



**REDIEHS  
FREIGHTLINES  
DRIVER MANUAL**

**2021**



1201 Marineview St. Portage, In 46368 219-787-8868

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# W E L C O M E

Our goal is to serve our customers, exceeding their expectations every step of the way. We maintain quality service while keeping your safety, and the public's as our highest priority.

Your help with this goal is key to being recognized as a professional ambassador of the road by those who work with us, and travel along side us.

This manual provides an overview of policies, procedures, rules, and regulations that all drivers are expected to comply with. If you have any questions, or need further information, please address these with a company representative. Should any changes occur, we will advise each driver of those changes in writing.

Thank you for joining our company we look forward to a successful relationship with you.

# CONTACTS

## OPERATIONS/DISPATCH

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Zach Hehr	Portage Dispatch	<a href="mailto:zach@truckinit.com">zach@truckinit.com</a>	x108
Michael Andonoski	Portage Dispatch	<a href="mailto:davea@truckinit.com">davea@truckinit.com</a>	x101
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Kit Bryan	President	<a href="mailto:kit@truckinit.com">kit@truckinit.com</a>	x193
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## PORTAGE OFFICE 219-787-8868

Safety Director			x114
Asst Safety Director	Linda Mason	<a href="mailto:linda@truckinit.com">linda@truckinit.com</a>	x120
Driver/Equipment Qual	Pat Anderson	<a href="mailto:pat@truckinit.com">pat@truckinit.com</a>	x124
Logs	Sierra Prater	<a href="mailto:sierra@truckinit.com">sierra@truckinit.com</a>	x123
Permits	Philip Cantu	<a href="mailto:philip@truckinit.com">philip@truckinit.com</a>	x125
Equipment	James Wilson	<a href="mailto:jim@truckinit.com">jim@truckinit.com</a>	x109
Advances			x206
Office/Payroll Manager	Theresa Whitmer	<a href="mailto:theresa@truckinit.com">theresa@truckinit.com</a>	x140
Transflo/Paperwork	Sara T.	<a href="mailto:paperwork@truckinit.com">paperwork@truckinit.com</a>	x130
O/O Payroll	Heather Collette	<a href="mailto:heather@truckinit.com">heather@truckinit.com</a>	x131
Company Driver Payroll	Hermine Robinson	<a href="mailto:hermine@truckinit.com">hermine@truckinit.com</a>	x132
Dependable	Portage	<a href="mailto:dependable@truckinit.com">dependable@truckinit.com</a>	x111
Recruiting	Alexandria Littell	<a href="mailto:alexandria@truckinit.com">alexandria@truckinit.com</a>	x104
Driver Relations	Melissa Alsman	<a href="mailto:melissa@truckinit.com">melissa@truckinit.com</a>	x117

# ADDITIONAL TERMINALS

Chief Freight Lines	Portage, IN	x162	
	Shelby, OH	x165	
Steel Logistics	Memphis, TN	x146	Phil A.
	Memphis, TN		Becky
	Memphis, TN		Ms. Iris
	Memphis, TN		William
	Cleveland, OH		Mark
	Cleveland, OH		Damika
	Portage, IN		Bill G.
	Portage, IN		Mike S.
Combined Transport	Portage, In	x105	Josh
	Portage, In	x110	Rick
	Portage, In	x115	Maddie
	Portage, In	x122	Jen S
	Portage, In	x102	Deno
	Seymour, TN	865-201-9869	Randy B.
Agents	Michigan	734-286-2221	TDavid
	Indiana-Crawfordsville	765-795-7306	Debra, Diana
	Indiana-North	219-301-5238	John M.
	North Carolina	336-591-1089	Ed & Barbara
	Fulton, IL	815-589-2416	Kathy S.
	Feralloy- KY	502-206-7003	Amy

# SECUREMENT

Securement requirements vary depending on the equipment used, load hauled, as well as federal, state, and local ordinances. Be sure to have the proper securement equipment available and inspected prior to loading to avoid any delays and extra costs.

