtail or with a trailer, without regard to whether it is loaded or not. Personal conveyance may be used by drivers who run out of legal driving hours while delayed at a shipper or receiver, so they can get to the nearest reasonable safe place to park, however; *the CMV must be moved no farther than the nearest reasonable and safe area.*

The movement from a shipper or receiver to the nearest safe resting area may be identified as personal conveyance, regardless of whether the driver exhausted his or her HOS, as long as the CMV is being moved solely to enable the driver to obtain the required rest at a safe location. The Agency recognizes that the driver may not be aware of the direction of the next dispatch and that in some instances the nearest safe resting location may be in the direction of that dispatch. If the driver proceeds to the nearest reasonable and safe location and takes the required rest, this would qualify as personal conveyance. ***FMCSA recommends that the driver annotate on the log if he/she cannot park at the nearest location and must proceed to another location.***

If a Federal, State or local law enforcement official requires a driver to relocate the CMV during the 10-hour break period for truck drivers, personal conveyance may be used to document the movement.

#### **Electronic Logging Devices (ELD):**

- *To log onto* the ELD system:
  - Name: Driver ID (lowercase)
  - Password: Driver ID (UPPERCASE) + last 4 of the driver's social security number

#### **ELD Corrections and Approval:**

- You must approve your RODSs daily. Approving your ELD is similar to signing a paper log and should be completed at least once per day. Be sure to review each duty status prior to approval, as once approved, the driver can no longer edit the record of duty status.
- The driver is authorized to edit the Record of Duty Status for Lines 1, 2, and 4, however; per FMCSR § 395.26 the ELD automatically records truck movement on Line 3, since allowing the driver to make these corrections would enable the driver to manipulate their RODS.
- Remember the ELD system warns you before you become in violation of your 8, 11, 14, or 70-hour rules. Do Not violate any Hours-of-Service Regulations.
- Per FMCSR § 395.24 (c), the load information on your ELD relates to General Form and Manner and the information must be entered correctly or noted as no information available with all zeros.
- Per FMCSR § 395.34, the driver is required to have *the DOT Quick Reference card* for the ELD, and *a minimum of 8 blank paper log pages*, on the truck in the event the ELD stops working and you are required to utilize a paper log. The driver must reconstruct the record of duty status for *the current day and the previous seven days*, less any days for which the driver has records in their possession.
- FMCSR § 395.8 (e)(2) and (3). Do not tamper with the ELD.
- *Be sure to log off the ELD when on home-time, vacation or getting off a truck permanently.*

Egregious violations of driving-time limits established in 49 CFR part 395: *27 Feb 2012*

- A driver who exceeds and a motor carrier that requires or permits a driver to exceed, by more than 3 hours, the driving-time limit shall be deemed to have committed an egregious driving-time violation and are subject to the maximum penalties permitted by law.

**§392.3—Ill or fatigued operator:**

“No driver shall operate a motor vehicle, and a commercial motor carrier shall not require or permit a driver to operate a commercial motor vehicle, *while the driver’s ability or alertness is so impaired, or so likely to become impaired, through fatigue, illness, or any other cause, as to make it unsafe for him/her to begin or continue to operate the vehicle*”.

### **Hazardous Materials**

According to the U. S. Department of Transportation (DOT), a hazardous material is "A substance or material, including a hazardous substance, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated". In layman’s terms, this means any material that, because of its chemical properties, may cause injury, loss of life, damage to property or the environment if involved in an accident during transportation. A minor transportation accident can quickly escalate into a major catastrophe when hazardous materials are involved.

There are currently two sets of regulations covering the shipping of hazardous materials.

*International Maritime Dangerous Goods Code regulations:*

- pertains to international shipments,
- enforced by the "competent authorities" of the countries who have adopted these regulations.

*Code of Federal Regulations (CFR-49)*

- regulations are governed by the DOT,
- pertain mainly to domestic shipments,
- reference international regulations when shipping by ocean and/or air,
- enforced by the Federal Aviation Administration, United States Coast Guard, Federal Highway Administration, and Federal Railroad Administration.

