

2026

Revised Jan 02, 2026

HUNTER EXPRESS US INC.

SAFETY AND COMPLIANCE



DRIVER SAFETY MANUAL USA

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CORPORATE SAFETY POLICY

Hunter Express US Inc. is dedicated to a strong Health & Safety Loss Prevention program to protect our employees, customers, and general public.

Hunter Express US Inc., and all employees at every level, is responsible and accountable for overall safety initiatives. All personnel employed by Hunter Express US Inc. shall ensure that safety, and health practices are an integral part of our day to day work processes and procedures.

The personal commitment and active participation of all levels of management, employees, and contractors is required and expected. By fulfilling our safety responsibilities everyone will share the prosperity that a safe workplace brings.

Meraj Aftab

General Manager
Hunter Express US Inc.

Safety Policy

It is the policy of Hunter Express US Inc. to perform work in the safest possible manner consistent with all applicable safety laws and regulations.

It is the belief of the company that every employee is entitled to work in a safe and healthy working environment. Every reasonable precaution shall be taken to provide such an environment. Management, supervisors and all employees must accept the responsibility for the work procedure in any work to which they are involved in.

All work will be planned and carried out in a manner that will eliminate the risk of accidents and injury to workers and to avoid damage to property.

Nasir Awan

Director Safety and Compliance
Hunter Express US Inc.

HUNTER EXPRESS US INC.

DRIVERS MANUAL

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1. WELCOME

We want you to become part of our team as quickly as possible, and have therefore prepared this Drivers Manual to provide you with the details of your responsibilities.

Our commitment to the constant pursuit of customer satisfaction and to the continual improvement of service is the basis of our success.

Customer satisfaction and continual improvement objectives are supported by:

- understanding the current and future needs of our customers through on-going customer dialogue
- ensuring that those interfacing with customers are knowledgeable and effective in quickly providing freight solutions
- ensuring on-time delivery
- providing relevant employee training and skill development
- continually reviewing and improving the effectiveness of our quality management system

Our success is measured by customer satisfaction in providing service that consistently meets requirements. Therefore, all our activities are directed towards ensuring that we protect our customers' product and deliver the product on time, every time.

In order to assist in achieving our goals, each Driver is required to attend regularly scheduled safety meetings whenever they are held, have complete knowledge of Hunter Express US Inc.'s rules, as well as those of the jurisdictions in which we travel.

Together we can successfully meet our customer's expectations.

2. GENERAL RULES

1. RESPONSIBILITY

All Drivers' and owner operators' responsibilities include:

1. Strict observation of instructions given by the Dispatcher.
2. Knowing and obeying the rules of the road
3. Maintaining schedule.
4. Collection of all charges on C.O.D. and cash collect shipments.
5. Ensure cargo section of unit is always clean and ready for loading.
6. Carrying blank Cargo Control Documents in units.
7. The safe operation of all equipment entrusted in their care.
8. Ensuring units are kept clean inside and out
9. Ensuring that equipment deficiencies are properly reported.
10. Other duties assigned by Hunter Express US Inc.

2. CONDUCT AND APPEARANCE

Today's motoring public looks to you, the Driver, as a Professional and safe Driver. Let us be worthy of this respect and maintain your own image as well as that of your company.

Hunter Express US Inc. expects its Drivers and owner operators to be loyal and will not tolerate words or acts of hostility towards Hunter Express US Inc., its officers, employees, equipment or any criticism of Hunter Express US Inc. Management welcomes constructive criticism, which may result in improvement of operations and service.

Successful operations depend upon capable and neat employees. We require beards to be trimmed and hair to be maintained no longer than collar length. Our customers demand that Hunter Express US Inc.'s employees be efficient, neat, courteous, and alert at all times.

3. COMPLAINTS

All complaints shall be reported to the Safety & Compliance Coordinator. At no time will the complaint be discussed outside Hunter Express US Inc.

4. RELIEF FROM DUTY

All Drivers and owner operators must call the Safety & Compliance Coordinator or the Dispatcher in advance if they wish relief from duty, so alternate arrangements can be made.

5. REPORTING ARRESTS

Any Driver who is arrested or given a citation must report the incident immediately to the Safety & Compliance coordinator.

3. SAFETY AND OPERATIONS

SAFETY FIRST

LIGHTS ON: Headlights and clearance lights on all units must be turned on while vehicles are being driven.

When driving, regardless of all other requirements, proceed safely and in a professional manner.

All Drivers must exercise care to avoid injury to themselves and others. The constant exercise of good judgment and strict compliance with the rules will, in most cases, prevent accidents. Hunter Express US Inc. recognizes the principles of defensive driving and requires that all Drivers and owner operators adhere to these rules. A defensive Driver is one who commits no driving errors himself, and furthermore makes allowances for lack of skill, knowledge, or acts of carelessness on the part of other Drivers. A defensive Driver also recognizes that he has no control over the acts of other Drivers, pedestrians or conditions of weather, and therefore develops a defense against these hazards.

ATTITUDES

Professional Drivers agree that most accidents are caused by poor attitudes, which result in poor working habits. The Driver should be on constant guard to avoid forming poor attitudes and to avoid permitting personal emotions to affect his driving or his work.

The following are some common poor attitudes; although you may not have any of them, it is well to know what they are and guard against them.

1. OVERCONFIDENCE – "It can't happen to me"

All Drivers need a certain amount of self-confidence, however, when a Driver reaches the stage where he feels he is an expert, experience and statistics show he sometimes takes unnecessary chances and has a feeling of false security. Don't let over confidence win over good judgment and common sense.

2. "I DON'T CARE"

Lack of interest and willful disregard for the rights and feelings of others.

3. IMPATIENCE

Inability of Driver to remain patient and to control his temper, which results in the loss of good judgment.

4. WORRY

Domestic, financial, or other types of worry, which result in the Driver's inability to concentrate on what he is doing.

5. RECKLESSNESS

"Take a chance" attitude – such as passing on hills and curves, unnecessary haste in making trips and other chances to make up time.

6. DISTRACTION OR INATTENTION

Failure of a Driver to keep his mind on what he is doing, daydreaming.

7. DISCOURTESY

Poor driving manners – such as failure to depress high beams when passing other cars or trucks at night, blocking crosswalks, and failure to yield right of way – are worse than poor social manners. They can be FATAL.

Safe driving demands **Driver's complete attention at all times**. You can't control your vehicle, if you are not in control of yourself.

ILLNESS OF DRIVERS

If you become ill while operating your vehicle, stop driving and contact your Dispatch immediately, so alternate arrangements can be made.

LOAD DISTRIBUTION

It is your responsibility to ensure that your load is evenly balanced and distributed so as not to endanger driving.

ROAD COURTESY

One of the primary sources of good public relations is "Road Courtesy". Or company name is determined for better or worse by the actions of its driving personnel on the road. All Drivers should set an example of road courtesy worthy of being emulated by others, regardless of the actions of other road users.

C.B. RADIOS/HAND HELD DEVICES

All Drivers with C.B. radios will use them in a professional manner at all times and refrain from discussing any problems that exist in Hunter Express US Inc. or talking about any customers or loads hauled by Hunter Express US Inc.

C.B. radios/Hand held devices cannot be used at any time while you're driving, you are not driving defensively when using C.B./Hand Held device in traffic. Remember, you must be in control of your vehicle at all times.

SPEED

At no time is the Posted Speed limit or Hunter Express US Inc's speed limit to be exceeded. Drivers must at all times operate their vehicles at speeds that are reasonable and prudent, taking into consideration traffic, weather and road conditions. When traveling at speeds less than traffic flow, four way flashers are to be used.

FOLLOWING OTHER VEHICLES

Allow a minimum of one second for each 10 feet of vehicle length following distance between your vehicle and the vehicle ahead, more if the road is wet, icy or snow covered. Please remember this is only a minimum of requirement and as road and load conditions change your following distance will increase.

STOPPING IN DANGEROUS PLACES

No vehicle should be stopped at any position where it cannot be readily seen by approaching vehicles in sufficient time to avoid danger. In the event that a vehicle must stop at a dangerous point, you must take all precautions, through the use of reflectors and lights to warn oncoming traffic.

FLAGS AND REFLECTORS

When a vehicle becomes disabled, flags and/or reflectors must be positioned as follows:

A) Positioning

1. One at the traffic side of the stopped vehicle, within 10 feet of the front or rear of the vehicle,
2. One at a distance of approximately 100 feet from the stopped vehicle in the center of the traffic lane or shoulder occupied by the vehicle and in a direction toward traffic approaching in that lane.
3. One at a distance of approximately 100 feet from the stopped vehicle and in a direction toward traffic lane or shoulder occupied by the vehicle.

B) Hills, Curves and Obstruction

If a vehicle is stopped within 500 feet of a curve, crest of a hill, or other obstructions, reflectors are required to be placed in the direction of the obstruction so as to be seen for a distance of 100 to 500 feet from the vehicle in order to afford ample warning to other vehicles.