Minimum Equipment Needed:

- 8 Coil Racks
- 10 Chains
- 10 Ratchet Binders
- 1 Binder Bar
- 4 Beveled Boards
- 14 Load Straps for Winches
- 30 Metal Edge Protectors with Rubber Insert
- 1 Box of Bungees on Flatbed Trailers
- 2 16'x24' Tarps on Flatbed Trailers
- 20 J Hooks with Reitnouer Trailer
- 20 J Hooks with Mac Trailer
- Fire Extinguisher
- Triangles
- First Aid Kit

If you have any questions about securement for a specific load, call the office. Additional information about cargo securement can be found on the DOT website (<https://www.fmcsa.dot.gov/regulations/cargo-securement/drivers-handbook-cargo-securement>) or in materials provided to you during orientation. Additionally, many state agencies now use social media to show current regulations and real life examples of equipment/cargo out on the road. Keep informed and up to date by reviewing the weekly safety notes, industry publications, and government agency posts/publications.

# CARGO & SECURITY POLICY

**Upon arrival at shipper**, drivers will check in with the shipping office and provide them with ID and load information. Drivers will supervise the entire loading process and are responsible for ensuring that no unauthorized or unscheduled cargo is loaded onto trailer. When loading is complete, driver is responsible for securing and protecting cargo.

**During transit**, drivers will take all available precautions to prevent damage to equipment and cargo, including theft. Equipment should be parked in safe, well lit areas designated for truck parking. Vehicles should remain locked at all times. Any driver who falls victim to cargo theft is instructed to notify the police as soon as possible. In the event of an attempted hijacking, the carrier has a NO STOP policy. Keep the vehicle moving as safely as possible.

**Upon arrival at the consignee**, driver will check in with the receiving office and provide them with ID to receive unloading instructions. Drivers will supervise the entire unloading process. In the event of cargo damage or discrepancy, drivers shall report the cargo claim immediately to the safety department. When unloading is complete, drivers are responsible for having all appropriate paperwork signed by the receiver and transmitting to the carrier.

# BILLING

All loads must be turned with their delivery receipt, all bill of lading pages, and any other supporting documents required.

**Delivery receipts** must be properly filled out and signed with each load and include:

1-15-18

**DELIVERY RECEIPT**

**Steel Logistics, Inc.**

1201 Marine View St.  
Portage, IN 46368  
PH. 219-787-8868



Trip # 806123

Unit # 9999

Settle to Bob's Trucking

SHIPPER Arcelor Mittal  
Burns Harbor, IN

Door # / PU # \_\_\_\_\_

CTR. Name / c/o Pay Sam Jones

CONSIGNEE Precision Strip  
Anderson, IN

---

BILL TO: \_\_\_\_\_ ADDRESS \_\_\_\_\_

Date 8-23-19 **DESCRIPTION**

Ppd \_\_\_\_\_ Collect \_\_\_\_\_ 3rd \_\_\_\_\_ Broker \_\_\_\_\_ % \_\_\_\_\_ B/L # \_\_\_\_\_

Bld \_\_\_\_\_ 2 Dr. P/U \_\_\_\_\_ Stop Off(s) \_\_\_\_\_ Location(s) \_\_\_\_\_

Commodity	Pieces	Weight	As	Rate	Cwt./Flt./Mile	Comments
COIL	1	48,274				

\*Consignee Acknowledgment: Consignee acknowledges that delivery and acceptance is subject to the terms, conditions and obligations imposed under the Carrier's Rules Tariff STL10100 and supplements thereto on file at its office, a copy of which is available upon request. The undersigned represents full legal authority to bind the consignee to all terms and conditions contained herein, and to all freight charges (including attorney fees and costs incurred in the collection of same) and hereby signifies examination and full acceptance of the freight in good condition. Should litigation be initiated involving this transaction, venue is agreed to be in Porter County, Indiana.\*

Permit Load  
Yes \_\_\_\_\_ No \_\_\_\_\_

Release # \_\_\_\_\_ By: [Signature] 8-24-19  
Signature Date

Contractors & Customers  
If damage is noticed when loading  
or unloading or while in transit,  
call 219-787-8868 ext 205  
IMMEDIATELY.