The two sets of regulations are very similar in documentation, labeling, marking, and placarding requirements. However, some differences do exist. Whenever these regulations conflict, the more stringent of the two must be adhered to.

The shipper or their agent is responsible for having their Hazardous Material cargo in compliance with all the regulations at the time the cargo is offered for transportation (at the time of pick up from the shipper’s facilities, or at the time of delivery to the carrier’s terminal). The carrier’s (highway, ocean, rail, air) responsibility is to determine that the shipper has, in fact, complied with the regulations before the carrier transports the cargo. A signed "shipper’s certification" statement is required.

Federal law dictates that each company whose drivers haul Hazardous Materials must be trained and certified by that company in the rules and regulations concerning the transportation of Hazardous Materials. ***The regulation requires recertification every 3 years.*** Recertification can be completed by online training or by attending formal classroom instruction to refresh your knowledge of the regulations and requirements for transporting Hazardous Materials shipments, and is followed by a test, which must be completed and submitted to the Safety or Training Department before being certified to haul Hazardous Materials shipments for the company.



- The rules regarding Hazardous Materials are found in both the *Hazardous Materials Compliance Book* as well as in the *Federal Motor Carriers Safety Regulations* pocketbook. The penalties for violating a requirement can range up to \$175,000 for *each* violation.
- The *Federal Motor Carriers Safety Regulations* pocketbook, the *Hazardous Materials Compliance Book*, and the *Emergency Response Guide* are required to be on the truck at all times.

### **Packaging Requirements:**

- Each Hazardous Material must be packaged as required by the regulations.
  - Each package must be labeled with a Hazard Class Label and Subsidiary Risk Label, if applicable.
  - Each package must be marked with the Proper Shipping Name and the UN Number.
- Note: There may be exceptions to the packaging/labeling/marketing/placarding requirements when certain classes of Hazardous Materials are shipped in limited quantities. This exception is dependent on the Hazard Class, packaging group, physical state of the substance, and maximum quantity allowed for each inner package. Hazardous Materials shipped in this manner must be described as "Limited Quantities" by the shipper.

### **Loading the Container/Vehicle:**

Shippers and carriers are responsible for compatibility. The requirement for shippers to comply with compatibility considerations is contained in 49 CFR 173.22. In order to determine compatibility for shipments by highway, shippers and carriers should refer to 49 CFR 177.848 - Segregation of hazardous materials. This section applies to packages that require labeling, multi-compartmented cargo tanks and portable tanks loaded in transport vehicles or freight containers.

In order to determine compatibility a driver is required to be familiar with two tables which are:

- Segregation Table for Hazardous Materials is used for all materials. However, this table is only used for Class 1 materials when comparing Class 1 with other classes/divisions of hazardous materials.
- Compatibility Table for Class 1 (Explosive) Materials is used for determining compatibility for one Class 1 material and another Class 1 material.

When using the tables be sure to read the entire section, 178.848, and be aware that there are special instructions and exceptions listed. In addition to this section, shippers and carriers should check sections 177.834 – 177.854 for any additional handling requirements.

- Certain classes of Hazardous Materials cannot be loaded into/onto a container or flat rack due to incompatibility. The Hazardous Materials Compatibility Chart specifies which classes of materials can or cannot be loaded within the same container or onto the same flat rack.
- Shipments of Hazardous Materials must be blocked and braced to prevent shifting.
- Foodstuffs must not be packed with Hazardous Material that are labeled toxic, poisons, corrosives or with cargo having a strong odor/smell.
- If Hazardous Material and general cargo are packed together, the Hazardous Material must be stowed near the doors to facilitate inspection.
- Placards must be affixed to all containers loaded with Hazardous Materials. The placards must reflect the class(es) of Hazardous Material. Four (4) placards must be affixed for each primary and subsidiary class of hazmat loaded (one placard for each side of the container).

### **Shipper Load & Count:**

If the driver is allowed on the dock, the driver shall inspect all containers to see that they are not leaking or damaged, check labels on the boxes or drums to see they correspond with the shipping papers and see that the load is properly blocked and braced. DOT is strict on load securement and does not want to see any movement when they inspect a Hazardous Materials load.