C) Divided or One-Way Roads

If a vehicle is stopped upon the traveled portion of the shoulder of a divided or one-way highway, reflectors will be placed at a distance of 200 feet, another at a distance of 100 feet and the third 10 feet from the vehicle in order to afford ample warning to other vehicles.

SAFETY EQUIPMENT AND OTHER DOCUMENTS

All highway units must carry reflectors and fire extinguishers, a first aid kit, accident reporting kit, license, permits and operating authorities, and Insurance Card.

FIRE

Three factors must be present before a fire can occur or exist. Fuel (something to burn), Air (to supply oxygen), and Heat (to cause ignition). Separating these factors is the basis for preventing and extinguishing fires.

OPERATION IN FOG OR WHITE OUTS

When traveling in fog or white outs, remember that quick stopping is dangerous, both for you and other vehicles. Approach intersections, curves and other places where visibility is limited, with extreme caution.

NEVER OVERRIDE YOUR VISION**PREVENTIVE RULES**

1. Do not use gasoline for cleaning purposes.
2. Keep cab clean and free of paper, rags and other refuse.

3. Keep load bars and load strips in the vehicle at all times.

HOOK-UP AND PRE-TRIP INSPECTION

1. Check engine oil level.
2. Check coolant level.
3. Check for dents and damages.
4. Check safety equipment – fire extinguisher, reflectors, fusers, first aid kit, accident kit, hardhat, safety shoes, Safety vest, and safety glasses.
5. Check fuel level in tanks – visually.
6. Check position of 5th wheel.
7. Start engine – checking all gauges, leave idling to warm up engine.
8. Proceed slowly to trailer for hook-up.
9. Back up to trailer in straight line until 5th wheel touches trailer, apply tractor park brake.
10. Hook up hoses and light cord.
11. Switch or push tractor protection valve to normal position to supply trailer with air.
12. Apply trailer brakes with hand control brake valve. Release tractor park brake.
13. Back under trailer slowly after check to see that the trailer has not been dropped too low or too high. Keeping backing up until the 5th wheel locks on the trailer pin.
14. Apply parking brake and crank up dollies.
15. Visually check if 5th wheel has locked on trailer pin.

CIRCLE CHECK

1. Turn on marker lights and left turn signal.
2. Check tires and wheel lugs and check marker and left turn signal lights as you make the rounds, at the same time. Check for dents and damages, broken springs, doors and seals.
3. Turn off marker lights and turn on right turn signal.
4. Your brakes should be on. Now check right turn signal and brake lights.
5. Check headlights – high and low beams.

AIR BRAKE INSPECTION

1. Make sure tractor park brake is set. Shut off engine.
2. Drain air reservoirs, on self-drainer, drop pressure to 40 psi.
3. Start engine. The low pressure warning should operate to 60 psi.
4. Note pressure buildup 50 psi to 90 psi in less than 5 minutes.
5. Build up pressure to 120 psi. Check if governor cuts out.
6. Bleed down to test cut in pressure. Should be at 90 psi.
7. Rebuild to full pressure – stop engine.
8. Make full brake application – maximum allowable drop 12 psi.
9. Apply brake and hold for 1 minute – maximum pressure loss 3 psi.
10. Brake glad hands – trailer brakes should dynamite.
11. Apply brake – pull vehicle ahead gently to test brakes and to check if trailer has locked to tractor.
12. Test emergency valve operation.
13. Apply trailer brake – pull vehicle ahead gently to test brakes and to check if trailer has locked to trailer.
14. With trailer brakes applied – walk around unit to check for air leaks or open valves.

REPORTS

1. Any deficiencies or damages discovered must be reported on vehicle inspection forms, and shop personnel prior to departure must inspect equipment.
2. Ensure you have copies of operating authorities and up to date licensing requirements and documentation in the unit you are operating.
3. Make sure to put CTPAT BOLT SEAL ON YOUR TRAILER FOR U.S RUNS.

APPEARANCE OF VEHICLE

It is your responsibility to ensure your unit is kept clean, both inside and out at all times.

CALL IN PROCEDURES

All Drivers and owner operators are required to contact Dispatch:

1. Whenever a problem arises which will result in transit delays.
2. With your load information before leaving customer's premises and as instructed by Dispatch.
3. All Drivers must contact the Dispatcher daily before 8:00 a.m. EST and again in the afternoon before 5:00 p.m. EST.
4. From border crossing points with customs release numbers.
5. Immediately, if involved in a motor vehicle accident.
6. Immediately, if damages or shortages are encountered.

Whenever problems are encountered outside normal business hours, please contact Dispatcher at their after-hours numbers provided.

CLAIM PREVENTION

Recognizing that damaged freight is an unnecessary and wasteful expense for Hunter Exoress, each person is expected to exert the greatest care in handling any and all freight. After the Bill of Lading is signed, the freight is OURS until a clear signature is received from the consignee or connecting carrier.

If you all do a PROFESSIONAL job it will:

1. Reduce Claims.
2. Protect Revenue, yours and ours.

TRAILER INTERCHANGE

Drivers and owner operators must complete Trailer Inspection Reports when picking up or returning trailers to other carriers, or rental agencies. When picking up leased trailers ensure that the lessee records any damages on the lease agreement.

PERSONAL INJURIES

All work related injuries must be reported to the Dispatcher immediately.

PROTECTIVE WORK WEAR

All Drivers and owner operators are required to wear protective work wear.

Suitable, clean and well-maintained work wear is always required.

Suitable work wear includes, safety shoes or work boots, and a safety vest when loading and unloading.

NOTE: Running shoes, sandals, shorts, T-shirts, etc., are not suitable work wear.

INSPECTION BY GOVERNMENT AGENCY

When stopped and inspected by Inspectors from Governmental Agencies, all personnel must.

1. Be courteous and comply with the instructions and request of the Inspector.
2. Contact Hunter Express US Inc., if the Driver of the vehicle is declared out of service, or if any repairs to the vehicle are required.
3. Keep a copy of the Inspector's report. These reports must be turned in at the terminal.
4. On return to the terminal complete a Driver Vehicle Report including:
 - A tie down assembly against the front of the coil or row of coils, restraining against forward motion.
 - a. A tie down assembly against the rear of the coil, restraining against forward motion.
 - b. A tie down assembly over the top of each coil or transverse now of coils, restraining against vertical motion.

IRP LICENSE PLATES & MJT PLATE & RENEWAL – (AUGUST 1 – JULY 31)

- IRP Plates are issued to Hunter Express US Inc. & used for Hunter Express US Inc. purposes only

- Plates must be handed to the Safety & Compliance Coordinator upon contract termination. There are no credits issued by the MOT for unused portions. Therefore, only upon transfer of plates will a refund be processed. Multi-Jurisdictional Tax replaces PST. You may use your cab card to be tax exempt for all new purchases, leases, or repairs made to your vehicle if you are multi-jurisdictional
- Hunter Express US Inc. is licensed for the following States:

4. HANDLING FREIGHT AND LOADING TRAILERS (Presently we do not hand bomb cargo in trailers)

5. BILLS OF LADING

The Bill of Lading is a legal agreement that outlines the responsibility of both the shipper and carrier in moving freight from its origin to its ultimate destination – the consignee or receiver of the goods.

The Bill of Lading becomes a binding legal contract once it has received clear signatures from the shipper and carrier. The Bill of Lading contains vital information and particulars of shipment such as:

- Name of shipper
- Name of Consignee
- Name of the Carrier issuing the Pro Bill
- Originating Point of the Shipment
- Destination of the Shipment
- Number of Pieces or Quantity of Goods
- Gross Weight of Shipment
- Contents of Packages or Particulars of Goods with complete description.
- Temperature Requirements and Special Handling Instructions.
- Whether the Charges are Prepaid or Collect.
- Amounts to be collected by Carrier on a Cash-on-Delivery Shipment.
- Dangerous Goods.
- Seal Numbers.

Every Driver or owner operator should make sure that the above-mentioned particulars are contained on each Bill of Lading contract before signing. When the Bill of Lading is signed, the Driver must sign, "Shipper's Load & Count" whenever it is possible to do so.

OWNERS RISK

When freight is to be shipped at the risk of the owner, the condition covers only such risks that are incidental to transportation of the goods. This does not relieve Hunter Express US Inc. from any liability for any loss, injury, damage or delay that results from negligence or omission. The burden of proof rests with Hunter Express US Inc.

ALTERATIONS

Any alteration, addition, or erasure in the Bill of Lading must be signed or initialed by the parties involved.

It is the responsibility of the shipper to show the correct shipping weights of each shipment on the Bill of Lading. Failing to do so, the weights shown are subject to change by Hunter Express US Inc. If the weights are changed, the shipper must be notified.

On each article covered by the Bill of Lading the shipper must clearly mark the name of the consignee and the destination. Any exception must be marked clearly, signed by both the shipper and the carrier before the goods are loaded.

