

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!

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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

“WOW” Customer Relations

- Rule #1 - The customer is always right!
- Rule #2 - When in doubt, refer to Rule #1!

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.

Trailers

It is the driver's responsibility to do a pre-trip and post trip inspections on each trailer they pick up and drop. This includes making sure the trailer is clean and ready to load. Check for damages and things that may cause a load contamination or damage claim. A claim will tie you up and slow you down.

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

Drivers are to clean out their trailers at company/customer approved locations i.e.: the pit. Drivers are not to dump debris/material on the side of the road/highway or in parking lot. It is against our company policy, 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.

Dumps and Hoppers: At the very minimum, all loads require a clean sweep to avoid contamination. However, some loads will require a wash-out, you will be notified at the time of dispatch. If you have any doubt, it does not hurt to ask.

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.

High Value Load Security Procedures

When you are assigned to a high value load, you are required to follow the mandatory steps.

- Do not discuss your load with anyone.
- You must have enough hours, fuel, etc. to drive 200 miles from the shipper before stopping.
- The truck and trailer must remain hooked at all times.
- The seal must remain intact, and the trailer pad locked at all times on Van loads.
- A pre-trip inspection must be done at every stop to make sure the load is secure.
- You are not authorized to take the load through the house unless approved by dispatch.
- If you are going to shut down for more than 2 hours, you must notify dispatch.

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 immediately.

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 to transport any passenger(s) except those authorized by the company. Violation of this policy may be grounds for immediate termination of contract.

Demurrage

Buchheit Logistics, Inc. Demurrage Policy for our Independent Contractors is based on the current Lease Agreement between the IC and the company.

Driver Policies & Vehicle Use Agreement

Agreement between Buchheit Logistics, Inc, and the Employee, Independent Contractor or Designee, herein after referred to as “Driver” for the assignment of a company owned vehicle or running under Lease Agreement with Buchheit Trucking Service, Inc. Authority for business use:

- Drivers shall abide by FMCSA regulations, federal, state, and local laws and applicable policies.
- Drivers shall follow safe driving practices, including but not limited to safe following distance and obeying the posted speed limit.
- Buchheit owned/leased vehicles shall be operated/maintained according to company standards.
- Drivers shall be properly licensed and carry the appropriate endorsements for the vehicle being operated, have passed the Orientation Road Test and be qualified as a Buchheit driver.
- Anyone who drives or rides in a Buchheit owned/leased vehicle shall properly wear a seat belt while the vehicle is in motion.
- When any Buchheit owned/leased vehicle is in motion all exterior lights should be on.
- Cell Phones may only be used in Buchheit owned/leased vehicles by a driver if they are hands free. Texting while operating a Buchheit owned/leased vehicle is strictly prohibited.
- Radar Detectors are not permitted in Buchheit owned/leased equipment.
- Drivers must log a proper pre-trip and post-trip inspection each workday/shift as “On-duty, not Driving time”, and submit an eDVIR as required by FMCSA regulation.
- The driver will be subject to periodic vehicle inspections and understands that if the equipment fails to pass, the equipment may be put Out-of-Service until the it meets minimum standards.
- Drivers are not permitted to violate FMCSA Hours of Service regulations as prescribed in §395.
- Buchheit does *not* allow drivers to falsify their Record of Duty Status (RODS).
- All work activity shall be logged as “On-duty, not Driving”.
- The Buchheit Safety Department shall be notified of any accident/incident in which the driver is involved.
- Pictures *must* be taken at the scene of any accident/incident, anytime there is damage to any property, and a Buchheit driver was involved.
- Any driver that receives a roadside inspection, citation or warning shall inform the Safety Department and submit the original inspection report and/or a copy of the citation/warning within 24-hours.
- The driver assumes full responsibility for any overweight fines, traffic citations, or parking violations arising out of the use of any Buchheit owned/leased vehicle.
- Tickets or violations may cause the driver to have their driving privileges or lease suspended.
- The driver shall notify Buchheit immediately of any suspension or revocation of their driver’s license and any moving violations (to include warnings not ticketed).
- Only authorized drivers are allowed to operate or ride in Buchheit owned/leased vehicles, except as otherwise approved by Buchheit Management with a “Passenger Authorization”.
- Hitchhikers are not permitted to ride in any Buchheit owned/leased equipment, at any time.
- Over-the-road drivers are responsible for the safe, overnight parking of the vehicle in a home garage, private driveway, or other safe and legal areas off public roads/highways while on home-time and shall 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.

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.

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.

Federal Motor Carrier Regulations Book

It is a federal requirement to have access to the Federal Motor Safety Regulations 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. The regulations are made available electronically on the mobilecomm device in each tractor in the fleet.

Hazardous Material Compliance Book

It is a federal requirement for the driver of a motor carrier which transports hazardous materials to have the Hazardous Materials Compliance regulations (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. The regulations are made available electronically on the mobilecomm device in each tractor in the fleet.

