

# Driver Safety Manual

*Safety Rules for Drivers*



As the second edition, this Driver Safety Manual shares our expert guidance, policies and procedures with our valued customers and their drivers, for use in their own operations.





## INTRODUCTION

This manual is designed to provide Haulin’ Jack Shipping Service’s customers’ drivers with safe work rules, policies, and procedures. Haulin’ Jack Shipping Service is committed to helping you and your employees conduct all operations in a manner that protects and preserves employee safety, health, security, and the environment. This means strict compliance with applicable safety and environmental protection laws and the everyday work practices that eliminate incidents, improve efficiencies, and reduce costs.

Please read this carefully and keep it handy for future reference.

Working together, we can eliminate incidents and create a workplace that provides the highest level of safety, security, and environmental protection.

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## COMPANY POLICY

Safety, health, and security are key business objectives. It is our belief that every collision, injury, and security incident is preventable. Working safely and responsibly is a condition of employment.

Employees at all levels of the organization are responsible and accountable for safely performing all work operations and protecting employees, customers, assets, and the general public.

Building and maintaining a culture that is committed to safety, health, security, and environmental protection will help us:

- Minimize or prevent personal injury, occupational disease, property damage, and/or damage to the environment.
- Meet applicable federal, state, and local regulations and exceed those requirements where the business warrants it.
- Reduce costs associated with injuries, collisions, theft, and future environmental cleanup liability.
- Improve worker productivity and morale.
- Promote a socially responsible image to the public and our customers.
- Ensure that all company assets, employees, and intellectual property are adequately protected.

Every driver will receive a **Federal Motor Carrier Safety Administration Handbook** and will need to return a signed acknowledgement to be held in their Driver Qualification File.

A worker must not operate mobile equipment unless the worker:

- (a) is trained to safely operate the equipment.
- (b) has successfully demonstrated competency in operating the equipment to a designated competent worker and was issued a certificate of driver's road test.
- (c) is familiar with the equipment's operating instructions.
- (d) is authorized by the company to operate the equipment.

## DRIVER RESPONSIBILITY

Your attitude and work practices go a long way toward creating a safer workplace and achieving environmental objectives and targets. You have a responsibility to yourself and to your co-workers to perform every work assignment in a safe and secure manner while being supportive of the company's environmental policy.

As a driver, you have a responsibility to:

- Help all newly hired employees understand the importance of driving and working safely:
- Observe all safety rules, safe driving guidelines, and safety and security-related work procedures at all times.
- Report and/or correct any work-related hazards immediately.  
Report and correct any environmental problems immediately.
- Report all hazardous roadways and conditions that may affect you or other drivers.

- Report all accidents, injuries, collisions, unsafe conditions, or unusual occurrences immediately to your supervisor.
- Properly use appropriate personal protection equipment, tools, machinery, or vehicles.
- Practice good housekeeping in your facility or vehicle.
- Suggest safety and environmental protection improvements where needed.
- Support company established environmental policies and programs.
- Participate in safety and health committees, safety meetings, training sessions, and inspections as appropriate.

Safety, health, and security activities are an important part of the work environment and must be integrated into your daily work operations. Collisions, injuries, and harm to the environment can be prevented if safety, health, security, and environmental standards and procedures are properly followed.

We view outstanding safety, health, security and environmental performance as a mark of employee quality and skill.

### **RISK ASSOCIATED BEHAVIOR**

Sub-standard safety and health performance (risk-associated behavior) can result in collisions and injuries. Risk associated behavior is not tolerated. Working safely is a condition of employment.

An employee's behavior is considered risk-associated when the:

- Employee or contractor safety training and knowledge of the company safety procedures and government regulations are documented.
- Employee or contractor violates these procedures in such a manner that the violation increases the risk of preventable injuries, illnesses, and collisions.
- Employee or contractor breaks guidelines or rules engages in horse play, failure to wear or abuse of selected PPE, or substance abuse.

### **CORRECTIVE ACTION**

When a company manager and/or Human Resources determines that an employee has engaged in risk associated behavior, management must take corrective action for the safety of all employees and the public.



***Important: Corrective actions must be uniform for violations resulting in collisions, injury, or illness and those in which no collision, injury or illness occurred. The primary purpose of the corrective action is to prevent future occurrences of risk associated behaviors and is not to penalize the employee for having a collision or injury.***

The extent of corrective action depends upon whether it is the employee's first, second, or third violation of risk-associated behavior within a rolling three year period. Any combination of risk-associated behavior related to non-compliance of company procedures, related government regulations, preventable collisions, or moving violations must be considered cumulatively for the purpose of determining the appropriate corrective action.

The following table provides guidelines for corrective action for first, second, and third incidents involving risk-associated behavior.

NO. OF INCIDENTS IN A ROLLING THREE YEAR PERIOD	CORRECTIVE ACTION
First	<ul style="list-style-type: none"> <li>• Provide verbal coaching on how risk-associated behavior could have been prevented.</li> <li>• Document the coaching in a letter to the employee and place it in his or her personnel file.</li> <li>• Provide remedial education and training to ensure the employee understands safe work practices. Remedial training should be provided immediately. If more extensive training is required, the training should be done within 14 days of counseling.</li> </ul>
Second	<ul style="list-style-type: none"> <li>• Suspend the employee without pay for a period of three days or 3% deduction of rate for 7 days.</li> <li>• Issue a warning letter to the employee. Inform the employee that additional disciplinary action, up to and including termination, can result from future risk associated behavior.</li> <li>• Require that the employee attend additional remedial training to correct the risk associated behavior and provide the manager with an action plan to eliminate risk associated behavior.</li> </ul>
Third	<ul style="list-style-type: none"> <li>• Terminate the employee.</li> </ul>

**Note: Always consult with Human Resources prior to initiating any of the above Corrective Actions. Management has the discretion to deviate from these steps if the behavior is serious in nature and creates an imminent hazard to employees or others.**

#### **CAPTAIN OF THE SHIP PHILOSOPHY (STOP WORK AUTHORITY)**

We empower every driver to act as “Captain of the Ship,” when immediate action is required to correct potentially unsafe conditions or situations. This means that drivers have both the right and responsibility to stop any work or activity, including driving duties, when they are unable to proceed safely. They have the right to do this without fear of retribution. Management will be supportive and will not pressure drivers to take unsafe risks.

Drivers are expected to take whatever actions are required to correct potentially unsafe conditions or situations when time does not permit resolution through normal levels of responsibility, as described in this policy.

Drivers are responsible for determining their general ability to work or drive safely. If conditions are or will prevent a driver from completing a task safely, they should notify their supervisor immediately and determine a proper and safe solution. Drivers are prohibited from driving under the following unsafe conditions, dangerous weather conditions, driver fatigue, illness, equipment failure, or other impairment including but not limited to drugs and/or alcohol.

Be aware that weather conditions sometimes change and improve rapidly. Therefore, drivers may be temporarily delayed in departing, depending on existing or continuing conditions. Drivers should report to their work location and decisions will be made regarding safe dispatch or operations.

**Note: If a driver decides to proceed under unsafe conditions, you may be held personally accountable for unsafe work practices or operating a vehicle during unsafe conditions.**

**If a driver has any questions, needs guidance, or clarification on the details of this policy, please contact a supervisor.**



## SAFETY RULES

### GENERAL

Drivers are expected to work accident, collision-and injury free. Working safely is a “condition of employment.” Drivers should:

- Come to work well rested. Driver fatigue is a major contributing factor in many collisions.
- Be familiar with your location’s emergency action plans. All drivers must meet with their supervisor to review their locations and/or vehicle’s safety work rules, building evacuation procedures, location of emergency/first aid equipment, and related procedures.
- Know the emergency contact phone numbers for your location’s doctor, fire department, police department, and your supervisor. Contact information should be posted by the telephones in all facilities and issued to all drivers.
- Know the location of fire extinguishers and fire protection equipment in your work facility or vehicle. If you are unfamiliar with its use, ask your supervisor for instructions.
- This is a no smoking work environment. Comply with all “No Smoking” rules and smoke only in designated exterior areas. No smoking is permitted in any Haulin Jack company vehicles.
- Walk only in designated pedestrian walkways, when available. Always look where you are stepping. Be alert for changes in elevation, spills, or other tripping hazards.
- Attend all employee/driver safety meetings, training sessions, or committee meetings as directed.

### DRIVING POLICY

We are committed to safety, service, and quality for both our employees and customers. Drivers are to operate company-owned leased or rented vehicles in accordance with the Driving Policy.

This company requires all drivers to operate company-owned, leased, or rented vehicles in a safe and economical manner following the policy outlined below:

- Company-owned, leased or rented vehicles are to be used solely for official company business. **Unauthorized use is grounds for immediate termination.**
- Vehicles are not to be operated unless they are in a safe operating condition.
- Drivers must be physically and mentally able to drive safely.
- Drivers must be licensed, qualified, and approved to operate specific types of equipment.
- Drivers must conform to all traffic laws and must maintain a safe speed and following distance, with allowances made for adverse weather and traffic conditions.
- Drivers must respect the rights of other drivers and pedestrians.
- Drivers may not use drugs or alcohol prior to, or while operating a company-owned, leased, or rented vehicle.



