



COMPANY
SAFETY
POLICY

An Employee Guide to Safety Policies and Procedures to
Support a Safety-Conscious Work Environment

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Introduction

This manual is designed to provide drivers, employees, and all other concerned parties with information regarding the operational policies, safety policies, and general practices of this company. A wide scope of information is provided herein. However, it is not the intent of the company to list all of its programs, policies, and or procedures in this manual. It is also understood that the information contained herein is subject to change at the discretion of the company. Additional policies and directives may be issued at any time.

It is the intent of this company to operate safely and in accordance with the regulations set forth by the Department of Transportation and all other applicable agencies. Nothing in this manual is designed to supersede these regulations. All drivers are expected to operate safely and courteously on the highways. Evidence that this requirement is not being honored will result in the immediate revocation of the safety clearance of the offending driver.

Commitment to Safety

At _____, we believe safety is not just a priority; it's a core value. It's the foundation upon which everything we do is built. We are committed to creating a work environment where every employee feels safe and empowered to make choices that prioritize their well-being and the well-being of others.

We hold ourselves accountable for creating a work environment free from preventable accidents and injuries. This commitment is unwavering and reflected in the following principles:

1. **Prevention First:** We believe that accidents are preventable, not inevitable. We actively identify and mitigate potential safety hazards before they have a chance to cause harm.
2. **Zero Tolerance:** We have zero tolerance for unsafe acts and behaviors. We encourage a culture of open communication and reporting, ensuring everyone feels comfortable raising safety concerns without fear of reprisal.
3. **Continuous Improvement:** We believe safety is an ongoing journey, not a destination. We are committed to continuous improvement by regularly reviewing our safety practices, implementing new technologies, and providing ongoing training to all employees.
4. **Shared Responsibility:** We recognize that safety is everyone's responsibility. From leadership to individual employees, we all play a vital role in creating a safe work environment. We empower and encourage everyone to actively participate in safety initiatives and hold themselves and others accountable for safe practices.
5. **Learning from Experience:** We learn from both successes and failures. We analyze incidents and near misses to identify root causes and implement corrective actions to prevent similar occurrences.
6. **Transparency and Communication:** We believe in open and transparent communication. We share safety information, performance metrics, and incident details with all employees to foster awareness and engagement.

7. **Commitment to Compliance:** We comply with all applicable safety regulations and industry best practices. We go beyond the minimum requirements, setting a higher standard for ourselves.

8. **Investment in Safety:** We invest in the resources needed to ensure a safe work environment. This includes training, equipment, technology, and personnel dedicated to safety initiatives.

9. **Celebrate Success:** We recognize and celebrate safety achievements and milestones. This helps to maintain a positive safety culture and motivates continued commitment to safety.

10. **Continuous Learning:** We believe that continuous learning is essential for maintaining a safe work environment. We provide ongoing safety training and education to ensure all employees have the knowledge and skills needed to work safely.

We believe that a commitment to safety is not just a policy but a way of life. By working together, we can create a safer, healthier, and more productive work environment for everyone.

This commitment applies to all aspects of our company, including:

- Vehicle operations
- Cargo handling
- Maintenance and inspections
- Administrative work
- Interactions with the public

We are confident that by adhering to these principles, we can achieve our ultimate goal: **zero accidents, zero injuries, and zero fatalities.**

General Policies

1. All employees are responsible for complying with all applicable safety regulations and company policies.
2. All drivers are expected to operate within the limits set forth in the federal regulations and local, municipal, and state laws of all jurisdictions operated in. This is inclusive of logging regulations, weight limitations, speed limits, and physical requirements. Drivers who violate these laws will be subject to disciplinary action by the company.
3. Unsafe acts, conditions, or equipment must be reported immediately to a supervisor.
4. Retaliation against employees reporting safety concerns is strictly prohibited.
5. All customers, employees, and members of the general public are to be treated with respect and courtesy.
6. Paperwork is to be turned in at the end of each trip. If you do not return to the terminal, bills, logs, etc, should be mailed to us in a timely manner.
7. Accidents must be reported to the company as soon after the accident as possible. Failure to report accidents will result in the revocation of the driver's safety clearance.
8. All drivers are expected to check calls daily and to stay in touch with the company as requested by dispatch. This may require several phone calls per day in some instances.
9. It is expressly forbidden for any employee or agent of the company to come onto company property under the influence of any illegal drug or alcohol.
10. All trucks are expected to use the shortest practical routes. If a direct route is unsafe due to mountains, narrow highways, or other reasons, please advise your dispatcher and obtain approval for alternate routing.
11. Deliveries are to be made in a timely fashion. This company will not ask any driver to violate state or federal laws in order to make an on-time delivery. However, so long as the scheduling allows for on-time deliveries, drivers are expected to meet their appointment times.
12. If, for any reason, a driver foresees that an appointment time cannot be met, dispatch must be notified as soon as possible so that they can coordinate with the customer.

Employee Safety Responsibilities

- Read, understand, and comply with this safety manual, company policies, and all applicable safety regulations.
- Complete all required safety training programs and maintain necessary certifications.
- Immediately report any unsafe conditions, acts, or behaviors to your supervisor or the safety department.
- Actively participate in safety meetings and committees.
- Wear appropriate Personal Protective Equipment (PPE) as required for your assigned tasks.
- Be aware of your surroundings and maintain situational awareness while working.
- Speak up and refuse to perform any task you believe is unsafe.
- Report any injuries, incidents, or near misses immediately.
- Cooperate fully with all accident investigations and safety audits.

Training and Certifications

We believe that ongoing training and education are essential for maintaining a safe and compliant operation. We are committed to providing all employees with the knowledge, skills, and resources they need to perform their jobs safely and effectively.

Required Training:

- **New Hire Orientation:** All new employees will complete a comprehensive orientation program covering company policies, safety procedures, emergency response, vehicle operations, and industry regulations.
- **Safety Training:** All employees will participate in annual safety training programs covering topics such as:
 - Defensive driving
 - Fatigue management
 - Hours of Service (HOS) regulations
 - Cargo securement
 - Hazardous materials handling (if applicable)
 - Emergency procedures
 - Roadside inspections
 - Personal protective equipment (PPE)
 - Bloodborne pathogens

Additional Training:

- **Specialized Training:** Based on their job responsibilities, employees may be required to complete additional training programs, such as:
 - Tanker endorsement for hauling hazardous materials
 - Doubles/triples endorsement for operating longer vehicles
 - Passenger endorsement for transporting passengers
 - Forklift certification for operating warehouse equipment
 - CPR and first aid certification
- **Skill Development:** We offer ongoing skill development opportunities to help employees improve their performance and stay current on industry best practices. This may include participation in workshops, conferences, and online training modules.

Certifications:

- When applicable, drivers must maintain a valid Commercial Driver's License (CDL) with the appropriate endorsements for their assigned vehicles and cargo.
- Some positions may require additional certifications.

Training Records:

- We maintain comprehensive training records for all employees. These records document the training programs completed, certifications earned, and completion dates.
- Employees are responsible for attending all required training and maintaining their certifications.

DRIVER SAFETY TRAINING CHECKLIST

Before Operating the Vehicle

New employee orientation training

- Company driver safety policy
- Insurance requirements

Motor Vehicle Records Review

- Employee motor vehicle records report (MVR)
- Consequences of moving violations or accidents

Basic Driver Safety Training

- Pre-trip inspection
- Emergency equipment kit
- Local driving environment and inclement weather conditions
- Driver fitness to drive
- Driver behavior expectations
- Incident reporting procedures
- Basic defensive driving techniques
- Standard vehicle safety features
- Reporting vehicle maintenance issues

Specific vehicle safety systems

- Overview training on specific vehicle features and general vehicle safety systems that might be found in newer vehicles
- Review the use and benefit of any telematics or vehicle monitoring system if applicable

First Trip

Ride-along driving assessment and coaching

- When starting the job and as needed
- Use a ride-along risk assessment worksheet as a guide
- Demonstrate vehicle safety systems
- Coach to address risky behaviors

Within Six Months

Comprehensive driver training

- Describe the three main categories of collisions:
 - Driver behavior
 - Environmental conditions (roadways, weather, other road users)
 - Vehicle conditions (brakes and tires)
- Include essential elements of defensive driver training
 - Focus on driver actions to spot hazards
 - Learn to anticipate dangerous situations
 - Combine classroom and computer learning with practical, behind-the-wheel training
- Tailor topics based on driver assessment and/or telematics report

- Describe the top five causes of crashes:
 - Speeding
 - Aggressive driving
 - Drugs and alcohol
 - Distractions
 - Bad weather

- Demonstrate vehicle safety systems

Periodic

Refresher Training

- Classroom review every two years
- Remedial training for high-risk drivers when
 - Vehicle monitoring systems show unsafe driving behaviors
 - Driver is involved in a collision
 - MVR shows a history of moving vehicle violations

DRIVER ASSESSMENT FORM

Driver Name:		License #:	
Date:	Time:	Weather:	Vehicle Type:
Route:		Assessor Name:	

	Score	Comments
Observation		
Eye lead time		
Left to right scanning; shoulder checks		
Mirrors/tracking traffic		
Space Management		
Following distance		
Space at stops		
Path of least resistance		
Right-of-way		
Speed Control		
Acceleration/deceleration-smoothness		
Braking: full stops, smooth		
Speed for conditions		
Speed and traffic signs		
Steering		
Lane/turn position/set-up		
Steering: hand position, smoothless		
Communication		
Signals: timing and use		
Other: horn, eye contact		
General		
Anticipation/Driving-adjustments		
Judgement: decision-making		
Timing: approach, traffic interactions		
Parking/Reversing		
Seat and mirror adjustment, seat belt use		
Total Score (out of 40)		

Scoring Guide:

- 0 - Consistently poor performance, violations, dangerous actions, regular major errors
 - 1 - Needs improvement, regular minor errors, inconsistent performance, no caution, poor attitude
 - 2 - Consistently good performance, smooth and precise vehicle control, safe interactions with traffic
- 32 out of 40 (80%) required to pass with no zeros, maximum of eight 1's.**

Accident Reporting and Investigation

Reporting and investigating incidents promptly and thoroughly is crucial for learning from them, preventing future occurrences, and ensuring fair and responsible resolutions.

