

PATRICK TRUCKING SERVICES, INC.  
DRIVER MANUAL

Section 1.  
Corporate Philosophy and Policy

## Company Safety Policy:

The efficiency of any operation can be measured directly by its ability to control loss. Accidents resulting in personal injury, damage to property and equipment represent needless suffering and waste. Management's responsibility is to provide the safest conditions and equipment for all drivers. The company policy on safety is:

1. The safety of the employee, the general public, and the operation is paramount and every attempt will be made to reduce the possibility of accidental occurrence.
2. Safety shall take precedence over expediency or short cuts.
3. The company intends to comply with all safety laws and ordinances.

Every driver will be expected to demonstrate an attitude which reflects this policy as outlined in the safety program.

### Enforcement:

Management will enforce the safety program through all levels of supervision. This will be done by:

1. Maintaining an open line of communication with the Safety Director.
2. Follow-through with line management on recommendations made by the safety department to improve safety performance and eliminate violations of company safety policy.

## SUBSTANCE ABUSE POLICY

1. Policy—It is the policy of PATRICK TRUCKING SERVICES, Inc. ("The Company") that the drivers be free of substance and alcohol abuse. Consequently, the use of illegal drugs by its drivers is prohibited. Further, Drivers shall not use alcohol or engage in "prohibited conduct" as defined herein. The overall goal of this policy is to ensure a drug and alcohol-free transportation environment and to reduce accidents, injuries, and fatalities.

Therefore: Any driver who becomes unqualified or engages in prohibited conduct as set forth herein may be subject to termination of employment.

## Prohibited Conduct

The following shall be considered "prohibited conduct" for purposes of this policy:

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol unless the alcohol is manifested and transported as part of a shipment.

No driver shall use alcohol while performing safety-sensitive duties.

No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.

No driver shall report for duty or remain on duty when the driver uses any controlled substance, except when use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to operate a commercial motor vehicle.

## HIRING POLICY:

It is the policy of The Company to hire drivers who are qualified or trainable for employment as determined by our standards of physical fitness, education, experience, aptitude, and character. All decisions regarding the recruitment, selection, and placement of drivers are made solely on the basis of job-related criteria. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. In no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and the company; and, unless otherwise provided in writing, such relationship shall be defined as "employment at will," where either party, with appropriate notice, may dissolve the relationship.

### Comment:

- a. Before being given an application to fill out, the prospective applicant must meet our "Requirements for Driver Applicants."
- b. The initial interview of applicants for employment shall be conducted by the Safety Department. At that time, an employment application shall be completed and background investigation commenced. *EVERY previous employer for the previous 10 years must be listed. Previous employment in addition to Drug and Alcohol previous information will be completed for any employers during previous three years, as per DOT regulations.*

- c. If the safety department determines that the applicant is eligible for employment, a road test will be conducted.
- d. It is the Safety Department's responsibility to determine if an applicant is technically qualified for the position and if the applicant can work compatibly within the company. The decision whether to hire the applicant shall be made by the Safety Director.
- e. Following a decision to hire the applicant, he must be given the DOT physical *and pre-employment drug screen*.
- f. If the medical examination or background investigation discloses any misrepresentation on the application, or information indicating that the individual is not suited for employment with the company, the applicant shall be refused employment.
- g. Orientation and training of the applicant shall be conducted by the Safety Department. After tests are passed, Orientation completed, and the applicant found suitable for the position, he/she will be offered employment.

#### **REQUIREMENTS FOR DRIVER APPLICANTS:**

Before being given an application, the prospective driver must:

- A. Present a valid Commercial Driver's License for the type of vehicle to be driven.
- B. State driving record will be obtained by company, and:
  - 1. must not show more than 4 points within last year and 8 total points on a MVR .
  - 2. must not have points related to more than one accident, current or expired.
- C. Must hold a valid DOT Medical Examination administered by qualified physician. .
- D. Must be at least 21 years old.

When the above criteria is met, the prospective driver shall be allowed to complete an application for employment which must be completed on company premises. Upon completing the application for employment, the applicant must sign a consent form to allow the company to seek information from each employer worked for within the past ten years. Also, the applicant must sign a consent form authorizing a Drug Screen pursuant to DOT regulations. The applicant then will be told that his/her application will be processed and past employment checked before he or she will be called back for an interview and road test.

#### **WE WILL REFUSE ANYONE WHO:**

- A. Does not meet the above criteria.

- B. Applies while on duty for another employer,
- C. Appears to be under the influence of alcohol or drugs,
- D. Has obvious bad personal hygiene (i.e. odor, appearance, etc.)
- E. Is known to be an undesirable employee.

