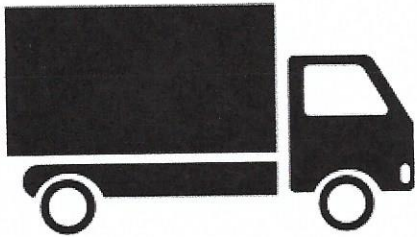


JFK Carriage
Drivers Handbook

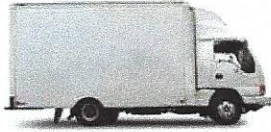


JFK CARTAGE DRIVER'S HANDBOOK

Introduction	3
Safety First—Our Policies and Expectations	4



Driver Safety Training	6
3-Point Entry and Exit	7
P.P.E.	8
Rain gear	9
Defensive Driving	9
Roll Over Prevention	11
Vehicle Backing Safety	12
Driver Fatigue	14
Drug and Alcohol Policies	16
Qualification of Drivers	24
Hours of Service	25
Vehicle Inspections	29
Circle Check Policy	29
Blind Spot Safety	33



Disclaimer

The information in this manual is provided for informational purposes only and does not constitute legal advice on any matter.

Introduction

As a professional driver in the transportation industry you face unique on-the-job hazards. Accident prevention is an essential part of your job. The risks that you face every day while driving are constantly changing, and we should not overlook the potential for accidents and injuries while you are performing your non-driving duties while at the deliveries and at customer locations.

Accidents and injuries can and do occur while tarping containers, handling scrap, climbing in and out of trucks and slipping off elevated heights. Safe drivers pay close attention to their surroundings, drive defensively, avoid speeding, use personal protective equipment, and use the GOAL concept—Get Out And Look!

This handbook has been prepared to supplement the on-the-job training that you receive from your employer. Attendance at company safety meetings is required and this handbook serves as a reminder of the important safety activities that must become an everyday part of your working habits.

Please retain and use this handbook. It is your safe operating guide.



Safety First—Our Policies and Expectations

Your company has invested a lot of time, energy and money in safe transportation operations. As a qualified professional driver the company has vested you with a lot of responsibility. These responsibilities include safe driving, safe worksite behaviors, protection of equipment, and maintenance of good customer and public relations. Along with these responsibilities comes an expectation that you will do your part to assure smooth, timely, and accident free operations.

The following pages describe our basic policies that apply to you. During orientation and through ongoing safety meetings and company briefings you will receive additional details about the specific expectations that our company has developed and implemented. Always ask questions if there are requirements that you don't fully understand.

Golden Rules for Drivers

- ▶ Seat belts must be used by driver and all passengers (where passengers are allowed).
- ▶ Never leave materials or inventory in plain view where they will be susceptible to theft or damage. Drivers are responsible for the security of vehicles and cargo.
- ▶ Lock an unattended vehicle. Spare keys should be kept in the office.

- ▶ Observe posted speed limits, adequate following distance and other rules of the road.
- ▶ Maintain company vehicles in accordance with company policy. Drivers will be responsible for damage to company vehicles resulting from reckless or abusive handling or operation.
- ▶ Be courteous to other drivers and pedestrians.
- ▶ Do not use controlled substances or alcohol prior to or when operating a motor vehicle. Be aware of possible adverse effects of prescription drugs.
- ▶ Only the assigned driver or other company personnel engaged in the course of their employment are permitted to drive company vehicles.
- ▶ Use of cell phone while operating a company vehicle is not recommended and may be prohibited.
- ▶ Complete the end of shift inspection report as required by DOT and company policy.
- ▶ Report all incidents and accidents using the appropriate company forms.





Driver Safety Training

In addition to the standard safety training you have or will receive, drivers must also be provided with additional safety training that is customized to fit the varied safety hazards that is common in your job.

Management has responsibility for ensuring that vehicles driven on company business are operated only by qualified drivers who have demonstrated their competency in operation of the vehicle under varied conditions. The U.S. Department of Transportation, in the commercial motor vehicle rules enforced by FMCSA (Federal Motor Carrier Safety Administration) also require that drivers

have a working knowledge of several commercial motor vehicle safety regulations. They are:

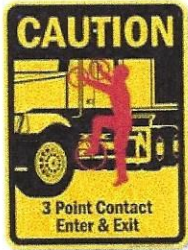
- Controlled substance and alcohol use and testing;
- CDL standards, requirements and penalties;
- Qualification of drivers;
- Driving rules;
- Parts and accessories necessary for safe operation;
- Hours of service;
- Inspection and maintenance.

