



Accident, Collision, and Incident Management Policy Hunter Express US Inc.

FMCSA-DOT & OSHA Compliant (United States)

6580 Inkster Rd Romulus, MI 48174, USA

Safety and Compliance Department

1/11/2026

This Document is a set of procedures and guidelines to follow in order to prevent accidents due to distraction. At Hunter Express US Inc., we are committed to safeguarding human life, customer load and company fleet equipment. We are committed to safeguarding the public on the roads by preventing accidents. This helps to bring excellence in service to our customers.

Distribution

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Purpose of the Policy

The purpose of this policy is to establish standardized procedures for the **prevention, reporting, management, and investigation of accidents, collisions, incidents, and injuries** involving company personnel, commercial motor vehicles (CMVs), and company operations.

Hunter Express US Inc. is committed to:

- Protecting human life and public safety
- Preventing accidents and injuries
- Protecting customer freight and company equipment
- Maintaining full compliance with **FMCSA and OSHA regulations**

Safe operation is a **condition of employment and operating authority**.

Regulatory Compliance

This policy is designed in compliance with, but not limited to:

- **49 CFR Part 390** – General FMCSA Requirements
 - **49 CFR Part 382** – Controlled Substances & Alcohol Testing
 - **49 CFR Part 391** – Driver Qualification
 - **49 CFR Part 392** – Driving of Commercial Motor Vehicles
 - **49 CFR Part 396** – Inspection, Repair, and Maintenance
 - **49 CFR §390.5** – Definition of “Accident”
 - **OSHA 29 CFR Part 1904** – Injury and Illness Reporting & Recordkeeping
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Scope

This policy applies to:

- All company drivers and owner-operators
 - All employees operating or riding in company-controlled vehicles
 - All supervisors and safety personnel involved in accident response or investigation
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Driver Responsibilities

Drivers are required to:

- Operate CMVs in full compliance with FMCSA regulations
- Practice defensive driving at all times
- Report immediately:
 - Accidents and incidents
 - Injuries or illnesses
 - Traffic citations or convictions (personal or company vehicle)
 - Roadside inspections
 - License suspension, revocation, or disqualification
- Cooperate fully with investigations and testing requirements

Failure to report required information may result in **disciplinary action up to and including termination**.

Definition of an Accident (FMCSA)

An **accident** is defined as any occurrence involving a commercial motor vehicle that results in:

- A **fatality**, OR
- **Bodily injury** requiring medical treatment away from the scene, OR
- **Disabling damage** requiring the vehicle to be towed

(49 CFR §390.5)

Required Driver Actions After an Accident

In the event of an accident or collision, the driver must **immediately**:

1. Stop safely and secure the scene
 2. Render reasonable assistance to injured persons
 3. Call **911** and law enforcement
 4. Deploy warning devices as required by **49 CFR §392.22**
 5. Notify Safety or Dispatch immediately
 6. Cooperate with investigating authorities
 7. Collect documentation:
 - Photos of vehicles, damages, roadway, and environment
 - Witness names and contact information
 - Police report number (if available)
 8. **Do NOT**:
 - Admit fault
 - Make statements to media or third parties
 - Speculate on causes
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Post-Accident Drug & Alcohol Testing

Post-accident drug and alcohol testing will be conducted in accordance with **49 CFR §382.303** when required.

Drivers must remain available for testing and must not consume alcohol until testing is completed or the required time window expires.

Accident Investigation

All accidents will be investigated by the Safety & Compliance Department to determine:

- Root cause
- Contributing factors

- Regulatory compliance
- Preventability

Corrective actions will be implemented to prevent recurrence.

Preventable vs. Non-Preventable Accidents

Preventable Accident

An accident is preventable if the driver failed to:

- Anticipate hazards
- Apply defensive driving techniques
- Adjust for traffic, weather, or road conditions

Non-Preventable Accident

An accident is non-preventable when the driver:

- Acted reasonably
- Followed defensive driving principles
- Took all possible actions to avoid the incident

Corrective Action & Discipline

Preventable accidents may result in:

- Coaching and retraining
- Written disciplinary action
- Suspension
- **Termination** (for major or repeated preventable accidents)

Major Preventable Accidents

Include, but are not limited to:

- Fatality
- Serious bodily injury
- Disabling damage
- Significant property damage

Major preventable accidents may result in **immediate termination**.