The Bill of Lading shall be signed (not initialed) by the shipper and the carrier as an acceptance of all the terms and conditions contained by the contract.

DECLARED VALUATIONS

Shipments which are deemed, by the shipper, to have values greater than those contained under the Bill of Lading provisions will be noted on the Bill of Lading under a special section. Whenever such notations are on the Bill of Lading, inquire from the shipper as to special handling procedures for the product. Always notify the Dispatcher whenever this portion of the Bill of Lading has been completed.

CASH COLLECTS

The Driver or owner operator must collect on all Pro-Bills that are marked "DRIVER'S-CASH COLLECT". If the consignee refuses to pay the charges, call your Dispatcher for instructions and/or permission to return the shipment to the terminal. There may be occasions when the consignee will claim to have a charge account. The Driver must call the Dispatcher before unloading the shipment. Do not allow a third party to be billed without authorization from your supervisor.

There may also be occasions when the consignee will claim that the freight charges are "PREPAID". Under no circumstances are the conditions on the Pro-Bill to be changed by the Driver or consignee; instead, the Driver is to attempt to collect the freight charges.

If you are unsuccessful in convincing the consignee to pay the charges, call your Dispatcher for further instructions. DO NOT ARGUE WITH THE CUSTOMER.

REFUSED FREIGHT

When freight is refused, find out the reason(s) for refusal and have the customer sign the Pro-Bill(s) refused. By NO MEANS ARGUE WITH THE CUSTOMER, contact dispatch immediately for further instructions.

EXTRAORDINARY VALUE

All extraordinary value shipments such as tobacco, liquor, computers, televisions, and cameras must be reported to Dispatch for handling and transportation instructions. Extraordinary value shipments ARE NOT TO BE DISCUSSED OVER RADIO OR AT TRUCK STOPS. Any shipments moved by Hunter Express US Inc. are not to be discussed over the C.B. radio or at truck stops.

In all such situations, the trailers are to be locked with Hunter Express US Inc.-supplied padlock, and are to remain locked at all times except for customs inspections, if required.

6. REPORTING – TRIP SHEETS AND LOGS

All reports required by Drivers and owner operators must receive strict attention so that follow-up reports can be completed satisfactorily. Reports must be completed in a clear and legible manner in accordance with instructions contained in this Manual.

NOTE 1: If a Bill of Lading is not marked prepaid, it is always collect.

NOTE 2: If in doubt, always check with Dispatch for collection instructions.

NOTE 3: It is your responsibility to always count your freight and to note damages on the shipping document.

CALL IN (905) 791-3090 Toll Free: 1-866-659-2300

All Drivers and owner operators shall contact the Dispatcher:

- Before 9:00 AM EST and again before 5:00 PM EST every day.

- when a problem arises that will result in delays
- With load information before leaving shipper's premises and as instructed by the Dispatcher.
- From border crossing points with release numbers.
- Immediately if involved in an accident.
- Immediately for a vehicle breakdown
- Immediately if damages or shortages are discovered.

When problems are encountered outside normal office hours, contact the Dispatcher at their afterhours numbers provided.

HAND IN

Drivers shall hand in all Bills of Lading, Cash, Pertinent Paperwork, Trip Reports as soon as possible. Log Sheets must be handed in every 14 days and before 20 days.

LOG BOOKS

Log Books are required to be maintained. Complete copy of Logs must be turned in with trip reports. Logs for each day shall be recorded in accordance with the following provisions:

1. **ENTRIES TO BE CURRENT:** Drivers shall keep their record of duty status current to the time shown for the last change of duty status.
2. **ENTRIES TO BE MADE BY DRIVERS ONLY:** All entries relating to Drivers duty status must be legible and in the Driver's own handwriting.
3. **DATE:** The month, day and year for the beginning of each 24-hour period shall be recorded on the Log.
4. **TOTAL MILEAGE DRIVEN.** Total mileage driven during the 24-hour period shall be recorded on the Log.
5. **Vehicle Identification.** The Driver's vehicle number for tractor and trailer operated during the 24-hour period shall be shown on the Log.
6. **NAME OF CARRIER.** The carrier name and address must be full name and address shown on the log.
7. **SIGNATURE/CERTIFICATION.** The Driver shall certify to the correctness of all entries by signing the Log with his/her name. The Driver's signature certifies that all entries required by this section made by the Drivers are true and correct.
8. **TIME BASE TO BE USED.** The Driver's Log shall be prepared, maintained, and submitted using the time standard in effect at home terminal.
9. **MAIN OFFICE ADDRESS:** The main office address is preprinted on the Log.
10. **RECORDING DAYS OFF:** Two or more consecutive 24-hour period off duty may be recorded on one Log pay by simply writing "OFF DUTY" and the dates on the remarks section of the Log.
11. **TOTAL MILEAGE TODAY:** Total mileage today shall be that mileage traveled while driving on duty not driving, and resting in the sleeper berth, i.e. If you are running double it is the total mileage driven by both Drivers for the 24-hour period.
12. **HOME TERMINAL:** The Driver's home terminal address shown shall be that at which the Driver normally reports for duty.
13. **TOTAL HOURS:** The total hours in each duty status shall be entered to the right of the grid and the total of all such entries shall total 24 hours.
14. **SHIPPING DOUCMENT NUMBER(s):** Or name of shipper and commodity shall be shown on the Driver's Log under the remarks section.
15. **ORGIN AND DESTINATION:** The name of the place where a trip begins and the final destination or furthest turn-around point shall be shown.
16. **DRIVER'S VEHICLE INSPECTION REPORT:** Any vehicle deficiencies shall be noted on the Driver's Vehicle Inspection Report which is generally located on the reverse side of each Log Sheet. These reports must be completed for each 24-hour period.
17. **ALL COMPANY Drivers operate on the 70-hour 8-day log.**

DEFINITION OF DUTY STATUS

OFF DUTY – means you have no responsibility for your truck or trailer

- You are off duty when you arrive at Hunter Express US Inc.'s Yard & complete your post trip duties
- You are off duty when you are logging coffee breaks or meal times
- You may be off duty when you have waiting time less than 2 hours – this could also be reported as on-duty not driving, or sleeper berth

DRIVING – your time spent behind the wheel of your truck, traveling down the road

ON DUTY (NOT DRIVING) – means you are performing duties related to work other than driving

- You are on duty (not driving) when you are loading or unloading (minimum of 15 minutes)
- Pre-trip, Post-trip Inspections
- All MOT, DOT or Police Inspections
- Stopped at scales, clearance & customs, and fueling (15 minutes)

TRIP REPORTS

The Driver's full name should be recorded, along with the beginning date of your pickup.

Drivers should always record the name of the customer, the city and the province or state, as well as each border that has been crossed between pickup and delivery.

Extra pickups and deliveries must be numbered. For example, if you have three pickups,

Therefore:

1. Pickup
2. Pickup
3. Pickup

LOAD NUMBER

Load numbers for each trip must be recorded. Ask your Dispatch.

TRACTOR NUMBER

Record your Tractor number.

TRAILER NUMBER

Record your Trailer number. If you should switch trailers during your trip record both trailer numbers, i.e. 12224/1534.

ODOMETER READINGS

At the beginning of the day, record your odometer reading. At each province or state border, record the odometer reading. Keep in mind when starting a new trip report that the last odometer reading should start your new trip report.

FUEL PURCHASED ON THE ROAD

Record total gallons or litres of all fuel purchases on the road.

OIL ADDED

Oil and transmission fluid can be picked up at Operations. Record any oil added on the road.

TOLLS/PERMITS/AUTHORIZED EXPENSES

Record the total dollar values in on trip reports. Company Drivers must fill out expense sheets for approved items paid for in cash and with receipts attached.

BILLS OF LADING

All signed Bills of Lading or any other documents must be turned in with the actual trip report. Remember – no paperwork, no money.

Drivers must hand in the stamped release copy for all inbound manifests! Please note that there is a LARGE fine if we do not have that stamped copy.

Contact Dispatch if you have any questions regarding your manifest.

TIMING

Trip sheets and all paperwork for loads are to be handed in EVERY WEEK before Monday night in order to be paid on the payroll in 10 days.

PROOF OF DELIVERY

Drivers and owner operators shall complete the Proof of Delivery and obtain the signature of the Consignee as verifying the delivery time.

DETENTION TIME REPORT

Drivers and owner operators shall complete the Detention Time Report and obtain the signature of the Shipper or Consignee as requested by the Dispatcher as verifying an exceptional delay in delivery time.

8. HOURS OF SERVICE REGULATIONS**OBJECTIVES**

- To ensure that all Drivers are properly trained on the Hours of Service Regulation.
- To ensure that Hunter Express US Inc. is following the United States in regards to Hours of Service.
- To ensure that our Drivers do not get fatigued while on our streets and highways.

GENERAL REMARKS

Hunter Express US Inc. is totally committed to enforce the Hours of Service Regulations as laid down by the United States Department of Transportation (US DOT) and other laws applicable to our operation.

