



# **Geddis Paving & Excavating, Inc.**

## **DRIVER'S HANDBOOK & POLICY PROCEDURES**





## DRIVER'S HANDBOOK

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## **SAFETY POLICY STATEMENT**

Geddis Paving & Excavating, Inc. is committed to providing a working environment which is healthful and safe. Our safety goals are designed to prevent work related accidents and injuries.

### **SAFETY IS A CONDITION OF EMPLOYMENT**

Accident prevention requires each of us to have a strong commitment, which will enable us to change and adapt our behavioral patterns so that we permanently foster a SAFETY MENTALITY. This safety mentality is a matter for all concerned. Safety and accident prevention are inseparable from all aspects of our business, be it technical, commercial or financial. Our aim is to AVOID ALL ACCIDENTS OR INJURIES. This ZERO ACCIDENT policy requires the personal commitment of each of us. You must commit yourself fully to this objective.

The responsibilities for safety and health are shared:

- a) As employees, you are responsible for wholehearted, genuine cooperation with aspects of the safety and health program, including compliance with all rules and regulations, and for continuously practicing safety while performing your duties.
- b) Our supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise; and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- c) As your employer, we accept the responsibility for leadership of the safety and health program, and for providing the safeguards required to ensure safe conditions.

### **Applicability of Company Safety Policies**

All drivers are subject to the Geddis Paving & Excavating, Inc. Master Safety Manual in addition to the policies contained in this Driver Handbook. All company safety policies, including but not limited to Stop Work Authorization, Hazard Identification and Reporting, Emergency Action Plans, Environmental Compliance, Injury Reporting, Substance Abuse Policy, and Disciplinary Procedures, apply fully to drivers at all times while engaged in company business.



## SECTION I

### DRIVER EMPLOYMENT REQUIREMENTS

1. The Company has definitive policies concerning hiring of drivers. In all cases these policies conform with the Federal Motor Carrier Safety Regulations.
2. It is company policy to employ only physically, mentally and emotionally stable people who are courteous and have the knowledge and ability to operate the type of equipment to which they are licensed.
  - a) Must be at least 21 years of age. The minimum for over the road drivers is two (2) years truck driving. Any exceptions must be approved by more than two (2) traffic supervisors.
  - b) Can read and speak the English language well enough to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquires, and to make entries on reports and records.
  - c) Can, by reason of experience, training, or both, safely operate the type of vehicle to which they are licensed.
  - d) Can, by reason of experience, training or both, determine whether the cargo they transport has been properly loaded, distributed, and secured in or on the motor vehicle they drive.
  - e) Is familiar with methods and procedures for securing cargo in or on the motor vehicle they drive according to Federal Motor Carrier Safety Regulations Handbook (Section-393 subpart-393.100).
  - f) Prior to active employment, every driver must take and successfully pass a physical examination in accordance with Department of Transportation regulations. A Pre-employment drug screen will also be included.
  - g) Shall have one currently valid motor vehicle operator's license for the size of equipment to be operated; and shall have no other licenses.
  - h) Must not be disqualified to drive a motor vehicle under any of the rules of Department of Transportation (Sec. 391.15), or any revision thereof.
  - i) The applicant shall complete and furnish to the Company an application for employment in accordance with Department of Transportation regulation (Sec. 391.21), or any revision thereof.
  - j) The applicant must possess a good driving record in all states that he/she has driven in before being considered for employment by the company.
  - k) The applicant shall be neat in appearance and will be judged on mechanical ability, common sense, manners, courtesy and legible writing.



## SECTION II

### DRIVER'S RULES

1. The probationary period for new drivers will be 30 days or dependent upon the training requirements for the job. Evidence of lack of ability and/or unwillingness to observe Company rules and/or policies during the probation period will constitute grounds for immediate dismissal without recourse.
  2. All drivers are to familiarize themselves with and be conversant with all safety rules and regulations as set forth by the Company, DOT, State and local authorities. Strict adherence to ALL Federal and State regulations is required. Records and reports required must be accurate and submitted promptly. Falsification of any record constitutes grounds for immediate dismissal.
  3. Each driver must complete, maintain and submit the following reports and data as required by Department of Transportation regulations and/or Company policy.
    - a) Driver's daily log, per Section 395.8.
    - b) Driver's Vehicle Inspection Report (Post Trip Inspection), listing any defect or deficiency, which would affect the safety of the vehicle per Section 396.11.
    - c) Odometer mileage start and end of trip and miles operated in each state on that date.
    - d) Driver's Trip Report (if used), listing deliveries and related information.
  4. No driver shall exceed hour limitations per Department of Transportation regulation Section 395.3, or any revision thereof.

1621530000. DOT REGULATION Section 391.45 requires medical re-examination every TWO YEARS and FOLLOWING ANY physical or mental injury or disease which has prevented you from performing your normal duties.

1621530001. Transportation of unauthorized passengers is forbidden.
- a) Drivers found violating this rule are subject to immediate dismissal.
  - b) Authorized passengers are company supervisors, other company drivers, or those presenting a company pass signed by a supervisor giving specific dates of authorization with specific identification.
  - c) Emergency situations constitute the only exception to the preceding rules.
  - d) Conversation between the driver and his/her passenger should be kept to a minimum. Drivers of other companies are NOT an exception to these rules.
7. Motor vehicles shall be driven in accordance with laws, ordinances and regulations of the jurisdiction in which it is being operated. The driver is required to know and become familiar with those laws. All traffic violation fines, other than those resulting from omission, error or direction of the Company, will be paid by the driver. Citations must be reported immediately to your supervisor.

1621530240. The receipt of moving traffic violations by a driver shall be considered a serious infraction of safety rules, and the driver may be subject to disciplinary action.