1. Pro Number (ex. 206123)
2. Unit # (ex. 9999)
3. Truck Owner (ex. Bob's Trucking)
4. Driver Name (ex. Sam Jones)
5. Shipper Info (ex. Arcelor Mittal)
6. Receiver Info (ex. Precision Strip)
7. Shipment Date (ex. 8-23-19)
8. Commodity/#/Weight (ex. Coil / 1 / 48,274)
9. Receiver Signature/Date (ex. signature / 8.24.19)

**Bill of Lading** pages must be signed/stamped by receiver, and all pages must be turned in and labeled with the pro number. Loads cannot be processed without these documents.

The settlement week is Monday-Sunday and all paperwork must be turned in by noon on Tuesday to be processed for Friday's settlement. In the event of holiday closures, paperwork will be required earlier and notice will be posted.

Settlements are available after 8pm CST on Friday.

## DRIVER PORTAL

[portal.truckinit.com](http://portal.truckinit.com) is your online resource to view your paperwork status, qualification expirations, and settlement information.

Pro	Load Date	Shipper	Consignee	Disp Stat	PPW Processed	Num of Docs	Batch ID	Bill Sts	Date Billed	Estimated LH	Estimated FS
6019866	September 26, 2019	RIGOSC	STEMEM	PI N	September 30, 2019	3	OM0030RTX6FW1K7	Waiting for Dispatch		200.00	0.00

Your settlement information will be available after 5pm CST on Thursdays. Company driver will receive their check stub will final pay including tax deductions.

If you have any questions, please call Melissa with the issue at x 117 or text 219-309-5216.

# STANDARDS OF CONDUCT

Steel Logistics expects all drivers to observe a standard of conduct which will maintain an orderly, positive, and productive work environment. Behavior that violates this standard of conduct will be subject to action up to termination and/or cancellation of lease agreement. Discipline may include, but is not guaranteed to include verbal or written warnings prior to discharge. Factors considered in determining action may include:

- Past conduct
- Previous incidents
- Seriousness of the event and circumstances

Although not complete, the following list represents types of behavior that will be considered improper and unacceptable:

- Stealing & destruction of property
- Possession, sale, use, or being under the influence of illegal drugs or alcohol on company property or during work hours
- Falsification/misrepresentation of information
- Fighting on company property, customer property, or while on duty
- Immoral/indecent conduct on company property
- Threats or intimidation including use of obscene, abusive, or threatening language to any individual connected to the company or member of the general public
- Carrying/bringing a weapon to work, including concealed weapons in a personal or company vehicle or on company property
- Making defamatory or false statements detrimental to the company's operation and good standing in the community.
- Failure to observe safety rules & regulations including improper attire
- Failure to notify a supervisor of inability to deliver a load on time
- Unauthorized use of company time, materials, or equipment

# **A P P E A R A N C E / B E H A V I O R**

As a driver, it is your responsibility to represent our company in a professional and courteous manner. The personal appearance, quality of service, and positive attitude of our drivers are essential to creating and maintaining a favorable image with our customers and the general public.

Attire should be conservative, in good taste, and promote a professional attitude. Extreme forms of dress, hairstyle, and make up are not acceptable.

## **H A R A S S M E N T P O L I C Y**

### **Title VII of the Civil rights act of 1964**

The EEOC has issued guidelines setting forth the Commission's interpretation regarding sexual, racial, or religious harassment as a violation of Title VII. These guidelines are consistent with our policy that conduct creating an intimidating environment will not be tolerated. Those violating this practice may be subject to disciplinary action up to and including discharge.

Any driver who feels they are subject to sexual, racial, or religious harassment is advised to contact human resources immediately. The driver must submit a written report of the incident as soon as possible or within 3 days. All reports of sexual, racial, or religious harassment will be investigated and the appropriate action taken.

## **F O O T W E A R P O L I C Y**

Any shoe being worn in the work environment (company property, customer facilities, around/on equipment) must completely cover the foot with a closed toe and heel and meet minimum standards. Some customers may require more protection, please be aware of all requirements at differing locations for footwear and additional PPE.

# HOURS OF SERVICE

All drivers are required to keep a daily log in accordance with FMCSR part 395. As a carrier we require all log documents to be turned in to the Portage, IN terminal no later than 10 days after the log date. This ensures we exceed the 13 day expectation of the DOT and promote quicker processing of data.

The following information is intended to aid drivers in following the DOT HOS regulations. In addition drivers may reference materials given to them during orientation or by contacting the safety department. The FMCSA also offers an [Interstate Driver's Handbook](#) you can view or download.