All employees of Hunter Express US Inc. shall comply with our company policy and will be held accountable.

HOURS OF SERVICE AND LIMITES ON DUTY TIME

The definition of on duty time includes the following:

1. All time at our Terminal, Shipper-Receiver, or any Public Property, waiting to be dispatched, unless the Driver has been relieved from duty by Hunter Express US Inc.
2. All time inspecting equipment as required by law.
3. All driving time.
4. All time other than driving time, in or on the vehicle except time spent resting in the sleeper berth.
5. All time unloading or loading a vehicle, supervising or assisting in the loading or unloading, attending the vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving Bills of Lading or Pro-Bills.
6. All time spent performing the Driver requirements when involved in a motor vehicle accident, including all paperwork.
7. All time repairing, obtaining assistance, or remaining in attendance with a disabled vehicle.

ROAD BREAKDOWNS

Drivers shall immediately report road vehicle breakdowns to the Dispatcher.

MAMIMUM LIMITS

There are three maximum limits to reduce highway accidents by keeping overly tired Drivers off the highway. It is important that all Personnel fully understand these rules.

1. A maximum of 11 Hours Driving (U.S.), 13 Hours Driving (Can), after which our Driver must have at least (8) consecutive hours off duty before the Driver can drive again.
2. A maximum period on duty of 15 hours after which our Driver must have at least eight (8) consecutive hours' rest before he or she can drive again.
3. A maximum of seventy (70) hours on duty in any eight (8) consecutive days. Once our Driver has reached these limits he or she cannot drive.

13 HOURS DRIVING RULE:

Behind the wheel driving is driving time and, after 11 hours (U.S.) (with one half hour off duty break with in first 8 hours), our Driver must have TEN (10) hours off duty (with 8 consecutive hours in sleeper).

There is one exception to the 13 Hours Driving Rule: If our Driver encounters an unexpected "adverse weather conditions" such as snow, traffic conditions on a run that could normally be completed in legal hours, the Driver would be allowed an additional 2 hours driving, providing such conditions were not known at the time of dispatch.

9. ACCIDENTS**PREVENTABLE ACCIDENT GUIDE**

Definition of a Preventable Accident:

"Any accident involving the vehicle unless properly parked, where Driver failed to do everything reasonably possible to prevent or avoid the accident".

CLASSES OF PREVENTABLE ACCIDENT

1. **BACKING ACDCIDENTS:** Responsibility for backing safely is entirely the Driver's. Backing is dangerous only if the Driver neglects to make sure the way is clear, during the entire movement. Backing should be avoided as much as possible.
2. **INTERSECTION ACCIDENTS:** Stoplights, stop signs or right-of-way is not protection against collision with violators, funeral processions, fire, police, or ambulance vehicles.
3. **PEDESTRIAN ACCIDENTS:** Whether pedestrians have the right-of-way or are jaywalking, pedestrian accidents should not be decided unavoidable, unless searching investigation fails to uncover anything that the Driver could have done to prevent the accident.
4. **REAR-END COLLISIONS:** Such collisions with the rear of the vehicle to the rear strikes your vehicle when caused by sudden stops at intersections, grade crossings, passenger stops, when preparing to turn or park, or when improperly parked or allowed to roll back before starting, are seldom excusable. Most rear-end collisions can be avoided by foresight in controlling speed and allowing sufficient following distance. Watch the traffic situation ahead of the vehicle ahead so you can anticipate the need to stop. Stop gradually-not suddenly.
5. **TRAFFIC LANE ENCROACHMENT ACCIDENTS:** Such accidents result from passing, weaving, squeeze plays, shutouts or entering a line of moving traffic. Such accidents are caused by trespassing on the right of others to move in a straight line without interference.
6. **ACCIDENTS RESULTING FROM MECHANICAL CONDIITON:** Any accident blamed on mechanical failure that reasonable and prudent attention could not have foreseen but was not reported for repair, including any accident blamed on mechanical failure as the result of a Driver operating his vehicle more than its mechanical limits or from mechanical failure that resulted from a Driver's rough or abusive handling.
7. **ACCIDENTS WITH FIXED RAIL VEHICLES:** Any accidents blamed on mechanical failure that reasonable and prudent attention could not have foreseen but was not reported for repair,

- including any accident blamed on mechanical failure as a result of a Driver operating his vehicle in excess of its mechanical limits, or from mechanical failure that resulted from a Driver's rough or abrasive handling.
- 8. COLLISIONS WITH STATIONARY OBJECTS, NON-COLLISION ACCIDENTS, UNATTENDED VEHICLE ACCIDENTS AND MISCELLANEOUS ACCIDENTS:** Accidents involving scraping or striking curbs, buildings, signs, trees, posts, bridges, parked vehicles and overhead obstructions and accidents resulting from overturning, running off the roadway or colliding with stationary objects sometimes are caused by taking emergency action to avoid another accident. However, investigation usually reveals that the Driver was not driving defensively prior to that instant. If he had, he would not have placed himself in a position where emergency action became necessary. *TO AVOID TIGHT SPOTS. PROFESSIONAL DRIVERS DON'T DEPEND ON THEIR SKILL TO GET THEM OUT OF TIGHT SPOTS. THEY DEPEND ON THEIR JUDGEMENT.*
- 9. ACCIDENTS BLAMED ON ADVERSE WEATHER CONDITIONS:** rain, fog, snow, sleet, or icy pavement do not cause accidents, but add more hazards to driving, and make the normal hazards worse. Accidents blamed on skidding or bad weather conditions are classed as preventable, because they can be prevented by reducing speed, or most important, stopping entirely if the going gets too tough to continue safely.
- 10. PARKING ACCIDENTS:** Unconventional parking locations, including double parking, failure to put out warning devices, etc., generally constitute evidence for judging an accident preventable. Rollaway accidents from a parked position.

CONDUCT AT AN ACCIDENT

When Drivers or owner operators are involved in an accident, they shall immediately notify the police, fire, ambulance, etc. and contact the Dispatcher for instructions. Drivers or owner operators shall not admit to accident responsibility, shall attend to any injured persons, notify the police as required, and provide the authorities with any documents requested.

ACCIDENT REPORTING

When you are involved in an accident, refer to the Driver's Accident Report Kit in the Drivers Binder for the steps to follow. Complete the information in the Driver's Accident Report Kit. Use the disposable camera to take pictures of all damage. The cameras are to be included with the returned Accident Report. It is very important that you take lots of pictures of the accident scene, property damage, vehicles involved and area of accident

If necessary get the other party's name, addresses, phone numbers, year & make, license plate numbers, and any other insurance company information. If any witnesses, get their names, address and phone numbers. Provide the other person(s) with the appropriate information. Obtain a copy of the police report or ask for an address or phone number, also include the officer's name and badge number.

10. DISCIPLINARY PROCEDURES

PASSENGERS

No Driver or owner operator shall be permitted to allow anyone except employees of Hunter Express US Inc. who are on duty or other transport Drivers broken down on the highway into their unit. If a passenger must accompany the Driver or owner operator, a letter of authorization from the Safety & Compliance coordinator is required.

Failure to Comply: Subject to Dismissal.

ACCIDENTS

Preventable accidents will result in disciplinary action that may range from reprimand to dismissal according to the seriousness of the accident, the degree of negligence or carelessness and/or frequency of accidents.

Failure to report all accidents as soon as possible: Subject to Dismissal.

EQUIPMENT

Failure to do a full Pre-Trip Inspection:

Failure to properly secure cargo and equipment:

Failure to report Mechanical Defects in equipment, if know:

Failure to duly complete paper work as required (other than Bills of Lading)

1st Offence: Written Warning

2nd Offence: 3 Days off

3rd Offence: Subject to dismissal

HOURS OF SERVICE

Driving in excess of 8 hours without half hour off duty in the first eight hours (in US):

Driving in excess of 70 hours in Eight (8)

Failure to complete E-Log correctly:

Failure to certify E-Logs at the end of each week:

Falsifying E-Log:

1st Offence: Written Warning

2nd Offence: 3 Days off

3rd Offence: Subject to Dismissal

DRIVERS MANUAL ACKNOWLEDGEMENT SHEET

I, the undersigned, acknowledge that I have read and understand the contents of this Drivers Manual, and that the Drivers Manual will be retained in my vehicle at all times for reference purposes.

Name:

Signed by:

Date:



Hunter Express US Inc. Driver Hiring Criteria

New Drivers (0 - 6 months)

- 1) Minimum age: 25 years
- 2) Must have clean abstract.
- 3) No DUI or drug convictions in the last five years.
- 4) No Preventable collision in the past 3 years period.
- 5) No criminal convictions
- 6) New employee will then be assigned to a city driver for 2 weeks, for training and evaluation. First week he will be on the passenger seat, second week he will be driving.
- 7) Once the city driver has passed this employee he will be assigned with a co-driver and drive as a team to Montreal switch for two weeks.
- 8) Once the co-driver has passed this employee (Using the attached road test sheet) he will then be road tested by company official.
- 9) He then will be going through Safety Training: Defensive Driving, Smith System or related course, Truck and Trailer P.T.I and Transportation of Dangerous Goods
- 10) Once employee passes he will then be assigned with a co-driver and drive as a team for 6 months.
- 11) No physical issue that might impair from operating vehicle, dolly leg and closing trailer doors.

