

# DRIVER'S MANUAL

Driver's Manual



Service  
Is Our  
Driving  
Force

GRAND ISLAND EXPRESS, INC.  
432 S. Stuhr Road  
Grand Island, Nebraska 68801

**2011**

## INTRODUCTION

This Driver's Manual is intended to be an informative guide to the rules, policies, procedures, and benefits applicable to all drivers employed by Grand Island Express, Inc. ("Grand Island Express" or "Company").

It is the Company's hope that you will find this Manual useful and informative. However, if you have any questions about any of these procedures and policies, do not hesitate to ask your supervisor or the appropriate member of Company management. Whether you are just joining the Grand Island Express team or are a current employee, we look forward to working with you.

Circumstances may arise in which the Company determines that changes are required in this Manual. For this reason, Grand Island Express reserves the right, at any time, to modify, rescind or supplement any or all of the rules, policies, procedures or benefits explained in this Manual, without notice. All changes must be authorized and signed by President J. Thomas Pirnie. No such modification, however, shall change the at-will nature of employment at Grand Island Express.

**THIS MANUAL IS NOT A CONTRACT OF EMPLOYMENT. NOTHING CONTAINED IN THIS MANUAL OR IN ANY OTHER STATEMENT OF COMPANY PHILOSOPHY, INCLUDING ORAL STATEMENTS, SHOULD BE CONSIDERED A PROMISE OF CONTINUING EMPLOYMENT. RATHER, BOTH GRAND ISLAND EXPRESS AND THE EMPLOYEE ARE FREE TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY OR NO REASON.**

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Dear Driver:

We recognize that SUCCESS for you as a driver or owner operator means SUCCESS for us. We have prepared this Driver's Manual to help you reach this goal.

I would like to stress three major points in this Manual:

SAFETY: We expect nothing but the safest operation possible. All drivers and owner operators must fully comply with all applicable laws and regulations. You will notice that safety takes up the largest section in this Manual. This is not a coincidence, but it reflects our total commitment to a safe operation.

SERVICE: Since deregulation, the trucking business has become highly competitive. As a carrier, we have nothing to offer our customers but personal, reliable, and cost-efficient service. This demands that every Company associate and owner operator make an extra effort in pleasing our customers. Just one mistake can cost us a good customer.

OPEN DOOR: Your Operations Manager is your first line of communications, and then your Safety Director. However, all of our associates are ready to be of assistance, including me. I began my career in trucking as a mechanic, so you are dealing with a Company that understands you. Feel free to bring us your suggestions or problems.

Again, I and all of our associates wish you a successful career with Grand Island Express. If you keep these points in mind, I'm sure we will have a long and prosperous association.

Sincerely yours,

J. Thomas Pirnie  
President

GRAND ISLAND EXPRESS CUSTOMERS

GRAND ISLAND EXPRESS DRIVERS

GRAND ISLAND EXPRESS SUPPORT GROUP

<b>MARKETING &amp; SALES</b> CUSTOMER SERVICE SALES	<b>OPERATIONS</b> FREIGHT ORDERS DISPATCH PLANNING BROKERAGE DRIVER MANAGER	<b>MAINTENANCE</b> SHOP TRUCK WASH PARTS FACILITIES SHAG SERVICE OUTSIDE SERVICES	<b>ADMINISTRATION</b> SETTLEMENTS PAYROLL RECEIVABLES PAYABLES GENERAL LEDGER CREDIT COLLECTIONS DATA PROCESSING	<b>SAFETY</b> ORIENTATION TRAINING LOGS LICENSING PERMITS DOT AUDITS ACCIDENT INVESTIGATIONS
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DIRECTOR OF MARKETING      DIRECTOR OF OPERATIONS      DIRECTOR OF MAINTENANCE      DIRECTOR OF ADMINISTRATION      DIRECTOR OF SAFETY

PRESIDENT AND CEO

# **GRAND ISLAND EXPRESS**

## **LETTER FROM THE SAFETY DIRECTOR**

Dear Driver:

The management of Grand Island Express recognizes its primary responsibility to provide a safe environment for the people who work for it as well as to the public. In an effort to meet this responsibility, we have implemented a comprehensive safety program. This program is designed to deal with all phases of our operations including associate safety, premises condition, vehicle upkeep, use, and maintenance, physical security, and public safety.

The purpose of formalizing this program is to protect the lives and welfare of our Company drivers and owner-operators, and other associates, as well as to maintain our standards of service to our customers. By actively participating in the program, we expect to benefit in the following ways:

- Freedom from injury to drivers and others
- Less driver turnover
- Better working conditions and higher morale
- Higher profits
- Lower maintenance and repair costs
- Better public relations
- Improved competitive position

This program is not for the insurance company. It is for our Company, because we are the one(s) who can make the difference. When accidents are reduced, our insurance costs less. It's our money, it's our business, and it makes good sense to protect our investment. This is achieved only by everyone's full support of the safety program.

A successful safety program must begin with top management. Their attitude toward loss prevention is reflected through supervisors and drivers by their actions and attitudes. Management's responsibility is to provide the safest conditions and equipment for all drivers.

Company policy, therefore, specifies the following:

- The safety of the drivers, the public and the operation is paramount; every attempt will be made to reduce the possibility of accidents.
- Safety shall take precedence over expedience in all cases.
- Compliance with all safety laws and regulations.
- Drivers are expected to reflect this Company's attitude toward safety.

Sincerely,

Josh Kiiker  
Safety Director

# **GRAND ISLAND EXPRESS**

## **MISSION AND GUIDING PRINCIPLES**

### **MISSION**

Our goal is to provide transportation services that exceed our customer's expectations, always.

### **Safety First**

Grand Island Express has a moral and legal obligation to our associates, customers and the general public to operate in the safest manner possible, always.

### **Customers: Customers Come First**

Everyone in Grand Island Express serves a customer. Your customer may be an external customer or may be another associate who relies on your work to do their work. In either case, listen to your customer . . . remember, he or she is "the boss".

### **People: Our Company Is the People of G.I. Express**

Our people really do make the difference! As "associates", we are responsible to each other. We are hardworking, fair-minded and involved in our company. We share goals, information, authority and rewards. Our team efforts determine our success.

### **Productivity: Speed, Simplicity and Self-Confidence**

Act when and where a decision is called for. Use simple means. We must remain responsive to survive.

### **Innovation: Change From the Inside Out**

We expect to change. We are open to new ideas. Only through change can we prosper. Be creative: challenge yesterday, anticipate tomorrow.

### **Continuous Improvement: We Are Never Satisfied**

Grand Island Express cannot be complacent. We are not as good as we can be. Look for and admit our shortcomings. Find ways to improve our company. We should do the same for ourselves, too. When we improve ourselves, we improve Grand Island Express.

### **GUIDING PRINCIPLES**

How we accomplish our mission is as important as the mission itself. We will do this by keeping our commitments concerning these basic, fundamental guiding principles:

Position Description  
**Grand Island Express, Inc.**  
Job Title: OTR Driver, Truckload

JOB SUMMARY OR PURPOSE:

To transport and deliver freight by driving diesel-powered tractor-trailer combinations long distances.

JOB DUTIES:

- Hook and unhook trailers from the tractor turning crank to raise and lower landing gear on semi-trailers.
- Load and unload trailer, either individually or with assistance of dockworkers with or without mechanical freight-handling equipment. No use of power unloading equipment by drivers is authorized.
- Inspect truck for defects and safe operating condition before, during and after trips and submit a written report on the condition of the truck at the end of each trip or tour of duty.
- Check shipping papers to determine the nature of load and to check for the presence of hazardous materials.
  - § Check for proper preparation of shipping papers;
  - § Check for agreement between information on shipping papers and marking and labeling on freight; and
  - § As certain that vehicle is properly placarded.
- Drive truck to destination in accordance with Federal regulations, normally in periods of up to 11 hours of driving followed by an off-duty period of at least 10 consecutive hours.
- Ensure that all shipping documentation (e.g., manifest, security seal sheet, bills of lading, shipping orders or freight bills, etc.) required to move with shipments is available for inspection and that appropriate paperwork accompanies shipment when delivered.
- Maintain records required for compliance with State and Federal regulations including drivers' logs, records of fuel purchases, mileage records, and other records required by law.
- Perform all duties in accordance with Company policies and procedures, and comply with all Federal, State, and local regulations for the safe operation of a commercial motor vehicle.
- Report all accidents involving driver or Company equipment.
- Report highway safety hazards noted in route.
- Promptly report any delays due to breakdowns, weather or traffic conditions or other emergencies, or in the event of irregularities relating to pickup or delivery of cargo.
- Perform other duties as assigned.

ACCOUNTABILITIES:

- Safe and legal operation of a commercial motor vehicle.
- Safe and timely transportation of freight from origin to destination.
- Proper loading and unloading of freight to assure safety and minimal risk of damage to cargo and danger to persons.
- Proper handling and accurate completion of all necessary paperwork related to truck operations and freight movements.
- Professional representation of the Company and the trucking industry through responsible driving.
- Comply with company policies and procedures

· JOB SPECIFICATIONS:

Eligibility Requirements:

- § Must possess a valid Commercial Driver's License.
- § Must have 1-year previous tractor-trailer driving experience (unless you are applying as a student driver).
- § Must have the ability to read and write the English language and perform simple mathematical calculations with mental ability to handle receipts, read maps, road signs maintain logs, etc.
- § Must have working knowledge of vehicle safety and control systems.
- § Must have knowledge of DOT regulations governing safe driving, hours of service, inspection and maintenance, and transportation of hazardous materials.
- § Must be available for around-the-clock trips to accommodate freight movements and must be able to be away from home for extended periods of time.
- § Must meet the medical standards of the U.S. Dept. of Transportation.
- § Must satisfactorily pass a drug test.
- § Must satisfactorily pass an alcohol test (if applicable).

Physical Requirements:

- § Must be able to sit and remain alert while driving for an aggregate period of up to 10 hours.
- § Must be able to shift manual transmission and operate foot pedals.
- § Must be able to perform occasional squatting and crouching to handle and position freight.
- § Must be able to enter and exit the vehicle's cab 8 to 10 times a day. Cab floor level is generally from 36 to 66 inches above ground level, with entry and exit achieved with the assistance of various configurations of steps and handholds; also requires occasional bending, twisting, climbing, and balancing.
- § Must be able to perform frequent pushing of freight weighing up to 1,000 pounds on a dolly or cart as well as occasional pushing of freight weighing more than 125 pounds with or without a mechanical aid.
- § Must be able to frequently reach for freight at waist level for maneuvering and directing the controls to operate the truck.
- § Must be able to load and unload full trailers of freight weighing as much as 50,000 pounds. This could involve moving 125 pound containers to and from floor level to carts, conveyors or platforms over four feet high, balancing 650 pound drums on their rims and rolling them into position or stowing cartons or other merchandise overhead that could weigh as much as 35 pounds each. This type of activity could precede or follow after as much as 10 hours of driving.
- § Must be able to spend at least 5% of the day walking on surfaces such as concrete, wood and metal. Sometimes on slippery and wet surfaces.
- § Must be able to hook/unhook various commercial vehicle combinations, manually lower and raise landing gear, operate the fifth wheel release lever, open and close cargo doors, climb into and out of vehicles, fuel vehicles and check engine oil and coolant levels.

## Work Environment

- § Drivers may be subject to irregular work schedules, temperature and weather extremes, long trips, short notice for assignment of a trip, tight delivery schedules, delays in route and other stress and fatigue related to driving a large commercial motor vehicle on crowded streets and highways in all kinds of weather.
- § Drivers typically spend 90%-95% of on-duty time in the truck. While driving, operators are exposed to noise and vibration levels, which may be higher than those typically experienced in passenger cars.

Statements included in this job description do not necessarily represent an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job management reserves the right to revise the job or to require that other or different tasks be performed as circumstances change.

## **1.0 GENERAL POLICIES**

### **1.1 Equal Opportunity Policy**

Grand Island Express, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws.

If you ever feel we are failing in our duty and promise of equal opportunity to all applicants or employees, we sincerely invite you to report your concerns at once to J. Thomas Pirnie. We will take every reasonable measure to correct any inequities, and promise that you will not be subjected to retaliation for bringing such matters to our attention. We will treat all such concerns with the utmost confidence consistent with a fair resolution of the problem.

### **1.2 Anti-Harassment Policy**

Grand Island Express, Inc. has established a zero-tolerance standard for any type of unlawful harassment. As an equal opportunity employer, we are committed to providing all of our associates with a workplace that is free of unlawful discrimination and harassment. This includes sexual harassment, as well as verbal, physical, or psychological harassment due to an individual's race, color, religion, sex, national origin, disability, marital status, age or any other characteristic protected under law.

Grand Island Express defines its workplace as not being limited to our facility, and includes all company functions (on- and off-site), business travel, vendor locations, customer locations, and any other location where Grand Island Express business is conducted.

This policy applies to all Company employees and all non-employees with whom a Company employee may interact with during the daily performance of his/her job, including:

- customers
- visitors
- suppliers
- vendors
- contractors
- temporary employees, and/or
- other individuals

In general, ethnic or racial slurs, jokes and other verbal or physical conduct relating to a person's race, color, age, sex, national origin, religion, marital status, ancestry or disability constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical and verbal conduct of a sexual nature by supervisors or others in the work place of the same or opposite sex. Sexual harassment exists when:

- A.** Supervisors or managers make submission to such conduct either an explicit or implicit term or condition of employment (including hiring, compensation, promotion, or retention);
- B.** Submission to or rejection of such conduct is used by supervisors or managers a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignments, etc.

Sexual harassment may also exist when co-workers (or non-employees, such as vendors and clients) engage in such conduct, when the conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If you believe that you are being harassed by another employee, supervisor or any other person in connection with your employment at Grand Island Express, you must bring the incident to the attention of your supervisor. If that would prove to be uncomfortable or you are not satisfied with your supervisor's handling of the complaint, you must bring the matter to the attention of J. Thomas Pirnie.

Grand Island Express will promptly investigate all allegations of discrimination and/or harassment in as confidential a manner as possible and take appropriate corrective action if warranted.

Under no circumstances will a manager or supervisor be allowed to threaten or retaliate against an employee who alleges harassment.

Employees found to have engaged in harassment or retaliation in violation of this policy will be subject to disciplinary action, up to and including termination.

### **1.3 Personal Appearance**

Your personal appearance will reflect your status as a professional and our Company's status as one of the top transportation service providers in the nation. Consequently, all Company drivers are required to stay clean, neat, well dressed and well groomed and behave in a professional manner, both on and off duty. Attire, personal hygiene or conduct that interferes with the operation or that constitutes a potential safety hazard will not be tolerated. This includes our footwear policy, which says that only appropriate footwear must be worn at all times. No flip-flops, sandals, slippers, etc shall be worn while on-duty. ONLY rubber soled shoes or work boots will be allowed during winter months. No cowboy boots.

### **1.4 Standards of Conduct**

You are expected and required to meet acceptable performance standards and otherwise conduct yourself in an appropriate manner during the course of your employment with Grand Island Express. The rules discussed below are published for your information and to guide your conduct on a day-to-day basis. These rules are not all-inclusive, and other circumstances may arise requiring the discipline and/or discharge of an employee. Grand Island Express recognizes that problems which arise in the workplace often present unique circumstances. Therefore, depending upon the circumstances, there may be times when immediate discharge is warranted for the first violation of a rule which usually would only result in discipline. For this reason, the rules described below are not intended to form any contract between Grand Island Express and its employees as to the procedures to be followed concerning any rule violation.

#### **A Major Code of Conduct Violations**

Major offenses are violations of Grand Island Express rules of such seriousness that continued employment may not be desirable and, therefore, could result in immediate discharge. If Grand Island Express management believes immediate discharge is not warranted, disciplinary action of a lesser nature may be implemented.

- (1) Any act which might endanger the safety or lives of other humans, or the willful, deliberate or repeated violations of any safety rule;
- (2) Refusal to perform work properly assigned by a supervisor or refusal to follow any reasonable instructions given by a supervisor without a reason considered acceptable by Grand Island Express;
- (3) Conviction of a crime of dishonesty, moral turpitude, or any offense Grand Island Express deems incompatible with employment as a driver, including, but not limited to, driving under the influence of drugs or alcohol;
- (4) Falsifying any Grand Island Express's records, including pay, billing or employment records;

- (5) Providing any false information to Grand Island Express or in the course of your employment with the Company;
- (6) Any act towards a customer or coworker deemed inappropriate by Grand Island Express management;
- (7) Violating Grand Island Express's anti-harassment policy;
- (8) Violating Grand Island Express's workplace violence policy;
- (9) Violating of Grand Island Express's drug and alcohol policy;
- (10) Violation of any D.O.T. regulation;
- (11) Embezzlement or theft;
- (12) Destroying, damaging, defacing, sabotaging or theft of Grand Island Express's records, property, tools, equipment, or the property of others on Grand Island Express's premises;
- (13) Possession of or carrying firearms, fireworks, or other dangerous weapons or explosives on Grand Island Express's premises or in our vehicles or equipment;
- (14) Altering any Grand Island Express equipment without prior authorization;
- (15) Violation of any safety rule or policy;
- (16) Disclosure of any Grand Island Express confidential information to unauthorized persons;
- (17) Making a u-turn on any street, highway, or interstate;
- (18) Tampering with or disconnecting your Geo-Logic system;
- (19) Failure to promptly report an accident arising out of work, regardless of how minor;
- (20) Failure to promptly report any cargo claim, regardless of how minor;
- (21) Failure to report to Grand Island Express the loss or suspension of a valid operator's license from any state;
- (22) Failure to provide Grand Island Express with a complete and accurate list of traffic convictions (not including parking violations) received during the previous year;
- (23) Allowing an unauthorized person to drive a Company-owned or Company-leased vehicle.

- (24) Transporting an unauthorized passenger in a Company-owned or Company-leased vehicle.
- (25) Maintaining a valid driver's license from more than one state.
- (26) Absenteeism or tardiness deemed excessive by Grand Island Express's management;
- (27) Abuse of time during assigned working hours, including loafing, and interfering with other employees' duties;
- (28) Insubordination; and
- (29) Any other act or failure to act which is deemed sufficient for immediate termination in the sole opinion of Grand Island Express's management.

**B. General Rule Violations**

The following are offenses that will normally result in disciplinary action, but not immediate termination. In certain situations, however, depending upon all the circumstances, Grand Island Express may determine immediate termination is necessary.

- (1) Unsatisfactory work performance;
- (2) An unexcused absence or tardiness;
- (3) Smoking in Grand Island Express's buildings or premises;
- (4) Performing unauthorized personal work on Grand Island Express's time;
- (5) Carelessness;
- (6) Violating Grand Island Express's Personal Appearance and Behavior policy;
- (7) Failure of nonexempt employees to accurately record their work time;
- (8) Using abusive, profane or insulting language; and
- (9) Any other offense or action deemed to be detrimental to Grand Island Express's best interests as determined by Grand Island Express's management.

## **1.6 Drug and Alcohol Policy**

The Department of Transportation has passed regulation designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. These regulations also require that drivers be made aware of the Company's alcohol and drug abuse policies and programs that will insure compliance with FMCSR 49, part 382.

### **A. Alcohol and Drug Abuse Policy [Part 382.601 (a)]**

We value our employees and drivers and recognize each person's need for a safe and healthy work environment. Employees who use illegal drugs and/or abuse alcohol tend to be less productive, less reliable, more prone to accidents, and have a higher absenteeism rate.

We are committed to maintaining a safe workplace for our drivers and other users of the highway, which is free from illegal drugs and the misuse of alcohol.

We will comply with all regulations handed down by the U.S. Department of Transportation, as well as any other Federal and State laws and regulations. We therefore have a zero tolerance policy for the unlawful use or possession of alcohol and controlled substances.

To ensure that drugs and alcohol do not affect the workplace, every employee is required, upon the Company's request, to submit to a search of any vehicle, package, purse, briefcase, lunchbox, or other container brought onto Company premises or into a Company vehicle.

The violation of this policy may result in severe disciplinary action, up to and including discharge, at our sole discretion.

### **B. Drivers Subject To Alcohol And Drug Testing [Part 382.601(B)(2)]**

The Federal Highway Administration of the United States Department of Transportation requires certain drivers to undergo drug and alcohol testing. The drivers who must be tested are those required to have a Commercial Driver's License (CDL).

Any CDL holder and driver of a motor vehicle:

- “ With a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight of more than 10,000 pounds;
- “ With a gross vehicle weight rating of 26,001 or more pounds;
- “ Designed to transport 16 or more passengers; or
- “ Of any size that is used to transport hazardous material, which requires the vehicle to be, placarded under the hazardous materials regulations.

### **C. Safety Sensitive Functions [Part 382,601(B)]**

A driver shall not use alcohol when performing safety-sensitive functions nor perform safety sensitive functions within four hours of using alcohol. Alcohol testing will be done while the driver is performing a safety-sensitive function, just before he driver is to perform a safety

sensitive function, or just after the driver has ceased performing such functions.

A driver shall not report for duty or remain on duty when his or her job requires performing safety-sensitive functions, if he or she has been using drugs or has tested positive for drug use.

A driver is performing a safety sensitive function when:

- § Waiting at a terminal, facility, or other property to be dispatched, unless the driver has been relieved from duty by the motor carrier;
- § Performing pre-trip inspections or servicing the motor vehicle;
- § Driving the motor vehicle;
- § On the vehicle, except when resting in the sleeper berth;
- § Loading or unloading the vehicle, supervising the loading or unloading, giving receipts for the load, or remaining in readiness to operate the motor vehicle;
- § Performing duties and services at an accident scene; or
- § Repairing, obtaining assistance, or remaining in attendance of a disabled vehicle.

**D. Prohibited Conduct**  
**[Part 382.601 (b)(4)]**

A driver shall not:

- § Report for duty performing a safety-sensitive function while have a blood alcohol concentration of 0.04 or greater;
- § Use alcohol, illegal drugs or medication that would inhibit while performing safety-sensitive functions;
- § Abuse controlled substances;
- § Be on duty or operate a commercial motor vehicle while possessing alcohol unless the alcohol is manifested and transported as part of the shipment;
- § Perform safety-sensitive functions within 12 hours of using alcohol;
- § Use alcohol after 8 hours following an accident unless the driver has been given a post accident test;
- § Refuse to submit to a required alcohol and/or drug test involving post-accident, random, reasonable suspicion, or follow-up testing; or
- § Report to duty, remain on duty or perform any safety sensitive function if that driver tests positive for controlled substances.

**E. When A Driver Must Be Tested**  
**[Part 382.601(B)(5)]**

The Federal Motor Carrier Safety Regulations are very specific regarding when a driver must submit for a drug and/or an alcohol test.

Type of Test	Alcohol	Drugs
Pre-employment	No	Yes
Random	Yes	Yes
Reasonable Suspicion	Yes	Yes
Post-Accident	Yes	Yes
Return to Duty	Yes*	Yes
Follow-Up**	Yes*	Yes

\* Required if the test results of the original test were equal to or greater than 0.04 BAC.

**F. Testing Procedures**  
**[Part 382.601 (b)(6)]**

Drug Testing Procedures

The testing program required by the regulations is limited to five drug types:

- (1) THC
- (2) Cocaine
- (3) Opiates
- (4) Amphetamines
- (5) Phencyclidine (PCP)

All drug testing must be done from urine specimens collected under highly controlled condition. Specimen collection procedures require a designated collection site; security for the collection site; chain of custody documentation; use of authorized personnel; privacy during collection, integrity and identity of the specimen.

Driver protection is built into the testing procedures. A split sample test method is utilized. In order to meet the federal requirements, the only laboratories that can be used are those that have been certified by the Federal government. The Substance Abuse and Mental Health Services Administration certifies laboratories that have met all of the guidelines established by the Department of Health and Human Services.

After the urine specimen has been collected and forwarded to the laboratory, two tests may be performed. The initial test is the immunoassay test. This is a screening test to determine drug usage for the five classes of drugs. The second test is a confirmation test.

The positive levels for the five classes of drug tests are in the table below:

<b>DRUGS</b>	<b>INITIAL</b>	<b>CONFIRMATION</b>
	Test levels (ng/ml)*	Test levels (ng/ml)*
THC	50	15
Cocaine	300	150
Opiates	300	--
Phencyclidine (PCP)	25	25
Amphetamines	1000	500

\*ng/ml means nano grams per milliliter. A nano gram is one billionth of a gram. A milliliter is one thousandth of a liter.

If the results of the initial test are negative, the testing laboratory will advise the motor carrier's Medical Review Officer (MRO) that the drug test for the driver was negative. No additional tests on the specimen will be done.

If the results of the initial test are positive, that is, if the results exceed the test levels for any of

the five drug classes, a second (confirmation) test is performed. This test is done in an entirely different manner from the initial one. All specimens identified as positive on the initial test must be confirmed using gas chromatography/mass spectrometry techniques.

Only specimens that are confirmed positive on the second or confirmatory test are reported positive to the Medical Review Officer for review and analysis.

A split specimen collection will be done. That is, the urine is divided into two specimen bottles. If the test result of the primary specimen is positive, you may request the Medical Review Officer to send the second (or split) specimen to a different certified lab for testing. The testing of the split specimen will be for the presence of drugs with no cut-off levels. If the results of the test of the split specimen are 'negative', the MRO shall cancel the test. If you want the split specimen tested, you must advise the MRO within 72 hours of being notified of the positive test result of the primary specimen.

The Company will keep a record on file showing the type of test (pre-employment, periodic, etc.); date of collection; location of collection; entity performing the collection; name of the lab; name of the MRO; and the test results.

#### **G. Alcohol Testing Procedures**

Alcohol testing is done by saliva testing. Saliva testing is done using the analog to digital technology known as the Q.E.D. This technology utilizes a chemical reaction between any ethanol in the saliva and a protein known as alcohol dehydrogenates. This reaction forces a concentration reading similar to a thermometer. The accuracy of these tests has been directly correlated with gas chromatography blood analysis tests, the standard in the industry. Any positive results using the Q.E.D. must be confirmed by breath analysis. A test may have two separate parts. The first test is the initial test. If the initial test shows a reading less than 0.02 the test is recorded as 'negative'. If the initial test result is 0.02 or greater a confirmation test will be done. The alcohol testing will be done in a site that affords privacy to the drivers being tested. This site could be a room, van, or a partitioned-off area. The person giving the test will not leave the testing sight during your test.

When the initial test results show a reading of 0.02 BAC or greater, a confirmation test is necessary. Before the confirmation test, a 15-minute waiting period will be observed. The purpose of the 15-minute waiting period is to ensure that the presence of mouth alcohol from recent use of food, tobacco, or hygiene products, does not artificially raise the test results.

When the confirmation result is different from the initial test, the confirmation test results will always be used to determine the consequences for the driver.

#### **H. Testing Programs** [Part 382.601 (b)(6)]

##### **Pre-Employment Testing**

Those persons that the Company intends to hire as drivers must be tested for illegal drug use

prior to employment. As Company policy, any applicant whose drug test is positive will not be considered for employment, and will not be permitted to reapply for a period of twelve (12) months from the date of the tests.

### **Reasonable Suspicion Testing**

Reasonable suspicion means that the Company believes that the driver's appearance or conduct is indicative of the use of alcohol and/or drugs. The actions or observations of the driver must occur while the driver is on duty, or as the driver reports to go on duty. A supervisor or company must observe the conduct appearance or action of the driver official. The supervisor or official must have training in detection of probable alcohol and/or drug use.

In the case of suspected drug use, the driver must be taken immediately to a collection site and a urine sample must be obtained. The driver's action that causes the Company's supervisor or official to require the test must be documented and signed by a witness within 24 hours after the behavior is noticed.

In the case of suspected alcohol use, the test must be done as soon as possible. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the breath alcohol test on the driver.

### **Random Testing**

Random testing ensures that every driver has an equal chance of being tested. Random tests are unannounced. The regulations provide that a minimum testing rate of 50% per year is to be used in drug testing. This rate should provide a sufficient deterrent to drug use. For alcohol testing the random is 25% per year.

These unannounced tests will be spread reasonably throughout the year. There are no requirements as to how often the random test must be conducted. It could be on a monthly or quarterly basis.

### **Post Accident Testing**

A driver must supply a urine specimen for drug testing a breath test for alcohol following certain types of accidents. If there is a fatality, testing must be done. Also testing must be done if the accident results in bodily injury to a person who immediately receives medical treatment away from the accident site. Or one of the involved vehicles is towed from the scene and the driver receives a citation under State or local law for a moving traffic violation. As Company policy a driver may also be subject to drug and alcohol testing after any injury accident (regardless of who is at fault or who sustains injury). After every serious work-related injury or any accident or injury that is the result of something unusual or out of the ordinary.

### **Return-To-Duty and Follow-up Testing**

These tests are required when a driver who has violated the prohibited alcohol conduct standards, or tested positive for drugs, returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least six tests must be conducted in the first 12 months after a driver returns to duty. Whether or not a driver will be allowed to return to duty after having violated Company policy, will be determined at the Company's sole discretion.

### **Other Testing**

As Company policy, all drivers will be subject to drug and alcohol testing at the time of medical re-certification.

### **Blood Pressure Testing**

D.O.T. regulations {391.41, (6)} require that commercial vehicle drivers have no current clinical diagnosis of high blood pressure that will interfere with their ability to operate a commercial motor vehicle.

The critical blood pressure level has been set at 160/90. In order to ensure compliance in this area, all driving associates and owner operators at Grand Island Express may be subject to unannounced blood pressure checks.

These checks will help in identifying those that may have developed a high blood pressure condition since their last physical exam. They will also allow our driving associates to gauge the level of their cardiac health and reduce the risk of a medical emergency over the road.

### **Refusal to Submit to a Test**

The Federal Motor Carrier Safety Regulations provide that a driver shall not refuse to submit to a post-accident test, reasonable suspicion test, random selection test, or follow-up test.

In alcohol testing, the refusal to sign the certificate in step 2 on the form is regarded as a refusal to take a test. Not providing an adequate amount of breath or saliva may also be regarded as a refusal to take a test. In drug testing, failure to provide sufficient urine may constitute a refusal.

If a driver engages in conduct that 'clearly obstructs' the testing process, that would be considered a refusal.

If after an accident where a fatality occurred or a driver was issued a citation and the driver failed to make him or herself available for a test that would be considered a refusal. If a driver refuses to submit to a required drug or alcohol test, he/she will not be permitted to perform or continue to perform any safety-sensitive functions and will be discharged.

### **Consequences of a Positive Alcohol Test**

[Part 382.601 (b)(9)(10)]

#### **Consequences for Drivers who have a positive for an Alcohol Test**

- Grand Island Express, Inc. has a 0% tolerance policy and will be terminated.

#### **Consequences for Drivers who have a positive Drug Test**

- Grand Island Express, Inc. has a 0% tolerance policy and will be terminated.

## **I. The Effects of Alcohol and Drugs on Health, Work, and Personal Life**

The hazards of misuse of alcohol and illegal drugs extend far beyond the individual user. Impaired employees endanger themselves, fellow workers, and other users of our highways. Employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other persons in an accident.

Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, loss of trained personnel, theft, and treatment and deterrence programs. Also, medical costs are higher and are passed on to the employer in the form of higher health insurance rates. Alcohol and drug abuse cost both the employer and the employee. Alcohol remains the number one abused drug in this country.

Alcohol consumption causes a number of changes in behavior. Even low doses can impair the judgment and coordination required for driving. Low to moderate doses increase the incidence of a variety of aggressive acts. Moderate to high doses cause marked impairments in mental functions, severely altering a person's ability to learn and remember information.

Very high doses can cause respiratory depression and death. If combined with other depressant drugs, much lower doses of alcohol can lead to permanent damage to vital organs such as the brain and the liver.

## **J. Signs and Symptoms of an Alcohol or Drug Problem**

Drugs can show their effects in many different ways. Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance, and confusion.

Multiple substance abuse involves the use of more than one drug, either at the same time or over a period of time and it involves any combination of:

- Alcohol
- Prescription drugs
- Over-the-counter drugs
- Illegal drugs

Multiple substance abuse is especially dangerous because different substances interact with each other to produce unexpected effects and dangers.

Multiple substance abuse often begins with abuse of a single substance. This may happen because once a person begins to rely on a drug, abuse of additional substances becomes more likely. People who abuse one substance are at high risk for developing dependence and tolerance for other substances.

**K. Company Policy Regarding Over-The-Counter and Prescription Drugs**

Prescription drugs may not be abused and must be taken only according to the doctor's instructions. Over-the-counter (nonprescription) drugs likewise may not be abused and must be taken only according to package directions. Drivers who are taking prescription or nonprescription drugs are required to report this to the Safety Department. If the warning on the box or label clearly states 'product may cause drowsiness; do not operate heavy equipment or machinery while taking', it is a violation of DOT regulations to take it and drive a commercial motor vehicle.

If nonprescription or prescription drugs interfere with acceptable performance, attendance or behavior, the driver will not be permitted to work. The Company reserves the right to determine whether a prescription or nonprescription drug may impair judgment, coordination or other senses important to the safe and productive performance of work.

**L. Person Identified to Answer Questions**

[Part 382.601 (b)(1)]

As part of our continuing policy to insure fair and equal treatment of our drivers, we understand that there may be questions and concerns involving our controlled substance and alcohol testing policies and programs. To assist you in understanding the requirements placed on both you the driver, and us, the employer, we have designated our Safety Director to answer your questions regarding the alcohol and drug testing programs.

Please call: 1-800-444-7143

**M. Methods of Intervention For Suspected Alcohol or Drug Problems**

Alcohol and substance abuse is a complex problem calling for specialized supervision and care. Don't aid a person who you think has an alcohol or drug abuse problem. Don't make excuses for them, don't do their work for them, and don't look the other way. The problem is not going to go away. Don't enable the person to continue the alcohol or drug abuse.

Leave the treatment and counseling of persons with an abuse problem to the professionals. The DOT in the regulations require that the person with a problem be evaluated by a professional—such as a physician, psychologist, or other person with knowledge of abuse and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.

**Where Can I go for Help?**

Listed below are sources of help and information:

National Clearinghouse for Alcohol and Drug Information

Monday through Friday 1-800-729-6686  
The National Federation of Parents for Drug-Free Youth  
Monday through Friday  
1-800-554-KIDS

Parent's Resource Institute for Drug Education (PRIDE)  
Monday through Friday  
1-800-241-9746

Cocaine Help Line  
Monday through Friday  
Saturday and Sunday 12:00 p.m. – 3:00 a.m.  
1-800-COCAINE

For more information on where to find treatment for alcohol and other drug problems, the best place to look is in the Yellow Pages under 'Alcoholism Information' or 'Drug Abuse and Addiction Information'.