## SAFE DRIVING TECHNIQUES

- Drivers/employees must operate company vehicles safely, observing regulatory signs and traffic safety controls.
- Stay on your approved and authorized route. Route deviations are costly and expose you to known and unknown hazards.
- Drive with both hands firmly gripping the steering wheel (generally in the 10 and 2 o'clock positions). This will help to maintain control of the vehicle if you should incur a front axle tire blowout.
- Aim high. Look ahead 12-15 seconds or approximately quarter of a mile on the open road. In urban areas, look ahead two blocks. Being alert and looking ahead in the distance allows you to see everything in front of your vehicle, and to plan and react accordingly.
- Keep your eyes moving. Scan your mirrors every three to five seconds and never focus or stare at a single object for more than two seconds. Your vehicle is capable of traveling great distances while you are distracted.
- If sunlight glare or other intense light is limiting your vision, clean your windshield, use your sun visor, and consider wearing sunglasses. Avoid looking directly at the light source and try to focus temporarily on the lane lines/markers.
- All posted speed limits must be obeyed. Deliberately operating your vehicle in excess of this limit, tampering with the governor and/or facilitating adjustment of the governor will result in disciplinary action, up to and including termination.
- Operating speeds should always be adjusted and consistent with existing conditions, such as lighting, traffic, road and weather conditions. Never overdrive your personal line of sight. Drive at speeds that will allow you to come to a controlled stop within the area you can see.
- Posted speed limits are for optimum conditions, such as daylight, clear field of vision, clear weather, straight road, no construction, and/or light traffic. Incrementally decrease your speed as conditions deteriorate.
- Never over drive your headlights. Over driving your headlights means driving at speeds where you cannot see upcoming road hazards because your stopping distance is greater than the effective illumination of your headlights.
- Engage turn signals for a minimum of three flashes and re-scan your mirrors a final time to ensure clearance prior to changing lanes, merging, or turning.
- If faced with lane encroachment where there is potential impact from opposing traffic, always first look to go right in a "controlled and slowing maneuver." Use caution to remain on the roadway. Be aware that going to the left may expose you to opposing head-on impact and the lane that the opposing vehicle would be trying to return to.
- Approach intersections prepared to stop within the available sight distance, allow cross traffic to clear no matter if you have the right of way or not. Be established in the proper lane and do not change lanes while crossing intersections. Look left, right, left, and then right again before entering the

- When making right and left turns, signal your intentions early and position yourself in the most right-hand turn lane available. If going right, control traffic access to your right between you and the curb. When going left, stay in your lane and closely monitor traffic from your left.
- Be aware of low overhead clearances such as overpasses, awnings, canopies, low hanging utility wires, or tree limbs. Know the height of your vehicle.
- You shall not load equipment beyond its established load limit and shall not move loads which because of the length, width, or height that have not been centered and secured for safe transportation.
- Do not jump from the truck cab, the back of a van or trailer, the “catwalk” area behind the cab, or from any other part of a vehicle. When entering or exiting a vehicle, always use the “three points of contact” method.

### **DISTRACTED DRIVING**

Accident reports conclude that on average, 80% of all collisions and 68% of all rear-end collisions are caused by distracted driving.

Below is a list of the Top 10 Driving Distractions.

While driving, avoid:

1. Using your cell phone to talk or text.
2. Programming your GPS
3. Eating
4. Adjusting the radio
5. Retrieving items from the floor or back seat
6. Lighting/smoking cigarettes while driving.
7. Engaging in a conversation with passengers
8. Reading billboards or outdoor signs
9. Gawking at accidents
10. Communicating/waving to known pedestrians

### **TRANSPORTATION OF HAZARDOUS MATERIALS**

Drivers are responsible for understanding and complying with the Department of Transportation (DOT) regulations governing the transportation of hazardous materials.

Regulations require that drivers are able to:

- Recognize hazardous materials and the hazards associated with the material or its packaging.
- Check the accuracy of labels and markings on hazardous material items and bills of lading.
- Identify the correct placard required for the load.
- Understand and use emergency response information.
- Determine if the load is properly secured and ready for transportation.
- Explain the method of securement that is appropriate for the particular material being transported.
- Protect themselves and others in the event of an emergency.

**Federal law requires that employees involved in the transportation of hazardous material receive the required training prior to their initial assignment and every three years thereafter.**

### **FIREARMS / WEAPONS**

To ensure that we maintain a workplace safe and free of violence for all employees, customers and guests, the company prohibits the possession or use of weapons on company premises or property, including company-owned, leased, or controlled vehicles, except where allowed by law.

Weapons include, but are not limited to, firearms, explosives, knives and other weapons that could cause harm.

**Note: Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.**

### **FATIGUE MANAGEMENT**

No driver shall operate a vehicle on company business, and management shall not knowingly require or allow an employee to operate a motor vehicle if the driver's ability or alertness is impaired from fatigue, and potentially unsafe to operate a motor vehicle. The company's "Captain of the Ship" philosophy applies to fatigue management.

**Note: Failure to comply with this policy will result in disciplinary action up to and including termination of employment.**



### **HOURS OF SERVICE (HOS)**

- Drivers are required to document their hours of service (HOS) activities "accurately," and as legally required by Federal Motor Carrier Safety Regulations [FMCSR].
- The company will never ask a driver to violate HOS regulations under any circumstances.
- Intentional "fraudulent" HOS documentation will result in disciplinary action, up to and including termination.
- HOS violations within a rolling 36-month period will be considered Risk Associated Behavior (RAB) and will result in disciplinary action up to and including termination. Furthermore, this involves the strict 11-hour driving rule, 14-hour on-duty rule, and the 60/70-hour rules.
- Driving safely is primarily a driver's responsibility. If you are running late, stay late. Do not hurry to make-up time and take unnecessary risks.
- Drivers are required to allow and document a minimum of 15 minutes each for the completion of a pre-and post-trip vehicle inspection. Specialized equipment may take longer.
- Drivers must submit manual duty logs and download on-board computer data on a daily basis or before their next departure.
- When exempt from ELD logging, driver must fill out daily time sheets and comply with all FMCSA short haul rules & regulations.

## DRIVER REQUIRED REPORTING

In addition to prompt reporting of all accidents, collisions, work-related injuries or unsafe conditions, drivers are required to report the following occurrences to their supervisor/manager within 24 hours:

- Receipt of any traffic citation (personal and/or company vehicle)
- Conviction of any traffic violation
- Suspension, revocation, or cancellation of a driver's license or loss of the right/disqualification to operate a commercial motor vehicle.
- Receipt of any roadside inspection, regardless of the outcome

If receipt is not provided at the scene, request the inspector's business card and/or inspection case number in the event your supervisor decides to make an official follow-up inquiry.

***Note: Failure to promptly report these to your supervisor will result in disciplinary action, up to and including termination.***

## INJURIES AND ILLNESSES

All work-related injuries must be reported immediately to your supervisor. Failure to do so in a timely manner may result in disciplinary action, up to and including termination.

If you are ill, do not report to work. Contact your supervisor in advance of your scheduled work time. If you become ill during your work shift, report this to your supervisor immediately.

## COLLISIONS

A collision is defined as any occurrence involving a motor vehicle driven by an employee on company business, which results in death, injury, or property damage, unless the vehicle is properly parked.

If a collision occurs:

- Get safely off the road, turn your vehicle ignition off, give or receive emergency medical care (if qualified), secure the scene, notify local authorities, and display your reflective triangles in accordance with Federal Motor Carrier Safety Regulations (FMCSR).
- Complete the accident procedures. If equipped with Teletrac or onboard computer unit, capture the "final minute data" prior to moving the vehicle.
- Report the collision to your supervisor immediately. Failure to provide timely supervisory notification may result in disciplinary action, up to and including termination. The supervisor may direct you to make other notification/ support phone calls, as necessary.
- Photos of the scene should be taken as soon as possible. Include all of the vehicles involved (damage details, four sides, license tag, and vehicle number), property damages, the roadway and any skid marks, spills, or debris, traffic controls, and the roadway approaching the point of impact.
- Obtain witness names, addresses, and phone numbers. Make note of any bystanders, stopped vehicles, and tag numbers.
- Obtain and provide a valid driver's license, vehicle registration, and insurance.

documents.

- Drivers, employees, and supervisors should exercise professional restraint following a collision. Never admit guilt, negligence, or speculate on the causes. Discuss the details only with the investigating authorities, managers, or other verified representatives approved by the company.
- Do not talk to the media – if you are approached for comment, refer them to the company’s Corporate Communications department, or your supervisor.
- Regulatory required post-collision alcohol and drug testing will be performed as soon as possible if the collision results in a fatality, or if our driver receives a citation coupled with either emergency medical treatment away from scene or a vehicle being towed.
- It will be investigated and reviewed thoroughly to determine the root cause, preventability, and to ensure that appropriate preventive follow-up actions are taken.
- It will be considered preventable when the results show that the driver failed to prevent the collision by anticipating hazards, the unsafe actions of others, or not applying appropriate defensive driving methods.
- If the collision is determined to be preventable, it will also be considered Risk Associated Behavior (RAB). RAB is defined as sub-standard safety performance by an employee resulting in injuries and collisions.

**Note: Working safely is a condition of employment.**

### **MINOR COLLISIONS**

“Minor” preventable collisions occurring within a rolling 36-month period will result in the following corrective disciplinary actions against the responsible employee:

- **1st Offense** – Counsel/Coach, written reprimand, perform remedial training, and satisfactory check ride required.
- **2nd Offense** – 3-day suspension, written reprimand, remedial training, satisfactory check ride, and employee action plan
- **3rd Offense** – Termination

### **MAJOR COLLISIONS**

“Major” collisions involve any of the following:

- Fatality
- Emergency medical treatment away from the scene
- Damages exceeding \$20,000.

Major collisions determined to be “preventable” will result in employee termination. The involved driver has the right to request a formal collision review board within three days of receiving the preventability decision. If drivers have questions, they should review the details with their supervisor.

Collisions will be considered “non-preventable” if the driver applied appropriate defensive driving techniques, controlled the vehicle by making allowances for road, traffic and weather conditions, and took the necessary precautions and actions to avoid the collision.



## DRIVER HEALTH RULES

### DRUG AND ALCOHOL POLICY

We strive to maintain a workplace free from the effects of substance abuse. It recognizes that drug and alcohol abuse, which impairs judgment and significantly increases the risk of injury, may pose a direct and significant threat to safety, and to the goal of a productive and efficient working environment.

This Drug and Alcohol Policy, which is applicable to all employees in the United States, is a vital policy and all employees will be held accountable for ensuring compliance.

The term “employees” includes all regular full-time, regular part-time, temporary, casual, and leased or contract employees. Contract and supplier personnel are expected to abide by our company’s rules regarding the use and abuse of illegal drugs and alcohol while on our premises or while performing any work for our company, but will be referred to their own employers whenever testing is indicated.

***Note: Employees subject to the Department of Transportation’s (DOT) rules on drug and alcohol abuse (through regulations enforced by the Federal Motor Carrier Safety Administration (FMCSA) and/or the Federal Transit Administration (FTA) must also comply with our company Drug and Alcohol Policy.***

We reserve the right to revise this policy at any time.

Our company will comply fully with federal, state and local regulations on drug abuse and alcohol misuse.

All candidates for employment must successfully complete a post-offer, pre-employment drug screening prior to their scheduled start date and if they do not, their offer of employment will be withdrawn.