Injury and Illness Reporting (OSHA)

All work-related injuries or illnesses must be reported immediately and will be recorded in accordance with **OSHA 29 CFR Part 1904**.

Failure to report injuries promptly may result in disciplinary action.

Non-Retaliation

Hunter Express US Inc. strictly prohibits retaliation against any employee for:

- Reporting accidents or injuries
- Reporting safety concerns
- Participating in investigations

This policy complies with **OSHA whistleblower protections**.

Policy Enforcement

Compliance with this policy is mandatory and a condition of:

- Employment
- Driving assignment
- Continued operating authority

Failure to comply may result in disciplinary action up to and including termination.

The purpose of this document is set procedures and guidelines to follow in case of an accident. At Hunter Express US Inc., we are committed to safeguarding human life, customer load and company fleet equipment. We are committed to safeguarding the public on the roads by preventing accidents. This helps to bring excellence in service to our customers.



Accident Preventability Determination Policy

Hunter Express US Inc.

FMCSA-DOT & OSHA Compliant – United States

1. Purpose

- To establish a standardized, fair, and FMCSA-compliant process for determining the preventability of motor vehicle accidents.
- To promote defensive driving practices and continuous safety improvement.

2. Scope

- Applies to all company drivers and owner-operators operating under Hunter Express US Inc. authority.
- Covers all DOT-recordable and non-DOT-recordable motor vehicle incidents.

3. Regulatory Authority

- 49 CFR Part 385 & 390 – Safety Fitness Procedures and General Requirements.
- FMCSA Preventability Determination Guidance.
- National Safety Council (NSC) Preventable Accident Principles.
- OSHA General Duty Clause (29 USC §654).

4. Definition of Preventable Accident

- A preventable accident is one in which the driver failed to exercise every reasonable precaution to prevent the accident.
- Preventability is independent of fault, citations, property damage, or injuries.

5. Defensive Driving Standard

- Drivers are expected to anticipate hazards and compensate for unsafe actions of others.
- Defensive driving includes adjusting for weather, traffic, road conditions, visibility, and physical condition.

6. Accident Types Typically Considered Preventable

- Intersection, rear-end, and following-distance collisions.
- Backing incidents, fixed-object strikes, and roll-away accidents.
- Pedestrian, bicycle, and non-collision incidents.
- Passing and being-passed sideswipes.
- Cargo securement, load shift, and door or equipment failures.

7. Accident Review Process

- All accidents are reviewed by the Safety & Compliance Department.

- Available evidence includes inspection reports, police reports, driver statements, ECM/ELD data, and photographs.
- Preventability determinations are documented and retained.

8. Driver Rights & Responsibilities

- Drivers must promptly report all accidents and cooperate with investigations.
- Drivers may provide statements and supporting evidence for review.
- Retaliation for reporting accidents is strictly prohibited.

9. Corrective Action & Training

- Preventable accidents may result in coaching, retraining, or disciplinary action.
- Corrective actions are progressive and consistent with company policy and labor laws.

10. Documentation & Recordkeeping

- All determinations are maintained in accordance with FMCSA and OSHA recordkeeping requirements.
- Records are available for audits, claims defense, and safety performance analysis.

Policy Administration

The Director of Safety & Compliance is responsible for administering, maintaining, and enforcing this policy.



Alcohol Prohibition & Possession Policy

Hunter Express US Inc.

FMCSA-DOT & OSHA Compliant – United States

1. Purpose

- To ensure the safe operation of commercial motor vehicles by prohibiting alcohol possession and use.
- To comply with FMCSA alcohol regulations and OSHA safety obligations.

2. Scope & Applicability

- Applies to all company drivers, owner-operators, contract drivers, and drivers operating under Hunter Express US Inc. authority.
- Applies at all times while operating, occupying, or being responsible for a commercial motor vehicle.