Reporting Procedures:

- Any accident, incident, or near miss involving a company vehicle, employee, or cargo must be reported immediately to your supervisor. This includes:
 - Collisions with other vehicles or objects
 - Injuries to employees or third parties
 - Property damage
 - Spills or hazardous material releases
 - Mechanical failures
 - Near misses that could have resulted in an accident
- Provide a clear and concise description of the event, including:
 - Date, time, and location
 - People involved
 - Vehicles involved (if applicable)
 - Nature of the incident
 - Injuries (if any)
 - Any other relevant details
- Do not speculate on the cause or assign blame. This will be determined during the investigation.
- Cooperate fully with the investigation and provide any requested information or documentation.

Investigation Process:

- A dedicated internal team or a third-party investigator will conduct a thorough investigation of each reported incident. The investigation may include:
 - Examining the scene of the incident
 - Interviewing witnesses and involved parties
 - Reviewing vehicle data and electronic logs
 - Analyzing company policies and procedures
- The investigation aims to understand the root cause of the incident, identify contributing factors, and recommend corrective actions to prevent similar incidents in the future.
- All employees have the right to a fair and objective investigation.

Communication and Action:

- The company will communicate the findings of the investigation to all relevant parties, including employees, management, and regulatory agencies as required.
- Based on the investigation's findings, corrective actions may be implemented, such as:
 - Additional training for employees
 - Changes to company policies and procedures
 - Disciplinary action (if applicable)
 - Improvements to equipment or vehicles

Remember:

- Reporting all incidents, even minor ones, is crucial for our safety culture.
- Timely and accurate reporting allows for a thorough investigation and helps prevent future accidents.
- Cooperation with the investigation is essential for identifying the root cause and implementing effective corrective actions.

Scene of Accident Guidelines

- Secure the scene. This may consist of putting out triangles, activating the 4-ways on all vehicles, setting out flares (If there is no spill or volatile chemicals such as gas, diesel fuel, etc), and using other persons for traffic control.
- Render first aid and/or comfort to injured parties, if necessary. If you do not feel capable of performing this function, try to find someone who can assist.
- Notify the police as quickly as possible.
- Notify the company as quickly as possible.
- Comply with the drug and alcohol testing requirements if necessary.
- Begin obtaining all information that is asked for on the accident report.
- If the other party accepts the blame, ask them to complete a driver exoneration form.
- Obtain the names, addresses, and phone numbers of any witnesses. If people refuse to provide the above information, record their license plate number and provide that information to the insurance company representative.
- Make no statements to anyone other than the police and only respond to their questions.
- If you have a camera, take photographs of all aspects of the accident scene.
 - Photograph all four sides of all vehicles involved.
 - Photograph skid marks, gouge marks, and debris that is in the road as a result of the accident.
 - Photograph any temporary situations that contributed to the accident, such as illegally parked vehicles, obscured signs, etc..
 - Photograph the other parties involved. In particular if they seem healthy and are leaning over or otherwise showing back and leg mobility.

PRELIMINARY ACCIDENT REPORT

To be completed by the driver at the scene of the accident.

Date:		Time:				
Location:						
<small>If rural show number of miles N/S/E/W of nearest city</small>						
Driver's Name:			Unit Number:			
Enter # of	Fatalities	Injuries	Tows	HazMat released? (circle one)		
				YES	OR	NO
Was a drug or alcohol test administered by the investigating officials? (circle one)					YES	NO
If yes, indicate if the test was for drugs, alcohol, or both						
If investigating official did not perform test, name and address of where you submitted for a drug or alcohol test						
<input type="checkbox"/> No test was required		Name:				
Address:			Phone Number:			
<small>P.O. Box or Street</small>						
<small>City</small>		<small>State</small>		<small>Zip</small>		
Other Vehicle						
No. of passengers:		Driver's Name:				
Driver's Address:						
<small>P.O. Box or Street</small>		<small>City</small>		<small>State Zip</small>		
Phone Number:			License Number:			
Witnesses						
Name:			Phone Number:			
Name:			Phone Number:			
Name:			Phone Number:			
Name:			Phone Number:			
<small>Have witnesses complete witness cards</small>						
Weather and Road Conditions (circle all that apply)						
Weather:	Clear	Cloudy	Rain	Snow	Sleet Fog	
Road:	Wet	Dry	Snow Covered	Icy		
Remarks:						

Damage to Other Property

List other property damage:

Police Investigation

Officer's Name:

Badge Number:

Were you issued a citation for a moving violation?

YES

NO

Injuries

Name:

Age:

Phone Number:

Name:

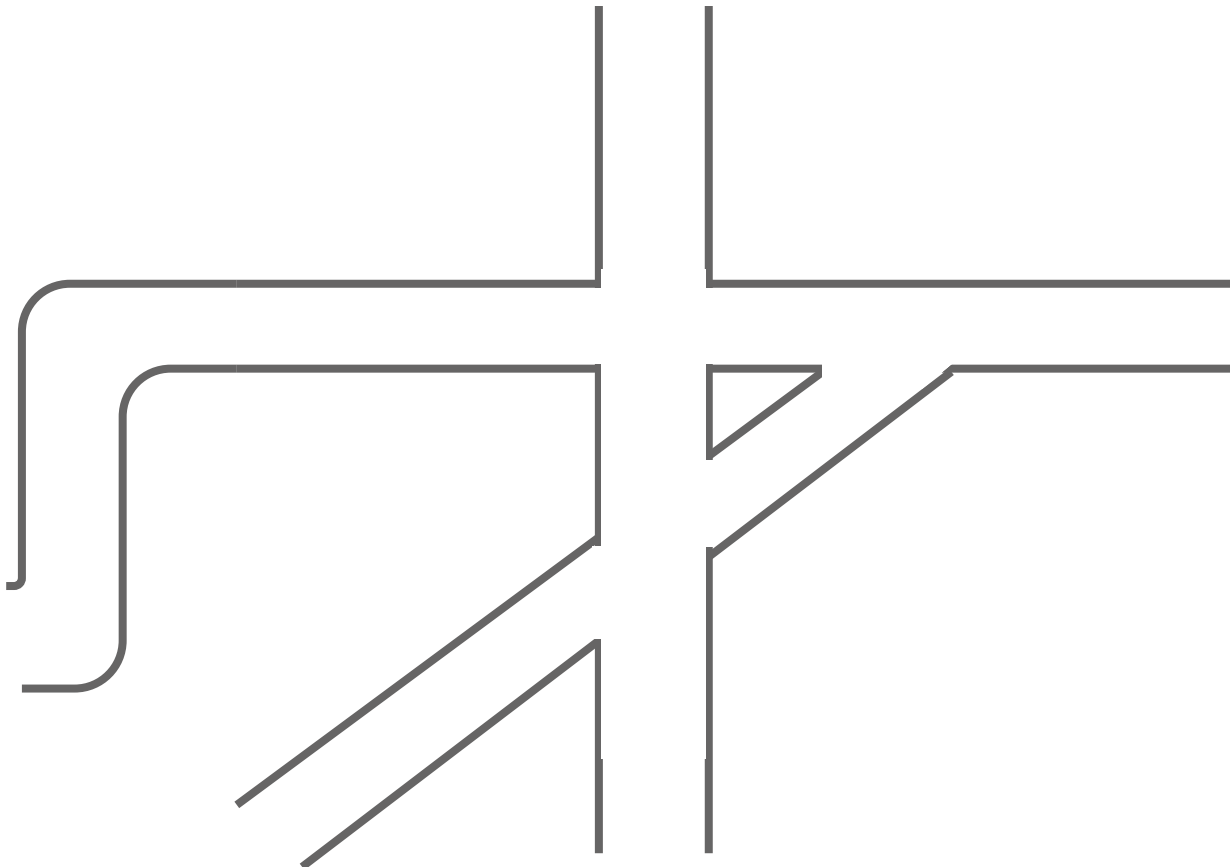
Age:

