

Accident procedures:

In the event you are involved in an accident the following steps need to be followed to ensure your safety and the general public from further harm:

Secure your vehicle/protect the scene by doing the following:

Stop vehicle

Set the brakes

Turn on all lights

Activate your 4-way flashers

Set out reflectors to direct traffic away from the accident scene

As for assistance to direct traffic as necessary

Call for help and do the following:

Inform who you are

What the situation is

What type of assistance you will need

**CALL SAFETY DIRECTOR ASAP NO MATTER HOW MINOR IT IS**

Conduct behavior at the scene of accident:

Remain calm

Do not draw into an argument as to who is at fault

Remain focused on conducting the accident investigation

Only answer questions with facts

Cooperate with police

Three keys to remember at the accident scene:

**ADMIT NOTHING, NEVER SAY YOU WERE AT FAULT**

**PROMISE NOTHING**

**DON'T ARGUE**

Gathering the facts:

Use the accident kit in truck

Answer as many questions on this sheet as possible

Be clear and specific in the information you provide

Don't write down your opinion

Complete your report **IMMEDIATELY** after the accident

Turn the report into Safety Department

Remember this information may end up in court

Scene photographs:

Photograph the entire vehicle from all sides and angles

Photograph the area around the accident scene

Important items to photograph

Skid marks

Debris trails, previous damage, license plates

**NEVER TAKE PICTURES OF ANY INJURED PARTY THAT IS SERIOUSLY INJURED OR DEAD.**

All drivers will have an escrow of no less than \$1,000.00 at all times during the contract of Sunmor Imports, LTD.

This escrow will be held for 45 days after contract ends as long as no money is owed to the company for violations or claims.

Driver shall be responsible for the following charges:

If a driver is late to a pick up or delivery to due his/her own fault, he/she will be charged \$50 plus the charge by the broker/customer

Any log violation due to driver fault will be charged \$150 1<sup>st</sup> offense, \$200 2<sup>nd</sup> offense, \$250 3<sup>rd</sup> offense and termination.

Any accident or cargo claim due to driver negligence, is the driver's responsibility for the deductible for each claim. At this time it is \$1000.

All traffic and moving violations.

## Seat Belts

A CMV which has a seat belt assembly installed at the driver's seat must not be driven unless the driver has properly restrained himself/herself with the seat belt assembly Section 392.16 of the FMCSR.

Your failure to abide by this policy as outlined in the FMCSR and this company will subject you to a citation for violating state and federal law and possible prosecution by the DOT and subject you to disciplinary action up to and including termination for violating company policy.

## Roadside Inspection Reports

Under the FMCSR Parts 396.9 (d) and 395.13 (d)3, all drivers of vehicles operating under the authority of the company who receives an ICC, DOT, PUCO, State Police, State Motor Vehicle or any other official inspection report, shall deliver such reports to the Safety Department of the company upon arrival at the terminal if this occurs within 24 hours of the inspection.

If the driver does not arrive at terminal within 24 hours of the inspection the driver shall immediately mail such reports to the Safety Department of the company. During such inspections, the driver is considered on-duty-not driving and all time spent at the inspection must be logged on line 4 of the drivers daily log. In the document section of the log the closest City and State and the words DOT check should be recorded as the change of duty.

Any driver that does not pass an inspection that is preventable will be charged at \$250 fine.

Any policy violation is \$100.00

## Vehicle Inspection-Pre Trip and Post-Trip Company Rules

In accordance with the FMCSR parts 392 and 396 addresses the subject of vehicle inspection. All motor carriers and drivers who operate a CMV fall under these regulations.

Part 396 of the FMCSR requires post and pre-trip inspections on each vehicle a driver is assigned to drive. The purpose of these requirements is to put safer vehicles on the road as a way to help prevent accidents. A thorough inspection can also help a driver avoid mechanical breakdowns and unwanted downtime.

### Objective:

1. Driver must understand pre-trip inspection requirements.
2. Driver must be able to perform the 15 step method used for conducting a pre-trip inspection.
3. Driver must understand and be able to perform an on the road inspection.
4. Driver must understand and be able to perform a post-trip inspection.

## Unauthorized Passengers and Pets

Unless specifically authorized, in writing by the Director of Safety, no driver shall transport any persons or permit any person to be transported on any motor vehicle.

When and if such authorization is issued, it shall state the name of the person to be transported, the points where the transportation is to begin and end, and the date upon which authority expires.

## Speeding Policy

Section 392.2 of the FMCSR requires that every motor vehicle operates in accordance with the laws, ordinance, and regulation of the jurisdiction in which the vehicle is being operated.

Section 392.6 of the FMCSR restricts the operation of any motor vehicle between points in such a period of time as would necessitate the vehicle being operated at speeds greater than those prescribed by the jurisdiction in or through which the vehicle is being operated.

The use of radar detectors or similar such devices are illegal. This company PROHIBITS the use of radar detectors in any truck operating under our authority. Drivers who are found to have radar detection devices in their vehicles will be subject to disciplinary action.