## **2.0 COMPENSATION**

This section contains information that is vital to you. It explains what we need to provide you with an accurate settlement along, with the benefits you receive by being an associate of Grand Island Express.

### **2.1 Trainees/Inexperienced Drivers**

Trainees will be paid \$450 per week. At this level the trainee will be teaming with an experienced GIX driver. After completion of this initial training phase, the trainee will be assigned a truck for permanent solo operation.

### **2.2 Experienced Solo Drivers**

Experienced Drivers will be paid on the scale below:

Qualified Full Time Drivers

0 to 12 months	Base pay
1 year	Base + .01 cent per mile
2 years	Base + .02cents per mile
5 years	Base + .03cents per mile
7 years	Base + .04cents per mile
10 years	Base + .05cents per mile

We conduct driver reviews based on the above schedule for a \$.01 increase up to the maximum

\*Qualifier must meet these guidelines: no collisions, late deliveries, and above average Fleet MPG.

### **2.3 Travel Allowance**

The travel allowance amount is a portion of your gross per mile pay considered by the IRS to be non-taxable operating expense. You should maintain a record of per diem allowances as well as actual expenses while "on the road" for your personal tax returns. Your travel allowance is 8 cents per mile.

*\*This does not pertain to owner-operators.*

#### **A. Mileage Payments**

Grand Island Express will select the approved route for each inter-city trip, however, all drivers' pay will be figured using the Household Goods Carriers' Guide on a point-to-point basis.

Mileage pay will be made when dispatched to load, unload, washout, or pick up pallets and where there are two distinct and different cities involved. A driver will not receive any intra-city mileage and no unauthorized miles will be paid.

Mileage payment will not be paid to go to a motel for a layover even if the motel is in a different city.

### **2.4 Stop-off Pay**

SOLO DRIVERS – The first stop or pick-up is free. \$15 will be paid for the second stop or pick-up and \$30 for each additional stop or pick-up (other than the original pick-up and final delivery). The driver must make the stops to be paid.

### **2.5 East Coast Bonus**

In addition to regular pay, a bonus of \$40 per trip will be paid to company drivers and \$100.00 for Owner Operators for loads to the East Coast. This includes loads with drops in or ending in the following East Coast states:

Connecticut	New Jersey
Delaware	New York
Maine	Pennsylvania (East of I-81 / East of I-476)
Maryland	Rhode Island
Massachusetts	Vermont
New Hampshire	Washington DC

This bonus will not apply to loads originating in one of these East Coast states and will not apply to Trainees teaming with an Experienced Driver.

## **2.6 Reserved**

### **2.7 Escrow Account for Accident and Cargo Losses**

Preventable accidents, cargo claims, equipment damage and unreported equipment damage are the responsibility of the driver. When an incident is the direct result of driver negligence, the driver will be responsible for the first \$500 of the claim or loss. (\*Owner/Operators, the first \$1000.00) To insure that funds are available to cover these losses, Grand Island Express requires all solo drivers to maintain an escrow account of \$500. (\*Owner/Operators, \$1000.00) (Team drivers will maintain an escrow account in the amount of \$250 and each will be charged one half of applicable claims or losses.)

Weekly payroll deductions will be made in the amount of \$25.00 per week until the \$500 balance is reached for company drivers. If the escrow account is charged at any time for a claim or loss, weekly payroll deductions will be reinstated until the balance again reaches \$500. (\*Owner/Operators, \$50.00 per week until the \$1,000 balance is reached for owner operators)

At the end of each quarter, interest will be paid on the average escrow account balance. The interest rate used will be the money market fund interest rate in effect at the close of each quarter.

\*See Owner/Operator standard lease agreement for details

### **2.8 Expenses**

Grand Island Express, Inc. will reimburse company drivers expenses for weighing the truck, authorized tolls and washouts. The Company does not pay driver's overweight fines. Drivers are expected to check the weight of all loads prior to leaving with them. It is the driver's responsibility to have the load properly scaled even if picking up a loaded trailer at the GIX terminal or other drop location.

### **2.9 Settlements**

Envelopes must be in the office by 4 p.m. Monday to be paid for the trips that were made the previous week. Drivers are paid every Friday via direct deposit. Settlements will be mailed to your home address or left in the Drivers mailbox at the home office. Settlements will be available in your driver mailbox no later than 3:00 p.m. on Fridays. Your settlement can also be sent to you via email (must provide email address for this option).

### **2.10 Direct Deposit**

It is required you sign up for the convenience of the direct deposit program. The net amount of your paycheck will be deposited into your checking or savings account. Your settlement sheet will be put in your mailbox or mailed to your home. Direct deposit is required for all drivers.

### **2.11 Driver Referral Bonus**

Effective immediately, all Drivers and Company employees are eligible to receive a one time referral bonus of \$500, when they refer an experienced Driver or Owner-Operator. To qualify, the Driver/Owner-Operator must have at least 6 months of experience, and meet our standard hiring guidelines. The bonus will be paid to the associate after the first trip is delivered.

Students, trainees and casual/part-time employees are not applicable for the referral bonus. Bonus may apply to rehires of previous employees, if the employee has been gone for 4 or more years and this is only his/her second time back.

Remember your name must be on the application, to be eligible for the referral bonus!

No recruitment bonus will be paid for referring a driver to an owner operator that is leased to Grand Island Express.

This Bonus replaces any and all previous bonus plans, but will not take away any monies owed you from a previous referral.

### **2.12 Owner Operators Only**

Receive \$.95 cents per mile Loaded/Empty OTR Miles

Receive \$1.01 cents per mile Loaded/Empty OTR Miles for Dedicated Carriers (with own authority)

**\*\*Free Mobile Communications is installed in all tractors\*\***

Receive a bonus of \$100 per trip for loads to the East Coast. This includes loads with drops in or ending in the following East Coast states:

Connecticut	New Jersey
Delaware	New York
Maine	Pennsylvania (East of I-81 and East of I-476)
Maryland	Rhode Island
Massachusetts	Vermont
New Hampshire	Washington DC

This bonus will not apply to loads originating in one of these East Coast states.

You may purchase fuel by the use of a company issued fuel card. Fuel purchases will be charged back to you.

Trip leasing may be done ONLY when given permission by the Operations Manager.

A \$1000.00 escrow deposit is required. If you ever leave Grand Island Express, the escrow will be returned in 30 days providing you turn in the permits, remove all signs from your truck and/or trailer, and return a signed-off copy of lease and any other Grand Island Express property.

Quarterly vehicle inspections will be done at Grand Island Truck Service at no cost to the owner.

### **2.13 Stop-off Pay -**

OWNER OPERATORS – The first stop or pick-up is free. \$40 will be paid for any additional stops or pick-ups. The driver must make the stops to be paid.

**A. Driver Accident Free Recognition**

100,000 consecutive accident free miles - a jacket

200,000 consecutive accident free miles - jacket.

300,000 consecutive accident free miles - a custom silver ring with a blue stone

400,000-900,000 adds one diamond to ring for each 100,000

1,000,000 a custom silver ring with a red stone

1,100,000-1,900,000 adds one diamond to ring for each 100,000

2,000,000 a custom gold ring with a red stone

2,100,000-2,900,000 adds one diamond to ring for each 100,000

If involved in a previous accident takes you back to the last recognition level and you start again from that level. If the driver has between 1 mile and 99,999 miles toward a new level and has an accident he goes back to the last earned level and starts again toward the next 100,000-mile level.

The jacket program started on January 1, 1995.

The ring program is grandfathered to recognize drivers from the time they started at Grand Island Express.

**When a driver is rehired and his anniversary date changes the recognition is handled like the driver had an accident. When a driver is rehired with no change in anniversary date the recognition is treated like the driver never left.**

### **3.0 BENEFITS**

#### **3.1 Health Insurance**

Drivers may enroll for group medical insurance through Grand Island Express's group coverage that is available to all associates. A driver is eligible to sign up for this coverage immediately, but there is a 60-calendar day waiting period before the coverage is effective. The premium is collected at the 60 days but coverage does not start until after 90 days of employment is completed (Coverage is subject to change when the company's group insurance coverage is changed or renewed.)

BlueCross/BlueShield

Weekly Rates for	Single \$47.70	Employee/Spouse \$114.47
	Family \$127.00	Employee/Children \$92.85

#### **COVERAGE**

50/50 coverage if in network area for PPO with a \$25 co-payment, \$5,000 co-insurance

50/50 coverage if not in the network area, \$5,000 co-insurance

PPO Deductible: Single \$1,000, Family \$2,000 - Max out of pocket: Single \$2,000, Family \$4,000

Non-Deductible: Single \$2,000, Family \$4,000 – Max out of pocket: Single \$6,000, Family \$12,000

Drug Prescription Card: \$10/\$30/\$60 - \$50,000 max per year

\*Includes One Free Eye Exam Per Year

#### **3.2 Life Insurance**

\$15,000 Life Insurance for employee only, if enrolled in the group health plan. Dependent Term Life Insurance is also available. Coverage begins 2 full calendar months following employment start date. Pre-admission certificate required on hospitalization

#### **3.3 Dental Insurance**

Premiums based on who will be covered, and their ages. Eyeglass discount card available if are enrolled in the dental insurance coverage plan. Prices are as follows:

\$4.85 weekly for employee    \$9.57 Employee/Spouse    \$12.82 Employee/Children

\$17.55 Family

#### **3.4 Paid Holidays**

We offer six paid holidays: New Years, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas.

#### **3.5 Cafeteria Plan**

Grand Island Express also has available an S125 Cafeteria Plan for its associates. Through this program drivers have the option of setting aside a portion of their earnings for medical insurance premiums, babysitting, and medical expenses not covered by insurance. A substantial savings can be

realized because earnings withheld through this program are not taxed. Consult your tax advisor for full information concerning the tax savings.

### **3.6 401K**

Grand Island Express associates are eligible to participate in the company 401K profit sharing plan which is a retirement program. Grand Island Express contributes 10 percent of its net profits into the plan each year, which is then distributed to participants. The plan also allows the participants to add additional money to their retirement accounts through deferring up to 20% of their annual salary to the plan. Income deferred for this plan is not subject to Federal and State Income tax, which is an excellent means to save for retirement.

### **3.7 Paid Vacation**

Each driver employed by the Company is eligible for one week of paid vacation after completing one year of continuous employment. Thereafter, one additional vacation day will be awarded for each additional year of service according to the following schedule. There is no limit on the number of days that can be earned. (Example - After working here 20 years, an associate would earn 26 days of vacation.)

Years of Service	Vacation Days
1	7
2	8
3	9
4	10
5	11
6	12
7	13

As an incentive to take your vacation during the slower revenue months of March and April, you will be given 1 extra paid day of vacation if you take 5 consecutive days (Monday through Friday) of vacation during either of these two months. This means that you would be paid for 6 days and only use 5 days of your accrued vacation. This incentive is available only to drivers and hourly paid associates.

Vacation time can only be taken after it has been accrued. The award date is referred to as your Anniversary Date. Any vacation time accrued must be taken within the following year. Vacation time not used by the end of the month in which the following Anniversary Date occurs will be forfeited, and will not be carried forward into the following year unless prior written approval is obtained from the Operations Manager.

Pay for vacation time is computed by adding a driver's wages for the 12 months prior to their anniversary date and dividing this sum by 52 weeks.

Requests for vacation time must be submitted in writing to the Operations Manager four weeks in advance of the time desired. The Operations Manager will review the request and notify the driver regarding approval or denial. All vacation time is to be taken in 40-hour increments unless other arrangements have been made.

## **4.0 EMPLOYEE SAFETY**

### **Safety**

#### **Company policies & Procedures**

To be effective and remain profitable, any company must have rules and regulations that govern the day-to-day activities of associates. In the case of an interstate carrier such as Grand Island Express. Many of these rules and regulations are established for us by the Federal Department of Transportation. It is Grand Island Express's policy that all drivers and owner operators remain in compliance with all applicable Department of Transportation regulations at all times.

This section contains a definition of Grand Island Express's policy on various topics. All drivers and owner operators are urged to read this section carefully and thoroughly. If you need clarification of any policy, procedure, or regulation covered in this section or elsewhere in this manual, **DO NOT HESITATE TO ASK A MEMBER OF THE GRAND ISLAND EXPRESS SAFETY DEPARTMENT OR OPERATIONS DEPARTMENT FOR SUCH CLARIFICATION.**

**ANY PERSON TESTING POSITIVE TO ALCOHOL OR DRUG ABUSE WILL BE DISQUALIFIED AND BARRED FROM OPERATING COMPANY OWNED OR COMPANY LEASED EQUIPMENT.** Retesting and requalification will be entirely at the discretion of Grand Island Express, and will not be considered unless sufficient justification for such action is submitted to, and accepted by Grand Island Express.

**GRAND ISLAND EXPRESS HAS A ZERO TOLERANCE POLICY THAT DOES NOT ALLOW ANY MEASURED ALCOHOL CONCENTRATION.**

#### **You and the D.O.T.**

To continue employment as a driver you must follow D.O.T. regulations.

1. Get a new physical every (2) years or as directed by a Company Doctor. It is your responsibility to arrange for this physical with one of our Company Doctors. Owner Operators may see their own doctor for D.O.T. physicals.
2. CDL license. You are responsible for keeping your Commercial Driver's License current. You must provide copies of all changes (address, phone, etc.) to your CDL license to the Safety Department at Grand Island Express.
3. You are required by FEDERAL LAW to report any ticket, license suspension, or revocation to the state that issued your CDL within 30 days after the conviction.

**\*You are required to report any ticket, license revocation, or suspension to Grand Island Express Safety Department in Grand Island—IMMEDIATELY.**

4. Report immediately, to your Fleet Manager, Safety Department, and Worker's Compensation ALL job-related accidents.

5. Report all prescription medicines (and/or over the counter antihistamines) you take and the name, address and phone number of the doctor who prescribed them to the Grand Island Express Safety Department. (For safety's sake, it's always a good idea to keep medicine in its original container. This will help you comply with this requirement.)
6. It is possible that you may be temporarily or permanently disqualified because of your use of prescription medication.

D.O.T. rules and regulations, as well as company policy are considered binding on all Grand Island Express employees and owner operators. Knowledge and familiarization to ensure compliance with all D.O.T. rules and regulations, as they apply, are the responsibility of the drivers.

#### Alcohol Policy

The following is a summary of the **Company** policy on alcohol.

You may not use - or have in your possession - any alcoholic beverage, regardless of alcohol content, while on, in charge of, or responsible for, Company equipment, including during layovers. Violating this rule will be cause for automatic termination, whether the vehicle is moving or parked and regardless of the equipment location.

**GRAND ISLAND EXPRESS HAS A ZERO TOLERANCE POLICY THAT DOES NOT ALLOW ANY MEASURED ALCOHOL CONCENTRATION.**

#### **D.O.T. Regulations**

- You may not drink alcoholic beverages of any kind, regardless of alcohol content, within four hours of going on duty, operating or being responsible for a commercial motor vehicle. (Section 392.5 of the Federal Motor Carrier Safety Regulations).
- Any driver who has a blood alcohol concentration of 0.04 while operating a commercial motor vehicle will be disqualified under section 383.51 (b) and (3) of the Federal Motor Carrier Safety Regulations.

#### **SPECIFIC INFORMATION CONCERNING DRIVER CONDUCT THAT IS PROHIBITED BY THE D.O.T.**

- A. 382.201 Alcohol Concentration  
No driver shall report to duty or remain on duty requiring the performance of safety sensitive functions\* while having an alcohol concentration of 0.04% or greater.
- B. 382.204 Alcohol Possession  
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of shipment.
- C. 382.205 On Duty Use  
No driver shall use alcohol while performing safety sensitive functions. \*
- D. 382.207 Pre-Duty Use  
No driver shall perform safety sensitive functions\* within four hours of using alcohol.
- E. 382.209 Use Following an Accident  
No driver required to take a post-accident alcohol test under 382.303 of this part shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever comes first.
- F. 382.211 Refusal to submit to a required alcohol or controlled substance test. No driver shall refuse to submit to a post-accident alcohol or controlled substance test

required under 382.303, a random alcohol or controlled substance test required under 382.307, or a follow-up alcohol or controlled substance test required under 382.311.

G. 382-213 Controlled Substance Use

No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions. \* When the driver uses any controlled substance, except when the use is pursuant to the instruction of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

H. 382.215 Controlled Substance Testing

No driver shall report for duty, remain on duty or perform a safety-sensitive function\* if the driver tests positive for controlled substances. No employer having actual knowledge that a driver has tested positive for controlled substances shall permit the driver to perform or continue to perform safety-sensitive functions. \*

\*Safety-sensitive function means 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 shall include:

- (1) All time at an employer 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 employer;
- (2) All time inspecting equipment as required by §§ 392.7 and 392.8 of this subchapter 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 (a berth conforming to the requirements of § 393.76 of this subchapter);
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The circumstances under which a driver will be tested for alcohol and/or controlled substances:

- A. Pre-employment (controlled substance only)
- B. Post-accident (as required by Federal D.O.T. regulations)
- C. Random
- D. Reasonable Suspicion
- E. Return to Duty
- F. Follow-Up

## Drug Policy

- You may not use or have in your possession illegal substances or drug paraphernalia while on, in charge of, or responsible for, Company equipment including during layovers. Violating this rule will

be cause for automatic termination whether the vehicle is moving or parked and regardless of the equipment location.

- A pre-employment drug screen is a mandatory condition for employment with Grand Island Express, Inc. Drivers may also be requested to submit to other drug screens, as directed by the Company. Failure to submit to any requested drug screen will result in termination. Two forms of testing will be used urine and hair. The D.O.T. requires a Urine sample be collected and tested. Grand Island Express is going above and beyond that requirement by also collecting and testing a hair sample. Illegal drugs stay in the hair strand longer than the urine.
  - All Federal D.O.T. Regulations as they apply to controlled substance testing have been adopted as policy by Grand Island Express, Inc. and will be strictly adhered to.
  - Under Company policy, any driver who tests positive on a substance screen is disqualified and will not be considered for reinstatement except in those cases wherein the ADA applies.
- A DRIVER WHO TESTS POSITIVE ON A DRUG SCREEN HAS THE RIGHT TO HAVE HIS OR HER SPLIT SAMPLE RETESTED PROVIDED THAT:
- With in 72 hours of being notified of the positive test, they submit a written request for the retest to the Company medical review officer.
  - They request and designate an independent certified laboratory to perform the test.
  - The driver will be responsible for the laboratory fees.

## ***REGULATIONS***

§ 40.13 how do DOT drug and alcohol test relate to non-DOT tests?

- (a) Dot tests must be completely separate from non-DOT in all respects.
- (b) DOT tests must take priority and must be conducted and completed before a non-DOT test is begun. For example, you must discard any excess urine left over from a DOT test and collect a separate void for the subsequent non-DOT test.
- (c) Except as provided in paragraph (d) of this section, you must not perform any tests on DOT urine or breath specimens other than those specifically authorized by this part or DOT agency regulations. For example, you may not test a DOT urine specimen for additional drugs, and a laboratory is prohibited from making a DOT urine specimen available for a DNA test or other types of specimen identity testing.
- (d) The single exception to paragraph (c) of this section is when a DOT drug test collection is conducted as part of a physical examination required by DOT agency regulations. It is permissible to conduct required medical tests related to this physical examination (e.g., for glucose) on any urine remaining in the collection container after the drug test urine specimens have been sealed into the specimen bottles.
- (e) No one is permitted to change or disregard the results of DOT tests based on the results of non-DOT tests. For example, as an employer you must not disregard a verified positive DOT drug test result because the employee presents a negative test result from a blood or urine specimen collected by the employee's physician or a DNA test result purporting to question the identity of the DOT specimen.

- (f) As an employer, you must not use the CCF or the ATF in your non-DOT drug and alcohol testing programs. This prohibition includes the use of the DOT forms with references to DOT programs and agencies crossed out. You also must always use the CCF and ATF for all your DOT-mandated drug and alcohol tests.

## **Weapons**

You may not have any kind of weapon on your equipment, on your person, or in your personal possessions while in a Grand Island Express truck. This includes, but is not limited to:

Rifles	Bows and Arrows
Pistols	Crossbows
Shotguns	Blow Darts
B.B. Guns	Knives with blades over 6”
Flare Guns	Fireworks
Stun Gun	

If any weapon is found in your truck, on your person, or in your personal belongings on Company property, you may be disciplined and the weapon taken from you and turned over to local authorities.

## **Equipment Search**

- The Company reserves the right for safety personnel or law enforcement personnel to search trucks for firearms, alcohol, narcotics, drug paraphernalia, stolen property, or other items the Company considers unlawful or against policy.
- Trucks may also be searched before entering a customer’s facility by the customer’s personnel for the same reasons.

## **Seat Belts and Other Required Restraints**

- The Company, in accordance with Federal Motor Carrier Safety Regulation 392.16, requires you to wear seat belts while operating a Company, owner/operator, leased vehicle, or while on Company business.
- The bunk restraint must be properly installed and in use if the bunk is occupied while the vehicle is in motion.
- Under no circumstances may the top bunk be used while the vehicle is in motion.

## **Obeying the Posted Speed Limits**

- When driving for this Company, there are no circumstances which would justify disobeying posted speed limits. However, regardless of the posted speed limits, the governed speed allowed by a Company Driver is up to 65 mph maximum (Owner-Operators can run posted speed limited.)

## **U-Turns**

It is against Company policy for a driver to make a U-turn on any street, road, highway, or interstate at any time, under any circumstances.

If you miss your turn or are lost, keep on going until you find a large parking lot to turn around in, or a place where you can go around the block.

No Parking on Shoulders, On or Off Ramps, or other Undesignated Areas.

## **Passenger Authorization Policy**

No unauthorized person including a passenger is permitted in or on company owned or company leased equipment at any time, unless the driver is providing aid in the case of an accident or emergency. Violation of this policy could result in immediate disqualification of the driver or owner operator. However, Grand Island Express DOES have a Passenger Authorization Program for drivers and owner operators, which is as follows:

- A request for passenger authorization must be submitted to the Safety Department (Grand Island Express provides forms for this purpose), **prior** to carrying any passengers.
- The form must be signed by the driver, and by the passenger for whom authorization is being requested.
- Authorization can be granted only by an authorized member of the Grand Island Express Safety Department or the Operations Department Manager. A copy of the passenger approval form must be in the permit book when carrying that passenger.
- After the driver has completed at least 90 days of consecutive service with the company, authorization may be granted to transport a passenger that is a member of the immediate family. A non-family member pass may be requested as a very limited special arrangement.
- All passengers must be at least 10 years of age and a close relative (family member). **NO PREGNANT WOMEN WILL BE AUTHORIZED AS PASSENGERS.**
- Children of Grand Island Express drivers, ages 10 to 16 shall be allowed to ride in a company owned or company leased vehicle for a single short round trip on a special permission basis. Children under 10 years old shall not be allowed to ride in or on a company owned or company leased vehicle at any time for any reason, except in a case of dire emergency, such as a life threatening situation.
- Not more than **ONE** passenger at a time shall be permitted. The total number of people in the vehicle cannot exceed two. If the driver has a company authorized co-driver, transportation of a passenger is not permitted when both driver and co-driver are with the vehicle.
- No unauthorized person, including an authorized passenger, is permitted to drive company owned or company leased equipment. Failure to comply with this restriction shall result in immediate disqualification of the driver.

- Unauthorized transportation of a minor, whether or not the child of the driver, will result in immediate disqualification of the driver.
- The driving and safety record of the driver shall be a significant factor in determining whether a request for authorization to transport a passenger shall be granted.
- Each authorization to transport a passenger shall be issued up to a maximum period of 30 days.
- Passenger insurance is required for all passengers. Passenger insurance policies are available through Grand Island Express Safety Department. The policy is \$100 for 1 year or for each calendar month at a cost of \$35 per calendar month or any partial month. Example: June 1 to June 30 = 1 month. If a rider goes on the truck June 20<sup>th</sup> and runs into July 1<sup>st</sup> then two months premiums (\$70) are due.

**All of the passenger rules still apply with the insurance in effect.**

**Note:** An authorized passenger may be transported only in the cab of the vehicle. Such passengers are not permitted in the trailer, whether the equipment is moving or stationary, nor are they permitted under the equipment when it is stationary. Passengers are not permitted to assist in the loading, securing, or unloading of cargo, nor are they permitted to perform, or assist in the performance of maintenance of any kind on company owned or company leased equipment. No one is allowed to occupy the upper bunk when the truck is in motion.

### **Pet Policy**

Adult dogs of 35 lbs or less (no aggressive breeds) are allowed in Grand Island Express company trucks after the 90-day probationary period; a \$1,000 deposit is required in addition to the \$500 damage escrow. If you want to “buy down” the probationary period you can put down a \$500 deposit with the remaining \$500 coming out each week as a payroll deduction of \$50 per week for 10 weeks. The dog is not allowed in the truck until at least \$500 of the \$1,000 deposit is met. Monthly or periodic inspections of the truck will be made to ensure cleanliness; this is subject to the inspector’s opinion of “clean”. Damage to the truck will be fixed at the time of inspection at the driver’s expense. If a relief driver is to be seated in your truck you will be charged the cleaning fee. If any incidents involving the dog and a customer, associate or members of the public occur, the dog must be removed from the truck immediately. No casual/part time, team (unless related) or slip seat drivers are allowed to bring a dog into the truck. Safety has final approval of the size of the dog. Safety has the right to have the owner remove the dog at anytime without notice. A record of updated shots is required. Many customers do not allow pets on their property. To avoid upsetting a customer with a pet policy, dogs are not to be let out of the truck at any time on the customer’s property. The dog will also need to be kenneled or restrained in the sleeper while on the customer’s property. When at the Grand Island Express terminal the dog needs to be kenneled or on a leash. The dog needs to be removed from the truck before a GIX technician performs any work. At this time Grand Island Express only allows dogs in the pet policy.

Owner operators are allowed to carry a cat or a small dog.

## **Things That Could Get You disqualified**

This list covers most, but not all, of the reasons for immediate termination.

1. A DWI or DUI.
2. Damage to Company equipment. For example, tampering with any engine electronics.
3. Failure to report Company related accidents immediately regardless of how minor.
4. Use, possession or sale of illegal substances, or drug paraphernalia; anywhere, anytime.
5. Use, possession or sale of alcohol while on Company property or on Company business. This includes “layovers”.
6. Verbally or physically threatening other Company employees or any shipper or consignee or any of their employees.
7. Providing false information on any work, personnel, medical or reimbursement records.
8. Violation of Company safety rules and procedures.
9. Making a U-turn on any street, road, highway, or interstate.
10. Altering Company equipment against Company rules and beyond Company specifications; offering money or other consideration to mechanics or others to alter Company equipment against Company rules or beyond Company specifications.
11. Dropping a trailer, loaded or empty, any place other than a terminal or a company authorized drop yard without direct and specific approval of a fleet manager via Geo-Logic.
- 12.
12. Tampering with or disconnecting your Geo-Logic system.

## **AUTOMATIC DISQUALIFICATION**

The following shall result in AUTOMATIC DISQUALIFICATION OF THE DRIVER OR OWNER-OPERATOR ON THE FIRST OFFENSE:

- Violation of the established company policies concerning possession usage, or transportation of alcoholic beverages or drugs.
- Leaving the scene of an accident that resulted in personal injury or death.
- Commission of a felony involving the use of any commercial motor vehicle.
- Failure to comply with D.O.T. regulations for maintaining driver certification, including a valid medical certificate and a valid CDL operator's license.
- Failure to report to the company the loss or suspension of a valid operator's license from

any state.

- Failure to provide the company with a complete list of traffic convictions (not including parking violations) received during the previous year.
- Allowing an unauthorized person to drive a company-owned or company-leased vehicle.
- Transporting an unauthorized passenger in a company-owned or company-leased vehicle.
- Involvement in any accident while transporting an unauthorized passenger.
- Doing mental or bodily harm to another Grand Island Express driver or owner-operator, customer, office personnel, or any other Grand Island Express associate.
- Any activity that demonstrates blatant or reckless disregard for the driver's own safety, or the safety of the cargo, Grand Island Express equipment, or the public.
- Maintaining a valid driver's license from more than one state.
- Failure to report an accident or cargo claim.

## MOVING VIOLATIONS

392.2C Failure to obey traffic control device, 392.2FC Following Too Closely, 392.2LC Improper Lane Change, 392.2P Improper passing, 392.2R Reckless Driving, 392.2S Speeding, 392.2T Improper turn, 392.2Y Failure to yield right of way, 392.4, 392.4A Use or Possession of Drugs, 392.5, 392.5A Use or Possession of Alcohol.

Moving violations stay on the C.S.A.(Compliance Safety Accountability ) register for 24 months for GIX and 36 months for the driver. GIX does not allow a driver to have more than 2 moving violations at any time. More than 2 violations within 24 months could result in driver disqualification by the insurance carrier.

## DRIVER OUT OF SERVICE VIOLATIONS

### FIRST OFFENSE

- He/she will meet with your Driver Manager, and Safety Director, to address the problem.
- He/she will be unavailable for 24 hours for dispatch during which time a mandatory in-house training course on driver logs is to be completed.
- He/she will be placed on probation.
- Company drivers will be required to move to Elogs if related to logs.
- Owner Operators will be required to move to a dedicated carrier status or move to Elogs.

### SECOND OFFENSE

- Six Months probation.
- Possible loss of qualification status for GIX (termination) based on severity

All drivers are required to do 6 countermeasures and attend all safety meetings!!!!!!!

Effective January 22, 2007

## On The Job Injuries & Workers' Compensation Insurance

All employers are required by law to carry workers' compensation insurance. Grand Island Express considers workers' compensation a part of the total employee benefit package. Because of the competitive nature of trucking, there are only a certain amount of dollars that can go towards paying benefits. This is why our goal is and your goal should be, to eliminate workers' compensation claims. Why? Because the fewer claims we have, the more money we save on insurance premiums. These savings can be put back into the benefits program assuring their continuation and expansion.

### What can you do?

There are many things you can do to prevent injuries and help reduce insurance costs. Some of these are as follows:

- ✓ Understand that working safely is a priority with Grand Island Express.
- ✓ Drive defensively and professionally.
- ✓ Avoid unsafe conditions on customer's docks during loading/unloading, etc.
- ✓ Always use proper lifting techniques:
  - Ø Use a back support
  - Ø Keep chest up and forward
  - Ø Maintain normal spinal curve
  - Ø Stand with feet separated and one foot forward
  - Ø Keep weight balanced
  - Ø Prepare muscles for action- set abdominal muscles
  - Ø Use leg muscles- stoop- do not bend
  - Ø Stand close to the task- flex hips and knees
- ✓ Use a 3-point stance when entering and exiting your tractor or trailer
- ✓ **DO NOT JUMP!!!** Do not be in a hurry. Whatever you do, do it right.

### If An Injury Occurs

Receive immediate first aid and/or medical treatment if necessary.

Every injury (except first aid type injuries) occurring in the course of employment must be reported to the Safety Department immediately. **If you fail to report an injury when it occurs, your claim could be denied.**

When reporting an injury, please be prepared to give the following information:

1. Date and time of accident
2. Where accident occurred
3. Cause of the accident
4. Witnesses- name, address, phone number
5. Type, extent and location of injuries
6. First aid and/or medical treatment provided- where and by whom
7. What you were told about any future medical attention you would need

For non-emergency situations, contact the safety department. You will be directed to a medical facility for treatment.

## **After Your First Doctor Visit**

Grand Island Express utilizes several medical treatment facilities for on-the-job injuries. The Safety Department works closely with these facilities to help you get back to regular work as soon as possible. All paperwork given to you by the doctor must be submitted to the Safety Department for your file.

Once you have seen the doctor, one of three things will happen depending on the injury.

- “ You will be released to a full work status in which case you can continue to drive; OR
- “ You will be released to a transitional work status, meaning you can work but cannot drive. In this case, you are required to turn in documentation from physician identifying work restrictions. You will begin a modified work program in which you will work for 8 hours each day receiving an hourly wage; OR

You will not be released to work at all (‘no-work’ status) in which case you will need to stay in daily contact with the Safety Department until your work status changes. Documentation on changes to your physical status must be turned into safety.

## **5.0 VEHICLE SAFETY**

### **5.1 Driving Safely**

This section contains information that is intended to help you become a better, safer driver. If you read the information carefully and apply the principles to your everyday driving, you won't be an accident looking for a place to happen. Whenever you get behind the wheel of your truck, drive as though your life depends on it, because it does.

#### **A. Basic Safety**

In addition to compliance with all local, state, and federal regulations as they apply to the safe operation of commercial vehicles, as a driver you will be encouraged to drive as a true professional at all times. This starts with:

- Pre-trip inspections of equipment
- Defensive driving practices
- Yielding the right-of-way whenever necessary to avoid an accident
- Adjusting speed to the prevailing weather conditions; and
- Obeying all traffic laws

#### **B. The Defensive Driver**

The defensive driver is one who:

- Makes allowances for the lack of knowledge or skill on the part of the other driver;
- Recognizes that he has no control over the unpredictable actions of other drivers and pedestrians;

- Recognizes that he has no control over conditions of weather and road;
- Has developed a defense against all of these hazards;
- Concedes the right-of-way and makes other concessions to avoid a collision;
- Is careful to commit no driving errors himself; and
- Is defensively alert by avoiding the accident traps and hazards created by weather, roads, pedestrians, and other drivers.

### C. **Aim High For Steering**

You don't normally look at the toes of your shoes when you walk. Usually, you look about 25 feet ahead of your walking path. Most people walk at a pace of about 1 mile per hour. When driving your vehicle at just 25 to 30 miles per hour, you should have a steering path picked out several hundred feet ahead.

It may surprise you to know that many drivers steer by referencing the curb to their right or by concentrating on the white line at their left. That is low-aim steering, aim high. Make frequent, quick glances well ahead at the center of your driving path. Your vehicle will then travel in the center of your lane. Aiming high in steering is really more comfortable, and without a doubt, more effective.