3. Regulatory Authority

- 49 CFR Part 382 – Controlled Substances and Alcohol Use and Testing.
- 49 CFR §392.5 – Alcohol Prohibition.
- 49 CFR Part 390 – General Applicability.
- OSHA General Duty Clause (29 USC §654).

4. Policy Statement

- Possession of alcohol in any form is strictly prohibited in company vehicles, trailers, or on the driver's person.
- This prohibition applies regardless of whether the container is sealed, unopened, or legally purchased.
- Alcohol may not be transported, carried, stored, or consumed while operating or responsible for a CMV.
- Duty-free alcohol purchases may not be carried in a company-operated vehicle.

5. Prohibited Conduct

- Possessing beer, wine, spirits, or any alcohol-containing beverage in a CMV.
- Operating or being in control of a CMV with alcohol present in the cab or sleeper berth.
- Reporting for duty with alcohol in the driver's possession.

6. Consequences & Enforcement

- Any violation of this policy is considered a serious safety offense.
- Violations may result in immediate removal from service, disciplinary action, suspension, or termination of employment or contract.

- Law enforcement and FMCSA reporting requirements will be followed when applicable.

7. Non-Retaliation & Reporting

- Drivers are encouraged to report violations or concerns without fear of retaliation.
- Hunter Express US Inc. prohibits retaliation against individuals who report safety concerns in good faith.

Policy Administration

The Safety Manager and Director of Safety & Compliance are responsible for implementing, enforcing, and maintaining this policy.



Bill of Lading (BOL) Policy

Hunter Express US Inc.

FMCSA-DOT & OSHA Compliant – United States

1. Purpose

- To establish uniform procedures for the proper use, completion, and handling of Bills of Lading (BOL).
- To ensure compliance with FMCSA regulations and applicable U.S. transportation and commercial laws.

2. Scope & Applicability

- Applies to all company drivers, owner-operators, and contractors operating under Hunter Express US Inc. authority.
- Applies to all freight transported in interstate or intrastate commerce within the United States.

3. Regulatory Authority

- 49 CFR Part 373 – Bills of Lading.
- 49 CFR Part 390 – General Applicability.
- 49 CFR Part 392 – Driving of Commercial Motor Vehicles.
- OSHA General Duty Clause (29 USC §654).

4. Legal Status of the Bill of Lading

- The Bill of Lading is a legally binding transportation contract between the shipper and carrier.
- The BOL becomes effective once signed by the shipper and the carrier/driver.
- Drivers must ensure all information is accurate before signing any BOL.

5. Required Bill of Lading Information

- Shipper name and address.
- Consignee name and address.
- Origin and destination points.
- Description of goods and quantity or piece count.
- Gross shipment weight.
- Seal numbers and special handling instructions.
- Payment terms (prepaid, collect, COD).
- Date of pickup and delivery appointment details.
- Hazardous Materials information, if applicable.

6. Shipper's Load and Count (SL&C)

- Drivers must sign "Shipper's Load and Count" whenever loading is performed by the shipper.
- SL&C limits carrier liability for load count discrepancies when loading is not observed.

7. Alterations & Exceptions

- Any alteration, correction, or notation must be clearly written and signed or initialed by all parties.
- Exceptions for damage, shortage, or visible defects must be noted on the BOL before departure.
- Unsigned or undocumented changes are not permitted.

8. Declared & Extraordinary Value Shipments

- Declared value shipments must be clearly indicated on the BOL.
- Drivers must notify Dispatch immediately when a declared value is listed.
- Extraordinary value shipments (e.g., electronics, alcohol, tobacco) require special instructions and confidentiality.

9. Cash Collect (COD) Shipments

- COD shipments must be clearly marked on the BOL.
- Payment must be received in approved form (cash or certified funds) before unloading.
- Drivers must follow Dispatch instructions if payment is refused.

10. Refused Freight

- If a consignee refuses freight, drivers must contact Dispatch immediately.
- Freight may not be abandoned, re-consigned, or returned without authorization.

11. Driver Responsibilities

- Verify completeness and accuracy of the BOL.
- Maintain possession of BOL documents during transit.
- Submit BOLs with trip documentation as required.

12. Compliance & Enforcement

- Failure to comply with this policy may result in disciplinary action.
- Improper BOL handling may result in liability exposure, delayed payments, or regulatory violations.