Phone Number:

Description

Give a brief account of accident:

Show vehicle positions on diagram



WITNESS CARDS

Make several copies and keep them in your driver's accident kit

WITNESS CARD

DATE AND TIME OF ACCIDENT _____

DID YOU SEE THE ACCIDENT? _____

DID ANYONE APPEAR INJURED? _____

WERE YOU A PASSENGER? _____

WHERE WERE YOU AT THE TIME OF ACCIDENT? _____

HOW DID THE ACCIDENT HAPPEN? _____

NAME _____

ADDRESS _____

PHONE
NUMBER _____

ZIP _____

PLEASE COMPLETE THIS CARD AND RETURN TO DRIVER · THANK YOU

USE REVERSE SIDE IF NECESSARY

WITNESS CARD

DATE AND TIME OF ACCIDENT _____

DID YOU SEE THE ACCIDENT? _____

DID ANYONE APPEAR INJURED? _____

WERE YOU A PASSENGER? _____

WHERE WERE YOU AT THE TIME OF ACCIDENT? _____

HOW DID THE ACCIDENT HAPPEN? _____

NAME _____

ADDRESS _____

PHONE
NUMBER _____

ZIP _____

PLEASE COMPLETE THIS CARD AND RETURN TO DRIVER · THANK YOU

USE REVERSE SIDE IF NECESSARY

ACCIDENT SCENE CHECKLIST

Immediately following an accident, do the following:

- Call Police:** Call 911 and request that an accident report be completed.
- Ensure Safety:** do NOT move a person if likely to cause further injury; call for medical assistance. Assess yourself for injury.
- Set Out Warning Devices:** put out flares or warning signs for passing motorists.
- Contact Company:** Contact your dispatcher or safety manager to report accident to your company.
- Document the Scene:** Exchange license, registration, and insurance information with the other party. Take photos and videos, and complete the preliminary accident report. Obtain witness information and ask that they remain to speak with authorities.
- Gather Police Information:** If injury to another party has occurred, ask the police to share that information with you (name and extent of injury). Request the police provide you with a copy of the police report
- Comply With Required Testing:** See post accident testing determination.
- Report to Your Insurance.**

Do NOT

- Admit Fault or Say "I'm Sorry".** This can be taken as an admission of guilt.
- Panic.** Try to remain as calm as possible
- Leave the Scene.** Remain on the scene until the police show up and complete their investigation.
- Discuss the Accident.** Do not discuss any matter of the accident with anyone except the police, your company representative, or your insurance provider.

Reporting Checklist

- Preliminary Accident Report
- Post Accident Testing Determination
- Witness Cards

POST-ACCIDENT TESTING FORM

Date of incident:

Time of incident:

Driver name:

Location of incident:

If rural show number of miles N/S/E/W of nearest city

Description of incident:

Did the accident meet FMCSA criteria for performing post-accident alcohol and drug testing:

1. Was there a fatality associated with the accident?
 Yes- DOT post-accident drug and breath alcohol tests are required.
 No- go to the next question.
2. Was the employee issued a citation for a moving violation as a result of the accident?
 Yes- go to next question.
 No- DOT testing is not required. If you test the employee, it should be a non-DOT test under your own authority.
3. Was a vehicle towed away from the scene of the accident?
 Yes- DOT post-accident drug and breath alcohol tests are required.
 No- go to next question.
4. Was there immediate medical treatment away from the scene?
 Yes- DOT post-accident drug and breath alcohol tests are required.
 No- DOT testing is not required. If you test the employee, it should be a non-DOT test under your own authority.

Check any that apply:

- Alcohol test was not administered within 2 hours after the accident, indicate reason below.
- Alcohol test was not administered within 8 hours after the accident, indicate reason below.
- Drug test was not administered within 32 hours after the accident, indicate reason below

Reason why test was not administered within time limits, if applicable:

Supervisor (Print & Sign)

Date

Attachments:

- Drug test results (chain of custody & result signed by MRO)
- Alcohol test results

Preventable Accidents

The National Safety Council's definition of a preventable accident is any occurrence that results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred; in which the driver in question failed to do everything he reasonably could have done to prevent the occurrence.

Intersections

The driver is responsible for approaching intersections prepared to take such action as is necessary to avoid accidents, regardless of the actions of other drivers.

If a driver fails to check cross traffic to be sure that vehicles are going to stop, or if he forces the right-of-way instead of yielding, any resulting accident should be ruled preventable.

Changing Traffic Lanes

Passing is a voluntary action, and failure to pass safely indicates that the driver made a faulty judgment or a lack of consideration of all the factors affecting the maneuver. Actions of oncoming traffic or of the traffic the driver is passing do not excuse him or her. The driver should anticipate and consider these actions before starting the maneuver.

- The professional driver yields to a passing vehicle by slowing down or moving to the right if the passing driver is trapped and a sideswipe or cutoff is imminent.
- Lane encroachment accidents on the highway or in merging traffic indicate an unwillingness to yield to vehicles or to wait for a safe break in traffic. Blind spots are not a valid excuse. The driver must use extra caution to allow for areas of limited vision.
- The driver can avoid "squeeze plays" involving fixed objects or other vehicles by dropping back when it is apparent the other driver is forcing the issue or contesting a common portion of the road.
- Pulling away from a parked position is a change of traffic lane and, as such, places responsibility on the driver pulling out. Any accident that results from the driver's actions while pulling out from the curb is preventable.

Front-end & Rear-End Collisions

- defensive driving and anticipate the actions of other drivers.
- Use turn signals clearly and well in advance of maneuvers.
- Avoid aggressive driving behaviors like tailgating, cutting off other vehicles, or speeding in traffic.
- Remember, courtesy fosters cooperation and reduces the risk of accidents.

Backing

It is extremely rare that a backing accident is ruled not preventable. Even when a person is guiding the driver, the driver is responsible for backing safely. The guide is just an aid and cannot control the vehicle's movement. The driver must make check clearances for himself.

Turns

Any time a professional driver leaves a traffic lane, the complete responsibility for the maneuver is his or hers. Signaling is not enough.

- Carefully check traffic on both sides and to the rear before making a change.
- "Squeeze plays" resulting from left or right turns are the driver's responsibility.
- If a driver fails to signal, signals too late, fails to position for the turn properly, check mirrors before and during the turn, or takes any other necessary defensive action, the resulting accident is preventable.

Pedestrians, Bicycles, Motorcycles

- The law generally considers that pedestrians have the right-of-way over vehicles even though their actions may be unorthodox.
- Shopping areas, school zones, play areas, and areas of congested pedestrian traffic require reduced speeds, and in many cases, they are much below the posted limits.
- Bicycles, mopeds, and motorcycles frequently perform sudden, unexpected maneuvers. A driver should take proper defensive driving measures when this type of equipment is nearby, such as reducing speed, pulling over, or otherwise taking precautions.

Parked Vehicles

Avoid preventable accidents due to parking by avoiding unconventional parking locations, crooked parking, double parking, and failure to put out warning devices.

Prevent roll-a-ways of a parked vehicle by probably blocking the wheels, turning the wheels against the curb, or any other precautions to avoid vehicle movement.

Non-Collision

Conduct a thorough pre-trip inspection to ensure that the trailer is properly secured to avoid dropping the trailer. Ensure that the load and vehicle parts (chains, doors) are secured to avoid damage to property or persons.

Avoid Vehicle Struck From Behind Accidents

- Use your directional signals (or arm signals) and brake lights.
- Come to a slow, smooth stop to alert a vehicle behind you that you are stopping. Abrupt stops might not give the driver behind you an adequate warning that you are stopping.
- Stay Away from Tailgaters
 - Never allow a tailgater to make you angry. Slow down or move to the right. This generally encourages the driver to pass you.
 - Increase the following distance between your vehicle and the one ahead of you. This will eliminate the need to brake suddenly and reduce the chance of being hit by the tailgater.
 - Force the driver to slow down, thereby making it easier for him to stop safely when you stop.
- Avoid A Rear-End Collision When Stopped. Being struck from the rear while stopped in traffic accounts for most rear-end collisions. This may happen to you when you are stopped behind a driver who intends to make a left turn. To avoid being struck in the rear while stopped in traffic:
 - Keep a foot on the brake to activate the brake lights.
 - Stop at least 10 feet behind the vehicle ahead to prevent any domino effect. A good way to do this is to stop so you can see the vehicle's rear tires ahead.
 - Keep lights on at dusk or in rain and snow.

Emergency Response Procedures

Recognizing and responding effectively to emergencies is essential for minimizing risks and ensuring the well-being of yourself, others, and your cargo.

Dangerous weather:

- Be aware of weather conditions and forecasts, and plan your route accordingly.
- Pull over to a safe location if visibility is impaired or weather conditions are hazardous.
- Stay informed about weather updates and follow instructions from emergency officials.