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.

The ERG is updated every 4-years and is made available 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

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.

- No driver shall possess, use or be under the influence of any intoxicating beverage or 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.
- Drivers are tested for drugs/alcohol in accordance with Department of Transportation regulations.
- Pre-employment and annual queries are conducted through the FMCSA's Drug and Alcohol Clearinghouse, as required.

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, disabling damage, 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.

Loss or Damage

As with any accident, the action taken in regard to the driver shall depend on the accident investigation and the driver's overall safety and performance history. Drivers involved in a Preventable Accident may temporarily forfeit any available safety or performance bonuses and are subject to the company's *Progressive Breach Policy*.

Moving Violations, Citations, Warnings and Roadside Inspection Violations

Per the Federal Motor Carrier Safety Regulations, drivers have 30 days from the date of conviction to report any moving violations to the Safety Department and your licensing state.

- Any fines, penalties, assessments, fees or costs levied against the individual driver and the company, as a result of the driver's failure to comply with any federal, state, or local laws and regulations, shall be charged back to the driver.
- *All moving violations, warning tickets and inspections, per company policy, must be reported to Safety within 24-hours.*

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.

Motorist Complaints are monitored for trends and frequency and may warrant additional disciplinary action when supported by an accident or a citation/warning having been issued to the CMV driver.

Onboard Event Recording (OER)

OER is a mobilecomm telematics feature that gives second-by-second recorded data from the vehicles ECM to help reconstruct accidents and review driver performance.

Note: In the event of a severe accident where the onboard computer is too damaged to communicate wirelessly, the recorded event data may be able to be retrieved by the product vendor.

Video Event Recorder (VER)

This program applies to all team members driving company owned or leased vehicles, as well as those team members who manage or oversee driver operations. The primary purpose of Dash Cams is to assist in the protection and safety of persons and property, prevention or detection of criminal offences, defense of legal claims and claims mitigation, customer service and satisfaction, operational efficiency and most importantly driver training.

It is the company's goal to recognize safe driving habits, exonerate drivers from being found at fault for accidents when possible and reduce motor vehicle incidents and liability through driver coaching. Events are automatically queued based on the company's current settings, focusing on high-risk events which include, but are not limited to unsafe driving behaviors such as speeding, following too closely, disobeying traffic control devices, distracted driving, illegal use of electronic devices, and seatbelts.

Footwear and Personal Protective Equipment (PPE)

Adequate footwear is required by OSHA 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.

CDL Policy

All CMV drivers who operate equipment with a GVWR in excess of 26,000 lbs. are required to have the appropriate Class "A" or "B" Commercial Driver's License (CDL). The CDL 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.

Notification of 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)

Employees notified of license revocation by any government agency must notify Safety immediately. You cannot operate company equipment while your license has been suspended.

Requirements for 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.

The Federal Motor Carrier Safety Administration (FMCSA) regulation requires each state to ensure every driver they issue a CDL is physically qualified with a current DOT physical.

- CDL must be issued by the driver's state of residence.
 - CDL must match the state of residence within 30 days of driver moving to a new state.
- Each DOT physical renewal: regardless of the time period the physical is valid – driver must provide a copy of the physical (either the medical certificate, DOT physical long form, or both according to state requirements) to the state that issued the license to keep the CDL valid.
- Driver must self-certify with the state that issued the CDL. This is completed each time a driver renews their DOT physical or is issued a new CDL.
 - Drivers should self-certify that he/she operates in *non-excepted/non-exempt interstate commerce*.

DOT Physicals and Post Illness

Any driver who has received physical or mental injury or disease which has impaired his/her ability to perform normal duties must have a physical examination and obtain a new medical examiner's certificate/DOT Medical Card.

When a driver returns from medical leave, a new physical may be required by the company 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 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.

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.

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- **§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.

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 as applicable by current company standards. It is the responsibility of the driver's Supervisor to ensure that selected drivers are tested within the calendar month of the selection. Drivers are not permitted to be "carried over" to the following month.

Upon receipt of the "driver" selection list, the Supervisor should review and determine the status of each of their selected drivers. Only those drivers that are subject to *safety-sensitive* functions are to be tested.

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. 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.

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 company policy. To find a Substance Abuse Professional (SAP) in your state: www.eap-sap.com.

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 to the employee/independent contractor in evaluating and resolving problems associated with the misuse of alcohol and the use of 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 their pre-employment tests.

The company will not pay for any part of any counseling or treatment program nor will the company re-hire former employees who have completed such programs.

Employee Assistance Program (EAP)

If you or a family member are experiencing distressing personal or work-related problems (accident traumas, relationship, marital, alcohol/drugs, financial, child-care assistance, etc.) an Employee Assistance Program counselor can help. The confidential evaluation and counseling services are available to you and your family at no initial cost. 1-800-356-0845 or www.paseap.com.