The illegal manufacture, distribution, dispensing, possession, sale, or purchase of a controlled substance is always prohibited. Being under the influence of alcohol or having an illegal drug in your system while on company property or while performing any work for our company is prohibited. The unauthorized use or possession of prescription drugs or over-the-counter drugs on company property is also prohibited.

A positive drug or alcohol test will be considered proof of a policy violation. An alcohol test will be considered positive if it registers .02% or more blood-alcohol. Employees who violate this policy are subject to disciplinary action, up to and including termination. Except where prohibited by law, termination is the presumed consequence of violating this policy. Contact your immediate supervisor for guidance on HR-related questions, policy violations, or complaints regarding on-the-job drug and alcohol abuse.

## DEFINITIONS

**Alcohol** – the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

**Company Property** – all company-owned or leased property used by employees such as vehicles, lockers, desks, closets, and parking lots, as well as all customer worksites and delivery facilities.

**Designated Employee Representative (DER)** – an individual identified by the employer to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions regarding testing and evaluation processes.

**Drugs/Controlled Substances** – the term “controlled substances” in this policy refers to the use of any drug regulated under the federal Controlled Substances Act, and includes all drugs available by prescription.

**Medical Review Officer (MRO)** – a licensed physician who is responsible for reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results.

**On-Duty and Duty** – includes all time performing or in readiness to perform any work for our company.

**Regulated Employee** – an employee who performs a safety-sensitive function regulated by the FMCSA or the FTA and who is subject to regulations addressing the use of drugs and alcohol.

**Safety-Sensitive Functions** – The requirements of this policy are often dependent upon an individual’s performance of a “safety-sensitive” function, which will include all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. “Safety-sensitive functions” include the following duties:

1. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the Company.
2. All time inspecting equipment as required by regulation 49 CFR 392.7 and 49 CFR 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial motor vehicle in operation.
4. All time, other than driving time, in or upon any commercial motor vehicle except, time spent resting in a sleeper berth conforming to the requirements of regulation 49 CFR 393.76
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.



A driver will be considered to be performing any of the safety-sensitive functions listed previously (in this manual) during any period in which the driver is **actually performing**, **ready to perform** or **immediately available to perform** any such function.

**Substance Abuse Professional (SAP)** – a licensed physician, licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified family therapist, or certified addiction counselor (NAADAC, IRCC, NBCC) who also has knowledge of and clinical experience in the diagnosis and treatment of controlled substance-related disorders.

**Serious Accident** – any work-related accident or incident that requires any person to receive professional medical care or treatment.

### **DOT REQUIREMENTS**

The U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), and Federal Transit Administration (FTA), acting to implement a federal law called the Omnibus Transportation Employee Testing Act, have adopted regulations requiring our company to implement an employee drug and alcohol policy for commercial motor vehicle operators and transit workers.

The regulations include prohibitions on the use of drugs and alcohol and establish drug and alcohol testing requirements for those workers. Please refer to the DOT Regulated Workers' Drug and Alcohol Policy for guidance.

### **DOT REGULATED WORKERS POLICY**

#### **PROHIBITED BEHAVIORS**

All company employees are prohibited from using illegal drugs whether on or off duty and may be subject to restrictions regarding their use of prescription drugs and non-prescription (over the counter) drugs. Employees may not use alcohol while working or while on company premises except as described below.

#### **USE OR POSSESSION OF ILLEGAL DRUGS**

The use, possession, manufacture, distribution, sale, attempted sale, or other involvement with illegal drugs by any employee is prohibited and may result in discipline, up to and including immediate termination from employment.

The use of any prescription medication that is illegal to use or possess in the United States or that is prescribed for another person is prohibited by our company policy.

The use of "medical marijuana" and synthetic marijuana is prohibited by federal law and is also prohibited by this policy. Our company will not accommodate medical marijuana use unless affirmatively obligated to do so by law.



## USE OF PRESCRIPTION DRUGS

Prohibited drugs may also include prescription medications, under some circumstances.

The use of prescription medication is prohibited when:

- Medication is not prescribed for the employee.
- Employee exceeds the prescribed dosage.
- Medication causes the employee to be impaired or unfit while on duty.
- Employee is a driver or operates machinery and the directions on the medication warn user to avoid driving or operating machinery.
- Medication is not approved in accordance with DOT regulations for use while on duty. For example, the use of methadone or marijuana always disqualifies a driver from performing DOT-regulated safety-sensitive work.

***Note: Prohibited use or distribution of prescription drugs will result in disciplinary action, up to and including termination.***

## USE OF NON-PRESCRIPTION DRUGS

The use of non-prescription (over the counter) medications is prohibited when:

- Medication causes the employee to be impaired or unfit.
- Employee is a driver or operates machinery and the medication directions warn the user to avoid driving or operating machinery.

The use of non-prescription drugs that contain alcohol is subject to the same restrictions our company places on the use of alcoholic beverages while working. Safety-sensitive and regulated employees must not take medications that contain alcohol within four hours before they go on duty.

Prohibited use of non-prescription drugs will result in disciplinary action, up to and including termination.

## USE OR POSSESSION OF ALCOHOL

The use or possession of alcohol by any employee while on company property is prohibited and may be grounds for disciplinary action, up to and including termination.

***Exception: On occasion, management may approve the use of alcohol at a company-sponsored event. Employees who choose to consume alcohol at such events are expected to exercise good judgment and refrain from becoming intoxicated or impaired.***

## TESTING

Employees are subject to certain categories of drug and/or alcohol testing as described below.

Our company may test for some or all of the following substances, depending upon the occasion and type of test: amphetamines (including methamphetamine, MDMA (ecstasy), MDA, MDEA), barbiturates (sleep aids, Nembutal), benzodiazepines (Xanax, Zoloft) cocaine (crack, blow), marijuana (hash, weed, cannabis, and including synthetic marijuana, K2, "spice"), opiates and synthetic opiates (heroin, morphine, oxycodone, methadone), phencyclidine (PCP, angel dust), propoxyphene (Darvon), and/ or alcohol. Other substances may be added to this list.

***Note: This policy will be applied in a manner that complies with federal, state, and local law. If this policy is inconsistent with the law applicable at a particular location, local managers and human resources personnel will be trained to ensure the policy is administered in a manner that is in compliance with that law.***

## TESTING PROCEDURES

All company-utilized testing facilities, including collection sites and drug testing laboratories, are expected to comply with state law and, to the extent not inconsistent with state law, with regulatory guidelines published by the U.S. Department of Health and Human Services (DHHS) for federal workers. Our company's testing practices will ensure:

- Privacy of tested individuals
- Non-discriminatory testing methods
- Integrity of specimens

## CONSENT

Our company will not permit any alcohol test to be administered, sample collected, or drug test conducted on a sample without the written consent of the person being tested. A person's refusal to submit to a proper test will be viewed as insubordination and will lead to discipline, up to and including termination. Attempts to tamper with, substitute, adulterate, dilute, evade, or otherwise falsify a test sample are considered refusals to submit to a test, as is a failure to appear at the testing location promptly. Our company will pay the costs of all drugs and/or alcohol tests it requires of its employees.

## COLLECTION AND CHAIN OF CUSTODY

Persons being tested will be asked to provide a test sample by the collection site person. Procedures for the collection of specimens will allow for reasonable privacy. Urine specimens will be tested for temperature and may be subject to other verification tests to detect tampering. The collection site person and the person being tested must maintain chain-of-custody procedures for specimen collection, shipment, and storage.

## **TESTING METHODS**

All drug test samples will be screened using an immunoassay and all presumptive positive drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS). All drug tests will be conducted by a laboratory certified by the federal Substance Abuse and Mental Health Services Administration (SAMHSA).

Ordinarily, alcohol tests will be conducted using breath or saliva, and conducted and confirmed immediately at the collection location. Tests will only seek information regarding the presence of drugs and alcohol in an individual's body and will not test for any medical condition.

## **OTHER ALCOHOL-RELATED CONDUCT.**

- a. No driver tested under the provisions of subpart C of this part who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions for an employer, including driving a commercial motor vehicle, nor shall an employer permit the driver to perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.
- a. Except as provided in paragraph (a) of this section, no employer shall take any action under this part against a driver based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit an employer with authority independent of this part from taking any action otherwise consistent with the law.

## **NOTIFICATION**

Any individual who tests positive for drugs will be notified by a Medical Review Officer (MRO) and given an opportunity to provide any legitimate reasons he/she may have to explain the positive drug test. If the individual provides the MRO with an explanation that the positive drug test result is caused by factors other than the use of illegal drugs, the MRO will report the test as negative to our company. Otherwise, the MRO will verify the test as positive.

The MRO may also review test results that are apparently diluted, substituted, or adulterated, and verify those tests as well. A negative dilute result will cause our company to ask the employee to submit to a second test collection immediately and without prior notice, and our company may decline to hire any individual who submits a second dilute test result in a single testing incident. Employees who submit negative dilute results will be required to submit a second specimen for testing without prior notice and may be asked to submit to hair and/or oral fluids tests in addition to, or instead of, a second urine sample. Individuals will be provided with a copy of the notice of their own positive test results upon written request to the Substance Abuse Prevention & Control Department, or as required by law.

## RIGHT TO RE-TEST

An individual whose test is verified positive for the presence of illegal drugs may request that his/her original test sample be sent to an independent certified laboratory for a second confirmatory test, at the individual's expense.

Requests for re-tests must be made promptly, generally within seven days of being notified of the positive test result. Tests that fail to reconfirm will be disregarded and the individual will be reimbursed for the cost of the test.

A request for re-test will not prevent the company from suspending, transferring, or taking other appropriate action with respect to the employee's work assignment, pending the results of the re-test.

## TESTING CATEGORIES

The following testing categories constitute our company's drug and alcohol testing program:

- **Pre-employment** – all candidates for employment must successfully complete a post-offer pre-employment drug screening with a verified negative (non-dilute) test result.
- **Universal Testing** – except where such testing is prohibited by state or local laws, all employees not subject to random testing under DOT regulations will be subject to drug testing under our company's Universal Testing category.



***Important: Employees will not be tested for alcohol under this category.***

Employees will be selected at random by a computer program and/or a third-party service. All employees in the random testing pool have an equal chance of being selected for testing each time a selection is made. Tests will be conducted throughout the year and spread in such a manner as to make the test dates unpredictable.

The location manager or designated location contact will receive a confidential list of employees selected for testing. Selected employees must report to the collection site for testing as soon as possible on the day that they are notified.

