



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