Annual Review

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. Record of each annual review is documented in the Driver's Qualification File (DQF).

Online Safety Training Policy

Buchheit Logistics, Inc. believes that continued education and training is an important part of our business. Drivers are assigned online training on a recurring or as needed basis. Once the driver has been assigned the training and given an expiration date, the driver is required to complete the training within the time allotted. If the driver does not complete the course within the time allotted, then the driver loses their weekly bonuses and will not be dispatched until the training is complete.

Corrective Action / Retraining

In accordance with our Progressive Discipline Policy, if a driver violates a policy that requires retraining, the driver may be required to complete online training for a respective subject or complete a Safety Review in person with the safety manager.

Vehicle Lights

Clearance lamps and headlights must be on at all times when the vehicle is operating on a public road.

Proper Backing Procedure and the Use of Ground Guides Policy

Backing a truck can be a difficult task. One must be consciously aware of every fixed object, truck/vehicle and person behind and to the sides of the unit while backing up. Backing accidents and incidents are one of the most common among drivers, most of which could have been avoided if a ground-guide was in place.

Always use "G.O.A.L.": Get Ot And Look!

Leaving a Dock after live load/unload.

To prevent injury to personnel or damage to property or equipment, before leaving a dock or loading/unloading area after a live load/unload, drivers shall check with loading/unloading personnel and make sure loading or unloading is complete *before* moving the trailer from the loading/unloading area, and ensure chocks are removed from trailer tires.

Dropped Trailer Authorization

It is a violation of company policy to leave company owned or leased equipment unattached in an unsecure location, without receiving prior approval from the Operations Department.

Drop and Hook Customers

Some customers maintain trailer pools of empty company trailers. If the representatives of a customer tell our drivers they want them to drop their current trailer and pick up an empty trailer, our drivers are to comply with their directions. When customer representatives do this and sign the bills of lading, they accept delivery and responsibility for the trailer and its cargo, even in the case of high value loads.

Cargo Overages, Shortages and Damages (OS&D)

All cargo overages, shortages, and damage must be documented on the BOL and reported immediately to the Safety Department. Pictures of the cargo should be taken to assist in processing any claim that may arise from the report of an OS&D incident.

Failure to report may result in disciplinary action based on the company's *Progressive Discipline Policy*.

Unauthorized Passenger(s)

No driver may transport any passenger(s) except those authorized by the company. Failure to obtain management approval on a Rider Policy form, prior to allowing someone to ride in a Buchheit owned or leased vehicle may be grounds for immediate termination of employment, contract/lease.

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 *Passenger Authorization Policy*.

Passenger Program

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. The driver and authorized passenger must have authorization papers easily accessible in the vehicle. Contact the company at least 2 weeks before the desired passenger boarding date to obtain authorization. All passengers are subject to approval by Operations and the Safety Department. Noncompliance and/or disregard may cause the driver to be subject to established disciplinary action up to and including, termination of employment.



Scanning and Trip Envelopes

All trip/load related documents are required to be submitted via the company's current document scanning application and received by noon Tuesday for the previous week. All paperwork must be complete and legible, and on-time in order to be paid in the next pay-period.

Maintenance of Company Owned Equipment

Buchheit Logistics, Inc. maintains a copy of the annual vehicle inspection report on file for all trucks running under our Interstate Authority. The Buchheit Logistics Vehicle Maintenance program includes a full-service maintenance shop on site which complies with Federal and State DOT requirements.

All company owned equipment is maintained by the company's maintenance facility which is managed by the Director of Maintenance. The Buchheit shop does not service contractor owned equipment.

Personal Property

The company is not responsible for any driver's 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 any period of time over 24-hours without management approval.

External Premises Security

All company owned or operated facilities are secured with perimeter fencing, have exterior lighting and are monitored with video surveillance. Designated personnel conduct regular security inspections.

Any vehicle discovered during a security inspection that cannot be identified shall be physically checked, investigated, and identified. Any unauthorized persons discovered during a 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 at any company facility.

Driver Wellness: Physical Qualifications for Drivers

You are qualified to drive a Commercial Motor Vehicle if you meet the requirements of FMCSR § 391.41. However, drivers face serious health threats such as heart disease and diabetes.

Remember, you are in fact part of your pre-trip inspection. Only you can identify your ability to safely operate a CMV; therefore, if you are too ill or fatigued to safely operate the equipment, do not drive.

Compliance, Safety, Accountability for CMV Drivers (CSA)

CSA is the safety compliance and enforcement program of the Federal Motor Carrier Safety Administration (FMCSA) that holds motor carriers and drivers accountable for their role in safety. CSA affects motor carriers by identifying those with safety problems to prioritize them for intervention such as an investigation or audit. CSA affects drivers because their safety performance and compliance impact their safety record and, while working for a carrier, impact the carrier's safety record.

