

PATRICK TRUCKING SERVICES, INC.
DRIVER MANUAL

6/27/05BPDM

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.*