Employees who refuse to submit to testing will be immediately terminated. Similarly, employees who fail to report to the collection site within an appropriate amount of time will be immediately terminated, unless we conclude the delay was caused by circumstances beyond the employee's control, which will be determined by location management and human resources.

## REASONABLE SUSPICION

All Haulin' Jack Shipping Service employees at all locations are subject to Reasonable Suspicion testing for drugs and/or alcohol when it appears the employee may be under the influence of drugs or alcohol and/or is otherwise in violation of this policy. Only supervisors who have been specifically trained to recognize the signs of drug abuse or alcohol misuse, based on the physical appearance, body odors, performance or behavior may determine when Reasonable Suspicion testing is warranted.

**Note: Approval from a human resources representative is required before an employee may be tested under the Reasonable Suspicion category.**

## POST-ACCIDENT

Employees whose acts, or failure to act, appear to have caused or contributed to a serious accident or incident may be asked to submit to post-accident testing.

### IF IT DOESN'T F.I.T. – DON'T TEST

<b>F</b>	<b>Fatality</b>	→	<b>TEST</b>
<b>I</b>	<b>Injury</b> Immediately treated away from the scene	→ <b>Driver Cited</b> Moving violation	→ <b>TEST</b>
<b>T</b>	<b>Towed</b> One or more vehicles due to disabling damage	→ <b>Driver Cited</b> Moving violation	→ <b>TEST</b>

No driver required to take a post-accident alcohol test under this policy may use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first. (Violation 382.209.)

## ACTION ON POSITIVE RESULT

In the event a confirmatory evidential breath test yields a result indicating an alcohol concentration level of .02 or greater, the individual tested will be immediately removed from the performance of any safety-sensitive function and prohibited from operating a personal or other motor vehicle. That individual will also be responsible for arranging appropriate transportation home or back to the workplace (if the Company did not transport him to the testing site). If the individual refuses to comply and continues to attempt to operate a motor vehicle, the Company, collection personnel and/or BAT will take appropriate measures to discourage the individual from doing so, including contacting local law enforcement officials. Any individual who fails to cooperate with any of the above procedures will also be subject to discipline, up to and including discharge.

Employees must:

- Remain readily available for drug and alcohol testing until they have been tested or 32 hours have passed since the accident.
- Notify management where they can be contacted.
- Refrain from drug and alcohol use until they test.
- Make themselves available for testing when they leave the scene of an accident/injury.

Employees who do not remain readily available will be considered to have refused the D & A Test.

- Alcohol testing should be administered within two (2) hours of the collision.
- Alcohol testing cannot be administered if more than eight (8) hours have elapsed since the collision.
- Drug testing must be conducted as soon as possible, but not later than 32 hours after the collision.
- If testing cannot be administered within the required time limits, a Post Accident Documentation Form must be completed.
- A moving violation must have been given (fatality excluded) to the driver in regards to the accident.

#### **RETURN-TO-WORK**

Our company requires drug testing for non-DOT regulated employees who are returning from a leave of absence of 90 days or longer. Return-to-Work testing applies, regardless of the type of leave taken, including military, medical, maternity, and personal.

#### **UNANNOUNCED FOLLOW-UP TESTING**

Our company's Drug and Alcohol Policy requires an employee who has successfully completed a drug/alcohol rehabilitation program to be subject to unannounced drug/alcohol tests for two years following the completion of the program (up to five years for DOT-regulated employees, if prescribed by the employee's substance abuse professional).

#### **POSITIVE DRUG TEST RESULTS**

If an individual's drug test result is positive, they will be contacted by a Medical Review Officer (MRO). The MRO will review the test results with the individual to determine alternative medical explanations for the positive results (certain prescriptions or over-the-counter drugs that were being taken at the time).

The company will not be informed of a positive test result until MRO contact procedures have been completed. However, if the individual does not return the MRO's calls, the MRO will verify the test as positive and report the result to the company. The MRO may also ask our company for assistance in contacting a current employee. Employees who test positive for drug or alcohol use are subject to disciplinary action, up to and including termination.

### **REFUSAL TO SUBMIT TO TESTING**

An employee who refuses to submit to required drug or alcohol testing will be considered to have failed the required test. Attempts to substitute, dilute, adulterate, or otherwise tamper with any test sample or to avoid the testing process are treated as a refusal to test, as is submission of more than one dilute specimen on a particular testing occasion. Refusals will result in immediate termination or the withdrawal of an offer of hire.

### **CONFIDENTIALITY**

Management will attempt to maintain confidentiality and respect employee privacy at each phase in the drug and alcohol testing process. Test results will be shared within the company and its agents only on a need to know basis and test results will not be released outside the company except with the written consent of the individual or as required by law or legal process.

### **DRUG-FREE WORKPLACE ACT COMPLIANCE**

Haulin' Jack Shipping Service is subject to the requirements of the federal Drug-Free Workplace Act of 1988 by virtue of its contracts to provide goods to the United States government. As part of its commitment to comply with that law, our company will provide education and training to employees and supervisors as described below. In addition, our company requires employees who are convicted of a crime involving drug-related activity occurring in the workplace to notify his/her managers within five (5) days.

A conviction means a finding of guilt, including a plea of guilty or no contest, or imposition of sentence by any judicial body. Haulin' Jack Shipping Service must then report the conviction to the contracting agency or government entity, in accordance with federal law. Within 30 days of the date it learns of the conviction, our company will discipline the employee.



## DRIVER VIOLATIONS JEOPARDIZING EMPLOYMENT

Drivers begin their employment based on their prior three-year driving record. Maintaining a safe driving record is the foundation for continued employment.

### INSURED DRIVER CRITERIA

The following criteria apply to those who drive owned, leased, rented, and contracted vehicles as well as employees or contractors using personal vehicles in the course of the organization's business. Authorization requirements should include:

1. Valid driver's license for the state in which the driver resides. Driver must be capable of operating the commercial motor vehicle, and associated equipment that the driver is applying for and that Haulin' Jack Shipping Service assigns.
2. At least five years of driving experience with at least one year in the type of vehicle to be driven.
3. Acceptable Motor Vehicle Record (MVR) in each state where the applicant has held a driver's license in the past five years. Acceptability is as follows:
  - o Any serious violation within the past three years is considered unacceptable. This includes:
    - Excessive speeding. This may vary by state but is typically  $\geq 15$  MPH over the speed limit.
    - Operating the vehicle under the influence of alcohol or narcotics, or refusal of chemical test.
    - Driving with a suspended, revoked or invalid license.
    - Reckless driving or negligent driving.
    - Speed racing or drag racing.
    - Hit and run, leaving the scene of an accident.
    - Refusing to stop or fleeing from a law enforcement officer.
    - Vehicular homicide, manslaughter or assault with an automobile.
  - o If a driver had a serious violation within three years they must have a clean driving record (no new moving violations) within the past three years. (This may be considered as a borderline driver – see note below).

**NOTE:** MVR's and FMCSA PSP inquiry reports will be drawn annually for each employee and contractor working under Haulin' Jack Shipping Service Motor Carrier Authority. All records including but not limited to driver's application, license, copies of their road tests, violations, and medical clearance will be retained for the duration of employment or lease and 3 years after.

4. Moving violations and preventable collisions in accordance with the chart below over the past three years.

# Preventable Accidents	# Moving Violations (other than serious)			
	0	1	2	3
0	Acceptable	Acceptable	Acceptable	Borderline
1	Acceptable	Acceptable	Borderline	Unacceptable
2	Acceptable	Borderline	Unacceptable	Unacceptable
3	Borderline	Unacceptable	Unacceptable	Unacceptable

*\*The National Safety Council defines a preventable collision as: "A preventable collision is one in which the driver failed to do everything that they reasonably could have done to avoid it." This is regardless of whether the driver was charged or not.*

**Note:** Drivers that fall into the Borderline category may be granted a temporary provisional driving authorization for a limited period of time subject to management discretion based on specific circumstances involved with the violation or collisions and other performance considerations. Additional requirements include:

- Written warning with no tolerance for additional moving violations or preventable collisions during the provisional authorization period.



- Remedial action such as additional training and a road test.
- Quarterly MVR updates or enrollment in a driver monitoring service.
- Written documentation of the facts supporting the decision. This documentation should be provided to WOLFE Hiring & Retention Services who may determine if the driver is acceptable under the policy.
- If feasible, GPS/Telematics vehicle tracking is recommended.

## ONGOING DRIVER AUTHORIZATION

### Self-Reporting Requirement

Employees and contractors must notify their supervisor and Human Resources of any moving violations or accidents within 24 hours or prior to their next shift. This would include:

- Moving violations received while driving company vehicles, personal or leased vehicles driven during working and non-working hours. This requirement is based on receipt of violation, not final conviction.
- Suspension or revocation of driver's license.
- All vehicle collisions that occur during work related driving regardless of severity.

### Drivers could be considered for termination if any of the following violations occur:

- Excessive speeding, which is driving 15 miles per hour or more above the posted speed limit.
- Possession of alcohol in a vehicle is violation of local or state laws or the Federal Motor Carrier Safety Regulations (FMCSR)
- Driving while under the influence
- Violating a traffic control law in connection with a fatal accident
- Driving while physically impaired
- Driving with an expired license
- Violating out-of-service orders
- Reckless or careless driving as defined by state or local law or regulation, including but not limited to, offenses of driving a motor vehicle in willful or wanton disregard for the safety of persons or property.
- Improper or erratic traffic lane changes
- Following a vehicle too closely

### Also included are the following violations arising in connection with a collision:

- Violation of state or local law relating to motor vehicle traffic control (other than parking, vehicle weight, or vehicle defect violations).
- Leaving the scene of an accident.
- School bus or School zone related accidents or incidents.
- Other acts directly contributing to the cause of a collision.

## MAJOR PREVENTABLE COLLISIONS

Drivers may be considered for termination if they have any major preventable collisions. A preventable collision is a traffic incident where the driver did not do everything possible to avoid the mishap, which resulted in:

- Fatality

- Serious medical treatment, away from the scene of the collision, for one or more individuals involved in the collision.
- More than \$20,000 in total property damage
- One or more vehicles being towed due to disabling damage (damage preventing the vehicle from leaving the scene of the collision under its own power)
- 

### SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVER'S LICENSE

Drivers may be terminated immediately if the annual review of their Motor Vehicle Registration (MVR) indicates that their driver's license is currently suspended, revoked, or cancelled, including for administrative reasons (non-safety related) or if their MVR shows convictions resulting from drug charges or a felony while driving a personal or commercial motor vehicle.