Accidents:

- Stop your vehicle safely and turn on hazard lights.
- Check for injuries and provide first aid if necessary.
- Do not move injured persons unless absolutely necessary.
- Exchange information with other involved parties and witnesses if possible.
- Take photos of the scene and damage.
- Do not admit fault or discuss the accident details until you have spoken to your supervisor and insurance company.

Medical Emergencies:

- Stay calm and assess the situation.
- Call emergency services immediately (local emergency number, e.g., 911) and provide specific details about the location, nature of the emergency, and number of people involved.
- Administer first aid if trained and safe to do so.
- Follow instructions from emergency responders.
- Cooperate with medical personnel and provide accurate information.

Vehicle Fires:

- Pull over safely to a clear location away from traffic.
- Turn off the engine and activate the hazard lights.
- Evacuate the vehicle quickly and safely, using all available exits.
- If safe to do so, attempt to extinguish the fire with a fire extinguisher, but prioritize personal safety.
- Move a safe distance away from the vehicle and do not re-enter.
- Call emergency services immediately and report the fire.

Hazardous Materials Spills:

- Stop your vehicle immediately and secure the scene (activate hazard lights and isolate the spill area).
- Do not approach the spill if you are unsure of the material or potential hazards.
- Call emergency services immediately and report the spill, providing details about the type of material, quantity, and location.
- Evacuate the area if instructed by emergency responders.
- Follow instructions from emergency personnel, and do not attempt to clean up the spill yourself.

For complete details and specific procedures regarding hazardous materials emergency response, please refer to our separate response guide.

Tire Blowout:

- Maintain a firm grip on the steering wheel and gradually slow down.
- Do not slam on the brakes.
- Pull over to the shoulder of the road safely and turn on hazard lights.
- Change the tire only if you are comfortable and know how to do so safely. Otherwise, call for assistance.

Breakdown:

- Pull over safely and turn on hazard lights.
- Set the parking brake and engage the wheel chocks.
- Call your company dispatcher or roadside assistance for help.

EMERGENCY KIT CHECKLIST

Personal Emergency Items

- Water
- Toilet paper
- Nonperishable food and energy bars
- First aid kit
- Emergency blanket
- Safety vest
- Cold weather clothing
- Medications
- Portable battery bank and chargers
- Atlas
- Cash

Truck Emergency Items

- Tire pressure gauge
- zip ties
- Wheel chocks
- Jumper cables
- Tarp
- Warning flag, flares, emergency triangles
- Breaker bar
- Tire pump
- Snow chains
- Fire extinguisher

Emergency Tool Kit

- Duct tape
- Flashlight and extra batteries
- Work gloves
- Ice scraper/snow brush
- Screwdrivers, pliers, wrenches
- Box cutter or pocket knife
- Fuses and bulbs
- Lighter or matches



Controlled Substances and Alcohol Use

The possession, use, or being under the influence of controlled substances and alcohol while on duty is strictly prohibited. This policy protects the safety of our employees, the public, and the environment.

For complete details and specific procedures regarding drug and alcohol testing, please refer to our separate Company Drug and Alcohol Policy.

Prohibited Substances:

- This policy applies to all illegal controlled substances, including:
 - Narcotics (e.g., heroin, cocaine, fentanyl)
 - Stimulants (e.g., methamphetamine, amphetamines)
 - Depressants (e.g., barbiturates, benzodiazepines)
 - Hallucinogens (e.g., LSD, psilocybin)
 - Marijuana (legal or illegal)
 - Prescription drugs used other than as prescribed
- Alcohol consumption is also prohibited while on duty, including during breaks or while traveling between assignments.

Testing:

- The company reserves the right to conduct random, reasonable suspicion, post-accident, and return-to-duty drug and alcohol testing of all employees in accordance with applicable laws and regulations.
- Refusal to submit to a test will be considered a positive test result and subject to disciplinary action, up to and including termination of employment.
- Employees seeking help with substance abuse issues will be encouraged to utilize confidential resources and may be subject to specific return-to-duty requirements.

Consequences of Violation:

- Any violation of this policy will be subject to disciplinary action, up to and including termination of employment.
- Disciplinary action may also include loss of driving privileges, suspension of safety certifications, and/or reporting to regulatory agencies.
- Employees who violate this policy may also be held personally liable for any damages or injuries caused.

Resources:

- National Institute on Drug Abuse (NIDA): 1-800-662-HELP (4357)
- Substance Abuse and Mental Health Services Administration (SAMHSA): 1-800-662-HELP (4357)

Hours of Service (HOS)

Operating within federally mandated Hours of Service (HOS) regulations is crucial for ensuring driver safety, preventing fatigue-related accidents, and maintaining legal compliance.

Understanding HOS:

- HOS regulations dictate the maximum amount of time a commercial motor vehicle (CMV) driver can spend driving, working on duty, and off duty within a specific timeframe.
- The Federal Motor Carrier Safety Administration (FMCSA) governs HOS regulations, and violations can result in significant penalties for both drivers and companies.
- Key HOS limits include:
 - 14-Hour Driving Window: Drivers cannot drive more than 11 hours within a consecutive 14-hour period, requiring a minimum 10-hour off-duty break beforehand.
 - 60/70-Hour Limit: Drivers cannot drive more than 60 hours in any seven consecutive days or 70 hours in any eight consecutive days.
 - 34-Hour Restart: After exceeding the 60/70-hour limit, drivers must take a 34-hour consecutive off-duty break, with at least two periods totaling 2 hours outside the sleeper berth.

Adherence and Support:

- We equip all company vehicles with Electronic Logging Devices (ELDs) to automatically track and record driver activity, ensuring accurate HOS compliance.
- Training on HOS regulations is provided to all drivers, covering compliance methods, fatigue management strategies, and trip planning for optimal rest breaks.
- Dispatchers and management actively monitor driver logs and schedules to identify potential HOS violations and proactively encourage adequate rest.
- Drivers are empowered to report any concerns or fatigue issues without fear of retaliation, promoting a culture of safety and compliance.

HOURS OF SERVICE REGULATIONS

PROPERTY-CARRYING DRIVERS	PASSENGER-CARRYING DRIVERS
<p>11-Hour Driving Limit May drive a maximum of 11 hours after 10 consecutive hours off duty.</p>	<p>10-Hour Driving Limit May drive a maximum of 10 hours after 8 consecutive hours off duty.</p>
<p>14-Hour Limit May not drive beyond the 14th consecutive hour after coming on duty, following 10 consecutive hours off duty. Off-duty time does not extend the 14-hour period.</p>	<p>15-Hour Limit May not drive after having been on duty for 15 hours, following 8 consecutive hours off duty. Off-duty time is not included in the 15-hour period.</p>
<p>30-Minute Driving Break Drivers must take a 30-minute break when they have driven for a period of 8 cumulative hours without at least a 30-minute interruption. The break may be satisfied by any non-driving period of 30 consecutive minutes (i.e., on-duty not driving, off-duty, sleeper berth, or any combination of these taken consecutively).</p>	
<p>60/70-Hour Limit May not drive after 60/70 hours on duty in 7/8 consecutive days. A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty.</p>	<p>60/70-Hour Limit May not drive after 60/70 hours on duty in 7/8 consecutive days.</p>
<p>Sleeper Berth Provision Drivers may split their required 10-hour off-duty period, as long as one off-duty period (whether in or out of the sleeper berth) is at least 2 hours long and the other involves at least 7 consecutive hours spent in the sleeper berth. All sleeper berth pairings MUST add up to at least 10 hours. When used together, neither time period counts against the maximum 14-hour driving window.</p>	<p>Sleeper Berth Provision Drivers using a sleeper berth must take at least 8 hours in the sleeper berth, and may split the sleeper berth time into two periods provided neither is less than 2 hours. All sleeper berth pairings MUST add up to at least 8 hours.</p>
<p>Adverse Driving Conditions Drivers are allowed to extend the 11-hour maximum driving limit and 14-hour driving window by up to 2 hours when adverse driving conditions are encountered.</p>	<p>Adverse Driving Conditions Drivers are allowed to extend the 10-hour maximum driving time and 15-hour on-duty limit by up to 2 hours when adverse driving conditions are encountered.</p>
<p>Short-Haul Exception A driver is exempt from the requirements of §395.8 and §395.11 if: the driver operates within a 150 air-mile radius of the normal work reporting location, and the driver does not exceed a maximum duty period of 14 hours. Drivers using the short-haul exception in §395.1(e)(1) must report and return to the normal work reporting location within 14 consecutive hours, and stay within a 150 air-mile radius of the work reporting location.</p>	<p>Short-Haul Exception A driver is exempt from the requirements of §395.8 and §395.11 if: the driver operates within a 150 air-mile radius of the normal work reporting location, and the driver does not exceed a maximum duty period of 14 hours. Drivers using the short-haul exception in §395.1(e)(1) must report and return to the normal work reporting location within 14 consecutive hours, and stay within a 150 air-mile radius of the work reporting location.</p>

Fatigue Management

We are committed to promoting a culture of fatigue awareness and implementing effective fatigue management strategies to ensure our drivers' well-being and everyone's safety on the road.