#### PROBATION POLICY:

It is the policy of the company that all new drivers shall be placed on probation for a period of ninety (90) days. Upon successful completion of the probationary period, that employee will be given regular status. A period of probation gives the employee an opportunity to become acquainted with the job and gives the company an opportunity to evaluate the employee.

#### Comment:

1. During the probationary period, the employee's job performance will be carefully observed by the supervisor. Weaknesses in performance or attitude shall be brought to the employee's attention in a manner appropriate for understanding and self-correction.
2. The probation period may be extended by the number of days the employee is absent from scheduled work while in a probationary status.
3. New employees whose job performance is deemed by the supervisors to be unsatisfactory after reasonable efforts have been made to improve their performance may have their probation period extended or be terminated at any time prior to completion of the probation period.
4. An employee will be granted regular status only after the period of probation has been satisfactorily completed.

#### MAINTENANCE OF WORK AREAS:

It is the policy of the company that work areas and company equipment shall be kept clean and orderly at all times.

#### Comment:

1. Cluttered work areas and trucks usually are the result of poor work habits on the part of employees which have been tolerated by supervisors. It is the responsibility of each supervisor to ensure that his work area and trucks on his shift are maintained in accordance with the requirements of this policy.
2. Paper cups, soft drink bottles, and food wrappers, etc. are to be thrown in the trash.
3. A general "cleanup" of work areas and equipment shall be accomplished at the end of the workday. Supervisors shall ensure that employees put away equipment and see that the trucks are clean.

SECTION 2  
DRIVER FACTS

ATTENDANCE;

We recognize each of us from time to time will have to miss work or be late due to ill, family problems, emergencies, etc. However, each of us, regardless of job title or responsibility is vital to the daily success of our company; as our jobs and working hours are designed to best serve the needs of our customers.

Advance knowledge of your absence or tardiness can sometimes be partially compensated for by adjusting your fellow employees hours or schedule. But no advance knowledge destroys our ability to satisfy our customer's strict time schedules.

#### ABSENTEEISM AND TARDINESS:

If you are going to be late or absent for any reason, you must:

1. Telephone dispatch at least two (2) hours prior to your scheduled time.
2. Explain why you are going to be late or absent and when you expect to be available.

(NOTE: It is your responsibility to insure that proper timely notification is given.)

An employee who fails to give proper notification will be charged with an unexcused absence. Any employee who is absent for two (2) consecutive days without notifying dispatch will be subject to discharge.

#### UNLAWFUL USE OF COMPANY EQUIPMENT OR PROPERTY:

The Company will not condone or tolerate the use of company equipment or property for any illegal activity or personal use or hire.

#### RADAR DETECTORS:

The use of radar detectors in company equipment is strictly forbidden, we well as illegal *per federal DOT regulations*.

Radar detectors are used for one (1) reason; to exceed posted speed limits, which not only is illegal but against your company's policy. The use of possession of a radar detector in company equipment will result in IMMEDIATE TERMINATION.

#### ALCOHOL OR DRUGS:



The use or possession of drugs or alcoholic beverages while on duty, including breaks and meals or on company property, will result in immediate discharge.

Drivers reporting to work under the influence of drugs or alcohol will be subject to severe disciplinary action, up to and including termination.

#### FIREARMS AND ILLEGAL WEAPONS:

Firearms and illegal weapons are forbidden in or on company equipment or property. Any driver found using or in possession of a firearm or illegal weapon will be subject to immediate discharge.

#### THEFT:

The theft of customer, company or another employee's property, regardless of amount, will result in immediate discharge.

#### UNAUTHORIZED PASSENGERS:

Only Company Employees are authorized passengers in company vehicles.

#### FAILURE TO REPORT DISQUALIFICATIONS:

Any driver failing to immediately report his/her disqualification under Section 391.11 or 391.15 of the Federal Motor Carrier Safety Regulations will be subject to severe disciplinary action, up to and including discharge.

Some typical disqualifications would include License Suspension, changes in medical or physical condition, conviction of a criminal offense, etc...

#### CODE OF EMPLOYER-EMPLOYEE RELATIONS POLICY:

It is the policy of the company to announce to all employees the fundamental principles and mutual rights and obligations comprising the relationship of employment between the company and its employees.