### DRUG AND ALCOHOL USE, ABUSE AND TESTING

Any driver who receives a citation or other motor vehicle action for driving under the influence (DUI) or driving while intoxicated (DWI) while on company business, must report the motor vehicle action to their supervisor within 24 hours of the action or citation.

Department of Transportation (DOT) regulated employees who receive a DUI/DWI citation or other motor vehicle action outside the scope of employment or outside of their working hours are required to report this to their supervisor within 24 hours of the action or citation.

Haulin' Jack Shipping Service has the right to suspend driving privileges or terminate any employee whose position requires driving a motor vehicle, if that employee receives a DUI or DWI motor vehicle action.

### DRIVER ATTIRE

#### CLOTHING

- Proper dress is required while on duty. Wear uniforms as directed by your location supervisor.
- The shirttail must be tucked inside trousers.
- Wear appropriate protective gloves, eye protection, reflective vests or other clothing or equipment (personal protection equipment) when performing hazardous tasks and/or as directed by your immediate supervisor.
- Avoid wearing jewelry Rings, watches, bracelets, and chains can get caught in machinery and vehicle components.
- If vehicle fuel, cleaning solvents, or chemicals are spilled on your clothing, wipe it off as soon as possible, and if excessive, change clothing.
- Wear reflective, high-visibility vests when in congested, high traffic areas such as warehouse operations or by the roadside at collisions or

#### SAFETY SHOES

We require that employees wear safety shoes whenever on duty driving, in the vehicle,



or a hazardous work area safety shoes must be:

- Company-approved. (Ask your supervisor for the list of recommended vendors.)
- Lace-up style and with ankle protection (minimum of 6" high boot), toe protection, enhanced slip resistant soles, and in good condition.
- Western or slip-on style shoes are prohibited.
- Approved overshoes, as required for use during extreme weather conditions.

### **PERSONAL PROTECTIVE EQUIPMENT**

- Proper protective equipment must be worn (gloves, glasses, goggles, face shield, apron) when working with various hazards. Review your location's specific personal protective equipment requirements with your supervisor.
- When working outdoors during cold weather, gloves, jackets, and additional protective footwear must be worn to guard against frostbite and wetness, as well as to reduce the chance of slipping.

### **SAFETY GLASSES**

The use of eye safety glasses is mandatory for everyone working in, visiting, or entering the work areas of a Haulin' Jack Shipping Service maintenance shop. Safety glasses are also required wherever maintenance work is being performed or where there is reasonable probability that wearing such glasses can prevent eye injuries.

Additionally, any employees /drivers who may be exposed to hazards in their daily work routines are also required to wear eye protection (securing tarps to flatbed).

- All safety glasses (both frames and lenses) must meet the safety requirements established by the American National Standards Institute and be marked Z-87 approved.
- All safety glasses must have sides-shields attached or wrap around side coverage.

### **HAIR PROTECTION**

Shoulder length hair must be secured to prevent it from being caught in moving machinery, vehicles, or components.

### **OIL & GAS FIELD**

#### **PERSONAL PROTECTIVE EQUIPMENT**

- Flame-resistant clothing
- Hard helmets
- Specific Hand protection appropriate for the job
- Eye protection
- Respirator & Dust masks
- Hearing protection



## HOUSEKEEPING REQUIREMENTS

### ELECTRICAL EQUIPMENT

Electrical equipment, tools, and extension cords must be maintained in excellent condition (no cuts or abrasions) and should be equipped with a three-prong grounding plug or be internally grounded.

Drivers should:

- Report all defective electrical equipment to your supervisor. Do not attempt to repair electrical equipment or power tools.
- Take the equipment out-of-service until it can be properly repaired or replaced.
- Notify your supervisor immediately of any electrical system problems, including damaged electrical cords, missing junction box plates, and switch/outlet covers.
- Tag these out-of-service and do not use until properly repaired.

### HAZARDOUS MATERIALS (HAZMAT)

Unless otherwise approved, no placarded HAZMAT vehicles will be allowed inside the maintenance shop unless they have been properly cleaned and are free of residual hazardous material and vapors.

### TIRE AND WHEEL SAFETY

Drivers should:

- Check tire pressure daily. Failure to do so can result in extreme vehicular fires. Correct tire pressures are posted on the exterior of your vehicle.
- Only operate a vehicle with properly inflated tires. Tires should be checked daily for proper required tread depth and to ensure no sidewall damage exists (bulges, gouges, cuts, and tread separation).
- Check wheel lugs daily for tightness.
- Ensure there are no signs of oil/wheel seal problems.
- Never climb on tires or wheels. Greasy surfaces may only serve to contribute to slips, trips or falls.
- Be aware that tires are to be inflated only in a tire cage. If any tire is identified on the service island as 10+ PSI lower than specified, it must be removed, repaired, and inflated in the tire cage.

### FIRE SAFETY

Drivers should know the location of fire extinguishers and fire protection equipment in your facility or vehicle.

- Vehicle fire extinguishers must be fully charged, securely mounted and labeled (cannot store or sit loosely). Minimum of 5 B C is rated for non-hazmat cargo.

- Ask your supervisor to discuss/demonstrate the proper use of this equipment (PASS Method-Pull the pin-Aim low at the base of the fire Squeeze handle, Sweep side to side).
- Never stack or store materials in front of any extinguisher, as this blocks user access and is illegal.
- Be aware that most vehicle fires are the result of problems with electrical connections, wheel or brake problems, or running on flat or improperly inflated tires.
- Never attempt to connect portable accessories into the vehicle's electrical system unless it is equipped with a standard 12V plug. Improper connection often leads to electrical fires.
- Hot plates or similar heating devices are prohibited for use in tractors.
- Use caution with engine compartment fires as raising the hood may only serve to add more oxygen and feed the fire.
- Be aware that tire and wheel fires often create tremendous heat. Get the vehicle safely off the road, disconnect your trailer, and try to cool the fire with a nearby water supply. You may quickly exhaust a fire extinguisher and the heat will merely cause the fire to fame-up again. Notify local authorities as soon as possible for assistance.

### **SPILL CONTAINMENT**

A spill is defined as any unintentional release of petroleum products, hazardous materials, or hazardous waste.

The first person(s) to witness a spill must take immediate action to control the spill by stopping it at its source. Do not move the vehicle.

Examples of controlling a spill, include:

- Turning off vehicle ignition, immediately
- Shutting off crossover line valve
- Plugging hole in tank, and place a container to catch the spill

**Caution: Be sure to protect your personal safety at all times.**

Immediately after the source of the spill is controlled, take action to keep the spill from spreading. The primary goal is to prevent the spill from reaching:

- Waterways (ditches, streams, ponds)
- Groundwater (via wells or injection systems)
- Storm sewers
- Soil

Different types of spills and the location of the spill may require different containment actions. Use the following table as a guide to determine which action is appropriate for your situation.

IF A SPILL...	THEN...
Can be contained by the driver	<ul style="list-style-type: none"> <li>• Use vehicle spill kit supplies to contain spill</li> <li>• Notify facility emergency coordinator</li> </ul>
Cannot be contained by the driver	<ul style="list-style-type: none"> <li>• Notify facility emergency coordinator immediately</li> <li>• Contact the company's environmental services team</li> <li>• Call fire department and/or an approved emergency response contractor or insurance carrier</li> </ul>



**Important: Make sure that all spill clean-up supplies and materials that were removed from Vehicle Spill Kits are replaced immediately after the spill response is complete.**

### SECURING CARGO

Cargo must be properly secured at all times during transport. Proper securement prevents cargo from shifting, leaking, spilling, blowing, or falling from a vehicle. A properly secured load must remain secured in all directions, including forward, rearward, sideways, and upwards, while exposed to forces reasonably expected to occur during normal driving.

Drivers are responsible for:

- Inspecting all loads for proper cargo securement prior to initial transport of the Cargo. Then inspect again within the first 50 miles, at every duty status change, and every 150 miles of driving or three hours, whichever comes first
- Securing all cargo not already properly secured

### KEY CONTROL / VEHICLE AND CARGO SECURITY

- All unattended vehicles must be properly parked with the engine turned off, brakes set, and keys removed, including customer vehicles, vendor vehicles, private vehicles, and company-owned and operated vehicles.
- Leaving a vehicle running without a driver at the controls of the vehicle for any reason is prohibited.
- Do not leave vehicle keys inside parked equipment under any circumstances.
- Ensure that parked equipment is locked when unattended.
- Place only one set of keys on the keyboard or in the lock box.
- Ensure that vehicle keys either remain in the possession of the driver (if remaining on premises) or are secured in a designated location inside the facility.
- Ensure that vehicle cargo doors are secured (if applicable), seals are in place, and that uncoupled trailers are secured with kingpin or other suitable locking mechanisms.
- Do not park vehicles at locations that encourage unauthorized entry, vandalism or damage.



## PRE-TRIP AND POST TRIP RESPONSIBILITY:

### PRE-TRIP/CSA INSPECTION

When conducting a Pre-trip/CSA Inspection, the driver should:

- Ensure that their pre-trip inspection is in compliance with FMCSR Part 396.13 and 392.7(a). Follow the vehicle inspection guide in the appendix of this manual.
- Validate that the previous DVIRs previous vehicle defects have been examined to ensure the motor vehicle is safe to operate. (This excludes any listed defects on a towed unit that is no longer part of the vehicle combination.)



#### **OIL & GAS FIELD - Pre-Trip Inspections**

***Pre-Trip DVIR's must be completed before the start of each shift and between each trailer and/or truck swap.***

***Important: A motor vehicle shall not be operated in such a condition if it is likely to cause an accident or a breakdown that could result in an out-of-service order.***

Drivers must confirm compliance with the following CSA related items:

- Valid CDL License, issued only by one state or jurisdiction.
- Valid CDL Endorsements for the vehicle operated
- Valid medical card/certification (All drivers must ensure they are physically able to drive as deemed by a licensed physician at least every 24 months).
- Required glasses, hearing aids worn (if applicable)
- Permits are present and current.
- Annual inspection sticker/inspection report is current and legible.
- Vehicle registration plate and matching certificate are present and match the vehicle identification numbers for that vehicle and Haulin' Jack Shipping Service, Inc is listed as company responsible for Safety.
- Certificate of Insurance is present and current.
- Certificate of Lease or copy of Lease Agreement is in the vehicle.
- Prior logs for at least seven days and/or OBC instruction card is available.
- All identification items are in place and visible, including company name/address, DOT number on both sides of tractor, unit number, and fuel decals.
- Signed report for "Driver's Acknowledgment Out" field to certify that any defects or deficiencies noted by the driver who prepared the report were repaired and certified by a maintenance technician.