If the load is a “set out” (pre-loaded), ensure that the shipping papers and placards are correct. The driver must inspect the labeling, markings, and bracing of the load. If the trailer is sealed with a company seal, break the seal and inspect the load. If it is sealed with the shipper’s seal, check with the shipper before breaking the seal to inspect the load. If the shipper refuses to allow you to break the seal, note on the Bill of Lading that the shipper has certified proper loading, count, and securement (SLCS), and get the shipper to endorse the statement. The driver shall verify the load’s shipping papers, seal numbers, and trailer number. Under no circumstances shall a driver break a seal on a pre-loaded trailer or a trailer under a shipper’s load and count provision. Do not accept leaking/damaged containers.

These guidelines apply to outbound loads as well as loads being picked up and returned to a terminal or spotting/staging area. In the event of a live load, drivers are expected to supervise the entire loading process. Drivers are responsible to make sure no unauthorized or unscheduled cargo is loaded on any trailer. When all loading activity has been completed, drivers are responsible for making sure the cargo is secure and to check the bill of lading or the delivery manifest to ensure cargo count is accurate. Once drivers are satisfied that the cargo matches the shipping papers, they shall:

- Close the trailer doors and witness the shipper sealing of the trailer.
- Record the seal number(s) on the shipping papers.
- Have the shipping papers signed by the responsible shipping personnel before leaving.
- Contact their supervisor/dispatch to verify all load-related information and that the loading process is complete.

If a discrepancy is found between the cargo and Bill of Lading or shipping manifest, drivers shall contact their supervisor immediately for instructions. In the event the shipper fails to supply a seal, drivers are required to use a company-issued seal. Drivers are required to use their padlocks to provide additional cargo security for all loads containing hazardous materials. However, if using a padlock would cause any damage to the trailer door seal, attempts to use the padlock should not be made. Before leaving any shipper, drivers shall make a thorough visual observation of their immediate surroundings and report any unusual or suspicious activity to their supervisor immediately.

### **Shipping Papers:**

When picking up a load it is the driver’s responsibility to ensure that the papers have been properly prepared. The Shipping Papers (Bills of Lading) must match the markings on the packages, the labels on the packages, and the placards supplied by the Shipper.

To determine if a Hazardous Material is being shipped, there are three ways shippers may indicate this on the shipping papers. The Hazardous Materials will be listed 1<sup>st</sup> on the Bill of Lading before the Non-Hazardous Materials, there will be an “X” or “RQ” in the HM column, or the Hazardous Materials will be highlighted in a contrasting color.

Per § 172.202 the information on the bills must be listed in the proper order to be legal:

**Identification Number** (UN, ID, or NA), **Proper Shipping Name** (spelled correctly), **Hazard Class/Division**, and the **Packing Group** (always a I, II or III).

- The Bill of Lading must have the unit of measure listed, and the quantity must be listed.
- An emergency response number must be present on the Shipping Papers.
- The shipper's certification must appear on the Bill of Lading and be signed by a representative of the shipper.

The carrier (driver) is responsible for ensuring the shipping papers are in order, in your possession and immediately available in case of emergency. When at the *driving controls*, the shipping papers must be visible to anyone entering or exiting the vehicle **and** must be within the driver's reach while restrained by the seat belt that is adjusted properly and has been properly installed.

- While in transit, the Bill of Lading must be in the driver's door pouch, if the driver leaves the tractor, the Bill of Lading must be on the driver's seat in plain view.
- Dropped trailers should have a copy of the Bill of Lading in the registration box on the front of the trailer, or left with the guard, if the facility has 24-hour security.

**Per DOT Regulation:**

*It is the driver's right to refuse any load that is not prepared, labeled, or packaged properly. This includes the shipping papers. If the product is misspelled or the materials are in the wrong order, do not accept the shipment until this is corrected.* If you have any questions call dispatch or the company Safety Department.