Nasir Awan

Director Safety and Compliance



Hunter Express US Inc. Driver Hiring Criteria

For Company and Owner-Operator drivers

- 1) Minimum age: 25 years.
- 2) Must have a minimum of 1-year of transport truck experience under an "A" license.
- 3) No more than 2 points on the Driver Abstract (no DUI at any time).
- 4) No Preventable accidents in the past 3 years.
- 5) Must pass Driving Test (On road).
- 6) With respect to Owner-Operators, no more than 2 trucks are permitted with the owner driving the first truck.
- 7) All Owner-Operator trucks must pass a pre-hire inspection by the Hunter Express US Inc. repair shop ("JBH Truck Repair") or an authorized on-site mechanic in the Hunter Windsor Terminal.
- 8) Owner-Operator equipment cannot be older than 7 years.
- 9) Final approval of any additions must be signed off by Hunter Express US Inc. senior management.
- 10) No physical issue that might impair from operating vehicle, dolly leg and closing trailer doors.
- 11) No Criminal convictions.
- 12) Must have acceptable references for the previous 5 years.

Nasir Awan

Director Safety and Compliance

Driver Evaluation Form (Road Test)

Driver Name: _____ License #: _____

Pre-Trip Inspection Check List

General condition of vehicle ☐ Yes ☐ No	Operation of parking and service brakes ☐ Yes ☐ No
Steering ☐ Yes ☐ No	All lighting devices and reflectors ☐ Yes ☐ No
Condition of tires ☐ Yes ☐ No	Horn and windshield wipers ☐ Yes ☐ No
Rear view mirror adjustment ☐ Yes ☐ No	Emergency equipment ☐ Yes ☐ No

Placing Vehicle in Operation

Uses seat belt ☐ Yes ☐ No	Starts vehicle properly ☐ Yes ☐ No
Checks traffic patterns ☐ Yes ☐ No	Does not allow vehicle to roll while stopped ☐ Yes ☐ No
Drives with both hands on wheel ☐ Yes ☐ No	Steers smoothly ☐ Yes ☐ No
Maintains proper speed for conditions ☐ Yes ☐ No	Drives within speed limit ☐ Yes ☐ No

Backing and Parking

Stops in correct position ☐ Yes ☐ No	Avoids backing from blindside ☐ Yes ☐ No
Gets out of vehicle and checks entire area, including overhead before backing ☐ Yes ☐ No	
Uses mirrors properly ☐ Yes ☐ No	

Intersections

Prepares to stop vehicle if necessary, even if traffic signal is green	☐ Yes ☐ No
Checks in all directions for traffic conditions	☐ Yes ☐ No
Stops vehicle in proper location when required	☐ Yes ☐ No
Does not allow vehicle to roll when stopped	☐ Yes ☐ No

Turning

Makes sure vehicle is in proper lane for turn	☐ Yes ☐ No
Signals intention to turn well in advance	☐ Yes ☐ No
Approaches turn at proper speed	☐ Yes ☐ No
Checks traffic conditions and turns only when intersection is clear	☐ Yes ☐ No
Keeps vehicle in proper lane during turn	☐ Yes ☐ No

Passing

Only passes in safe location, where legally permitted	☐ Yes ☐ No
Checks ahead and behind to make sure passing room is adequate	☐ Yes ☐ No
Warns vehicle ahead of intention to pass	☐ Yes ☐ No
Uses directional signals properly	☐ Yes ☐ No
Leaves sufficient space between vehicles before moving back into lane	☐ Yes ☐ No
Does not exceed speed limit	☐ Yes ☐ No

Cell Phones

Uses only when safely stopped off street or highway	☐ Yes ☐ No
---	--

Summary & Recommendations (check appropriate recommendation and write in additional recommendations, if warranted)

☐ Passed;	☐ Trained on Mirror Adjustment
☐ Failed; Re-Test in _____ months/weeks	☐ Trained on Brakes Adjustment
Comments: _____	

Signature of Tester

Name of Tester

Date (DD/MM/YYYY)

Vehicle Accident/Collision Procedure

The company safety strategy targets education, training, prevention and correction. We have an obligation to properly instruct and monitor to ensure that our drivers are well trained on a regular basis.

We take our commitment seriously, always looking for ways by which to improve on safety.

All vehicle accidents/incidents are reviewed by the Accident Review Committee and determine if accident is Preventable or Non-Preventable. The criteria used to determine preventable is whether or not the accident/incident could have been avoided by reasonable and responsible action on the part of Hunter Express US Inc. driver/owner operator.

If accident is found to have been preventable the driver will be interviewed by Health and Safety Manager and will determine if additional training is required.

In extreme situation, immediate disciplinary action may be required

The goal is to reduce accident of 25% and 10% after that

Nasir Awan

Director Safety and Compliance

Accident Worksheet

Driver needs to call 911.

In the event of an accident where another vehicle is involved we MUST send our driver for the Post Accident Drug Testing.

Please call NorDrux (905 502-6161) to arrange Post-Accident Drug testing.

Follow up with an email to service@nordrux.com

In case of serious accident also call Nasir Awan – Cell: 647 609 5269 if Nasir is not reachable call Asad at 313 600-9370
Should the accident be minor in nature DO NOT call insurance or Nasir Awan. Send this form and Pictures to claims@hunterexpress.ca

Instruct Driver to

1. Call Police (911) and get the accident report number.
2. Take at least 30 pictures of vehicles involved in accident and scene of the accident, videos will help as well.

Date: _____ Time: _____

Driver Name _____ Unit # _____ Trailer # _____ Tel: _____

Location: _____

(HWY #, Direction of Highway, Nearby city, State)

Please Circle all that apply.

Injuries: YES NO **Fatality** YES
NO

Weather conditions: Clear Snow Fog Rain

Road conditions: Dry Wet Snow Icy

Visibility conditions: Daylight Darkness Artificial Light Dusk

Description of accident:

Please Circle all that apply

Is vehicle damaged:	YES NO	Road Side Service Req	YES NO
Other Vehicle involved in Accident:	YES NO	Are You Injured	YES NO
Any hazardous spill (fuel, oil, antifreeze):	YES NO	Is vehicle drivable	YES NO
Is Tow Truck Required:	YES NO	Police on Scene	YES NO
Is our driver Charged	YES NO	Is other driver Charged:	YES NO

Witness, if any, get

Name: _____, phone number # _____ Email: _____

Third Party information:

Driver Name _____ Tel: _____ email: _____

Driver's License number: _____ Pro/State of Issue: _____ License Type: _____

Vehicle information: _____

Make

Model

Year

License Plate#

Instruct our driver to take Pictures of

- | | |
|------------------------------|---------------------------------|
| 1. Scene of the accident | 2. Damage to other vehicle |
| 3. Damage to own vehicle | 4. Other vehicles License plate |
| 5. Other Driver's License | 6. Other Vehicle Ownership |
| 7. Other Vehicle's Insurance | |

1. Get Company name (if commercial truck): _____

2. Get Contact details of the company: _____

Name

Designation

Tel#

Ext:

Cellular Phones at Work Policy

Intent

Hunter Express US Inc. has adopted this policy to govern the use of cellular phones in the workplace. This policy is intended to cover cellular telephones, PDAs, Blackberries, two-way radios, and all other forms of portable communication devices. For the purposes of this policy, all communication devices shall be referred to as "cellular phones".

Guidelines

- Hunter Express US Inc. employees are directed to utilize their personal or company-supplied cellular phones for business purposes only during regular business hours.
- Employees are expected to exercise the same discretion in using personal cellphones as they use with company phones, excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others.
- Employees are directed to avoid making or receiving personal calls, or the method of text messaging during work time, and use personal cellular phones only during scheduled breaks or lunch periods in non-working areas.
- Personal calls should be made during non-work time, and employees should ensure that their friends and family members are instructed of this policy.
- Hunter Express US Inc. is not liable for the loss of personal cellular phones brought into the workplace.
- Hunter Express US Inc. strictly prohibits the use of cellular phones or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm's way at such work environments.
- Hunter Express US Inc. employees are strictly prohibited from using cellular phones for any other available purpose (e.g. internet access, gaming, texting, music) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.
- Hunter Express US Inc. employees are strictly prohibited from using any cellular phone or similar device as an unauthorized media storage device for the storage or transportation of Hunter Express US Inc. business information.