### D. **Get the Big Picture**

The big picture is sidewalk-to-sidewalk and extends from your front bumper to a full city block ahead at city driving speeds. The big picture contains background and objects. Background includes pavement, curbs, parking meters, utility poles, parked vehicles without people, and so forth. Objects include occupied vehicles, pedestrians, and anything else that might move into your path, as well as traffic control signals and posted regulatory and warning signs (stop signs, yield signs, and so forth). Select the objects that will affect you or be affected by you up to one block ahead as you move down the road. Then you can make sound decisions as to how to react to these objects.

The first step in getting the big picture is to establish a 6-second following distance (minimum) to eliminate barriers that would prevent you from seeing a full block down the road. At most city driving speeds, a 3-second following distance will allow you to look past the vehicle immediately in front of you and scan your eyes a full city block ahead.

Never let specific distractions occupy your eyes for long. The big picture is the area you will be driving in, and through, in moments, so know what it includes before you get there. More than 70 percent of all accidents happen under conditions that normally would be considered safe; clear, dry weather, on straight roads, and in moderate traffic. The best explanation for the majority of these accidents is that the drivers involved did not use the big picture seeing methods. As a result, not really seeing the situation ahead clearly led them to make a sudden wrong decision at the critical moment.

**E. Keep Your Eyes Moving**

It is unnatural for our eyes to stop moving, and yet the most natural thing for a driver sitting at a red light to do is to stare at it. One driver, staring at the red light, starts up the instant the light flashes green, and another driver unintentionally runs through the light that has just turned red. The frequent result... an accident! This type of intersection collision is the deadliest of all city accidents. Both drivers are usually guilty of eye fixation. One driver didn't see the red light and both drivers didn't see the other vehicle in time to avoid the collision.

Always look in both side directions before starting up at an intersection. The rule of keeping your eyes moving simply means that as long as your vehicle is moving, so should your eyes be moving.

There are only three good ways of reacting to a hazard when you see it:

- Adjust your speed, which means stopping if necessary
- Change directions, which can include a slight deviation, a lane change, or even a 90 degree turn.
- Give a signal with headlights, horn, brake lights, or any combination of these to dispose of the problem, so that you can keep your eyes moving as you move through traffic.

**Another Tip** - - don't forget to use your rear-view mirrors.

Few people realize that we see clearly and distinctly only through a small cone of central eyesight. When you look 100 feet ahead, all you can see clearly is an area about 5 feet in diameter. At 1000 feet, this area is only about 52 feet wide. Most objects are detected first by your peripheral vision. The cars immediately ahead should be viewed as only part of the total scene. Give yourself the room to keep your central eyesight sweeping the big picture, covering a full block ahead in the city or a half-mile down the road in the country or on a freeway. This will allow objects detected by your peripheral vision to be brought into focus.

**F. Leave Yourself An Out**

Don't ever let your wheels get ahead of your eyes. Too many accident reports cite "speed too fast for conditions" as the cause. Speed too fast for conditions does not necessarily mean snow, ice, rain, fog, or heavy traffic. It can happen on a clear day in light traffic. We've all seen skid marks leading to a pile of glass. The pile of glass tells us there was an accident. The skid marks tell us the driver applied the brakes before the accident, which indicates the driver saw the danger. So why was there a collision? Wheels got ahead of eyes. Speed was too fast for conditions.

If you drive as though you were expecting an accident, it will sharply reduce the odds of your being involved in one.

**G. Make Sure They See You**

Headlights, brake lights, turn signals, horn, and eye contact are your tools for communicating with other drivers and pedestrians. Use these tools effectively so that other people know you are there and have a good idea of your intentions. The most common excuse at the scene of an

accident is "I didn't see him." The other person often says "I saw him, but I didn't think he would do what he did."

When you see someone who is threatening to enter your path, and you must depend on that person to stay put until you have safely passed, tap your horn in a friendly manner, and do it early enough so that you will get eye contact. A soft toot of the horn or a flick of the high beams at night is often all it takes to get their attention. To ensure that those in back of you see you, tap on your brakes to warn of slowing, and use your turn signals well in advance of turning (at least 6 seconds).

## **H. Maneuvering Your Vehicle Safely**

### **(i) Pulling Away From the Curb**

Before pulling away from the curb to enter the traffic lane, always use your turn signals to announce your intention. Also, look both to the front and rear for oncoming and overtaking traffic before pulling out. Look back; don't depend on your rear-view mirror. Make sure that you can enter the traffic lane without causing traffic to change its speed or direction, and then pull out slowly and cautiously. Continue to glance back for overtaking vehicles while you are pulling out.

### **(ii) Driving through Intersections**

If you consider all intersections to be treacherous, you will probably be right most of the time. Approach the intersection at a speed safe for existing driving conditions, and be prepared to stop suddenly before entering the intersection. Obey all traffic signs and signals, and don't jump green lights or ride through caution signals. Avoid overtaking and passing other vehicles at intersections, and make sure that you are in the proper lane. If you are going to make a turn, try to position your vehicle in the correct lane at least one block ahead of the intersection, and signal well in advance. Beware of blind corners; always proceed slowly and be ready to apply your brakes instantly. Perhaps most important, if you expect other drivers to jump green lights and ride through caution signals, you won't be caught unaware.

### **(iii) Making a Right Turn**

For a tractor/trailer, right turns are especially dangerous. When making a right turn, you should position your vehicle to prevent an eager motorist from entering the lane to your right. This means executing the turn from the right.

As with all turns, try to position your vehicle in the correct lane at least one block before you are going to turn, and use your turn signals to announce your intention well in advance. While turning, keep your vehicle positioned so as to prevent a vehicle from entering the area to your right (some motorists will actually drive off the road surface trying to do so), stop your turning action immediately.

**(iv) Backing Your Vehicle**

Backing accidents are by far the most frequent accidents in the trucking industry, and they are almost always the responsibility of the driver. Make sure the way is clear. Walk back and look. Check for overhead clearances as well as potential hazards on the ground (signs, wires, etc.) and check on both sides of your tractor/trailer. If possible, get someone to guide you, but remember that you are still responsible for backing your vehicle safely. Don't let your ego prevent you from doing this.

After you have checked the area thoroughly for clearance and potential hazards, begin backing slowly and cautiously. Be prepared to stop and reinvestigate if there is any doubt. Use both mirrors and always try to back from the right side, so that you can get the best view. Keep the angle of your jack down to get the best use of your mirrors.

Avoid backing as much as possible. Whenever you can, select a parking space that will let you enter the traffic lane without backing (remember not to park too close to the vehicle in front of you). Avoid parking in dead-end streets, narrow streets, and driveways.

Watch those overhead objects- know your dimensions. Don't depend on someone else to measure your equipment or take their word on measurements. Do it yourself.

When backing up, know what's behind you. You might hit it, whether it's on the ground or in the air.

**(v) Driving on Curves**

Reduce speed before you enter the curve, not after you are in the curve. Once in the curve, gently apply power to the wheels to maintain a constant safe speed. When the road surface is wet or slippery, or when you are hauling an unstable or top-heavy load, slow down even more before entering the curve and then maintain a constant throttle pressure.

Beware of the driver drifting over into your lane on all curves.

Have your vehicle under control at all times.

Not reducing speed or having the transmission in the wrong gear when driving into a curve leaving an expressway, entering a cloverleaf or on a downgrade has caused many accidents.

**(vi) Following Distance**

The basic rule for following distance is 6 seconds. When the vehicle in front of you passes a stationary object such as a sign, utility pole, or mile marker, you should be able to count one one-thousand, two-one thousand, three one-thousand, four one-thousand, five one-thousand, six one-thousand, before you pass the same object. In poor weather conditions allow even more room.

Tailgaters never know what's happening until the vehicle ahead tells them... By then it's too late. You can add 2 seconds to your following distance and give them just a little more notice if you have to stop suddenly.

There is no excuse for a rear-end collision.

Stay ahead of the situation, and stay alert for sudden stops. Try to see what is going on

along the roadside and beyond the vehicle in front of you that might cause the vehicle ahead to sharply reduce speed or stop suddenly. Evaluate traffic situations as far ahead of you as you can, so that you can anticipate how they are likely to develop, and to allow as much time as possible to decide whether these developments will endanger you or your vehicle. When you see a problem developing, put more distance between you and the vehicle ahead of you.

If you maintain a comfortable distance between you and the vehicle ahead, you can usually just sit back, relax, and enjoy the trip.

**(vii) Passing another Vehicle**

Make sure there is enough clear road ahead to pass without endangering any other user of the highway. Use your turn signals to announce your intention to traffic ahead of you and behind you at least 3 seconds before beginning the passing maneuver. Also, let the driver ahead know that you intend to pass by flashing your headlights or tapping your horn. If you are going to pass another tractor/trailer, use your CB radio to notify the other driver of your intention. Check your rear-view mirror to make sure there are no overtaking vehicles in your path, and then begin the passing maneuver. After passing, make sure the passed vehicle is clearly visible in your right rear-view mirror, use your right turn signal to again announce your intention, and then return to the right side of the roadway. Remember to check that a vehicle has not moved into the right lane between you and the passed vehicle while you were passing.

Never signal another driver to pass you. If you do, you are taking responsibility for his actions.

**Taking a chance may be your last one.**

Passing in a no passing zone,  
Depending on the other driver to stop at the stop sign,  
Not checking railroad crossings close enough,  
Depending on a railroad crossing indicator to tell you the story  
taking a chance can be fatal.

**(viii) Driving Through an Underpass**

Know the height of your tractor and trailer. Posted clearances on blacktop roads, snow-covered or icy roads are not always true, so don't depend on them. When entering an underpass, it may not be enough to check height at the nose of the trailer. If the road surface levels out sharply, it can raise the top of the trailer enough to hit the underpass. An especially treacherous situation is where the road starts to upgrade while you're still in the underpass, so that the exit has less overhead clearance than the entrance. These can be extremely difficult to see. Look up as you go through, check your Topper Stopper for movement (Topper Stopper is the black antenna with the red tip) and be prepared to stop very quickly.

**(ix) Topper Stopper**

There is a tall black C.B. antenna on the left mirror bracket in each Grand Island Express tractor. We call it a **topper stopper**. The tip of the antenna is the same distance off the ground as the top of the trailer that you are pulling.

When approaching an underpass the **topper stopper** will tell you if you have enough clearance. Approach the underpass very slowly (1 or 2 mph) Watch the top of the **topper stopper** to see if it clears the underpass. If the **topper stopper** touches, you know that you cannot proceed. If there is space between the bottom of the underpass and the top of the **topper stopper** then you MAY have enough clearance. If there is a dip or a slope under or near the underpass this may affect the roof height of the trailer as you pass under the underpass. Proceed very slowly (1 or 2 mph) and listen with the window down and the radio off to be sure that you clear the underpass. If you hear the trailer make contact with the underpass STOP immediately and check the road in back of you. When it is clear to back out, do so. Look for another way to get to your destination.

Remember there is virtually no excuse for colliding with any stationary overhead object, yet this is one of the most common accidents in the trucking industry.

Most of the large Eastern cities such as New York, Philadelphia, and Buffalo have low underpasses or clearances. Chicago is another area where this problem is severe. That's why you were given a Chicago map of low clearances. The best way to avoid this problem when you are driving in an unfamiliar area is to check with the Highway Patrol of the State Department of Transportation. Ask about the underpasses before you try to raise them. Better yet, plan your pickups and deliveries to avoid low underpasses.

**NOTE:** in the Chicago area, call the Chicago area low underpass number (312) 744-6460 or (312) 744-6461 before making pickups/deliveries.

Overhead doors, neon signs, tree limbs, and many other things can also cause overhead damage. These are stationary objects. They don't move. Do something about it. Don't hit them.

**(x) Driving at Night**

You should always drive at a speed that allows you to stop within the distance ahead that is clear of traffic. At night you need to drive even slower, because you can only see as far as your headlights will allow. On high beam, the average headlights illuminate the road for about 450 feet. You should drive at a speed that will allow you to stop within 300 feet.

Always dim your headlights as oncoming traffic approaches. When your high beams are on, the person approaching is partially blinded, and the chances of an accident increase dramatically. For the same reason, don't look directly at the headlight of an oncoming vehicle. Keep your eyes on the white line at the right side of your lane, and use that line or the edge of the road as a guide line until the oncoming vehicle passes you.

Beware of eye fatigue. Driving at night puts much more of a strain on your eyes, and they become tired much faster. Sometimes poor night vision is caused by lack of proper vitamins in your diet. In particular, you may not be getting enough Vitamin A. If you have poor night vision, check with your physician.

**(xi) Driving in the Mountains**

What goes up must come down! The question is how fast? Mountain driving presents some special hazards for the truck driver: steep grades, switchbacks, and some motorists who think they are driving in a Corvette. But the vast majority of tractor/trailers using mountain highways make it up and down safely. You can too. Following these precautions will help:

Become familiar with the area. According to the Colorado Department of Highways, 62 percent of the trucks using the runaway ramps in that state are registered in states east of Colorado. Several western states including Colorado, Utah, and California have long grades in the 6 percent range. Before trying to drive in country you know to be mountainous, check with the Highway Patrol. They can tell you where the runaway truck ramps are located.

Make absolutely certain that your braking system is in good working order, but don't depend on them.

Comply with all posted regulatory and warning signs. Use low gear when a warning sign tells you to use low gear. Take full advantage of the braking capabilities of your engine. The common rule that says to go down a hill in the same gear you came up no longer applies because of the increased horsepower in truck engines. The ability of brakes to stop a truck on a downgrade has not kept up with the engine's ability to take a truck uphill.

Operate the vehicle engine brake or auxiliary engine brake to provide full vehicle control, except when slowing down in those occasional situations requiring use of the primary braking system.

Drive "ahead of yourself" to avoid the need of excessive use of the braking system

If you experience brake failure and a runaway ramp is available, do not hesitate to use it. These ramps have been designed to save your life and the lives of other motorists, and they have been used successfully by other truck drivers.

When the weight of your vehicle/cargo forces you to drive at a speed below the limit posted for other vehicles, turn on your headlights or emergency flashers (some states require the use of emergency flashers under these circumstances; others have no requirement).

**I. Driving in Adverse Weather / Road Conditions**

Don't expect to blame adverse weather or road conditions if you have an accident. You should always be in control of your vehicle, which means driving at a speed which allows proper control of your vehicle at all times. Adjust your driving to the conditions around you. You must be able to stop your vehicle safely between the time you react to a potential hazard and the time that hazard is reached.

Most drivers slow down dramatically in snow and ice, but relatively few give proper respect to rain. Hydroplaning may not be noticeable until it is too late. Light rain and just -beginning rain are especially hazardous because of oily build-up on the road surface. Jackknives occur

frequently under these conditions. In snow, ice, fog, and rain, SLOW DOWN. If conditions get too bad, STOP. Getting you and your cargo to its destination safely is more important than risking an accident to get it there on time. If you do need to stop, try to avoid parking in a traffic lane; use the emergency lane if there is one.

When driving in fog, use your low beams and fog lights. The drops of fog reflect light back at a lower level; therefore, low beams will reflect less light back into your eyes and improve your overall visibility. Be especially wary of low-lying fog when your windshield is above the fog level. You may not be able to see down into the fog, and you could collide with a low-slung automobile before you realize you are even close to it.

Make sure your windshield and windows are clean, both inside and out. In cold weather, clearing a small area that allows you to see only straight ahead is asking for trouble; danger can come from any direction. Make sure your heater and defroster are always in good working order; they can save your life.

Adverse weather/road conditions can slow traffic to a crawl and significantly lengthen travel time. When you experience these conditions, allow yourself more time for your ETA (speeding later to try to make up the time is not the answer).

#### **J. Other Things to Consider: Preplanning Your Trip**

You can schedule your run more efficiently by predetermining the best routes and exits (and the exit before yours). This will allow you to be in the appropriate lane at the right time and at the correct speed. Check with your dispatcher or with the Highway Patrol for information on steep grades and reduce speed limits, if you are going to be driving in unfamiliar mountainous terrain. Get directions to your pickup/delivery points by calling the customer. Give special consideration to avoiding low underpasses.

#### **K. Inspecting Your Equipment**

You are required by Federal law to safety check your equipment and your emergency equipment before you start each trip and on a daily basis while in route. Remember if you do not perform these inspections, **you may be held responsible for an accident caused by mechanical failure of your vehicle.** It is also forbidden by Federal law to operate a motor vehicle in a condition that is likely to cause an accident.

Before starting any trip, make sure that any safety-related items are in good operating condition. Give special attention to braking systems, tires, wheels, lighting accessories, horn, blowers, wipers, and emergency equipment. This is to help ensure your own safety, and the safety of others. If you have just taken on cargo, make sure it is well-secured to prevent shifting... and the resultant damage claim.

#### **L. Loose Material in Your Cab**

Avoid having any loose material in your cab, especially under your feet. A socket or a tire knocker rolling out from under your seat and getting under an accelerator or brake pedal can have serious consequences. Transporting pets in your cab is against company regulations and

strictly prohibited. More than one accident has been caused by a small dog curled up at the driver's feet under the brake pedal. It is also prohibited to have any loose material such as chains, boomers, spare tires, meat hooks, dunnage, or anything else that might fall off your equipment.

#### M. Alcohol

According to recent statistics, more than 52,000 people are killed each year in traffic accidents, and 50 percent of all accidents are alcohol related. In other words, drinking and driving kills.

Actually, speed is the number one cause of fatalities on the highway, followed by inattention, failure to yield the right-of-way, and driving under the influence of alcohol (DUI), although DUI frequently ties for third. The DOT considers a driver to be impaired at 4 parts alcohol to 100 parts blood.

One 12-ounce can of beer, one shot of 86 proof whiskey, or 5 ounces of wine all contain about the same amount of alcohol (1 ounce). Depending on your body weight (among other factors), it doesn't take much alcohol consumption for you to be declared DUI. Perhaps most important, **the consumption of any alcoholic beverage while being on duty or while operating a commercial motor vehicle is prohibited by federal law. In fact, Grand Island Express policy prohibits any measurable blood alcohol while being on duty.**

#### N. Motorcycles

Only half of the accidents involving a motorcycle and an automobile or truck are the fault of the cyclist. Many drivers think that motorcycles are entitled to, and need less space on the road than other vehicles. That is not true. A motorcycle is entitled to a full lane, just the same as any other motor vehicle. Do not try to crowd a cyclist in any way, do not force a cyclist to yield the right-of-way, and do not try to force the cyclist to the edge of the road.

Be especially cautious when passing a motorcycle; the buffering created by your wind stream can cause him to lose control. Always give him plenty of room, and be prepared to stop quickly if something goes wrong. Also, because a motorcycle is so much smaller, it may appear to be farther away than it actually is, and it may seem to be moving slower than its actual speed.

Hazards unique to the cyclist can also entrap the driver of an automobile or truck. A cyclist can lose control of his vehicle when relatively small amounts of sand, gravel, water, or even wet leaves are on the road surface. Be aware of conditions that may cause the cyclist to spill. Give the cyclist plenty of room, and slow down.

#### O. Pedestrians

Vehicle-pedestrian accidents cause about 10,000 deaths and 150,000 injuries each year. The motor vehicle operator has few rights over the pedestrian when the possibility of a vehicle-pedestrian collision exists. Even though there are laws regulating pedestrians in traffic, these laws are rarely enforced, and the existence of these laws rarely releases the driver of motor vehicle of responsibility. Furthermore, under no circumstances is the driver of a motor vehicle privileged to exercise the right-of-way over a pedestrian. There are four main types of

pedestrians which are more likely to be involved in accidents that you must be aware of:

- Children up to 14 years of age
- Elderly people
- People who have been drinking
- People walking along the road after dark.

Children up to 14 years of age comprise 30 percent of the population of the United States, yet they are involved in about 52 percent of all pedestrian accidents. You must be especially alert when driving on residential streets, near schools, or any other place where children are present, or are likely to be present.

People over 65 years of age comprise only 9 percent of the U.S. population, yet they account for about 27 percent of all fatally-injured pedestrians. Many elderly people tend to be inattentive, or overly-confident about what drivers can do to avoid hitting them. They are typically unable to react quickly to potential danger, and they often make little effort as pedestrians to compensate for this inability.

Studies of fatally-injured pedestrians indicate that up to 69 percent of victims between the ages of 15 and 64 show blood alcohol levels of up to .15 percent or more. Fatalities to drinking pedestrians are 8.5 times more frequent during the hours of darkness than during daylight hours. So, be wary of the tipsy pedestrian, especially at night.

Pedestrians are the only moving objects permitted on the road without having to display a light reflector to make themselves visible to drivers. Nevertheless, if you collide with a pedestrian at night, you will, in all probability be held responsible.

#### **P. Animals**

About 100 people each year are killed and another 6,000 injured on our highways each year as a result of collisions with animals. An estimated 120,000 deer are killed in the United States each year by motor vehicles. Therefore, when you are driving in known deer country, remember to keep your speed down and watch for and obey deer-crossing signs.

If you see an animal at the side of the road, approach it expecting it to jump out in front of you, and pass it accordingly. If you come upon an animal on the road at night, don't depend on it to get out of your way. Animals are likely to freeze in fear of your headlights and engine noise until it is too late. Always try to be alert for animals, but be especially alert in wilderness areas and on open highways in farm or range country.

#### **Q. Road Signs**

Watch for all posted regulator and warning signs, and obey them.

#### **R. Cell Phones**

Cellular phones are commonplace in life and the trucking industry. They are also a proven distraction while driving. The DOT has banned the use of cell phones while driving unless it is

hands free use. Grand Island Express company policy is that no driver shall use a cell phone or any other communication device while operating a CMV unless it is hands free.

**S. Attitude & Image**

Have a good attitude. Someone who is angry, upset, or simply has a grudge against the world should not be behind the wheel of a vehicle. Treat other drivers in a courteous and friendly manner, and don't lose your temper when someone else makes a mistake. Courteous driving pays off in fewer accidents and better public relations. The habit of driving courteously can help you to avoid a lot of emotional stress, and allow you to keep your presence of mind in spite of the action of others.

The image you project when you step down from your cab is also important. To maintain a good image, get your rest and stay in shape. If you look bad and feel bad, chances are that your treatment of others will reflect that. People judge you by how you look, so look your best. People have more confidence in a person who is neat and clean in appearance, and who performs in a businesslike, professional manner. We believe truck driving to be a profession, but if you want people to think of you as a professional, you must act like one. In addition, have good eating habits. Overeating or extreme dieting can seriously affect your driving ability. Also, you need proper rest. Lack of sleep can cause slow reactions. Break your operational monotony. Stop every 150 miles or so. Checking your tires every 2 hours (something you should do anyway) is a good way to break the monotony.

**TRUCKS—NORMAL CONDITIONS**

M.P.H	Feet Traveled Per Second	Perception & Reaction Dist. Traveled before Braking Starts	Applied Braking Distance	Total Distance To Stop
40 m.p.h.	58 feet	88 feet	129 feet	217 feet
45 m.p.h.	66 feet	99 feet	164 feet	263 feet
50 m.p.h.	73 feet	109 feet	202 feet	311 feet
55 m.p.h.	80 feet	120 feet	244 feet	364 feet
60 m.p.h.	88 feet	132 feet	291 feet	423 feet
65 m.p.h.	95 feet	142 feet	341 feet	483 feet
70 m.p.h.	102 feet	153 feet	396 feet	549 feet
75 m.p.h.	109 feet	163 feet	455 feet	618 feet
80 m.p.h.	117 feet	175 feet	518 feet	693 feet



### CARS—NORMAL CONDITIONS

40 m.p.h.	58 feet	58 feet	76 feet	134 feet
45 m.p.h.	66 feet	66 feet	96 feet	162 feet
50 m.p.h.	73 feet	73 feet	119 feet	192 feet
55 m.p.h.	80 feet	80 feet	144 feet	224 feet
60 m.p.h.	88 feet	88 feet	171 feet	259 feet
65 m.p.h.	95 feet	95 feet	201 feet	296 feet
70 m.p.h.	102 feet	102 feet	233 feet	335 feet
75 m.p.h.	109 feet	109 feet	268 feet	377 feet
80 m.p.h.	117 feet	117 feet	305 feet	422 feet

The distances on this chart are approximate stopping distances. The stopping distance will vary due to road surface conditions, equipment, weight of the load and alertness of the driver.

### TRUCKS—SMOOTH ICE

M.P.H.	Perception & Feet Traveled Per Second	Reaction Dist. Traveled Before Braking Starts	Applied Braking Distance	Total Distance To Stop
20 m.p.h.	29 feet	44 feet	133 feet	177 feet
25m.p.h.	36 feet	55 feet	208 feet	263 feet
30 m.p.h.	44 feet	66 feet	300 feet	366 feet
35 m.p.h.	51 feet	77 feet	462 feet	539 feet
40 m.p.h.	58 feet	88 feet	604 feet	692 feet

## SNOW PACKED

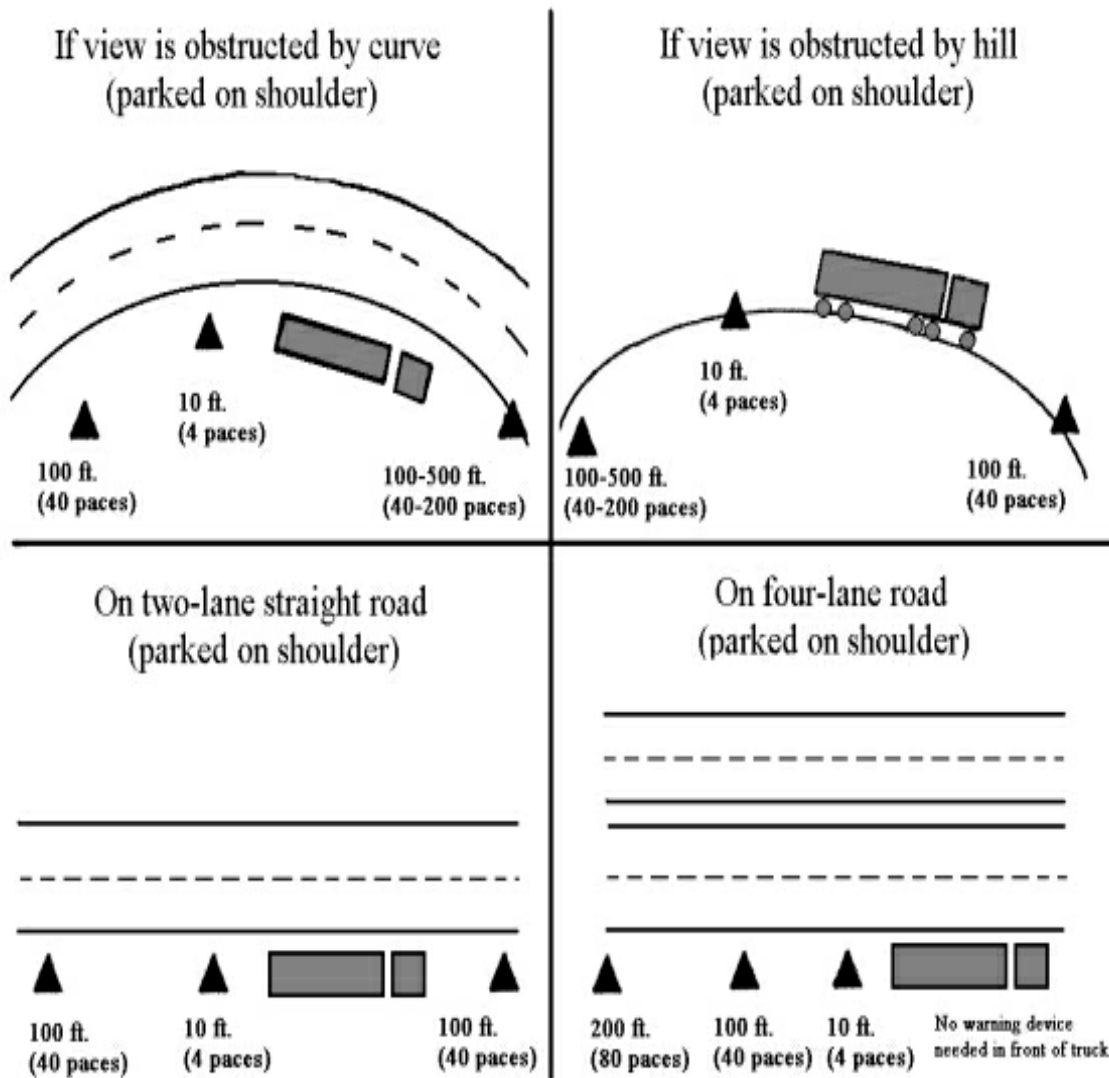
20 m.p.h.	29 feet	44 feet	54 feet	98 feet
25 m.p.h.	36 feet	55 feet	84 feet	139 feet
30 m.p.h.	44 feet	66 feet	121 feet	187 feet
35 m.p.h.	51 feet	77 feet	154 feet	231 feet
40 m.p.h.	58 feet	88 feet	201 feet	289 feet

The distances on this chart are approximate stopping distances. The stopping distance will vary due to road surface conditions, equipment, weight of the load and alertness of the driver.

## 5.2 Accidents

Failure to report an accident is grounds for dismissal.

### A. Where to Put Warning Triangles



### B. Preventing an Accident

Accidents are not an unavoidable part of driving, and good driving records are not a matter of luck. Good driving records come from always driving defensively and thinking ahead to avoid dangerous situations. Here are some common causes of accidents and what you can do to avoid them.

- **Driver Inattention:** Don't let your guard down. Always know what is around you at all times. The slightest of distractions can cause you to become involved in an accident.
- **Equipment Problems:** If you have any reason to feel that your equipment is not operating safely and may create a dangerous situation, Shut it down until the problem is corrected.
- **Driver Fatigue:** An exhausted driver is a dangerous driver. Leave early enough, take your proper breaks and get the sleep needed to drive safely. Remember you are responsible for your actions!
- **Illegal Substances:** If you are not capable of making deliveries on time without the use of pills or drugs, we do not want you driving for the Company. Using illegal substances (and/or possession of drug paraphernalia) will result in automatic termination. This rule includes layovers.
- **Alcohol:** Driving while under the influence of alcohol will result in Termination and D.O.T. regulations governing alcohol consumption before driving will be enforced. You are expected to refrain from alcohol consumption at any time you are in charge of Company equipment anywhere. This rule includes layovers. Grand Island Express has a **zero** tolerance for any use or possession of alcohol or drugs while in, or upon company property or leased equipment.
- **Backing:** There is no excuse for backing accidents. **Never** back across an intersection without proper spotters. **Never** back into a dock unless you get off the seat and look first. Don't depend on someone else to help you back up. You can't transfer the responsibility. G.O.A.L. ----- Get Out And Look!
- **Right Turn Squeeze:** Most right turn squeeze accidents happen when the driver pulls into the center of the street and allows traffic to drive into the blind area between the tractor semi-trailer and the curb. Drivers must use the Serpentine method of blocking that space between the curb and the tractor semi-trailer.
- **Fires:** In the event of a fire, immediately pull as far off the traffic lanes as possible. Try to put the fire out with the onboard fire extinguisher. If that fails, pull the fifth wheel pin and pull out from under the trailer. Make every attempt to save the tractor without endangering your own safety. Become familiar with your fire extinguisher before you need to use it.
- **Stopping on Highways:** Never stop or park on the shoulder of the road or upon the "ON" or "OFF" ramps for any reason, unless you are broke down. If you are broke down set out your triangles and call for help at once.
- **Animals on the Highway:** Don't swerve to miss an animal. Keep your truck in line. Gradually slow down to avoid hitting the animal if possible Swerving your truck, or reducing speed too suddenly and too much, could cause an even greater tragedy.
- **Seat Belts:** Always use them.
- **Cell phones:** The FMCSA has banned texting in a commercial motor vehicle (CMV). Grand Island Express company policy is only hands free cell phone usage is allowed when operating a CMV.

## C. Collisions

This section contains information on the causes and prevention of accidents, as well as instructions on what to do if you are involved in an accident. This section also contains a description of the various factors that can be used to determine whether an accident was preventable or non-preventable. Where applicable, references to the appropriate Motor Carrier Safety Regulations (MCSR) are provided.

### (i) **Definition of a Collision**

Grand Island Express considers a collision to be any incident involving company-owned or company-leased equipment that strikes or is struck by another object, moving or stationary, thereby resulting in damage to the company-owned or company-leased equipment or the secondary object involved in the incident. In addition, a one-vehicle incident where the tractor strikes the trailer, such as a jackknife, is considered an accident, and trailer damage resulting from driver negligence, such as improper hook and unhook procedure, is considered to be a collision, if damage occurs to either piece of equipment.

In most situations, the definition of a collision can be summarized as follows:

Any time your tractor, trailer, or load comes into contact with any object other than the road bed you have had a collision.

## D. Your Collision Report Kit

Grand Island Express provides each driver with a Collision Report Kit that contains the following:

- Driver's Report at Collision Scene form
- Witness Cards
- Exoneration Card
- Collision Notification Card
- A copy of the Certificate of Insurance

Keep this kit in your vehicle at all times. If you are involved in a collision, the kit envelope and all pertinent completed forms must be turned in to the Safety Director.

## E. Driver's Responsibilities at the Scene

If you are involved in a collision, **stop immediately!!!** Do not leave the scene. If you are injured, ask another person to call the police

- **Protect Yourself and Your Vehicle** by placing emergency warning devices such as reflectors, flags, and fuses in the proper position as required by DOT. Turn on your emergency flashers, if they are still operative. Do whatever else is necessary to warn other traffic. Refer to page 8-1

- **Do Not Move Your Vehicle** unless its position could cause another collision, or unless you are directed to do so either by a police officer or by an authorized company representative. We prefer the vehicle be left at the scene until photos can be taken and the investigation is complete, because the position of the vehicle can be a critical factor in determining liability. If you must move your vehicle, move it only far enough to clear the collision scene.
- **If Someone Is Injured** please render aid to the best of your ability. **Do Not** move an injured person unless he/she is in immediate danger. **Get Help.** Notify an ambulance, etc.
- **Notify the Police Immediately** no matter how minor you think the damage is. **Do Not** depend on someone else involved in the collision to contact the police if you are able to do so. If the police will not investigate the collision, ask them to take a verbal report, and then get the necessary information (unit number, your name, exact location, whether or not injuries are involved, etc.) and call it in to them.
- **Protect Your Cargo** from further damage or theft.
- **Be Courteous and Helpful** to others involved in the collision, whether or not you think they are at fault.
- **Fill Out the Driver's Report at Collision Scene** form (provided in your Collision Report Kit). There is a camera in the glove box of each company truck. **Take Pictures** of the collision as soon as possible and at different angles including road conditions. Complete all information requested. Include on the back of this form the name, city, state, and phone number of the wrecker service involved in the collision recovery. This form will become a permanent file document; please be neat and legible.
- **If There Are Witnesses** ask each of them to fill out a Witness Card (provided in your Collision Report Kit). Write down the license #(s) of cars that may have seen the collision. If there are no witnesses, get the name, address, and telephone number of the first person that arrived on the scene. How successful you are in obtaining information affects your record. Help protect it. Try to get this information while waiting for the police to arrive.
- **If the Other Driver Indicates that You Were Not at Fault** be sure to have the other driver fill out and sign an Exoneration Card (provided in your Collision Report Kit).
- **When the Police Arrive** continue being courteous and helpful. If requested by a police officer, provide your name and address, Grand Island Express' name and address, and the State tag registration number of your vehicle, and show your operator's license. It is Grand Island Express' policy that you also provide the name of Grand Island Express's insurance company and the policy number to the police officer, upon request.
- **Obtain From The Investigating Officer** his or her name, badge number, the name of the law enforcement agency he or she represents, the address, including city and state, of that agency, and the collision report or case number. Include this information on the back of your Collision Report Form.
- **Call The Safety Department.** If there is no telephone at the scene and you are unable to leave the scene, try to get someone else to make the call for you. (after hours, use the "On Call" number or numbers from your phone list to contact us as soon as possible.