Understanding Fatigue:

- Driver fatigue is a state of physical and mental exhaustion that impairs judgment, reaction time, and decision-making abilities.
- Various factors, including sleep deprivation, long working hours, irregular sleep patterns, and certain medications, can cause it.
- Recognizing the signs and symptoms of fatigue, such as drowsiness, difficulty focusing, and irritability, is crucial for preventing accidents.

Fatigue Management Strategies:

- **Comply with Hours of Service (HOS) regulations:** These regulations limit the number of hours a driver can work and drive consecutively to ensure adequate rest.
- **Utilize electronic logging devices (ELDs):** ELDs automatically track driver activity and ensure compliance with HOS regulations.
- **Maintain a healthy diet:** Skipping meals or eating irregularly may lead to fatigue and/or food cravings. Also, going to bed with an empty stomach or immediately after a heavy meal can interfere with sleep.
- **Take regular breaks:** Schedule and take short breaks every two hours, even if you don't feel tired. Get out of the vehicle, move around, and get some fresh air.
- **Plan for adequate sleep:** Aim for 7-8 hours of quality sleep every night before a trip.
- **Develop healthy sleep habits:** Maintain a consistent sleep schedule, create a relaxing bedtime routine, and avoid caffeine and alcohol before bed.
- **Listen to your body:** If you feel tired, don't push yourself. Pull over to a safe rest area and take a nap or sleep until you feel refreshed. Naps should last at least 10 minutes, but ideally, a nap should last up to 45 minutes. Allow at least 15 minutes after waking to fully recover before starting to drive.
- **Report fatigue:** Don't hesitate to inform your dispatcher or supervisor if you feel fatigued and need to rest.

- **Avoid medication that may induce drowsiness:** Avoid medications that may make you drowsy if you plan to get behind the wheel. Most drowsiness-inducing medications include a warning label indicating that you should not operate vehicles or machinery during use. Some of the most common medicines that may make you drowsy are tranquilizers, sleeping pills, allergy medicines, and cold medicines.
- **Recognize the signals and dangers of drowsiness:** Indicators of drowsiness include frequent yawning, heavy eyes, and blurred vision. Research has indicated that being awake for 18 hours is comparable to having a blood alcohol concentration (BAC) of 0.08 percent, which is legally intoxicated and leaves you at equal risk for a crash.
- **Do not rely on “alertness tricks” to keep you awake:** Behaviors such as smoking, turning up the radio, drinking coffee, opening the window, and other “alertness tricks” are not real cures for drowsiness and may give you a false sense of security.

Procedures:

- **Fatigue awareness training:** All drivers will receive training on fatigue management, including identifying signs and symptoms, managing fatigue on the road, and complying with HOS regulations.
- **Fatigue risk assessment:** The company may utilize fatigue risk assessment tools or technology to identify drivers at higher risk of fatigue based on factors like sleep patterns, work schedules, and individual needs.
- **Pre-trip planning:** Dispatchers will work with drivers to plan trip schedules that allow for adequate rest breaks and avoid periods of high fatigue risk.
- **On-board fatigue detection systems:** The company may utilize on-board fatigue detection systems to monitor driver alertness and provide real-time warnings.

Dispatchers:

- Plan trips realistically, considering driver fatigue and workload.
- Monitor driver logs and behavior for signs of fatigue.
- Communicate effectively with drivers about potential fatigue risks and encourage breaks.
- Be flexible and responsive to driver requests for rest and assistance.

FITNESS TO DRIVE CHECKLIST

This list covers various risk assessment controls to assist you in taking the appropriate next steps in determining whether your driver is fit to drive.

PRE - WORK CHECKLIST		YES/NO
Do you have zero blood alcohol content and are not impaired by drugs?		
Are you feeling unwell or do you have any unmanaged medical issues?		
Are you returning from recreational leave/time off driving activities?		
		HOURS
Total sleep obtained in past 24 hours? Note: Consider all activities		
Total sleep obtained in past 48 hours? Note: Consider all activities		
HOW ALERT OR SLEEPY DO YOU FEEL?		SCORE
Extremely alert		1
Very alert		2
Alert		3
Rather alert		4
Neither alert or sleepy		5
Some signs of sleepiness		6
Sleepy, but having no difficulty remaining awake		7
Sleepy, but needing some effort to keep alert		8
Extremely sleepy, fighting sleep		9
RISK ASSESMENT CLASSIFICATION		PICK ONE
Low Risk	6 or more hours sleep in past 24 hours OR driver's sleepiness score is 7 or less	
Moderate Risk	Between 5.5 and 6 hours sleep in past 24 hours OR driver's sleepiness score is more than 7	
High Risk	Between 5.0 and 5.5 hours sleep in past 24 hrs OR driver's sleepiness score is more than 7	
Extreme Risk	Less than 5.0 hours sleep in the past 24 hrs and/or less than 12 hours sleep in past 48 hours OR driver's sleepiness score is more than 7	
RISK ASSESMENT CONTROLS		
Low Risk	Driver is fit to commence work	
Moderate Risk	Driver needs additional risk management from your company	
High Risk	Driver needs significant additional risk management from your company	
Extreme Risk	Driver is definitely unfit to commence work and will contact Scheduler/Manager to arrange alternative schedule before commencing working driving	

CMV Driving Guidelines and Tips

Even the most well-trained, safety-conscious commercial motor vehicle (CMV) driver is at risk of engaging in driving behaviors that could lead to a crash on today's crowded highways. Follow these tips and guidelines to become a safer driver and thereby avoid dangerous driving situations.

Always Wear Your Safety Belt

- It is critical that when you are driving, either short distances or on long trips, you should always wear your safety belt. It is also critical that if you have a passenger, he/she should buckle up as well. In case of a sudden stop or crash, a safety belt will keep you secured to the seat, helping prevent injury or death that may occur from you being thrown from your seat into the steering wheel, dash, or windshield.
- Wearing your safety belt is the law, and violations are subject to monetary fines. Section 392.16 of the Federal Motor Carrier Safety Association (FMCSA) Regulations indicates that a CMV that has a seat belt assembly installed at the driver's seat shall not be driven unless the driver has properly restrained himself/herself with the seat belt assembly.

Too Fast for Conditions

Driving too fast for conditions is defined as traveling at a speed that is greater than a reasonable standard for safe driving.

- **Reduce Your Driving Speed in Adverse Road and/or Weather Conditions.**
- **Enter a Curve Slowly.** Speed limits posted on curve warning signs are intended for passenger vehicles, not large trucks. Large trucks should reduce their speed even further.
- **Reduce Your Speed Before Entering an Exit/Entrance Ramp.** Truck rollovers are more likely to occur on exit/entrance ramps when the driver misjudges the sharpness of the ramp curve and enters the curve at an excessive speed.
- **Drive Slowly with a Loaded Trailer.** Loaded trailers have a higher center of gravity, and sudden speed adjustment may cause the load to shift, leading to skidding or a rollover.
- **Slow Down in Work Zones.**

Unfamiliar Roadway

Because Commercial Motor Vehicle (CMV) drivers often travel to new cities and towns, they may be unfamiliar with the roadway and feel compelled to read a map or directions while driving. The Large Truck Crash Causation Study (LTCCS) reported that 22 percent of large-truck crashes occurred when CMV drivers were unfamiliar with the roadway.

- **Review Maps and Plan Your Route Before Driving.**
- **Do Not Suddenly Change Your Direction of Travel.** If you miss a turn or an exit, pass the turn and find a safe way to change direction. Do not take shortcuts. Trying to correct a missed turn or exit suddenly may result in you performing an illegal or unsafe maneuver, threatening your safety and the safety of the vehicles around you.
- **Signal Your Intentions.**

Inadequate Surveillance

Inadequate surveillance occurs when the driver is in a situation where he/she is required to look to complete a maneuver safely and either fails to look in the appropriate place or looks but does not see.

- **Be Aware of Your "No-Zone".** Drivers around you may not be aware of the size of your truck's blind spots. As a CMV driver, you are aware that some of your blind spots are large enough that a passenger vehicle can virtually disappear from your view. Remember that other drivers unfamiliar with commercial driving probably don't realize this.
- **Always Drive Defensively.** To drive defensively, you should keep your distance, maintain a safe speed, and stay alert. Recognizing potentially dangerous situations well in advance can allow you to maneuver past these situations safely.
- **Look Far Enough Ahead.** Look at least 15 seconds in front of you (approximately 1/4 of a mile on the interstate and 1 1/2 blocks in the city). Looking far ahead will allow you to respond early and smoothly to changing conditions ahead and avoid dangerous, abrupt braking situations.
- **Check Your Mirrors Often.** Check your mirrors regularly (at least every 5 to 8 seconds) and before you change lanes, turn, or merge. Check your mirrors quickly and return your attention to the road ahead. Frequent scanning will allow you to be aware of changing traffic conditions around your truck.
- **Approach and Enter Intersections with Caution.** Check left, right, and left again before entering an intersection. Being able to quickly glance in each direction (of the crossing traffic) will provide you sufficient time to recognize oncoming vehicles.

