



Truck and Trailer Documentation Compliance Policy

Policy Statement

The Hunter Express US Inc. is committed to ensuring that all commercial motor vehicles operate in full compliance with **U.S. Department of Transportation (DOT/FMCSA regulations), Occupational Safety and Health Administration (OSHA) safety standards, and insurance requirements.**

All drivers are required to maintain complete, accurate, and up-to-date documentation for all trucks and trailers under their control. Documentation must be inspected during each **Pre-Trip Inspection (PTI)** and must be readily available for inspection by enforcement officers at all times.

Failure to maintain or present required documentation may result in regulatory violations, fines, out-of-service orders, and disciplinary action.

Purpose

To establish standardized requirements for vehicle documentation to:

- Ensure compliance with DOT/FMCSA regulations (49 CFR Parts 390–396)
 - Avoid roadside violations and penalties
 - Maintain operational readiness and legal compliance
 - Protect Hunter Express US Inc. assets and insurance coverage
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Scope

This policy applies to:

- All Hunter Express US Inc. drivers
 - Owner-operators
 - Contract drivers operating under Hunter Express US Inc. authority
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Regulatory Compliance

This policy supports compliance with:

- **FMCSA Vehicle Documentation Requirements (49 CFR Part 390 & 396)**
 - **International Fuel Tax Agreement (IFTA)**
 - **Insurance and vehicle registration requirements**
 - **Cross-border (U.S.–Canada) operational requirements**
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Driver Responsibilities

Drivers must:

- Verify all required documents during **Pre-Trip Inspection (PTI)**
- Ensure documents are:
 - Current
 - Complete
 - Properly stored in the cab

- Immediately report missing, expired, or damaged documents
 - Present documentation upon request by regulatory authorities
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Truck Documentation Requirements (Cab File)

The following documents must be present in the vehicle at all times:

- **Vehicle Registration** (signed and complete, both sides if applicable)
 - **Cab Card** (must be valid and not expired)
 - **Annual Safety Inspection Certificate** (valid for 12 months)
 - **Insurance Certificate (Proof of Insurance / Pink Slip)** (current and valid)
 - **U.S. DOT and MC Operating Authority Documentation**
 - **IFTA License** (valid and current)
 - **SCAC Code Authorization (for cross-border operations)**
 - Any additional permits required for specific jurisdictions or loads
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Truck External Compliance Requirements

Drivers must verify the presence and validity of:

- **Annual Safety Inspection Sticker** (valid and current)
 - **IFTA Decals** (proper year displayed)
 - **U.S. Customs (CBP) Decals (if applicable)**
 - **License Plate and Expiry Sticker**
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Trailer Documentation Requirements

Trailer File

- **Annual Safety Inspection Certificate** (valid for 12 months)
 - **Copy of the Trailer registration** (Both sides if Ownership is Canadian)
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Trailer External Compliance

Drivers must verify:

- **Annual Safety Inspection Sticker** (valid and current)
 - **Trailer License Plate** matches:
 - Registration
 - Safety inspection certificate
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Pre-Trip Inspection (PTI) Requirements

- Documentation must be verified as part of every PTI
 - Drivers must confirm:
 - Validity (not expired)
 - Accuracy (matching vehicle/trailer)
 - Presence of all required items
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Missing or Expired Documentation

If documentation is:

- Missing
- Expired
- Damaged or illegible

The driver must:

- Not operate the vehicle (if non-compliant with DOT requirements)
 - Notify dispatch and the Safety Department immediately
 - Await instruction before proceeding
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Cross-Border Compliance (U.S.–Canada)

Drivers operating cross-border must ensure:

- All required international permits and identifiers are present
 - Documentation aligns with:
 - CBP (U.S. Customs and Border Protection) requirements
 - Canadian regulatory requirements
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Inspection and Enforcement

The Hunter Express US Inc. may conduct:

- Random audits of vehicle documentation
- Pre-dispatch compliance checks
- Internal safety inspections

Non-compliance may result in:

- Roadside violations and fines
 - Out-of-service orders
 - Increased insurance risk exposure
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Training Requirements

All drivers must receive training on:

- Required vehicle documentation
 - Pre-trip inspection procedures
 - DOT compliance standards
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Non-Compliance

Failure to comply with this policy may result in:

- Disciplinary action
 - Suspension or termination of employment or contract
 - Driver responsibility for regulatory penalties (as permitted by law)
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Go-To Person for This Policy:
Safety Manager

Responsibility:

The Safety Manager is responsible for the implementation, monitoring, and maintenance of this policy.

Authorized by:
Balkar S. Jhutti
President