Comment:

1. In its continuing effort to implement fair and effective personnel policies and practices, the company pledges:
  - a. To employ people on the basis of their qualifications and with assurance of equal opportunity and treatment regardless of race, religion, color, sex, age, or national origin;
  - b. To provide salaries and employee benefits which bear a fair and reasonable relationship to the work performed;

- c. To establish reasonable industry standard hours of work;
- d. To maintain safe equipment and healthful working conditions;
- e. To provide systematic training for those whose needs, capabilities, and desires warrant such training;
- f. To welcome constructive suggestions which relate to methods, procedures, working conditions, and the nature of the work performed;
- g. To establish procedures for employees to discuss freely any matter of interest or concern with their immediate supervisors; and
- h. To permit each employee as much discretion and responsibility as is consistent with a well-coordinated and effective operation.

2. The company expects all employees:

- a. To give a productive day's work to the best of their abilities and skills;
- b. To arrive and begin work on time;
- c. To demonstrate a considerate, friendly, and constructive attitude toward fellow employees; and
- d. To adhere to the policies adopted by the company.

### SECTION 3

#### DRIVER'S LOGGING PROCEDURES And HOURS OF SERVICE

##### I. DRIVER'S LOGGING PROCEDURES/HOURS OF SERVICE:

## PURPOSE:

To ensure compliance with federal Department of Transportation Regulations—Logging Procedures/Hours of Service of Drivers.

## PROCEDURE:

1. Federal Department of Transportation Regulations – Part 395.8 – Driver’s record of Duty Status (Logging Procedures) To ensure compliance, The Company shall see that:
  - A. All drivers are required to keep and maintain daily logs.
  - B. All drivers’ daily logs shall be made in duplicate and the driver shall, at the completion of each trip, turn the original in to dispatch.
  - C. Each driver shall prepare his log to be in compliance with section 395.8 of the FMCS regulations to include:
    1. Entries to be current *to last change of duty status*.
    2. Entries made by driver only.
    3. Date.
    4. Total miles driving today.
    5. Vehicle identification.
    6. Name of carrier.
    7. Driver’s *legal* signature in full. No nicknames.
    8. Remarks. The appropriate time marker and the name of the city, town, or village *spelled out in full*, with state abbreviation or place at or near which each change of duty occurs, shall be recorded, such as the place of reporting for work, starting to drive, on duty-not driving, when released from work and food and rest stops, and shipping document numbers.
    9. Total hours.
  - D. All drivers’ daily logs shall be retained for 6 months.
  - E. No carrier subject to these regulations shall permit or require any driver employed or used by it to be on duty for a total of more than seventy (60) hours in any period of eight (8) consecutive days. (Part 395.3)
  - F. No carrier shall permit or require any driver used by it to drive, nor shall any such driver drive more than *eleven(11) hours following ten (10) consecutive hours off duty; or for any period after having been on duty fourteen (14) hours following ten (10) consecutive hours off duty*.
  - G. A driver who encounters adverse driving conditions *may drive and be permitted or required to drive for not more than two (2) additional hours only if a state of emergency is called by the state of travel, and only in order to reach a place offering safety for vehicle occupant and security for the vehicle and its cargo.* (Revised 395.10)

“Adverse driving conditions” means snow, sleet, fog, other adverse weather conditions, a highway covered with snow or ice, or unusual road and traffic conditions, none of which were apparent on the basis of information known to the person dispatching the run at the time it was begun. *Due to modern technology, it is the belief of federal DOT that companies and drivers will know what weather conditions lie ahead—plan accordingly.*

## II. Driver’s Daily Trip Record

- A. Dispatch will account daily for a report of availability for each driver and will not dispatch any driver until his hours are accounted for and it is determined that the driver can be dispatched without violation.
- B. DOT requires that a pre-trip inspection be made of your vehicle each day, and company policy requires you to enter this on your logs. Pre-trip is to be listed at the beginning of each day in the remarks section of your log. The inspection *should be reflected on your log as at least 15 minutes as "On Duty, not Driving" time.*

REMEMBER: DOT LOG VIOLATIONS MAKE BOTH YOU **AND** THE COMPANY LIABLE FOR PROSECUTION.

### III. Driver's Daily Log

It is the responsibility of the company and the driver to see that daily logs are completed in compliance with the Office of Motor Carrier Safety Regulations. One of the duties of a professional driver is the proper preparation of the log, and to assist you, we are attaching a sample log. We have also prepared a list of guidelines that should be followed:

1. First of all, prepare a log for each day of the month, including days off and vacation days.
2. As you view the log, starting at the upper left corner, write down the DATE, giving the month, day and year.
3. The TOTAL MILES DRIVING TODAY are miles driven from midnight to midnight as indicated on the log. These miles are NOT to be estimated or averaged, but are to reflect actual miles traveled as shown on the odometer, tach, or hub.
4. Enter the vehicle numbers of all units that were driven during the day including all changes of trailers.
5. Driver's signature must in full: Your first name, middle initial and last name. No abbreviations *or nicknames* are allowed.
6. The name of the Carrier and Main Office Address must be complete including the city and state. (the state may be abbreviated)

Before we get into the duty status of the log, it should be emphasized that the log must be kept current to the last change of duty status.