Driver Distraction

Distractions can come from both inside and outside of your truck cab.

Distractions inside your cab can include dialing cell phones, texting, using dispatching devices, eating, reading, or adjusting the radio. Distractions outside of your cab can include looking at a passing building, billboard, or person.

- **Do Not Let Objects Outside of Your Truck Distract You.** You should avoid focusing on things outside of your truck that aren't related to driving. This includes things like billboards, buildings, and people.

- **Do Not Text While Driving.** Texting while driving is illegal for CMV drivers. Did You Know? If you are driving at 55 mph and take your eyes off the road for 5 seconds to write a text message, you have traveled the length of a football field (end zones included) without looking at the road.
- **Do Not Use a Dispatching Device While Driving.**
- **Do Not Dial a Handheld Phone While Driving.** If you have to make a call while driving, find a safe place to stop and keep your call short. Or, consider a voice-activated hands-free phone or phone app. Phones that do not require holding them while dialing a number or talking can help keep your eyes on the road and your hands on the wheel.
- **Do Not Read, Write, or Use Paper Maps While Driving.**
- **Avoid Eating and Drinking When Driving.** Eating while driving can take your eyes off the road. It always takes at least one of your hands off the wheel.

Safety - Specific Activities

This section outlines additional safety principles for specific activities to ensure your well-being and prevent accidents on the road.

Speed:

- Always adhere to posted speed limits and adjust your speed for weather conditions, road construction, and traffic volume.
- Reduce speed significantly in zones with increased risk, such as school zones, residential areas, and curves.
- Never exceed safe speed limits, even if pressured by deadlines or other factors.

Following Distance:

- Maintain a safe following distance according to posted signs, weather conditions, and road quality.
- Use the "3-second rule" as a minimum guideline, increasing distance in poor visibility or on slippery roads.
- Be prepared to adjust your following distance based on the actions of the vehicle ahead.

Weather

Rain, fog, snow, ice and sleet do not cause accidents. They are environmental conditions to which the driver must adjust. Failure to properly adjust driving to the existing conditions or to get off the road if conditions are severe should be sufficient to decide that the accident was preventable. Failure to use appropriate weather-related equipment that the organization provides should be considered as failure to adjust to conditions and any resulting accident to truck, cargo or property should be ruled preventable.

• Reduced Traction (Rain, Snow, Ice):

- Reduce speed significantly and drive smoothly, avoiding sudden braking or acceleration.
- Increase the following distance further to account for longer stopping distances in slippery conditions.
- Be aware of potential black ice, especially on bridges and shaded areas.
- Utilize appropriate tire tread depth and traction devices when necessary.

• Reduced Visibility (Night, Fog, Dust):

- Use headlights and other safety lights appropriately for visibility and to signal your presence to other drivers.
- Reduce speed significantly and increase following distance when visibility is impaired.
- Utilize fog lights and high beams safely according to conditions and traffic regulations.
- Pull over and wait for visibility to improve if necessary.

Courtesy:

- Practice defensive driving and anticipate the actions of other drivers.
- Use turn signals clearly and well in advance of maneuvers.
- Avoid aggressive driving behaviors like tailgating, cutting off other vehicles, or speeding in traffic.
- Remember, courtesy fosters cooperation and reduces the risk of accidents.

Time Management:

- Plan your trips realistically, factoring in rest breaks, traffic delays, and unforeseen circumstances.
- Avoid rushing or feeling pressured to exceed safe speed limits to meet deadlines.
- Prioritize your safety and well-being over unrealistic time constraints.

Backing:

- Only back up when absolutely necessary and with a clear understanding of your surroundings.
- Utilize a spotter to guide you if available, especially in tight spaces or with limited visibility.
- Back up slowly and carefully, checking mirrors and blind spots frequently.

Inspections:

- Conduct thorough pre-trip and post-trip inspections of your vehicle, checking brakes, tires, lights, fluids, and other critical components.
- Report any mechanical issues immediately to ensure they are addressed before operating the vehicle.
- Address minor maintenance needs promptly to avoid potential breakdowns and safety hazards.

Emergency Breakdowns:

- Pull over to a safe location away from traffic if you experience a breakdown.
- Turn on hazard lights and activate any emergency signals as required.
- Notify your supervisor or roadside assistance immediately for help.
- Remain calm and wait for assistance, never attempting to repair major issues yourself.

Fueling

Fueling commercial vehicles requires specific safety measures to prevent accidents, fires, and spills.

Before Fueling:

- Turn off your engine and engage the parking brake.
- Extinguish all smoking materials and electronic devices.

- Ensure proper grounding connection between the vehicle and fuel dispenser.
- Visually inspect the fueling area and equipment for any leaks, damage, or hazards.
- Ensure you understand the fueling procedures for different vehicle types, especially if handling hazardous materials.
- Always stay near the vehicle when it is being fueled.
- Never attempt to siphon fuel or use unapproved containers.

During Fueling:

- Never leave the fueling station unattended.
- Hold the fuel nozzle firmly to prevent spillage.
- Avoid topping off the tank and allow adequate space for fuel expansion.
- Wipe up any spills immediately using appropriate absorbent materials.
- Report any malfunctions or leaks to station personnel immediately.
- Once fueling is complete, carefully replace the nozzle and secure the fuel cap tightly.

Additional Safety Tips:

- Park your vehicle in a designated fueling area away from traffic and ignition sources.
- Be aware of potential hazards like flammable liquids, sparks, and open flames in the vicinity.
- Never attempt to refuel a hot engine or with the engine running.
- Be extra cautious during inclement weather.
- Be familiar with the location and operation of emergency equipment like fire extinguishers in the fueling area.
- Follow company procedures for using personal fueling cards and report any suspicious activity.

Inspections

Maintaining a safe and compliant vehicle is crucial for responsible driving and avoiding unexpected downtime. This section outlines key roadside and routine vehicle inspection procedures to ensure your preparedness and minimize risk.

Roadside Inspections

- **Be prepared and professional:** Maintain a clean and organized cab and have all required documentation readily available.
- **Cooperation:** Remain calm, courteous, and cooperative with the inspecting officer, following their instructions. Answer questions honestly and truthfully.
- **Never argue or confront the inspector:** Do not attempt to negotiate. If you disagree with a violation, request a written notice and follow proper channels for contesting it.
- **Learn from the experience:** Analyze any violations cited and take steps to prevent similar occurrences in the future.
- **Reporting:** Immediately notify your supervisor of any violations or citations received during a roadside inspection.

Pre-Trip Inspections:

Conduct a thorough pre-trip inspection of your vehicle before every trip. Use a standardized checklist to ensure all critical components are examined. Document your pre-trip inspection. This helps demonstrate compliance and provides a record for future reference.

Key areas to inspect include:

- **Tires:** Check for proper inflation, tread wear, and damage.
- **Brakes:** Test for functionality and leaks.
- **Lights:** Ensure all lights are working properly.
- **Fluids:** Check engine oil, coolant, and other fluid levels.
- **Mirrors and windows:** Ensure clear visibility and proper operation.
- **Cargo securement:** Verify that all cargo is properly secured and loaded within weight limits.
- **Emergency equipment:** Ensure fire extinguisher, first-aid kit, flares, and other safety equipment are present and functional.

Report any issues or concerns immediately to your supervisor or maintenance department to help prevent potential breakdowns and accidents. Do not operate the vehicle if there are any safety hazards present.



Post-Trip Inspections:







After completing your trip, perform a thorough post-trip inspection similar to your pre-trip check. Pay particular attention to areas that may have been impacted during the journey, such as:

- Signs of wear and tear on tires, brakes, and suspension
- Fluid leaks or drips
- Damage to the vehicle body or cargo
- Functionality of all lights and safety equipment
- Document any discovered issues and report them promptly for prompt maintenance and repair.

PRE-TRIP INSPECTION CHECKLIST

Carrier:			
Address:		City:	State:
Date:		Time:	Starting Odometer Mileage:
Tractor/Truck Number:		Trailer Number:	

Check the applicable box for each item indicating whether it is good  or needs attention  for both truck and trailer. For items needing attention, provide details under the remarks section.