These topics are discussed throughout this booklet and you should ask questions of your fleet coordinator.

The following sections are the specialized safety topics that will be covered in drivers training sessions in addition to the safe driving content:

3-Point Entry and Exit

Falls from vehicles are a significant source of injuries to operators of heavy equipment and large trucks. To help eliminate these accidents, remember to



always maintain three- *Good 3-point contact* point contact when entering or exiting the vehicle. This means keeping both hands and one foot or both feet and one hand in contact with the vehicle while entering or exiting. Other things to do are:

- ▶ Wear safe shoes with good support

- ▶ Make sure you have a firm grip on handles
- ▶ Face the vehicle while entering and exiting
- ▶ Look for obstacles on the ground before exiting

Personal Protection Equipment (P.P.E.)

In order to try to protect our employees from hazards that they may be exposed to during their work shift the company has purchased and supplied all employees with personal protective equipment. All employees have been informed: that this equipment is available to them, how to wear it, and where it is required as it applies to them.

No reasonable request for additional equipment will be refused or taken lightly.

All drivers are required to wear the following items:

- ▶ hard toed shoes with good ankle support
- ▶ safety glasses
- ▶ reflective vest
- ▶ hearing protection, where required
- ▶ hard hats

Safety glasses are required everywhere on company premises, with the exception of the following areas:

- ▶ office building
- ▶ scale house
- ▶ break rooms
- ▶ maintenance garage offices

Safety glasses must always be worn by employees when performing service labor outside of company premises.

Rain Gear

All employees who are exposed to the elements are issued rain gear.

Consider safety glasses, gloves and work boots in good condition as part of your everyday uniform.

Your personal appearance is to be clean and neat. You are expected to be in uniform when you are on the job. Replace your torn or worn shirts, sweatshirts and pants as needed.

Defensive Driving

Pay attention. The number one over-arching cause of traffic collisions is inattention and distraction. Almost every collision involves one or both of these two related errors. It is your responsibility to keep these tons of metal, rubber and glass pointed safely down the road without hitting someone or their property. Cell phones can be distractions from your attention on the driving task.

Don't speed. Speeders like to say that speeding doesn't "cause" collisions. That's rubbish. Speeding (driving at a speed higher than is safe for conditions) leaves you with less reaction time and distance than you may need to avoid a crash. An honest, intelligent person has to come to the conclusion that the cause of such a crash is the excessive speed. Speed also increases the risk of serious injury in a crash. "Speed not reasonable and prudent" is the most common measurable element in traffic collisions.

Use the Three-Second Rule. About 40% of all collisions are rear-end collisions. Avoid them by maintaining your following distance. This rule is so basic, and yet it is one of the most ignored. Also keep in mind that three seconds is the minimum — four is better. Stretch it out when you can, because sometimes two seconds isn't enough. Don't believe for a second you can't use this technique in heavy traffic; you can, and that's when it is most important.



Use safety equipment. Wear your safety belts. It is the law in most locations, an OSHA requirement, and our company policy. The use of safety belts alone typically cuts the rate of injury and death in traffic collisions by about 50%.

Roll Over Prevention

Big rigs roll easily. You can put a number on the tendency that a vehicle has to rollover- the higher the better (safer). Full size cars are about 1.3, pickups are 1.1, Jeep type vehicles are 0.8- 1.0. Fully loaded semis are about 0.4 or lower. A half empty tanker with a bad suspension might be 0.15! These numbers are the cornering "g's" required to roll the vehicle. No car can generate 1.3 g's in cornering but your rig can probably generate 0.4 g's going around a corner or in a variety of other maneuvers involving steering. If you go around a curve too fast, you will go over, but you probably already knew this. Here are some things you may not know:

You can go over in a curve without going too fast for the curve if your rear tires strike something (like a curb) while you're cornering. Articulating vehicles (5th wheel type) with rubber tires out-track when turning above a certain minimum speed, typically 15 mph. This is inherent to the vehicle and not the result of poor driving. Your trailer axle might be 2 feet outside your steering axle if you're pulling a long trailer. Picture this: You're coming down a freeway ramp, turning right (a right hand curve). Your left front tire might be 1' inside the fog line while your outer left rear tire might be 1' outside the fog line. What's out there to trip you and turn you over?