**Emergency Response Guide:**

Emergency response information specific to the hazardous materials being transported must be presented on the shipping paper or in a separate document in conjunction with the shipping paper such as the Emergency Response Guide (ERG). The following information is required, as a minimum, by Part 172, Subpart G:

- description of the hazardous material.
- immediate hazards to health.
- risks of fire or explosion.
- immediate precautions to take in the event of an accident or incident;
- immediate methods for handling small or large fires.
- initial methods for handling spills or leaks in the absence of fire; and
- preliminary first aid measures.

Every truck must have a recent copy of the Emergency Response Guidebook.

- The carrier (driver) should have a copy of the *Emergency Response Guide* available at all times. It is used for determining the emergency course of action and first aid treatment pertaining to the specific type of Hazardous Materials being transported. The Emergency Response information should be treated exactly as the shipping paperwork and be immediately available in the event of an emergency, incident, or accident.

### **Placarding:**

Placards are used to identify the hazard class of the material being transported and are provided to the driver by the shipper. The carrier (driver) is responsible for ensuring that the proper placards are in place during the transit of the shipment.

Placards are provided by the shipper and must be placed on all four sides of the unit, at least 3 inches from any other marking and must be completely removed when the Hazardous Material has been unloaded.

Placards are used to identify the hazard class of the material being transported. Placards should be checked regularly during transit to ensure they have not torn or been damaged.

### **Quick Reference Guide:** Steps for *proper* Placarding:

1. Identify the Hazardous Material(s) using the BOL (listed first, highlighted, and/or x by the name) and then find the weight of each Hazardous Material.
2. Apply the weight rules to the listed Hazardous Material. (1001 rule, 2205 rule, 8820 rule, and the Dangerous Placarding rule).
3. Look the qualifying amounts of Hazardous Material up in the Hazardous Materials pocketbook, Hazardous Materials table (by proper shipping name).
4. Look in Placard Advisory of the Hazardous Materials table and identify the placard needed for that material.
5. Ensure you have the proper placards from the shipper and place them on all 4 sides of the trailer. Placards **must** identify the Hazardous Materials you are hauling, and be:
  - Horizontal, Square on Point, and reading from left to right.
  - Must all be the same size.
  - Must identify multiple hazards with multiple placards.
  - Visible with an unobstructed view of the placards when on the trailer.
  - Pre-printed, not handwritten.
6. Do not pull away from the dock until Proper Placards are in place. Have extra placards for the trip in case you lose or damage one. Check the placards while along the route: during tire checks, at all stops, and before you are about to undergo a mandatory stop in route, such as a Port of Entry, or DOT weigh station.

### **Equipment, Tire and Freight Checks FMCSR § 397.17 – Tires**

Federal laws require the driver to inspect the tires of the unit transporting Hazardous Materials. These tire checks must be flagged on the driver's RODS and the location noted. The law states that tire checks must be done:

- When first picking up the load, and every time the vehicle stops.

### **Driving of Commercial Motor Vehicles FMCSR § 392.10 — Railroad Grade Crossings;**

Stopping Required. Drivers transporting Hazardous Materials are required to stop at all railroad crossings within 15 to 50 feet of the nearest rail except when:

- the crossing is clearly marked exempt,
- the crossing is marked by an arterial traffic signal that is green,
- if an emergency official controls the crossing,
- or if switching tracks within a business district.

### **Transportation of Hazardous Materials FMCSR § 397.15 — Fueling**

During the fueling of the vehicle, the driver must be in physical control of the fueling process. Its engine must not be operating; and a person must be in control of the fueling process at the point where the fuel tank is filled. In other words, the driver must have his hands on the fueling nozzle. You cannot do a walk around vehicle inspection during the fueling process.

### **Transportation of Hazardous Materials FMCSR § 397.13 — Smoking**

Smoking is prohibited when placards are required for *Flammables, Oxidizers, and Explosives*.

- Remember that smoking with 25 feet of **any** Hazardous Materials load containing one of these types of materials is prohibited.