1621530241. Drivers shall not consume an intoxicating liquor, regardless of its alcoholic content, or be under the influence of an intoxicating liquor, within 4 hours before going on duty. Drivers shall not consume an intoxicating liquor, regardless of its alcoholic content while on duty or while on Company premises at any time. Violation of these rules will be cause for immediate dismissal.
1621530242. No driver shall operate or be in control of a motor vehicle if they possess, are under the influence of, or are using a narcotic drug or any derivative thereof; an amphetamine or any formulation thereof; or any other substance to a degree, which renders them incapable of safely operating a motor vehicle. The Alcohol and Substance Abuse Policy will be in effect at all times including prescribed medication by a licensed physician. Violation of these rules will result in rehabilitation as required or immediate dismissal. Workmen's Compensation will not be paid when injury occurs while under the influence of drugs or alcohol.
1621530243. The Company reserves the right to have any employee, suspected of drug or alcohol use, undergo the necessary tests by a recognized laboratory to insure compliance with DOT and Company policy.
1621530244. No driver shall operate a motor vehicle while the driver's ability or alertness is so impaired, or so likely to become impaired, through fatigue, illness, or for any other cause, as to make it unsafe for him/her to begin or continue to operate the motor vehicle.
1621530245. A driver whose vision requires the use of eyeglasses or contact lenses to meet the minimum requirements of the Department of Transportation regulations will wear them while on duty.
1621530246. A driver whose hearing requires the use of a hearing aid to meet the minimum requirements of the Department of Transportation regulations shall wear a hearing aid and have it in operation at all times while driving. The driver must also have in his possession a spare power source for use in the hearing aid.
1621530247. Drivers shall reduce speed and exercise extreme caution in the operation of the motor vehicle when hazardous conditions such as those caused by smoke, ice, sleet, fog, mist, rain, dust or snow adversely affecting visibility or traction. If conditions become sufficiently dangerous, the operation of the vehicle shall be discontinued and shall not be resumed until the vehicle can be safely operated. If in the driver's opinion, driving is too hazardous for safe operation, he/she is to stop at a safe place and notify his/her supervisor and request further instructions.
1621530248. While on Company business, drivers are expected to be courteous and considerate. Drivers are NOT to discuss Company business with customers and shall not interfere with customer employees in any way. Drivers are NOT to sign any document (other than a bona-fide bill of lading) unless they have proper authorization to do so. ANY CUSTOMER QUESTIONS CONCERNING THE USE OF PRODUCT OR EQUIPMENT ARE TO BE REFERRED TO YOUR SUPERVISOR OR THE SALES DEPARTMENT.
1621530249. Termination of employment with the Company requires the surrender of all credit cards and all other Company property issued while employed before payment of final wages will be made. A signed receipt for the return of Company property will be provided.
1621530250. When fuel credit cards are provided, the driver must carry such card at all times while working and use them for Company business only. Report immediately to your supervisor the loss of any credit card. The use of a Company supplied fuel credit card for personal purchases is expressly forbidden and will result in immediate dismissal.



1621530251. Driver's taking time off due to illness, or any other reason, must report same to their immediate supervisor as soon as possible upon development of the illness or other condition. This is to permit rescheduling of the run for which they were assigned.
1621530252. Avoiding personal injury should be foremost in every driver's mind. Drivers are urged to take every precaution necessary to prevent personal injury.
1621530253. Injury while on duty must immediately be reported to your supervisor who will direct you to an area doctor if needed. In emergencies, or in case of serious injury, see a reputable physician at once and have your supervisor notified immediately. A written release must be obtained from the attending physician or hospital before the employee will be permitted to return to work.
1621530254. Remember, you are constantly in the public eye and in sole charge of the vehicle. Drivers are traveling on streets and highways over which other vehicles travel, operated by drivers who may be good, bad or indifferent. The public easily identifies the driver and his/her company because the truck is a moving billboard on the roads.
23. A driver cited for a seat belt violation or not using a seat belt will be subject to company disciplinary action, including termination. Workman's Compensation benefits' does not cover injury when not wearing a seat belt.
24. No driver shall use a radar detector in a commercial vehicle, or operate a commercial vehicle that is equipped with or contains any radar device. Violation will consist of company disciplinary action including termination.



## SECTION III

### PRE-DRIVING INSPECTIONS

1. Reporting promptly for work when called is the duty of every driver. It is the policy of the Company to never call a driver unnecessarily. When called, the Company expects prompt response from all drivers.
2. Drivers must check their bills for special instructions covering their trip. Make certain that proper Port of Entry clearance papers, customer receipts, etc., have been furnished in order to complete the trip according to dispatch instructions.
3. No vehicle shall be driven unless the driver thereof shall have satisfied himself/herself that the emergency equipment is in place and ready for use; nor shall any driver fail to use or make use of such equipment when and as needed.
4. No vehicle shall be driven if the load thereon is so improperly loaded or so inadequately secured, as to prevent its safe operation.
5. It is the driver's responsibility to determine that his equipment is safe and in total conformity with DOT regulations.
  - a) Before leaving on a trip, the driver shall inspect the previous Driver Vehicle Inspection Report and do a Visual Inspection to determine the condition of his vehicle. If any deficiencies are found, they shall be corrected and noted before the driver leaves.
  - b) The driver shall keep the DVIR from the previous day or when the vehicle was last driven in his/her possession with his/her Driver's Log required by DOT during the trip. In the event that the driver is stopped, he/she shall show these reports to any DOT inspector. An unsatisfactory DOT report, if determined as the fault of the driver, shall be considered a serious infraction of safety rules

### PRE-TRIP OR VISUAL INSPECTION

No professional truck driver would subject the public, himself/herself or his/her vehicle to the hazards of the road without first performing a pre-trip inspection. This inspection eliminates a wide area of accident potential, and leaves you free from worry about whether or not your rig is ready for operation. The pre-trip inspection is required by Section 392.7 and 396.13 of the Federal Motor Carrier Safety Regulations. One of the marks of a true professional driver is the ability to make a pre-trip inspection quickly and competently. The best way to develop this ability is by learning a systematic step-by-step procedure such as the following.

If done properly, one trip around the unit should be sufficient for a good pre-trip or post-trip inspection of your vehicle. As you approach the vehicle, look for evidence of leaks under the truck, if it is sitting level or lopsided, and if the unit numbers are correct.

**Step 1:** Upon entering the cab, turn on all lights, including the trailer lights and the four-way flasher. Do not start the engine at this time.

**Step 2:** Get out and begin your tour clockwise around the rig starting at the driver's door by checking the left hand mirror for condition of the glass and bracket tightness. Next, take a look at the left steering axle



tire for cuts, nails, adequate tread depth and check for loose or missing lug nuts or studs as well as the oil level in the front axle oil hub. Inspect the steering gear box for any looseness. Also, check for broken or loose spring leaves or U-bolts. Check brake lining and adjustments.

**Step 3:** As you move to the front of the truck or tractor, check your headlights, high and low beams, turn signals, and cab clearance lights. Observe the condition of the wiper arms and blades and check the coolant level in the radiator, oil, power steering fluid and windshield washer fluid. While you're up front, take a look underneath and inspect the axle, inside of the springs as well as the inside of the front tires. Inspect belts and airlines for unusual wear including electrical wiring. Clean windows and windshield.

**Step 4:** Now look at the right side mirror for glass condition and good tight mounting brackets. Just like the left side, check the condition of the right steering tire, brake and wheel.

**Step 5:** As you move to the back of the cab, check your muffler and the air intake tube to make certain all braces and clamps are tight and that the air intake bonnet is not restricted with leaves or trash. While you're there check the brackets and fuel filler cap gasket. Visually check the fuel level fuel gauges have been known to fib. Look for broken reflectors and non-burning front trailer lights.