You can probably roll your rig at speeds as low as 5 mph, especially on slopes or where a strong tripping influence is present. You can roll backing up if you're jackknifed.

Many rollovers happen when drivers try to return to the road after putting a tire off the pavement. You can rut in soft ground or catch a pavement separation here and go over. If you put a wheel off the pavement or even onto a paved shoulder that may have separations, straighten the rig out and bring it to a stop. Don't try to return to the road at speed. Get out of the rig, carefully inspect the site and determine that you can get back on the road without catching or tripping a tire before you move out again. If you do decide to drive it back on, return to the road as slowly as possible and at as shallow an angle as possible. The more steer you put in the easier it is to go over. If it looks too bad, call a wrecker! We are not kidding here, we know that thousands of drivers have gone off the road and come back without rolling the rig, but hundreds of others have also tried and died in the attempt.

Treat any load that can move on you like a load of dynamite and drive accordingly.

Vehicle Backing Safety

According to the National Safety Council, one out of four vehicle accidents can be blamed on poor backing techniques. Backing accidents cause 500 deaths and 15,000 injuries per year. The use of safe vehicle backing tips by employees can help prevent accidents while on the job.

Get to know a vehicle's blind spots. In a medium-sized truck, blind spots can extend up to 16 feet in front and 160 feet behind a vehicle. Drivers need to remember that mirrors can never give the whole picture while backing.

Think in advance. Drivers should not put themselves into unnecessary backing situations.

Park defensively. Drivers must choose easy-exit parking spaces that don't crowd neighboring vehicles and park their vehicle in the center of the parking space.

When parking in an alley. If an alley doesn't permit driving all the way through or room to turn around, a driver should back into it (if local ordinances permit) so that when leaving the vehicle can pull forward into the street.

Do a walk-around. Walking around a vehicle gives a driver firsthand view of the backing area and any limitations. They can check for children, soft or muddy areas, potholes, tire hazards, and other dangers.

Know the clearances. When performing a walk-around, drivers can check for obstructions, low-hanging trees and wires, and any other potential clearance-related problems.

Every backing situation is new and different. Sometimes a driver visits the same location several times a day and should be watchful each visit for changes and any new obstacles.

Use a spotter. A driver should use another person to help them when backing. The driver and spotter should use hand signals instead of verbal ones and make sure

they understand each other's signals. Don't have the spotter walking backwards while giving instructions. If you lose sight of the spotter, stop immediately until regaining contact.

When driver's spot for themselves, they need to return to the vehicle and start backing within a few seconds after finishing the walk-around. This will allow very little time for people and/or obstacles to change behind the vehicle. Backing without a spotter should only take place after a driver has as much information about the area as possible. A back up alarm can help warn away pedestrians and drivers of other vehicles who may try to enter the area the vehicle is backing into.

No amount of forward-driving experience can help a driver with backing a truck or other vehicles. All drivers need to practice, practice, practice in safe surroundings until they become familiar with the way the vehicle backs up compared to the direction the steering wheel is turned.

Driver Fatigue & Tiredness Management

Last year driver fatigue caused 1 in 5 fatal crashes. A momentary loss of concentration due to feeling sleepy can easily lead to losing control of your vehicle. The risk of a fatal fatigue crash is 4 times greater between 10pm and 6am. Another high-risk time is between 1pm and 3pm. Driver fatigue can affect anyone. It is particularly dangerous because one of the symptoms is a decreased ability to judge our own level of tiredness.

Don't ignore the signs of fatigue:

- ▶ Constant yawning
- ▶ Drifting in your lane of traffic
- ▶ Missing road signs
- ▶ Sore or heavy eyes
- ▶ Trouble keeping your head up
- ▶ Delayed reactions
- ▶ Loss of attention, daydreaming or 'zoning out'
- ▶ Difficulty remembering the last few miles
- ▶ Variations in driving speed
- ▶ Mood swings such as irritability or boredom
- ▶ Objects or shadows on the roadside appear distorted
- ▶ Microsleeps

Avoid fatigue by:

- ▶ Get adequate sleep before starting a long day
- ▶ Pull over and stop when you notice the early warning signs of fatigue
- ▶ Share the driving where possible
- ▶ Make arrangements to be picked up after a tiring shift
- ▶ If you must drive, take a short nap at the end of your shift
- ▶ Don't drink alcohol before or during your trip
- ▶ Eat healthy foods and drink plenty of water
- ▶ Take regular breaks from driving
- ▶ Inform your manager or doctor if you are regularly feeling tired
- ▶ Talk to your Safety Officer or Fleet Manager about reducing your driver fatigue risks

Drug and Alcohol Policies

All employers with professional drivers are required to follow the DOT rules for substance abuse monitoring. The company has a designated Substance Abuse Coordinator who will manage the pre-employment and random drug and alcohol program.