7. Duty status and graph completion:
  - a. On line 1, you record "off duty" time, you should show all time in which you are relieved from work or the responsibility for performing work.
  - b. On Line 2, you record "sleeper berth" time. You should show all time spent in the sleeper berth.
  - c. Line 3 is for your "driving time" and you should show all time spent in the vehicle, driving.
  - d. Line 4 is for your time spent "on duty-not driving." You should show all other on-duty time as defined on page 3-4.
  - e. At the right of the graph, show the total time in each duty status. The total time of lines 1, 2, 3, and 4 must total 24 hours daily. (double check your addition)

8. Entries are to be accurate:

**Any entry found to be inconsistent with other supporting documents (toll tickets, fuel receipts, Road Side Inspections, etc.) will be considered false entries and will subject you to disciplinary action up to and including discharge.**

9. In the REMARKS section on the left side, enter a shipping document number. Also, in the Remarks section, below the duty lines, you are to indicate the city, town or village, with state abbreviation, where each change of duty status occurred. If you are involved in an accident, merely show the word "accident" along with location. If you are inspected by DOT, PUC, etc., show the city and state and the initials of the agency. If you take excess hours of driving or on-duty time to complete your trip, you should give a brief explanation of the reason in this space.

#### **ON-DUTY-TIME DEFINED**

As used in the Federal Motor Carrier Safety Regulations, the following words and terms are construed to mean:

On Duty time: All time from the time the driver begins to work or is required to be in readiness to work until the time he is relieved from work and all responsibility for performing work. The term "on-duty" times shall include:

1. All Time at a carrier or shipper plant, terminal, facility, or other property, or on any public property waiting to be dispatched, unless the driver has been released from duty by the motor carrier.
2. All Time inspecting equipment as required by 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any motor vehicle at any time.
3. All Driving Time shall include all time spent at the driving controls of a motor vehicle in operation.
4. All Time other than driving time, in or upon any motor vehicle except time spent resting in a sleeper berth.
5. All Time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts or shipments loaded or unloaded.
6. All Time spent performing the driver requirements of 392.40 and 392.41 relating to accidents.
7. All Time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
8. All Time performing any other work in the capacity of, or in the employ or service of, a common, contract, or private carrier.

#### **HOURS OF SERVICE—DISCIPLINARY ACTION**

A. Exceeding the permitted hours of service (11 hours driving, 14 hours on duty, 70 hours in 8 days)

- First Violation—Warning letter, Retraining
- Second Violation—One-Day Suspension, Retraining
- Third Violation—Three-Day Suspension, Final Retraining
- Fourth Violation—Discharge

B. Making false entries on the Daily Log

- First Violation—Warning Letter, Retraining
- Second Violation—Three Day suspension, Retraining
- Third Violation—Discharge

SECTION 4  
ACCIDENTS

ACCIDENTS – MOTOR VEHICLE



As a “Professional” driver your life and the lives of others, and your family’s and company’s future are literally in your hands.

Each year you will drive at least ten times the miles of the average motorist, which increases your chances of being involved in a motor vehicle accident.

Ten to one are tough odds, but the “Professional” driver can beat the odds by:

1. Following all driving and equipment safety rules;
2. Driving defensively;
3. Obeying the law;
4. Not losing your temper or patience.

#### Driver Responsibility at the Accident Scene

1. The first responsibility at any accident scene is to protect the accident scene. *Make sure no one else runs into the current accident.* Place warning signals and devices immediately so traffic can be alerted, or have volunteers assigned to direct traffic safely through the accident location.
2. Check for injured parties. *Unless you are an EMT, provide only basic first aid. Keep victim(s) quiet and warm, to prevent shock, unless there is danger of fire or explosion. In this case, carefully move victim(s) to safe location and keep them quiet and warm.*
3. Notify the police, and request an ambulance, if necessary.
4. If possible, notify Dispatch immediately.
5. *While waiting for police to arrive, take as many pertinent pictures as possible. DO NOT photograph death or serious injury. However, if other party is walking around, get them into some pictures to prove that they were not seriously injured. Try to obtain information from other party, such as name, address, telephone number, etc.*
6. Never argue, admit guilt, or offer any settlements.
7. Cooperate with police in furnishing information on the accident.
  - a. check for state or local requirements for reporting accidents.
  - b. State or local authorities may require additional information that you may furnish (i.e., company insurance information, *CDL information, etc.*)
8. Complete The Company Accident Report *immediately, while everything’s fresh in your mind. Submit it, along with your camera, to Safety as soon as possible.* (driver requiring medical attention will be required to complete the Accident Report as situations dictate.