The FMCSA uses the Safety Measurement System (SMS) to assess compliance by analyzing safety data from roadside inspections, crash reports, and investigations to identify and intervene with motor carriers that pose the greatest risk to safety. The SMS is used to assess high-risk motor carriers that require intervention. The SMS evaluates all safety based roadside inspections, not just Out-of-Service violations. The SMS assesses each carrier's safety performance in each Safety Category and calculates a measure by combining the time and severity weighted violations/crashes. CSA scores update monthly.

An inspection with "no violations found" or "clean inspection" count as positive points for both the carrier and driver. A \$ bonus will be paid for a clean inspection that is turned into Safety within 24-hours and show On-Duty time with a flag on your RODS.

***** All inspections, tickets, or warnings must be sent to Safety within 24 hours. *****

For more information, visit: www.csa.fmcsa.dot.gov

Pre-Employment Screening Program

The PSP was mandated by congress and is not a part of CSA. This program releases "driver profiles" from the Federal Motor Carrier Safety Administrations (FMCSA) Driver Information Resource (DIR) program. PSP is designed to assist the motor carrier industry in assessing individual operators' crashes and serious safety violation history as a pre-employment condition.

The driver's profile will only be released with driver authorization. Driver Information Resource records purchased through PSP contain the most recent 5 years of crash data and 3 years of roadside inspection data from the FMCSA MCMIS system. Drivers are able to get a copy of their inspection and crash data in MCMIS through PSP for the prescribed fee.

The company uses the PSP as a pre-determination of risk based on driver habit, before hiring a driver.

"Driver Profiles" from FMCSA's Driver Information Resource (DIR) are available to carriers through PSP. Access and additional information can be found at: www.psp.fmcsa.dot.gov

Drivers can use the DataQs system to make a request for Data Review (RDR) in FMCSA databases.

- Go to the DataQs registration page at <https://dataqs.fmcsa.dot.gov/login.asp> select "Register Online" as a general public user and create a DataQs account profile. Once registered, drivers can request a review of their data by following the instructions in the help menu.

Pre-Trip Inspections

§396.7 — Unsafe Operations Forbidden: A motor vehicle shall not be operated in such a condition as to likely cause an accident or a breakdown of the vehicle.

Exemption: Any motor vehicle discovered to be in an unsafe condition while being operated on the highway may be continued in operation only to the nearest place where repairs can safely be effected. Such operation shall be conducted only if it is less hazardous to the public than to permit the vehicle to remain on the highway.

All drivers are required under FMCSA regulation to conduct an equipment inspection, at the beginning of their shift/day, to ensure that the equipment is both legal and safe to operate. The Pre-trip Inspection should be logged as “On-duty, Not Driving” and reflect on the driver’s Record of Duty Status for the amount of time spent performing the inspection.

- All drivers should conduct walk-around visual inspections when they are stopped for fueling, loading, unloading, washouts, etc., to identify any obvious issues that may have occurred since completing the Pre-trip Inspection.
- All drivers are expected to conduct a walk-around inspection at the end of their shift/day. The Post-trip Inspection should be logged as “On-duty, Not Driving” and reflect on the driver’s Record of Duty Status for the amount of time spent performing the inspection.
- All drivers are required via this policy to complete a **Driver Vehicle Inspection Report** each day for each piece of equipment they operate or pull. The DVIR should be submitted via the ELD and is expected to be completed honestly. If there are defects found, they should be reported to the Maintenance Department.
 - The expectation is that if there is damage or mechanical defects identified, the Maintenance and Operations Departments need to be made aware so that repairs can be made as soon as possible.
 - Once a defect has been submitted via the DVIR, if the defect is a safety or DOT related item, the driver preparing to operate the equipment is expected to ensure that the defect is repaired prior to the next dispatch. The driver is responsible for letting the shop know at the time the defect is identified so it can be determined how best to effect repairs.

All drivers are expected to adhere to equipment maintenance schedules as required by Buchheit policy.

If you did your job correctly, by properly inspecting your equipment and pass a Roadside Inspection, you will receive an NAV Inspection bonus on your next paycheck/settlement (be sure to log your roadside inspection at the proper time on your Record of Duty Status, as the times *must* match).

A passing inspection is one that is marked "No Violations" or is blank under the "Violation" section. Be sure to submit the inspection report to the Safety Department within 24-hours of the inspection.

Remember; all you have to do is inspect your truck/tractor and trailer for items in need of repair; advise the maintenance department and your dispatcher what needs to be done, and get it fixed.



CVSA - Commercial Vehicle Safety Alliance

The **CVSA** is an association of state, local, provincial, and federal officials responsible for the development, administration, and enforcement of motor carrier safety laws and regulations in the United States, Canada, and Mexico.

The inspections are conducted by federal, state, and local Motor Carrier Safety Assistance Program inspectors who have met federal training requirements and are certified for meeting the performance standards.