Use of Mobile Phones While Operating a Motor Vehicle

- Hunter Express US Inc. strictly prohibits the use of mobile phones, and PDA's while operating Hunter Express US Inc. owned and operated vehicles, or while operating a vehicle on Hunter Express US Inc. business.
- The use of hands-free mobile phones should be kept to a minimum when driving.
- To make or receive calls:
 - Pull over and stop;
 - Use voice mail and respond to the call at a safer time; or
- Employees are solely responsible for any fines and or charges laid by the authorities for illegal use of a phone or PDA while operating a vehicle in the course of their employment. Employees who choose to violate the policy will face disciplinary measures up to termination, or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were using their cell phone while driving, and the employer is sued.

Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understand the Cellular Phones at Work Policy of Hunter Express US Inc., I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy as well. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including the termination of my employment, and any legal action pursued by Hunter Express US Inc.

Name:	
Signature:	
Date:	

Monthly Maintenance Policy for All Hunter Express US Inc. Owner Operators

ATTENTION: All Owner Operators

This letter is to inform you that it is mandatory for all Owner-Operators to provide us with the maintenance reporting outlined below.

Monthly maintenance report must be submitted each month and must include a copy of the work orders and invoice of any parts/oil that were used. There is a 7-day grace period to hand in the report for the previous month. If there is no work done on the truck, then a copy of the report is still required to be dropped.

Three Months' Inspection report must be submitted each quarter and must include a copy of the invoice for the parts and work order for any work that was performed. There is a 7-day grace period to hand in the report for the previous three months.

Annual Safety report must be turned in by the end of the month in which the safety is due.

Failing to follow the policy outlined above will result the following:

First offence - written warning is issued and placed in the driver's record. Second offence – loss of safety bonus for all trips in the month of the missing report. Third offence – loss of dispatch.

1st Offence: Written Warning

2nd Offence: Loss of Safety Bonus for the month

3rd Offence: No dispatch for one week

4th Offence: May result in Termination

Meraj Aftab

General Manager

Rest Time for Drivers

Many truck drivers are not getting the necessary sleep to stay alert behind the wheel and drive safely. Fatigue has been labeled as the No. 1 reason for serious and fatal vehicular crashes.

The National Sleep Foundation suggests the following in an effort to get a better restful sleep period:

Try to maintain a regular sleep schedule, waking at the same time every day. Try to keep your "body clock" on the same schedule.

If you must take naps, try to take them at the same time each day.

Avoid stimulants like caffeine or sugar within six hours of bedtime. Don't drink alcohol close to bedtime or when you are sleepy.

Avoid smoking close to bedtime.

Try to relax close to bedtime, have a light snack.

Exercise on a regular basis, but not close to bedtime. Your body needs time to "wind down" from exercise.

Stay away from bed until you are ready to go to bed. Avoid sleeping pills or medication.

Here are a few suggestions to help combat that sleepiness while driving.

Get enough sleep the night before. Sleeping less than 6 hours increases your risk of falling asleep at the wheel. Don't drive when you are sleepy.

Schedule a break every 2 hours or every 100 miles. Get out of your truck and walk around the vehicle and stretch. Stop sooner if you become sleepy.

Protect Yourself from Heat-Related Illnesses

During the warm months many dangers exist for all people working outdoors, ranging from sun-damaged skin to fatal illnesses.

You should be aware that extended exposure to a hot environment can tax the body beyond its ability to cool. The effects of heat can be magnified in the very young, elderly, and those with medical conditions. By taking precautions and knowing the symptoms, you can help prevent the onset of heat-related illnesses such as heat cramps, heat exhaustion, and most dangerous, heat stroke.

Symptoms indicative of heat exhaustion, which is caused by the loss of large amounts of fluid and/or sweating, include: clammy and

moist skin, extreme weakness or fatigue, giddiness, nausea, headache, or fainting. Warning signs of heat stroke vary, but could include: an extremely high body temperature (above 103°, orally); red hot, and dry skin (no sweating); rapid, strong, pulse; throbbing headache; dizziness; nausea; confusion; or unconsciousness. Prompt assessment of these symptoms, and the delivery of appropriate first aid or emergency medical care are advised.

The following tips can aid in protecting you from extreme heat conditions:

- Monitor weather forecasts to determine when a "heat advisory" or "heat alert" is in effect;
- Drink 16- 32 ounces of cool fluids each hour when working outdoors, replace salt and minerals with electrolyte drinks;
- Do not rush, a slower but steady pace reduces stress on the body, avoid working in direct sunlight whenever possible, and take frequent breaks;
- Protect the face and head by wearing a wide-brimmed hat;
- Wear UV-absorbent sunglasses to protect the eyes;
- Perform most strenuous outdoor tasks during the morning, if possible;
- Wear loose-fitting, light-weight, light-colored clothing;
- Use a buddy system and check on employees often. Monitoring for heat-related symptoms increases the chances of avoiding illness;
- Avoid hot foods and heavy meals, since they add heat to the body. Also avoid caffeine and alcohol, due to their dehydrating properties.

Effective Mirror Use

A driver's ability to see objects around his/her truck is a critical element in everyday safety. Roads and traffic are constantly changing. A driver's field of vision could make the difference in avoiding a crash. One thing drivers can do to help ensure maximum vision is to effectively use their mirrors.

On today's heavily congested highways, effective mirror use plays an important role in helping drivers arrive at their destination safely. The following are tips on how to effectively use mirrors to help maximize vision around trucks.

- 1) **Make sure mirrors are properly adjusted.** If mirrors are not aligned properly, it is like wearing the wrong prescription glasses. During inspections, check to make sure all mirrors are properly adjusted and have not loosened.
- 2) **Clean windows and mirrors on a regular basis.** Dirt, frost, and other debris might inhibit a driver's ability to see clearly. Frequent window and mirror cleaning will help ensure clear vision on all sides of the truck.
- 3) **Develop a mirror check station.** *This will help ensure all mirrors are positioned properly. If properly implemented, a mirror check station can greatly reduce blind spots around a truck. For more information on mirror check stations, contact your Old Republic safety representative.*

Exercising Protective Driving Technique:

- Make sure mirrors are properly adjusted. Check mirrors for shifting/movement. Check mirrors for cracks/chips. Frequently clean your mirrors. Frequently check blind spots.
Develop a mirror check station.

Tipping/Falling Freight Injury Prevention

Most times, freight is secured to prevent damage in transit. However, it is common that freight may shift while moving down the road.

Shifting or unsecured freight presents an injury risk.

Cartons stacked to ceiling level may tip or fall. Tall, narrow crates may tip when securement devices are removed. Every employee who handles freight must recognize the hazards of falling or tipping freight.

Five Keys to Preventing Injuries Resulting from Tipping or Falling Freight

- **Use caution when opening trailer doors.** Always open both swing doors and roll up doors cautiously. Unsecured freight may have shifted, tipped or fallen against the door while in transit.
- **Identify the type of freight that may tip or fall.** Cartons stacked to the ceiling, tall narrow crates, double stacked pallets or appliances must be secured to prevent tipping or falling.

Recognize the

type of freight and the visual clues that indicate freight may tip or fall.

- **Never turn your back on unsecured freight.** Most injuries resulting from falling freight occur because of being surprised. Be aware of unsecured freight, don't get surprised! When unloading freight, beware of the loose items behind it.
- **Stabilize freight before removing securement.** Freight is commonly secured by rope, straps, load bars, bars or other securement device. Any time a securement device is removed, the freight must first be stabilized tipping or falling. Do not attempt to catch or stop extremely heavy freight from falling, get out of the way.
- **Ask for help.** If freight cannot be stabilized prior to releasing securement devices, ask coworkers for assistance to secure the freight and prevent tipping or falling.



Avoiding Low Clearance

The cost of repairing damage to topped trailers and topped tractors

starts at about \$1,000 per foot, and goes up from there. These collisions are very costly, and entirely avoidable. Use the following information to help you stay

away from this type of crash.

A professional driver should always know the height of his or her equipment and cargo.

1. Always make sure you have accurate directions into the customer location, as well as returning to the main highway. Many topped trailer collisions happen when the driver gets lost while looking for a customer location. NOTE: Stay off the Parkways in the eastern U.S.

These are for cars!

2. Look for visible clues signaling the danger of low clearances. Clues include signs, damage to front edge of the bridge, skid marks, or steep rising/ high crowned roadways. NOTE: Beware of ice on the roadway, arched bridges, slanted angles, potholes, recent paving, signs, utility boxes or pipes hanging

low beneath the bridge. Use extra caution at any railroad bridge. FURTHER NOTE: Remember the height difference of your trailer, arriving loaded at a customer location and leaving empty. The trailer may be as much as 3 inches or more higher when empty.