***Important: As Captain of the Ship, a driver does not have to operate any motor vehicle they feel is unsafe to operate. The driver has both the right and the responsibility for their personal safety and the safety of others on the motoring public highway, to escalate vehicle-related issues to management and/or a maintenance technician.***

## POST TRIP INSPECTION

When conducting a Post trip Inspection report, the driver should:

- Confirm that a DVIR form is being used when defects are found during the inspection (unless the company only operates one power unit or unless otherwise required)

On the DVIR that has defects listed, the driver must:

- Complete information on vehicle identification (tractor number, trailer number)
- Carrier name
- Location number
- Driver's name
- Date and time the workday started.
- Mileage at the end of the workday for that tractor
- Ending mileage where driver is no longer pulling trailer.

***Note: In a scenario where a driver has multiple trailers in a single trip, each trailer number must be listed in the trailer number box located at the top of the DVIR.***

On the DVIR, the driver must check the applicable box next to any part or accessory listed that he/she determines will affect the safety of the motor vehicle or result in its mechanical breakdown.

***Note: To improve communication with the maintenance technician, always indicate what side of the motor vehicle the defect is on by checking either left (L) or right (R).***

In addition, drivers should:

- Provide details in the remarks sections to further document the motor vehicle defects, including a specific trailer number if multiple trailers were used.
- If no defects or deficiencies are known, this must be indicated on the DVIR by checking the box labeled "No Defects" (if required to complete a DVIR).
- Sign the report in the "Driver Signature In" field (if required to complete a DVIR).



## PRE-DOCUMENTED POST TRIP INSPECTION

Drivers must complete a post trip inspection to comply with FMCSR Part 396.11. This regulation requires that drivers document the condition of each motor vehicle they have operated in any given day that contains defects. The report shall cover the following critical parts and accessories:

- Service brakes, including trailer brake connections
- Defects in the steering mechanism.
- Broken or missing lighting devices or reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Coupling device
- Wheels and rims
- Emergency equipment.



**Important:** *Our company uses the Driver's Vehicle Inspection Report to fulfill all vehicle inspection reporting requirements. See appendix for a detailed Vehicle*

## OTHER CIRCUMSTANCES

- **Two-driver Operations** – if a vehicle has been operated by two drivers in one day, only one driver needs to sign the DVIR if the DVIR contains defects.
- **Drivers Operating Multiple Vehicles** – a driver who operates more than one vehicle in a given day must complete an inspection for each power unit or combination vehicle. If the vehicle contains defects, a post trip inspection report/DVIR must be completed.
- **Drivers Operating in Canada** – Haulin' Jack Shipping Service does not operate in Canada at this time.



## PROCESS FOR VEHICLE REPAIRS

FMCSR and the Ministry of Transportation (MOT) require motor carriers to repair any items listed on the DVIR that could affect the safe operation of the vehicle.

When the DVIR indicates repairs are necessary, the driver should discuss the repairs with the Haulin' Jack Shipping Service maintenance shop management to ensure the shop has a clear understanding of the repairs needed.

## POST REPAIR CERTIFICATION

FMCSA requires that when a deficiency or defect is listed on the DVIR, the motor carrier must certify the completion of those repairs before that vehicle can be dispatched again. Certification includes:

- Deficiency/defect listed on DVIR has been corrected.
- Correction was not needed.
- Vehicle must be placed out-of-service.

The Haulin' Jack Shipping Service technician makes this certification by signing and dating the DVIR in the "Maintenance Action" section.

## RETENTION

The retention process is required for 90 days for a DVIR that contains defects.



***Important: It is essential that DVIRs containing defects are kept at the driver's location for a minimum of 90 days.***

## ROADSIDE INSPECTIONS

Roadside inspections are required to be kept for 12 months.

## Annual Inspection

Every commercial vehicle, including each segment of a combination vehicle requires periodic inspection that must be performed at least once every 12 months. At a minimum, inspections must include all items enumerated in the Minimum Periodic Inspection Standards, Appendix G to Subchapter B of the Federal Motor Carrier Safety Regulations.

**A Haulin' Jack Shipping Service Fleet Manager will inspect all company owned and leased CMV on a semi daily bases when working in the Oil & Gas sectors of Haulin' Jack Shipping Service operations.**



## VEHICLE SAFETY PROCEDURES

### ENTERING OR EXITING VEHICLE CABS AND TRAILERS

Drivers should follow these procedures when climbing into a vehicle cab:

- Inspect the floor, steps, grab bars, and parking area for snow, ice, water, or oil. If present, clean or clear off before proceeding.
- Secure two firm handholds on the vehicle grab handles on each side of your body that will assist you with the climb.
- Step up on the first step placing your foot firmly onto the step. Next, raise the other foot onto the same intermediate step, placing firmly next to the other (double foot accommodation step). If the first step is a single foot accommodation step, raise the other foot to the next step.
- Ensure both feet are firmly secured on an intermediate step before attempting to move to the next handhold position.
- Move one hand at a time to a secure handhold position that will allow entry into the cab.
- Finally, lift your body one foot at a time onto the cab floor and slide into the vehicle seat.
- Maintain a minimum of three solid points of contact while climbing.
- Always lean slightly into the vehicle when climbing up or down.

**Caution: Do not climb with anything in your hands.**

Drivers should follow these procedures when climbing out of a vehicle cab:

- Before leaving the cab, familiarize yourself with the location of all steps and handholds.
- Always face the vehicle.
- Always lean slightly into the vehicle when climbing up or down.
- Secure two firm handholds on the vehicle and grab handles on each side of your body that will assist you with the descent.
- Lower one foot to the first intermediate step and place firmly on the step.
- Next, lower the second foot to the same step (double foot accommodation step). If the first step is a single foot accommodation step, lower the other foot to the next step.
- Ensure both feet are firmly secured on an intermediate step before attempting to move to the next handhold position.
- Move one hand at a time to a secure handhold position that will allow further descent.
- Finally, lower your body carefully one foot at a time onto the ground, making sure each foot has a solid footing before releasing the grab handles.

**Caution: Do not climb with anything in your hands.**

Trailer entry and exit procedures incorporate all aspects of the three-point stance procedure mentioned above in the cab procedure. In addition, the following considerations need to be addressed:

- Ensure handholds and steps are in good operating condition and free from damage.
- Do not use inappropriate mechanisms, such as door closing straps or cargo as climbing aids.
- If climbing is too difficult or dangerous because of a physical limitation or equipment design, use a platform ladder or A-frame step ladder to allow for safe entry and exit.
- Minimize the number of times needed to enter the trailer by thinking ahead and positioning cargo that can be unloaded from the ground.
- Always know your position in relation to the end of the tailgate to avoid accidentally stepping off the edge.
- Avoid walking backward in the rear of any vehicle.
- Any elevated work on trailers requires the use of a platform or A-frame step ladder (use of straight or extension ladders is prohibited).

**Caution: Do not jump from the vehicle.**

### GENERAL LADDER USAGE AND VEHICULAR ACCESS

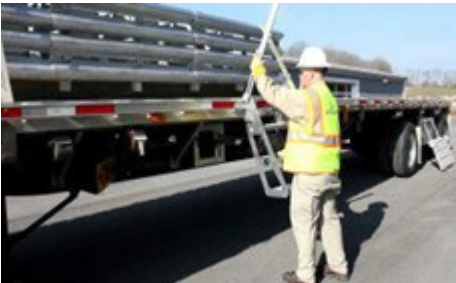
- Always face the ladder when climbing and maintain a minimum of three solid points of contact while climbing.
- Use specialized ladders for the purpose of access or egress from the deck of a flatbed trailer.
- Be familiar with the location and operation of available footholds or folding steps that are on your vehicle or trailer.



**Important: Ask your supervisor for details.**

### MANUAL-OPERATED RAMPS

- The most popular ramp type is manually operated. When transporting, they are either rested on the back of the trailer, stored upright, or stored in a holder. It is much safer for two people to lift the ramp together rather than one person attempting to lift it alone. Position yourself on the side of the ramp and remember to always lift with your legs and keep your back straight. Don't let the ramp fall to the ground; gently set it down. A lot of trailer manufacturers add springs to assist the ramp to the ground or off the ground, and some add springs for both directions.
- Avoid standing directly behind the ramp and make sure that area is clear of persons or objects.
- If the ramps are stored someplace on the trailer rather than connected to the trailer, make sure there are two people lifting out the ramps and placing them onto the trailer. Watch so that your feet are not below the ramp in case it slips and falls.



## MECHANICALLY-OPERATED RAMPS

- Ramps that are mechanically operated with air or hydraulics will alleviate back injuries, but come at a higher cost. Normally ramps that are extremely heavy are mechanically operated. These can come with their own safety hazards and operating them safely is as important as manually operated ramps.
- These ramps are raised and lowered by either an air bag system, air cylinders, or hydraulic cylinders. It's vitally important to make sure the air or hydraulic system is working properly and does not leak.
- It's also important to stand clear of the ramps while removing the ramp hold-up bars. Walk well around the area where the ramp could fall when removing the hold-up bar from each ramp.
- Always remember to secure the ramps when they are in transport position.

## STARTING / PARKING VEHICLE

- Employees, contractors, and visitors are never allowed to operate or start vehicles when not seated properly in the driver's seat.
- Vehicles with manual transmissions must be in "Neutral" with the parking brake engaged.
- Vehicles with automatic transmissions must be in the "Park" or "Neutral" position with the parking brake engaged.
- Steering wheel must be left in a position that ensures the tires are pointing straight ahead.
- To ensure a safely and securely parked vehicle, the use of wheel chocks under the steering axle tires is required.
- When parking the vehicle, keys must be removed.