### **Transportation of Hazardous Materials FMCSR § 397.11 — Fires**

A motor vehicle containing Hazardous Materials must not be operated near an open fire unless its driver has first taken precautions to ascertain that the vehicle can safely pass the fire without stopping.

- A CMV containing Hazardous Materials must not be parked within 300 feet of an open flame.

### **In Attendance: FMCSR § 397.5 (d) (1)**

The driver must be in attendance of the vehicle at all times when transporting Hazardous Materials. Never leave a hazardous materials laden vehicle unattended. Attendance is defined as:

- On the vehicle awake, (not in the Sleeper Berth),
- Or, within 100 feet with an unobstructed view at all times.

## **Hazardous Materials Security Awareness and Plan**

All drivers are expected to be familiar with the company's Hazardous Materials Security Plan. The driver is expected to follow the directives and not deviate from them.

### **Suspicious Activity and Suspicious Activity Reporting Procedures:**

Employees and contractors are expected to use common sense and good judgment when assessing the threat potential of any suspicious activity. Employees are expected to report observed suspicious activity to their immediate supervisor, manager, or local law enforcement and/or fire department.

### **Hazardous Materials Enroute Standard Security Operating Procedures:**

Drivers shall prepare and execute a trip plan for all hazardous materials movements, to include:

- Routing schedules that avoid highly populated areas, bridges, and tunnels when possible.
- Fueling and break locations (including approximate dates and times for same).
- Dates and times of daily/routine check calls.
- Estimated times of arrival to stop offs and final destination.

For all hazardous materials movements, drivers shall minimize stops en route. Proper execution of thorough trip plans reduces the need for unnecessary or unplanned stops. In the event a load containing hazardous materials needs to be staged at a company terminal/facility while en route, it shall be stored in a secured (fenced in) location with limited and controlled access.

### **Enroute Parking and Driving Considerations: § 397.7 – Parking.**

- Hauling Hazardous Materials requires special considerations when parking. The DOT regulation says you may not park within 5 feet of the traveled portion of a roadway, and be at least 300 feet from bridges, tunnels, dwellings, or places where people work, congregate, or assemble. When at a truck stop, or terminal facility, you must park in the designated Hazardous Materials parking area.
- When hauling Hazardous Materials, the driver is responsible for ensuring the route is legal for the material being transported. You cannot drive through restricted tunnels or on restricted highways. Loads should be routed around cities. Restricted routes are listed in the front of the Road Atlas and should be consulted to ensure your route is legal. Most cities have a Hazardous Materials route; allow enough time in the trip plan to adjust for detouring.
- When dropping a trailer, the Shipping Papers must be put in the trailer's registration box.

### **Hijacking and Cargo Theft:**

In the event of an attempted vehicle hijacking or cargo theft situation while the vehicle is in motion, the company has adopted a **No Stop** policy. Guidelines state that in any hijack situation, drivers should use their good judgment (whether to stop or keep moving) based on the degree to which they feel their personal safety is at risk. Drivers who fall victim to vehicle hijackers or cargo thieves must notify local police as soon as possible. Once the proper authorities have been notified, drivers are required to contact an appropriate company official and follow all subsequent instructions.

Drivers who believe a vehicle hijacking is, or may be, in progress, are instructed to keep the vehicle moving as safely and responsibly as possible until the attempt has ceased, and/or the authorities have been notified.

### **Stop Off/Destination Driver Security Procedures:**

Upon arrival at the destination or stop off, drivers shall check in with the person responsible for receiving person(s) to notify them of arrival and receive unloading instructions. Drivers shall follow receiver's unloading instructions and obey all customer plant safety and security rules and procedures. Once permission to unload has been given, the driver shall proceed to the unloading location (assigned receiving dock door) and secure the vehicle. No company vehicle shall be left unattended until the driver is satisfied that the vehicle is secure.

The driver, along with a responsible receiving employee, shall verify delivery, inspect the trailer seal(s), match the seal number(s) with those on the shipping papers, break the seal(s), open and secure the trailer doors, and inspect the cargo. Once both the driver and receiver are satisfied, the driver shall back the trailer and secure the vehicle.