3. Use a proper approach to low clearance to avoid a collision:
 - a. Slow down to idle speed if necessary.
 - b. Use available visual sight tools, such as antennas, height sticks, mirrors, CB radio checks and visual checks.
 - c. Travel very slowly under the low clearance, be ready to stop and have window rolled down to listen for any unusual noises (scraping, metal on metal).
 - d. Use extra caution if any turns are necessary while under
 - e. the low clearance.
 - f. If passage becomes impossible, contact local authorities for help.
 - g. Avoid backing up or u-turns without assistance.
4. Watch for all types of low clearances, including: bridges, large branches, poles, signs, canopies, wires and awnings.
5. Although low clearances can be found almost anywhere, most topped trailer collisions happen in New York City and Chicago.
6. When using portable GPS navigation devices for routing/directions, make sure the device is using approved truck routes.
7. Remember, GPS systems are a great tool for finding unknown locations. However, GPS systems normally provide shortest routes available for standard automobiles. GPS systems will not necessarily know that you will fit on the routes provided with heights and clearances to meet your needs.



Are You In? AllIn?

In sports true fans are fans win or lose. Tiger Cat fans don't cheer for the Argos. Maple Leaf Fans have no time for the Calgary Flames. These people are all in when it comes to their team, no matter what. They live and breathe their team's sport.

It's the same in the trucking business. It takes a team to get the job done safely and bring home a win. For years, managers have used things like rules, regulations, laws, company policies and procedures to try and motivate proper behavior and good decision making on the part of employees, drivers included. These traditional motivators are designed to appeal to your sense of self interest. The idea is if you do things the way the regulations allow, or the way company policy requires, things will go well. On the other hand, if you don't follow the rules or if you violate the law, things won't go so well. There could be consequences that may not be in your own best self interest. Ignoring the rules, regulations and company policies could get you fired, or could cause an accident. Unfortunately, many of us view things like regulations, company policies, and even our own self interest as something that we would compromise because something has a higher priority at the moment.

Examples could include:

Driving tired and over hours because if the load doesn't get there, you might be laid over for the night. Speeding in order to get home for a long weekend,

Answering cell phone while driving,

Taking eyes off the road ahead to reach for a can of soda, etc.

It's easy to confuse those priorities with the things that are really important in life. In meetings with professional drivers, they tell us that there are techniques they practice to avoid being involved in serious, preventable critical crashes.

Things like:

Having a proper speed for conditions

Yielding the Right of Way

Maintaining One Lane

Avoiding Distractions

Being Attentive to the Road Ahead

Reacting Properly to Hazards and

Having a Proper Following Distance.

Sleep Apnea

Obstructive sleep apnea (OSA) is a condition that causes a blockage of air while a person sleeps. This blockage is caused by soft tissues that are most commonly found in the back of the throat, but a number of other sources can produce similar effects.

OSA is defined as a lack of airflow into the lungs that lasts at least 10 seconds (often up to 30 seconds) in the presence of attempts to breathe. These spells can occur hundreds of times per night. A person will wake up in order to breathe. The condition is characterized as occurring at three levels: mild, moderate, and severe. A full night sleep study is the best tool to diagnose OSA.

Factors that identify individuals at higher risk for OSA include those who: are males, have a neck circumference greater than 17 inches, are known to snore loudly, are overweight, are over 40 years of age, and have any combination of diabetes, heart disease, or high blood pressure. Untreated OSA will cause a reduction in alertness, physical and mental performance, memory, and even mood. It worsens high blood pressure and diabetic control (elevated sugar levels), increases the risk for heart disease, and reduces the effectiveness of our own insulin. Drivers with OSA typically do not awake refreshed and may awaken with a headache. They can often become drowsy when physically inactive, such as sitting in a chair watching TV or reading a newspaper. The three cardinal symptoms are snoring, sleepiness, and reports by sleep partners of spells of not breathing or being unable to breathe (apnea).

Individuals receiving treatment for high blood pressure, diabetes, or heart disease often have a difficult time controlling these conditions due to the complicating effects of OSA. The conditions then often require multiple medications, which can lead to increased side effects and place the driver in a position of either not taking enough medication or taking too much. The greatest improvement in these conditions is found when severe OSA is properly treated.

The most common treatment for OSA is the use of a continuous positive airway pressure (CPAP) device, which will come with a mask that is placed over the nose to force air into the back of throat, keeping the airway open while sleeping. Recent studies have found nearly 50% of individuals with diabetes have some degree of OSA and up to 36% were graded moderate to severe.

OSA is an independent risk factor for stroke and death. It is independent of age, sex, race, smoking status, alcohol consumption status, body mass index, and presence or absence of diabetes, high cholesterol, heart disease, or high blood pressure. Long-term studies have found that treatment with CPAP significantly reduces the number of heart attacks in those with severe OSA.

CPAP is obviously not for everyone, as some cannot tolerate its use. Other treatments include oral devices designed by dentists to keep the throat open, a surgical procedure to remove loose tissue in the throat, or surgical placement of three small polyester rods into the back of throat to provide support and avoid collapse of the airway during sleep.

Some of the symptoms associated with OSA include:

- Snoring interrupted by pauses in breathing
- Poor concentration
- Restless sleep
- Gasping/choking during sleep
- Irritability
- Large neck size: >17"-men, >16"-women
- Excessive sleepiness during the day
- Memory loss
- Crowded airway
- Frequent urination at night
- Depression
- Sexual dysfunction
- Obesity

If you suspect you may have OSA, see your doctor. An evaluation by a doctor specializing in sleep disorders is recommended. Should you be diagnosed with OSA, there are many options available to assist with treatment. CPAP (Continuous Positive Airway Pressure) is one of the most common treatments. CPAP makes breathing regular, snoring cease, and restores a more restful sleep.

RAILROAD CROSSINGS

APPROACH WITH CARE; LOOK FOR ADVANCE WARNING SIGNS

Be alert and warn others that you are slowing down by **activating your four-way flashers**. Sometimes there are pavement markings, sometimes not.

Turn off your radio,

your climate control fan motor roll down your windows, to look and listen for an approaching train.

Commercial motor vehicles with marked or placarded hazmat loads must stop between 15 and 50 feet of the tracks. Look both ways, the same as approaching a busy intersection. Look and listen, lean forward to see around mirrors to get the best view of the tracks in both directions. Before you *move*, look and listen again, checking in both directions. Cross the tracks with care, using the highest gear that will let you cross all the tracks without shifting gears.

Do NOT STOP on Tracks! Time your crossing safely and account for the extra length

of your vehicle to cross all of the tracks safely.

WHAT STEPS DO I TAKE IF MY VEHICLE STALLS OR HANGS UP ON THE TRACKS?

Get out of your vehicle immediately, 12 million-pound trains cannot stop quickly and **it can take over 18 football fields or a mile for them to come to a complete stop.**

Upon immediate evacuation of your cab, walk in the direction of the oncoming train and away from the tracks at a 45-degree angle. If your vehicle is struck by a moving train the debris will spread out from the tracks in the same direction the train is moving. If safely possible locate the railroad's emergency number and **the DOT crossing identification number posted near the crossing. In some locations the posted numbers could be located under the cross buck or below the warning signals.** Call 911, the railroad's emergency phone number, or the local police. Tell them a vehicle is on the tracks, provide your location by giving the name of the road that crosses the tracks or the crossing number if posted.

Remember humped crossings and lowboy trailers do not mix, they tend to get high centered when trying to cross; reroute to the next smoother crossing. One of the biggest culprits for hang ups on tracks are the landing gear legs, remember to elevate them to the upmost position. Know all your surroundings of your vehicle, clearances at the top, below, and all sides



1. What should you do upon approaching a railway crossing?
2. What is a suitable stopping distance from your vehicle to nearest set of rails?
3. How would begin your cross over the railway crossing. Note your procedure step by step.
4. What should you do if your vehicle stalls or hangs up on the tracks?
5. Where might you locate the Emergency number and the DOT crossing identification number?

Stress & How to Cope With It

Drivers of commercial motor vehicles are considered professionals and are expected to be more perceptive and responsible than other drivers on our highways. As a professional driver you operate highly sophisticated equipment and must negotiate heavy traffic while meeting demanding schedules. To meet these challenges, as a professional driver you must be totally, 100 percent, committed to safety.

Most people take health for granted and overlook our maladies until the doctor tells us it is time for a life-style change or face the risk of contracting a serious life-changing condition. Your best chance at a future is making an investment in your health now. Good health is important to everybody but especially to professional truck drivers. Some health problems can prevent you from driving, permanently; and others can prohibit you from driving for weeks or months.

Driving a Commercial vehicle is physically and mentally demanding. Keeping yourself healthy will help you perform at the highest level possible. As a professional driver you would not start a trip in a vehicle that was not in excellent working order. So why would you want to start a trip in less than a 100 percent healthy body. If you are not in good working condition, you could become a danger to yourself and others.

A good place to start getting healthy is managing your level of stress. Anything that poses a threat to your wellness is a stress. Typically, "stress" is when we feel that we are faced with too much to handle, overwhelmed and cannot cope with the pressures placed on us.