## F. Procedures

- Stop immediately and call (800) 374-4439 or (308) 379-2979
- Secure the Scene. Take all necessary precautions to prevent further accidents. Be sure the shipping papers are within reach and use your Emergency Response Guide to determine the guidelines needed to protect the scene and assure your safety and that of the public.
- Give all reasonable assistance to injured persons. But do not move them unless their location is life threatening (for example, lying in the middle of the road or too close to fire).
- Report the accident to local authorities for investigation at the scene. This includes accidents occurring on private property keep in mind many law enforcement agencies will not respond to accidents on private property unless there is injury or fatality. Gathering the proper information is the responsibility of the driver (truck stops, shipper, or consignee facilities, etc.) **Do not admit fault for the accident.**
- Do not discuss accident with anyone other than the investigating officer or a known representative of Grand Island Express, Inc.
- Obtain the following information as soon as possible:
  - License plate number of the other vehicle(s).
  - Driver's name, address, phone number and driver's license number
  - Owner's name, address and phone number.
  - Name, address and phone number of any passengers.
  - Name, address and phone number of any witnesses.
  - Other party(s) insurance carrier.
  - Description of other vehicle(s) - i.e., year make, model, VIN number and vehicle license number.
  - If other vehicle(s) is a tractor/trailer, the unit numbers.
  - Description of property damage incurred by all vehicles - i.e., left fender, headlight, etc.
  - Investigating officer's name and badge number. Ask for the address and phone number of the officer's department and the number of the accident report.

When talking with the Safety Department, inquire if the accident you are involved in requires you to submit to a post Alcohol and Drug Test. If you are required to take a test, remember to adjust your hours correctly. Have the information listed above in hand. Call (800) 374-4439 and ask for Safety or press 8, or (800) 374-4439, press 8 for Safety after 17:00 hours CST and on weekends, call Josh Kiiker; Safety Director at 308-379-2979. There is someone at that number 24 hours a day, 365 days a year. Be sure to call immediately, and immediately after you call Safety, call your Fleet Manager!

\*When reporting the accident you need to include the trip number to both the Safety Department and to your Fleet Manager.

After reporting the accidents to Safety by phone, complete the Accident Report Kit. Attach all information gathered at the scene of the accident. Include any photographs, drawings, statements, and State Accident Forms that must be completed. Send all accident reports and information directly to the Safety Department in a separate trip envelope marked "Attention: Safety Director".

#### **G. Personal & Equipment Safety at Accident Scenes**

- When stopping to assist at the scene of an accident, make sure the tractor and/or trailer is completely off the road, properly secured (brakes set, etc.) and the emergency triangles are properly displayed.
- Never use your tractor or trailer to block the roadway to protect the scene of an accident.
- Be aware of traffic, both directions at all times.

#### **H. Sitting Duck Policy**

- Drivers who stop or park by the side of the road create a deadly hazard to other motorists. Those motorists who may be fatigued, inattentive or intoxicated have a tendency to "home in" on tail lights ahead and follow them without recognizing the speed of the vehicle or even if the vehicle may be off the road and stopped.

This occurs particularly at night when depth perception is reduced

You and the company become liable merely because you are stopped. You are not allowed to park/stop on the shoulder or emergency lane of any roadway. The only time a Grand Island Express truck is to be found on the side of the road is when the unit is completely "broken down" and cannot be moved under its own power. When this occurs, you must **immediately** place your triangles in accordance with your location.

#### **I. Accident Evaluation**

- All accidents will be reviewed to determine if they are preventable or non-preventable.
- A collision caused by a driver medical problem will be classified as non-preventable if the problem was unforeseen and previously undiagnosed
- If a collision occurs with a fixed object or parked vehicle, the driver is responsible for the first \$500 in damages, unless cleared via Collision Report and by the Safety Department. Owner operators will be responsible for the first \$1,000.
- Hit and run is an inexcusable crime, and the D.O.T. disqualifies drivers for this
- A driver is responsible for the first \$500 cost in any collision that was caused by his negligence. Owner operators will be responsible for the first \$1,000.

- Any preventable accident may result in a meeting between the driver and the Safety Department. The outcome of the meeting may be a warning letter, mandatory remedial training, and/or disciplinary action that could include suspension, probation, or termination.
- All major accidents are evaluated by the Safety Department and appropriate action taken.
- Any major accident involving a fatality or a serious injury may result in immediate suspension. How long the suspension lasts will depend on a complete investigation of the accident. The Company is not responsible for loss of wages during periods of suspension.
- Any driver involved in an accident as defined by 390.5 of the Federal Regulations, which results in a fatality or a citation to the driver for a moving violation, is required to take a post-accident drug test and a post-accident alcohol test.
- Any and all collisions are to be reported to the Safety Department immediately after their occurrence. Failure to report a collision is grounds for immediate termination. Some types of collisions require drug and alcohol testing of the driver and are very time sensitive. (382.303)
- Each collision is reviewed. Upon completion of the review appropriate disciplinary action is taken, up to and including termination
- The Management and Safety Committee has the option of terminating any driver involved in what is deemed a major collision

A D.O.T. accident for the purpose of rule making means an occurrence involving a commercial motor vehicle operating on a public road that results in any or all of the following:

- Fatality;
- Bodily injury to a person who immediately receives medical treatment away from the scene of the accident; or
- Disabling damage to one or more motor vehicle(s) causing it (them) to be towed from the scene.

**J. Preventable v. Non-Preventable Accidents**

- **Struck in Rear By Other Vehicle: The collision will be classified as NONPREVENTABLE if:**
  - Your vehicle was stopped, parked, or left standing in compliance with MCSR, state law, and city ordinance.
  - Your vehicle was parked properly and in a location where parking was either authorized (such as in a truck stop parking lot) or legal.
  - You were waiting to make a turn in the proper lane with your turn signal operating.
  - You were stopped in traffic:
    - Because of traffic or road conditions.
    - To comply with a traffic sign or signal.
  - Because you were directed to do so by a Police Officer or other person authorized to control traffic (for example, a school crossing guard).
  - You were traveling with your vehicle completely in your own lane at a speed safe for existing traffic, road, or weather conditions.

- **Entering The Traffic Stream: The collision will be classified as PREVENTABLE if you did not:**
  - Signal before pulling away from the curb.
  - Look to the front and rear for both approaching and oncoming traffic immediately before pulling out.
  - Look back instead of depending on your rear-view mirror.
  - Start out only when your action would not require traffic to change its speed or direction in order to avoid you.
  - Continue to glance back as you were pulling out.
  - Make a full stop before entering from a side street, alley, or driveway or before crossing a pedestrian crosswalk.
  - Yield the right-of-way to other traffic.
  
- **Intersection collisions: The collision will be classified as PREVENTABLE if you collide with a person, vehicle, or object while making a turn, or if you collide with a vehicle making a turn in front of you. The collision also will be classified as PREVENTABLE if you did not:**
  - Approach the intersection at a speed safe for existing traffic, road, or weather conditions.
  - Remain prepared to stop before entering the intersection.
  - Wait for cross-traffic to clear before entering the intersection.
  - Use your turn signal well in advance to announce your intention to turn and execute the turn from the proper lane.
  - Remain alert for the turns of other vehicles.
  - Avoid overtaking and passing another vehicle at the intersection.
  - Refrain from jumping the start signal or riding through a caution signal.
  
- **Right-turn collisions: The collision will be classified as PREVENTABLE if you did not:**
  - Use your turn signal well in advance to announce your intention to turn.
  - Correctly position your tractor/trailer so as to prevent a vehicle from entering the area to your immediate right.
  - Remain aware of the position of all other vehicles around you.
  - Constantly check both mirrors as you were making the turn to ensure that no vehicle entered the area to your immediate right.
  - Stop your turning action as soon as you realized that a vehicle could enter the area to your immediate right.
  
- **Side-swipes and head-on collisions: The collision will be classified as PREVENTABLE if you did not:**
  - Have your vehicle entirely in the proper lane of travel when the collision occurred.
  - Move to your right and either slow down or stop (if necessary) for a vehicle encroaching on your lane, if you could have done so without creating additional risk to yourself, other drivers, or pedestrians.

- **Collisions while passing: The collision will be classified as PREVENTABLE if you:**
  - Passed in an area where your view of the road ahead was obstructed by a hill, a curve, vegetation, traffic, adverse weather conditions, and so forth.
  - Passed when oncoming traffic was too close.
  - Did not use your turn signals to notify other drivers that you were going to change lanes.
  - Did not use your rear-view mirror to make sure there was no overtaking traffic to your rear.
  - Pulled out in front of other vehicles overtaking you from the rear.
  - Tried to return to the right lane before your vehicle had fully
  - Cleared the vehicle you were passing.
  - Returned to the right lane in response to a signal from the driver of the vehicle you were passing.
  
- **Collisions while being passed: The collision will be classified as PREVENTABLE if:**
  - You did not remain in your own lane, either hold speed or reduce speed to allow safe passing.
  - The driver of the passing vehicle returned to the right lane in response to a signal (hand wave, flash of the headlights) from you.
  
- **Hitting another vehicle in the rear: The collision will be classified as PREVENTABLE if you did not:**
  - Drive at a speed safe for existing traffic, road, or weather conditions.
  - Maintain a safe following distance.
  - Notice that the vehicle ahead was moving unusually slow, reducing speed, or stopped.
  - Approach the green traffic signal cautiously, expecting the vehicle ahead to stop suddenly when the signal changed.
  - Judge accurately the rate at which you were overtaking other vehicles.
  - Allow enough room between your vehicle and the vehicle ahead when pulling out to pass.
  - Wait long enough for the vehicle ahead to move into the clear before starting up.
  - Leave enough room for a passing vehicle to get back into the lane safely.
  
- **Skidding: The collision will be classified as PREVENTABLE if you did not:**
  - Drive at a speed safe for existing traffic, road, and weather conditions.
  - Maintain a safe following distance.
  - Expect ice on bridges, in ruts, and near curbs.
  - Remain alert for melting snow, freezing in the shade, loose gravel, sand, ruts, and so forth.
  - Keep out of streetcar or railroad tracks, and cross them only at wide angles.
  - Make all of your actions gradual.

- **Backing collisions: The collision will be classified as PREVENTABLE if you:**
  - Backed up when it could have been avoided by simply planning your route better.
  - Backed into the traffic stream when it wasn't necessary.
  - Backed from the blind side when it wasn't necessary.
  - Drove into a narrow street, dead-end alley, or driveway when it wasn't necessary.
  - Parked so close to the vehicle ahead in a truck stop that backing was necessary to leave your parking space.
  - Did not look all around and above your vehicle before getting into it.
  - Did not get out of your cab and check all around and above your vehicle, and instead depended solely on your mirrors or on someone else to guide you.
  - Did not try to get someone else to guide you.
  - Did not establish mutually-understood signals with the person guiding you.
  - Did not back up immediately after looking.
  - Did not recheck your path of travel by stopping periodically, getting out of your cab, and looking all around and above your vehicle when backing a long distance.
  - Did not back slowly
  - Did not judge your backing clearance accurately.
  
- **Collisions at an underpass: The collision will be classified as PREVENTABLE if you did not:**
  - Plan your trip to avoid low underpasses.
  - Know the height of your tractor/trailer.
  - Avoid traveling through an un-posted underpass.
  - Avoid depending on posted clearances when traveling on blacktop, snow-covered, or icy roads.
  - Respond appropriately to a high load warning signal triggered by your vehicle.
  - Proceed with extreme caution when the road surface through the underpass was not level.
  
- **Collisions involving rail-operated vehicles: The collision will be classified as PREVENTABLE if you:**
  - Failed to approach the tracks at a speed slow enough to allow you to stop your vehicle safely before reaching the tracks.
  - Attempt to cross the tracks directly ahead of a train or streetcar.
  - Struck a train or streetcar.
  - Parked or stopped your vehicle too close to the tracks.
  
- **Collisions caused by mechanical defects: The collision will be classified as PREVENTABLE if you were instructed by an authorized Grand Island Express representative to operate your vehicle with a known defect and the defect was:**
  - One that you should have detected during your pre-trip safety inspection check.
  - One that you should have detected during normal operation of your vehicle.
  - Caused by your own abusive handling of your vehicle.
  - Known to you, but you ignored it.

- **Collisions caused by shifting cargo: The collision will be classified as PREVENTABLE if you did not:**
  - Drive at a speed safe for existing traffic, road, weather, and load conditions.
  - Secure your own cargo properly.
  
- **Collisions involving pedestrians: The collision will be classified as PREVENTABLE if you did not:**
  - Drive through a congested area fully expecting that pedestrians would walk in front of your vehicle.
  - Remain fully prepared to stop quickly.
  - Adjust your speed when approaching a crosswalk.
  - Stop to allow pedestrians to cross in a crosswalk.
  - Refrain from passing another vehicle stopped to allow pedestrians to cross.
  - Remain constantly aware of groups of children and anticipate that one of them would run into the street.
  - Refrain from jumping the starting signal or riding through the caution signal.
  - Give all pedestrians the right-of-way.
  
- **Collisions involving motorcycles: The collision will be classified as PREVENTABLE if you did not:**
  - Give the motorcycle the full lane to which it is entitled.
  - Yield the right-of-way to the cyclist.
  - Remain aware of road surface conditions that could cause the cyclist to lose control.
  - Remain prepared to slow down or stop quickly should the motorcycle do the unexpected.
  
- **All other collisions: The collision will be classified as PREVENTABLE if you did not:**
  - Maintain a safe speed considering traffic, road, and weather conditions.
  - Control your speed so that you could stop within an assured clear distance.
  - Remain in control of your vehicle at all times.
  - Judge available clearances accurately.
  - Yield the right-of-way to avoid the collision, or take evasive action when such action would not endanger you, other drivers, or pedestrians.
  - Obey all traffic signs and signals, as well as all instructions given to you by duly authorized law enforcement or traffic regulating personnel.
  - Company routings are not authorizations to have a collision. Routings should help, but the responsibility is still that of the driver.
  - Remain in full compliance with company operating rules and regulations, the regulations of any applicable federal or state regulatory agency, and all applicable traffic laws and ordinances.

### 5.3 Safety Around The Truck

Five percent of all driver injuries are caused by vehicle collisions. That means that most driver injuries are from collisions getting in or out of the truck, handling the freight, cranking the dollies, or sliding the tandems or fifth wheel. Most injuries are caused by drivers being in a hurry.

The information in this section is provided to help you consider ways for you to be safer and avoid injury to yourself. Help yourself to be injury free.

While climbing into and out of the cab, you should always use the "three-point system". Have three of your four limbs (hands and feet) planted firmly on a step or grasping a handhold at any one time.

No Jumping.

No getting out facing forward.

Always back out.

Wipe the soles of your shoes clean before starting to enter or exit the cab.

Your hands have to be free while entering or exiting. This means you put the things you need to have with you in the door pocket or on the floor by the seat before you exit or enter.

When forced to exit the cab along the highway you should park completely off the paved portion and leave the rig from the side away from traffic whenever possible.

There really isn't an easy way to get in and out of trailers when they are not at a dock. If there is climbing help available, like a ladder or steps, use it. Otherwise be very careful. Watch for slippery floors and footholds.

When climbing to the rear of the cab, especially when the trailer is coupled, wipe the soles of your shoes on the step so you have less chance of slipping. Use the grab handles on the cab and use the three-point system to make the safest entry or exit possible. One tip on checking oil in a Thermo King would be to jackknife enough to allow some room to access the area. Another idea is to check the oil and water on the unit before you are coupled up

### 5.4 Fire Prevention

Don't wait until you have a fire to take fire prevention seriously. Taking the steps necessary to avoid a fire in or on your vehicle is every bit as much a part of being a professional truck driver as your skill behind the wheel. Don't underestimate the danger that a fire presents to you, your cargo, and to the public.

- **Smoking:** If you smoke as you drive, be careful with hot ashes and cigarette butts. A cigarette butt accidentally dropped inside a cab has caused more than one collision. Use your ashtray, and make sure that ashes and butts are extinguished. Empty your ashtray frequently (in the proper receptacles). Never throw hot ashes or butts out the window.

- **Fueling:** When fueling your vehicle, make sure the nozzle of the fuel hose is continuously in contact with the intake of the fuel tank (this is to minimize the possibility of a discharge of static electricity igniting fuel flames or creating an explosion). Never smoke, nor allow anyone else to smoke, within close proximity of your vehicle while you are fueling.
- **Collisions:** If you are involved in a collision and a fire has not started, there are some things you can do to reduce the possibility of a fire:
  - Turn off your ignition immediately. This reduces significantly the chances of a short in the electrical system causing a spark that could ignite leaking fuel.
  - Disconnect your battery (for the same reason).
  - Check for leaking fuel both from the tank or from a broken fuel line.
  - Allow no one to smoke within the vicinity of your vehicle (this also reduces the possibility of leaking fuel igniting).
  - Keep your fire extinguisher handy, in case a fire does break out.

**NOTE: a fire in or on your tractor or trailer is considered to be a collision and must be reported like any other collision.**

### **5.5 Preventing Trailer and Tractor Theft**

It is against Company policy for any driver to drop any trailer loaded or empty, any place other than a Company authorized drop yard, without the direct and specific approval of the Fleet Manager. Drivers must leave equipment at a Grand Island Express terminal or Grand Island Express secured lot when taking time off within a 100-mile radius of these locations.

- You'll have only one key to the truck. Take good care of it as well as the truck! Locksmiths are expensive and time consuming.
- Don't leave the truck running or the key in the ignition while the truck is unattended. There is no such thing as a completely safe place.
- Lock the doors-all of them- if you leave the truck unattended.
- No bobtailing unless your Fleet Manager tells you to.

### **5.6 What To Do If Your Truck is Stolen**

**Immediately call the nearest law enforcement agency. Report the theft and request an officer to meet you at the location.**

**Following your call to law enforcement, call (800)-374-4439 and you Fleet Manager.**

**Get the following information – write it down:**

- Did anyone observe any persons around the truck?
- Did anyone see the truck leave and what direction did it head?
- Description of possible suspects.
- The theft report number, address and telephone number of the investigating agency.
- Name and badge number of law officer.
- Then call safety at (308)379-2979

## **5.7 Tickets/Arrests**

All tickets/Arrests, except parking tickets, must be reported immediately upon receipt to the Safety Department and within 30 days of conviction to the state that issued your license. Be sure to log all tickets correctly. Any license Suspension or Revocation must be reported to the Safety Department Immediately and the driver must not operate any motor vehicle from the time of suspension or revocation until reinstated.

## **5.8 Vehicle Maintenance**

**If scheduled delivery will be affected due to maintenance, you must call dispatch. You must inform dispatch of any changes**

The key to an effective maintenance department is communication. If you have a breakdown, call us. If you don't have a breakdown but have questions about equipment performance, operating procedures or are experiencing problems with equipment, call us day or night- we are here to help you. You, the driver, can provide us with information which keeps equipment operating.

In the event that you experience any problems with shop personnel, contact the Director of Maintenance.

**Shop hours are:**

**8:00am - 5:00pm, Monday thru Friday**

**6:00am - 12:00pm, Saturday**

The shop can be reached during regular working hours, Monday through Saturday at 888-701-8016 or selecting 1 from the voice mail (800-374-4439)

After hours the shop can be reached by selecting 4 from the voice mail (800-374-4439) or by calling 308-380-0346.

### **A. On the Road Repairs**

Any repairs required for the safe operation of the vehicle will be made prior to departure from Grand Island, (or wherever the defect is noted). If it is necessary to have the vehicle repaired while on the road, you must call the shop or After Hours Maintenance PRIOR to having the work done. This includes any tires, trailer or tractor work. If you purchase anything without getting prior approval, you may not get reimbursed for it. This policy is in effect for any amount above \$25. All repairs require the shop to issue a purchase order or pay the vendor through EFS.

## **B. Driver's Inspection Report**

- You must use this form every time you arrive at the Grand Island Express terminal and only use it at the Grand Island Express terminal. Instructions for the "DRIVER INSPECTION REPORT" are as follows:
- Fill out the form when completing trip at the Grand Island Express terminal. If an item needs repair, check the box marked "not ok" and explain what is wrong in the remarks area.
- Your signature goes on the Driver signature line
- Give the report to the maintenance dept. (Put them in the write-up basket after hours.) Do not put in the trip envelopes or hold onto the copies.
- Maintenance will repair the truck as required and install (yellow) copy back into the truck as certification of repairs.
- If there are no defects, no write up is required

## **C. Tractor Maintenance**

### **(i) General**

- Our tractors have Preventative Maintenance Inspections (PM's) performed every 15,500 to 15,000 miles and oil changes are done every 25,000 -30,000 miles or as conditions exist. The miles of your truck are monitored daily to schedule PM's. You are responsible for making sure the correct miles are given to the fuel stop when you purchase fuel. Operations and Maintenance will be informed as to when your truck is due for maintenance.
- During your daily inspections you need to pay particular attention to the springs and airbags on your tractor and trailer. A lot of time, expense and road repairs can be prevented if broken springs are noticed before they cause a breakdown necessitating a wrecker.
- Upon finding any repair problem, call Maintenance and talk with the Shop Foreman or a mechanic to help decide the best way to make the repair and the facility to use for the quickest possible repair. After the repair, the shop can issue a purchase order number or an EFS Check authorization number to complete the repair transaction.

### **(ii) Cold Weather Maintenance**

- Tractors will be parked on the west side of the shop. Electrical plug-ins are located at the edge of the asphalt west of the shop and are to be used for company trucks equipped with engine heaters during the winter season. If your truck does not have an electrical cord, see the parts manager for one. There is a red indicator light near the plug-in on the truck to indicate whether the block heater is working or not. If this light does not come on, try another electrical cord. If this doesn't correct the problem, call the shop for further instructions.
- If temperatures are forecasted to be between +10 and -10, use a 50/50 blend of #1 and #2 fuel. If the temperature is forecasted to be below -10, use straight #1 fuel. Remember that you will experience a power and fuel mileage loss when using #1. If you have any question about what fuel to use, call the shop.
- Our Reefers DO NOT have fuel heaters so blended fuel is a MUST for them during extremely cold weather.

**(iii) Hubs**

- Feel the hubs when you stop. If the hub is warm, it could mean a bearing is going out. Check the oil level in the hub.

**(iv) Tires**

- Tire maintenance is an important aspect of equipment care. Improperly inflated tires can be a safety hazard and can cause irregular tire wear. Temperature changes can affect the tire's air pressure. Also, after a long run, the air pressure will usually read about 10 pounds higher than it actually is. All straight tread tires shall be inflated to 100 psi cold. Anytime the pressure in a tire is 70 pounds or less, or you suspect a tire problem, take immediate action if possible. Don't wait until your next stop.

**(v) Oil**

- You must have add oil in your truck before you leave. If you happen to run out of add oil, you may use Rotella 15w40. Save the jugs so they can be refilled at G I Express when you are in. The parts department will take care of your oil needs. You can carry a cardboard box with a garbage can liner in it to prevent leaking oil from getting into your side compartments. All company vehicles use Conoco Power D. oil.

**(vi) Note**

- The parts department also has available spare parts that you should carry with you; such as bulbs, 5th wheel lubricant, windshield washer fluid and seal lock box wrenches. It is suggested that all necessary spares and supplies be acquired from our parts department as these items are usually very costly on the road. Please be prepared to tell the parts man the tractor or trailer number you are driving or pulling so the parts can be charged to that unit.

**(vii) Fifth-Wheel Plate and Pin**

- Make sure that any trailer you back under has not been dollied up so high that you miss the pin when backing under it. You could damage the back of the tractor and have a preventable accident on your record. Besides, if the pin hangs up on the front of the fifth-wheel plate, it can be a real headache and embarrassing to get it loose (especially if the trailer is loaded). You should always stop just before the 5th wheel plate contacts the trailer. Check to make sure it is not too high, then back under the trailer.

**D. Customizing**

G I Express does not pay for any add-ons. Nut covers and hub caps are OK, but front hub covers are not allowed. No accessories are to be put on the trucks without prior approval from the Grand Island Express Director of Maintenance. If you have GI Truck install add-ons, you will be billed for labor to install and to remove.

**E. Tampering**

All engines are set to a parameter specified by the Company and engine manufacturer. Any tampering with the fuel pump or electronic components will carry the following consequences: A \$100.00 fine for the first offense and termination on the second offense. Component tampering will void the engine warranty. A breakdown with indication of component tampering will void all warranties and cost several thousand dollars. If a breakdown occurs and the components are found to be tampered with you may be charged the full amount of repairs up to \$500. The components and odometers are set and sealed by shop personnel and checked continually.

**F. Tips For Achieving Better Mpg**

Shut off the engine when idling.

This is the most effective thing you can do to save fuel!! Excess idling is money and fuel wasted and increases engine maintenance.

**59 MPH OR LOWER**

Avoid excessive speed changes.

**SHIFTING**

Try to reduce the number of times you shift. Use progressive shifting. Use just enough power to get to the next gear.

**1600 RPM OR LOWER**

Keep engine RPMs down, don't drive against the governor.

**WASTED FUEL**

Don't overfill the fuel tank. That little bit running down the tank adds up through the year - also allow for expansion during hot weather.

**ROAD CONDITIONS**

Anticipate traffic conditions - make an effort to operate the truck in a smooth and steady manner. Avoid jack-rabbit starts and stops in city driving.

**TIRE INFLATION**

Proper inflation of tires can save up to 5% fuel consumption. 100 psi is the maximum inflation for a cool tire.

**55 SAVES**

For every mile per hour above 55, your fuel mileage will decrease .10 miles per gallon.

**5.9 Reefer Maintenance**

**PRE-TRIP INSPECTION**

When picking up a load that requires refrigeration, a pre-trip inspection of the reefer unit should be performed. The inspection should include the following, after the unit has been shut off for at least 10 minutes.

Check oil

Check fuel

Check water

Check hoses

Check belts

Run the unit through a pre-trip (self-diagnostics)

When picking up all refrigerated loads, check the operation of the unit by turning the thermostat up to ensure the unit goes into the heat cycle. Then turn the thermostat down to ensure the unit goes into the cool cycle. After this operation check, set the thermostat to the temperature specified on the bill of lading. Call Maintenance immediately if the unit does not appear to be operating properly and have the following information ready to give:

Reefer Problem  
Set Temperature  
Box Temperature

### TRIP OPERATION

During your trip the unit should be checked regularly to ensure that the proper temperature is being maintained. The unit should be defrosted every six hours. If the box temperature will not come down to the required temperature, do not turn the thermostat lower. This could result in a frozen load and therefore a claim. All reefer units have an automatic defrost feature.

### TROUBLE SHOOTING

All units are equipped with an automatic start/stop system. The automatic system will shut the unit off when the thermostat setting is reached and will restart the unit as needed, either to heat or cool. The temperature may differ from the setting as much as 8 to 10 degrees before restarting.

### REEFER FUEL

You cannot rely on the fuel gauges on the reefer tanks. You must manually/visually check the fuel levels. Always fill the reefer fuel tank before dropping the trailer; especially if the trailer is to be dropped away from Grand Island. When air temperatures are above +10 degrees, use regular #2 diesel. If the temperature is between +10 and -10 degrees, use a 50/50 blend of #1 and #2 diesel. If the temperature is below -10 degrees, use straight #1 diesel. NOTE: Never use any kind of starting fluid with the reefer units.

### TRAILER HOOKING AND UNHOOKING PROCEDURE

When hooking a tractor to a trailer, or when unhooking your tractor from a trailer, follow the procedures below:

#### TRAILER HOOKING PROCEDURE

1. Check all trailer tires for proper inflation, cuts, visible cords, tread separation, or uneven wear. Check lug nuts. Check hubs for signs of leaking grease. **CHECK OIL LEVEL IN HUBS.**
2. Check slider pins to be sure they are engaged.
3. Make certain that fifth-wheel jaws are open.
4. Align fifth-wheel slot with kingpin.
5. Back up tractor until it just touches front of trailer (use lowest gear).
6. Set parking brake.
7. Connect air hoses and light cords. Make sure hoses and cords are untangled.
8. Move tractor protection valve to normal position.

9. Release tractor parking brake and back under trailer until fifth-wheel latches on trailer pin.
10. Pull gently on trailer to determine whether fifth-wheel is latched (fifth-wheel latches on trailer pin).
11. Set parking brake.
12. Check reefer oil, water, fuel, and belts.
13. Visually check under the trailer to make sure fifth-wheel jaws are closed.
14. Check fifth-wheel handle to make sure it is in locked position.
15. Crank landing gear (dollies) up and secure handle.
16. Check air hoses and light cords to make sure they have remained untangled and will not chafe against frame.
17. Test pull to make sure trailer is securely hooked.

## **TRAILER UNHOOKING PROCEDURE**

1. Be sure the area where you are dropping will support the weight of the trailer especially when loaded. Do not drop trailers on asphalt lots during warm weather, loaded or empty.
2. Move tractor protection valve to emergency position.
3. Set parking brake.
4. Chock trailer.
5. Roll landing gear (dollies) down and secure handle.
6. Unhook air hoses and light cords.
7. Release fifth-wheel.
8. Slowly pull tractor forward (**USE LOWEST GEAR**). Hesitate as trailer slides from fifth-wheel.
9. Pull tractor away from trailer.
10. Set parking brake

## **POWER DIVIDER SWITCH**

Our trucks are equipped with an inter-axle differential lockout called a power divider. The power divider can be used for added traction on ice, snow, or wet surfaces. To operate the power divider, flip the lockout selector valve to lock (engage) or unlock (disengage). When the power divider is locked in **DO NOT OPERATE YOUR TRUCK AT HIGHWAY SPEEDS OR FOR LONG DISTANCES WITH THE POWER DIVIDER ENGAGED. DO NOT ENGAGE THE POWER DIVIDER WHEN THE TRUCK IS MOVING.** Make sure you are at a complete stop and the wheels are not spinning when you engage the power divider. When you are ready to disengage the power divider, come to a complete stop and move the selector valve to the unlock position and then resume normal driving. **CAUTION: DO NOT DRIVE OVER 40 MPH WITH THE POWER DIVIDER ENGAGED.**

## **SLIDING TANDEM**

Remember it is your responsibility to axle out the truck. **IF THE LOAD IS OVERWEIGHT, YOU MUST PAY THE FINE.** You should remember to make the weight of the unit work for you and not against you. **DO NOT ATTEMPT** to "power slide" either end of the unit. A step by step review is given below:

- Make sure the trailer brakes are properly adjusted.
- Preferably, choose a level, hard paved area and rock your unit gently back and forth with the hand valve applied to relieve stress on the lock pins.

**DO NOT ATTEMPT TO SLIDE THE TANDEM MORE THAN A FEW INCHES AT A TIME.** It is possible for the tandems to break the rear slide stops and become separated from the trailer.

**BE ABSOLUTELY CERTAIN YOU RE-ENGAGE THE LOCK PINS AND SECURE THE SAFETY PINS .**

**RULE OF THUMB:** Every trailer and load is different, 250 pounds per hole moved is a rule of thumb on trailer tandem moves.

## **ABS**

ABS monitors vehicle wheel speed at all times, but controls wheel speed during an emergency or reduced-traction stop. In normal braking applications, the standard air brake system is in effect. During engine startup, the tractor warning light (TRAC ABS) comes on. Once the vehicle moves faster than 4 mph, the warning light goes out only if all of the tractor's ABS components are working.

Be aware of what the tractor and trailer are doing.

Although the ABS system improves vehicle control during emergency braking situations, the driver still has the responsibility to change driving styles depending on the existing traffic and road conditions. For example, the ABS system cannot prevent an accident if the driver is speeding or following too closely on slippery road surfaces.

## **PSI INFLATION SYSTEM**

This system is designed to automatically inflate trailer tires. It works while trailer is in motion and a light comes on to indicate the system is functioning correctly. The light comes on at initial air line hook up to trailer and stays on approximately one minute, then goes off. If the light comes on while driving, it indicates the system is inflating one, or more times. Contact the shop if light stays on, you will need a tire repaired.

## **TRAILER AIR PRESSURE GAUGE**

An air pressure gauge is located in front of trailer axles or on the front of the trailer. When door on box is opened, the gauge can be seen. The gauge indicates weight on the suspension.

## **5.10 Vehicle Inspection**

### **SAFETY.**

Safety is the most important and obvious reason. Inspecting your vehicle helps you to know your vehicle is safe.

### **LEGAL REQUIREMENTS.**

Federal and State laws require inspection by the driver. Federal and State inspectors also inspect commercial vehicles. An unsafe vehicle can be put "out of service" until the driver or owner fixes it.

### **PRE-TRIP INSPECTION.**

You do a pre-trip inspection before each trip to find problems that could cause an accident or breakdown.

### **DURING A TRIP.**

For safety you should:

- Watch gauges for signs of trouble
- Use your senses to check for problems (look, listen, smell, feel).
- Check critical items when you stop:
  - Tires, wheels, and rims.
  - Brakes.
  - Lights.
  - Brake and electrical connections to trailer.
  - Trailer coupling devices.
  - Cargo securement devices.

### **AFTER-TRIP INSPECTION AND REPORT.**

You do an after-trip inspection at the end of the trip, day, or tour of duty on each vehicle you operated. It may include filling out a VEHICLE CONDITION REPORT listing any problems you find. The inspection report helps our Maintenance Department know when to fix something.

