



Driver & Contractor Discipline Policy

Hunter Express US Inc.
USDOT #2318362 | MC #791454
FMCSA-DOT & OSHA Compliant – United States

6580 Inkster Rd Romulus Rd, MI 48146, USA

Safety and Compliance Department

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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

Hunter Express US Inc. is required to operate in strict compliance with **Federal Motor Carrier Safety Regulations (FMCSRs)** and applicable federal, state, and local laws. This Discipline Policy establishes clear expectations, reporting requirements, and corrective actions for drivers, owner-operators, and contractors operating under Hunter Express US Inc. authority. Safe operation is a **condition of employment and continued operating authority**.

2. Regulatory Framework

This policy is established in accordance with:

- **49 CFR Part 383** – Commercial Driver's License Standards
- **49 CFR Part 390** – General FMCSA Requirements
- **49 CFR Part 391** – Driver Qualification
- **49 CFR Part 392** – Driving of Commercial Motor Vehicles
- **49 CFR Part 393** – Parts & Accessories (Load Securement)
- **49 CFR Part 395** – Hours of Service
- **49 CFR Part 396** – Inspection, Repair & Maintenance
- **OSHA 29 CFR §1904** – Injury & Illness Reporting
- **OSHA 11(c)** – Whistleblower / Non-Retaliation Protection

3. Applicability

This policy applies to:

- Company drivers
- Owner-operators
- Contract drivers and drivers employed by owner-operators

The term “**driver**” refers to any individual performing safety-sensitive driving activities under Hunter Express US Inc. authority and **does not imply employee status unless otherwise stated**.

4. Motor Carrier Safety Ratings & Public Records

FMCSA records all roadside inspections, violations, accidents, and enforcement actions. These records contribute to:

- **CSA Safety Measurement System (SMS) scores**
- Insurance underwriting
- Broker and shipper qualification
- Legal and public scrutiny

Maintaining strong safety performance is critical to continued operations, load availability, and financial stability.

5. Inspection Violations & Out-of-Service (OOS) Orders

5.1 Immediate Reporting

Drivers **must immediately notify Safety**:

- Upon receiving any roadside inspection
- Upon receiving any citation or warning
- Upon being placed **Out-of-Service**

Inspection and violation reports must be submitted to Safety **within 24 hours**.

5.2 Out-of-Service Compliance

- Vehicles or drivers placed OOS **may not operate** until:
 - All defects are repaired
 - Proof of repair is submitted
 - Safety releases the unit or driver
- **Jumping an OOS order** will result in **immediate termination**

Logbook-related OOS orders must be reported:

- At the time issued
- Again after the OOS time period has expired

All OOS violations are treated as **serious safety violations**.

5.3 Repairs & Proof

- Violations not resulting in OOS **must be repaired before the next dispatch**
- Proof of repair must be submitted and retained in the vehicle file
- Failure to correct violations results in **Safety Hold** status

6. Driver Vehicle Inspection Reports (DVIR)

Per **49 CFR §396.11**, drivers must:

- Complete daily DVIRs
- Certify repairs
- Ensure DVIRs match inspections and repair documentation

Non-compliance may result in Safety Hold or disciplinary action.

7. Hours of Service & Logbooks

- Logs and supporting documents must be submitted **no later than 13 days**
- Drivers exceeding submission limits will be placed on **Safety Hold**
- HOS violations discovered during roadside inspections are treated as **moving violations**

8. Moving Violations

Drivers must report **all traffic violations**, regardless of vehicle or appeal status:

- Notification to Safety immediately or next business day
- Written documentation submitted within **24 hours**

Failure to report violations may result in disciplinary action **up to termination**.

9. Load Securement (49 CFR §393.100-136)

Load securement violations are considered **acute FMCSA violations**.

Corrective Actions:

- **First offense:** Minimum 3-month probation
- **Second offense (within 12 months):** Minimum 12-month probation or termination
- **Violation while on probation:** Immediate Safety Hold or OOS until Reviewed

10. Driver Retention Standards

Drivers must maintain **acceptable CSA and safety history**, including:

- No more than **three moving violations** in 36 months
- No more than **two preventable accidents** in 36 months
- No serious preventable accidents including:
 - Fatalities
 - Serious injuries
 - Rollovers
 - Rear-end collisions

Serious preventable accidents may result in immediate termination.

11. Probation Requirements

Drivers placed on probation who repeat the same violation may:

- Be required to complete retraining
- Have probation extended
- Be placed OOS for a minimum of 3 days
- Have their lease or contract terminated

12. Progressive Discipline Process

Hunter Express US Inc. uses a **progressive discipline system** when appropriate.

Non-Serious Violations:

1. Documented verbal warning

2. Written warning
3. Termination

Serious Violations:

1. 3-day suspension
2. 5-day suspension
3. Termination

13. Immediate Termination (No Progressive Discipline)

Termination may occur immediately for:

- Unsafe operation of a CMV
- Violations of Drug & Alcohol Policy
- Possession of controlled substances in a CMV
- Acute FMCSA violations
- Jumping an OOS order
- Any action deemed an immediate safety risk

Management retains discretion to terminate for safety-related misconduct.

14. Non-Retaliation

Hunter Express US Inc. prohibits retaliation against drivers who:

- Report safety concerns
- Report injuries or incidents
- Cooperate in investigations

This protection is enforced under **OSHA 11(c)**.