Policy Administration

The Safety Manager and Director of Safety & Compliance are responsible for implementing, enforcing, and maintaining this policy.



Courtesy with Dispatchers and at the workplace

Purpose

To promote respectful communication, maintain a positive working environment, and ensure effective collaboration between drivers and dispatch personnel.

Scope

This policy applies to:

- All company employees
 - Company drivers
 - Owner-operators
 - Contract drivers operating on behalf of the Company
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Company Commitment

The Hunter Express US Inc. maintains a fully staffed dispatch department and provides **24/7 support** to assist drivers with operational needs. Drivers are encouraged to communicate concerns or issues through appropriate channels.

Responsibilities

Drivers and Operators:

- Communicate respectfully with dispatch at all times
- Raise concerns professionally and constructively
- Avoid the use of abusive, aggressive, or inappropriate language

Dispatch Personnel:

- Provide timely and professional support to drivers
- Maintain clear and respectful communication

Supervisors/Management:

- Monitor adherence to this policy
 - Address and resolve communication issues promptly
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Unacceptable Conduct

The following behaviors are strictly prohibited:

- Verbal abuse, threats, or harassment toward dispatch staff

- Use of offensive or inappropriate language
 - Aggressive or confrontational communication
 - Repeated refusal to follow reasonable communication protocols
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Reporting and Resolution

Drivers who experience concerns with dispatch communication should:

1. Report the issue to their supervisor or Safety Manager
 2. Provide clear details of the situation
 3. Allow management to investigate and resolve the matter objectively
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Disciplinary Action

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contract.

Go-To Person for This Policy: Dispatch Manager

Attachments: None

Responsibility:

The Dispatch Manager is responsible for the implementation, communication, and maintenance of this policy.

Authorized by: Balkar S. Jhutti - President



Damage to Trucks and Trailers

Policy Statement

Hunter Express US Inc. is committed to maintaining the safety, reliability, and proper condition of all trucks and trailers. All drivers, employees, owner-operators, and contract drivers are required to promptly report any damage identified during inspections or operation.

All major damage and any newly observed damage identified during the Pre-Trip Inspection (PTI) must be reported immediately through approved reporting channels, including company email or the designated mobile application.

Failure to report damage in a timely manner will result in the damage being attributed to the last driver who operated or handled the equipment.

Purpose

To ensure all damage to company equipment is properly documented, reported, and addressed in a timely manner, while maintaining accountability and preventing disputes regarding responsibility.

Scope

This policy applies to:

- All company drivers
 - Owner-operators
 - Contract drivers
 - Yard personnel and equipment handlers
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Responsibilities

Drivers and Operators:

- Conduct thorough pre-trip inspections (PTI) before operating any equipment
- Immediately report any damage observed, regardless of severity
- Submit reports through the approved company system (email or mobile app)
- Notify dispatch and/or gatehouse prior to leaving the yard if damage is identified

Dispatch / Gatehouse Personnel:

- Receive and document reported damage
- Ensure reports are communicated to maintenance and management

Safety Manager:

- Oversee policy enforcement and compliance

- Maintain records of reported damage
 - Coordinate corrective actions and follow-up
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Reporting Procedure

1. **During Pre-Trip Inspection (PTI):**
 - Inspect truck and trailer thoroughly for any visible damage
 - Identify both major and minor damages
 2. **If Damage is Found:**
 - Immediately report the damage using:
 - Company email, or
 - Company-approved mobile application
 - Notify dispatch and/or gatehouse before leaving the yard
 3. **Documentation:**
 - Provide clear details of the damage
 - Include photos where possible
 - Record date, time, and equipment identification number
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Accountability

- Any damage not reported during the Pre-Trip Inspection will be presumed to have occurred while under the responsibility of the last driver operating the equipment
 - Failure to report damage may result in disciplinary action
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Non-Compliance

Failure to follow this policy may result in:

- Driver accountability for damages
 - Disciplinary action, up to and including termination or contract review
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Go-To Person for This Policy: Safety Manager

Attachments: None

Responsibility:

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

Authorized by: Balkar S. Jhutti - President