Professional drivers deal with stress every day. Traffic, schedules, and enforcement are all stressors. Too much stress can cause high blood pressure, ulcers, heart disease, and other medical conditions not to mention what effects it has on your mental health. You can monitor your stress levels by paying attention to your body. Changes in your appetite, sleep habits, interaction with others, libido, or other biorhythms, could be signaling an increase in stress levels. Minor changes in sleep patterns, a change in the desire for food or sex are expected; but significant changes in sleep patterns, major changes in diet, or excessive anxiety may be symptoms of increased levels of stress.

To Help Deal With Your Stress

- Take care of yourself- get sufficient rest and eat right every day
- Relieve tension - take a walk or do some other physical activity.
- Share information about your stressful situations with others - speak with family, your supervisor, or a friend.
- Deal with what you can change and don't be stressed by things you have no control over.
- Try to stay calm - work on seeing things in a positive, optimistic way before attempting to identify solutions.
- Learn how to relax - forget your worries, even for a short period of time. Take time to do the things you enjoy.
- Get professional help if you need it- seek help and learn how to deal with stress before stress deals you bad health.



Loss of Control

Loss of control crashes are one of the most devastating losses your trucking company can experience. These collisions can occur at any location and at any time of the day. One of these losses can cost thousands of dollars in equipment damage, cargo damage, or even a life. Typically, these crashes involve failure to exercise proper safety procedures before, during, and after a trip.

Following distance and driver attention play a vital role in reducing the frequency of these collisions. It is important to remind your drivers at safety meetings or during discussion to follow the professional, safe driving rules to prevent loss of control crashes. Follow these simple rules to help reduce the risk of these crashes from happening.

- 1) **Always maintain a minimum six second following distance.** Increase your distance to seven, eight, or even nine seconds under adverse weather or traffic conditions. It takes a lot of time and distance to stop an 80,000 pound truck-over 300 feet at 80km/h on dry pavement. That number is increased when adverse weather conditions are present.
- 2) **Be aware of the existing weather and road conditions.** Icy roads, fog, and heavy rain and wind will greatly increase the likelihood of losing control of your vehicle. Try to anticipate road condition changes in advance and prepare for them as necessary. In adverse conditions, slow down and adjust your speed as needed.
- 3) **Never forget that you are a professional.** If conditions warrant, stop in a safe place. Proceed only when conditions improve enough for safe travel. Arriving at your destination a few hours late is better than not arriving at all.

The most frequent reasons for loss of control collisions are:

- Unable to judge safe speed for road Failure to anticipate objects on road Aggressive braking on a slippery road
- Unaware of conditions which cause jackknifing Poor cargo preparation
- Brake failure on a downgrade
- Too much/little tire pressure or tire blowout
- In cab distractions, such as dialing a cell phone Alcohol/drug use
- Illness, fatigue, and/or drowsiness Poor negotiation of curve

Get Back to Basics

Sprains and strains to the muscles, tendons and ligaments, and injury of the disks in the back are common injuries that are often avoidable, can cause severe pain that may result in an inability to do any type of strenuous activity. Be aware of the causes of back injuries and your lifting limitations. Remembering a few pointers on lifting techniques can help you stay healthy.

Lifting something too heavy is not the only cause of back injuries. Poor posture and physical condition can put stress on your back muscles and lead to a weak back.

Before lifting anything, you should size up the load.

Test the weight by moving a corner of the object.

Make sure that you have

a clear path to carry the load and a clear area to set it down. Get help to move items that are too heavy or bulky.

- Stand with your feet close to the object, and center yourself over the load. Bend your knees. This is the most important part of lifting. Your legs are designed to carry weight, and bending your knees allows your legs to lift and support the load. Get a good grip on the object with both hands. Straighten your legs to lift straight up in a slow, smooth motion. Keep your back straight.
- Hold the load close to your body. Do not twist or turn while carrying the load. Sudden twisting motions can cause excessive strain on your back. Instead turn by moving the position of your feet. Bend your knees again, keeping your back straight, as you lower the load to set it down.
- Know when mechanical lifting equipment should be used instead of manual lifting. Use the same lifting techniques to load the two-wheeler or cart. Loads on carts or two-wheelers should be pushed, not pulled to reduce stress on your back.



Summer Driving Hazards

Summertime is here, and the living is easy....really? Not so much for the professional drivers on our nation's highways. Summer is a time increased risk in several areas. Some of the issues drivers must deal with are shown below, along with some coping and driving tips.

Increased traffic of all types: Recreational vehicles, vacation travelers, motorcyclists and bikers all increase in summer, even other truck traffic, such as in the agricultural sector, increases. The increase in traffic creates more traffic hazards and a greater chance of accidents.

Two things a driver can do to survive summer traffic:

1. Exercise greater patience, knowing it may take longer to get to or through certain areas.
2. Trip Planning revisions. Consider routing around larger metropolitan areas, avoiding popular tourist destinations, and planning trips to avoid these congested areas on Friday afternoons as Sunday evenings.

Summer weather hazards: Many areas of the country are subject to summer weather hazards such as tornados, hurricanes, thunderstorms with heavy rain, wind and hail, extreme heat and other weather factors. Some of these conditions can create extreme driving dangers while others can create increased risk of substantial vehicle damage.

Two things drivers can do to reduce their risk of summer weather hazards:

1. Check weather forecasts daily on where you are and where you are going, take appropriate precautions, and stay in touch with your company regarding any potential problem areas.
2. Should a driver find themselves at imminent risk of a dangerous weather event, don't hesitate to seek appropriate shelter as soon as possible.

Driver Fatigue: Longer days, warmer weather and the desire to drive as many miles as legally possible in the summer all can contribute to increased risk of driver fatigue. Many critical crashes occur in summertime where the road and weather conditions were perfect. Why? Increased risk of driving while too fatigued is one likely answer.

Two things drivers can do to improve their odds of surviving the fatigue hazard:

1. Stay disciplined in your trip planning and sleep routine established during your career. Longer days and shorter nights never reduce the need for proper sleep.
2. Should the truck's air conditioning system breakdown, preventing the opportunity for good sleep, contact your company's maintenance program immediately to schedule repairs. Missing even one night of proper sleep can negatively affect a driver's alertness level.

MEMO

Attention: All drivers and Owner Operators.

Re: Winter Driving Tips

Winter / Extreme Weather driving training has just been completed. Please appreciate the efforts company has put in for your training.

Following is a summary of the winter driving tips.

1. Do not attempt to start or stop quickly.
2. Slow down! Reduced speed allows better traction and control.
3. Keep your eyes moving, do not stare at one point.
4. Do not make any quick moves.
5. Increase your following distance.
6. If precipitation is freezing on your windshield, then it will be freezing on ground as well.
7. Bridges and overpasses freeze first. Take foot off the acceleration.
8. Black ice forms in wet conditions with the temperatures dropping.
9. Never use cruise control.
10. Ramps are more tricky than other roads. Go 20 KMPH below the posted speed.
11. Use Axle Locks.
12. Make turnings slowly. No gear shifting while turning.
13. Follow the track created by other vehicles.

SLOW DOWN and INCREASE YOUR FOLLOWING DISTANCE.

Drive extreme carefully in winters, your family deserves it.



US DOT Rule Banning Cell Phone Use by CMV Drivers

FMCSA issued a final rule that restricts the use of hand-held mobile telephones by interstate commercial motor vehicle drivers (CMV) and intrastate hazmat drivers. The rule does not restrict or prohibit the use of hands-free devices. The final rule was published in the Federal Register on December 2nd, 2011 and will take effect on **January 2nd, 2012**.

The final rule prohibits CMV drivers from holding, dialing, or reaching for a hand-held cellular phone. This includes all push-to-talk functions. Hands-free use of a cellular phone is allowed. The ban does not prohibit or restrict the use of Citizen Band Radios, GPS, or fleet management systems.

Dialing - As defined by FMCSA, a driver is allowed to initiate, answer, or terminate a call by **touching a single button** on a mobile telephone or on a headset. This action should not require the driver to take his or her eyes off the road.

Reaching - FMCSA banned reaching for a cellular phone or hands-free device that is done in "an unacceptable and unsafe manner." Examples of this behavior would be reaching for a cellular phone on the passenger seat, under the driver's seat, or into the sleeper berth. To be in compliance with the rule, a driver must have a cellular phone and/or hands-free device within "close proximity" to his or her person.

Driver Penalties - Under the final rule, CMV drivers who are convicted of a hand-held cell violation twice within a three year period will be disqualified for 60 days. If convicted for a third violation within three years the driver will be disqualified for 120 days. Drivers will be subject to federal civil penalties of up to \$2,750 for each offense.

Special Note Regarding Texting – No driver shall engage in texting while driving. No motor carrier shall allow or require its driver to engage in texting while driving.

COMPANY POLICY

AS COMPANY POLICY DO NOT USE HAND HELD DEVICES WHILE DRIVING. EVERY DRIVER IS REQUIRED TO BUY A HANDS FREE DEVICE SUCH AS BLUE TOOTH OR EAR PHONE TO TALK ON CELL WHILE DRIVING.