**Driver on duty time defined by Company Policy**

As defined in the Federal Motor Carrier Safety Regulations the following is defined as what needs to correctly log as On-Duty:

**On-Duty-Time:**

All time from the time the driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibilities for performing work. The term "ON-DUTY" times include:

1. All time at a Carrier or Shipper plan, Terminal, Facility, or other property, or any public property, waiting to be dispatched, unless the driver has been released from duty by the motor carrier.
2. All time inspecting equipment as required by 392.7 and 392.8 or otherwise, inspecting, servicing, or conditioning any motor vehicle at any time.
3. All driving time as defined in paragraph (b) of section 395.2.
4. 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 paperwork for shipments.
5. All time other than driving time in or upon motor vehicle except time spent resting in a sleeper berth as defined in paragraph (G) of section 395.2.
6. All time spent performing the driver requirements at the scene of an accident.
7. All time spent during a road side inspection.
8. All time spent for a random drug/alcohol test.
9. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
10. All time performing any work in the capacity of, or in the employ or service of a motor carrier.
11. All time performing 30 minute breaks in an 8 hour period.
12. All time performing any compensated work for any NON-MOTOR CARRIER ENTITY.

Carefully review the above and you will easily see that it is almost impossible not to log some ON-DUTY-NOT driving time on line 4 of graph. If you fail to log the above on line 4 you are inviting a closer investigation into your logs and falsification. If you do not adhere to this policy you will be subject to disciplinary action up to and including termination.

## **HOURS OF SERVICE AND LOG POLICY**

The following is the hours of service and log policy as set forth by the company while doing business subject to the Federal Motor Carrier Safety Regulations under section 395 Hours of Service. All drivers employed or leased by the company shall adhere to these regulations and this policy. This policy shall continue in force until such time as management sees the need to alter, deviate or terminate said policy. Such changes shall be done in writing and be made known to all employees, lessors, and persons affected.

### **Part 1**

All drivers shall satisfactorily complete a log training program as part of the new driver orientation process. This training will also include training on the completion of the daily vehicle inspection report (DVIR). Drivers will be tested on the hours of service regulations and completion of the DVIR. Drivers will be required to sign off that they understand the logging and vehicle inspection process and the policy of the company pertaining to the hours of service and completion of the DVIR.

### **Part 2**

All drivers shall adhere to the hours of service regulations and regulations dealing with daily inspection of the vehicles they operate as set forth by the Department of Transportation in the Federal Motor Carrier Safety Regulations, Title 49, and Part 395 and Part 396.

### **Part 3**

All drivers shall submit complete, true and accurate logs and DVIRs. These logs and DVIRs shall be submitted at the end of each week or at the end of each trip, whichever is first. Failure to submit this paperwork and supporting documentation will result in drivers being placed on a no dispatch list until all paperwork is submitted.

### **Part 4**

All drivers shall turn in supporting documents, stapled to the corresponding log, verifying the accuracy of said log. These supporting documents shall include, but not be limited to: toll receipts, fuel receipts, fuel invoices, repair bills any other road expenses, as well as invoices, bills of lading, dispatch records, trip records and roadside inspections.

### **Part 5**

Upon turning in all paperwork, an assigned safety representative or dispatcher shall review these logs for accuracy.

## **Part 6**

**The company shall not accept a false, untrue, or incomplete log from any driver.**

## **Part 7**

At least once in a 24-hour period, every driver shall call in to their assigned dispatcher, or any dispatcher available, to report about their daily log. This report shall include the driver's current location, (city & state) and the number of hours that the driver drove on the previous day, the number of hours the driver was on duty the previous day and the number of hours the driver has available.

### **Subpart A**

No driver shall deceive the company by either not reporting this information or by submitting a false report.

### **Subpart B**

The dispatcher shall record the time and date of said report, the city and state from which the driver is calling, and the hours information provided by the driver for the next day.

### **Subpart C**

No dispatcher shall require a driver to drive in excess of the driver's available hours nor shall any driver drive in excess of available hours.

## **Part 8**

The penalties for non-compliance with the above policy are as follows:

### **Subpart A**

Upon the first occurrence of log falsification, driving in excess of 70 hours, driving in excess of 11 hours without the proper break or driving after being on duty for 14 hours, herein known as "First Offense", the offending driver shall receive a verbal warning and retraining. The verbal warning is to be noted in the personnel file.

### **Subpart B**

- 1) Upon the second occurrence of the violations listed in Subpart A above. the offending driver shall be subject to a written warning and additional log training.

- 2) If the second occurrence of violations listed in Subpart A is found within the same six month period, the offense shall be considered a second offense.
- 3) If the violations listed in Subpart A occur after a six-month period has elapsed then the violation would be considered a first offense.

Subpart C

- 1) Upon the third occurrence of the violations listed in Subpart A, the offending driver will be subject to a 3 day suspension. During this suspension, the drivers will be required to attend log retraining classes. The driver will also be required to audit driver's logs.
- 2) If the third offense is found within the same six month period as the second offense it is to be considered a third offense.

Subpart D

Upon the fourth offense within a six-month period a driver will be terminated.