## CRUISE CONTROL

- Cruise control should not be engaged unless driver is traveling on a rural interstate/limited access type highway, with good visibility. Cruise control should not be engaged in hilly, curving terrain or adverse weather conditions. Never engage cruise control if feeling tired or fatigued.
- Strive to maintain a "safe following distance" at all times (minimum of four to six seconds in commercial vehicles, depending on type of vehicle). Reduce your speed and incrementally add additional seconds/space for adverse weather conditions, such as rain 1+ or snow 2+. Never tailgate.
- The operating speed of vehicles through highway entrance and exit ramps and construction zones should always be a minimum of 15 mph less than the posted speed limit and reduced even more as other conditions may warrant.

**Note: Posted freeway entrance and exit ramp speeds are for passenger vehicles.**

## SEAT BELTS

Drivers/passengers must properly wear seat belts and shoulder belts when a vehicle is in motion. This policy also includes usage of bunk restraints when in the sleeper. Riding on any vehicle, except in the seat, is prohibited.



***Important: Failure to follow this policy will result in disciplinary action, up to and including termination.***

## UNAUTHORIZED PASSENGERS

Unauthorized passengers, employees, relatives, customers, or pets are prohibited in vehicles. Any passengers riding in vehicles are required to have written approval on file with the company prior to the trip.

## CELL PHONES AND TEXTING

Company and contracted drivers must follow applicable laws relating to the use of mobile phones. In addition to federal, state and/or local laws regarding the usage of mobile phones, we require all employees to abide by the following rules when using mobile phones for company business or while driving company-owned, leased, or rented vehicles:

- Do not use mobile phones in potentially hazardous conditions that could jeopardize employee or public safety. Hazardous conditions, include driving in heavy or congested traffic, construction zones, on slippery roads, during poor visibility, near railroad crossings, in parking lots, while backing or transporting hazardous material, in residential areas, school zones, or areas where children play. Under no circumstance is it acceptable to text or otherwise fumble with mobile devices while operating any vehicle is in motion.
- The only exception to using a mobile phone in potentially hazardous conditions is during times of an emergency, such as reporting collisions to emergency personnel, calling law enforcement for assistance, reporting road hazards to the authorities, or notifying authorities of erratic drivers.
- All mobile phones used for company business must be equipped with voicemail to allow employees to return incoming calls during non-driving periods. Drivers are responsible to insure their voicemail is operational.
- Eliminate or minimize mobile phone communication during drive times.
- Use a hands-free phone or device when the vehicle is moving.
- Keep calls as short as possible and ensure calls are made only for business or emergency purposes.



***Important: Non-compliance with this policy may result in corrective action, up to and including termination.***

## RADAR DETECTORS

The use of radar/laser detectors is forbidden in all vehicles owned, leased, or rented by the company. Drivers using radar detectors will have their driving privileges revoked.

## SAFE BACKING AND G.O.A.L.

The first rule in backing is...**Don't!**

Drivers should always use the **Get Out AND Look** (G.O.A.L.) method of checking clearances prior to beginning a backing maneuver and should:

- Always look up and around for overhead cables, tree limbs, and awnings.
- Park in an area where you can pull forward out of a parking spot, rather than backing out of a space, whenever possible.
- Engage four-way flashers and backup signal alarm while backing and while stopped at a delivery site
- Physically check clearances behind, overhead, underneath, both sides and in front of the vehicle.
- Use traffic cones/beacons to better facilitate checking of clearances. Mark the intended path of travel, serve as a marker(s) or block cross traffic.
- Turn off the radio, roll down the window(s).
- Tap your horn twice prior to backing your vehicle.
- If using a spotter, keep them in sight and be aware of the driver's ultimate responsibility to back safely.

### 1 Parking

- Park on level ground and close to the receiving door or site
- Set and test brakes
- Place wheel chocks between the tandem wheels of the trailer
- **Do not** attempt to stop a rolling vehicle

### 2 Backing Up

- Get Out And Look (GOAL)
- Use flashers, horn, and backup alarms
- Check both mirrors
- Roll down windows to hear
- Know the vehicle's blind spots
- Use a spotter
- Back up slowly
- Stand clear when opening doors for unloading

### 3 Coupling and Uncoupling

- Only trained workers should perform this procedure
- Ensure stable footing when releasing the fifth wheel or adjusting tandems
- Wear bright visible clothing
- Set parking brakes and perform tug test
- Keep clear of tires and frames
- Check for vehicular traffic near you

## HEADLIGHTS

Drive with your headlights on at all times to increase your visibility to other motorists.

## U-TURNS

U-Turn maneuvers expose commercial vehicles to greatly increased risks and are strictly prohibited.



## SECURITY RULES

### GENERAL

We have a zero-tolerance policy regarding any instances of workplace harassment, intimidation, threats, violence, or theft. Any employee violation may result in disciplinary action, up to and including termination.

If you become aware of or witness any illegal or unethical conduct, or acts of theft or dishonesty, you must report this to your supervisor immediately. Additionally, inventory practices, controls, routings or security practices are proprietary to and should not be discussed with individuals outside of the company.

### SECURITY WHILE DRIVING

- Maintain daily periodic communications with your supervisor. Report anything unusual or out of the ordinary.
- Be aware of your surroundings and anything that does not look right.
- At stops/deliveries, always remove the ignition keys, lock the vehicle, and keep keys in your personal control for the duration of the stop.
- Avoid unscheduled, unauthorized stops.
- Try to park in well-lit areas where other truckers are present.
- Be aware of vehicles that seem to be following your vehicle, especially when departing from distribution centers.
- Be aware of any unknown person(s) who seem to be watching or filming vehicles/warehouse operations.
- Vary your route and operating times, whenever possible.
- Keep your vehicle cab and access panels locked at all times and the windows completely rolled up.
- If unattended, turn off the engine, remove the keys, and fully lock and secure the vehicle.
- If on a driver team, leave your vehicle one at a time to ensure it is supervised. Do not drive your vehicle home, to any other personal residence, or leave it unattended in unsecured parking areas.
- Do not pick up hitchhikers or allow unauthorized passengers in the vehicle.
- Unattended vehicles that are not in use must have keys securely stored in a secure lock box on the vehicle or stored in the operation's office in a securely locked room or cabinet.



## SECURITY DURING ENERGY CONTROL PROCEDURES

- Follow the Energy Control (lockout, tag out, block out) procedures when preparing for equipment adjustment, service or maintenance activities, otherwise the unexpected startup or release of stored energy could cause personal injury or property damage.
- Never attempt to start a vehicle or any other piece of equipment that is locked or tagged out-of-service.
- Never remove the lock or tag unless you are authorized.
- Never get under or perform work on a vehicle that does not have the key properly locked and tagged out, parking brake set, wheel chocks placed on a non-drive axle, and the vehicle placed in the “Neutral” or “Park” position.

## SECURITY DURING VEHICLE MAINTENANCE

While entering a Haulin’ Jack Shipping Service maintenance facility, drivers should:

- Adhere to maximum speed of 5 mph and proceed cautiously as there is often a great deal of activity and movements.
- Never enter the restricted “work area” of the facility unless escorted by a maintenance employee and equipped with the required PPE attire.
- Perform a thorough pre-trip inspection on vehicles prior to departure on their tour of duty. Drivers are responsible to ensure that all safety-related defects are repaired prior to vehicle acceptance and departure.
- Document all known vehicle defects in a post trip inspection using a DVIR at the end of their tour of duty.
- Remove and secure the key from the ignition using the approved lockout procedure, the wheels chocked, transmission in neutral, and emergency brake applied. Drivers should never attempt to use a duplicate key to start a vehicle that is being serviced in a maintenance facility.

While fueling at a Haulin’ Jack Shipping Service maintenance facility, drivers should:

- Observe and comply with all posted regulatory type signage.
- Be attentive, check clearances and know where the attendant or other pedestrians are at all times, especially before starting and/or moving your vehicle.
- Remove key from ignition and hand to attendant while vehicle is being fueled or serviced on the service island.
- Remain with their vehicle at all times during fueling/servicing.

While washing vehicle at Haulin’ Jack Shipping Service maintenance facility, driver must:

- Never attempt to wash vehicle(s) or pull unit into wash bays. Only authorized Haulin’ Jack Employees may do so, unless otherwise directed.
- Never have vehicle(s) washed in the yard unless wash water is properly collected and disposed of.



## SUMMARY

This manual is intended to provide drivers with a basic understanding of the hazards present in the workplace. It identifies many common safety misconceptions and violations.

Two things can cause an accident – an unsafe act and an unsafe condition. The employee controls them both.

It is a driver's responsibility to develop and implement safe work habits and to complement these work habits with the common sense safety practices. Any driver who ignores or abuses safety rules and procedures will be disciplined accordingly, and continuous violations could result in termination.

Driver supervisors are available to discuss or clarify any items in this manual. For further information on a specific standard or interpretation of a regulatory requirement, contact your Safety, Health, and Security Manager.

Haulin' Jack Shipping Service strives to create a safe work environment where our employees can perform productively and effectively. Your commitment to working safely and securely will help us create a work environment that is collision and injury-free.