					
Walk-around <input type="checkbox"/> <input type="checkbox"/> Begin with a walk around using the previous post trip inspection. <input type="checkbox"/> <input type="checkbox"/> Exhaust system <input type="checkbox"/> <input type="checkbox"/> Muffler <input type="checkbox"/> <input type="checkbox"/> Coupling devices <input type="checkbox"/> <input type="checkbox"/> Frame & assembly <input type="checkbox"/> <input type="checkbox"/> Hitch Tires <input type="checkbox"/> <input type="checkbox"/> Proper Inflation <input type="checkbox"/> <input type="checkbox"/> Adequate tread <input type="checkbox"/> <input type="checkbox"/> Spare inflated <input type="checkbox"/> <input type="checkbox"/> Wheels/Rims/Lugs Brake System <input type="checkbox"/> <input type="checkbox"/> Air lines <input type="checkbox"/> <input type="checkbox"/> Brake accessories <input type="checkbox"/> <input type="checkbox"/> Parking brakes <input type="checkbox"/> <input type="checkbox"/> Air compressor <input type="checkbox"/> <input type="checkbox"/> Service brake <input type="checkbox"/> <input type="checkbox"/> Brake connections		Engine/Fluid Levels <input type="checkbox"/> <input type="checkbox"/> Fluid leaks <input type="checkbox"/> <input type="checkbox"/> Battery <input type="checkbox"/> <input type="checkbox"/> Transmission <input type="checkbox"/> <input type="checkbox"/> Radiator <input type="checkbox"/> <input type="checkbox"/> Engine <input type="checkbox"/> <input type="checkbox"/> Starter <input type="checkbox"/> <input type="checkbox"/> All fluid levels <input type="checkbox"/> <input type="checkbox"/> Fuel tanks <input type="checkbox"/> <input type="checkbox"/> Oil level/Pressure <input type="checkbox"/> <input type="checkbox"/> Other _____ Lights <input type="checkbox"/> <input type="checkbox"/> Brake lights <input type="checkbox"/> <input type="checkbox"/> Warning lights <input type="checkbox"/> <input type="checkbox"/> Reflectors <input type="checkbox"/> <input type="checkbox"/> Headlights <input type="checkbox"/> <input type="checkbox"/> Turn signals <input type="checkbox"/> <input type="checkbox"/> Tail lights/running lights		Cab <input type="checkbox"/> <input type="checkbox"/> Oil pressure <input type="checkbox"/> <input type="checkbox"/> Windshield <input type="checkbox"/> <input type="checkbox"/> Windows <input type="checkbox"/> <input type="checkbox"/> Wiper blades <input type="checkbox"/> <input type="checkbox"/> Mirrors <input type="checkbox"/> <input type="checkbox"/> Clutch <input type="checkbox"/> <input type="checkbox"/> Dash lights <input type="checkbox"/> <input type="checkbox"/> Horn <input type="checkbox"/> <input type="checkbox"/> Spare bulbs & fuses <input type="checkbox"/> <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> <input type="checkbox"/> Triangles/flags/flares <input type="checkbox"/> <input type="checkbox"/> Seatbelts <input type="checkbox"/> <input type="checkbox"/> Heater/defroster <input type="checkbox"/> <input type="checkbox"/> Other _____	

Remarks:

Condition of the above vehicle is satisfactory

YES / NO Does any problem require the vehicle to be taken out of service?

YES / NO Has a Supervisor been notified?

Driver Name:

Driver Signature:

Date:

POST-TRIP INSPECTION REPORT

Carrier:			
Address:		City:	State:
Zip Code:			
Date:	Time:	Ending Odometer Mileage:	
Tractor/Truck Number:		Trailer Number:	

Instructions:

- Place an on "Vehicle OK" if the status is good and no significant problems occurred and initial.
- Circle the item(s) in the "Post-Trip Problems" section below if a problem with the vehicle occurred.

Vehicle OK – no problems encountered or observed

Drivers Initials: _____

Brakes	Mushy	Noisy or Squeaky	Grab	Emergency Brake Loose	Pull Left	Pull Right
Lights	Headlight	Turn Signal	Interior	Warning	Entrance	Tail/Brake
Noise	Left Front	Right Front	Left Rear	Right Rear	Engine	Transmission
Engine & Drive Train	Engine Overheats	Starts Hard, Won't Turn Over	Misses Stroke or Stalls in Idle	Shifts Hard, Jumpy	No or Delayed Acceleration	Shudders & Diesels When Turned Off
Steering & Wheel Alignment	Hard to Turn or Steer	Steering Wheel Shimmies	Too Much Play in Steering Wheel	Wheel Alignment Pulls Right	Wheel Alignment Pulls Left	Ride Feels Too Bumpy
Exterior (Including Doors)	Front Damage	Rear Damage	Left Side Damage	Right Side Damage	NOTE: If Vehicle is damaged, complete chart on next page	
Interior	Heating/AC	Defroster	Doors/Door Opener	Windows	Seats	Floors
Misc.	Radio or P.A. System	Fumes/Odor Complaints	Fans Not Working	Emergency Kit	smoky Exhaust	Other: Describe Below

Describe:

Corrective Actions:

Date Entered Shop:	Work Order No:	Mechanic Assigned:
Date Returned to Service:	Mechanic Signature:	
Remarks:		

EXTERIOR DAMAGE CHART

Driver:	Vehicle Number:
Date:	Ending Odometer Mileage:

Instructions:

On the illustrations below, locate and note any body damage or problems using the following code:

- **X** dents or scratches;
- indicate any other damage by circling the area and then describe the damage in the space provided below the chart

Left Side:



Right Side:



Front Side:



Rear Side:



Trailer:



TYPICAL INSPECTION GUIDE

STEP 1:

Engine Compartment
Fluids
Belts and hoses
Components

STEP 2:

Left Side of Cab Area
Left Front Wheel
Left Front Suspension
Left Front Brake

STEP 3:

Front of Cab Area
Front Axle
Condition of Steering System
Windshield
Light and Reflectors

STEP 4:

Right Side of Cab Area
All items as done on the left side of cab area

STEP 5:

Fuel Tank(s) Visible Parts

STEP 6:

Trailer Front Area
Air and Electrical Lines and Connections
Lights and Reflectors

STEP 7:

Right Rear Tractor Wheels Area
Dual Wheels
Suspension Tandem Axles
Brakes

STEP 8:

Rear of Tractor Area
Frame and Cross Members
Lights and Reflectors

STEP 9:

Coupling System Area
Fifth-wheel (lower)
Fifth-wheel (upper)
Sliding Fifth-wheel
Air and Electrical Lines and Connections

STEP 10:

Right Side of Trailer Area
Front Trailer Support (landing gear or dollies)
Spare Tire(s) Lights and Reflectors
Frame and Body

STEP 11:

Right Rear Trailer Wheels Area
Dual Tires
Suspension
Tandem Axles
Brakes

STEP 12:

Rear of Trailer Area
Lights and Reflectors
Cargo Securement

STEP 13:

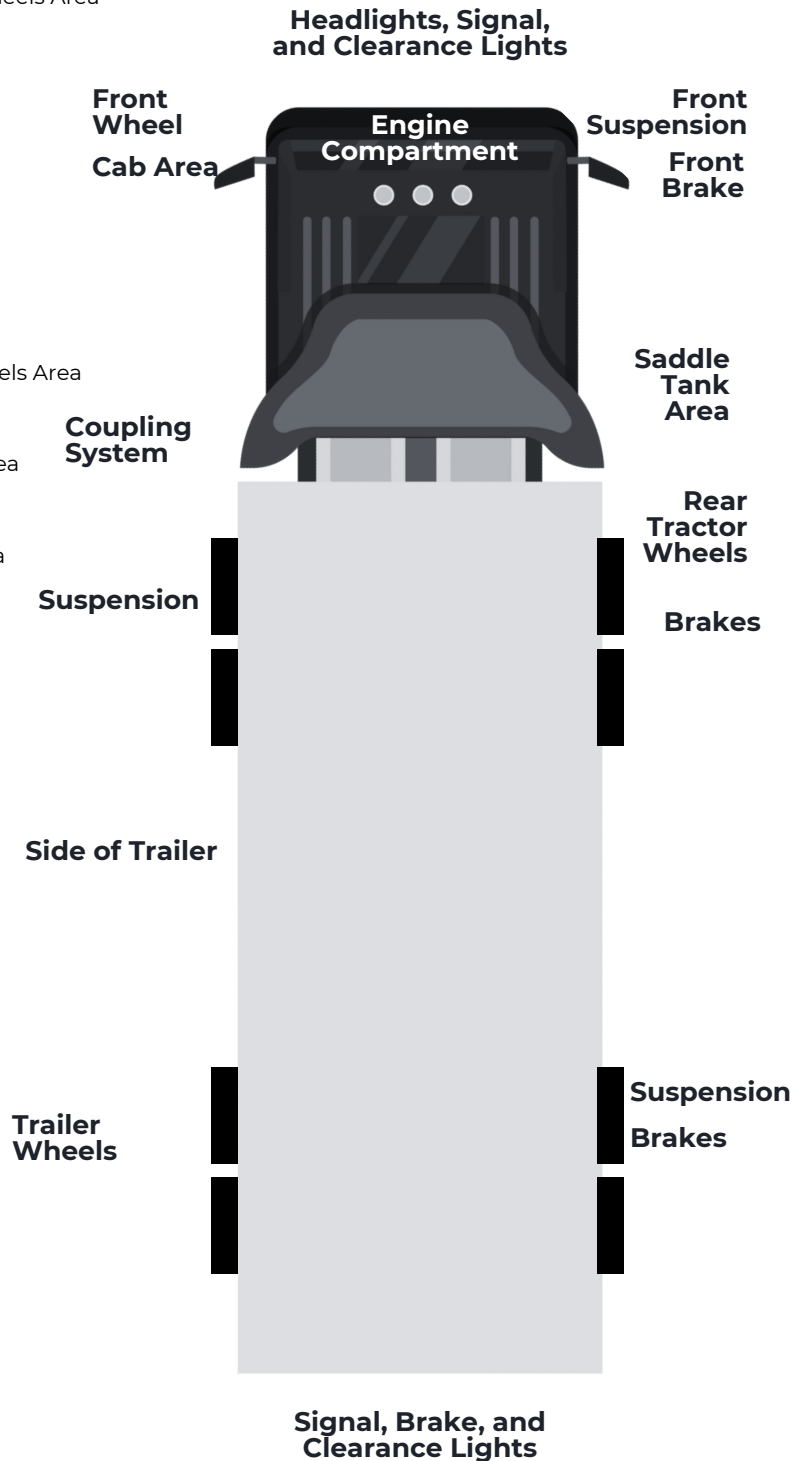
Left Rear Trailer Wheels Area

STEP 14:

Left Side of Trailer Area

STEP 15:

Left Side of Tank Area



Overweight and Weighing Load

Operating an overweight vehicle poses significant safety risks and legal complications. Ensure proper weight distribution, adhere to weight limits, and navigate weigh stations safely and efficiently.