### **LOOK FOR TIRE PROBLEMS.**

It is dangerous to drive with bad tires. Look for problems such as:

Too much or too little air pressure.

Bad wear. You need at least 4/32 inch tread depth in every major groove on steer tires.

You need 2/32 inch on other tires. No fabric should show through the tread or sidewalls.

Cuts or other damage

Tread separation.

Dual tires that come in contact with each other or parts of the vehicle.

Mismatched sizes.

Cut or cracked valve stems.

### **WHEEL AND RIM PROBLEMS**

Bad wheels or rims could cause an accident.

A damaged rim can cause the tire to lose pressure or come off.

Rust around wheel nuts may mean the nuts are loose - check tightness.

After a tire has been changed, stop a short while later and recheck tightness of nuts.

Missing clamps, spacers, studs, or lugs mean danger.

Wheels or rims that have had welding repairs are not safe.

### **BAD BRAKE DRUMS OR SHOES**

Cracked drums.

Shoes or pads with oil, grease, or brake fluid on them.

Shoes worn dangerously thin, missing or broken.

#### STEERING SYSTEM DEFECTS

Missing nuts, bolts, cotter keys or other parts.

Bent, loose, or broken parts, such as steering column, steering gear box, or tie rods.

If power steering equipped -- hoses, pumps, and fluid level; check for leaks.

Steering wheel play of more than 10 degrees (approximately 2 inches movement at the rim of a 20-inch steering wheel) can make it hard to steer.

#### SUSPENSION SYSTEM DEFECTS.

The suspension system holds up the vehicle and its load. It keeps the axles in place.

Therefore broken suspension parts can be extremely dangerous. You should check for:

Spring hangers that allow the movement of the axle from proper position.

Cracked or broken spring hangers.

Missing or broken leaves in any leaf spring. If one fourth or more are missing, it will put the vehicle "out of service" but any defect could be dangerous.

Broken leaves in multi-leaf springs or leaves that have shifted so they might hit a tire or other part.

Leaking shock absorbers.

Torque rod or arm, U-bolts, spring hangers or other axle positioning parts that are cracked, damaged, or missing.

Air suspension systems that are damaged and/or leaking.

Any loose, cracked, broken, or missing frame members.

#### EXHAUST SYSTEMS DEFECTS.

A broken exhaust system can let poisonous fumes into the cab or sleeper berth. You should check for:

Loose, broken, or missing exhaust pipes, mufflers, tailpipe or vertical stacks.

Loose, broken, or missing mounting brackets, clamps, bolts or nuts.

Exhaust system parts rubbing against fuel system parts, tire or other moving parts of the vehicle.

Exhaust system parts that are leaking.

#### EMERGENCY EQUIPMENT.

Vehicles should be equipped with emergency equipment:

Fire extinguisher(s)

Spare electrical fuses (unless equipped with circuit breakers).

Warning devices for parked vehicles (for example, three reflective warning triangles).

#### **CARGO (TRUCKS).**

You must inspect for cargo overloading and correct balance and securement before each trip. If the cargo contains hazardous materials, you must inspect for proper papers and placarding.

# 7-STEP INSPECTION METHOD

## METHOD OF INSPECTING.

You should do a pre-trip inspection the same way each time so you will learn all the steps and be less likely to forget something. The following seven-step procedure should be a useful guide.

### 1: VEHICLE OVERVIEW

#### APPROACHING THE VEHICLE.

Notice general condition. Look for damage or the vehicle leaning to one side. Look under the vehicle for fresh oil, coolant, grease or fuel leaks. Check the area around the vehicle for hazards to vehicle movement (people, other vehicles, objects, low hanging wires or limbs, etc.)

#### REVIEW THE LAST VEHICLE INSPECTION REPORT.

Drivers may have to make a vehicle inspection report in writing each day. The vehicle owner should repair any items in the report that affects safety. You should look at the last report to find out what was the matter, if anything. Inspect the vehicle to find out if problems were fixed.

### 2: CHECK ENGINE COMPARTMENT

#### CHECK THAT THE PARKING BRAKES ARE ON AND/OR WHEELS CHOCKED.

You will have to raise the hood

Check the following:

Engine oil level.

Coolant level in radiator; condition of hoses

Power steering fluid level; hose condition (if so equipped)

Windshield washer fluid level

Battery connections and tie downs

Check belts for tightness and excessive wear (alternator, water pump, air conditioner) -- learn how much "give" the belts should have when adjusted right, and check each one.

Leaks in the engine compartment (fuel, coolant, oil, power steering fluid.)

Cracked worn electrical wiring insulation

Lower and secure hood

### 3: START ENGINE AND INSPECT INSIDE THE CAB

#### GET IN AND START ENGINE

Make sure parking brake is on.

Put gearshift in neutral and depress the clutch.

Start engine; listen for unusual noises.

#### LOOK AT THE GAUGES

**OIL PRESSURE:** Should come up to normal within seconds after engine is started.

**AMMETER and/or VOLTMETER:** Should begin gradual rise to normal operating range.

**COOLANT TEMPERATURE:** Should begin gradual rise to normal operating range.

**ENGINE OIL TEMPERATURE:** Should begin gradual rise to normal operating range.

**WARNING LIGHTS AND BUZZERS:** Oil, coolant, charging circuit warning lights should go out right away.

#### CHECK CONDITION OF CONTROLS.

Check all of the following for looseness, sticking, damage, or improper setting:

Steering wheel

Clutch

Accelerator ("gas pedal")

Brake controls

Foot brake

Trailer brake (if vehicle has one)

Parking brake

Transmission controls (gear shifter)

Interaxle differential lock (if vehicle has one)

Horns (electric and air)

Windshield wiper/washer

Lights

Dimmer switch

Turn signal

4-way flashers

Clearance, identification, marker light switch(s)

#### CHECK MIRRORS AND WINDSHIELDS.

Inspect mirrors and windshield for cracks, dirt, illegal stickers, or other obstructions to seeing. Clean and adjust as necessary.

#### CHECK EMERGENCY EQUIPMENT

Check for safety equipment

Spare electrical fuses (unless vehicle has circuit breakers).

Three red reflective triangles.

Properly charged and rated fire extinguisher.

Check for optional items such as

List of emergency phone numbers.

Accident reporting kit (packet)

Permit Book

Drug Test Kit

Spill Kit

#### **4: TURN OFF ENGINE AND CHECK LIGHTS**

Make sure the parking brake is set, turn off the engine, and take the key with you. Turn on headlights (low beams) and four way flashers, and get out. Go to the front of the vehicle and check that low beams are on and both of the four-way flashers are working. Push dimmer switch and check that high beams work.

## **5: DO WALK-AROUND INSPECTION**

Turn off headlights and four-way hazard warning flashers

Turn on parking, clearance, side-marker and identification lights.

Turn on right turn signal, and start walk-around inspection.

### **GENERAL**

Walk around and inspect

Clean all lights, reflectors and glass as you go along

### **LEFT FRONT SIDE**

Driver's door glass should be clean

Door latches or lock work properly

Left front wheel.

Condition of wheel and rim -- missing, bent, broken studs  
clamps, lugs, and any signs of misalignment.

Condition of tires -- properly inflated, valve stem and caps  
no serious cuts, bulges, tread wear.

Hub oil level ok, no leaks.

Left front suspension.

Condition of spring, spring hangers, shackles, u-bolts.

Shock absorber condition

Left front brake.

Condition of brake drum

Condition of hoses

### **FRONT**

Condition of front axle

Condition of steering system.

No loose, worn, bent, damaged or missing parts.

Must grab steering mechanism to test for looseness

Condition of windshield.

Check for damage and clean if dirty

Check windshield-wiper arms for proper spring tension.

Check wiper blades for damage, "stiff" rubber, and  
securement.

Lights and reflectors

Parking, clearance and identification lights clean, operating and proper color (amber at front).

Reflectors clean and proper color (amber at front).

Right front turn signal light clean, operating, and proper color (amber on signals facing forward).

#### RIGHT SIDE

Right front: check all items as done on left front.

Right fuel tank(s)

Securely mounted, not damaged or leaking

Tank(s) contain enough fuel

Cap(s) on and secure

Condition of visible parts.

Rear of engine -- not leaking

Transmission -- not leaking

Exhaust system -- secure, not leaking, not touching wires, fuel or air lines.

Frame and cross members -- no bends, cracks.

Air lines and electrical wiring -- secured against snagging, rubbing, wearing.

#### RIGHT REAR

Condition of wheels and rims -- no missing, bent, broken, spacers, studs, clamps, & lugs.

Condition of tires -- properly inflated, valve stems and caps

OK, no serious cuts, bulges, tread wear, tires not rubbing each other and nothing stuck between them.

Tires evenly matched (same sizes).

Wheel bearing/seals not leaking.

Suspension

Condition of spring(s), spring hangers, shackles and U-bolts

Axle secure

Powered axle(s) not leaking lube (gear oil).

Condition of torque rod arms, bushings.

Condition of shock absorber(s).

Brakes (not less than ¼")

Condition of brake drum(s).

Condition of hoses - look for any wear due to rubbing.

Lights and reflectors

Side-marker lights clean, operating and proper color

(red at rear, others amber.)

Side-marker reflectors clean and proper color (red at rear, others amber).

REAR

Lights and reflectors

Rear clearance and identification lights clean, operating and proper color (red at rear).

Reflectors clean and proper color (red at rear).

Taillights clean, operating and proper color (red at rear)

Right rear turn signal operating and proper color (red, yellow, or amber at rear).

License plate(s) present, clean and secured.

Splash guards present, not damaged, properly fastened, not dragging on ground or rubbing tires.

LEFT SIDE

Check all items as done on right side, plus:

Battery (if not mounted in engine compartment).

Battery box securely mounted to vehicle.

Box has secure cover.

Battery(s) secured against movement.

Battery(s) not broken or leaking.

## **6: CHECK SIGNAL LIGHTS**

GET IN AND TURN OFF LIGHTS.

Turn off all lights.

Turn on stop lights (apply trailer hand brake, or have a helper push on the brake pedal).

Turn on left turn signal lights.

GET OUT AND CHECK LIGHTS.

Left front turn signal light clean and operating

Left rear turn signal light and both stop lights clean, operating and proper color (red, yellow, or amber).

## **7:START THE ENGINE AND CHECK BRAKE SYSTEM**

### **GET IN VEHICLE**

Turn off lights not needed for driving.

Check for all required papers, trip manifests, permits, etc.

Secure all loose articles in cab (they might interfere with operation of the controls, or hit you in a crash).

Start the engine.

### **INSPECTION OF AIR BRAKE SYSTEMS**

#### **CHECK SLACK ADJUSTERS ON S-CAM BRAKES.**

Park on level ground and chock the wheels to prevent the vehicle from moving. Release the parking brakes so you can move the slack adjusters. Use gloves and pull hard on each slack adjuster that you can get to. If a slack adjuster moves more than about one inch where the push rod attaches to it, it probably needs adjustment. Adjust it or have it adjusted. Vehicles with too much brake slack can be very hard to stop. Out-of-adjustment brakes are the most common found in roadside inspections. Be safe; check the slack adjusters.

#### **CHECK BRAKE (OR DISCS), LININGS, AND HOSES.**

Brake drums (or discs) must not have cracks longer than one half the width of the friction area. Linings (friction material) must not be loose or soaked with oil or grease. They must not be dangerously thin. Mechanical parts must be in place, not broken or missing. Check the air hoses connected to the brake chambers to make sure they aren't cut or worn due to rubbing.

#### **TEST LOW PRESSURE WARNING SIGNAL.**

Shut the engine off when you have enough air pressure that the low pressure warning signal is not on. Turn the electrical power on and step on and off the brake pedal to reduce air tank pressure. The low air pressure warning signal must come on before the pressure drops to less than 60 psi in the air tank (or tank with the lowest air pressure, in dual air systems).

If the warning signal doesn't work, you could lose air pressure and you would not know it. This could cause sudden emergency braking in a single circuit air system. In dual systems the stopping distance will be increased. Only limited braking can be done before the spring brakes come on.

#### **CHECK THAT THE SPRING BRAKES COME ON AUTOMATICALLY.**

Chock the wheels, release the parking brakes when you have enough air pressure to do it, and shut the engine off. Step on and off the brake pedal to reduce the air tank pressure. The "parking brake" knob should pop out when the air pressure falls to the manufacturer's specification (usually in a range between 20-40psi). This causes the spring brakes to come on.

#### **CHECK RATE OF AIR PRESSURE BUILDUP.**

With the engine at operating RPM, the pressure should build from 85 to 100 psi within 45 seconds in dual air systems. (If the vehicle has larger than minimum air tanks, the buildup time can be longer and still be safe. Check the manufacturer's specifications.)

If air pressure does not build up fast enough, your pressure may drop too low during driving, requiring an emergency stop. Don't drive until you get the problem fixed.

#### **TEST AIR LEAKAGE RATE.**

With a full-charged air system (typically 125 psi), turn off the engine, release the service brake, and time the air pressure drop. The loss rate should be less than 2 psi in one minute for single

vehicles, less than 3 psi in one minute for combination vehicles. Then apply 90 psi or more with the brake pedal. After the initial pressure drop, if the air pressure falls more than 3 psi in one minute for single vehicles (more than 4 psi for combination vehicles) the air loss rate is too much. Check for air leaks and fix before driving the vehicle. Otherwise, you could lose your brakes while driving.

#### **CHECK AIR COMPRESSOR GOVERNOR CUT-IN AND CUT-OUT PRESSURES.**

Pumping by the air compressor should start at about 100 psi and stop at about 125 psi. (Check manufacturers specifications.) Run the engine at a fast idle. The air governor should cut-out the air compressor at about the manufacturers specified pressure. The air pressure shown by your gauge(s) will stop rising. With the engine idling, step on and off the brake to reduce the air tank pressure. The compressor should cut-in at about the manufacturers specified cut-in pressure.

The pressure should begin to rise.

If the air governor does not work as described above, it may need to be fixed. A governor that does not work right may not keep enough air pressure for safe driving.

#### **TEST PARKING BRAKE.**

Stop the vehicle, put the parking brake on, and gently pull against it in a low gear to test that the parking brake will hold.

#### **TEST SERVICE BRAKES.**

Wait for normal air pressure, release the parking brake, move the vehicle forward slowly (about 5 mph), and apply the brakes firmly using the brake pedal. Note any vehicle "pulling " to one side, unusual feel, or delayed stopping action.

This test may show you problems which you otherwise wouldn't know about until you needed the brakes on the road.

#### **TRAILER PICKUP AND DROP INSPECTION INSTRUCTIONS**

**THIS INSPECTION SHALL BE COMPLETED EACH TIME A DRIVER PICKS A TRAILER UP OR DROPS A TRAILER, DAMAGED OR NOT.**

**ALL NEW OR FRESH DAMAGE MUST BE REPORTED TO MAINTENANCE IMMEDIATELY.**

#### **FRONT SIDE OF FORM:**

- Enter all information on top of the form: Trailer #, Date, Driver Name, Truck #, Trailer Hub Reading, Reefer Hours, T.O. #, Fuel Gauge.
- Perform the inspection on the trailer. Check the boxes as "OK" or "NOT OK".
- Circle "Picking Up" or "Dropping" and write the location of the pickup or drop.
- **DRIVER COMMENTS:** Explain all defects and write any comments you have regarding damage to the trailer.
- If fresh damage is found when picking up a trailer, get a guard to sign the form in the space provided if possible. If he/she will not sign it note their name if possible on the space provided and that they won't sign.

#### **REAR SIDE OF FORM**

- On the reverse of the form, mark all damage on the outside and inside (if possible). Use an "O" to mark holes and a line to mark scrapes.

**NOTE--ALL DAMAGE THAT LOOKS FRESH MUST BE CALLED INTO MAINTENANCE BEFORE MOVING THE TRAILER OR YOU WILL BE HELD ACCOUNTABLE FOR UP TO \$500 OF THE REPAIR.**

Put the inspection into your trip envelope and return it to Grand Island Express.

If you drop a trailer that requires maintenance of any kind, call the shop immediately so the problem can be corrected prior to the next driver picking it up. Do not leave a trailer or truck with a defect, especially flat tires. That will cause the next person to be delayed.

**TRACTOR INSPECTION REPORT:**

A blank TRACTOR INSPECTION Report form will be issued to you by Dispatch when you are assigned a tractor or change tractors. You will inspect the unit and make the entries on the inspection form and sign the form. This report will be referred to at each driver change to determine damage responsibility. Any damage could result in at least an incident report and possibly monetary reimbursement, for damage from the driver responsible. Reimbursement will depend upon the circumstances surrounding the incident. Complete the form, return the original to maintenance and keep one copy for yourself. You should do an inspection each time you are reassigned to a different tractor

GRAND ISLAND EXPRESS, INC.      DROP TRAILER REPORT      PLEASE MARK ALL DAMAGE ON REVERSE SIDE  
 INSPECTION IS REQUIRED WHEN PICKING UP AND WHEN DROPPING TRAILER

TRAILER # \_\_\_\_\_ DATE \_\_\_\_\_ DRIVER NAME \_\_\_\_\_ TRUCK # \_\_\_\_\_

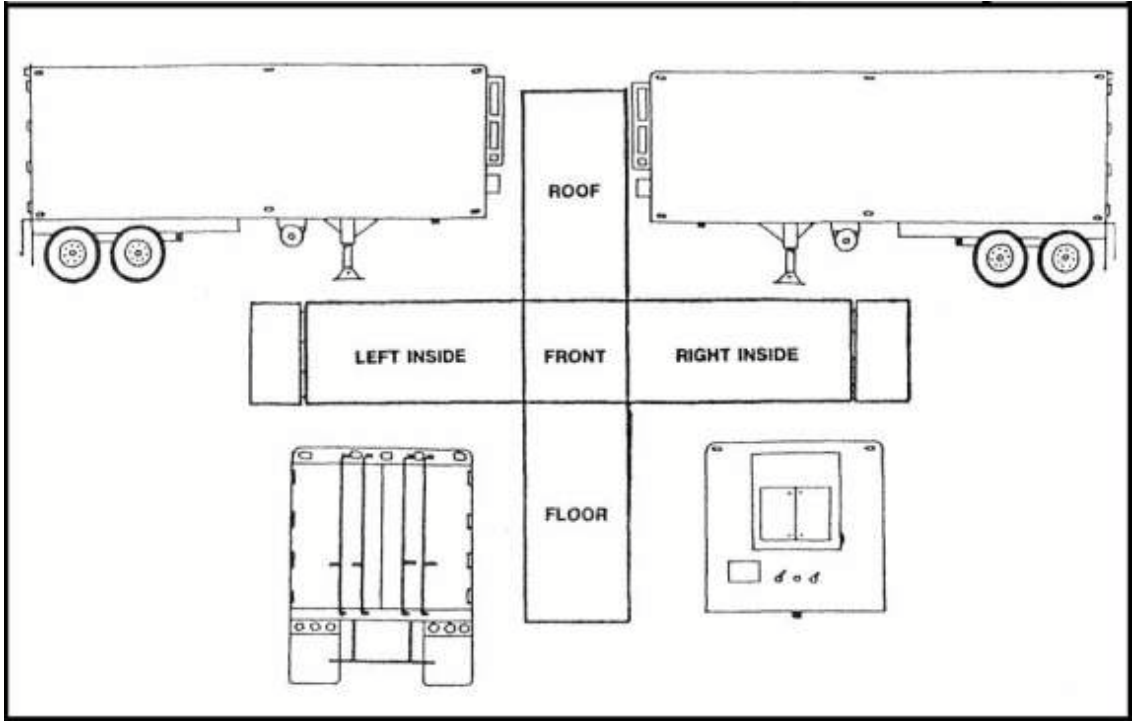
HUB READING		REEFER HOURS		T.O.#		FUEL GAUGE		
AREA OF TRAILER	OK	NOT OK	AREA OF TRAILER	OK	NOT OK	AREA OF TRAILER	OK	NOT OK
LIGHTS			REEFER WATER			BRAKE ADJUSTMENT		
REFLECTORS			SPRINGS			SLIDER		
REGISTRATION BOX			DOLLIES			WHEEL SEALS		
AIR HOSES			DOOR SEALS			HUB CAP		
GLADHAND SEALS			DOOR TIEBACK			HUB OIL		
SPARE TIRE			REEFER OIL			MUDFLAPS		
TIRES			REEFER BELTS			ICC BUMPER		
WHEELS/LUGS			BRAKES			AIR CHUTE		

ARE YOU - PICKING UP OR DROPPING? (CIRCLE ONE)      LOCATION: \_\_\_\_\_

DRIVER COMMENTS: \_\_\_\_\_

\_\_\_\_\_

GUARD OR SUPERVISOR SIGNATURE HERE WHEN NEW DAMAGE FOUND      00-101 Agular Printing, Inc.



GRAND ISLAND EXPRESS

# DRIVER'S INSPECTION REPORT

DATE \_\_\_\_\_

TRACTOR NUMBER \_\_\_\_\_ ODOMETER \_\_\_\_\_

TRAILER NUMBER \_\_\_\_\_ HUB METER \_\_\_\_\_

REEFER UNIT HOURS \_\_\_\_\_

TRACTOR	CK(✓) IF NOT OK	REMARKS IF CHECKED
DOORS/WINDOWS		
BODY DAMAGE		
COOLANT LEAK		
GREASE LEAK		
OIL LEAK		
OTHER LEAK		
STARTER		
ELECT.SYSTEM		
EXTERIOR LIGHTS		
INTERIOR LIGHTS		
GAUGES/WARNING		
WIPERS/WINDSHIELD		
HORNS		
CLIMATE CONTROL		
MIRRORS		
TIRES/WHEELS		
STEERING		
SUSPENSION		
CLUTCH		
BRAKES		
EXHAUST		
TRANS/DIFFS		
FIFTH WHEEL		
HWYMASTER		
SEATS/BUNK		
SAFETY EQUIP		
OTHER		

TRAILER	CK(✓) IF NOT OK	REMARKS IF CHECKED
BODY/DOORS		
TIRES/WHEELS		
BRAKES		
SUSPENSION		
SLIDER		
LANDING GEAR		
LIGHTS		
REEFER		
OTHER		

DRIVER SIGNATURE \_\_\_\_\_

REPAIR ACTION TAKEN \_\_\_\_\_

TECHNICIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Leave one copy in truck, attach other copy to invoice*

## OWNER-OPERATOR

1. A Leased Equipment Maintenance and Inspection Report form will be furnished to each owner/operator once every month.
2. The form is to be completed, listing the repairs, lubrication record, and tire section. Answer the questions on the bottom of the form, date and sign and return by the 15th of each month.
3. Grand Island Express must have leased/owner-operator equipment inspected every 60 days. This inspection can be performed by any qualified mechanic. The form must be completely filled out and signed by the person that performs the inspection. This form is to be returned to the Safety Department along with the maintenance log, which indicates what repair has been done on your unit during the period since your last inspection.

NON-COMPLIANCE PENALTY: FAILURE TO COMPLY IN RETURNING THE LEASED EQUIPMENT MAINTENANCE AND INSPECTION REPORT FORM WITHIN 15 DAYS WILL RESULT IN THE FOLLOWING ACTION BEING TAKEN.

AFTER 15 DAYS: HOLD PAY

AFTER 25 DAYS: NO LOADS

### **5.11 D.O.T. Violations**

Grand Island Express is rated for safety by the D.O.T. Our safety rating is public knowledge and is one of the questions customers ask when considering us to haul for them. The safety rating is based mostly on the performance of the drivers on the road. Out of service log violations, truck violations and preventable recordable accidents are all considered in the rating process. These inspections and accidents are recorded by the D.O.T. nationwide and documented for use by the D.O.T., law enforcement officers and the public. Grand Island Express is rated by that information. By keeping your logs current and your truck maintained, you will avoid being put out of service during D.O.T. inspections.

This section defines the various road inspections that you may be subject to as the driver of a commercial vehicle, and describes some of the more common reasons for a vehicle being placed "out of service" by the D.O.T. (Department of Transportation) and/or state inspection personnel.

## **D.O.T. AND STATE ROAD INSPECTIONS**

Representatives of both the Federal Department of Transportation and various state agencies are authorized to stop your vehicle at any time and request an inspection of your vehicle, your cargo, and your paperwork. The best way to avoid difficulties with these inspections is to keep your daily log up to date (as of your last change in duty status), thoroughly inspect your equipment yourself on a daily basis, and make sure your cargo is secure at all times.

If your daily log is not current to your last change of duty status, the inspector normally will place you and your vehicle "out of service" for a period of 10 hours or until you become legal with your logbook. If mechanical problems with either your tractor or your trailer are identified during the inspection, the inspector may either issue a formal warning, or place your vehicle out of service until repairs have been completed.

Company Policy concerning these inspections is as follows:

- If you are approached or stopped by a D.O.T. representative or by the representative of a state agency authorized to perform road inspections, you are to assist that individual in a courteous and cooperative manner.
- Record in your log the time you spend waiting to be inspected and the time required for the inspection itself as "on-duty, not driving" and place a comment on the REMARKS section indicating the agency performing the inspection.
- If you and/or your equipment are placed out of service, notify the Safety Department immediately, then notify your dispatcher.
- If you and your equipment are placed out of service because of a log violation, record the time as "off-duty," "sleeper berth," or a combination of the two if you spend only part of the time in your sleeper berth.
- If your equipment is placed out of service, you will probably be issued an "out of service report", and a sticker to that effect will probably be placed on the window of your cab. You are NOT to proceed with your trip until all defects have been corrected, your equipment has been reinspected, the sticker has been removed, and your equipment has been placed back into service.
- If you are issued a warning for a mechanical defect, you are to notify the Safety and Maintenance Departments within 24 hours, and have corrected the defect within that same 24-hour period.

When you are inspected by the D.O.T. or a state agency, you will normally be given an inspection report filled out and signed by the inspector. If an equipment violation is involved, Grand Island Express has 15 days from the date of the inspection to indicate formally to the Federal Highway Administration why you were in violation and what action was taken to get you out of violation. IT IS MANDATORY that you turn in the inspection report to the Safety Department for proper disposition of the report.

## **COMMON D.O.T. "OUT OF SERVICE" VIOLATIONS**

Some of the more common reasons for drivers and/or equipment being placed out of service as the result of a D.O.T. inspection are described in the paragraphs that follow.

## **LOG VIOLATIONS**

Failure to keep the driver's daily log current and failure to keep copies of the logs for the previous 7 days in the driver's possession are, perhaps, the most common log violations. However, violation of the 11-hour driving rule and the sleeper berth rule is also quite common. The fact that these violations are common does not make them excusable.

If there is any question in your mind about the hours of service regulations, review thoroughly the information provided in this manual, section 6. If you still have questions, contact the Safety Department. Above all else, don't waste 10 hours through sloppy paperwork. Remember understanding and complying with the regulations governing your daily log are part of being a professional driver.

## **BRAKES**

Summary data compiled by the Department of Transportation for accidents involving mechanical defects and the results of D.O.T. inspections both indicate a significant incidence of brake problems. Nearly 25 percent of all mechanical defect accidents reportedly involve brakes. Brake defects also account for nearly one-third of all mechanical problems identified during road inspections, and for more than 50 percent of all out-of-service violations. The message is clear... **PAY ATTENTION TO YOUR BRAKE SYSTEM.**

The following are guidelines commonly applied by D.O.T. inspectors when checking brake systems:

- Low air warning devices must operate at a gauge pressure of 60 pounds per square inch (PSI) or less.
- The time required to achieve maximum gauge pressure should not exceed 5 minutes with the engine at fast idle.
- When the tractor protection valve is placed in the emergency position, the trailer brakes must apply and tractor air must not be exhausted to the atmosphere.
- With the engine off, leakage should not exceed 3 PSI per minute with the brakes off, or 4 PSI with the brakes fully applied. Any leakage with the engine at idle may be grounds for placing your vehicle out of service. Any clearly audible leakage at any line, fitting, chamber, stoplight switch, or the foot valve is grounds for placing your vehicle out of service.
- Brake tubing and hoses must be secured against chafing, kinking, or other mechanical damage. Any hose chafed, frayed, bulging, swelling, or cut through more than the outer cover and one ply of fabric is grounds for placing your vehicle out of service. Any sign of an impending or probable tube problem is grounds for placing your vehicle out of service.
- Your vehicle will not be permitted to remain in service with cracked or broken brake drums.
- Less than 1/4 inch of brake lining thickness at center of shoe.
- A brake chamber stroke greater than 2 inches for Type 30 chambers (most common).

## **TIRES**

The regulation states, In part, that:

- No motor vehicle shall be operated on any tire that has fabric exposed through the tread or sidewall.
- Steering tires must have a tread depth of at least 4/32 of an inch when measured at any point on a major tread groove (the measurement cannot be made where tie bars, humps, or fillets are located).

- All other tires must have a tread depth of at least 2/32 of an inch measured at any point on a major tread groove (the measurement cannot be made where tie bars, humps, or fillers are located).

## **PALLETS**

When purchasing pallets drivers **MUST** get a receipt. When unloading be sure to get the same number of pallets back and be sure that they are in good shape. If the customer refuses to return pallets to you, call Dispatch. Also, do not leave pallets anywhere without prior authorization from Dispatch. When directed to drop pallets, drivers must get a receipt showing an authorization number provided by Dispatch. The receipt should show where the pallets were dropped and should be signed by the person receiving the pallets. When dropping a trailer with pallets at the Grand Island Express Terminal, get a signed receipt from a wash bay attendant.

When dropping a trailer with pallets after hours at the Terminal, at a customer lot or other location and no one is available to sign for pallets received, the pallet receipt should still be filled out. Sign the receipt and note on the back why you could not get it signed.

### **Warning!**

**Your Personal Property is not insured by Grand Island Express, Inc.**

This includes all of your personal belongings and your car, truck, motorcycle, etc., whether or not they are in a Grand

Island Express facility. It would be a very good idea to check with your insurance agent. If your policy doesn't already cover this situation, you might have your agent suggest a policy or rider that will.

### **Workers comp-goes under safety**

All Company drivers are Nebraska employees for purposes of Worker's Compensation.

The Nebraska Worker's Compensation Law states that the employer has a duty to provide medical care to an employee who is injured on the job.

- If you are injured, report it immediately to the Worker's Compensation Department at the Grand Island terminal at (800) 374-4439, and to your Fleet Manager. Report all injuries **BEFORE** seeing a doctor unless it is an emergency, in which case you are to call from the emergency room or doctor's office as soon as possible.
- If you are able to return to work, you must bring a full release or a release stating specific restrictions in writing that is dated and signed by your doctor. The release must also state clearly that the doctor realizes that you drive a tractor semi-trailer and that loading and/or unloading are an essential part of your job requirements.
- If you have to take time off, you should report your progress each week to the Worker's Compensation Department and your Fleet Manager.

Before you can return to work, you must have another physical from a Company doctor.



**REMEMBER: YOU REPRESENT GRAND ISLAND EXPRESS**

**YOU CAN BE OUR GREATEST ASSET!**

## **6.2 Premium Service**

The Marketing Department places considerable emphasis on PREMIUM SERVICE when trying to sell Grand Island Express. This includes on time pickups and deliveries, minimal damage claims, and clean, late model equipment. We also stress the good attitude and neat appearance of you, our driver.

We feel that by providing this type of quality service we can realize premium rates for the services we have to offer. This directly benefits you, the driver.

## **6.3 Driver Sales Leads**

We have several different sources we use when we are looking for potential customers in a specific area. We use industrial guides and other various publications. We might contact a consignee regarding out bound freight, or driver's sales leads to name a few.

We are very interested in any sales leads that you might have. If you turn in a lead that becomes an active account, the company will award you \$25.00 per load for the first eight loads. Sales leads in our primary service area are preferred.

There are driver sales lead forms available on the shelves by the east entrance (an example is provided below). These contain basic information such as the shipper's name, phone number, location, the person to contact, the type of commodity, and the equipment needed. If it is a company that you are familiar with, you might also be able to tell us about their rates, who their present carriers are, and something about their inbound and outbound moves.

### DRIVER SALES LEAD

- DATE \_\_\_\_\_ DRIVER NAME

-COMPANY NAME

- CITY AND STATE

- TELEPHONE NUMBER ( )

- CONTACT NAME (IF KNOWN)

- PRODUCT SHIPPED

ANY OTHER INFORMATION ABOUT THE COMPANY OR SHIPMENTS:

Once you have completed the Sales Lead Form, you can submit it with your trip envelope.

## **6.4 Our Follow-up**

The Sales Department has specific procedures that are followed regarding prospective customers. Normally once a prospective customer is identified this account is assigned to a salesperson who will call the account and ask a number of qualifying questions. Once a mutual interest is established a number of things occur: 1. We check their credit. 2. We identify lanes and volumes within those lanes. 3. We submit rates along with other pertinent information i.e. authority, insurance, equipment specifications, etc. Once we have established the customer we will authorize payments for the driver that submitted the sales lead. Qualifying loads may also be handled by our brokerage operations as well as fleet operations.

If you do submit a sales lead, feel free to ask how the lead is progressing. We will try to keep you informed, but we do not always know when you are in the terminal. It may take up to two months for us to get the first load after we have contacted the potential customer.

Our Customers see our equipment and drivers more than any other Grand Island Express associate. Therefore, we expect you to project a professional image at all times. This includes being courteous and neat in appearance.

Vice-President of Sales and Marketing

## **7.0 PAPER WORK**

### **7.1 Trip Envelopes**

When dispatched, drivers will be assigned a unique "Trip Number" for each trip. The Trip Number must be written on each trip envelope. Upon completion of each trip, please enclose all your paperwork in the trip envelope. The following need to be enclosed in the envelope: the bill of lading / signed delivery receipts, scale tickets, driver logs, toll receipts, fuel receipts, lumper receipts, and repair receipts. Mail the completed trip envelope to the office in the postage paid white envelopes (available by the driver boxes) or drop off the envelopes when at the terminal. *It is important that the completed envelopes reach the office as soon as possible.*

#### **INFORMATION TO BE WRITTEN ON THE TRIP ENVELOPE**

On the trip envelope ALWAYS write your name, Trip number, tractor number and trailer number. Write the exact origin and destination including empty, deadhead and bobtail trip legs along with locations of additional pickups and drops. Include the dates that the trip started and ended with dates of pickups and drops as well. Writing down all of this information will insure that you get paid for each additional pickup and drop. Also list the beginning and ending odometer readings for the trip and trailer contents for each leg.