#### ACCIDENTS – Personal Injury

##### 1. Cause

Personal injury accidents don’t just happen! They are caused by someone’s carelessness, and more often than not, by the injured person’s own carelessness.

Personal injuries can be anything from a scratch to a long term, permanent, career-ending disability, to being fatal. Your family’s financial security and lifestyle is affected by interrupted and less income than they have been accustomed to. Your company suffers from, not only high medical bills, but the loss of your time, productivity and experience; and the cost of hiring and training another person to fill your position.

Each driver is expected to take every precaution to prevent injury to themselves and fellow employees, including reporting unsafe conditions and/or suggestions to improve our work environment.

## 2. Procedure

Drivers must report all injuries, regardless of how minor, to dispatch when they occur or as soon as possible in the event of personal injury requiring treatment in a medical facility while on the road.

## 3. Treatment

- A. In the event of a minor injury to yourself or another person, such as cuts or scrapes, the wound usually only requires cleansing and a bandage. *When treating another individual who has an open wound, personal protective equipment, such as surgical gloves and eye protection must be worn.* Do not administer first-aid treatment unless you have been trained and are qualified to do so.
- B. All injuries requiring more than cleansing and a bandage will be referred to a doctor or medical facility for treatment.
- C. On more serious injuries, make the person as comfortable as possible and call for an ambulance to transport to the nearest emergency facility.
  1. In the case of possible fracture, neck or back injury, do not attempt to move the injured person unless it is necessary to prevent further injury.

Any person who fails to report an injury while on duty or as soon as possible after treatment will be subject to disciplinary action and possible claim rejection..

Carelessness resulting in a personal injury will result in severe disciplinary action, up to and including discharge.

## RAMP SPEEDS

The following excerpts are from university studies of expressway ramps in the United States:

- Entrance and exit ramps were designed to permit passenger cars to negotiate them at posted speeds, but tractor trailers have much less lateral stability than cars, and cannot be braked as severely without loss of steering control.
- On expressway ramps, a tractor trailer moving at posted speed, may be operating close to its control limits.
- Expressway ramps provide for a very narrow margin of safety for large trucks.
- If a curve is of sufficient length and the posted speed is high enough (say 35 mph); tractor trailers having a higher center of gravity have a high incidence of rollover.
- It is easy for a tractor trailer to pick up speed on a downgrade ramp, and exceed the speed at which it can safely negotiate the curve.
- Some ramps are high speed, often posted at 45 mph with smooth surfaces. Lightly loaded tractor trailers can experience hydroplaning problems on wet roads, resulting in a jackknife even without braking.

- Some ramp curves have a curb on the outside edge. If a driver erroneously steers towards the outside of the curve to avoid the inside tracking, the tires may drift out to the curb, where they tend to stay without mounting the curb until lateral forces are sufficient to initiate an overturn.

When all is said and done, they are telling you as a professional tractor trailer driver that ramps are poorly designed and unsafe at posted speed limits.

You must be “far sighted” and detect tight curves, decreasing radius curves, curves following downgrades, and combination curves.

You must drive below the posted speed limit, even lower on wet roads.

Ramp Speed—While on ramps, company drivers are to operate at a maximum speed of 25 mph, unless posted speed limits are lower. Anyone choosing to tempt fate and have an accident or be caught driving in excess of 25 mph on a ramp will be subject to discharge.

### WINTER AND WET WEATHER DRIVING

As professional drivers, you must recognize that your responsibilities increase during inclement weather. You need to prepare yourself and the equipment for each trip. By this, we mean that:

1. You take the time to review existing weather conditions so that you can be prepared to make adjustments in your driving.
2. You consider your dispatch and prepare for changes due to road conditions and weather changes associated with certain areas/regions in our system.
3. You be certain that you have adequate rest.
4. Your flashlight is in working order so as to be able to check the fifth wheel, springs, tires, etc...
5. You take extra care in testing your brakes to be certain that they are adequate.
6. You make it a practice to be extra thorough in your pre-trip inspection, especially on lights and safety equipment.
7. You take the time to complete your daily inspections at the conclusion of your tour of duty so that our maintenance department can ensure that our equipment is in top condition and breakdowns are avoided.
8. You remain alert for changes in temperature, the weather, affects of these changes on various road surfaces and be prepared to make the necessary changes in your driving to allow for these conditions.
9. You increase following distance. It takes three times longer to stop on wet pavement and twelve times longer to stop on icy pavement than it does on a dry surface.
10. You watch conditions ahead and avoid getting into situations where a sudden stop or turn might become necessary.
11. Our confidence in your ability and experience as a professional driver, will always dictate that you tell us when it is safe to drive in snow or icy conditions. There is nothing more important to us than your safety.

