



Progressive Discipline Policy – Hours of Service (HOS)

Hunter Express US Inc.

FMCSA-DOT & OSHA Compliant – United States

1. Purpose

- To promote full compliance with U.S. Federal Motor Carrier Safety Administration (FMCSA) Hours of Service (HOS) regulations.
- To establish a fair, consistent, and lawful progressive discipline process for HOS violations.
- To protect public safety, drivers, and the safety rating of Hunter Express US Inc.

2. Scope

- Applies to all company drivers and owner-operators operating under Hunter Express US Inc. authority in the United States.
- This policy applies to U.S. FMCSA HOS regulations only.

3. Regulatory Authority

- 49 CFR Part 395 – Hours of Service of Drivers.
- 49 CFR Part 390 – General Applicability.
- FMCSA CSA Safety Measurement System (SMS).
- OSHA General Duty Clause (29 USC §654).

4. Driver Expectations

- Drivers must comply with all FMCSA HOS regulations at all times.
- Drivers are responsible for monitoring ELD warnings and preventing violations.
- Failure to comply may result in disciplinary action up to and including termination.

5. HOS Violations Covered by This Policy

- 11-Hour Driving Limit.
- 14-Hour On-Duty Window.
- 30-Minute Rest Break Requirement.
- 10-Hour Off-Duty Requirement.
- 60/70-Hour Weekly Limits and Reset Violations.
- ELD tampering, disconnection, or log falsification.
- Improper use of Personal Conveyance.
- Driving as an unassigned or incorrect driver.
- Failure to produce or transfer ELD records during inspections.
- Any HOS violation cited during a roadside inspection.

6. Progressive Discipline Process

- First HOS Violation: Coaching and documented retraining. Driver may be placed out of service per FMCSA requirements.
- Second HOS Violation: Written warning, mandatory retraining, and temporary suspension from dispatch.
- Third HOS Violation: Termination of driving services.

7. Serious or Willful Violations

- Intentional falsification of logs or ELD records.
- ELD disconnection or tampering.
- Knowingly driving while out-of-service.
- Abusing Personal Conveyance to advance a load.
- Any HOS Out-of-Service violation resulting from willful conduct.

8. Immediate Action for Serious Violations

- Serious or willful violations may result in immediate suspension or termination.
- Management reserves the right to bypass progressive steps in cases of gross misconduct.

9. Fairness & Non-Retaliation

- Hunter Express US Inc. is committed to fair and consistent enforcement.
- Drivers will not face retaliation for reporting fatigue or requesting rest.
- Discipline decisions comply with FLSA and OSHA whistleblower protections.

10. Training & Documentation

- All disciplinary actions will be documented in the driver's qualification file.
- Drivers will receive retraining and written acknowledgment of violations.
- Records are retained per FMCSA requirements.

Policy Administration

The Director of Safety & Compliance is responsible for administration, interpretation, and enforcement of this policy.