On the lower section of the trip envelope list ALL ADVANCES taken and ALL TRIP EXPENSES along with any other additional pay items that you may be entitled to (layovers, pickups/drops, etc.). For those items requiring authorization from dispatch, list the authorization number. Please note: At the company's discretion a \$5.00 fee may be charged for each advance not listed on the trip envelope.

## **7.2 Bill of Lading**

You will receive a Bill of Lading from the shipper. You are responsible to make sure it is accurate. Make sure that the items listed below are done and correct on the Bill of Lading you receive, and be prepared to call Dispatch if there are mistakes or exceptions in the following areas:

- Number of cases you received
- Number of pallets you have and/or received
- Add any overage to the amount on the bill
- Record the seal number on all bills
- Total weight and weight of each case
- Product code number, or description of item if no codes available
- Notify Dispatch if anything is added to your bills.

All trailers **MUST BE SEALED**, preferably with the shippers seal, but if not available, use a Grand Island Express seal and write "SLC" (Shipper Load & Count) and the seal # on the bill of lading in all cases. Your trailer must be Chicago locked except when loading or unloading.

Each driver must call in bill information to the billing clerk immediately upon pick-up. Calling in correct billing information will insure prompt payment. Always have the shipper's Bill of Lading when you are calling in billing information.

REMEMBER you are not finished with the delivery of a load until you have a signed and dated receipt in hand. A signed Delivery Receipt (or Bill of Lading) is our proof that the product was delivered. Be sure that you receive the #2 copy of the Bill of Lading marked SHIPPING ORDER and that you turn it in with your paperwork/trip envelope.

## **7.3 Receipts/Trip Expenses**

Each REIMBURSABLE EXPENSE must be itemized on the front of the trip envelope. Make sure that all receipts are turned in with the trip envelope. NO receipt means NO reimbursement. Loading and unloading receipts are to be included for amounts paid to lumpers. Even if you, the driver did the work, complete a loading or unloading receipt. Reimbursements for layovers, loading/unloading in excess of \$1.25 per thousand and tolls require an authorization number from dispatch. Include the authorization number with the amount requested for reimbursement.

## 7.4 Fuel Tickets

Your original fuel tickets must be turned into Grand Island Express along with your other paperwork each week. Make sure your receipts include the following:

- |                              |                                  |
|------------------------------|----------------------------------|
| 1. Station Name              | 7. Truck Number                  |
| 2. Station Location          | 8. Your Signature                |
| 3. Date                      | 9. Station Attendant's signature |
| 4. Number of Gallons         | 10. Odometer/Hubometer Reading   |
| 5. Price per Gallon          | 11. Trailer Number               |
| 6. Total Amount of Fuel Cost | 12. Hours on Reefer Unit         |

All fuel receipts must be the **ORIGINAL COPY** and should be sent with the trip that they correspond with. See the example of a correct fuel ticket below:

Shoemakers Truck Stop I-80 Exit 395 4400 West O St. Lincoln, NE-----					
pump	Product	Reefer	Quantity	Cost	Total
#8	#2Diesel	N	100.003	1.119	111.90
Non tax total =		111.90			
Subtotal =		111.90			
Total =		111.90			
Salesperson ID:	15	Hub meter:	139826	Hours:	
Truck #	165	Trailer #	3041		
Trip #	02510	Open Account #	17615		
Billing Company: Shoemakers Truck Stop / Open Account					
Company Name: Grand Island Express / P.O. Box 2122 / Grand Island, NE / 68802-2122					

**NOTE: ALL FUEL RECEIPTS MUST BE INCLUDED IN YOUR TRIP ENVELOPE. EVEN WHEN YOU USE YOUR FUEL CARD - THE RECEIPT IS TO BE TURNED IN. List cash fuel purchases separately on the trip envelope.**

### **\*\*OWNER-OPERATORS:**

Grand Island Express includes your mileage and fuel purchases in its state road and fuel tax returns and pays any tax due. Normally, no additional tax amounts are due from or charged to the owner operator because most fuel stops charge and collect state tax at the time you purchase fuel. However, should it be determined that an owner-operator owes additional tax, these amounts will be deducted from their settlements.

## **7.5 DRIVER'S DAILY LOG**

This section contains information on how to prepare your daily hours-of-service log and your daily vehicle inspection report, both of which are required by the Federal Department of Transportation Motor carrier Safety Regulations. Some of the specific terms used in the applicable parts of those Regulations are defined and discussed in this section, and hours-of-service rules are defined and explained in some detail. This section also contains examples of completed logs, including several examples of log errors made frequently by drivers. Where applicable, specific references to the governing Regulations are provided in this section.

### **KNOWLEDGE OF APPLICABLE REGULATIONS**

CFR 395.1 requires that all drivers "be conversant with and comply with" the hours of service Regulations, as defined in Part 395 of those Regulations. A breakdown of part 395 is as follows:

- 395.1 Compliance with and knowledge of regulations
- 395.2 Definitions (of terms used in applicable regulations)
- 395.3 Maximum driving time and on-duty time
- 395.8 Driver's daily log
- 395.9 Driver's multi-day log
- 395.11 Emergency conditions
- 395.12 Relief from regulations
- 395.13 Driver declared "out of service"

Logs shall be audited for compliance to DOT Regulations and FAILURE TO COMPLY will result in disciplinary action.

### **DEFINITION OF TERMS**

CFR 395.2 defines various terms used in that part of the regulations. These terms and their definitions are as follows:

**ON-DUTY TIME:** All time from the time you either begin to work or are required to be in readiness for work, until the time that you are relieved from work and all responsibility for performing work. "On-duty time" includes:

- All time you spend at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless you have been relieved from duty by the Company.
- All time you spend inspecting equipment, or otherwise spend inspecting, servicing, or conditioning any company vehicle.
- All driving time
- All time, other than driving time, you spend in or upon any company vehicle, except time spent resting in a sleeper berth.

- All time you spend on the loading and unloading of a company vehicle, supervising or assisting in the loading or unloading of a company vehicle. Attending a company vehicle being loaded or unloaded, remaining in readiness to operate the company vehicle being loaded or unloaded, or in giving or receiving receipts for shipments loaded or unloaded.
- All time you spend at an accident scene that you are involved in or giving assistance to.
- All time you spend repairing a company vehicle, obtaining assistance for the repair of a company vehicle, or remaining in attendance upon a disabled company vehicle.
- All time you spend performing any other work in the capacity of, or in the employ or service of the Company.

"Other Work" in the service of the company includes fuel stops, DOT inspections, inspections by law enforcement officers, and inspections by company safety personnel or other safety personnel authorized by the company, and so forth.

**DRIVING TIME:** The terms "drive" and "driving time" include all time you spend at the driving controls of a company vehicle in operation.

**SEVEN CONSECUTIVE DAYS:** The period of 7 consecutive days beginning at 12:01 a.m. of any day.

**EIGHT CONSECUTIVE DAYS:** The period of 8 consecutive days beginning at 12:01 a.m. of any day.

**TWENTY-FOUR HOUR PERIOD:** The period of 24 consecutive hours that begins at the time you report for duty.

**REGULARLY EMPLOYED DRIVER:** A driver who is employed or used as a driver solely by a single motor carrier for any period of 7 consecutive days.

**SLEEPER BERTH:** A berth that is properly equipped for sleeping and that meets the requirements of MCSR 393.76.

## **HOURS OF SERVICE RULES**

The regulations establish limits on the number of hours you may be on duty during an 8-day period, the number of consecutive hours you may be on duty, and the number of consecutive hours you may drive.

### **8-DAY 70-HOUR LIMIT**

Since Grand Island Express transports cargo 7 days a week, we operate on the 8-day, 70-hour limitation system. Therefore, **YOU ARE NOT PERMITTED TO BE ON DUTY (WORKING OR DRIVING) FOR MORE THAN 70 HOURS DURING ANY PERIOD OF 8 CONSECUTIVE DAYS.** When you reach the 70-hour limit, you must remain off duty until you have accumulated enough consecutive off-duty hours to allow you to work or drive again. Or you can comply with the 34 hour restart rule.

### **34-HOUR RESTART RULE**

A driver may restart a 7 or 8 day consecutive day period after taking 34 or more consecutive hours off-duty. Taking 34 consecutive hours off duty will gain the driver a restart on their 70 hour rule.

## **11-HOUR DRIVING TIME RULE**

With 10 consecutive hours off duty, you may drive for up to 11 consecutive hours without an off-duty period. However, **YOU ARE NOT PERMITTED TO DRIVE FOR MORE THAN 11 CONSECUTIVE HOURS.** In addition, after driving 11 straight hours, you must spend at least 10 consecutive hours off duty before you may drive again. A combination of sleeper berth time and off-duty time may be used to fulfill the requirements for 10 consecutive hours off duty.

**NOTE: Time spent in the sleeper berth is OFF-DUTY TIME. HOWEVER, there are specific regulations governing use of sleeper berth that do not apply to other off-duty time. THEREFORE, for the purpose of this discussion, the terms "OFF-DUTY" and "OFF-DUTY TIME" refer to off-duty time not spent in the sleeper berth.**

Two consecutive driving periods cannot exceed 11 hours, unless there is an off-duty/sleeper berth period of at least 10 hours between the two driving periods and the time immediately before and after each sleeper berth split does not exceed 11 driving or 14 hours on duty.

These rules do not limit you to working (being on duty) 11 hours per day. After driving 11 straight hours, you may still continue to work (on duty, not driving), as long as you do not violate the 8-day, 70-hour limitation or the 14-hour on-duty rule. But, you must have 10 consecutive hours off-duty/sleeper berth time before you can drive again.

## **REST PERIODS**

Sleeper berth time may be combined with off-duty time to fulfill the 10-hour off-duty requirement. However, the sleeper berth time and the off-duty time must be continuous (no on-duty time between sleeper berth period and off-duty periods). When a 11-hour driving period is divided into two parts, a 10-hour sleeper berth period also may be divided into two parts (but not more than two). But, when you use the sleeper berth for the entire 10-hour rest period and divide the sleeper berth time into two periods, neither of these two periods can be for less than 2 hours (2 and 8, 3 and 7, 4 and 6, and so forth).

Also the driving time in the period immediately before and after each rest period when added together does not exceed 11 hours; and the on-duty time in the period immediately before and after each rest period when added together does not include any driving after the 14th hour.

When a 11-hour driving period is divided into two parts, you may NOT divide a 10-hour off-duty period into two parts the same way you can sleeper berth time. CANNOT use a sleeper berth period and an off-duty period (totaling 10 hours) in the same way you can two sleeper berth periods. Off-duty time can only be combined with sleeper berth time when these periods are CONTINUOUS and total 10 HOURS OR MORE. Only line 2 (sleeper berth) counts as part of your split, line 1 (off duty) would be counted towards your 14hour rule.

**ATTENTION:** You may extend your consecutive hours of driving time up to 2 additional hours (Maximum) for a total of 13 consecutive hours of driving time, IF you encounter **ADVERSE DRIVING CONDITIONS**, an **EMERGENCY CONDITION**, or a **NATURAL DISASTER**. This is only if you are faced with adverse driving conditions. You are NOT allowed to exceed your 14-hour rule with adverse driving conditions, an emergency condition, or a natural disaster.

#### 14-HOUR ON-DUTY TIME RULE

When you have accumulated 14 consecutive hours of on-duty time (driving, on-duty not driving, off duty, and any sleeper berth time that is not used as a split) without an 10-hour off-duty period, you can no longer drive until you have spent at least 10 consecutive hours off duty. Sleeper berth time can be part of this 10-hour off-duty period although the regulations **does not prohibit** "on-duty, not driving" time past 14 consecutive hours.

#### SLEEPER BERTH TIME

Time you spend resting in a sleeper berth is classified as off-duty time, but it is recorded separately on your daily log because there are specific regulations concerning use of the sleeper berth. As described, the sleeper berth time can be used to fulfill all or part of the off-duty periods required under the 11-hour driving rule and the 14-hour on-duty rule.

When driving time is divided into two segments, off-duty time **cannot** be divided into two segments to fulfill the 10-hour off-duty requirements. If you use sleeper berth time to fulfill the complete 10-hour off-duty requirement, you may spend this time in two different rest periods. However, both periods spent in the sleeper berth must be for a minimum of 2 hours, as follows:

2 and 8    8 and 2

**NOTE:** YOU ARE REQUIRED TO RETAIN A COPY OF YOUR DUTY STATUS FOR THE PREVIOUS 7 CONSECUTIVE DAYS (24-HOUR PERIODS), AND TO KEEP THESE COPIES IN YOUR POSSESSION AND AVAILABLE FOR INSPECTION. THIS IS, OF COURSE, IN ADDITION TO THE LOG YOU ARE MAINTAINING FOR THE CURRENT DAY.

**ATTENTION:** BOTH YOU AND THE COMPANY ARE LIABLE FOR PROSECUTION IF YOU FAIL TO PREPARE YOUR LOG, FAIL TO MAKE THE REQUIRED ENTRIES IN YOUR LOG, FALSIFY ENTRIES IN YOUR LOG, OR FAIL TO KEEP THE REQUIRED COPIES OF YOUR LOG IN YOUR POSSESSION. GENERAL INFORMATION SECTION

**DATE OF LOG:** Record the date of the log by month, day, and year for each calendar day, whether you were on duty or off duty.

**TOTAL MILEAGE TODAY:** This entry is required only if there is a co-driver. Record the total mileage driven by you (the driver), plus the mileage traveled while you were on duty but not driving, plus the mileage traveled while you were in the sleeper berth on the day covered by the log (the current 24 hour period).

**TOTAL MILES DRIVING TODAY:** Record the total mileage driven by you (the driver) on the day covered by the log (the current 24-hour period). If there is no co-driver, this is the only mileage entry required. **DON'T FORGET THE MAXIMUM DISTANCE GUIDELINE.**

NAME AND ADDRESS OF CARRIER: This information is pre-printed on your log forms.  
 TRACTOR/TRAILER NUMBER: Record the Grand Island Express identification number for the tractor/trailer you started the day with. If you change tractor/trailers during the reporting day, record the change on the REMARKS section of the log for that day.  
 DRIVER'S SIGNATURE: You must certify the accuracy and completeness of the log by signing your legal name, in full (first name, middle initial if any, and last name). The use of "nicknames" or CB handles is prohibited.  
 NAME OF CO-DRIVER: If there is a co-driver for the day covered by the logs, record his or her name, in full.  
 HOME TERMINAL ADDRESS: Record the address of the terminal where you normally report for duty.  
 TIME ZONE TO LOG: All logs shall be prepared, maintained, and submitted using the "Central Time Zone" or the same time as your home terminal.

**REMINDER:**

KEEP YOUR ENTRIES CURRENT TO THE TIME SHOWN FOR YOUR LAST CHANGE IN DUTY STATUS.

PREPARE YOUR LOGS YOURSELF; ALL ENTRIES MUST BE MADE IN YOUR HANDWRITING.

DO NOT SHOW THE LAST DAY OF THE MONTH AND THE FIRST DAY OF THE NEXT MONTH ON THE SAME LOG. AT THE END OF EACH MONTH, START A NEW LOG SHEET.

THE VEHICLE INSPECTION REPORT MUST BE COMPLETED AT THE END OF EVERY DAY THAT YOU INDICATE DRIVING TIME.

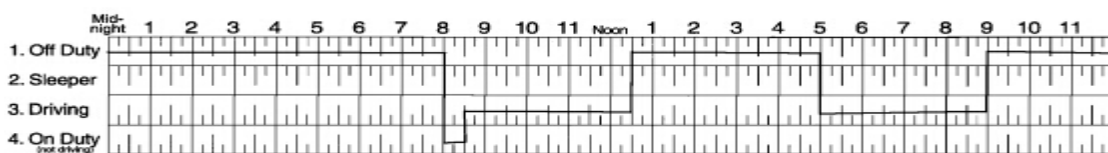
**REIMBURSABLE TICKETS**

All tickets turned in for reimbursement must match date and times on logs. This includes Bills of Lading as well as fuel tickets, wash outs, tolls, repairs, cash advances, scale tickets, parts, supplies, etc.

NO ticket will be reimbursed if it is mutilated in ANY way. This includes punching out, burning out, staining out, crossing out, rubbing out and tearing out.

**DUTY STATUS (GRID) SECTION**

This section is used to record off-duty time, sleeper berth time, driving time, and on-duty not driving time. The format of the duty status section is defined in MCSR 295.8(h). Time is recorded by drawing continuous lines between the appropriate time markers (remember to use a ball-point pen and a ruler). The total hours logged in each duty classification for the reporting day are recorded in the spaces provided immediately to the right of the grid. The total of these hours must equal 24 for each reporting day. A typical example of a completed duty status section is shown.



## OFF DUTY AND MEAL STOPS.

Record as off-duty, time not spent in your sleeper berth, including time spent for meal stops. Grand Island Express policy relieves the driver from on duty responsibilities during meal stops unless he is otherwise advised by his dispatcher. You can log meal stops as off-duty time if these 4 conditions are met:

1. The driver must be relieved of responsibility for the vehicle and cargo.
2. The break must be for one-half hour (30 minutes) or more.
3. The driver must have knowledge of this policy and instructions.
4. The driver must be free to do as he/she pleases while on break, except engaging in activities that violate federal and state regulations.

## SLEEPER BERTH.

Record all time spent in your sleeper berth.

## DRIVING.

Record all time you spent actually driving. DO NOT record co-driver's driving time on this line. Short stops for the purpose of checking tires, asking directions, making a telephone call, visiting a rest room, and so forth may be recorded as driving time if the time spent was less than 15 minutes in each case.

## ON DUTY NOT DRIVING.

Record all time you spent loading, unloading, securing and protecting your cargo, inspecting your vehicle, making fuel stops, DOT inspections, and so forth. If you combine fueling with a meal stop, log a minimum of 15 minutes on-duty, not driving, for the fueling operation. ANY CO-DRIVER SEATED IN THE RIGHT SEAT WHILE THE TRUCK IS BEING DRIVEN MUST RECORD THEIR TIME AS ON DUTY, NOT DRIVING.

**NOTE: CIRCUMSTANCES MAY NOT ALWAYS REQUIRE THAT YOU BE PRESENT DURING LOADING OR UNLOADING OF YOUR CARGO. IF YOU ARE AWAY FROM YOUR TRAILER (FOR EXAMPLE, IN A CAFE) WHILE YOUR CARGO IS BEING LOADED OR UNLOADED, THE TIME YOU ARE AWAY SHOULD BE LOGGED AS OFF-DUTY TIME, RATHER THAN ON-DUTY, NOT DRIVING.**

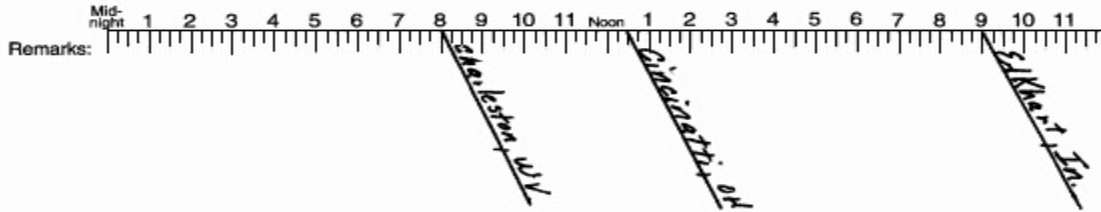
## REMARKS

### CHANGE IN DUTY STATUS

Record in this section the name of the city, town, or village with the state abbreviation where each change of duty status occurs at a location other than a city, town, or village. Record the following:

Name of the nearest city, town, or village, and the state abbreviation.

The two-digit codes for the states used by the U.S. Postal Service are acceptable as abbreviations.



## SHIPPING DOCUMENT

Record the Grand Island Express T.O. numbers.

### DEADHEADS, REPOWERS, AND VEHICLE CHANGES

If you traveled without cargo, if you picked up or dropped a trailer (with cargo), or if you changed tractor/trailers during the reporting day, record the deadhead, re-power, or equipment change in the REMARKS section.

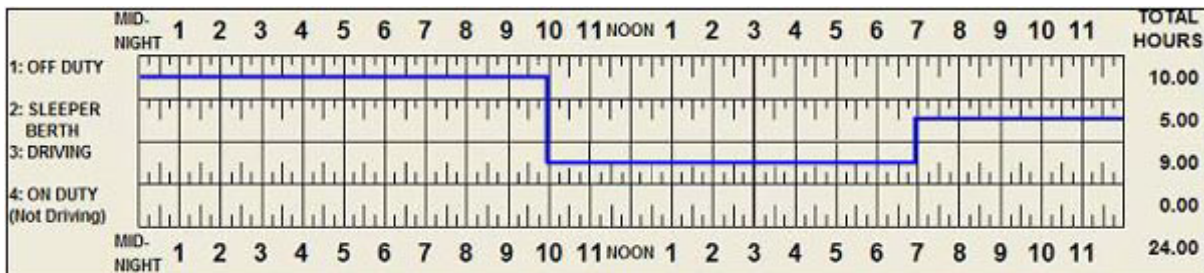
## VEHICLE/CARGO INSPECTIONS

Time spent for pre-trip inspection, DOT inspections, and so forth is logged as on-duty, not driving time. Include a comment in the REMARKS section indicating the type of inspection performed and who performed the inspection. Short stops made for the purpose checking your tires or cargo security may be logged as driving time, as long as the stops are short enough (less than 15 minutes). But it's a good idea to also note those checks in the REMARKS section. Including these notes helps protect you and Grand Island Express from liability, if you are involved later in an accident.

If you have violated the 11-hour rule, the 14-consecutive hour on-duty rule, or the 8-day 70 hour rule, you must record the reason for the violation in the REMARKS section (additional formal justification may be required by Grand Island Express).

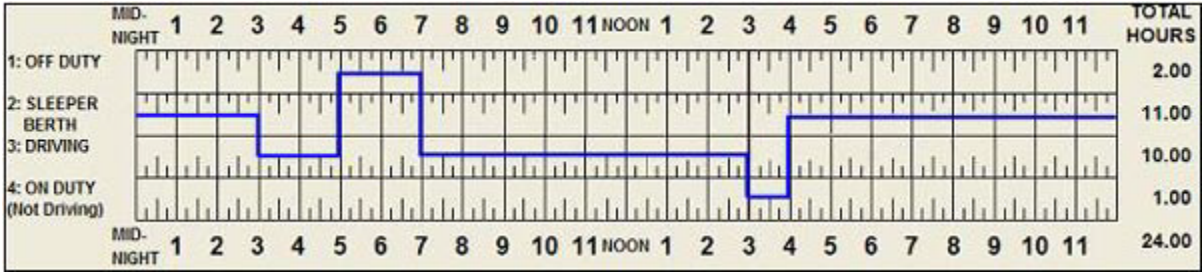
## EXAMPLES OF DAILY LOGS

### Sleeper Berth Example #1

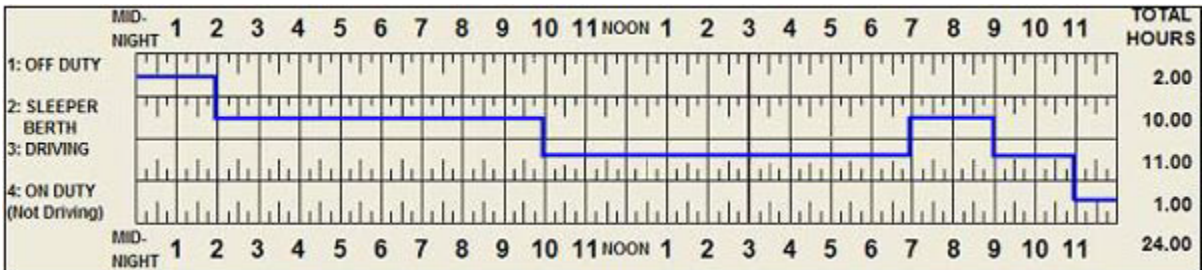


No violation on either day.

Compliance with the 11-hour and 14-hour rules is recalculated from the end of the first of the two periods used to obtain 10 hours off duty.



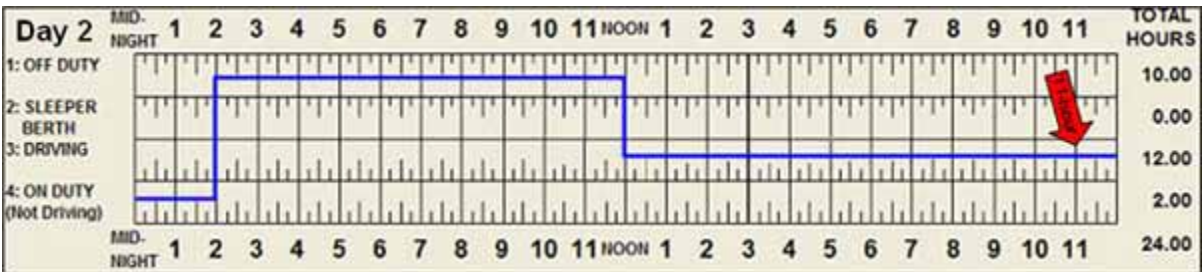
### Sleeper Berth Example #2



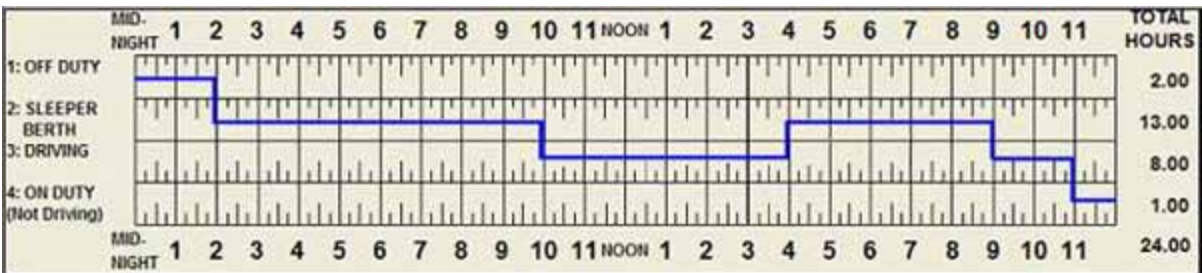
No violation on Day 1.

There is a 11-hour violation on Day 2 starting at 11:00 p.m. until midnight.

Compliance with the 11-hour and 14-hour rules is recalculated from the end of the first of the two periods used to obtain 10 hours off duty.



### Sleeper Berth Example #3

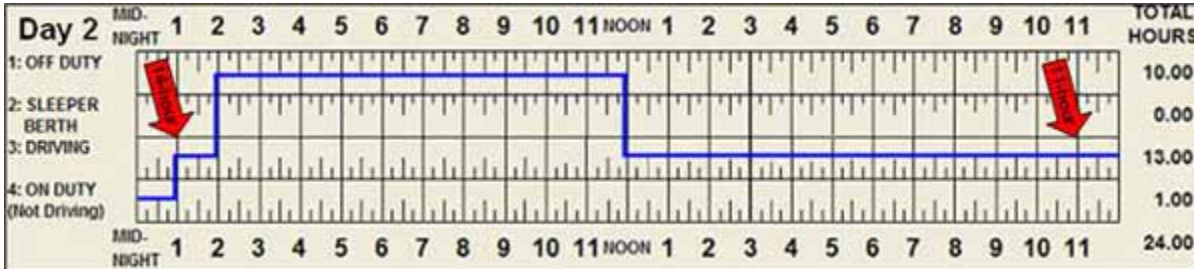


No violation on Day 1.

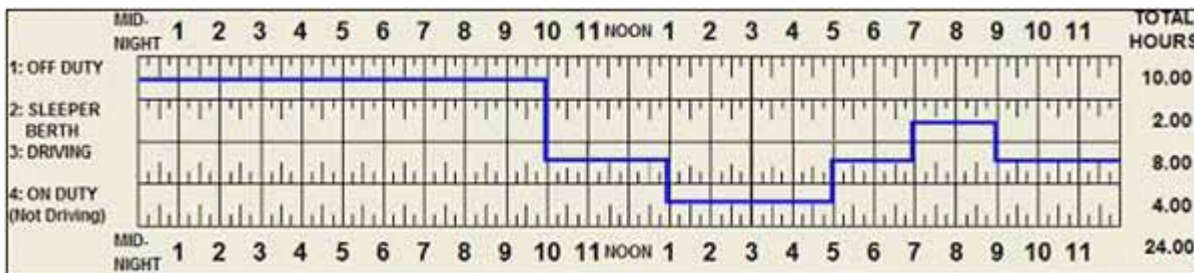
There is a 11-hour violation on Day 2 from 11:00 p.m. until midnight.

There is also a 14-hour violation on Day 2 starting at 1:00 a.m. until 2:00 a.m.

Compliance with the 11-hour and 14-hour rules is recalculated from the end of the first of the two periods used to obtain 10 hours off duty.



### Sleeper Berth Example #4

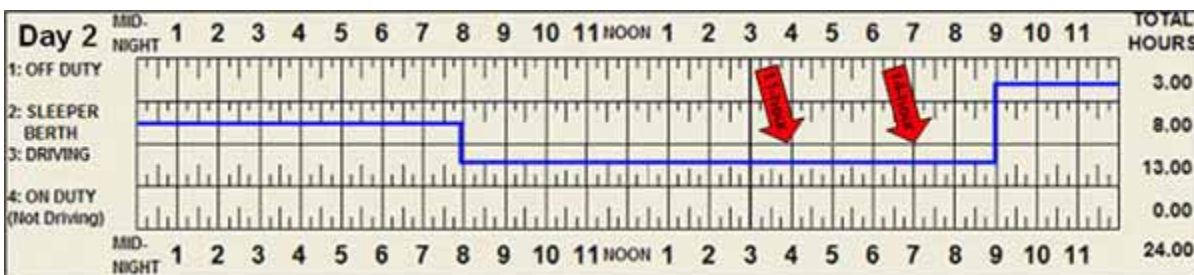


No violation on Day 1.

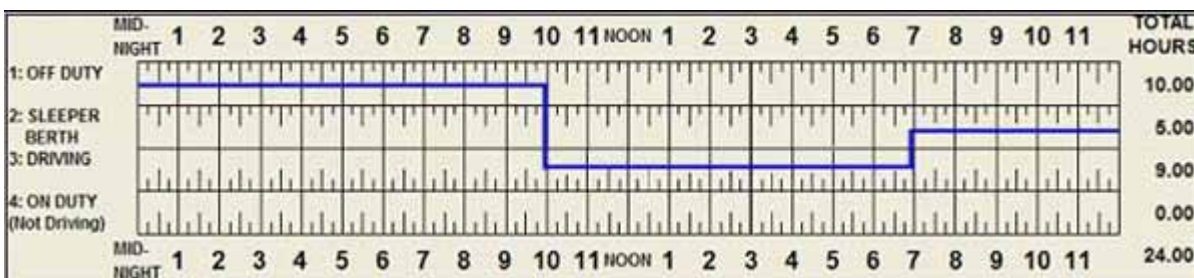
There is a 11-hour violation on Day 2 from 4:00 p.m. until 9:00 p.m.

There is also a 14-hour violation on Day 2 from 7:00 p.m. until 9:00 p.m.

Compliance with the 11-hour and 14-hour rules is recalculated from the end of the first of the two periods used to obtain 10 hours off duty.



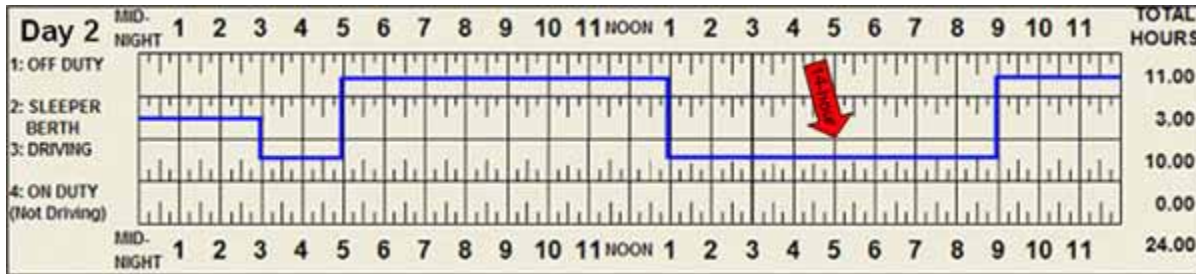
### Sleeper Berth Example #5



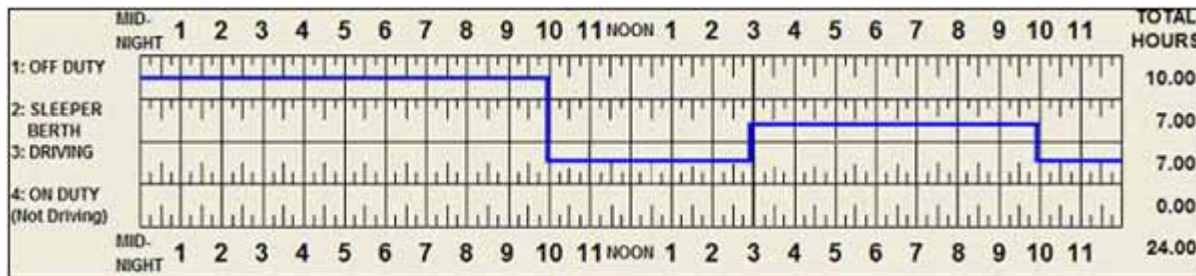
No violation on Day 1.

There is a 14-hour violation on Day 2 from 5:00 p.m. until 9:00 p.m.

Compliance with the 11-hour and 14-hour rules is recalculated from the end of the first of the two periods used to obtain 10 hours off duty.



### Sleeper Berth Example #6

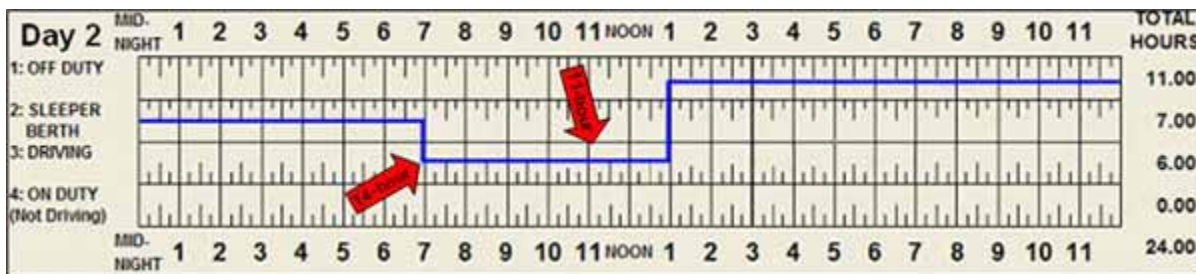


No violation on Day 1.