**Step 6:** Right drive axle tires are next. Check for unusual wear, nails or cuts as well as proper inflation. Don't forget the inside of the tires between the duels. Check the wheels for loose or missing lugs, cracked or damaged rims or leaking oil seals. Check brake lining and slack adjustment, and check for cracked brake drums. Next, check the condition of the spring leaves, U-bolts and torque arm bushings for cracks or excessive wear. Investigate the walking beam and trunion bushings for wear or evidence of excessive movement.

**Step 7:** For a tractor, now go over the fifth wheel securing bracket bolts, as well as the pivot pin, looking for cracks or looseness. While you're there, make sure the locking lever is in the latched position and that the jaws are completely around the pin. Inspect the right hand air tank for solid mounting and drain any moisture from the tank.

**Step 8:** As you start down the right side of the truck or trailer, inspect the lights and reflectors; make certain the spare tire is secure in the carrier. Make sure landing gear is all the way up, and the crank secured in its holder. Be sure airlines under the trailer are adequately suspended. Look underneath at the trailer brake assemblies and check slack adjusters for excess travel. Check lining thickness, and see that shoes are in place. The right trailer tires and wheels should be inspected outside, inside, and in between. Don't forget to look between the trailer axles and to inspect the springs and U-bolts.

**Step 9:** As you step to the rear of the unit, check your marker and clearance lights as well as the reflectors. You can now check your lights and your turn signals. Also, check the mud flaps and the DOT bumper. Make sure the trailer doors are secure.

**Step 10:** As you start your way up the left side, check the tires, wheels, springs and lights just as you did on the right side. Take a look at the tandem slide locks to be sure they are fully engaged. When you reach the landing gear assembly; check it for broken braces or missing dolly wheels or pods. After assuring yourself the gear is all the way up, make certain the operating crank is secured.

**Step 11:** After you've checked the left drive axle tires, wheels brake drums and shoes, slack adjusters, spring assembly and fifth wheel mounting, carefully inspect the air hoses and trailer electric cord for chafing, cuts or other damage. Don't overlook the glad hand grommets. Also see that the battery covers are in place and properly secured. Drain the air tanks. Your safety equipment is next and deserves special attention. Make sure you have the required fire extinguisher for your operation, that is properly mounted and the pressure gauge indicates full charge. Your reflectors should be in serviceable condition



and properly stored. Make sure the windshield washer container is full of the correct fluid for the prevailing weather. Drain the fuel water separator.



**Step 12:** After re-entering the cab, check the free play of the clutch travel, as well as the operation of the foot brake pedal. Make sure the pivot is working freely and that the heel of the pedal is not obstructed by dirt or other objects. Do the same for the accelerator pedal. Start the engine and let it idle until all gauges are operating properly, then check them one by one for all functions. While the engine is warming up, inspect the steering wheel for excessive free play. Seat belts should be inspected for condition and adjustability; horn should be checked; check the operation of the windshield washer and both wipers as well as the heater, defroster, and air conditioner functions. Shut engine down, take keys in hand, and get out of the cab to check both high and low headlight beams and front and rear turn indicators. Now after returning to cab, hold the foot brake pedal down and watch the air pressure gauge. With the air system fully charged, and service brakes fully applied; there must be an air pressure drop of no more than 3 psi in one minute for vehicle combinations. Pump the air down with the foot brake to make certain the low air warning buzzer and/or light operates when air pressure is not more than 50% below maximum pressure. Set the parking brake and test by pulling against it in low gear with the engine idling. The vehicle should not move. Check the operation of the trailer emergency brake in the same manner. Check service brakes by applying them as you start to roll.

**Step 13:** If your tractor is equipped with a sleeper berth, make certain it's equipped with restraining straps. Finally, check to see that you have all necessary documents and forms: cab cards, permits, trip reports, DVIR's and of course...don't forget your logbook. Report any defective items immediately.

**Step 14:** BUCKLE UP.

**Step 15:** By following through with a thorough and conscientious inspection, you are not only complying with the law, but also minimizing the possibility of a road failure. Most importantly, you are greatly reducing the danger of an accident that could have been prevented. At the end of your day a Post Trip Inspection is required and documented on your DVIR.

## SECTION IV

### DRIVING

1. Drivers should conduct themselves at all times in a manner that is a credit to themselves and the Company.
  2. All units shall be driven in accordance with laws, ordinances and regulations of the jurisdiction in which it is being operated. The driver is required to know and become familiar with those laws. All traffic violation fines, other than those resulting from omission, error or direction of the Company, will be paid by the driver.
  3. Safe driving comes first above all other duties of a driver. To be on time is not as important as arriving safely. The constant practice of defensive driving and the use of good judgment will prevent most accidents.
  4. Drivers will not be permitted nor are they expected to drive equipment known to be in an unsafe condition. In an emergency, when it becomes necessary to drive equipment, which is not in proper operating condition, speed must be reduced and extra caution taken.
  5. Loads must be checked for weight distribution. If overloaded, notify supervisor.
  6. Equipment checks as directed by DOT (Sec.397.17) will be done at the beginning of each trip and each time a vehicle is parked.
    - a) Tires....for flats, low pressure or excessive heat.
    - b) Wheels... for cracked wheels and loose lug nuts.
    - c) Gear Boxes, rear end and wheel bearings...for excessive heat.
  7. No motor vehicle should be driven recklessly or in such a manner as to endanger life, limb or property.
1621530320. Drivers are expected to practice "Courtesy of the Road" at all times toward drivers of other vehicles and towards pedestrians.
1621530321. Dispatching schedules shall be adhered to insofar as safe operations, equipment, and road conditions permit. The safe arrival of equipment and cargo at a destination is the first rule to govern a driver's action under any circumstances.
1621530322. An unusual delay must be promptly reported to your supervisor by telephone as quickly as possible.
1621530323. Driver responsibilities include rendering prompt and accurate reports and courteous behavior toward other users of the highway; including offering assistance to others in case of an accident or breakdown, when it is consistent with good operational judgment. Read Section X.



## SECTION V

### SAFE DRIVING HABITS

#### General

As a professional driver, you should:

#### Be Alert

1. Keep your mind on your driving and your eyes on the road.
2. Drive at a speed consistent with the condition of the road surface, density of traffic, and degree of visibility. Realize posted speed limits refer to ideal operating conditions only; so adjust for conditions. The Company speed limit is 5 miles per hour under the speed limit. NO EXCEPTIONS.
3. Maintain a position on the highway, which will not obstruct traffic approaching from the front or rear. This is MANAGING YOUR SPACE.
4. Operate your accelerator and brakes smoothly.
5. Use your horn as a warning signal only.
6. Be always alert to unpredictable actions of children and pedestrians, giving them the right of way.
7. Be on the lookout for the drunk or erratic driver...give them a wide berth. Report them to proper authorities if you can safely do so.
8. Maintain a safe distance behind other vehicles. Know the stopping distances of your vehicle under poor as well as good road conditions. Be prepared for safe stopping in an emergency. Again...this is called MANAGING YOUR SPACE.
9. Communicate with other drivers and pedestrians. Turn signals, hand signals, lights, horn and eye contact can relay various messages. Do not keep your actions a secret. Let everyone know what you are going to do.