Drivers shall supervise the unloading process. In the event of cargo damage, overage, shortage, or any other discrepancy, drivers shall contact their supervisor immediately, for instructions; and to report the cargo claim incident. After the unloading process has been completed, the driver shall get the appropriate paperwork signed by the responsible receiving employee and contact dispatch for the next assignment or instructions.

### **Information Security:**

All information (electronic and hard copy) relating to the storage and/or transporting of hazardous material shall be restricted to employees on a need-to-know basis. Hazardous Materials related paperwork and other documentation should be maintained and retained in a secure area with limited and controlled access.

### **Hazardous Materials Spills:**

The driver's responsibility in case of a spill is to:

- remain with the vehicle,
- keep unauthorized persons away,
- notify local authorities,
- and to prevent the spill from spreading.

Common sense is needed to determine the severity of a spill. A simple bucket of paint turned over in the trailer does not warrant calling a response team. If possible, quickly and safely stop the leak without endangering yourself or others. In case of a Hazardous Materials spill or leak, the driver should immediately call the Safety Department: 1-573-264-1700.

You must also have the **Emergency Response Guidebook** in the truck. Read it to determine what actions are to be taken in case you are involved in a spill or collision. Never leave the dock without reading the shipping document. Always know your load before you roll.

## Safety/Performance Bonus

Driver Safety or Performance bonuses may be forfeit if the following conditions are applicable:

- Preventable accidents/incidents.
- Moving violations or unsafe driving noted on the Video Event Recorder.
- Roadside inspection violations or an Out of Service (vehicle or driver).
- *Hours of Service* violations or repeat misuse of Personal Conveyance.
- Cargo/product related incidents (OS&D) due to driver negligence or unsafe act.

## Independent Contractor Maintenance Policy

The company strives to maintain the lowest possible CSA scores in all BASICS. The Vehicle Maintenance category sees a majority of the company's violations during roadside inspections and many of these within the Brakes, Lights and Tires categories; therefore, we have revised our policy to apply to all equipment under the Buchheit Trucking Service DOT #.

1. **All** equipment is initially inspected to ensure it meets DOT standards prior to entering the fleet, and thereafter is subject to **semi-annual** DOT inspections.
  - a. All I/C trucks/trailers are scheduled to be reinspected to coincide with the driver's 30 and 90-day evaluations.
2. If a driver receives a roadside vehicle maintenance violation, the driver is expected to immediately notify dispatch and the shop. Repairs shall be made immediately or prior to the next dispatch.
  - a. I/C drivers have a 10-day *grace-period* to verify with the shop (or shop designee) that the equipment with the violation has been corrected. At that time, a DOT inspection will be performed by the shop (or shop designee). If the I/C does not get the equipment in within the 10 days, **no further dispatch** will be given until repairs are verified as complete.
    - i. The Maintenance Director will determine the method that the equipment owner uses to verify that the violation was properly repaired.
  - b. The I/C's equipment then enters a 30-day inspection rotation until the Maintenance Director determines that the typical 180-day rotation is sufficient.
3. If during **any** inspection, equipment does not pass DOT standards, then repairs must be made and verified (or re-inspected) prior to that equipment being dispatched.
4. Management reserves the right at any time to request to verify that a truck and/or trailer meets DOT standards.

The Maintenance Department is required by FMCSA regulation to maintain a Maintenance File for all contractor owned equipment containing records of any and all maintenance performed on said equipment; therefore, all contractors are required to submit monthly maintenance reports to the Maintenance Department. Monthly maintenance reports are required no later than the 15 of each month for the previous month.

Failure to submit monthly maintenance reports by the due date will result in no-dispatch status and may be deemed a breach of contract by the company.



## Scott City Terminal Scale Operating Instructions

### **Gross / Tare / Net Weighing:**

- 1) Enter Customer Number
- 2) [Hit Enter on the keypad]
- 3) Enter Carrier ID Number (this is your 5-digit DOT #)
- 4) [Hit Enter on the keypad]
- 5) Enter Truck ID (your truck #)
- 6) [Hit Enter on the keypad]
- 7) Press the soft key arrow at the bottom of the screen below “Weigh/In”
- 8) Take printed in-bound weight.
- 9) Unload your trailer (you will have 4 hours to complete the transaction)
- 10) Return to the Scale
- 11) Enter Truck ID (your truck #) – ticket will print with gross/tare/net.
- 12) Take printed weigh ticket.