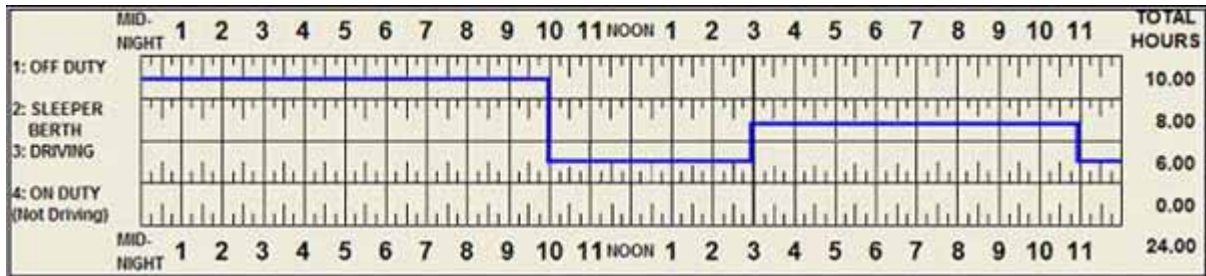
There is a 11-hour violation on Day 2 starting at 11:00 a.m. until 1:00 p.m.

There is also a 14-hour violation on Day 2 from 7:00 a.m. until 1:00 p.m.

Compliance with the 11-hour and 14-hour rules is recalculated from the end of the first of the two periods used to obtain 10 hours off duty.



### Sleeper Berth Example #7

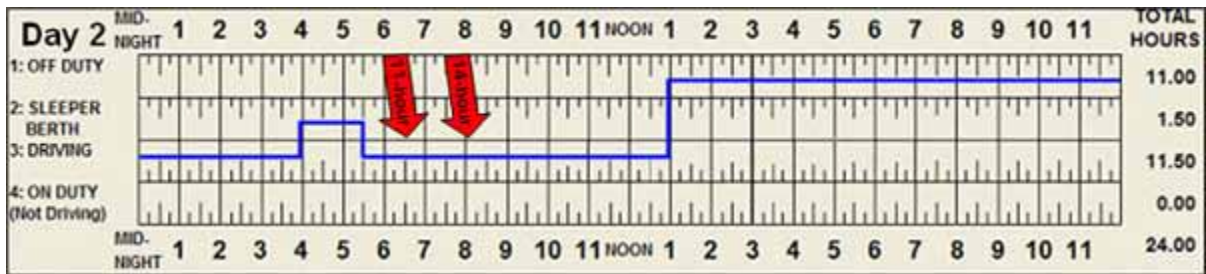


No violation on Day 1.

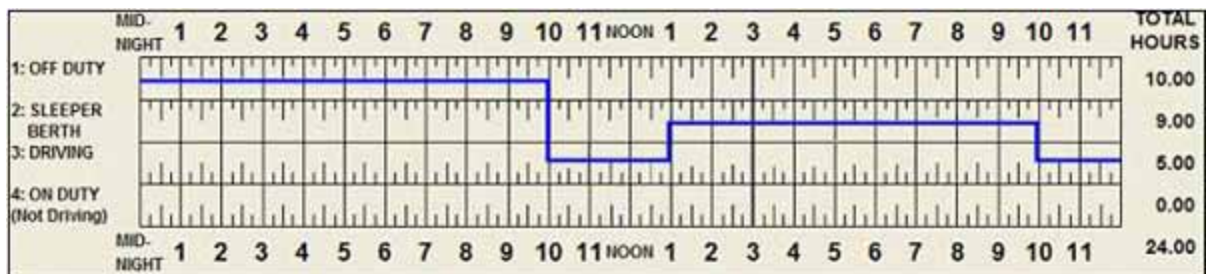
There is a 11-hour violation on Day 2 starting at 6:30 a.m. until 1:00 p.m.

There is also a 14-hour violation on Day 2 from 8:00 a.m. until 1:00 p.m.

Compliance with the 11-hour and 14-hour rules is recalculated from the end of the first of the two periods used to obtain 10 hours off duty.



### Sleeper Berth Example #8

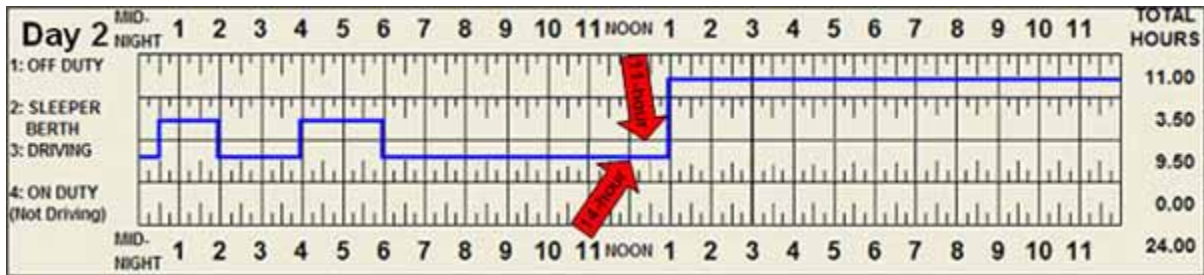


No violation on Day 1.

There is a 11-hour violation on Day 2 starting at 12:30 p.m. until 1:00 p.m.

There is also a 14-hour violation on Day 2 from noon until 1:00 p.m.

Compliance with the 11-hour and 14-hour rules is recalculated from the end of the first of the two periods used to obtain 10 hours off duty.



**SUMMARY**

**This section is used to record the total hours worked during the 7-day period immediately prior to the reporting day and on the reporting day, and for determining where you stand with respect to the 70-**

**KEEPING A LOG SUMMARY**

You will find a Monthly Log Summary Sheet VERY helpful. You are encouraged to use one. If you maintain a running summary of your duty time, you will always be able to answer the following two key questions honestly and accurately:

Have you violated the 70-hour 8-day rule?

How many hours can you legally work tomorrow? Can you accept the load your Dispatcher is now offering you.

If you fail to maintain a running total of your time worked. It will be virtually impossible for you to know whether or not you have violated the work time limitations, and there is no reasonable way for you to honestly and accurately tell your dispatcher how many hours you can work the next day.

Maintaining a log summary will NOT tell you whether or not you have violated the driving time limitations. You will have to check your daily logs to ensure that you do not violate the 11-hour and 14-hour rules.

**MONTHLY LOG SUMMARY SHEET.**

The top section of the Monthly Log Summary Sheet is shown. Since we operate on the 70-hour 8-day system, you will use only the left side of this form. The first step in preparing your running summary of hours worked is to put the hours worked during the last 7 days of the preceding month in the upper section of the form. Remember hours worked equals driving time PLUS on-duty, not driving time. You can then find out exactly where you stand with respect to the 70-hour 8-day limitation in two simple steps:

- Add the total for the last 7 days
- Subtract that total from 70

If you make this calculation at the end of your working day, the result is the number of hours you can work tomorrow. Refer to the examples.

EXAMPLE MONTHLY LOG SUMMARY

(4 DAYS)

DAY OF MO.	HOURS WORKED TODAY (TOTAL LINES 3 & 4 ON DAILY LOG)	70 HR/8 DAY DRIVERS ONLY		
		A	B	C
LAST 7 DAYS OF PRECEDING MONTH	10.00	TOTAL HOURS ON-DUTY LAST 7 DAYS	TOTAL HOURS AVAILABLE TOMORROW (70 HOURS MINUS COL. A)	TOTAL HOURS ON-DUTY LAST 8 DAYS
	8.50			
	10.00			
	12.50			
	0.00			
8.75	7	8		
10.00	59.75	10.25		
1	9.50	59.25	10.75	69.25
2				
3				

Hours worked today  
(Total lines 3+4 on  
The daily log)

DAY OF MO.	HOURS WORKED TODAY (TOTAL LINES 3 & 4 ON DAILY LOG)	70 HR/8 DAY DRIVERS ONLY		
		A	B	C
LAST 7 DAYS OF PRECEDING MONTH	<del>10.00</del>	TOTAL HOURS ON-DUTY LAST 7 DAYS	TOTAL HOURS AVAILABLE TOMORROW (70 HOURS MINUS COL. A)	TOTAL HOURS ON-DUTY LAST 8 DAYS
	8.50			
	10.00			
	12.50			
	0.00			
8.75	7	8		
10.00	59.75	10.25		
1	9.50	59.25	10.75	69.25
2	10.50	61.25	8.75	69.75
3				

Dropping a day at a time  
makes calculating your 8-  
day total easier.

DAY OF MO.	HOURS WORKED TODAY (TOTAL LINES 3 & 4 ON DAILY LOG)	70 HR/8 DAY DRIVERS ONLY		
		A	B	C
LAST 7 DAYS OF PRECEDING MONTH	<del>10.00</del>	TOTAL HOURS ON-DUTY LAST 7 DAYS	TOTAL HOURS AVAILABLE TOMORROW (70 HOURS MINUS COL. A)	TOTAL HOURS ON-DUTY LAST 8 DAYS
	8.50			
	10.00			
	12.50			
	0.00			
8.75	7	8		
10.00	59.75	10.25		
1	9.50	59.25	10.75	69.25
2	10.50	61.25	8.75	69.75
3	8.50	59.75	10.25	69.75
4				
5				

Drop another day.

DAY OF MO.	HOURS WORKED TODAY (TOTAL LINES 3 & 4 ON DAILY LOG)	70 HR/8 DAY DRIVERS ONLY		
		A	B	C
LAST 7 DAYS OF PRECEDING MONTH	<del>10.00</del>	TOTAL HOURS ON-DUTY LAST 7 DAYS	TOTAL HOURS AVAILABLE TOMORROW (70 HOURS MINUS COL. A)	TOTAL HOURS ON-DUTY LAST 8 DAYS
	8.50			
	10.00			
	12.50			
	0.00			
8.75	7	8		
10.00	59.75	10.25		
1	9.50	59.25	10.75	69.25
2	10.50	61.25	8.75	69.75
3	8.50	59.75	10.25	69.75
4	9.25	56.50	13.50	69.00
5				

If hours worked today exceeds  
Hours available, you are in violation.  
Your reasons must be entered in  
“remarks”.

# MONTHLY LOG SUMMARY FORM

RECORD YOUR ON-DUTY TIME FOR THE LAST 7 DAYS OF THE PREVIOUS MONTH IN THESE SEVEN SPACES

HOURS WORKED TODAY (TOTAL LINES 3 & 4 ON DAILY LOG)		70 HR/8 DAY DRIVERS ONLY		
DAY OF MO.	A	B	C	
1	10.00	8.50	10.00	10.00
2	10.00	10.00	10.00	10.00
3	0.00	7	8	8
4	8.75	7	8	8
5	10.00	59.75	10.25	69.25
6	9.50	59.25	10.75	69.25
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

## MONTHLY LOG SUMMARY SHEET

Month \_\_\_\_\_

If you operate on the period of 70 hours in 8 days, use the summary sheet on the left; if you operate on the period of 60 hours in 7 days, use the summary sheet on the right.

The figures 1 to 31 represent calendar days, and entries should be made for each day -- even when driver does not work. If no work is performed, enter zero (0) in first column and compute other columns as explained below.

HOURS WORKED TODAY (TOTAL LINES 3 & 4 ON DAILY LOG)		60 HR/7 DAY DRIVERS ONLY		
DAY OF MO.	A	B	C	
1	6	7	7	7
2				
3				
4				

C TOTAL HOURS YOU WORKED IN THE LAST 8 DAYS

B NUMBER OF HOURS YOU MAY WORK TOMORROW

A TOTAL HOURS YOU WORKED IN THE LAST 7 DAYS

NUMBER OF HOURS YOU WORK EACH DAY

DAY OF THE MONTH

**NOTE:** You can still mark a 34hour restart on the monthly recap sheet. To obtain a 34 hour restart you must have 34 consecutive hours off duty. Well if you had 10 hours off duty from the day prior you would have 34 consecutive hours off duty. So then in column C you would mark a "0" for your total hours you worked in the last 8 days. In column B you would mark "70" for your number of hours you may work tomorrow. Finally, in column A you would need to mark "0" for your total hours you worked in the last 7 days. This all takes place because you have successfully completed the 34 hour restart rule.

### ADVERSE DRIVING CONDITIONS

The term "adverse driving conditions" means snow, sleet, ice, fog, or other unusual road and traffic conditions. A driver who encounters adverse driving conditions as defined in 395.2 and cannot because of those conditions safely complete the run within the maximum driving time permitted by 395.3(a) or 395.5(a) may drive. And be permitted or required to drive a commercial motor vehicle for not more than 2 additional hours in order to complete that run or to reach a place offering safety for the occupants of the commercial motor vehicle and security for the commercial motor vehicle's cargo. However, that driver may not drive or be permitted to drive—

- (i) For more than 13 hours in the aggregate following 10 consecutive hours off duty for drivers of property-carrying commercial motor vehicles;
- (ii) After he/she has been on duty after the end of the 14<sup>th</sup> hour after coming on duty following 10 consecutive hours off duty for drivers of property-carrying commercial motor vehicles;
- (iii) For more than 12 hours in the aggregate following 8 consecutive hours off duty for drivers of passenger-carrying commercial motor vehicles; or
- (iv) After he/she has been on duty 15 hours following 8 consecutive hours off duty for drivers of passenger-carrying commercial motor vehicles.

Emergency conditions. In case of any emergency, a driver may complete his/her run without being in violation of the provisions of the regulations in this part, if such run reasonably could have been completed absent the emergency.

### **EMERGENCY CONDITIONS**

In the case of an emergency, you may complete your run without being in violation of the regulations, if your run could have been completed without such violations.

Note that the term "your emergency condition" is not defined in the regulations, however, the term has been interpreted to mean **SERIOUS UNFORESEEN CIRCUMSTANCES**. Clearly, emergency conditions do not include heavy traffic, shipper's demands, market deadlines, pressure from your dispatcher, or your desire to get to your next load as quickly as possible.

Remember, even if an emergency situation occurs, you will be in violation of the regulations unless it can be shown that the run normally and reasonably would have been completed without a violation, if the emergency situation had not occurred.

### **NATURAL DISASTERS**

The term "natural disasters" means earthquake, flood, fire, famine, drought, epidemic, pestilence, or other calamitous visitations of disaster. You may be relieved of the requirements and limitations of driving and work time in the event of a natural disaster. The regulations governing driving and work time do not apply when you are transporting passengers or property to or from any section of the country for the purpose of providing relief to victims or potential victims of a natural disaster.

### **TRAVEL TIME**

If you are traveling on behalf of Grand Island Express, but you are not driving and not assuming any responsibilities whatsoever for Grand Island Express. While you are traveling and you are allowed 10 consecutive hours of off-duty time when you arrive at your destination, the entire period (including travel time) will be logged as off-duty time. However, remember to explain the situation clearly in the **REMARKS** section of your log to avoid any confusion or difficulty later with both Grand Island Express and DOT officials.

## **DAILY VEHICLE SAFETY INSPECTION**

MCSR 396.7 states that no "motor vehicle shall be operated in such a condition as to likely cause an accident or a breakdown of the vehicle." Consistent with that requirement, you must satisfy yourself that the following parts and accessories are in good working order before driving your vehicle (MCSR 392.7):

- Tires
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Service brakes, including trailer brake connections.
- Horn
- Windshield wiper(s)
- Rear-view mirror(s)
- Coupling devices

You must also ensure that emergency equipment such as the fire extinguisher, spare fuses and warning devices are in place and ready for use. This check of parts, accessories, and emergency equipment is referred to as the "pre-trip inspection."

To remain in compliance with these and other Federal regulations, Grand Island Express requires that you prepare a written report on the condition of your vehicle at the completion of each day's work. If you operated more than one vehicle during the reporting day, you must prepare a report on each of the vehicles you operated. The form provided for this purpose (and for the pre-trip inspection) is the Driver's Daily Vehicle Inspection Report. In the logbook provided to you, the Driver's Daily Vehicle Inspection Report form is on the bottom of the Driver's Daily Log form.

Grand Island Express policy is that our drivers show at least 15 minutes for either the Pre-trip or the Post trip inspections performed in relation to a 11hour driving period. It will be the drivers decision on which inspection to show this time spent "On Duty Not Driving".

## **LOG COMPLIANCE POLICY**

1. HOURS VIOLATIONS
  - a. 11 hour 395.3(a)(1)
  - b. 14 hour 395.3(a)(2)
  - c. 70 hour 395.3(b)(2)
  - d. Speeding 390.0
2. FALSIFICATION
  - a. Bill of Lading (date and/or time) does not match log (395.8)
  - b. Failure to properly log ON DUTY time for inspections and/or citations by Local, State, or Federal authorities (395.2)
  - c. Any log submitted that is not filled out properly in accordance with DOT regulations (395.8)
  - d. Dropping legs of trips, covering more distance than time would allow at company speed limits on logging, dropping trips, etc...
3. Failure to log correct ON DUTY time for beginning of day or end of day Inspections.
4. Failure to submit log(s) with the paperwork and/or on a timely manner.
5. Failure to have proper information on the Bill of Lading.

**The log violations program for Grand Island Express is as follows**

1st VIOLATION

1st WARNING will be considered a VERBAL

1. List of violation(s) and date(s) on a form letter
2. Date and time of contact with driver
3. Original letter in driver file

2nd VIOLATION within 30 days of last contact with driver on previously warned violation.

2nd WARNING Driver will be considered a WRITTEN

1. List of violation(s) and date(s) on a form letter
2. Original letter sent to driver
3. Copy to driver file

3rd VIOLATION within 30 days of last contact with driver on previously warned violation.

3rd WARNING will be considered a FINAL WRITTEN

1. Counseling required in person
2. List of violation(s) and date(s) on a form letter
3. Original to driver
4. Copy to driver

4th VIOLATION within 30 days of last contact with driver on previously warned violation.

TERMINATION

**THIS INFORMATION HAS TO BE ON ALL LOG SHEETS**

**DATE.** Only one month's date can be on one log that shows any time other than "off duty". You must have a log in the GRAND ISLAND EXPRESS office that indicates how you spent your time for every day of the month. You could have every day in a month on **one** log if it were all off duty.

**DRIVER MILES.** If there is any on-duty driving time on the log you must have a mileage in this line.

**VEHICLE NUMBERS.** Tractor and trailer numbers of the units that you pulled or drove on this date. You could have more than one unit in one day.

**DRIVERS SIGNATURE IN FULL.** This is exactly what it says. Has to be the same on all logs.

**TOTAL HOURS.** The hours that the graph shows for each line have to match the graph. The total of the four lines has to total 24 hours.

**CHANGE OF DUTY STATUS.** Any time there is a vertical line on the graph, the city and state where this change of duty occurred has to be flagged and noted in the REMARKS section.

**VEHICLE INSPECTION.** Every day, that indicates, time on duty driving, must show a pre-trip and a post-trip inspection. You must show a minimum of 15 minutes time "on duty not driving" for one of these inspections, and the other is flagged in the REMARKS section.

**TO NUMBER, TRIP ORDER NUMBER, GRAND ISLAND EXPRESS**

**IDENTIFICATION NUMBER.** The TO number or numbers are written in the place marked Shipping Document Number.

**ALL REIMBURSABLE TICKETS** must match dates and times on logs. This includes Bills of Lading and cash advances as well as fuel tickets, washouts, tolls, repairs, scale tickets or any other ticket you expect to be reimbursed for.

**YOUR LOGS WILL BE CHECKED FOR THE FOLLOWING THINGS:**

ALL OF THE ABOVE ITEMS

11 HOUR RULE

14 HOUR RULE

70 HOUR RULE

SPEEDING - 62 mph is the check speed for Company Drivers. Owner Operators can use 65 mph as a logging limit.

FALSIFICATION: Bills, fuel tickets, all reimbursed tickets, must match dates and times on logs; This includes wash outs, tolls, repairs, any ticket that is reimbursed to you has to match on the log.

**TIMELINESS OF LOGS:** We need logs at the GRAND ISLAND EXPRESS office the week following the completion of the run. We are trying to avoid the logs not coming in for two weeks. Please get the logs to us as regularly as you can. If you are not getting them in as we like, you will be warned in the same manner as the rest of this policy.

## **8.0 SECURING AND PROTECTING YOUR CARGO**

Statistically, most preventable cargo claims that occur in the trucking industry result from inadequate knowledge, concern, or effort on the part of the driver. Yet, the only real protection Grand Island Express has against cargo claims is the professionalism of our drivers. On the other hand, the only real protection you have against being liable for a cargo claim is your own professionalism as a driver, and Grand Island Express as your company. This section contains information intended to help you avoid becoming involved in a cargo claim.

Responsibility for the cargo begins with the shipper and ends with the consignee. Although the shipper and the consignee both share in the responsibility for the cargo, your responsibilities and Grand Island Express' begin at the point of loading and continue to the point of delivery. Cargo claims against the company can be avoided, if we all do our jobs properly. As the driver, you can help by doing your job properly, and by ensuring that shippers and consignees also do their jobs properly.

MCSR 392.9 states that you cannot drive your vehicle unless the cargo is properly distributed and adequately secured. This regulation is intended to protect you, your cargo, and the general public. Remember this rule-of-thumb: If you don't think you can haul it safely, don't try to haul it at all; **when in doubt, call DISPATCH.**

## **8.1 Shipper's Responsibilities**

Shippers are responsible for:

- Packaging the cargo in a manner that ensures safe transportation of the cargo.
- Signing the Bill of Lading.

As the driver, you are encouraged to make suggestions to the shipper concerning packaging and protection of the cargo. But don't be surprised or offended if your suggestions are ignored. If you feel that packaging or protective devices are inadequate to ensure safe transportation of the cargo, **DON'T ARGUE WITH THE CUSTOMER**. Call your dispatcher or the Safety Department and let them handle it with the customer.

## **8.2 Responsibilities**

You are responsible for:

- Inspecting and counting the cargo while loading and unloading.
- **MAKING SURE YOUR COUNT MATCHES THE SHIPPER'S COUNT.**
- Setting up the bulkheads on beer loads with brackets provided by Grand Island Express.
- Noting the condition of the cargo on all copies of the Bill of Lading and Delivery Receipt.
- Securing the cargo.
- Following the shipper's instructions for protecting the cargo (as well as using your own judgment, based on your experience and common-sense practices).
- Delivering all cargo, delivering it on time, and delivering it in the same condition as when it was loaded.
- Following up properly when an overage, shortage, or damage to the cargo occurs.

**IN ADDITION YOU ARE RESPONSIBLE FOR THESE AREAS:**

Along with a SEAL, loaded trailers must have the seal box installed on seal. Every load must be sealed and seal number recorded on all copies of the bill of lading. If the shipper does not provide a seal, use a Grand Island Express seal, and get the signatures of the shipper and consignee verifying that the load was sealed. If there is a theft and driver failed to use the seal box, driver may be held accountable.

On a **PALLET EXCHANGE LOAD**, you must sign the pallet receipt document acknowledging responsibility for the pallets.

Dispatch will tell you to either:

- bring back the pallets or
- leave the pallets with the consignee.

If you are to leave them at the consignee's, the consignee must sign the delivery receipt or bill of lading stating that they received the pallets.

Do not arrive at a consignee's place of business with excess time before unloading, especially in "bad" neighborhoods. One -half hour before your scheduled appointment is recommended.

Upon arrival at the unloading dock, check in. If there is no one available at the unloading dock, notify the receiver of your arrival and then back the trailer up to an object in order to protect the load.

Never unhook without authorization from dispatch.

Notify your dispatcher if your trailer is broken into, night or day.

If dispatch permits you to take your rig home, park only in approved locations.

If you leave a dock and realize you left your delivery receipt, call Grand Island Express immediately. The sooner we know, the better the chances to get a copy.

Drivers are currently required to seal **EVERY** load. If the shipper does not provide a seal, you must use a GIX seal. The seal number needs to be recorded on all copies of the BOL. ConAgra and Excel provide a place on their BOL's for the seal numbers and receiver's signature on both single and multi stop loads. Please use the lines provided on Swift and Excel BOL's. A GIX continuous seal record must be used on all other multi pick/drop loads. **No Exceptions!**

### **8.3 Inspecting And Counting The Cargo**

Don't assume the shipper's count or the Bill of Lading is accurate. Always count the cargo yourself, and always inspect the cargo or the packaging for damage. Don't assume preloaded cargo is undamaged or that the shipper's count of preloaded cargo is accurate. You are still responsible for inspecting and counting the cargo to the best of your ability. If an accurate count is not possible, note it on all copies of the Bill of Lading and Delivery Receipt. If the load is a shipper's load and a shipper's seal is in place, note on all documents SLC (Shipper's Load and Count) and the seal number.

Make sure your count **MATCHES** the shipper's count. If it doesn't, count it again and ask the shipper to count it again. Don't leave the pick-up point until your count matches the shipper's count.

Call Dispatch if in doubt. Don't accept a questionable count

### **8.4 Describing The Conditions Of The Cargo**

Note the condition of the cargo and/or the packaging on all copies of the Bill of Lading and initial those exceptions whenever the cargo or packaging is in anything less than A-1 condition. Describing these exceptions will not completely protect either of us from claims, but a description of the condition of the material at the time of shipment helps considerably to reduce our liability in the event of a claim.

When noting exceptions, be both descriptive and explicit. Vaguely written exceptions confuse both the consignee and our Claims Department, and can weaken our position if there is a claim. Don't forget to include "when loaded" or "when unloaded" to your description of the material.

## **8.5 Securing The Cargo**

You are responsible for securing the cargo in such a manner that it will not be damaged in transit.

We don't expect you to be an expert in securing and transporting all types of cargo. If you are UNFAMILIAR with the type of cargo you are being told to transport, or if you are UNSURE about the best methods of securing and protecting that cargo, CALL your dispatcher or the Safety Department for assistance BEFORE you sign for the load or leave the loading point.

Special caution must be taken when handling meat and other loads of high value to prevent theft and hijack. In the event of a theft or hijack call the police, your dispatcher, and the Claims Department immediately. All alcoholic beverages, clothing, meats, TV's and appliances are susceptible to theft and should be guarded closely and necessary precautions taken.

## **8.6 Protecting The Cargo**

You are responsible for understanding the shipper's instructions for protecting the cargo, and for following those instructions. As stated earlier, if you have any questions call your dispatcher or the Safety Department. Particularly watch for temperature requirements on bills. Make sure the unit is set at right temperature and is operating correctly. Confirm seal box is installed on seal.

## **8.7 Delivering The Cargo Safely**

Don't take chances... drive with CARE. Avoid sudden starts or stops and quick maneuvers that cause shifting of your cargo. If you are hauling anything liquid, check for leaks whenever you stop. Avoid situations that invite vandalism or theft; fuel only at authorized locations, and park only in well-lighted areas. DO NOT discuss your cargo on the CB.

A SEAL PROVIDED BY A SHIPPER MUST NOT BE REMOVED UNTIL DELIVERY. The consignee must witness the seal on the trailer and note the seal number and write "seal intact" on both copies of the Bill of Lading. If a consignee refuses to inspect the seal, make the seal intact and seal number notation on both bills your self before the customer signs for the load.

Get a signature for delivery - even if you drop the trailer and are not present for unloading. Any bill that is not signed is a potential claim for non-delivery. The delivery receipt must show the name of the company, the name of the individual signing the bill, and the date.

## **8.8 Overages, Shortages, Or Damage**

As soon as you become aware that there may be the possibility of cargo loss or damage, contact the Operations Department. DO NOT accept notations such as "subject to final count and/or inspection" on your delivery receipt. This type of notation leaves both you and Grand Island Express wide open for a claim later. DO NOT leave the delivery point until the consignee has completed his count and inspection of the cargo, unless the consignee is willing to accept the cargo WITHOUT counting and inspecting it. DO NOT leave the delivery point, contact our Operations Manager before you leave the dock if any indication is given that shortage or damage is noted.

## **8.9 Consignee's Responsibilities**

The consignee is responsible for:

- Unloading, counting, and inspecting delivered cargo (refer to the NOTE following the description of the shipper's responsibilities concerning the loading/unloading of cargo).
- Noting any overage, shortage, or visible damage on your delivery receipt.
- Signing your delivery receipt.

Watch for damage by the consignee during unloading. Do not allow the consignee to note this damage on the Bill of Lading or delivery receipt. Before signing for any damage, report the situation to your dispatcher or the Claims department IMMEDIATELY. Personally examine all damage, **take photographs** and write the details on the bill. Be explicit!! Describe the damage. List the cause of the damage. Indicate acceptance or refusal of damaged merchandise and overage. All notations should be signed by the consignee for verification.

Don't refuse the consignee his right to note an overage, a shortage, or damage on your delivery receipt. In fact, work with him to ensure that his notation is descriptive and accurate. The consignee's notation on your delivery receipt can be a major factor in determining whether you and Grand Island Express are liable for a claim. When a shortage is noted, tactfully attempt to have the consignee note how many pieces were received. Many times one article is substituted for another and only the short article is noted. Urge the consignee to accept and sign for overages. Attempt to have the consignee accept damaged freight. If the consignee refuses to accept damaged freight or an overage, contact your dispatcher to get instructions on disposition of the material. Report all exceptions to the Safety or Dispatch Department while still at the consignee's dock. Don't discard any overage or damaged freight refused by the consignee, unless you receive specific instructions to do so from your dispatcher.

## **8.10 Dispatcher's Responsibilities**

Dispatchers are responsible for instructing drivers in the use of protective devices required for various types of loads. However, neither you nor your dispatcher are responsible for determining the specific protective measures to be used for a particular load. That is the shipper's responsibility. Our customers typically determine the type of protective measures required, and then demand that their instructions be followed.

## **8.11 Required Equipment**

COMPANY DRIVERS. In order to secure your cargo properly, you must have the right equipment. The company requires each power unit to be equipped with the following:

- 2 load locks
- 1 3/8 Inch Allen Wrench with seal box wrench
- 4 Beer Brackets
- 1 Pulp Thermometer
- 2 Camera's
- 1 Seal Box

Obviously, ALL of this equipment will not be needed for each load, but you don't want to find yourself limited to only hauling cargo for which you have the equipment. If you do not have the proper equipment for a particular load, inform your dispatchers so that alternate arrangements can be made, and so that we can work together to remedy the situation.

OWNER-OPERATORS. Owner-operators should have the same cargo equipment as company drivers. If you signed up without all of this equipment, you should purchase the additional equipment as soon as you can. Notify your dispatcher if you need additional equipment.

## **9.0 CARGO CLAIMS**

### **9.1 Reporting Cargo Shortage, Overage, Loss, Or Damage**

As soon as you become aware that there may be the possibility of cargo shortage, loss, or damage, report the incident to the claims Department / Dispatcher. It is especially important to report to us while still at the consignee/shipper dock. Most problems can be solved while still at the dock. There is NO EXCUSE for not making a report, no matter how minor the incident. You are fully expected to make a report ASAP. You will be asked to provide information from your shipping documents; HAVE IT AVAILABLE WHEN YOU CALL.

## **SHORTAGES, OVERAGE, OR LOSS**

- **Take Pictures.**
- Call Grand Island Express Operations/Dispatcher Department.
- Furnish the Trip Number, number of items involved, product code of the item, approximate weight, and the shipper's bill of lading number.

## **DAMAGE**

You should take the following actions if damage occurs to your trailer while loading:

- Stop the loading process.
- **Take photographs of the damage.**
- Inspect the damage and report to Dispatch the following:
  - Company name, address, and phone number.
  - Insurance company, policy number, and phone number.
  - Dock supervisors (or other responsible person's) name.
  - Await Dispatch's decision to see if the loading process is to continue.
- You should proceed as indicated below if damaged cargo is loaded:
  - Ask shipper to replace damaged cargo.
  - **Take photographs of the damage.**
  - If the shipper refuses, call Dispatch and report the situation.
  - Follow Dispatch's instructions concerning whether to continue loading or not.

- Record any damaged cargo on the Bill of Lading (for additional information on the Bill of Lading, if loading proceeds. Have the shipper supervisor sign the Bill of Lading noting the number of items damaged.

Be honest and descriptive when providing this information. We can handle virtually any claim with the proper information, but we only know as much as we're told. Therefore, do not minimize the damage or any actions on your part that may have contributed to the damage. Remember we can adequately protect you and the company from liability only when YOU provide complete and accurate information. What did you do with the damaged product? Did the receiver take it or was it left in the truck? What caused the damage? Did it happen while loading or unloading? Mark the bills accordingly.

## **9.2 Investigation Of Cargo Claims**

State and Federal Regulations require that all carriers investigate all cargo claims to determine the cause of the incident. Those regulations also protect the carrier against the actions of the shippers and consignees, when those actions are not in the best interests of all parties to the Bill of Lading contract.

Detailed information from all parties involved in the shipment enables the company to establish the actual cause and point of shortage, loss, or damage and the party responsible for the incident. Statements from the shipper, loaders, driver, consignees, witnesses, inspectors, and insurance adjusters all are important in determining whether settlement should be made by the carrier and the settlement amount. Details of incidents of this type can be forgotten in a relatively short period. Therefore, it is important that THESE STATEMENTS BE OBTAINED AT THE TIME OF THE INCIDENT.

Information compiled during the investigation also is important in determining whether the shortage, loss, or damage was preventable by the driver. We fully realize that incidents of this type occur that the driver cannot prevent. However, if you do not take the appropriate steps to ensure that further shortage, loss, or damage does not occur as soon as you become aware that an incident has occurred, you will be held responsible for the additional shortage, loss, or damage, even when the initial incident was non-preventable. Driver negligence with cargo claim could lead to deduction in the amounts of \$500 for company drivers and \$1,000 for owner operators.

## **9.3 Cargo Claim Settlement**

Based on the results of the investigation and the applicable State and Federal Regulations, the Claims and Safety Department will make the determination as to whether a claim should be settled or denied. The processing of a claim occasionally is completed within 30 days; however, most claims will require between 30 and 120 days after delivery of the cargo to process and complete. Charge-backs to contractors or drivers are determined by the specific contract agreement. The degree for which the contractor or drivers are responsible for the claim. If a driver disagrees with a claim charge back, he may request a review by the Safety Claim Review Board. Decision of the Safety Claim Review Board are final.