#### When Passing

1. Never pass a school bus in either direction while bus is discharging or loading children. Stop at least 15 feet from bus.
2. Never attempt to pass a vehicle ahead when the required passing speed is greater than that allowed by the local speed law.
3. Never attempt to pass when nearing or crossing a street or highway intersection.
4. Never attempt to pass nearing a bridge, viaduct, tunnel or underpass.
5. Never attempt to pass on a hill, curve, or any section of highway where you cannot see sufficiently far ahead.
6. ahead.

### **When Turning**

1. The signal for turns should be made a distance of 100 feet in advance of, and during, the turning movement; by flashing the turn signals at the front and rear of the vehicle on the side toward which the turning movement is made.
2. Check mirrors often for following traffic. Beware of blind spots.
3. Approach and start a right turn as close as possible to the right side of the road. Stay right as much as possible while making the right turn and after the turn is completed. Check the right mirror often to be sure a car has not moved in as the turn is begun.
4. Approach and start a left turn from the center lane or as near as practical to the center of the highway (if on a one-way street, drive as near to the extreme left as possible). Gradually move over to the right after completing the turn, when it is safe to do so.
5. Check mirrors during turn. Beware of other drivers attempting to pass.
6. In making either a right or left turn at any intersection, yield the right-of-way to all pedestrians crossing the intersection.

### **When Backing**

1. Back your truck only when it is necessary and safe to do so. Before backing, get out of your truck, walk to the rear and check conditions. Get help when you can; but drivers are responsible for a backing accidents regardless of who is directing him/her, because the driver has command of his/her vehicle.

### **When Parking**

1. When parking vehicle temporarily, set parking brake, put in lowest gear and remove ignition key.
2. Never rely on air brakes to hold an unattended vehicle.
3. Back front wheel into curb if facing uphill and toe front wheel into curb if parking downhill. Set parking brake, put in proper gear, use wheel chock, and lock all doors.
4. When parking vehicle overnight, engage parking brake, put in proper gear, place wheel chock between tandem axles, and lock all doors.
5. Use chock blocks when parking at a loading dock for loading or unloading your vehicle.
6. Never drive a vehicle with the source of motive power disengaged from the drive wheels (coasting) except when such disengagement is necessary to stop or to shift gears. This practice is dangerous, illegal and can badly damage the transmission.



### **When Disabled**

1. Whenever any motor vehicle is disabled upon the traveled portion of any highway, the following requirements shall be observed (Section 392.22):
  - a) The driver of a disabled vehicle shall flash two front and two rear signals until the portable emergency signals are placed. (Note: These hazardous warning lights may be left on in addition to the portable signals, providing additional protection.)
  - b) As soon thereafter as possible, the driver shall place three red emergency triangles on the traveled portion of the highway in the following order:
    - 1) One on the traffic side of the stopped vehicle, within 10 feet of the front or rear of the vehicle.
    - 2) One at a distance of approximately 100 feet from the stopped vehicle in the center of the traffic lane or shoulder occupied by the vehicle and in a direction toward traffic approaching in that lane.
    - 3) One at a distance of approximately 100 feet from the stopped vehicle in the opposite direction from the vehicle.
2. If a motor vehicle is stopped within 500 feet of a curve, crest of a hill, or other obstruction to view, the driver shall place the warning signal in the direction of the obstruction to view a distance of 100 feet to 500 feet from the stopped vehicle so as to afford ample warning to other users of the highway.
3. If a motor vehicle is stopped upon the traveled portion or the shoulder of a divided highway, the driver shall place the warning devices at a distance of 200 feet, 100 feet and 10 feet from the rear of the vehicle in the center of the lane or shoulder occupied by the vehicle.

### **When Stopping**

1. No motor vehicle shall be stopped, parked or left standing whether attended or not attended, upon the traveled portion of any highway. In the event that conditions make it impracticable to move the vehicle from the traveled portion of the highway, the driver shall make every effort to leave all possible width of highway opposite the standing vehicle for the free passage of other vehicles, and he/she shall take care to provide a clear view of the standing vehicles as far as to the front and rear. Hazard warning lights should be left on even though reflective triangles have been placed.
2. Signal well in advance when slowing down or stopping.

### **When Changing Lanes**

1. Drivers shall signal lane changes for a distance of not less than 100 feet in advance of, and during, the change from one traffic lane to another.

### **When Fueling**

1. Turn off ignition.
2. No smoking or exposing any open flame in vicinity of vehicle being refueled.
3. Be sure nozzle of the fuel hose is continuously in contact with the intake pipe of the fuel tank.



4. The driver must remain in attendance at the fuel nozzle during the entire fueling operation. Jamming a stick or other object behind the handle so as to hold the nozzle open is prohibited.

#### **When “Out Of Service”**

1. A driver shall not drive a motor vehicle revealed by inspection or operation to be hazardous to operate or subject to breakdown due to the mechanical condition of the vehicle. If the unsafe mechanical condition of the vehicle becomes apparent while in transit, the driver shall continue to the nearest safe place where repairs may be effected only if the vehicle would be more hazardous if stopped on the highway.

#### **Take Precautions**

1. Yield the right of way to an approaching driver when entering an intersection.
2. Keep as far to the right as possible, except when passing.
3. Slow down before entering a curve and accelerate only as you come out of the curve. Keep a speed at least ten miles below the posted limit on curves and off ramps.
4. Never coast down a hill with the clutch depressed or with the transmission in neutral.

## SECTION VI

### DEFENSIVE DRIVING

1. Driving consists of guiding a vehicle safely and efficiently along a path selected by the driver. The most careful driver cannot avoid accidents if he/she does not practice defensive driving.
2. Defensive driving is driving in such a manner as to recognize accident producing situations soon enough to take reasonable and prudent action in time to avoid an accident.
3. For defensive driving, these four items must take place in the following order:
  - a) You have to see an object in your path.....IDENTIFY
  - b) You have to recognize the object as a potential hazard and anticipate its actions.....PREDICT
  - c) After identifying and predicting you have to make a decision. Shall I stop? Shall I change lanes?  
DECIDE
  - d) And finally you must react in a physical way. Having decided on a method of avoidance, you have to accomplish same. Never take a "wait and see" attitude.....ACT

#### IDENTIFY PREDICT DECIDE ACT

4. As a driver, you go through this process continually; identifying, predicting, deciding, and acting. Being able to recognize the potential hazard and acting in time to avoid the hazard is the art of practicing defensive driving despite the actions of other drivers and/or adverse conditions.
1621530400. Where are some of these potential hazards you must recognize?
- a) Following distances...don't tailgate. Any car can stop faster than you can.
  - b) At intersections...other drivers running stop signs and stop lights.
  - c) While backing your unit...watch for cars or pedestrians and for objects below or above your field of view.
  - d) Passing or being passed...watch for other vehicles passing at the same time, and cars speeding up as you pass them.
  - e) While changing lanes...watch in advance to pick up small vehicles in your mirrors. Signal your intentions.
  - f) Railroad crossings...look both ways. Stop with adequate warning. Pull back into traffic after thoroughly checking for clearance.
  - g) While making turns...watch in advance for traffic pulling alongside. Block curb lanes by your turn, to prevent those who would "sneak in."
  - h) Pedestrian traffic (especially children playing).
  - i) Weather conditions...be alert for weather changes bringing ice or frost.
  - j) Alleys, driveways, etc...vehicles entering roadway.