There are *eight* different levels of roadside inspections:

- Level I. North American Standard Inspection
- Level II. Vehicle/Walk-Around Driver Inspection
- Level III. Driver Only Inspection
- Level IV. Special Inspection
- Level V. Vehicle Only Inspection
- Level VI. Enhanced North American Standard (NAS) Inspection (radioactive shipments only)
- Level VII. Jurisdictional Mandated Commercial Vehicle Inspection
- Level VIII. North American Standard Electronic Inspection

The typical Level I Inspection will take between 30 and 60 minutes to complete. The inspector will review the drivers' documents, physical condition, and the vehicle operating and safety components.

All DOT Inspections are based on the North American Standard Inspection Procedures (see NAS Inspection Procedures).

CVSA's North American Standard Inspection Procedures

The Commercial Vehicle Safety Alliance (CVSA) is a nonprofit association comprised of local, state, provincial, territorial and federal commercial motor vehicle safety officials and industry representatives. The Alliance aims to prevent commercial motor vehicle crashes, injuries and fatalities and believes that collaboration between government and industry improves road safety and saves lives.

Our mission is to improve commercial motor vehicle safety and enforcement by providing guidance, education and advocacy for enforcement and industry across North America.

For more information, visit www.cvsa.org.

North American Standard Inspection Procedures

	INSPECTION LEVEL							
	I	II	III	V	VI	VII	VIII	
1. Choose the Inspection Site	X	X	X		X			
2. Approach the Vehicle	X	X	X		X			
3. Greet and Prepare Driver	X	X	X		X			
4. Interview Driver	X	X	X		X			
5. Collect the Driver's Documents	X	X	X		X	X		
6. Check for the Presence of Hazardous Materials/Dangerous Goods	X	X	X		X	X		
7. Identify the Carrier	X	X	X		X	X		
8. Examine Driver's License	X	X	X		X	X		
9. Check Medical Examiner's Certificate and Skill Performance Evaluation (SPE) Certificate (If Applicable)	X	X	X		X	X		
10. Check Record of Duty Status	X	X	X		X	X		
11. Review Driver's Daily Inspection Report (If Applicable)	X	X	X		X	X		
12. Review Periodic Inspection Report(s)	X	X	X	X	X	X		
13. Prepare Driver for Vehicle Inspection	X	X		X	X			
14. Inspect Front of Tractor	X	X		X	X			
15. Inspect Left Front Side of Tractor	X	X		X	X			
16. Inspect Left Saddle Tank Area	X	X		X	X			
17. Inspect Trailer Front	X	X		X	X			
18. Inspect Left Near Tractor Area	X	X		X	X			
19. Inspect Left Side of Trailer	X	X		X	X			
20. Inspect Left Near Trailer Wheels	X	X		X	X			
21. Inspect Rear of Trailer	X	X		X	X			
22. Inspect Double, Triple and Full Trailers	X	X		X	X			
23. Inspect Right Near Trailer Wheels	X	X		X	X			
24. Inspect Right Side of Trailer	X	X		X	X			
25. Inspect Right Near Tractor Area	X	X		X	X			
26. Inspect Right Saddle Tank Area	X	X		X	X			
27. Inspect Right Front Side of Tractor	X	X		X	X			
28. Inspect Steering Axle(s)	X			X	X			
29. Inspect Axle(s) 2 and/or 3 (Under Carriage of CMV)	X			X	X			
30. Inspect Axle(s) 4 and/or 5	X			X	X			
31. Check Brake Adjustment	X			X	X			
32. Inspect Tractor Protection System (This procedure tests both the tractor protection system and the emergency brakes.)	X			X	X			
33. Inspect Required Brake System Warning Devices	X	X		X	X			
34. Test Air Loss Rate	X	X		X	X			
35. Check Steering Wheel Lash	X	X		X	X			
36. Check Fifth Wheel Movement	X			X	X			
37. Complete the Inspection	X	X	X	X	X	X		

The Level VI Inspection involves a radiological survey of the vehicle and load prior to completing the 37-step inspection procedure.

The Level IV Special Inspection and Level VII Jurisdictionally Mandated Inspection could have any or all steps included; therefore, those two inspection levels are not included on this chart.

Commercial Vehicle Safety Alliance

Understanding the North American Standard Inspection Program




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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 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.

DVIR Policy:

1. All drivers shall conduct a proper vehicle inspection at the beginning of shift as required by Federal Motor Carrier Safety Regulation FMCSR § 392.7 and § 396.13.
2. All vehicle inspections shall be recorded on the driver's Record of Duty status as "On-duty, not driving" time, and reflect the amount of time spent performing the action per FMCSR § 395.2.
3. Drivers must report any vehicle maintenance violations to the Maintenance Department, and if placed Out-of-Service should immediately notify the Operations Department/Dispatcher.
4. Drivers must prepare a DVIR noting *all* defects listed on the roadside inspection form on the day of the roadside inspection. **This applies to out-of-service and non-out-of-service violations noted.**
 - a. Drivers using ELDs must submit e-DVIR the day of the roadside inspection in order to have a DVIR with the correct date on it.
5. **No Driver shall move any vehicle with Out-of-Service defects until all defects are repaired.**
6. Non-out-of-service defects must be repaired at the next available stop with repair capability.
7. All DVIRs, the certification of repairs, and the certification of the driver's review shall be retained by the Maintenance Department as required by FMCSR § 396.11 (a) (4).
8. DVIRs may be submitted via:

ISAAC

Email

e-DVIR

maintenance@buchheits.com

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 the HOS Compliance Policy.

