



Driver Safety & Risk Management Program

Company: Hunter Express US Inc.

Effective Date: June 01-2026

Approved By: Balkar Jhutti - President

1. PURPOSE

To establish a structured framework to ensure driver safety, reduce risk, and maintain compliance with:

- **DOT (Department of Transportation – USA)**
- **MTO (Ministry of Transportation – Ontario, Canada)**
- **Commercial Insurance Requirements**

2. SCOPE

This SOP applies to:

- All drivers (company and owner-operators)
- Dispatch personnel
- Safety and compliance staff
- Fleet management team

3. REGULATORY FRAMEWORK

DOT (U.S.) Requirements

- FMCSA regulations (49 CFR Parts 382, 383, 391, 392, 395, 396)
- Hours of Service (HOS)
- Driver Qualification Files (DQF)
- Drug & Alcohol Testing (Part 382)

MTO (Ontario) Requirements

- NSC (National Safety Code)
- Commercial Vehicle Operator's Registration (CVOR)
- Hours of Service (Ontario Regulation 555/06)
- Vehicle Inspections (Daily & Annual)

Insurance Requirements

- Driver screening and training
- Claims reporting procedures
- Loss prevention programs
- Incident documentation

4. ROLES & RESPONSIBILITIES

Safety Manager

- Ensure compliance with DOT, MTO, and insurance policies
- Maintain driver safety records
- Conduct audits and safety reviews

- Investigate incidents

Dispatch Team

- Assign loads in compliance with HOS
- Monitor driver fatigue and route risks

Drivers

- Follow all safety regulations
- Perform inspections and reporting
- Maintain valid licenses and documents

5. DRIVER HIRING & QUALIFICATION

5.1 Pre-Employment Screening

- Valid CDL/AZ license verification
- Minimum 2–3 years experience (recommended)
- Clean driving abstract (MVR/CVOR check)
- Criminal background check
- Reference checks

5.2 Driver Qualification File (DQF)

Maintain for each driver:

- Application for employment
- Copy of license
- Medical certificate
- Road test records
- Annual review documents

6. DRIVER TRAINING PROGRAM

6.1 Mandatory Training

- Defensive driving
- Hours of Service (HOS) compliance
- ELD usage
- Load securement
- Accident reporting procedures

6.2 Frequency

- Orientation: Before driving
- Refresher: Annually
- Remedial: After incidents or violations

7. HOURS OF SERVICE (HOS) COMPLIANCE

DOT

- 11-hour driving limit
- 14-hour on-duty window
- 60/70-hour weekly limit

MTO (Ontario)

- 13-hour driving limit
- 14-hour on-duty limit
- 16-hour elapsed workday

Monitoring

- Use **ELD systems**
 - Daily log audits
 - Violation alerts and corrective actions
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8. VEHICLE INSPECTION & MAINTENANCE

8.1 Daily Inspections

- Pre-trip and post-trip inspections
- Report defects immediately

8.2 Scheduled Maintenance

- Preventive maintenance program
- Annual inspections (DOT & MTO certified)

8.3 Documentation

- Inspection records retained as per regulations
 - Maintenance logs updated regularly
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9. INCIDENT & ACCIDENT MANAGEMENT

9.1 Immediate Actions

- Ensure safety of all parties
- Notify emergency services
- Report to dispatch/safety within 1 hour

9.2 Documentation

- Photos and videos
- Witness statements
- Police report
- Driver statement

9.3 Internal Investigation

- Root cause analysis
 - Determine preventability
 - Implement corrective actions
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10. DRUG & ALCOHOL POLICY (DOT COMPLIANT)

- Pre-employment testing
 - Random testing program
 - Post-accident testing
 - Return-to-duty procedures
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11. DRIVER PERFORMANCE MONITORING

KPIs

- Accident frequency

- HOS violations
- Inspection violations
- Customer complaints
- Fuel efficiency (optional)

Tools

- Telematics (GPS, dashcams - SAMSARA)
- Safety scorecards
- Monthly performance reviews

12. DISCIPLINARY POLICY

Violations may result in:

1. Verbal warning
2. Written warning
3. Suspension
4. Termination

Examples:

- Repeated HOS violations
- Unsafe driving
- Failure to report incidents
- Substance abuse violations

13. INSURANCE & RISK MANAGEMENT

- Maintain required liability coverage
- Report all claims promptly
- Participate in insurer safety audits
- Implement loss prevention strategies

14. RECORD KEEPING & AUDITS

Retention Requirements

- Driver files: As per DOT/MTO regulations
- HOS logs: Minimum 6 months
- Accident records: Minimum 3–5 years

Internal Audits

- Quarterly safety audits
- Annual compliance review
- Insurance audit preparation

15. CONTINUOUS IMPROVEMENT

- Monthly safety meetings
- Driver feedback programs
- Ongoing policy updates
- Benchmarking against industry standards