The requirements are very specific and the following details are provided as information and training:

Our company has a zero tolerance for Alcohol use during the course of workday and is monitored by supervisor observances and annual testing.

Post-accident: conducted after accidents on drivers whose performance could have contributed to the accident (as determined by a citation for a moving traffic violation) and for all fatal accidents even if the driver is not cited for a moving traffic violation.

Reasonable suspicion: conducted when a trained supervisor or company official observes behavior or appearance that is characteristic of alcohol misuse.

Random: conducted on a random unannounced basis just before, during, or just after performance of safety-sensitive functions.

Return-to-duty and follow-up: conducted when an individual who has violated the prohibited alcohol conduct standards returns to performing safety-sensitive duties. Follow-up tests are unannounced. At least 6 tests must be conducted in the first 12 months after a driver

returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

Note: Refusing to submit to an alcohol test or using alcohol within eight hours after an accident or until tested is strictly prohibited. Employees who refuse to submit to testing shall be immediately suspended pending review by company Executive Management.

How will alcohol testing be done?

DOT rules allow for screening tests to be conducted using saliva devices or breath testing using evidential breath testing (EBT) and non-evidential breath testing devices approved by the National Highway Traffic Safety Administration (NHTSA). NHTSA periodically publishes a list of approved devices in the Federal Register.

Two tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02 or greater, a second confirmation test must be conducted. The driver and the individual conducting the confirmation breath test (called a breath alcohol technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded. The confirmation test, if required, must be conducted using an EBT that prints out the results, date and time, a sequential test number, and the name and serial number of the EBT to ensure the reliability of the

results. The confirmation test results determine any actions taken.

Testing procedures that ensure accuracy, reliability and confidentiality of test results are outlined in the Part 40 rule. These procedures include training and proficiency requirements for the screening test technicians (STT), breath alcohol technicians (BAT), quality assurance plans for the breath testing devices (including calibration requirements for a suitable test location), and protection of driver test records.

Who does the testing?

The company is responsible for implementing and conducting the testing programs, utilizing contract services. Post-accident testing shall be conducted utilizing contract services unless law enforcement personnel object due to interference of an investigation and conduct their own testing.

What are the consequences of alcohol misuse?

Drivers who engage in prohibited alcohol conduct shall be immediately removed from safety-sensitive functions. Drivers who have engaged in alcohol misuse cannot return to safety-sensitive duties until they have been evaluated by a substance abuse professional and complied with any treatment recommendations to assist them with an alcohol problem. To further safeguard transportation safety, drivers who have any alcohol concentration (defined as 0.02 or greater) when tested just before, during or just after performing

safety-sensitive functions must also be removed from performing such duties for 24 hours. If a driver's behavior or appearance suggests alcohol misuse, a reasonable suspicion alcohol test must be conducted. If a breath test cannot be administered, the driver must be removed from performing safety-sensitive duties for at least 24 hours.

FMCSA Compliance

The company is required to keep detailed records of alcohol misuse prevention programs. The FMCSA (Federal Motor Carrier Safety Administration) will conduct inspections or audits of employers' programs. Additionally, selected employers will have to prepare annual calendar year summary reports for the FMCSA. These reports will be used to help monitor compliance and enforcement of the rules, as well as to provide data on the extent of alcohol misuse and the need for any future program and regulatory changes.

Driver Alcohol Testing Records

Test results and other confidential information may be released only to the company and the substance abuse professional. Any other release of this information is only with the driver's written consent. If a driver initiates a grievance, hearing, lawsuit, or other action as a result of a violation of these rules, the employer may release relevant information to the decision maker.

Drug Testing

The drug testing rules cover the same drivers as the alcohol testing rules. The types of tests required are: pre-employment; reasonable suspicion; post-accident; random; return-to-duty; and follow-up.

How is Drug Testing Done?

Drug testing is conducted by analyzing a driver's urine specimen. The analysis is performed by a contracted laboratory certified and monitored by the Department of Health and Human Services (DHHS).