- k) Exiting or entering freeways...adjust your speed to entering traffic; don't try to force your way through.
6. Many more could be listed, but these provide you with some of the potential hazards you must recognize and avoid in time.

1621527120. Who benefits from safe, defensive driving?

- a) First, as a professional driver, you will benefit as well as your family. You do not want to injure yourself nor someone else by being involved in a preventable vehicle accident.
- b) Secondly, the general motoring public will benefit. By practicing and perfecting your defensive driving skills, you are protecting the lives of the motoring public. You as a professional driver must share the road with other drivers and pedestrians, and extend driving courtesy to them.
- c) Third, your company will benefit. Defensive driving will reduce vehicle accidents, therefore, reducing their associated costs. Everything you do while driving reflects upon your company.

### **Managing Space/Following Distance**

1. While you need to be concerned with the space on all sides as well as the space for turning and crossing or entering traffic, the most important space to you is the space ahead. You need space ahead so you can stop if you have to. According to statistics, the vehicle that trucks most often run into is the one in front of them. The most frequent cause is following too close.
2. How do you decide how much room to leave between your vehicle and the one in front of you? One good rule says you need at least one second for each 10 feet of vehicle length at speeds below 40 mph. At greater speeds you must add one second for safety. For example, if you are driving a 60-foot rig, you'll need 6 seconds. Over 40 mph you'd need 7 seconds.
3. It is important for you to remember that this timed interval is based upon normal and ideal driving conditions. If the conditions are worse than normal, you must allow more time because you will need it. As a professional driver, you have probably used a "rule of thumb" similar and have encountered situations in which other drivers have crowded into space you have left. It is easy during those times to shrink your space cushion, thinking, "If I don't someone else will take it." DON'T DO IT! As long as traffic is moving at highway speeds, maintain the 7-second spacing, even if a lot of vehicles pull in on you. You will not lose more than a minute or two in an hour run. We want you to arrive safely most of all.
4. These are guidelines that can prevent rear-end accidents. Following too closely also contributes to sideswipes, run-off-the-road and jack-knife accidents. Following at a safe distance is exercising and demonstrating your defensive driving skills.
5. As a professional driver, you will be expected to drive defensively at all times. Your practice of this skill will keep you out of nearly all accidents. Should you be involved in an accident, you will be judged as to whether you used the proper defensive driving techniques that a professional would use.

## SECTION VII

### HIGHWAY HAZARDS

#### General

1. A prerequisite of safe driving is to have a general knowledge of the hazards of your route and to take precautions to overcome them.
2. Among such hazards are:
  - a) Adverse weather conditions.
  - b) Narrow bridges and approaches; maximum allowable bridge load limits.
  - c) Clearance of underpasses, overhead wires, and overhanging tree limbs (remember, ice or snow reduces clearance).
  - d) Construction work blockades or detours.
  - e) Falling rocks, wires and other roadway obstructions.
  - f) Stray animals.
  - g) Farming equipment and road machinery.

#### Railroad Crossings

1. All railroad crossings regardless of their character or their location should be treated with respect.
2. Most railroad crossings accidents are caused by unsafe driving practices.
3. Include in your driving practices the following:
  - a) Absolute compliance with all federal, state and local laws governing railroad crossings.
  - b) Observe all signs and markings at railroad crossings.
  - c) Don't change gears while crossing tracks.
  - d) Don't pass or overtake another vehicle on a crossing.
  - e) Don't try to beat the train to the crossing.
  - f) Don't start directly behind a passing train if there is more than one track. Wait and see what may be coming from the other direction.
  - g) Don't take train schedules for granted. They may have changed overnight or not even have been on the schedule.
  - h) Always look for trains even if a preceding vehicle has crossed safely.

## **Winter Driving**

1. Winter driving requires special care and is greatly affected by temperature changes. A few degrees warmer temperature can give ice and packed snow a covering of water, making the surface more slippery. The decreased traction and poor visibility are the main causes of winter driving accidents.
2. Look out for ice patches on and under bridges, on curves, over viaducts, on expressway ramps, and in areas shadowed by trees or buildings, even though the road may be clear in other places.
3. Accept your responsibility to control your vehicle at all times.
4. Remember, ice and snow are not accident causes:
  - a) Clean all windows fully, inside and out. Clean lights.
  - b) Start slowly...fast starts only spin the wheels.
  - c) Adjust your speed to conditions.
  - d) Before entering traffic, try the road surface by light brake applications. Feel how your unit reacts.
  - e) Brakes should be applied in a manner suited for the equipment requirements. Pumping action is fast and safe on hydraulic brakes. Feathering application is suited for air brakes. Feathering is the application point just short of locking the wheels.
  - f) Use the engine braking power by not disengaging the clutch too quickly when stopping. Shift gently on slippery roads, so you don't spin your wheels.
  - g) Give yourself stopping distance...don't follow too closely. The stopping distance increases on ice or snow. Conditions become more slippery near the freezing point.
  - h) Always ventilate the cab of the vehicle, carbon monoxide is dangerous.
  - i) Beware of ruts and crowned roads, even at low speeds. They can cause trouble.
  - j) Be alert for "black ice" (ice formed so rapidly and clearly that it shows the pavement underneath).
5. Be prepared...bring warm clothing in case of breakdown.

## **Limited Access Highways**

1. Limited access highways designed for modern traffic flow present driving situations that demand additional driver skills and rules.
  - a) Never enter with faulty equipment, or low fuel supply...breakdowns cause accidents.
  - b) Be alert. Enter with the flow of traffic. When entering, adjust your speed and position. Do it smoothly.
  - c) Remember, at all times, you are on a fast-moving highway. Be especially alert to slow moving traffic ahead of you.
  - d) Maintain a steady and safe speed within posted limits.

- e) When changing lanes...signal and make a good visual check before changing.
- f) Keep to the right and keep proper following distance.
- g) Know the exit points. Many freeway accidents happen because a vehicle brakes suddenly for an unexpected turnoff.
- h) Exit with caution from proper lane. If you miss your turnoff go on to the next exit. Don't back up!
- i) On exiting reduce your speed and down shift before getting into the tight section of the curve. Remember the posted speed limit is for cars under the most favorable conditions. Often it is too fast for your vehicle. Reduce your speed at least 10 mph below posted limits, to control the centrifugal force on your vehicle on a curve exit ramp.