### HEIGHT RESTRICTED CLEARANCE

Each year the industry is plagued with a large number of preventable accidents where trailer roofs are damaged and/or destroyed by striking overhead objects.

Overhead objects can be clearly marked or posted, such as most bridges, viaducts, overpasses, and tunnels are; or they can be tree limbs, hanging lights or signs, roof eaves, canopies, etc...

Regardless of the type of overhead object, you as a Professional Driver have the responsibility for the safe operation of your vehicle at all times.

Accidents of this nature are very expensive:

- To our Company, not only because of the extensive repairs required, but also due to the fact that the trailer is out of service and cannot be used.
- To the driver, in lost wages, depending upon the severity of the disciplinary action required. *Keep in mind that accident information is required by any future employers.*

You will find listed below some precautionary steps that should help prevent this type of accident from occurring:

1. Make sure you check the height of your trailer during your pre-trip inspection and plan your route accordingly;
2. If you are not sure of the route, check with dispatch or other company drivers, and proceed with caution until you are sure of the route;
3. If you are not sure of the height of an overhead object, stop, get out and check your clearance; *repeat as often as necessary.*
4. When pulling an empty trailer under an overhead object, drive at a slow speed and use extreme caution to prevent the trailer from bouncing up and hitting it;
5. Be alert for overhead objects that have curved or angled supports on their sides, as many bridges, viaducts, overpasses, etc...do.
6. Be on the alert for any highway maintenance where fresh blacktopping could change the trailer clearance limitations;
7. during the winter months, watch for an accumulation of ice and snow which will change the clearance. Slow Down – proceed with caution.

**REMEMBER: A PROFESSIONAL DRIVER IS A SAFETY-CONSCIOUS DRIVER!**

#### SPEEDING

Exceeding the posted speed limit for any reason is against the law and your company's policy.

Over the years, we have heard every conceivable "excuse." We will still listen to you, but we will not agree with you!

Excessive speed will only:

1. Increase public opinion against the trucking industry;
2. Increase fuel consumption;
3. Increase your chances of having an accident;
4. Cost you money in tickets;
5. Cost you money in loss of time due to disciplinary suspensions(s);
6. Cost you your job.

#### WEIGHT LIMIT BRIDGES

As a Professional Driver, it is your responsibility to know or identify all bridges which are posted with weight limits or restrictions. Company routings are designed to try and avoid known bridges. However, you must constantly be alert due to new customers, states, trip leases, etc...and the possibility of your becoming lost.

If you should take a wrong turn and/or approach a weight limit bridge that you cannot legally cross, DO NOT CROSS THE BRIDGE! Pull off and turn around. If you cannot pull off, STOP, put your flashers on, put your emergency reflectors out, and call the police. Tell them you are lost and need assistance to turn around.

SECTION 5  
EQUIPMENT

EQUIPMENT

All of our company equipment has been carefully selected to provide maximum safety, performance, economy, comfort and appearance.

#### Equipment Modifications

Drivers are not allowed to add, remove, or make any change to company equipment.

#### Equipment Cleanliness

Drivers are responsible for the cleanliness of their tractor, inside and out, to project and enhance our company's positive image. Drivers are expected to advise shop personnel when their tractors are in need of cleaning so arrangements may be made with the outside contractor retained for that purpose.

#### PRE-TRIP INSPECTIONS:

*DOT requires that a Pre-Trip Inspection be made on all equipment.*

#### PRE-TRIP INSPECTION AND HOOK UP PROCEDURES

1. On approach to your truck (or tractor) verify unit number and look for:
  - A. Fuel, oil and water leaks
  - B. Damage to tractor
2. Out of cab before starting engine, check:
  - A. Engine oil and water
  - B. Fuel tanks—visually check that they are full
  - C. Steering fluid
3. In cab before starting engine check:
  - A. Emergency equipment: fire extinguisher, reflectors, etc.)
  - B. Glass (windshield and side glass)
  - C. Mirrors
  - D. Review previous driver's Inspection Report
  - E. Low air pressure warning device
4. In cab after starting engine, check:
  - A. Oil pressure
  - B. Air pressure
  - C. Ammeter
  - D. Speedometer and all other gauges
  - E. Horn
  - F. Windshield wipers
  - G. Parking brake
  - H. Clutch—transmission
  - I. Steering
  - J. Service brakes
5. Out of cab after starting engine, check:
  - A. fuel system