It is the responsibility of all employees, supervisors, and managers to ensure that all CMV drivers and are operating 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 and utilizing 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 the last change of duty status per FMCSR § 395.8 (f).
- The 13-day submission requirement for "Supporting Documents" found 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 RODS and Unassigned Miles per FMCSR § 395.32.
- The requirements for repair of a malfunctioning ELD within 8 days, found in FMCSR § 395.34.

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

All drivers Operating an 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 maintain their RODS and submit the RODS to Safety within 13 days.

Tampering with an ELD is not tolerated. 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.* Any team member caught tampering with an ELD shall be subject to disciplinary action up to and including termination of employment, contract/lease.

**Note: Egregious violations per 49 CFR part 395 are defined as when a driver exceeds or a motor carrier requires or permits a driver to exceed, by more than 3 hours, the driving-time limit.*

Hours-Of-Service Procedures

The Company's Hours-of-Service Policy requires that all employees (drivers, operations and safety personnel) and independent contractors be trained in the hours-of-service regulations as part of the company's orientation program. All driver training is documented in the Driver's Qualification File. Refresher training is required when regulations are changed/updated.

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 from coming on-duty and any trip over 11 hours of driving or 14 hours of on-duty time requires a 10-hour break, which must be planned for during the dispatch process. Supervisors and managers should take into consideration a driver's available hours when assigning movements, and utilize a "planning speed" of 50 mph.
- b. 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 Mobilecomm Unit is inoperative, and a driver is required to utilize a paper RODS.
- c. 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.
- d. Falsified RODS, altered receipts, or otherwise attempting to disguise HOS violations shall result in disciplinary action, up to and including termination of employment, contract/lease.
- e. "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.
- f. Drivers who have been counseled and continue to receive violations, either during roadside inspections or due to internal auditing, are subject to the company's *Progressive Discipline Policy*.

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 company-employed drivers, independent contractors, and Maintenance 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 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. (See Personal Conveyance Policy)

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.

(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 enroute 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 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 part 395, time spent driving to a location to obtain required rest, unless so directed by an enforcement officer at the scene.*
- 6. Time spent traveling to a motor carrier's terminal after loading or unloading from a shipper or a 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 consignee, so they can get to the nearest reasonable safe place to park, however; *the CMV must be moved no farther than the nearest reasonable, legal and safe parking area*. 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.

FMCSA recommends that the driver annotate on the log if he/she cannot park at the nearest location and must proceed to another location.

Personal Conveyance Policy

The company allows drivers to use their CMV as a means of “personal conveyance” while complying with FMCSA regulations regarding Hours of Service. Drivers who wish to utilize company owned or leased equipment for “personal conveyance”:

- The driver has been relieved from work and is traveling, to or from home or the terminal, or traveling to lodging, eating facilities or other personal destinations, or moving from a shipper or receiver to the nearest safe resting area, while relieved from duty.
- Drivers must record the personal conveyance time on “Line 1, Off-Duty” of their RODS and return to the starting location prior to returning to an on-duty status or performing work related activities.
- Personal Conveyance for company employee drivers is limited to a 30-mile radius of the off-duty location. Exceptions to the 30-mile distance limitation are subject to Fleet Manager approval.

Electronic Logging Devices (ELD)

ELDs are required by the FMCSA to be used in CMVs manufactured after 1999. ELDs record a driver’s Record of Duty Status (RODS) and ensure the driver complies with Hours-of-Service regulations.

The ELD assumes the “Active Driver” to be “working” unless otherwise noted by the driver. When the truck moves, the “Active Driver” is assigned the drive time automatically.

- Remember the ELD system warns you before you violate your 8, 11, 14, or 70-hour rules.
- Per FMCSR § 395.34, the driver is required to have *the DOT Quick Reference card and a minimum of 8 log pages* in the event of being required to utilize a paper log. The driver must reconstruct the ROD for *the current day and the previous 7-days*, less days which the driver has in their possession.

ELD Corrections and Approval

- You must approve your RODSs daily. Be sure to review each duty status prior to approval.
- 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.
- *Be sure to log off and out of the ELD when getting off a truck permanently.*

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.

Who is responsible for complying with the Hazardous Material Regulations?

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.