### **Night Driving**

1. Night driving requires additional safeguards if you are to attain the maximum of safety.
2. Headlights, taillights and brake lights should be checked regularly to see that they are properly adjusted, have clean lenses and reflectors and all filaments will light.
3. Drive your vehicle at a speed consistent with its braking ability and the degree of visibility afforded by your headlights. Never overdrive your headlights.
4. Speed should be reduced when bright lights are confronted.
5. Pass oncoming vehicles with your low beam lights on. This is the courteous thing to do. Turn lower beam on at dusk so that oncoming drivers or pedestrians may see you.
6. Switch to low beam lights when driving through a city or town, or when driving behind another vehicle.
7. Turn on "parking" lights at once when parking. Never use parking lights while moving.
8. In fog use low beam lights. It will permit better road vision without reflecting glare so you can stop within the area visible to you.

### **Holiday Hazards**

1. Holidays create certain additional hazards.
  - a) INCREASED TRAFFIC, as a result of holiday activities.
  - b) PEDESTRIANS may be bustling about the city streets on last-minute shopping errands; distracted by the many things they hear or see and sometimes drink; carrying packages that interfere with vision and impede their movements.
  - c) CHILDREN may be home on school vacations, playing in the streets. Teenagers may be driving the family car in a happy-go-lucky, carefree manner.
  - d) VISITORS may be unfamiliar with city traffic and local driving conditions. Watch for out-of-state license plates. Vacationers are often tired and may not be good drivers.



- e) PARKED CARS may be in unusual places, Massed at private parties at homes, near stores, churches, theaters, etc. Some may be improperly parked.
- f) MULTI-COLORED LIGHTING on or near thoroughfares may cause drivers to confuse the lights with traffic signals.

## **SECTION VIII**

### **COMPLETION OF TRIP OR DAY'S WORK**

1. Driver, upon return from a trip or day's work, will record on the Driver's Vehicle Inspection Report form, any defects that have developed in the equipment so that repairs can be made. If none exists, he shall state that "all equipment is in satisfactory condition", and sign form.
2. Arrest, traffic citations and fines are to be reported on driver's daily log. Repeated violations of traffic rules, or failure to promptly report violations, will constitute grounds for disciplinary action. Drivers are responsible for violations while on duty and payment of any fines including most overweight citations. Any changes in your driving status (any moving violations against your license) must be reported to your supervisor within 7 days without fail.
3. Driver's daily logs will be turned into the Company at least once per week or at the end of the day if at terminal. Logs must be prepared, even for days off or vacation; but a vacation can be summarized on one log for up to seven days, so log as no driving for hire was done or compensation received for work performed during that time.

## SECTION IX

### VEHICLE CARE, MAINTENANCE AND OPERATING INSTRUCTIONS

#### General

1. Care of vehicle equipment during operation is entrusted to drivers with ability and knowledge of intelligent operation procedures. We rate drivers as professional people in their field. Appreciation of the responsibility is reflected or shown in the manner in which equipment is maintained.

Drivers who have the know-how in the details of their job of handling trucks will have a good record on tires, oil, fuel consumption, and on accidents.

2. The best governor on a unit for efficient operation and low maintenance cost is the driver behind the wheel.

#### Engine

1. Cold motors should be started slowly and kept at low rpm's until comparatively warm.
2. "Lugging" is an overload condition where you cannot reach or maintain the governed speed at full throttle. It is caused by operating in too high a gear. Lugging shortens engine life and reduces horsepower when it is needed most.
3. After a long pull, any engine has to be cooled off gradually. This is particularly true of a diesel engine since they cool more rapidly than do other engines. When approaching the top of a long grade, drop down a gear for the last two or three hundred yards. This allows the valve ports and valve heads to begin cooling before starting down the grade, where they cool rapidly. This practice will prevent much cylinder head damage and loss of power. If a stop is immediately after pulling a long grade, the engine should be idled before shutting it off, until the temperature is normal.
4. Any sudden increase in oil temperature, which is not caused, by load increase is a warning of trouble. INVESTIGATE IT AT ONCE!
5. A water temperature of 175 or 180 degrees (F) is the best assurance that cylinder liners are heated to the proper temperature to support good combustion and the working parts of the engine have expanded evenly for the most favorable oil clearances.
6. Avoid long periods of idling and do whatever else is required to keep the water temperature above 165 degrees (F). Long periods of idling are not good for an engine because operating temperatures will drop to a point where the fuel may not burn completely. This will cause carbon to clog the injector spray holes and piston rings. Raw fuel will wash lubricating oil so all moving parts of the engine will suffer from poor lubrication. IF YOU ARE NOT USING THE ENGINE, SHUT IT DOWN. In extreme weather conditions, try to set idle at a higher rpm with the hand throttle.
7. If the oil gauge indicator flutters, the unit may be out of oil. Stop at once and check the oil supply and oil lines for leaks.
8. Always observe the exhaust stack. A smoky exhaust may be due to a poor grade of fuel, dirty air cleaner, or mechanical conditions, but more often smoke is a sign of lugging, or low operating temperatures.



9. Always operate in a gear low enough to allow the engine to accelerate to, or maintain, governed rpm when you advance to full throttle.
10. When approaching a hill, more torque at the wheels will be required, so shift to a lower gear. If the engine will not maintain rpm in gear, shift down. Note: Newer "high torque"/low rpm engines can be operated well below governed speed without damage, so long as the engine maintains rpm is the selected gear.
11. Horsepower will be lost when driving at high altitude because the air is too thin to burn as much fuel as at sea level. The loss is about 3 percent for each 1000 feet of altitude.
12. You are sure to have a smoky exhaust in the mountains unless you use a gear low enough so the engine will not demand full fuel from the fuel system. Smoke wastes fuel, burns valves and exhaust manifolds, and "carbons up" piston rings and injector spray holes. Shift as needed to avoid smoking.
13. Watch the oil temperature while operating at full power during hot weather. Road temperatures sometimes go as high as 130 degrees (F) in summer and the oil cannot get rid of as much heat as the engine can generate under these extreme conditions. Do not let oil temperatures go much higher than 225 degrees (F)...keep it to 200 degrees (F), if possible. The way to do it is back off on the power requirement by selection of gears and reduce throttle.
14. Use a combination of brakes and gears to keep the vehicle under control at all times.
15. Never try to continue the trip after the engine warns you that something is wrong. It does not pay!
16. Failures do not happen without cause, and they seldom occur without some warning. Checks and reports of unusual instrument readings and engine noises may correct a small trouble before it becomes a big one.
17. Always idle a hot engine for five minutes before stopping it. If it is shut down immediately without giving it a chance to cool gradually, the heat cannot escape from bearings, pistons, and liners because oil and water circulation stop when the engine stops.
18. Action on reports will eliminate practically all road failures and emergency repairs.
19. Overheating is usually caused by poor water circulation, clogged radiator, or faulty thermostats. Check the water supply and water pump belts first.
20. If the engine runs too cold, the probable cause is faulty thermostats or shutter controls.
21. In warm weather when anti-freeze is not used, a rust inhibitor such as Nalcool 2000 should be added to the cooling water to prevent rust and corrosion. No inhibitor should be added if unit is equipped with a water filter.
22. At first indication of a sudden change in lube oil pressure, stop the engine. An abnormally high pressure may indicate a blocked oil line. Low pressure may be do to a bearing failure. Call your shop mechanic or supervisor.
23. Check the lubricating oil supply. If there is plenty of oil and lines are not leaking, your pressure gauge may be damaged or the line to the gauge may be clogged. Never attempt to run the engine until you are sure you have oil pressure.

