



## **Owner-Operator Onboarding Policy**

### **Hunter Express US Inc.**

FMCSA-DOT & OSHA Compliant – United States

#### **1. Purpose**

- Establish a consistent and FMCSA-compliant onboarding process for Independent Contractor Owner-Operators operating under Hunter Express US Inc. authority.
- Ensure public safety, regulatory compliance, and clear contractual expectations.

#### **2. Scope**

- Applies to all Owner-Operators and internal staff involved in onboarding.
- Does not create an employment relationship.

#### **3. Regulatory Authority**

- 49 CFR Parts 390, 391 – FMCSA General and Driver Qualification Requirements.
- 49 CFR Parts 382 & 40 – DOT Drug & Alcohol Testing.
- FMCSA Drug & Alcohol Clearinghouse.
- OSHA General Duty Clause (29 USC §654).

#### **4. Independent Contractor Status**

- Owner-Operators are independent contractors and not employees.
- Nothing in this policy alters contractor classification.

#### **5. Pre-Qualification Requirements**

- Valid Class A CDL and DOT Medical Certificate.
- MVR dated within 30 days.
- PSP Report reviewed and approved.
- DOT Pre-employment Drug Test with negative result.
- Clearinghouse query completed.

#### **6. Road Test**

- DOT-compliant road test required pursuant to 49 CFR §391.31.
- Results documented and retained.

#### **7. Required Documentation**

- CDL and Medical Certificate.
- Proof of U.S. work authorization.
- EIN or SSN (as applicable).

- Proof of insurance and occupational accident coverage.
- Ownership or lease documentation for equipment.
- Annual DOT inspection certificate.

## **8. Orientation & Training**

- Mandatory orientation covering HOS, inspections, safety, and company procedures.
- Completion required before dispatch authorization.

## **9. Financial & Administrative Terms**

- Compensation and deductions governed exclusively by Independent Contractor Agreement.
- Deposits and deductible programs documented separately.

## **10. Non-Retaliation & Safety Rights**

- Owner-Operators may report safety concerns without fear of retaliation.
- Complies with OSHA 11(c) and FMCSA whistleblower protections.

## **11. Final Approval**

- Safety & Compliance must approve completed onboarding file before dispatch.
- Driver profile created in TMW and dispatch notified.