Drivers provide a urine specimen in a location that affords privacy and the "collector" seals and labels the specimen, completes a chain of custody document, and prepares the specimen and accompanying paperwork for shipment to a drug-testing laboratory. The specimen collection procedures and chain of custody ensure that the specimen's security; proper identification and integrity are not compromised. The Omnibus Transportation Employee Testing Act of 1991 requires that drug testing procedures for commercial motor vehicle drivers include split specimen procedures. Each urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen. Both bottles are sent to a laboratory. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the driver has 72 hours to request the split specimen be sent to another

DHHS-certified laboratory for analysis. This split specimen procedure essentially provides the driver with an opportunity for a "second opinion".

Drugs Tested For:

All urine specimens are analyzed for the following drugs:

- ▶ Marijuana (THC metabolite)
- ▶ Cocaine
- ▶ Amphetamines
- ▶ Opiates (including heroin)
- ▶ Phencyclidine (PCP)

The testing is a two-stage process. First, a screening test is performed. If it is positive for one or more of the drugs, then a confirmation test is performed for each identified drug using state-of-the-art gas chromatography/mass spectrometry (GC/MS) analysis. GC/MS confirmation ensures that over-the-counter medications or preparations are not reported as positive results.

Review and Interpretation of the Laboratory Results

All drug test results are reviewed and interpreted by a physician (Medical Review Officer (MRO)) before they are reported to the employer. If the laboratory reports a positive result to the MRO, the MRO contacts the driver (in person or by telephone) and conducts an interview to determine if there is an alternative medical explanation for the drugs found in the driver's urine specimen. If the driver provides appropriate documentation and the MRO determines that it is legitimate medical use of the

prohibited drug, the drug test result is reported as negative to the employer.

Drug Use Prohibited

Drug rules prohibit any unauthorized use of the controlled substances. Illicit use of drugs by safety-sensitive drivers is prohibited on or off duty. The FMCSA has some additional rules that prohibit the use of legally prescribed controlled substances (such as barbiturates, amphetamines, morphine, etc.) by safety-sensitive drivers involved in interstate commerce.

Consequences of a Positive Drug Test

Driver shall be removed from safety-sensitive duty if he/she has a positive drug test result. The removal cannot take place until the MRO has interviewed the driver and determined that the positive drug test resulted from the unauthorized use of a controlled substance. A driver cannot be returned to safety-sensitive duties until he/she has been evaluated by a substance abuse professional, has complied with recommended rehabilitation, and has a negative result on a return-to-duty drug test. Follow-up testing to monitor the driver's continued abstinence from drug use is also required.

How Does Random Drug Testing Work?

The company is responsible for conducting random, unannounced drug tests. The total number conducted each year must equal at least 50% of the safety-sensitive drivers. Some drivers may be tested more than

once each year; some may not be tested at all depending on the random selection. Random testing for drugs does not have to be conducted in immediate time proximity to performing safety-sensitive functions. Once notified of selection for testing, however, a driver must proceed immediately to a collection site to accomplish the urine specimen collection.

Employee Education and Training Requirements

The company shall provide safety-sensitive drivers with required information on drug use and treatment resources. A supervisor and official of the company have attended at least one hour of training on the signs and symptoms of drug abuse. This training is necessary to assist supervisors and company officials in making appropriate determinations for reasonable suspicion testing.

Drug Testing Records

Driver drug testing results and records are maintained under strict confidentiality by the employer, the drug-testing laboratory, and the medical review officer. They cannot be released to others without the written consent of the driver. Exceptions to these confidentiality provisions are limited to a decision maker in arbitration, litigation or administrative proceedings arising from a positive drug test. Statistical records and reports are maintained by employers and drug testing laboratories. This information is aggregated data and is used to monitor compliance

with the rules and to assess the effectiveness of the drug testing programs.

Note: Employees who refuse to submit to drug test at any time required to be tested is strictly prohibited. Employees who refuse to submit to testing shall be immediately suspended pending review by Management.

Qualification of Drivers

Our company will ensure that all drivers of commercial motor vehicles meet the minimum qualifications as specified by U.S.DOT in Part 391.