Preventing Overweight Loads:

- Understand your vehicle's legal weight limits and payload capacity. Consult your vehicle manual and company guidelines for specific information.
- Accurately calculate the weight of your cargo before loading. Utilize weight scales or reliable estimation methods.
- Distribute cargo evenly throughout the vehicle to ensure balanced weight distribution.
- Secure cargo properly using appropriate tie-downs, straps, and securement devices.
- Never exceed the legal weight limits for your vehicle type and axle configuration.

Weigh Stations and Compliance:

- Be prepared to stop at weigh stations when required.
- Cooperate fully with weigh station personnel and follow their instructions.
- Have all necessary paperwork readily available, including bills of lading, weight tickets, and permits (if applicable).
- If your vehicle is found to be overweight, follow the instructions of the weigh station personnel and comply with any fines or penalties.
- Never attempt to bypass weigh stations or falsify weight information.

Operating an overweight vehicle can result in the following:

- Fines and penalties for both driver and company.
- Vehicle impoundment until weight compliance is achieved.
- Out-of-service citations for safety violations.
- Increased risk of accidents due to unstable handling and braking performance.

Paperwork

Accurate and timely completion of paperwork is crucial for safe and compliant operation in the trucking industry.

- **Keep all required documentation organized and readily accessible for inspections or audits.**
- **Follow company policies for document storage and retention.**
- **Complete all paperwork accurately and promptly, avoiding delays or errors.**

Common Paperwork Tasks:

- **Pre-trip and Post-trip inspections:** Document findings and report any issues before departure. Record any observations or concerns after completing your trip.
- **Signed Bill of Lading:** Secure the customer's signature on the bill of lading, confirming receipt of the cargo in good condition.
- **Scale Tickets:** Obtain and submit copies of all weigh station tickets encountered during your trip.
- **Fuel Receipts:** Keep all fuel receipts for reimbursement. Ensure they clearly show the date, location, gallons purchased, and price per gallon.
- **Completed Trip Report:** Fill out your trip report accurately and comprehensively, recording any relevant details about the journey, stops, and delivery.
- **Electronic Logging Device (ELD) Records:** Ensure your ELD data is synchronized and readily available for review.
- **Toll Tickets:** Collect and submit copies of any toll receipts incurred during your trip.
- **Other Expenses:** Include receipts for any other authorized expenses you need reimbursement for, such as pre-trip inspections or repairs.
- **Incident reporting:** Report any accidents, injuries, or near misses promptly and accurately.

Freight Claims

- **Loss:** When cargo is completely lost in transit and not delivered.
- **Damage:** When cargo arrives at its destination in a damaged condition.
- **Shortage:** When only part of the expected cargo is delivered.
- **Concealed Damage:** Damage discovered after delivery and reported within the designated timeframe.

Filing a Claim:

- Act promptly: Report any loss, damage, or shortage immediately upon discovery. Contact your supervisor or dispatcher right away to initiate the claim process.
- Gather evidence: Secure all relevant documentation, including the bill of lading, photos of the damaged cargo, repair estimates, and any communication with the customer or carrier.
- Complete the claim form accurately: Provide all necessary information clearly and concisely, including details of the incident, extent of loss/damage, and supporting documentation.
- Cooperation is key: Work collaboratively with your company's claims department and the carrier to investigate the issue and negotiate a fair resolution.

Preventing Freight Claims:

- Proper packaging: Ensure cargo is packaged securely and appropriately for the type of shipment and potential hazards encountered during transportation.
- Clear documentation: Provide accurate and detailed information on the bill of lading, including cargo description, value, and special handling instructions.
- Safe loading and unloading: Follow proper loading and unloading procedures to minimize the risk of damage.
- Regular inspections: Conduct pre-trip inspections of vehicles and trailers to identify any potential issues before loading cargo.

Motor Vehicle Record (MVR) Grading

MVRs can usually be obtained from the state driver licensing office or a third-party vendor that provides consumer reports. When evaluating MVRs, a three-to-five-year driving history is reviewed.

Drivers located in the “POOR” history range will not be allowed to drive for the company until their history improves.

NUMBER OF MINOR VIOLATIONS - PAST 3 YEARS	NUMBER OF PREVENTABLE ACCIDENTS- PAST 3 YEARS			
	0	1	2	3+
0	CLEAR	ACCEPTABLE	BORDERLINE	POOR
1	ACCEPTABLE	ACCEPTABLE	BORDERLINE	POOR
2	ACCEPTABLE	BORDERLINE	POOR	POOR
3	BORDERLINE	POOR	POOR	POOR
4	POOR	POOR	POOR	POOR
ANY MAJOR VIOLATION- PAST 5 YEARS*	POOR	POOR	POOR	POOR

** Note that any “major” violation is an “POOR” score.

Major Violations	
<ul style="list-style-type: none"> • ANY alcohol or drug related offense • Refusing to take a substance test • Driving with an open container (alcohol) • Operating a motor vehicle for the commission of a felony • Failure to stop/report an accident • Permitting an unlicensed person to drive • Resisting arrest • Hit and run (bodily injury or property damage) • Illegal passing of a school bus 	<ul style="list-style-type: none"> • Reckless driving/speeding contest • Making a false accident report • Homicide, manslaughter or assault arising out of the use of a vehicle • Driving while license is suspended/revoked • Careless driving • Attempting to elude a police officer • Other violations considered serious by state law
Minor Violations	
<ul style="list-style-type: none"> • All moving violations not listed as a major violation. • Speeding less than 20 mph over the speed limit • Failure to obey sign • Failure to yield • Illegal turn 	<ul style="list-style-type: none"> • Parking tickets • Motor vehicle equipment violations • Failure to have a valid operator’s license available where one exists

Disciplinary Action

Maintaining a professional and compliant workforce is crucial for any company's success. This section outlines the disciplinary action process followed to ensure fair and consistent treatment of all employees while promoting a safe and productive work environment.

1. Documentation and Investigation:

- A supervisor or manager will document any potential violation detailing the specific incident and witnesses if applicable.
- An investigation may be conducted to gather additional information and clarify the situation.

2. Progressive Discipline:

- A progressive discipline approach is followed, involving increasingly serious consequences for repeated or severe violations.
- This may include verbal warnings, written reprimands, suspension with or without pay, and, ultimately, termination of employment.

3. Communication and Due Process:

- Employees will be informed of any potential disciplinary action and given an opportunity to respond to the allegations.
- This may involve a meeting with their supervisor or manager or an internal hearing process, depending on the severity of the violation.

4. Documentation and Appeal:

- All disciplinary actions, including investigations, decisions, and responses, will be documented and maintained in personnel files.
- Employees have the right to appeal any disciplinary action through established company procedures.

5. Confidentiality and Respect:

- All information related to disciplinary actions will be treated confidentially, with exceptions as required by law.
- All parties involved will be treated with respect and professionalism throughout the process.

Additional Information:

- All employees will receive specific company policies and procedures regarding disciplinary action during onboarding and upon request.
- Employees are encouraged to seek clarification on any aspect of the disciplinary action process from their supervisor or human resources department.
- The company reserves the right to take immediate disciplinary action in cases of serious misconduct or safety violations.

EMPLOYEE ACKNOWLEDGEMENT FORM

Company Name :

Date :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Employee Name :

Employee ID :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Job Title :

I hereby acknowledge that I have received, reviewed, and understand the company safety policies manual. I understand that it is my responsibility to:

- Comply with all company policies and procedures.
- Follow all safety rules and regulations.
- Maintain a professional and respectful work environment.
- Ask questions if I am unsure about any policies or procedures.
- Report any safety concerns or violations to my supervisor immediately.

I understand that failure to comply with company policies and procedures may result in disciplinary action, up to and including termination of employment.

Signature : _____

Print Name : _____

Date : _____

Company Information :

Address :

Phone Number :

Email :