## OTHER HAULIN' JACK RESOURCES

- [Biological Hazards – Bloodborne Pathogens Program](#)
- [Contractor Management Program](#)
- [Fatigue Management](#)
- [Fire Prevention Plan](#)
- [First Aid Plan](#)
- [Forklift Safety](#)
- [Hand & Portable Power Tool Safety](#)
- [Hazard Communication Program](#)
- [Hydrogen-Sulfide H2S Safety](#)
- [Incident Investigation Program](#)
- [Job Competency Program](#)
- [Journey Management](#)
- [Ladder Safety](#)
- [Pandemic Response Plan](#)
- [Personal Protective Equipment Program](#)
- [Risk Management](#)
- [Short Service Employee \(SSE\) Program](#)
- [Spill Prevention & Response Plan](#)
- [Stop Work Authority Policy](#)
- [Working Alone Safety](#)

## APPENDIX - VEHICLE INSPECTION GUIDE

ITEM	DESCRIPTION/USE	INSTRUCTIONS: HOW TO INSPECT
Air Brakes	Braking system utilizing compressed air to actuate (propel) brakes	<p>Driver must perform all of these checks:</p> <ul style="list-style-type: none"> <li>Let air pressure build to governed cut-out pressure (between 100- 125 pounds per square inch [psi]). With engine off, wheels chocked (wedged), and parking brake released, fully apply foot brake to see if air pressure drops more than three pounds in one minute for a single vehicle or more than four pounds in one minute for combination unit (after an initial application loss of 5-10 psi). If loss exceeds this amount, there is defect somewhere in system</li> <li>Fan off air pressure by rapidly applying and releasing foot brake. Low air pressure alarm should activate before air pressure drops below 60 psi</li> <li>Continue to fan off air pressure. At between 20 and 40 pounds pressure on tractor trailer, tractor protection valve should close (pop out). On other vehicle types, spring brake push-pull should pop.</li> </ul> <p><b>Note: Air brake check procedures can vary from vehicle to vehicle and drivers may have learned different methods. During evaluation, drivers should demonstrate that as air pressure drops from normal to nearly complete loss of pressure, all safety devices operate at correct times.</b></p>
Back-up Alarm	Alerts people and other vehicles that vehicle is backing up	<ul style="list-style-type: none"> <li>Attachment is firm</li> <li>Alarm is in good condition</li> <li>Wiring is secure. With engine running, alarm sounds as soon as vehicle placed in REVERSE</li> </ul>
Brake Chamber	Converts air pressure to mechanical force for operating wheel brakes	Chamber is securely mounted. Chamber is not leaking air, cracked, or dented
Brake Foundation Parts	Performs actual braking function at wheel ends. Consists of brake drums and shoes	<ul style="list-style-type: none"> <li>Drums are not cracked</li> <li>No oil or grease is in or on inner face of drum</li> <li>Two brake shoes are intact at each wheel</li> <li>Pads are at least ¼ inch thick</li> </ul>
Emergency Equipment	Fire extinguisher	<ul style="list-style-type: none"> <li>Mounted fire extinguisher rated a minimum of 5BC, securely mounted. (10BC for hazmat haulers)</li> </ul>
Emergency Equipment	Triangle	<ul style="list-style-type: none"> <li>Three operational triangles</li> </ul>
Fifth Wheel	Holds trailer king pin that attaches trailer to tractor	<p>For required checks, see these items:</p> <ul style="list-style-type: none"> <li>Locking jaws</li> <li>Locking pins</li> <li>Mounting bolts</li> <li>Platform</li> <li>Release arm</li> </ul>
Heater/Defroster	Provides warmth to cab or passenger compartment and prevents frost or condensation from forming on windshield	Both heater and defroster fans are operable
Horns	Air and/or electrical devices for audibly warning other drivers/pedestrians.	Air horn and/or electrical horn are operable
Hoses/Lines (Brakes)	Carry air, hydraulic fluid, or electricity to wheel brake assembly	<ul style="list-style-type: none"> <li>Hose and lines are not cracked, worn, leaking or frayed</li> <li>Grommets are not cracked, worn, or folded (these are the rubber seals in the "glad hands" or the hose connectors between the tractor and trailer)</li> <li>Air lines are properly suspended</li> </ul>
King Pin/Apron Gap	King pin attaches trailer to tractor. Apron provides surface for resting trailer on fifth wheel	<ul style="list-style-type: none"> <li>King pin is not bent</li> <li>Trailer apron lies flat on skid plate (no gap)</li> <li>Visible part of trailer apron is not bent, cracked, or broken</li> </ul>

ITEM	DESCRIPTION/USE	INSTRUCTIONS: HOW TO INSPECT
Lighting Indicators	Dashboard indicator lights: turn signals; 4-way flashers; headlight high beams	Indicators should light up when corresponding lights are turned on
	Diesel Exhaust Fluid (DEF)	<ul style="list-style-type: none"> <li>• Driver should check the DEF indicator light</li> <li>• If the system detects any emissions related malfunctions, it will alert the operator to these detected malfunctions through a dash lamp known as the Malfunction Indicator Lamp (MIL)</li> </ul>
Lights & Reflectors	<ul style="list-style-type: none"> <li>• Clearance lights</li> <li>• Headlights (high/low beams)</li> <li>• Taillights</li> <li>• Turn signals</li> <li>• 4-way lights</li> <li>• Brake lights</li> <li>• Lights and reflectors used to show vehicle clearances at night</li> </ul>	<ul style="list-style-type: none"> <li>• Reflectors and lights are clean</li> <li>• No reflectors or lights are missing or broken. Conspicuity (reflective) tape is in place and in good condition</li> <li>• Reflectors and lights are red on the rear of vehicle and amber elsewhere</li> <li>• All lights are operational</li> <li>• Headlights function on both high and low beams</li> <li>• Brake lights come on when brakes are applied</li> </ul> <p><b>!</b> <i>Important: Checks of turn signal lights and 4-way flasher functions must be done separately.</i></p>
Load Securement Devices	Bars, straps, or other devices used to secure cargo	<ul style="list-style-type: none"> <li>• Devices are securely in place and adequate for payload</li> <li>• Unused load securement devices are properly stored</li> </ul>
Locking Jaws	Securing mechanism on fifth wheel	<ul style="list-style-type: none"> <li>• Locking jaws are closed around king pin (look into fifth wheel gap)</li> <li>• Safety cables and chains do not have kinks or excessive slack</li> </ul>
Locking Pins (Fifth Wheel)	Hold sliding fifth wheel in fixed position along slider rails	<ul style="list-style-type: none"> <li>• Loose or missing pins in slide mechanism of sliding fifth wheels</li> <li>• Fifth wheel is not so far forward that tractor will strike landing gear during turns</li> <li>• No air leaks (if air powered)</li> </ul>
Lug Nuts	Threaded fastener holding wheel on axle	<ul style="list-style-type: none"> <li>• All lug nuts present and tight</li> <li>• No rust trails around nuts</li> <li>• No cracks or distortions of bolt holes</li> </ul>
Mirrors	Side mirrors for viewing traffic to rear of vehicle.	<p>Inside vehicle, check for:</p> <ul style="list-style-type: none"> <li>• Proper adjustment</li> <li>• Cracks</li> <li>• Impaired visibility</li> </ul> <p>Outside vehicle, check for:</p> <ul style="list-style-type: none"> <li>• Loose fittings</li> <li>• Damaged brackets</li> </ul>
Mounting Bolts	Threaded metal rods holding fifth wheel mount on tractor	<ul style="list-style-type: none"> <li>• No loose or missing mounting brackets, clamps, bolts, or nuts.</li> <li>• Fifth wheel and slide mounting are solidly attached</li> </ul>
Oil Pressure Gauge	Assures engine oil pressure is adequate	<ul style="list-style-type: none"> <li>• Oil pressure is building to normal</li> <li>• Gauge shows increasing or normal oil pressure or warning light goes off</li> </ul> <p><b>!</b> <i>Important: Engine oil temperature gauge (if present) should begin gradual rise to normal operation range.</i></p>
On-board Computer	Electronically records trip data and provides operating information and trip data for HOS and company use.	<ul style="list-style-type: none"> <li>• Display screen is properly attached</li> <li>• Appropriate inputs are made</li> </ul>
Parking Brake	Keeps vehicle from rolling when parked	Parking brake holds vehicle when driver gently pulls vehicle forward with parking brake on

ITEM	DESCRIPTION/USE	INSTRUCTIONS: HOW TO INSPECT
Pintle Hook	Coupling device	<ul style="list-style-type: none"> <li>Pintle jaws and pintle ring are securely mounted</li> <li>Mounting area, including brackets and frame on vehicle and trailer: are free of cracks, distortions, or damage and have no missing nuts or bolts</li> <li>Pintle jaws are closed around pintle ring and any safety latch is locked in place</li> <li>Safety cables or chains are properly secured at both ends, not twisted or kinked or with more slack than necessary to permit vehicle to be turned properly</li> </ul> <p><b>Note: When they complete this inspection, drivers should get credit for inspection items listed earlier under “mounting bolts” and “locking jaws”.</b></p>
Platform (fifth wheel)	Mounting that holds fifth wheel skid plate and locking jaws mechanism	No cracks or breaks in platform
Release Arm	Releases fifth wheel locking jaws allowing trailer to be uncoupled	<ul style="list-style-type: none"> <li>Release arm is in engaged position</li> <li>Safety latches are in place (if vehicle equipped with latches)</li> </ul>
Safety Belt (seat belt)	Secures driver and passenger to seats	Seat belts and sleeper restraints should be: <ul style="list-style-type: none"> <li>Properly adjusted</li> <li>Securely mounted</li> <li>Free of frays</li> </ul>
Service Brake	Vehicle's main braking system	 <b><i>Important: Evaluator cannot score check for vehicle or trailer service brake when vehicle is in motion. For safety, during vehicle inspection, drivers of air brake and non-air brake vehicles should slowly roll vehicle forward and apply service brake to check that it will stop vehicle.</i></b>
Slack Adjuster	Link between brake chamber and brake shoe that activates brakes	No broken, loose, or missing parts. Angle between push rod and adjuster arm should be approximately 90 degrees, or when pulled by hand with (spring) brakes released, brake rod should not move more than one inch
Suspension	Leaf or coil springs, or air bags that dampen wheel vibration created by rolling over road surface	On leaf springs, check for: <ul style="list-style-type: none"> <li>Cracks</li> <li>Breaks</li> <li>Missing or shifted leaves</li> </ul> On coil springs, check for breaks or distortion
Tires	Road wheel tires	Tread depth – minimum depth is: <ul style="list-style-type: none"> <li>4/32 inch on steering axle tires</li> <li>2/32 inch on all other tires</li> <li>Tire condition (even wear)</li> <li>No cuts or other damage to tread or sidewalls</li> <li>Valve caps and stems not missing or damaged)</li> <li>Tire inflation (driver uses tire gauge or strikes tires with mallet)</li> </ul>
Trailer Brakes	Stops trailer from moving forward	Driver should: <ul style="list-style-type: none"> <li>Engage smoothly and stop unit</li> <li>Roll truck forward slowly</li> <li>Pull trailer brake handle down gently.</li> </ul>

# HAULIN' JACK SHIPPING SERVICE, INC DRIVER SAFETY MANUAL

## ACKNOWLEDGEMENT RECEIPT



I, \_\_\_\_\_ acknowledge receipt of the Driver Safety Manual.  
[PRINT NAME CLEARLY]

Furthermore, I agree to familiarize myself with these work rules and work within their guidelines.

I understand that these safety, health, security, and environmental rules are not all-inclusive but serve to complement the established work rules of my workplace.

Employee signature: \_\_\_\_\_

Instructors Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Subject Covered in This Training:  
\_\_\_\_\_