### **Axle Weigh Option:**

- 1) Enter Customer Number
- 2) [Hit Enter on the keypad]
- 3) Enter Carrier ID Number (this is your 5-digit DOT #)
- 4) [Hit Enter on the keypad]
- 5) Enter Truck ID (your truck #)
- 6) [Hit Enter on the keypad]
- 7) Press the soft key arrow at the bottom of the screen below “Menu”.
- 8) Press the soft key arrow at the bottom of the screen below “Axle”.
- 9) Pull Forward and stop when your first axle is off the scale and stop (light will turn red)
- 10) When light turns green, pull forward until the next axle is off the scale and stop (light will turn red)
- 11) After light returns green, back onto scale to get your printed ticket.
- 12) Take printed axle weight.
- 13) Press the soft key arrow at the bottom of the screen below “Finish”.

### **Single Weigh Option:**

- 1) Enter Customer Number
  - 2) [Hit Enter on the keypad]
  - 3) Enter Carrier ID Number (this is your 5-digit DOT #)
  - 4) [Hit Enter on the keypad]
  - 5) Enter Truck ID (your truck #)
  - 6) [Hit Enter on the keypad]
  - 7) Press the soft key arrow at the bottom of the screen below “Menu”.
  - 8) Press the soft key arrow at the bottom of the screen below “Print”.
  - 9) Take printed single weight.
  - 10) Press the soft key arrow at the bottom of the screen below “Finish”.
-

## Load Documentation

### Trip Paperwork

Your normal duties as a driver are to complete **all** trip paperwork so that the company can properly bill the customer and comply with D.O.T. regulations and pay you as agreed to in the lease agreement.

Trip paperwork consists of:

- The original “supporting documents” as required by FMCSR § 395.11.
- A signed copy of the Bill of Lading if you drop the load at the consignee, **or** a copy of the bill of lading indicating where the load was dropped (relay point, terminal, etc.).
- Receipts for trip expenses (put driver name and truck number on all receipts).

### Trip Scanning

For **every trip or load**, there are very important documents which the company requires and needs for daily operation. Paperwork submitted by the driver(s) is electronically submitted via the scanning system to the Accounting Department. These are distributed, and indexed as certain documents, which automatically go to the correct department(s), and would include:

- All pages of the Bills of Lading (BOL).
- Shipping orders and Shipping manifests.
- Packing lists and Pallet counts.
- Delivery receipts.
- Scale tickets.
- Receipts for lumpers.
- Fuel receipts.
- Tolls.
- O. S. & D. reports.
- Gate passes.
- Customs control papers.
- U.S. Department of Agriculture Inspections.
- Trailer reports.
- Customer satisfactions surveys.
- Vehicle inspections and Equipment condition reports.
- Equipment interchange receipts.
- State Permits / Liquor permits.

Remember all paperwork from the time the load is picked up to the time the trailer is empty is important and belongs to that load. Most of our customers require us to send a copy of the Bill(s) of Lading showing the consignee’s receiving signature with the freight bill (or for them to have access to that paperwork).

- Note: Be sure to scan all pages of each Bill of Lading (BOL). Ensure that any delivery verification stamps on the back of any of your BOLs are included in the scan. If the Billing Department does not receive this important piece of information, it can prevent/delay payment for delivering the load.

## Licensing, Insurance and Permits

### Licensing of Equipment

The License Department orders permits needed in each state and coordinates the ordering and distribution of licenses and permits for tractors and trailers.

#### **Interstate Commerce Commission (ICC) Certificate of Authority**

This should be located in each tractor permit book.

- All tractors should have an IRP license plate located on the front of the tractor and a registration card in the permit book.
- All trailers should have a license plate and registration (non-expiring). Trailer registrations are located in a box mounted on the front of the trailer.