#### **9.4 Insurance**

Both you and Grand Island Express are afforded some measure of protection by accident and cargo insurance. **DON'T TAKE THAT PROTECTION FOR GRANTED.** Every claim processed by our insurance companies costs us, in terms of higher insurance rates, poor public relations, and a potentially lost customer, all of which contributes to lower profits. Don't be the driver who mistakenly assumes that insurance is free. In a preventable incident, you will be held responsible for the first \$500 on any equipment or cargo damage. Owner Operators are responsible for the first \$1000.

**Insurance claims cost Grand Island Express money and result in money lost to everyone affiliated with the company. This includes you and your profit share!!!**

#### **9.5 Van Loading And Unloading**

**Cargo claims from a shortage or damage are a loss that can be prevented by following a few rules. A DRIVER MAY BE CHARGED BACK FOR LOSSES IF THESE PROCEDURES ARE NOT FOLLOWED.**

- If you receive instruction to deliver a load C.O.D. (Cash On Delivery) you must obtain a certified or cashiers check from the shipper before loading or from the consignee before unloading, depending on trip instructions, and insert the check in your trip envelope. Contact your Fleet Manager if necessary to clarify the situation, however, **never accept cash.**
- All vans must be sealed and the seal number put on the bill of lading. The shipper should sign for the seal. If possible, the load should be inspected to determine if the cargo is in good condition and is properly loaded and braced. Any problems should be reported to the shipper and the outcome noted on the bills. (For example, "driver requested additional bracing, refused").
- If a load is not properly secured and the shipper refuses to correct it, contact your Fleet Manager immediately before leaving the dock.
- The bills should show if the driver is responsible for loading and/or counting. Sign the bills "SHIPPER LOAD AND COUNT", if you are Not responsible for loading or counting. If the shipper will not allow this, or if there is a disagreement involving the load, count, or bills, call the Fleet Management Department at (800) 374-4439 before you sign the bills and leave the dock. **REMEMBER, THE DRIVER IS ALWAYS RESPONSIBLE FOR THE CARGO UNLESS THE BILLS ARE SIGNED "SHIPPER LOAD AND COUNT".**
- Anytime you are picking up freight in the form of pallets, skids, or any other manner in which it is impossible to determine the number of units contained therein, you should do the following. Insist the number of pallets, initials "**STC**" (said to contain) and the number of pieces be documented on the Bill of Lading. Example-24 pallets STC 950 pieces.
- If any load information on your bill of lading differs from what was given to you from operations, contact your on duty Fleet Manager for instructions **before** leaving the shipper.
- Don't assume responsibility for a count unless you are sure of it. If you are responsible for the count when the cargo is palletized and/or shrink wrapped and you are not able to count each carton, you should sign the bills with the number of pallets, not cartons, eliminating any discrepancy.

- The driver must always break the seal in the presence of the receiver and they should sign the bills “**Seal #00000 Intact**”. With multiple drop loads, a new seal must be applied at each drop and signed for by the receiver at that drop. This should be done on the bills, but you may use our form provided for that purpose. It must be clearly shown that the trailer was sealed between each drop. Insert the seal record sheet in your trip envelope.
- If there is shortage, damage, or overage, it must be noted on the bills and the driver must call the Fleet Management Department at (800) 374-4439 before leaving the dock. Many times we can avoid or reduce a loss if we know about it immediately.
- Take a picture! You’ll find a camera is very useful for documenting cargo damage, accidents and other incidents.
- The driver must keep rejected cargo until given further instructions. Any cargo used or thrown away by the driver without permission will be charged back. A receipt should be obtained for any cargo turned in.
- A trailer is not considered empty until all damaged or rejected cargo is removed.

REMEMBER, IT IS THE DRIVER’S RESPONSIBILITY TO CLEAN THE TRAILER THOROUGHLY AFTER EACH DELIVERY.

## **9.6 Drivers’ Personal Vehicles At Our Terminal**

**Grand Island Express, Inc. is not responsible for any lost items or damage to personal vehicles stored at the terminal facilities. Any vehicle left at a terminal facility for more than 30 days from the date a driver voluntarily quits or is terminated from employment will be disposed of in accordance with the laws of the State of Nebraska**

### **REMOTE EQUIPMENT PARKING**

Drivers that live outside of the Grand Island or Omaha areas will need to locate a secure place to park the equipment. This location will need to be registered with dispatch and approved before use.

Any loss or damage to equipment and or cargo while the vehicle is parked in a remote location may result in a deduction from your escrow account and or termination from employment or contract.

## **10.0 OPERATIONS**

### **10.1 Fleet Operations**

As an over the road driver, you will have to make sacrifices and tough decisions every day. Juggling between income needs and quality home time is just one of those challenges. You will be assigned a Fleet Manager to help you balance your home time needs vs. miles.

Both employee and employer have expectations of each other. Our mission at Grand Island Express is to provide transportation services that exceed our customer's expectations. How we accomplish our mission is as important as the mission itself. We will do this by keeping our commitments concerning these basic, fundamental guiding principles:

- Safety First
- Productivity: Speed, Simplicity, Self-Confidence, and a Sense of Urgency
- Innovation: Change from the inside out
- Continuous Improvement: We are never satisfied
- People: GI Express is the people of GI Express

## **What expectations do you have of GI Express?**

The Grand Island Express Operations Team consists of eight people: Four Load Planners, Three Fleet Managers, and the Director of Operations.

- Fleet Managers*** - It is the responsibility of the Fleet Manager to manage his/her fleet of assigned power units in such a manner to provide operating profits to Grand Island Express. We strive for a minimum of 2600 miles or \$3500 in line haul revenue per week on each truck. The Fleet Managers are also here to provide a professional working atmosphere for the drivers and their families so that a quality standard of living can be maintained for a professional driver by providing consistent loads and continuous work.
- Customer Service & Load Planners*** - Order acceptance and freight selection will be the responsibility of the CSR. They will work closely with the Fleet Managers in maintaining the profitability of the company through smarter and better freight management. The CSR will select the best quality freight while maintaining the highest rate per mile and keeping empty miles to a minimum.
- Director of Operations*** - The Director of Operations is ultimately responsible for the Drivers, Fleet Managers, and Customer Service Representatives. The Director of Operations supervises the daily operations of the fleet which include things such as revenue, driver management, customer services, equipment utilization, and fuel management.
- Dispatch policy*** - The Company is committed to providing its drivers with a reasonable supply of work. Our goal is to ensure that our over-the-road drivers have the opportunity to safely and legally secure between 2500-2600 loaded miles per week. Our Company is also committed to providing quality time at home for the drivers and they can expect one day off for every five days on the road after meeting productivity goals. **Transportation is a seven-day a week job, therefore drivers should not assume home time means weekends off.** Most drivers will be expected to work over the weekends.

GIX operates under a “first in, first out” dispatch system. The first available driver will be assigned to the first available load. Whenever possible, dispatch will give drivers a choice of outbound loads but please remember customer and company needs still take priority over driver load preference. There may be times when dispatch won’t be able to give load choices to the driver and load assignments will be necessary. Early communication with your Fleet Manager is the best way to improve load options.

***Business Hours -***

Daytime dispatch hours are from 6:00am to 5:00pm Monday thru Friday. Saturday hours are from 8:00 am to 12:00 Noon. After hours are handled with an “On Call” dispatcher who carries a cellular phone. Please keep in mind the after hours phone should be reserved for emergencies. If you have a freight claim after hours, call the on call dispatcher for instructions.

***Time at Home Policy - Driver Expectations***

Our Company defines time at home as any 24 consecutive hour period when the driver is at his/her domicile location, home, or when the driver is under a load/work assignment and is authorized by the company to take the load home. Our Company's time at home policy is as follows: for every 5 days a driver is out, that driver will earn one day at home.

Drivers need to understand that this goal is not a guarantee, however. The company is committed to providing frequent quality time at home.

**10.2 Communications**

We all have a responsibility to our customers to give them the very best service possible. You can make a positive contribution to obtain more freight for yourself and others by providing efficient, timely, and courteous service.

The concept of dependability is very important in the driver dispatch relationship. Your dispatcher must know that you can be counted on to do the job correctly and on time. In order to know this, he/she must be kept informed of your schedule, projected arrival and availability times. The importance of communication between the driver and the dispatcher can not be emphasized enough. Be truthful in all your dealings with your dispatcher. Drivers must have a sense of urgency on every load they haul for Grand Island Express, as our customers expect us to be 98% on time or better.

Please help us provide **PREMIUM CUSTOMER SERVICE.**

### ***Check Call and Hours of Service Reporting***

All dispatched drivers must send a check call before 7:00 am each day they are under dispatch. Any driver returning to work after routine home time or scheduled time off will need to include hour updates for the days they were off duty. The routine check call should consist of the following information:

- Your name, truck and trailer number
- Your location (must have a city or town)
- Your current reefer temperature
- Previous days hours on duty
- Are you on schedule?

To protect the very core of our business, the customer, a \$25.00 penalty will be assessed against any driver who may be deemed as an offender of not making required progress calls, and/or failing to make timely pick ups or deliveries. Repeat offenders will be subject to termination. These penalties will not be assessed without managerial review and will be administered fairly and evenly throughout.

### ***Hours of Service Reporting***

Our Company's dispatch operation is responsible for ensuring that no driver is knowingly dispatched into violation. Therefore, Our Company requires all drivers to report their hours of service used for the previous day(s). Reporting of driver's hours of service will be done no later than 7 A.M. daily, in order to meet our customer's needs and utilize our drivers as effectively as possible. This may be done via the mobile communication system in your truck or by phone. Drivers will not be dispatched until all HOS are current.

### ***Driver Availability Policy***

Drivers are expected to report for duty at the time and on the day they have committed to be available. Our Company defines 'available' as the driver being at or near domicile location, or at or near assigned tractor if at home, ready to perform assigned duties/work. This expectation applies to all drivers whether coming off vacation, personal time off, or when driver is in an on-call status.

Based on available work/loads, drivers may, at times, be placed in on-call status. Drivers on-call will generally be at domicile terminal location, or at home awaiting next work instructions. In these situations, the driver's supervisor will contact the on-call driver as available work/loads are received. Work will be assigned on a seniority/FCFS (first come first served) basis.

Our Company understands that due to unexpected personal issues such as illness and non-work related injury, drivers may find it necessary to call in as unavailable. When this occurs, the company requires the driver to communicate his/her situation as soon as possible, especially if the driver is under dispatch or other work assignment so the company can make arrangements to cover the work.

Our Company requires drivers to get a 'return to work examination' if they are unavailable due to illness or injury which has impaired their ability to perform normal duties. (Sec. 391.45(c) FMCSR.)

### ***Load Refusal***

Our Company may consider the refusal of a load or other work assignment an act of resignation if the driver can legally and safely accomplish the work, and the work does not conflict with a previously approved need for personal time off or a coming event. Acts of load refusal will be judged on a case-by-case basis.

Generally, under normal circumstances load refusal at Our Company is unacceptable. The company will consider the refusal of a load or other work assignment acceptable only in specific situations:

- if the assigned driver cannot safely and legally perform the work,
- if the work conflicts with an approved personal need for time off or upcoming event,

***Requests for personal time off*** - When you need time off for any reason, a written request is to be submitted to your Fleet Manager at least four weeks in advance. Company drivers that are taking more than two days off will need to remove any valuable personal belongings from your truck. We do occasionally use these trucks for local shag service if there are no empty trucks available to use at the time. When resuming work, check in with dispatch at least two days prior to your anticipated return. This will ensure that your truck is ready to be dispatched, and that all scheduled maintenance has been completed. You may make an initial time-off request via mobile comm., but you should complete the appropriate paperwork as soon as you return to the terminal.

***Mobile Comm System*** – all GIX trucks are equipped with an onboard satellite communication system. This system allows the driver to communicate with dispatch without ever leaving the cab of the truck.

***Status Changes*** - Drivers will also need to notify Dispatch anytime your status changes, i.e. loaded, empty, breakdown, poor weather, etc. These communications are vital for dispatch to commit to reloads, and to help eliminate layovers.

***Hauling for Brokers***- While you are under a broker load, be sure you understand their rules. Most brokers have call-in rules and also require you to obtain a release number after you are empty. You can be fined if you do not follow their rules.

***Holiday Policy*** – Please request time off in writing on the usual request form. Your request should be turned in to Operations at least four weeks ahead of the holiday. It is likely that all requests can be honored with the following criteria:

1. Seniority
2. Date the request is received
3. Number of miles run in the previous four weeks

Lowest seniority people will be expected to work most holidays. Those with time off requests that are honored, will be expected to work the next holiday. **NO ONE**, (even those with seniority) will get every holiday off. This is intended to make some holiday time available to all associates, however, Grand Island Express must continue its service to retain our customers.

Vacation requests during the holiday periods must pass the same criteria.

Owner Operators are expected to adhere to the same notification policies as company drivers for personal time off or holidays.

**Home Phone/Cell Phone-** EACH DRIVER IS EXPECTED TO HAVE A PHONE. Operations must be able to contact you when you are at home. A beeper is an acceptable alternative. It is recommended that drivers call in and update Dispatch as to your status and schedule when on earned time off. This will allow our Customer Service people to have a load booked for you when you return to work.

### **10.3 Dispatch**

The Grand Island Express dispatch policy is designed to provide consistent on time service to our customers. We do recognize that drivers may have geographical preferences, therefore we allow our drivers to select outbound loads that meet those individual preferences (when possible). Load availability improves with early communication and bookings with your Fleet Manager. Please realize that each load must be delivered and therefore assigned loads may be necessary in some cases to meet customer requirements. Failure to accept or deliver an assigned load may be cause for termination except when a load would place the driver in violation of DOT regulations concerning hours of service or when unsafe conditions (mechanical or weather) exist.

**Out-by Time-** Out-by times are issued on all outbound loads by your Fleet Manager to ensure loads are getting picked up on time for safe, legal delivery. Our customers will call dispatch 24 hours a day if a trailer has not left their lot by the listed out-by time. Please have clear communication with your dispatcher and have your load picked up by the out-by time. Any load not picked up within two hours of the established out-by time will be considered a driver service failure and subject to a \$25 fine.

**Trip Planning** –Be aware that most shipper/receivers are closed over the weekends, so if you have an early Monday morning delivery, call for directions on Friday during business hours. Also be aware of the time difference (Central Time vs. Eastern Time). This is also the time to plan your trip routes and fuel stops. If you need assistance, please ask your Fleet Manager for help.

**Scaling** - Drivers are responsible for ensuring each trailer is loaded properly and legally. Drivers should make every attempt to use the air-weigh devices on the tractors and trailers to save money. If the bill of lading indicates the freight weighs more than 42,000 lbs, the driver may proceed to a nearby truck stop to scale.

Only after you've scaled, should you add fuel (diesel weighs about 8lbs per gallon). Never go into a shipper full of fuel, you may find yourself with an overweight problem. If you find that you are overweight and cannot correct it by sliding the trailer tandems, you must call dispatch immediately for instructions. GIX does not pay overweight fines.

**\*Authorization required for scale reimbursement.**

**Routings** - GIX will provide the drivers with a list of pre-approved routes to most major cities/regions in the U.S. Every attempt will be made to control costs by avoiding toll roads when possible and keeping out-of-route miles to a minimum. Excessive out-of-route miles will be charged back to the driver.

**\*Pre-authorization required for all routes not listed on the pre-approved list.**

**Toll Roads** - Grand Island Express will only reimburse **company drivers** for toll roads and toll bridges along approved company routes. Toll receipts **must** be turned in with trip envelopes for reimbursement and must match your logs.

**\*Authorization required for reimbursement on most toll roads.**

<u>STATE</u>	<u>INTERSTATE/TOLLS</u>	<u>DISPATCH AUTHORIZATION REQUIRED</u>
IL	I-80	NO
IL	I-88	EX 44 TO EX 97 PRE-AUTHORIZED
IL	I-90	NO
IL	I-94	NO
IL	I-294	NO
IN	I-80/90	YES
KS	I-35	EX 127 TO EX 4 PRE-AUTHORIZED
KY	NATCHER PARKWAY	YES
MA	I-90	EX 9 INTO BOSTON PRE-AUTHORIZED
ME	I-95	YES
NH	I-95	YES
NJ	I-95	YES
NJ	GARDEN STATE PARKWAY	YES
NY	I-87	YES
NY	I-90	YES
OH	I-76	YES
OH	I-80	YES
OH	I-90	YES
OK	I-44	YES
PA	I-70/76	EX 67 TO EX 161 PRE-AUTHORIZED
WV	I-77	YES

Owner Operators will be reimbursed for toll bridges providing the receipts match your logs. GIX does not pay toll roads for Owners-Operators.

**\*Authorization required for reimbursement.**

**East Coast Bonus** – Company drivers and Owners will receive an east coast bonus for loads originating out of Nebraska, Colorado, Kansas, Missouri, Iowa or Illinois delivering into one of the following 12 states: ME,NH,VT,NY,NJ,MA,RI,CT,PA,DE,MD, Washington D.C., and PA (East of I-81 connecting to I-476.) The bonus for company drivers is \$40 per trip and the Owners will receive \$120 per trip. Drivers/Owners will also receive 50% of the standard bonus for loads that originate out of the southeast and run up the coast to one of the above 12 northeast states. No authorization required to receive bonus.

**Delivery Problems** - As soon as you realize a timely delivery cannot be made, you must call or send a message to dispatch immediately to advise them of the problem.

**Bad Weather**- Allow yourself additional time for scheduled deliveries in adverse weather conditions. Leaving early is the best method to insure an on time delivery. It is your responsibility to watch weather forecasts and decide if you need to leave early. Incoming weather is NOT an excuse to leave late on your load. Be aware of the conditions and get out ahead of them when possible. Use common sense when driving in poor weather conditions. If travel becomes too dangerous or uncomfortable for you to drive in, find a safe place to park your equipment and send dispatch a status update.

***Driver Conduct-*** Drivers are expected to act in a professional manner at all times when dealing with GIX staff, customers and the general public. If you have a problem at a shipper or receivers dock, please call dispatch immediately and let them resolve the problem with the customer.

***Loading/Unloading-*** Most delivery destinations supply in-house lumper services for hire. We encourage our drivers to use these services so that you may use the dock time to catch up on paper work or rest. We will allow drivers to lump their own load at a rate of \$25.00 per hour with the maximum not to exceed \$100.00. If you chose to lump your own load, you must fill out the appropriate lumper receipt with your name, address and social security number. This will be considered taxable income. All lumper expenses turned in on GIX receipts will be double checked for accuracy and to ensure the charges are reasonable and fair and are subject to management approval before reimbursement.

**\*Authorization required.**

***Layover -*** A driver must be unloaded and ready for dispatch somewhere other than his/her home or Grand Island for at least 24 hours before any layover pay will be considered. No layover will be paid if the layover was a direct result of the driver's negligence, or if a driver refuses any offered loads. Company drivers may be eligible for breakdown pay and or motel reimbursement if a company tractor breaks down on the road.

A company driver will be paid layover pay of \$75 for every 24-hour period they are waiting for dispatches orders. Owner Operators and Dedicated driver will be paid layover pay of \$150.00 for every 24 hour period they are waiting for dispatches orders. A layover starts from the time the drivers send an empty call and ends when dispatch transmits new load info. A partial day layover may be paid to the driver at the Fleet Managers discretion for periods not exceeding the full 24 hours. The standard partial layover rate will be \$30.

**\*Authorization required.**

***Inbound Loads -*** You will need to deliver all inbound loads unless otherwise directed by dispatch. Please don't assume it's ok to drop your load in one of the yards. Confirm with your dispatcher.

***Dropping Trailers -*** All empty trailers are to be dropped at shippers clean and at least ¾ full of fuel. All loaded trailers being dropped directly at the customers location should be sealed, with our seal box removed. Be sure you check in with the customer so you know what to do with the BOL's.

***Seals/Seal Boxes -*** ALL loaded trailers will have seals and seal boxes placed on them at all times. Any exceptions will need authorization from dispatch. Loaded trailers found without seal boxes will be subject to \$25 fine and counseling. Please carry an extra seal box or two with you at all times.

***Authorization Numbers-*** To be reimbursed for expenses such as lumpers, pallet purchases, pre authorized tolls, etc., you must ask dispatch for an ***Authorization Number*** to write on your receipt.

***Bill of Ladings -*** It is imperative that you check your bills for destination, temperature Settings, trailer numbers and stop offs.

***Trip Envelopes*** – All trip envelopes must be filled out completely and accurately for processing. Any trip envelope found to be incomplete or illegible will be returned to the driver for correction before processing. Trip envelopes must be completed and at GIX by Monday at 4 pm to receive a paycheck on Friday of the same week. It is very important that your envelopes are turned in on a weekly basis so that we can bill our customers as soon as possible. If you do not make it back to Grand Island each week to turn in your paperwork please consider sending it by mail. In the white pre-paid mailing envelopes provided to you, or leave your envelopes at the Omaha yard or KC yard in the big black mailbox by noon on Saturday. We will ask drivers passing through these areas on the weekend to stop and collect envelopes to bring to GIX.

#### **10.4 Equipment**

Trucks are assigned on an availability basis and according to a driver's past performance with the company. The trucks are the property of Grand Island Express and may be used for local shag if a driver is off for more than 1 day. If you have scheduled time off for more than 2 days, you will need to make your tractor available for over the road use. GIX is not responsible for personal items left in the truck.

***Care of Tractors-*** Drivers will also be responsible for maintaining the interior cleanliness of the assigned equipment. Grand Island Express will do random interior inspections to ensure the trucks are being taken care of properly. Drivers may be subject to a penalty for those trucks found to be in an unacceptable condition.

***Truck washes*** – all washes must be done at the GIX home terminal. Any exceptions will need pre-authorization from your Fleet Manager or Operations Manager.

**\*Pre-authorization required.**

***Trailer washes/ Washouts-*** Outside trailer washes should be done at the GIX home terminal. Any exceptions will require pre-authorization and an authorization number for reimbursement. Wash-outs can be done at various locations on the road as needed. The driver will need an authorization number from dispatch for reimbursement.

**\*Pre-authorization required.**

***Dropping Trailers -*** When you drop a loaded trailer at the GIX terminal or any of the other drop yards, please place the bills in the trailers registration box on the nose.

***Truck & Car Parking-*** All trucks should be parked at one of our terminals or drop lots while drivers are taking routine or planned time off. Drivers may be allowed to take their trucks home if they are under dispatch and their home is less than 15 miles off the designated route. Any excessive mileage put on the truck may be charged back to the driver to cover the cost of fuel and maintenance. Approved parking areas include the yards in Grand Island, Omaha, Kansas City and Denver.

**\*Pre-authorization required** for out-of-route stops.

All drivers are expected to have some means of personal transportation to get to and from GIX. Personal cars should be parked on the north or west side of the building **away** from the building.

***Personal Use of Company Trucks-*** Drivers are not to take tractors or company equipment home without prior approval from Operations. Under no circumstances are the tractors to be used for personal transportation.

***Permits & Inspections*** - Permits should be picked up from the Safety Department. Drivers should bring their permit books to the Safety Department periodically to make sure they have all the necessary permits and licenses. Remember to check your license and registration for both tractor and trailer during your pre-trip inspections.

## **10.5 Fuel**

***Fuel Cards*** - Grand Island Express uses EFS for its fuel and cash control services. The information required when fueling or drawing a cash advance is:

- ***Trip Number***
- ***Odometer Reading***
- ***Tractor/Trailer Number***

***Cash Advances*** - Your fuel card will have \$400.00 for your lumper, tolls, and other minor expenses each week. The advance renews every Thursday night at midnight. If you need additional funds added to your card, contact your dispatcher during business hours. Do not call the on call dispatcher for cash advances this should be taken care of during business hours. Please make every effort to avoid using transchecks for lumpers and other minor expenses. That is what the cash advance is for. EFS transchecks are for unpredicted major expenses.

***Transcheck*** - How to write a Transcheck:

1. Call GIX and ask for a 16 digit code (6-digit issuer number & 10 digit transaction number.)
2. Read the number back to insure the numbers are correct.
3. Write the numbers in the designated blocks on the Transcheck and fill out the other info as you would a regular check.
4. Present the check to the cashier.
5. The cashier must call the toll free number listed on the check.
6. Obtain a 6-digit authorization number and write in designated blocks on the check.
7. The check is now ready to be cashed.

***Fuel Routes/Purchasing*** – GIX has spent a lot of time developing a network of fuel stops to ensure the very best pricing possible and adequate coverage throughout the U.S. At the beginning of each dispatch, planned fuel stops will be sent to your tractor along with your dispatch information. Please make every effort to follow these planned stops. If for some reason you will not be able to hit the assigned stops, you must call your dispatcher for a new fuel route. Drivers found to be repeat offenders of not following the company fuel purchasing policies will be charged back for any lost discounts. Continued issues will lead to termination.

## **10.6 SUGGESTED ROUTES TO AVOID TOLLS**

### ***NE TO SCRANTON, PA / MA.;***

I-80 TO I-65 JUNCTION SOUTH (6 MILES WORTH OF TOLLS)  
TO HWY 30  
HWY 30 EAST TO I-71 TO I-76 TO I-80  
I-80 TO I-81 TO I-84  
THROUGH THE TIP OF NY INTO CT AND UP INTO MA

### ***NE TO NEW HOLLAND, PA / PHILADELPHIA, PA***

I-80 TO I-65 JUNCTION SOUTH (6 MILES WORTH OF TOLLS)  
TO HWY 30  
HWY 30 EAST TO I-71 TO I-76 TO I-80  
I-80 TO US RT 220 TO US RT 322  
US RT 322 TO ST RT 283 TO HWY 30 INTO PHILADELPHIA, PA

### ***NE TO SOUTHERN N.J.***

I-80 TO I-65 JUNCTION SOUTH (6 MILES WORTH OF TOLLS)  
TO HWY 30  
HWY 30 EAST TO I-71 TO I-76 TO I-80  
I-80 TO US RT 220 TO US RT 322  
US RT 322 TO ST RT 283 TO HWY 30  
HWY 30 / US RT 202 TO I-76 TO ST RT 55 TO GET TO SOUTHERN NJ  
\*IF NEEDING TO GO NORTH OR SOUTH FROM HERE DUE TO MULTI-STOP LOAD TAKE I-295 OUT OF  
PHILADELPHIA, PA

### ***NE TO NORTHERN N.J.***

I-80 TO I-65 JUNCTION SOUTH (6 MILES WORTH OF TOLLS)  
TO HWY 30  
HWY 30 EAST TO I-71 TO I-76 TO I-80  
I-80 TO US RT 220 TO US RT 322  
US RT 322 TO I-78 EAST INTO N.J.

### ***NE TO MD***

I-80 TO I-65 JUNCTION SOUTH (6 MILES WORTH OF TOLLS)  
TO HWY 30  
HWY 30 EAST TO I-71 TO I-76 TO I-80  
I-80 TO US RT 220 TO US RT 322  
US RT 322 TO I-83  
Or  
I-80 TO I-65 JUNCTION SOUTH (6 MILES WORTH OF TOLLS)  
TO HWY 30 TO HWY 33 (NOT SURE WHAT HWY 33 IS LIKE)  
HWY 33 TO I-70  
I-70 TO I-79 TO I-68

### ***NE TO DE***

I-80 TO I-65 JUNCTION SOUTH (6 MILES WORTH OF TOLLS)  
TO HWY 30 TO HWY 33 (NOT SURE WHAT HWY 33 IS LIKE)  
HWY 33 TO I-70  
I-70 TO I-79 TO I-68 TO I-70  
I-70 TO I-695 LOOP NORTH TO I-95  
I-95 TO ST RT 1 SOUTH INTO DE

### ***TX TO CO***

OUT OF DALLAS HWY 287 TO AMARILLO, TX  
HWY 287 TO DUMAS, TX HWY 87 WEST OUT OF DUMAS

NORTHWEST TO I-25 TO DENVER

***NE TO BOSTON MA***

I-80 TO I-65 JUNCTION SOUTH (6 MILES WORTH OF TOLLS)

TO HWY 30

HWY 30 EAST TO I-71 TO I-76 TO I-80

I-80 TO I-81 TO I-84 THROUGH HARTFORD, CT

TO I-90 @ EXIT 9 INTO BOSTON (EXIT 9 INTO BOSTON PRE-APPROVED TOLL)

***NE TO ME / NH***

I-80 TO I-65 JUNCTION SOUTH (6 MILES WORTH OF TOLLS)

TO HWY 30

HWY 30 EAST TO I-71 TO I-76 TO I-80

I-80 TO I-81 TO I-84 THROUGH HARTFORD, CT

TO I-91 NORTH THROUGH NH TO HWY 2

DEPENDING ON DESTINATION

***FREQUENT BACKHAUL LANE OUT OF PA***

POTTSTOWN, PA TO MI

POTTSTOWN IS LOCATED ON US RT 422

TAKE US RT 422 ABOUT 19 MILES SOUTHEAST TO US RT 202/30

TAKE US RT 202/30 WEST INTO HARRISBURG, PA

US RT 322 NORTH OUT OF HARRISBURG TO I-80

I-80 TO I-76 INTO OH

IN AKRON TAKE HWY 8 NORTH TO I-271 TO I-480

FOLLOW THE HWY 176 LOOP UP TO I-90

I-90 TURNS INTO HWY 2 AND US RT 6 RUNS PARALLEL

CAN RUN EITHER HWY 2 OR US RT 6 INTO SANDUSKY, OH

PAST SANDUSKY TAKE HWY 2 INTO TOLEDO & I-75 NORTH INTO MI

**11.0 LICENSING AND PERMITS**

When you are assigned your tractor, look through the permit book in the tractor and make sure you have all the necessary permits (see permit list). We have no way of knowing if any permits are lost or missing. If you lose or misplace a permit, let the Safety Department know as soon as possible so replacements can be ordered.

Each trailer will have an original registration in the registration tube on the landing gear (driver's side). Before leaving the terminal, ALWAYS check the registration and plates on all your equipment.

You are responsible for making sure your equipment is properly permitted for the states you will be traveling in. Contact the Safety Department with any questions if you are unsure. If you are cited because of unauthorized entry (i.e. having no over length, overweight permit, registration violation) you will be responsible for paying the citation.

All new equipment goes through a period of time when we need to buy temporary permits while waiting for the permanent plates and decals. However, you should be legal on a permanent basis within 60 days for most states. Please keep in touch with the Safety Department for instructions.

Always remember to put your unit number and trip number on all temporary permits. Do not separate your temporary permits from the trip, which they relate to. All trip permits purchased should be turned in with the trip envelope as some states allow credit for fees paid at ports and we will credit as much as we are allowed from the states.

The State of Nebraska has incorporated the use of a stock paper type of cab card. The cards are issued to the truck. Please leave the card in the permit book. If you change trucks, **DO NOT** take the card with you. There will be one in your next truck.

## PERMIT BOOKS

Every truck has a permit book assigned to it, which should be kept in the driver's side door pouch or overhead compartment. The chart below shows a list of permit requirements. Your truck may not have all of the permits as some are issued on an 'as needed' basis because of the cost of permitting all vehicles. No permits or cab cards should be removed from the permit book.

## Permit Requirements

- **License Plate and Registration**
- IFTA License and Stickers
- Insurance Card
- Copy of Lease Agreement and Equipment List (Owner Operators)
- Yearly Inspection Form
- ICC License
- Common Carrier Exemption
- Nebraska Cab Card
- Kentucky ABC
- Maryland ABC

If you are dispatched to a state other than those listed on your cab card or single state registration, or required to travel on restricted routes, call the Safety Department to obtain further information.

## Citations

In the event you should ever receive a citation for any reason while driving a Grand Island Express vehicle, you must report it immediately to the Safety Department. Please follow these procedures:

1. Call the Safety Department immediately (be sure to have citation when you are calling).
2. When you arrive in Grand Island, give a copy of the citation to the Safety Department. Make sure you speak with someone in person. Don't just leave the citation on someone's desk.
3. Any courtesy notices that you may receive must be given to the Safety Department as soon as possible.
4. A determination will be made as to responsibility and payment of the citation.

**Fix-it Citations (with or without roadside inspections)**

1. Call the Safety Department to relay citation information.
2. Contact the shop for authorization to have your equipment serviced or repaired. You will need a PO# and directions will be given for the appropriate facility to have your repairs completed. No services will be reimbursed to paid for without appropriate PO#s.
3. After repairs are made, have your violations cleared by having any CHP officer sign the back of your citation. This can be a CHP certified mechanic.
4. Please return your cleared original citation to the Safety Department as soon as possible.
5. A determination will be made as to responsibility and payment of the citation.

**Yearly Violation Review**

You are required to submit a yearly D.O.T. form listing all of your traffic citation (except parking violations) for the previous twelve months. Grand Island Express requires that you list ALL citations in both commercial and personal vehicles. You must give the date of citation, the offense, location and type of vehicle you were operating. You must complete this document even if you had no citations during the past year. (This form will be completed on your hire date and each year thereafter.)

## **ACKNOWLEDGMENT FORM**

I have received a copy of the Grand Island Express Driver's Manual, as last amended, and have either read it or have had it read to me carefully. I understand this Manual supersedes all prior versions. I understand all of its rules, policies, terms and conditions, and agree to abide by them, realizing that failure to do so may result in disciplinary action and/or termination. I understand and agree that upon termination of my employment for any reason I must return all Grand Island Express materials, property and equipment issued to me and pay Grand Island Express any money that I may owe and agree that upon my failure to promptly do either of these, Grand Island Express can withhold corresponding amounts from my final paycheck. **I understand and agree that my employment is terminable-at-will, so that both Grand Island Express and I remain free to choose to end our work relationship. Similarly, no Grand Island Express official has the authority to enter into an oral employment, and only the President of Grand Island Express can enter into a written employment contract.**

I understand nothing in this Manual in any way creates an express or implied contract of employment between Grand Island Express and me, but rather is intended to foster a better working atmosphere while the employee/employer's relationship exists.

I further understand that all electronic communication systems and all information transmitted by, received from, or stored in the systems are the property of Grand Island Express. I also understand that the systems, including the Internet, are to be used solely for job-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to Grand Island Express monitoring my use of this equipment at anytime at its discretion. Such monitoring may include printing up and reading all e-mail entering, leaving, or stored in the systems, reviewing Internet web pages visited, and listening to my voice-mail messages in the ordinary course of business.

\_\_\_\_\_  
Employee's Signature

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

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Supervisor's Signature

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