Hazmat Spill and Contingency Plan

- I. In the event of a spill drivers or employees will ensure the area is safe and secure utilizing triangles or cones. Drivers or employees shall call emergency personnel if necessary and remain with the vehicle to warn all non-emergency people in the area to stay clear of the spill.
- II. If emergency personnel are called the driver will ensure the emergency personnel are informed as to the situation and the type of hazardous material involved in the spill. To include: The *Shipping Name*, *Hazard Class*, and *Identification Number* of material carried.
- III. Drivers or employees will utilize spill control items in area to minimize leaks, if safe to do so. All drivers/employees will follow spill control safety procedures.
 - a) If the spill is too large to contain too small area, then the driver shall immediately call the safety manager or operations manager for guidance.
- IV. Drivers or employees will call dispatch and/or operations management for guidance as soon as they are in a safe/secure place to do so (see current *Phone List*).
- V. Dispatch/operations personnel will call the following to take over the spill control operations:
 - a. Verisk 3E, www.verisk3e.com at 800-451-8346 and provide account # 16875.
 - b. Premium Environmental, www.premiumenvironmentalservices.com at 866-74-SPILL.
 - c. If neither service provider can be reached the National Response Center will be called at 800-424-8802 for any major spills.
 - d. Notify the Safety Department and management of incident details.
- VI. Safety manager will monitor all spills with environmental control service. If spills are minor, then we will coordinate directly with agency or customer to get spill cleaned up.
- VII. Buchheit Logistics, Inc. employees will follow all safe practices when involved in hazardous materials spills, in accordance with training procedures.
- VIII. Emergency equipment: each tractor carrying hazardous material(s) will carry the following:
 - a. Boots, gloves and goggles
 - b. Push broom and shovel.
 - c. Emergency Response Guidebook.
 - d. Emergency reflective triangles (3).
 - e. Ten-pound ABC fire extinguisher.
- IX. Follow up procedures.
 - A. Decontamination:
 1. Trucks, trailers and any equipment that are exposed to a spill or leak will be decontaminated as required per state and federal regulations.
 2. Clothing that has been contaminated will be disposed of per state and federal regulations.

Hazardous Materials Training Program

1. General Hazardous Materials Training.
 - a. Hazmat training during orientation includes specific training on Hazardous Materials Security Awareness, Company Safety and Security Plan, General Awareness, General Safety Training, and Function Specific Hazmat Training.
 - b. Drivers are issued a current paper copy of the Emergency Response Guidebook.
 - c. Drivers are provided access to the Hazardous Materials regulations via the oCFR application from PHMSA which is preinstalled on the ELD in the truck cab.
 - d. Hazmat/Hazwaste training is renewed every 3 years.

Hazardous Materials Personnel Screening (application verified)

All applicants applying for any position involving access to, handling, storing, preparing for transport, and/or transport of hazardous materials shall submit an accurate, complete, signed, and dated application for employment.

Previous employer information on the application must be verified as true and accurate.

Driver of the Month Award Program

The purpose of the Safety Award Program is to reward long-term safe drivers. The program requirements and provisions to be eligible are as follows:

1. Must be a Buchheit Team Member for a minimum of 12-consecutive months and work a minimum or 11 of those 12-months. Rehires shall start over in the program from their new hire date.
2. No preventable incidents, accidents or on the job injuries due to driver negligence or unsafe act in the previous 12-months.
3. No moving violations or acts of unsafe driving (Critical Event Recording via ECM, Mobilecomm device or Video Event Recorder) that could result in a citation or warning in the previous 12-months.
4. No roadside inspection violations within the qualifying month.
5. No Out of Service violations (vehicle or driver) in the previous 12-months.
6. No HOS violations within the qualifying month.
7. No egregious HOS violations within the previous 12-months.
8. No cargo related incidents (OS&D) due to negligence/unsafe act within the qualifying month.
9. Attends required Safety Meetings or completes make-up meetings and assigned trainings on-time.
10. Fleet Manager recommendation based on on-time delivery/service failures and dependability.



Maintenance Department

It is the practice of Buchheit Logistics Inc. to conduct an effective maintenance program at all levels of operation. Preventative maintenance services performed by drivers consist of:

- Pre-trip & post-trip inspections.
- Submission of DVIRs.

Drivers are expected to perform proper vehicle inspections of the entire unit to ensure it is safe and operational, and complete DVIRs, as necessary. Checks will be made prior to any departure.

Scheduling Maintenance of Company Equipment

The driver should coordinate maintenance of company equipment with the Fleet Manager and the Shop so that all are aware of what needs to be done. Failure to follow this procedure could cause the driver to be unnecessarily delayed getting in the shop or incurring a late delivery time on the road.

Our maintenance schedule is:	FLAG	CRITICAL
Trailers	4-months	x

Vehicle 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.
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 is at DOT standards.

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”.

Note – if no customer number is required, use company number (free code) = **9999**

Trip Paperwork

Part of your normal work duties as a driver is to complete **all** trip paperwork so that the company can properly pay you, properly bill the customer, and comply with applicable regulations.