## **Brakes**

### 1. Air Line Hoses.

- a) The most frequently found violation by DOT inspectors is a chafing of air hoses. This also constitutes a real safety hazard. Chafing is the rubbing action which wears through the fabric. This occurs most frequently if:
  - 1) The hoses cross in an X pattern, hanging free or taped together. The corrective action is to use a large surface area clamp on each hose joined together with a metal spacer.
  - 2) Connection hoses between tractor and trailer, which rub on the deck plate, are in violation of DOT regulations.
- b) Each vehicle shall be inspected and corrective action made immediately to eliminate this unsafe condition.

### 2. Application.

- a) Brakes are normally to be applied by the use of the foot valve only. Do not use trailer brakes for parking an unattended unit. Do not set trailer brakes after dropping off a hill or when the drums are hot. The shrinking action of the drums as they cool will cause them to crack or break under such circumstances.
- b) Never use the emergency valve to park.
- c) Parking brakes are to be used for parking only. Their use for stopping a vehicle will damage components.

## **Tires**

- 1. Tires that have to be discarded with good tread life remaining are signs of improper driving causing cuts or breaks, abusive impacts, or careless inflation.
- 2. Soft or blown-out tires must be removed immediately upon detection and replaced with the spare tire. When unnecessary tire damage occurs because a driver did not remove a tire, a written report covering the incident must be given to the supervisor by the driver.
- 3. When tires of unequal diameter or wear must be installed on the same wheel, install the larger tire in the outside position. However, the circumference of all tires used on the drive wheels of a vehicle equipped with dual drive axles must be identical at all times to prevent differential damage. When a change of tires must be made and a spare is unsuitable, contact your supervisor before proceeding with the tire change.
- 4. Correct tire inflation: Check recommendations by tire manufacturer. After traveling, tire pressure increases due to heat generated from friction. Therefore, warm tires should never be bled to remove pressure. Soft tires that will not hold a set amount of air must be changed.

## **Tractor-Semi-Trailer Hooking and Unhooking**

### 1. Hooking Up.

- a) Be sure that fifth-wheel jaws are fully open and that fifth-wheel is tilted back so that hook up can be made without damage.



- b) Back tractor up so that fifth-wheel slot is in line with trailer kingpin. Where air and light connections are centered on the trailer nose, you can use them to guide. The tractor should be backed straight to the trailer.
- c) Stop tractor just as fifth-wheel reaches apron plate of trailer. Secure tractor and check to see that trailer is chocked and secured against movement before coupling up.
- d) Connect brake lines to trailer before coupling and connect light cord, being sure that raised portion of trailer plug fits into groove on trailer socket. Place protection valve in normal position and charge trailer brakes. Release and apply again to make sure trailer brakes are operating, then reset protection valve to emergency position. Be sure trailer brake lines are not crossed.
- e) Before backing under the trailer, check the height of trailer with relation to height of fifth-wheel. Trailer should be at a height where moderate resistance is encountered as fifth-wheel tips forward when you back under.
- f) Back slowly under trailer. Look back and watch to see that firm contact is made between fifth-wheel and apron plate on trailer. Continue back until you hear jaws lock.
- g) Place tractor in low gear and pull gently against trailer (king pin) to insure proper hook-up.
- h) Check for possible air leaks around couplers (glad hands).
- i) Be sure fifth wheel is in locked position.
- j) Look under front of trailer and be sure upper plate of trailer is resting firmly on fifth-wheel. If any space is visible, coupling is not secure.
- k) Check clearance lights on right side and raise landing gear. Be sure gear is fully raised. If two-speed gear is used, place in LOW range. Stow crank securely.
- l) Make sure sliding tandem on trailer is fully locked into place.
- m) Walk around rear of trailer, checking right turn signal, clearance lights, brake lights, etc. Secure wheel chocks and place left turn signal on and check.

## 2. Unhooking.

- a) Apply tractor and trailer parking brakes. Chock trailer.
- b) Drop landing gear on cement apron if possible. Otherwise, use planks, etc., to insure that landing gear will not sink into the ground. Take enough weight off tractor in order to pull out smoothly. Secure the landing gear crank.
- c) Unhook brake hoses, disconnecting emergency line first. Hook glad-hands on dummy couplers on back of cab. Disconnect trailer light cord and secure it, so that it cannot come loose and get damaged.
- d) Open fifth-wheel release lever. If lever cannot be opened or will not stay in unlocked position, it may be necessary to "rock" tractor back and forth slightly to relieve tension of pin against the fifth-wheel jaws.



- e) When fifth wheel has been released, pull forward slowly to permit trailer landing gear to take up load gradually. Pause with tractor frame still under nose of trailer in case landing gear doesn't hold, and then pull clear of trailer.

### **Dropping A Semi-Trailer On Its Nose**

1. The two preceding set of instructions have been detailed to emphasize their importance in relation to the safe operation of this type of vehicle. Dropping of a semi-trailer on its nose by a driver for any reason, short of a mechanical failure, is subject to disciplinary action up to and including dismissal.

## **SECTION X**

### **ACCIDENTS**

1. Reporting of vehicle accidents. If the driver or vehicle being operated is involved in an accident, regardless of extent, driver should:
  - a) Remove Accident Investigation Packet from glove box and fill out Accident Report Form, have supervisor fill out drug test request and then fill out Incident Form at end of day after drug/alcohol testing is complete.
  - b) Protect the scene, make sure all engines are off and no one is smoking. Place warning signals out immediately.
  - c) If anyone is hurt, make sure the injured receive proper medical attention. Drivers should not render first aid unless clearly necessary. If doctor attends, you should get name of doctor and the hospital where the injured are sent.
  - d) Check your cargo for leaks and other hazards. Warn other motorists and police about any hazard. Take every precaution to protect yourself and the public.
  - e) Get complete information about other vehicle and driver, his name, address, driver's license number, name of owner and address. Also the name and address of insurance carrier.
  - f) Secure names, addresses and telephone numbers of as many witnesses as possible, both those who are favorable and unfavorable.
  - g) Get the names and addresses of all occupants of other vehicles and note the extent of injury of each.
  - h) Describe completely the extent of damage to all vehicles involved.
  - i) Note exact location of accident and positions of vehicles in accident at time of impact. (Make a diagram).
  - j) Note time as well as conditions of weather and surface of road.
  - k) While still at or near the scene, notify your supervisor and the police. Take police officer's name and badge number.