Driver Requirements:

A driver must meet the following requirements for employment before being allowed to drive a company commercial motor vehicle:

- ▶ Be at least 18 years of age (this is the federal requirement. Some companies have a different minimum).
- ▶ Speak and read English well enough to converse with the general public, understand highway traffic signs and signals, respond to official questions
- ▶ Be able to make legible entries on reports and records.
- ▶ Be able to drive the vehicle safely.
- ▶ Is physically qualified by passing a DOT physical examination within the past 24 months.
- ▶ Have only one valid operator's license.

- ▶ Provide the employing motor carrier with a copy of his or her current operator's license, or pass a driver's road test.
- ▶ Provide an employing motor carrier with a list of all motor vehicle violations or a signed statement that the driver has not been convicted of any motor vehicle violations during the past 12 months.
- ▶ Complete an application for employment.

As an operator of commercial motor vehicles we are required to maintain a qualification file for each driver, including the company owner if he/she is also a driver.

Hours of Service

The Federal Highway Administration regulates the hours drivers may be on duty. Each driver is required to be familiar with and adhere to these regulations. Remember, if a driver has a second job those working hours count too!

On-Duty Time: Includes time at terminals waiting to be dispatched, all the time spent inspecting equipment, all driving time as defined below, all time spent in a motor vehicle except time spent resting in a sleeper berth, all time spent loading or unloading, or performing the attendant functions to such loading or unloading, time spent performing driver functions during an accident, time spent repairing, obtaining assistance, or attending a disabled vehicle.

Driving Time: Includes all time spent at the driving controls of a motor vehicle.

Sleeper Berth: Time spent in a "sleeper berth" that meets the requirements of Section 393.76, when not on duty, and not required to be in readiness to work or under any responsibility for performing work.

Off-Duty Time: Period of time when driver is not on duty, is not required to be in readiness to work, or under any responsibility for performing work.

A driver may drive a maximum of eleven (11) hours following ten (10) consecutive hours off duty. The eleven (11) hour driving maximum must be completed within the first fourteen (14) hours on duty, after the ten (10) consecutive hours off. If because of adverse driving conditions a driver cannot complete his run within the eleven (11) hour maximum, he may be permitted to drive for not more than two (2) additional hours to complete the run to reach a place of safety.

Drivers may not be on duty (driving and non-driving) more than sixty (60) hours in any seven (7) consecutive days. Thirty four (34) consecutive hours off duty will reset the sixty hour clock to zero (0).

All drivers must include total work time from all employment sources when figuring on duty and/or driving time.

Employees failing to abide within these rules are subject to disciplinary action up to termination.

Daily Logs Interstate (this is for long-haul drivers)

The Federal Highway Administration requires that each driver keep a daily log. Each driver is required to be familiar with the Federal Highway Administration, DOT regulations concerning daily log. It is the driver's responsibility to prepare and keep logbook records in a correct manner. The regulations are summarized below:

- ▶ Time will be recorded on the daily log on a 24 hour calendar day in effect at the terminal/scrapyard/starting point;
- ▶ All entries shall be made by the driver in his own handwriting, and each day's entry signed by the driver;
- ▶ Logs are required to be current as of the last change from off duty to on duty and from;
- ▶ driving on duty to not driving. Cities, towns, or villages where change of duty takes place;
- ▶ The vehicle number or state license number of the vehicle operated that day must be entered;
- ▶ The month, day and year for the beginning of each 24 hour period shall be shown on the log;
- ▶ The total mileage driven during the 24 hour period shall be recorded on the log.
- ▶ Company address is to be shown on the log.
- ▶ Total hours in each duty status shall be entered to the right of the grid.
- ▶ The shipping document number(s) or name of shipper and commodity shall be shown on the log.
- ▶ Time will be recorded separately for off duty, sleeper berth, driving and on duty not driving.
- ▶ The origin and final destination must be recorded on the log.

Daily Logs Intrastate (Local)

Local drivers will fill out container logs only if on duty (driving & not driving) for 12 hours or less, and within 100 air miles of their terminal. If on duty time exceeds twelve (12) hours or if they drive further than 100 air miles from their terminal a DOT graph log in addition to a container log must be completed.

Driver employees who violate or falsify the hours of service regulations (logs) are subject to disciplinary action up to termination

100 Mile Radius Drivers

Management will review the less than 100 mile radius driver's time card on a regular basis to assure that their maximum hours of driving does not exceed eleven (11) hours per day and their maximum hours on duty does not exceed fourteen (14) hours per day following 10 consecutive hours off duty.

Management in addition to checking the driver's time card will check and review the dispatch sheet to verify the driver's time and on duty time.