## **11 HOURS**

A driver may drive 11 hours before taking 10 hour break.

## **14 HOURS**

A driver may have a combination of on-duty and driving time not to exceed 14 hours before a 10 hour break. Working includes driving, loading, unloading, maintenance, or any other activity engaged in work that is connected to your job and equipment. Once the on-duty time has begun, the 14 hour clock begins counting down and only a continuous 10 hour break can fully reset the time.

## **70 HOURS**

The 70 hour rule dictates that on duty and driving time may not exceed 70 hours in a consecutive eight day period. Violation of this regulation can result in fines or imprisonment.

## **34 HOUR RESTART**

A driver may take 34 consecutive hours off duty to reset the available 70 hours.

## **8 HOURS**

Driving is permitted only if 8 hours or fewer have passed since the end of the driver's last break period of at least 30 minutes, which may be listed as on or off duty.

## **10 HOURS**

A break of ten consecutive hours will reset a driver's available time to 14 hours assuming they have the hours available out of the total 70.

## **SPLIT SLEEPER**

Drivers choosing to use split sleeper berth must take at least eight hours in the sleeper berth and may split the sleeper berth time into two periods provided neither is less than two hours:

One shift must be between two and eight hours and can be spent in the sleeper berth, off duty, or personal conveyance (or a combination of the three.)

The other shift must be between eight and ten hours and can only be taken in the sleeper berth.

The two breaks can be taken in any order and by completing both 2/8 period and the 8/10 period, the 14 hour driving window is restarted from the end of the first sleeper berth ship but not until after the second shift is completed.

Since the 14 hour driving window does not restart after the end of the second period, the split sleeper berth is not a full 10 hour reset, it simply moves the start time of the 14 hour driving window.

**Any work done under the direction of the carrier** or to benefit the carrier must be recorded as on-duty time. A log must be completed for each day the driver is in service of the carrier. The regulations require that the log be updated for each change of duty status. Paper logs should be clean, neat, and all writing should be printed with the exception of the driver signature. Graph lines should be drawn with a ruler to avoid any misinterpretation of time. The last seven days, plus the current day, should always be available to the driver in the vehicle. Electronic logging requirements can be found in the section titled *Electronic Logs*.

**Local Drivers** may be exempt from the requirements in 395.8 if they work within a 150 mile air radius and begins & end their work day at the same location. Work time is not to exceed 14 hours and a period of 10 consecutive hours off must be taken before a driver may return to work.

## FORM AND MANNER

Many violations can occur if form and manner regulations are not followed. In addition to the completion of the 24 hour grid, the following must also be included on the log:

Date

Total Miles

Name of Carrier & Address of main location

Remarks (must include City, ST)

Shipping Information- BOL # or Shipper & Commodity

Hours for Each Status (must be completed and total 24)

Signature

Name of Co-Driver if Applicable.

**After** the completion of your day, or before beginning work the following day, sign/certify the log. A log is not valid unless certified. Multiple days off can be shown on a single log *if* the days are consecutive and within the same month.

## ELECTRONIC LOGS

Vehicles 2000 or newer are required to use an electronic logging device unless they are exempt under the local log rules mentioned previously. Any malfunction of the device must be reported to the carrier in writing and must be corrected within 8 days or the unit will be out of service. If a driver is required to use a paper log due to malfunction, the log must be reconstructed from midnight, and the previous days must be reconstructed if they are not available. Many times the carrier will be able to email or fax copies of prior day's logs to the driver, so please contact safety immediately.

All drivers should be aware of how to use and demonstrate the electronic log and have all necessary documentation in the vehicle. Officers may experience stops with many different e log brands and will likely be unaware of how to use all varieties. A driver's knowledge and cooperation during a stop can greatly impact the outcome.

The carrier reviews all log types for violations of the HOS regulations as well as form and manner. Issues found will be discussed with the drivers through a variety of methods including verbal, written, and training exercises. Excessive and/or repetitive issues may be followed up with disciplinary action tailored to the individual and the offenses specific to them.