- l) Give to any person of authority demanding it your name, address, the name and local address of the company, the state tag registration number of the vehicle involved; medical card, log book and your CDL.
- m) Make an entry on driver's daily log (line 4) indicating "traffic accident," the location and the length of time at the scene.
- n) Be prepared to undergo an alcohol test and drug screen if required (within 2 hours of the crash for alcohol and 32 hours for drug).
- o) Damage to unattended vehicles or other property is to be reported to the owner immediately. If you are unable to locate the owner, leave a notice in a conspicuous location at the scene of the accident. Call your supervisor for instructions. A written report must be submitted at the end of your tour of duty.

2. Driver conduct at accident scene. Drivers should not:

- a) Quarrel or argue.
- b) Accept responsibility or blame even though you may feel you may have been at fault.
- c) Make any statement regarding the accident to anyone except the police, your employer, or your company's insurance representative.
- d) Sign a statement without the consent of your employer.
- e) Make or accept any offer on settlement of damages.
- f) Leave the scene until all details have been recorded, vehicles involved have been removed, proper authorities notified, and you are released by your supervisor, the police, or insurance adjuster.

3. Determining accident preventability.

- a) Your supervisor will make the initial determination as to whether the accident was preventable on your part. A preventable accident is one where the company driver did not do all he/she could have reasonably done to keep the accident from happening, without regard to what mistakes any other person made in the accident. This is a higher standard than legal liability because you are a professional and expected to do better than the average motorist.
- b) The accident will be reviewed by top-level managers, who will jointly make the final decision as to preventability. This makes for fairness since the final decision will be in accordance with others throughout the company; so local conditions or misunderstandings will not cause an unfair result.
- c) The Company reserves the right to change a previous decision if new facts or evidence are subsequently received showing that misleading information or a fraudulently misrepresented report was made.
- d) In a major preventable accident (one involving a fatality, a serious injury, extensive damage to property, or the driver is cited), the driver will be suspended pending a full investigation, which will be conducted as quickly as possible. Following the investigation, the driver may be discharged if there is a serious violation of DOT, state, or company rules.
- e) If a driver fails to report promptly or deliberately conceals any accident, or does not at the scene do the proper things required by paragraph 1 of this chapter, he/she might be discharged.

4. Accidents not involving Company vehicles.

- a) Stopping at the scene of the accident
  - 1) You must stop and give aid if you are the first on the scene of an accident or if additional aid is required.



2) Park Company equipment in a safe location on solid ground in order to prevent further accidents or becoming involved in a possible fire. Stop well away from the accident, in case police or an interested party may claim you were involved.

b) Turn on all lights and flashers, and place emergency warning equipment as required.

Approaching traffic should be signaled to slow down or stop. Additional aid should be requested, if required.

Names of witnesses should be obtained who will verify that the Company was not involved in the accident.

If you arrive at the scene of the accident and your aid is NOT required—DO NOT STOP. Stopping under such circumstances may create unnecessary congestion, places you and the Company equipment in danger of becoming involved in another accident, or can result in the

Company being erroneously accused of involvement in the accident due to your presence.



## **SECTION XI**

### **HOURS OF SERVICE RULES**

#### **DRIVER'S DAILY LOG or TIME SHEETS**

Each driver is responsible for maintaining a daily record of work hours for six months. "Driver" means any owner, supervisor or employee who drives a CMV. The driver is also responsible for computing at the end of his/her workday how many on-duty hours he/she has available for his/her next work shift. While the Company may keep a summary sheet to verify these figures, the driver bears the primary responsibility under DOT regulations for staying within legal available hours. If logs are not used, because of either the 100-mile rule or you are paid a weekly salary you must still keep a record of your time-by-time clock or time sheets. The driver will be expected to inform his supervisor if he/she is unable to work a full next shift.

If you have questions about your hours of service or how to prepare your log, ask your supervisor or the Safety Department for help. All answers can be found in your Federal Motor Carrier Safety Regulations book under Section 395.

## **SECTION XII**

### **DELAYED DELIVERIES ALTERING DELIVERY DOCUMENTS**

#### **Delayed Deliveries**

1. When drivers are dispatched for a definite time of arrival at destination, and for any reason they find they are unable to make delivery within a reasonable period of specified time, they should telephone dispatch, telling the approximate time of arrival.

#### **Breakdowns**

1. In case of major breakdown where you would be delayed for a period making it impossible to make delivery on a specified time, your supervisor is to be notified immediately. The supervisor will notify the customer and explain difficulties, new schedule, etc., and make every effort to cover the customer's needs by alternate means.

#### **Altering Delivery Documents**

1. No employee is allowed to alter a delivery document without a full explanation of unusual circumstances, nor is an employee permitted to destroy a delivery document under any circumstances.



## SECTION XIII

### VEHICLE PLACARDING

#### General

1. Each vehicle containing a hazardous material must be placarded on each end and on both sides of the vehicle.
2. NO PLACARD IS REQUIRED FOR LESS THEN 1000 LBS. of hazardous materials. HOWEVER, any quantity of POISON GAS or FLAMMABLE SOLID/DANGEROUS WHEN WET, must be placarded.
3. A transport vehicle or freight container which contains non-bulk packaging with 2 or more categories of materials requiring different placards specified in Table 2, may be placarded DANGEROUS in place of the separate placarding specified for each of the categories in Table 2. However when 1000 kg (2205 pounds) or more of one category of materials is loaded at one loading facility on one transport vehicle or container, the placard specified for that category in table 2 must be applied.
4. Should a doubt exist as to whether or not a vehicle is placarded correctly, consult your supervisor.

WARNING: FAILURE TO COMPLY WITH A PLACARDING REGULATION CAN RESULT IN A \$10,000 FINE PER VIOLATION FOR EITHER THE EMPLOYEE DRIVER OR THE COMPANY OR BOTH. FINES RESULTING FROM FAILURE TO PLACARD A VEHICLE CORRECTLY WILL BE PAID BY THE DRIVER.

### SUMMARY

**Your own safety, and the safety of the public, depends on how well you practice the rules in this handbook and the Federal Motor Carriers Safety Regulations.**

**That safety also depends on your thorough inspection of vehicles and cargo. If you have questions about your vehicle or your load, contact your supervisor before proceeding.**

**Because you are a professional driver, we have selected you for this responsibility.**

**BE A PROFESSIONAL IN ALL OF YOUR ACTIVITIES.**

# SAFETY FIRST!