Using the time card and dispatch sheet, hours of service for less than 100 radius mile drivers can and will be controlled to conform with Part 395 Federal Motor Carrier Safety Regulations.

Violations and non-compliance will not be tolerated. Violations will be covered with each driver and are subject to disciplinary action up to termination for repeat offenses.

Vehicle Inspections

Employees operating company vehicles are expected to make a safety check on their vehicle before driving. The inspection should include, at a minimum, lights, horn, turn signals, brake lights, oil level, coolant level, tire pressure and condition, and adjustment of rearview mirrors. The operator should complete a vehicle condition report according to the schedule required by the driver's manager. A vehicle inspection report form must be turned in at the end of every day for every vehicle.

All maintenance including oil changes, lubrication, repair, parts, etc., will be recorded on an up-to-date vehicle maintenance log, which will be kept in the glove compartment of each vehicle. All scheduled maintenance will be in accordance with the vehicle manufacturer's recommendations. All repair needs must be highlighted and brought to the immediate attention of the dispatcher, supervisor or manager.

Circle Check Policy

During a trip any problems with our fleet triggers a variety of other problems, including increased cost for repairs, lost time, customer dissatisfaction. In addition to our regular maintenance service, it is important that our drivers thoroughly inspect their truck before leaving the yard each day.

Equipment Check:

Safety Equipment:

- ▶ (3) reflective warning triangles
- ▶ fire extinguisher
- ▶ 10 foot hardened chain
- ▶ chock block
- ▶ first aid kit
- ▶ spill kit

Open both hoods after walk-up observance of ground under truck and check:

- ▶ Oil Level—add only 1 or 2 quarts if at low mark, then check again;
- ▶ Belts for proper tension;
- ▶ Oil or Water Leaks (anything out of the ordinary);
- ▶ Coolant Level (unplug block heater as you do);

- ▶ directionals
- ▶ brake
- ▶ plate light
- ▶ backup/work lamps must all be working. There is a fine for as little as one marker light being out.

Mud Flaps.

- ▶ They should all be there and in decent shape.
- ▶ Cable for broken strands.
- ▶ Too many strands are very dangerous, as some of you know from having experienced a cable snapping.

Wheel Seals.

- ▶ Look at the inside of the wheel. If you see oil sprayed on the rim and tire, it is time for a wheel seal.

Wiper Blades & Fluid

- ▶ Top off washer fluid bottle when roads are in salty condition.

Springs on Suspension System for broken leafs or movement

Pinion Seals for leakage.

- ▶ Rear-end and/or drive shaft will appear wet with oil.

Tires:

- ▶ Wheel Dogs for looseness.
You can tell this by a shiny area next to the dogs or by paint worn away. Sometimes you can hear the rims slipping against the spacer and dogs when you go around a corner and apply the brakes.

- ▶ Bump or Kick Tires.
Kicking tires won't tell if a tire is down 10 or 15 psi, but you will be able to tell if a tire is Flat or excessively low.
- ▶ Check tire with pressure gauge.
- ▶ Visually Inspect Tires for Incorrect Wear, i.e. cupping or balding (tread thin).
- ▶ Visually Inspect Tires for Nails or any Foreign Materials.
Nails in the front tires are a severe safety hazard. The front tire is more expensive than a recapped gripper tire. If you find a nail, pull it out immediately. If air starts to leak out, see a mechanic quickly. If no air leaks out, run the truck.
- ▶ Side Wall Gashes
If you see one that is questionable, see a mechanic.

PM Circle Check:

- ▶ Basic Quick Check of all of the above.
- ▶ Drain Air Tanks.
- ▶ Fuel Truck each night or as otherwise specified.
- ▶ Plug in Truck during the winter season.
- ▶ Clean Out Truck—driver is responsible for appearance of truck.

Driver Daily Vehicle Inspection Report:

Driver must prepare an inspection report every day and turn in to Maintenance Department.

Blind Spot Safety



A "blind spot" is any area that a driver can't see by looking around or by using his or her mirrors, and they can be a big problem in local and especially highway operations. Blind spots are caused by the way the equipment has been designed to get the work done. In the examples below, the shadowed areas around each piece of equipment represents a blind spot. If someone or something is in this area, it will be invisible to the driver or operator.

When it comes to working safely around equipment, understanding blind spots is everyone's responsibility.

Know Your Zone!