**Insurance Cards** are required for all states. *Always check that the Insurance Card is not expired.*

#### **Fuel and Mileage Tax Permits and Decals**

All states have joined IFTA (International Fuel Tax Agreement) and require the IFTA registration and decal on each side of the tractor.

#### **Driver Responsibility for Permits**

All permit books should contain the current year's permit requirements. The requirements are generally for a one-year period.

Each state has its own requirements for licenses and permits for tractors and trailers. These must be displayed properly on the equipment and not allowed to expire, and are required anytime you are in that state, even if you are just passing through.

*On each pre-trip inspection, drivers are to check permits and licenses for the tractor and trailer for those states in which they will be traveling. If permits are missing or expired, the driver must call to obtain temporary permits.*

#### **IRP License Plate and Registration**

The IRP (International Registration Plan) license plate and registration is required for both tractors and trailers. These are required in all 48 states. Tractor and trailer registrations expire on December 31 of each year. Only new cab card registrations for tractors are issued each year.

#### **Hazardous Materials and Liquor Permits**

State issued Hazardous Materials and Liquor Permits expire at various times throughout the year.

**Federal Hazardous Material Permit** is required in all states for hazardous loads and is a *3-year permit*.

## Winter Chain Laws US

### Chaining

There are several different types of chains, or approved traction devices as they are often referred to in state regulations and advisories. The two that dominate in actual usage are link chains and cables. Some carriers use cables for two reasons: cables are cheaper; cables are lighter weight. The drawback to using cables is they are not approved traction devices in all states.

### Chains vs. Cables

There are “chain laws” in certain states that require a CMV to be equipped with traction devices only when the conditions demand it and there are yet others that stipulate that you must carry them during certain times of year, regardless of current road condition. There are additional rules concerning which axles(s) must be chained, and which type of traction device (cable or chain), may or must be used.

Many mountain passes have chain up areas, and when road conditions warrant, you may not be allowed to cross a mountain pass unless you put chains on. Be sure to check with the Safety Department to be sure you have the required equipment for any given state.

States that have some sort of chain law are: **CA, OR, WA, NV, CO, UT, MT, WY.**

The requirements for each state have been verified by the State patrol and Motor Carrier Safety offices of each state. Although road conditions may not require chains at the time you are traveling, you will be required to meet the necessary requirements any time the highway patrol indicates chains are needed. In addition, if you are carrying chains on your units, they should be kept secured to prevent theft.

### Guide to the Use of Tire Chains

- Carry the required number and type of chains for each state you travel to.
- Confirm that your tire chains are the proper size for the tires on your vehicle.
- Find the safest place possible to chain up or remove chains.
- Install on properly inflated tires as snugly as possible, then drive a short distance, and recheck.
- The correct use of fasteners and straps will keep chains tight, and extra links from flailing.
- For more information by state, visit: <http://www.tirechainsrequired.com/laws.html>

### Comfort Zone

DO NOT drive beyond your known ability to do so SAFELY. Plan to stay in your Comfort Zone. The decision to stop driving for your personal safety is yours. Nothing we haul is worth you or someone else getting hurt. Valid reasons to shut down:

- Bad weather, visibility, road conditions, illness or fatigue.



**Driver Files.** It is important that the Company's driver files are kept up-to-date. You should promptly notify the Company in writing of any change of address, telephone number, etc. You are also responsible for renewing your CDL and DOT Physical and to provide a copy of each to the Company.

**Confidential Information.** All information printed or otherwise, regarding Company financial transactions, customers, pricing, fiscal data, employees, leased operators and operations is the property of the Company. Unauthorized dissemination of such information by any means is prohibited, whether to employees or the public.

**Revisions.** As we continue to update our policies and procedures, changes in this Manual may be required. You will be informed of all such revisions. However, we cannot assume the responsibility of updating your personal copy of this Manual. For your convenience, a master copy will be available on the company's website in the Driver Portal. If you have any comments or questions, please feel free to discuss them with company management.