- B. Cooling System
  - C. Engine
  - D. Steering system
  - E. Lights head, tail, stop, ID and clearance markers
  - F. Reflectors
  - G. Fifth wheel, if tractor
6. Back up to trailer, if combination unit, verify unit number and:
- A. check paperwork to insure proper load and destination
  - B. Check load condition, reporting any problems
  - C. Look for any damage, reporting any problems
  - D. Hook up air lines, if combination unit
  - E. Back under trailer, if combination unit
  - F. Pull on fifth wheel, if combination unit
7. Out of cab (starting on driver's side):
- A. Check tires, wheels and lug nuts.
  - B. Hook up light line and check condition of air and light lines, if combination unit.
  - C. Visual check of drive line and springs.
  - D. Visual check of fifth wheel lock, if combination unit.
  - E. Roll up landing gear, if combination unit.
  - F. Check lights on trailer, if combination unit.
  - G. Visual check of steering and springs.
  - H. Check front tires for cuts, bubbles, and low tread.
8. Fix any safety-related problem before leaving.

**DRIVER'S VEHICLE INSPECTION REPORT**—As required by the DOT, Federal Motor Carrier Safety Regulations, Section 396.11.

Drivers must fill out a vehicle inspection report daily for each vehicle operated, indicating any defect, or that the vehicle is in satisfactory condition.

Page One – White copy; to Dispatch

Page Two – Yellow copy; to Shop

Page Three – Pink copy, to be left in the booklet, which remains in the tractor for inspection and signature of shop personnel, the next driver, and DOT inspections.

The Vehicle Inspection Report must be filled out completely:

1. Carrier—Berks Packing Co., Inc.
2. Address—Reading, PA
3. Date—Example: 06-18-05
4. Truck or Tractor No. —Example: 27
5. Speedometer Reading—Actual full mileage (do not show tenths) Example: 034962
6. Check off any and all tractor defects.
7. Trailer No.(s) – Example: 201/314
8. check off any and all defects
9. Remarks—Any and all defects checked must have written explanation, and always try to personally explain defects in writing.



10. If no defects are detected, you must still complete the form and so indicate in the location provided.

11. Driver's signature—Driver must sign, to acknowledge the report is correct.

NOTE: Driver's Vehicle Inspection Report booklet should be left on the driver's side of the dashboard, easily accessible to shop personnel and the next driver.

#### Driver Inspection – Section 396.13

Before driving a motor vehicle, the driver shall:

- (a) Be satisfied that the motor vehicle is in safe operating condition;
- (b) Review the last vehicle inspection report required to be carried on the power unit; and
- (c) Sign the report to acknowledge that the driver has reviewed it and that there is a certification that the required repairs have been performed. This signature does not apply to listed defects on a towed unit which is no longer part of the vehicle combination.

WARNING: Failure to comply with these instructions is a violation of company policy and the law, which will subject you to fines and most importantly could cause an accident and/or injury to a fellow driver.

EMERGENCY SAFETY EQUIPMENT AND USE -- AS REQUIRED BY dot, Federal Motor Carrier Safety Regulations—Section 392.8, 392.20-25, and 393.95.

Each truck/tractor is equipped with:

- (a) One (1) fire extinguisher
- (b) Three (3) red reflective triangles

Usage:

- 1. Fire Extinguisher—As needed for use on our equipment or to render assistance to others.
- 2. Reflective Triangles—Section 392.22(b)(1)  
“...Whenever a vehicle is stopped upon the traveled portion of a highway or the shoulder of a highway for any cause other than necessary traffic stops, the driver shall as soon as possible, but in any event **within 10 minutes**, place the warning devices...”
  - a. One at the traffic side of the stopped vehicle; within ten(10) feet of the front or rear of the vehicle; and
  - b. One at a distance of approximately 100 feet from the stopped vehicle in the center of the traffic lane or shoulder occupied by the vehicle and in the direction toward traffic approaching in that lane, and;
  - c. One at a distance of approximately 100 feet from the stopped vehicle in the opposite direction from those placed in the center of the traffic lane or shoulder occupied by the vehicle.

NOTE: See Section 392.22(b), paragraph 2, Special Rules—for placement of triangles in business or residential districts, hills, curves, obstructions, divided or one way highways, etc...

SEAT BELTS – Are required by DOT, Federal Motor Carrier Safety Regulations, Section 392.16 and state laws.