## **MILEAGE REPORTS/FUEL RECEIPTS**

Mileage reports should be turned into the carrier along with paper logs. All information on the report page is required and odometer readings marked as broken will be result in the vehicle being put out of service if not repaired within 2 weeks. Fuel receipts are required to be turned in if the driver does not use the company fuel card. Fuel receipts must contain:

- Date
- Name/Address of seller
- Number of gallons
- Price per gallon
- Unit Number

# OUT OF SERVICE/NON-DISPATCH

When a driver is placed out of service, that driver cannot be dispatched on any loads from any location. In most cases, this is due to the driver not completing or submitting necessary documentation required by the company and/or DOT. The following reasons may result in an OOS status:

- HOS logs not turned in within ten days
- Non-use of electronic logs when required
- Mileage records/fuel receipts not turned in when applicable
- Quarterly inspections/Maintenance records not turned in prior to due date
- DOT physical expired, or not posted to MVR after 15th day
- Expired CDL
- Other company/DOT violations for drivers or equipment

# DOT ROADSIDE INSPECTIONS

- Level I- North American Standard Inspection: the most comprehensive inspection that includes compliance with critical elements of driver and vehicle requirements
- Level II- Walk Around Driver/Vehicle Inspection: less extensive than a Level I, the inspector will not inspect items requiring them to physically get under the vehicle
- Level III- Driver Only Inspection: Examination of documents pertaining to the driver and hazardous materials, if applicable
- Level IV- Special Inspections: usually focus based inspections as part of a study
- Level V- Vehicle Only Inspection: follows the vehicle portion of a Level I and can take place with or without a driver present, possibly conducted at a carrier office during a compliance review.

Results of a DOT roadside inspection are shown on the inspection report and will explain violations and defects found. If a driver/unit is placed out of service, violations/defects must be corrected before normal travel is allowed to continue. Other vehicle violations must be corrected before the unit can be dispatched again. All inspections must be reported and sent in to the safety department within 24 hours. Proof of repairs must be kept on file and should be sent in as soon as available. All DOT stops should be recorded on the driver's log and repairs should be recorded on maintenance reports.

Any violation of the Out Of Service order can result in license suspensions, fines, and will result in termination of employment/lease by carrier.

When any violation occurs, the driver must contact the safety department immediately and come into the Portage office to complete and sign a corrective action form and sign.

## COMPANY FINES FOR VIOLATIONS

The following table displays fines deducted from settlements in the case of violations. The money collected will be donated to a charitable organization. Violations are tallied in a rolling two year cycle.

\*Note: The handheld phone charge will be deducted in two settlements for the purchase of forward and rear facing cameras. Any driver on paper logs receiving a violation for HOS will be put on e log. The only exception to brake violations is 'out of adjustment'.

Violations	1st Offense	2nd Offense	3rd Offense
Speeding 0-5 mph	\$50	\$150	Review/Term
Speeding 6-10 mph	\$100	\$200	Review/Term
Speeding 11-14	\$200	\$400	Review/Term
Speeding 15 & over	\$550	Termination	
Tailgating	\$550	Termination	
Traffic Control Device	\$150	\$300	Review/Term
Reckless Driving	\$550	Termination	
Handheld Phone	\$750	Termination	
Seatbelt	\$150	\$300	\$600
14 hour violation	\$275	\$550	Termination
11 hour violation	\$275	\$550	Termination
Falsification	\$275	\$550	Termination
Any OOS HOS violation	\$275	\$550	Termination
Unsecure Load	\$275	\$550	Termination
Tires	\$200	\$400	Review/Term
Brakes	\$200	\$400	Review
Fire Extinguisher	\$150	\$300	\$600
Permit Book	\$50	\$100	\$200

## PERMIT BOOKS

Permit books shall remain in the unit at all times and should always be kept up to date. All drivers should be aware of the contents of the book to easily access correct documents when needed. Each book is unit specific, and can be reviewed by safety if any changes are needed.

## TRAVEL PERMITS

State and local governments have differing rules regarding oversize permits. Every driver should plan each load according to size, time, and location to be prepared for any permits needed. Over dimensional permits are required for most loads exceeding 80,000 lbs, 13'6" tall, 8'6" wide. Ordering a permit will usually require axle spacings, weights, load measurements and routes. Return time and costs vary, but some current<sup>1</sup> information is available:

- Indiana
  - Overweight Commodity- divisible load permits for specific commodities, price varies, generally returned by 5pm CST if ordered prior to 230pm except when noted.
  - Oversize- non-divisible weight or size permit varying cost, same turnaround time as OWC. Quarterly permits for oversize are available.
  - Special Weight- known as a 134k or route 20. Specific axle weight and routes are required and listed on the permit provisions. Returned immediately and lasts for 24 hours from start. \$42.50
  - Toll Gate- required for use of toll road over 80,000, they are gate specific for entry and exit.
- Ohio
  - Coil permits are \$75 for single trip, \$135 for quarterly for moving 1,2, or 3 steel coils. Other commodities must be non-divisible. Single usually returned immediately, quarterly usually returned within an hour. Annual permits are also available. Toll permits are purchased at the gate to expedite the process.

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<sup>1</sup> February 2019

- Illinois
  - Oversize and overweight permits are available at varying costs, but immediate return. Quarterly permits are also available for oversize loads. Toll road permits must be paid at the gate.
- Michigan
  - Coil loads exceeding 80,000 must go through the state's axle weight allowances. It is considered a divisible load (even single coils). Other over dimensional single trip permits cost \$50 plus a processing fee.
- Kentucky
  - A05 permits are annual overweight permits for steel commodities. The routes are pre-established by the state. \$1250 plus processing.

All states have different rules requiring route, variances for fuel stops, and travel times. Always review permit documents, including provision sheets before beginning. If it does not appear that the permit ordered will cover the loads size/weight, call the office immediately. Violations and fines can occur anytime a permit is not followed, and in some cases, the state can shut down the ability to order or retrieve permits for the entire carrier resulting in lost time and revenue.

# DRUG & ALCOHOL POLICY

It is the policy of the carrier that all all drivers be free of substance and alcohol abuse. The use of illegal drugs by any driver is prohibited.

Pursuant to DOT regulations, the company has implemented six circumstances for drug and/or alcohol testing:

- Pre-Employment
- Post-Accident
- Random
- Reasonable Suspicion
- Return to Duty
- Follow-Up

Refusal to submit to drug and/or alcohol tests required by the carrier will be grounds for refusal to hire/lease prospective drivers or termination of employment/lease for current drivers. Refusal to test is defined as a failure to provide an adequate breath or urine sample without medical explanation as well as engaging in any conduct which would obstruct the implementation of any test. Any refusal requires a carrier to prohibit the driver from performing safety sensitive functions.

**All applicants for driving positions must submit to urine drug tests prior to lease/hire.** The company must verify that no prior carrier or perspective carrier of the driver has records indicating a violation of any DOT regulation pertaining to controlled substance use or knowledge of records of a violation of the DOT alcohol rules in the prior three years.

**This carrier conducts random drug and alcohol testing per DOT regulations.** The random selection system provides an equal chance for each driver to be selected every time a random selection occurs throughout the year. The nature of this selection process means a driver may be selected more than once in subsequent selections in a year, or a driver may not be selected at all during a calendar year.

If a driver is selected for either drug or alcohol tests, a company official will notify the driver. Once notified, the driver must take action intended to lead to a collection. Any action, or inaction, that does not lead to a collection as soon as possible may be considered to be a refusal to test. A refusal will be considered to be a positive result.

**A post-accident alcohol test must be executed within four hours after a driver is:**

- involved in an accident with a fatality
- receives a citation for a moving violation arising from the accident
- involved in an accident where any person involved in the accident is taken from the scene for medical treatment
- involved in an accident where at least one vehicle received disabling damage requiring it to be towed from the scene

No driver required to take a post-alcohol test under FMCSR 382.303 shall use alcohol for eight hours following the accident, or until the driver undergoes a post accident alcohol test, which ever occurs first.

If no breath sample can be obtained within eight hours, attempts to collect shall cease. If no urine collection can be obtained for the purposes of a post-accident test within 32 hours, attempts to collect shall cease.

In the event that Federal, State, or Local officials perform the tests for controlled substances or alcohol, these tests shall be considered to meet the requirements of this section provided they meet applicable Federal, State, or Local requirements. The driver will sign a release allowing the company to obtain the tests results from the testing officials.

In the event a driver is so seriously injured that that they cannot provide a urine or breath specimen at the time of the accident, the driver must provide necessary authorization for the company to obtain hospital records or other documents that indicate whether there were controlled substances or alcohol in the the driver's system at the time of the accident.

**Any driver involved in an accident must contact the company immediately.**

**If the company has reasonable suspicion** that a driver has engaged in prohibited conduct, the company may require the driver to submit to drug and/or alcohol testing. If a driver engages in prohibited conduct, they are no longer qualified to drive a commercial motor vehicle and will be immediately removed from service.

The company will then begin action regarding termination of contract or employment. The driver shall be provided with the name, address, and phone number of a qualified substance abuse professional (SAP.) If the driver desires to become re-qualified, they must be evaluated by a SAP at their own expense. Following evaluation and treatment, the driver is subject to follow-up testing in accordance with the instructions from the SAP. Follow up testing may continue up to 60 months following the return to duty and no fewer than six tests shall be performed in the first 12 months. The cost of SAP evaluation, prescribed treatment, and follow up testing is borne by the driver. The company will not guarantee or promise a position to a driver should they regain qualified status.

For the purposes of this policy, prohibited conduct shall be considered the following:

- reporting for duty with any alcohol concentration in the system
- being on duty or operating a CMV while the driver possesses alcohol unless the alcohol is manifested and transported as a part of a shipment
- using alcohol while performing safety sensitive functions
- performing safety sensitive functions within eight hours of using alcohol
- consuming alcohol within eight hours when a post-accident test is required and has not yet been performed
- an alcohol test with a concentration result of 0.04 or greater, positive controlled substance test, refusal to be tested

**Drug Testing** is performed through urinalysis and tests for the following substances:

- marijuana
- cocaine
- opiates
- amphetamines
- phencyclidine (PCP)

The procedure begins with the urine sample collection before it is then submitted to a SAMSHA approved laboratory for testing. The collection site has all supplies, personnel and equipment required for the collection, security, temporary storage, and shipping of urine specimens to a certified laboratory.

As part of the collection process, the specimen is split into two vials: primary and secondary. The laboratory then performs the screening on the primary vial, and in the event that specimen tests positive, a confirmation test will be performed before reporting to the medical review officer (MRO) as a positive.

All laboratory results will be reported to the MRO designated by the company. The MRO is a licensed doctor of medicine employed by DSI Medical Service, Inc of Warminster, PA and possesses adequate knowledge of drug abuse disorders. Before a positive result is reported to the carrier, the MRO will attempt to contact the driver directly to discuss the result. If the MRO is unable to contact the driver, they will then contact the designated carrier official who will in turn contact the driver to contact the MRO. The driver will contact the MRO

immediately or at the start of the next business day in the case the MRO's business hours have passed. It is at the MRO's sole discretion into a determination if the result is positive or negative. No further information will be reported to the carrier, however the driver will be advised regarding the drugs involved in the positive test.

An individual testing positive may make a request of the MRO to have the secondary vial tested. The driver may request the vial be tested by a different SAMSHA certified lab than the first specimen. The request for testing of the second specimen is timely if made to the MRO within 72 hours of the driver being notified of a positive test result.

All shy bladder, adulterated, and diluted screens are required to have follow up testing done.

Pursuant to DOT regulations, individual test results for drivers will be released to the company and will be kept strictly confidential unless consent for the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

**Alcohol testing** is performed using evidential breath-testing devices by a breath alcohol testing technician and the driver will follow all instructions given to ensure an accurate test. In the event that a driver has a result of BAC .02-.399, the driver will be removed from duty and are is qualified until a 24 hour time frame has elapsed. Tests including a BAC result of .04 or over is considered prohibited conduct and may result in disciplinary action up to and including termination of employment or contract.

All alcohol tests shall be performed just prior to, during, or just after duty.

The carrier will ensure a supervisor is designated to determine if reasonable suspicion exists to require a driver to undergo testing. The training covers the physical, behavioral, speech, and performance indicators of probable use of controlled substances and/or the misuse of alcohol.

**Records of testing** will contain the date, location, result of tests as well as the name of the person performing the test. The carrier is required to notify driver applicants of their pre-hire testing results within 60 days of the disposition of the application. Negative results are kept by the carrier for a minimum of five years. The MRO is the sole custodian of all individual test results and must retain them for a period of five years. In addition, the carrier will maintain a calendar year summary of records pertaining to the testing and results of the DOT drug testing program.

As of January 6, 2020, the FMCSA Drug & Alcohol Clearinghouse is now operational. Anyone holding a CDL is required to register with the FMCSA in order to respond to queries about their Clearinghouse record. Motor Carriers must conduct full queries on drivers prior to hire/lease, as well as limited queries annually on drivers already hired/leased.

Further information regarding drug and alcohol testing guidelines regulated by the FMCSA can be found at the following URL: <https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing/overview-drug-and-alcohol-rules> or in the FMCSA green book given to all drivers during orientation.

Substance Abuse is a serious matter and many groups are available for information and support.

National Clearinghouse for Alcohol and Drug Information

<http://drugabuse.gov>

National Council on Alcoholism

<https://www.ncadd.org>

# AUTHORIZED PASSENGER POLICY

An authorized passenger may be allowed in company or contractor equipment if the following conditions have been met:

- Driver must be leased for more than 30 days and cannot be subject to probation
- Driver and passenger/legal guardian must each sign a release of liability
- An insurance policy on the authorized passenger is required prior to the passenger being allowed in truck. All information is available through the safety department regarding costs and documents.
- Authorized passengers cannot help with the loading/unloading of freight, drive equipment, or be allowed on the dock during loading/unloading. Depending on customer policy, passengers may not be allowed on premises.
- Authorized passengers must be able to enter and exit vehicle using proper 3 point contact method unassisted.
- Family members defined either as a natural child, adopted child, or minor to which driver is a legal guardian aged 12-18 years may be taken as authorized passengers only through the months of June, July, and August. There is a maximum time limit of two weeks per month.
- Cohabiting spouses and significant others aged 19 years and older may participate in the passenger program year round.
- Any passengers not conducting themselves in a professional manner at all times may be discontinued from the authorized passenger program.
- Only one authorized passenger at a time is allowed at any one time.

Violations of the policy is grounds for lease termination. If you have any questions regarding passengers, please contact the safety department. This program is subject to change or cancellation at any time.

# DRIVER JOB DESCRIPTION

The following are qualifications and responsibilities of the driver:

- High School Diploma or GED
- 3 years of verifiable CDL A experience, with 6 months steel hauling
- Ability to read & interpret documents such as safety regulations, shipping/operation docs, maintenance manuals
- Ability to fill out company & DOT paperwork involved in operating a truck
- Ability to communicate with co-workers and customers
- Ability to perform basic mathematical functions such as addition, subtraction, multiplications, division, and ratios
- Ability to carry out written, oral, and diagrammed instructions
- Ability to drive a tractor-trailer combination for a period of up to 11 hours in accordance with DOT regulations
- Perform and report pre & post trip inspections on equipment on a daily basis
- Ability to hook/unhook trailers
- Ability to lift, pull, push, or carry freight/materials up to 100 lbs
- Ability to conduct vehicle operations safely at all times
- Ability to enter & exit vehicle properly up to 10-20 times a day
- Ability to reach above shoulder level and below waist in order to maneuver the controls of the truck, including mandatory use of seatbelts at all times
- Ability to chain, tarp, strap cargo according to securement guidelines per DOT regulations
- Ability to perform all duties in various environments including extreme weather conditions
- Ability to withstand loud noises and vibrations and exposure to hazardous materials
- Ability to work around the clock, including overnight travel

# LEASE TERMINATION POLICY

In the event a lease is terminated, either voluntarily or otherwise, the driver/contractor is required to return the following items to the safety department prior to the release of any deposits or escrow being held:

- Door Signs
- IFTA Decals
- Permit Book
- Signed-Off Lease Agreement
- Any and all HOS/Mileage logs (including electronic log equipment), maintenance reports, fuel/toll receipts, DOT Inspections that have not been turned in

Items not completed within 30 days of the termination of the lease will cause the forfeiture of all deposits. After these items have been received, deposits/escrow minus any outstanding deductions will be returned within 45 days. Exceptions to this procedure would be:

- Unsettled/potential cargo claims
- Accidents under investigation