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 reimbursable receipts).

Paperwork Processing

The trip is released for payment if the proper trip paperwork has been scanned. Pay for additional work performed outside of the normal duties or for extraordinary off-duty events, if Fleet Manager approved, is also released for payment. A payroll statement can be retrieved from the company’s pay website. Any discrepancies in your payroll statement should be brought to the attention of your Fleet Manager.

Road Expenses

Drivers are issued fuel cards to purchase diesel fuel for their truck. All expenses, other than fuel, must be approved by your supervisor/manager before the purchase, or your money will not be reimbursed. If it is after office hours call them at home, this includes but is not limited to repairs, oil, trailer wash, etc.

Any item or object obtained that is reimbursed by Buchheit remains the property of the company.

Load Documentation

For **every trip or load**, there are important documents which the company needs. Paperwork submitted by the driver(s) is electronically submitted via the scanning system to the Accounting Department.

Trip scanning ensures the driver is paid correctly, and in a timely manner, for the wages and reimbursements for **each** trip. **Do Not Scan multiple trip documents in the same transmission.** Multiple trip documents in one scan may cause a delay in being paid.

Remember all paperwork from the time the load is picked up to the time the trailer is empty is important and belongs to with that trip. 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 have access to that paperwork).

If you deliver the load, get their signature, even if it is a drop and hook.

- 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 automatically orders any permits needed in each state for all tractors and trailers. The Licensing Department coordinates the ordering and distribution of licenses and permits for tractors and trailers.

Interstate Commerce Commission (ICC) Certificate of Authority

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 registrations expire December 31 of each year and new cab card registrations are issued at the beginning of the new year.

- All tractors should have an IRP license plate located on the front of the tractor and a registration or cab-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

Proof of insurance is required for all states.

Fuel and Mileage Tax Permits and Decals

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

Driver Responsibility for Permits

All permit books should contain the current year's permit requirements. *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.

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

Hazardous Materials and Liquor Permits

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

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

Drivers Entering Canada

If you go to Canada, Customs and Immigration will require you to present an I.D. to prove your United States citizenship. The border officials are required to ask everyone for citizenship verification. When requested, you will need a valid U.S. Passport. Other forms of ID, e.g., voter's ID or military ID cards, do not prove citizenship. You must satisfy the border officer's request to prove United States citizenship in order to be allowed into the country.

If you have ever been convicted of a felony, driving while intoxicated, or certain types of misdemeanors, you will not be allowed to enter Canada. A "Minister's Permit" will be required for certain offenses committed outside of Canada that would be an offense under Canadian law before entry into the country will be allowed. Please contact your Fleet Manager to ensure compliance before going to Canada.

Hours-of-Service violation *fin*es can be stiff. Canada does not operate under the same regulations as the U.S. By following a few guidelines, you can avoid these fines.

- Certify daily log before you start driving (Fine: \$300).
- Do vehicle inspection (DVIR), called a 24-hour Circle Check completed before driving (Fine: \$300).
- Tractor and trailer numbers with both plate numbers required on log (Fine: \$300).
- Beginning and ending hub for the day next to the total miles for the day on log (Fine: \$300).
- Valid vehicle inspection for both tractor and trailer (Fine: \$600).
- Possession of a radar detector in Canada is illegal (Fine: \$500).

Transportation Worker Identification Credential (TWIC)

TWIC is an identification credential for all personnel requiring unescorted access to secure areas of port facilities, including truck drivers. The credentials issued will contain the worker's fingerprint template to allow for a positive link between the card and the individual.

To be eligible for a TWIC, an individual must be a U.S. citizen or fall into an eligible immigration category and cannot have been convicted of certain crimes, connected to terrorist activity or lack mental capacity.

What is the Process for Obtaining a TWIC?

Visit the TSA website for details: <https://www.tsa.gov/twic>

Winter Chain Laws US

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.

Unfortunately, several states dictate cables are not acceptable and you must have chains.

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 have the required equipment for that state.

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

Guide to the Use of Tire Chains

There is no specific process for putting your chains on. Find what works for you by practicing putting your chains on. Be sure to check for damaged or kinked chains - damaged chains will put you in violation and improper installation will cause damage.

- Carry the required number and type of chains for each state you travel to.
- Be sure 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 chains on properly inflated tires. Do not reduce tire pressure.
- Install chains as snugly as possible, then drive a short distance, and recheck tightness.
- Correct use of fasteners and straps will keep chains tight, and extra links from flailing.

Between September 1 and May 31 is the period for most states that you need to be aware of chain laws. Penalties for violations can get expensive. If you are in violation, you may be instructed to park alongside the road beyond the checkpoint because you do not have chains and are not allowed to proceed. Once you pass the checkpoint, you are in violation of the chain law, if you do not have chains on your vehicle, and fines can get expensive.

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, and/or road conditions
- Illness or fatigue