Usage:

Every time you get behind the wheel, buckle up! If not for yourself, for the law. *It's difficult to control a vehicle when you're flying across the cab of the truck.* Do it for the welfare of your company, family, and general public. We need you!

Talk to drivers who have experienced a major accident, such as a rollover, head-on, or side hit. Chances are they will swear they are around to talk about it because their seat belt kept them in control and from being thrown around or out of their cab.

Seat belt usage is strictly enforced and encouraged by your company. Develop an excellent work habit—“**BUCKLE UP!**”

SECTION 6  
RULES AND REGULATIONS

RULES AND REGULATIONS

The following Rules and Regulations have been formulated to serve as guideposts for our employees. It is to be understood that, in describing certain violations and the penalties therefore, that we have not limited the violations covered in these Rules and Regulations, and may exert discipline in other types of cases should the situation warrant.

1. ACCIDENTS

- A. Major chargeable accident: after full investigation—subject to Discharge.
- B. Minor Chargeable Accident:
  - First Violation—Warning Letter
  - Second Violation—Two-Day Suspension
  - Third Violation—Subject to Discharge
- C. Failure to report all accidents, spillage, property damage, or personal injuries immediately.
  - First Violation—Five-Day Suspension
  - Second Violation—Discharge
- D. Failure to report equipment damages, prior to using:
  - First Violation—Warning Letter
  - Second Violation—One-Day Suspension
  - Third Violation—Three-Day Suspension
  - Fourth Violation—Discharge

2. EQUIPMENT:

- A. Failure to correctly follow our pre-trip inspection and hookup procedures:
  - First Violation—Warning Letter
  - Second Violation—One-Day Suspension
  - Third Violation—Three-Day Suspension
  - Fourth Violation—Discharge
- B. Failure to report mechanically defective condition of equipment:
  - First Violation—Warning Letter
  - Second Violation—One-Day Suspension
  - Third Violation—Three-Day Suspension
  - Fourth Violation—Discharge

C. UNAUTHORIZED USE OF MOTOR VEHICLE OR UNAUTHORIZED PASSENGER: First Violation—Immediate Discharge

- D. Failure to take necessary safety precautions to protect load and/or equipment at all times, including safety lights, parking, locks, etc.

- First Violation—Warning letter
  - Second Violation—Two-Day Suspension
  - Third Violation—Discharge

- E. Failure to keep equipment in good appearance inside & out when in your use:
  - First Violation—Verbal Warning
  - Second Violation—Warning Letter
  - Third Violation—Two-Day Suspension
  - Fourth Violation—Subject to Discharge

F. Tampering with governors, fuel pump, or engine in general on company equipment:

First Violation—Two Day Suspension

Second Violation—Discharge

G. Willful damage to equipment:

First Violation—Immediate Discharge

H. Careless operating of equipment resulting in damage to equipment:

First Violation—Subject to Discharge

I. Failure to take necessary precaution to protect load from inclement weather:

First Violation—Discharge

J. Failure to report breakdowns promptly:

First Violation—Warning Letter

Second Violation—One-Day Suspension

Third Violation—Three-Day Suspension

Fourth Violation—Discharge

### 3. CONDUCT

A. Use or possession of drugs or alcoholic beverages while on duty including meals and layovers:

First Violation—Discharge

B. Consumption of alcohol or drugs prior to reporting for duty where your condition is such that it may affect the proper performance of your duties:

First Violation—Discharge

C. Assault of a company employee or customer:

First Violation—Discharge

D. Failure to wear company uniform, if provided:

First Violation—Verbal Warning

Second Violation—Warning Letter

Third Violation—Two-Day Suspension

Fourth Violation—Subject to Discharge

E. Discourtesy to customers:

First Violation—Five-Day Suspension or Discharge

Second Violation—Discharge

F. Failure to turn in all paperwork, including logs, money and/or toll tickets at first opportunity.

G. *Failure to report moving motor vehicle violations within 5 business days:*

First Violation—Warning Letter

Second Violation—Two-Day Suspension

Third Violation—Discharge

*NOTE: A copy of citation must be submitted to the company within 30 days of offense.*

H. Failure to follow a direct order, which is not in violation of the law.  
First Violation—Subject to Discharge

I. Operating equipment in such an unsafe manner that bad public opinion occurs in the form of a complaint.  
First Violation—Warning Letter  
Second Violation—Two-Day suspension  
Third Violation—Discharge

J. Sabotage or creating fire or safety hazards.  
First Violation—Subject to Discharge

K. Violation of any Criminal Law while on duty.  
First Violation—Subject to Discharge

L. Speeding: