

# J Rayl



## DRIVER REFERENCE GUIDE

*J. Rayl Transport, Inc. Company Driver*







## Driver's Job Aid

### Contact List

***Main Number/ Corporate Office (330)784-1134 or (800)753-5050***

Billing Department	
Billing Questions	Ext. 3441
Driver Experience Team	
Director of Driver Relations – Tara Rayl	Ext. 3224
General DET Line	Ext. 3433
Human Resources	
HR Director- Bruce Minotti	Ext. 3375
HR Assistant- Mia Cutrufello	Ext. 3241
Emily Davisson- Administrative Assistant	Ext. 3203
General HR Line	Ext. 3423
Recruiting Department	
Recruiting - Melissa Hall	Ext. 3206
General Recruiting Line	Ext. 3461
Maintenance	
Akron Garage	Ext. 3735
Texas Shop	Ext. 3033
Ryder Maintenance	(330) 644-8932 After Hours (888)715-7272
Penske Maintenance 24/7 Roadside	1-800-526-0798

Operations	
Backhaul Questions	Ext. 3411
Fueling Questions	Ext. 3412
General Dispatch	Ext. 3412
After Hours/Night Dispatch	Ext. 3412
IT/ ELD Troubleshooting	
IT HelpDesk	Ext. 3255
Samsara	(415) 997-2797
Payroll Department	
Kim Whisman	Ext. 3312
Melissa Fisher	Ext. 1019
General Payroll Line	Ext. 3443
Safety/Training Department	
Accidents/Incidents	Ext. 3431
After Hours Accidents- Toni Roberts	(330) 703-4632
Safety Supervisor - Abbie Soloninka	Ext. 3316
Safety Administrator- Sean Thornton	Ext. 373838
School Relations Manager – Rich Hayworth	Ext. 3303
Safety Director- Toni Roberts	Ext. 3209
General Safety Line	Ext. 3431



## Welcome Letter

It is with immense pleasure that I welcome you as part of our growing family to JRayl Transport, Inc. As a family-owned company, we take pride in our legacy, values, and commitment to excellence in transportation services.

For us, family extends beyond the standard definition; it encompasses every team member, each valued for their unique contributions and dedication to our shared goals. Together, we form the backbone of a company rooted in integrity, reliability, and commitment to our profession.

At JRayl Transport, we do more than transport goods across North America. We are about building relationships and trust, ensuring reliability, and clear communication at every step. We understand the responsibility that the transportation industry holds in the world economy, and we pride ourselves on impeccable customer service through on-time, safe deliveries.

As we look ahead, we are focused on more than just the present but also on building the next generation of drivers. We believe in investing in our people and providing them with the training, support, and resources they need to thrive in their roles. Whether you are a seasoned driver or just starting, JRayl is committed to helping you reach your full potential and achieve your career goals. I want to emphasize how crucial our drivers are to the success of JRayl. Your hard work, dedication, and professionalism do not go unnoticed.

Welcome to JRayl, I am excited to witness the wonderful things we will achieve together.

Sincerely,

Ryan Richards

CEO of JRayl Transport, Inc.



## Quick Reference 7 Step Pre- Trip/ Post- Trip Inspection

### **1. Vehicle Overview**

Look for anything obviously wrong, body damage, vehicle plates, etc.

### **2. Engine Compartment**

Fluid levels; oil and water leaks; belts; hoses; clamps; springs; front shocks; steering components; and brakes.

### **3. Inside the Cab**

Permits; horn; windshield wipers; mirrors; emergency equipment; start engine and check gauges.

### **4. Lights**

Head lights; markers lights.

### **5. Walk- Around**

Check windshield; air lines and connections; fifth wheel; shocks; trailer tandem pins; mud flaps; brakes; wheels and tires.

### **6. Signal Lights and Brake Lights**

### **7. Brake System**

Check that no more than 4 psi per minute loss of air; check to make sure brakes hold on tractor, trailer, and parking brakes; low pressure light should come on at, or about, 60 psi.



## Quick Reference ACCIDENT PROCEDURES

### REPORTING OF ACCIDENTS

Failure to do any of the following in the event of an accident may result in being placed on probation, suspension, a warning letter, and/or discharge. This holds true in any accident, regardless of which party appears to be at fault or what your initial estimate of the damage may be.

- a. Not reporting the accident to the Company Safety Department.
- b. Not completing the required accident forms.

There is no such thing as providing the company with too much information if you are involved in an accident.

### FAMILIARIZE YOURSELF WITH WHAT TO DO IN CASE OF AN ACCIDENT - BEFORE YOU ARE INVOLVED IN ONE.

1. **STOP** - Failure to stop at the scene of an accident in which you are involved is a criminal offense, which will subject you to the penalty of the law and disciplinary action by J. Rayl.
2. **PROTECT THE SCENE** - Immediately turn on 4-way flashers and place reflectors.
3. **NOTIFY THE POLICE.**
4. **CALL THE SAFETY DEPARTMENT** – ext. 3431
5. **COMPLETE YOUR REPORT** - Get names, addresses, and phone numbers of all people involved and witnesses. If they refuse to give their names, note their vehicle license numbers.
6. **TAKE PICTURES** of all vehicles, property, and the surrounding area (i.e. intersection, parking lot, dock).
7. Note the accident on your **logs** under on duty not driving.

## BREAKDOWN PROCEDURES

### PROCEDURES TO FOLLOW IN THE EVENT OF A BREAKDOWN

1. **SAFELY STOP AND SECURE THE VEHICLE.** No J. Rayl Transport vehicle should be left unattended.
2. **SAFELY PLACE THE WARNING DEVICES AS PRESCRIBED IN THE FMCSR, Sec. 392.22.**
3. **COMMUNICATE** the vehicle's breakdown by calling the Garage 800-753-5050 EXT 3735.
  - a. Provide the exact location information of the vehicle, including road or highway route number, nearest mile marker or exit, and direction of travel.
  - b. The driver should be as specific as possible and should also provide a suggested diagnosis of the cause of the breakdown.
4. **DRIVER MUST CALL DISPATCH** to report breakdown. Dispatch will work with customer service to report any delays.
5. **COMMUNICATE** to maintenance and dispatch when the repairs have been completed.
6. All paperwork for the repairs will be forwarded to J. Rayl Transport where it will be on file in that unit's maintenance files for a period of three years from date of receipt.

## Contact Information

Safety	800-753-5050 ext. 3431	Night Dispatch	800-753-5050 ext. 3412
Safety Emergency Number	(234)706-0732	Garage	800-753-5050 ext. 3735



## Directions

### **J Rayl (Akron)**

**1016 Triplett Blvd, Akron, OH 44306**

#### **Tractor Entrance:**

**1201 S Arlington St, Akron, OH 44306**

Heading north right turn onto Wilbeth

Heading south left turn onto Wilbeth

### **JRayl Fueling Station (Akron)**

**1201 S Arlington St, Akron, OH 44306**

### **J Rayl Drayage (Cleveland)**

**2355 Euclid Ave, Euclid, OH 442117**

(Heritage Business Park)

### **J Rayl (Houston)**

**4402 W Old Spanish Trail Dr, Houston, TX 77013**

**610 to Mc Karthy DR/ exit 90 (north east side Houston)**

You must access W Old Spanish Trail Dr. from N.

McCarty St. **Gate on Right.**

**Gate code is assigned for all Sunnyvale Drivers.**

**You must contact your Driver Manager for the Gate**

**Code for all other terminals.**

### **J Rayl (Sunnyvale)**

**GPS Address: 310 Longcreek Rd, Sunnyvale, TX**

**Mailing Address: 450 Aston Drive, Sunnyvale, TX 75182**

#### **From East**

80 West to "S. Collins Road Exit"

Go South on South Collins RD to light.

Turn left on "Clay RD".

Go to 4 way stop continue straight.

Entrance is on the right about ¼ mile down

*You must have code to get in and out of gate*

#### **From Dallas**

East on 80 to "TX 352/ Collins RD"

Turn right on "Collins Rd"

Go through 4 way stop, turn left onto Longcreek RD

Entrance is on the right about ¼ mile down

*You must have code to get in and out of gate*

ANY TIRE LOADS BEING DROPPED IN  
SUNNYVALE MUST BE PARKED IN THE BULLPEN,  
CALL DANVILLE 9434-588-4888) TO GET CODE FOR  
BULLPEN LOCK

### **J Rayl (Danville)**

**265 Princeton Rd, Danville, VA 24541**

Interchange of 58 and 29.

Take 29 north to "Old Mayfair RD/ ST RT 1140"

Go Left -- Turns into "Princeton RD/ CR 1140"

Follow to 265 Princeton RD

### **J Rayl Columbus Yard**

**4645 Groves RD, Columbus, OH, 43232**

Exit at South Hamilton Rd off of I-70. Head south on S.

Hamilton to Groves Rd. Turn Left onto Groves Rd and the  
yard will be on the right.

### **JRayl (North Liberty/South Bend)**

**114 S. Lafayette St, North Liberty, IN 46554**

(Enter through back entrance off of S. Washington St)

#### **From US-31**

Get off at the North Liberty exit (State Rd 4)

Go West towards N. Liberty. As you come into N. Liberty,  
take a left on Washington St. (You can see the yard- on the  
corner of St Rd 4 and Washington St.). Turn right and go  
through the gate to enter the N. Liberty Yard.

#### **From US-6**

Go north on SR-23. Take SR-23 6 miles into N. Liberty.

Turn right at the blinking light (St Rd 4) head east on 4.

Turn right onto Washington St. (It is the second street on  
the left from the blinking light). Turn right into the N.  
Liberty Yard.

#### **From SR 23 headed Southbound**

Turn left on SR 4 (at the blinking light) go west on SR 4.

Take your second right on Washington St. Turn Right into  
the N. Liberty Yard.

### **Cooper Tire and Rubber Company**

**3500 Washington Rd, Texarkana, AR 71854**

I 245 to 9<sup>th</sup> Street Exit

Go east on 9<sup>th</sup> street to Cooper Tire Rd (2<sup>nd</sup> on Right)

Turn right on Cooper Tire Rd.

Follow to plant

### **Discount Tire**

**7518 Innovation way, Bunker Hill, IN 46914**

**(866) 431-1667**

#### **From Kokomo, IN**

31 North to W 800 (Grissom Joint Air Reserve Base)

Left on W 800 to 1<sup>st</sup> street on right (Innovation Way)

1<sup>st</sup> building on left

### **Goodyear Terrell**

**301 Apache Trail, Terrell, TX 75160 (972)551-5322**

Rt 557 Between I20

Exit on FM 148 going east

1<sup>st</sup> street on left is Apache Trail

Turn left

1<sup>st</sup> building on left



## Directions

### **Goodyear York**

***300 S Salem Church Rd, York, PA 17404 (717)792-7339***

From York, PA

30 West to South Salem Church Rd (2-3 miles)

Turn right (north) on South Salem Church Rd

1<sup>st</sup> building on left

### **Morton Salt Akron**

***2850 Gilchrist Rd, Akron, OH 44305***

76 East/ West to exit 27 (Gilchrist Rd)

Go south on Gilchrist to R/R track

Over tracks first drive on right.

### **Morton Salt Rittman**

***151 S Industrial Ave, Rittman, OH 44270 (800)321-9880***

76 East on West to exit 7 (RT 57)

Go South on 57 4 miles to Rittman Rd.

Turn right on Rittman Rd.

Plant is one mile on left

### **Morton Salt Grand Saline**

***801 Highway 110, Grand Saline, TX 75140***

From Dallas on highway 80: East to Hwy 110, turn right (south) and go 1 mile, they are on the left

From Interstate 20: Exit #548 hwy 110. Go north, they will be on the right hand side. (if you reach hwy 80 you've gone too far)

Hwy 110 is also N. Main St.





## Directions



**EMPLOYEE HANDBOOK  
FOR J.RAYL TRANSPORT, INC.  
AND CONCEPT FREIGHT, INC.  
DRIVER PERSONNEL**

**Effective January 1, 2021**

## TABLE OF CONTENTS

INTRODUCTION .....	4
A. DESCRIPTION OF HANDBOOK .....	4
B. EMPLOYMENT AT WILL .....	4
C. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER .....	5
D. IMMIGRATION COMPLIANCE .....	5
E. EMPLOYMENT STATUS .....	5
F. INTRODUCTORY PERIOD .....	6
G. WORKING HOURS & SCHEDULE .....	6
H. PAYMENT OF WAGES .....	6-7
I. AUTOMATIC DESPOSIT .....	8
J. WAGE GARNISHMENTS .....	8
K. OPEN DOOR POLICY .....	8
L. UNLAWFUL HARASSMENT .....	8
1. SEXUAL HARASSMENT DEFINED .....	8
2. OTHER TYPES OF HARASSMENT .....	8
3. COMPANY'S COMPLAINT PROCEDURE .....	9
4. LIABILITY FOR HARASSMENT .....	9
5. ADDITIONAL ENFORCEMENT INFORMATION .....	9
M. PROHIBITED CONDUCT .....	10
N. DRUG & ALCOHOL POLICY .....	11
O. PUNCTUALITY & ATTENDANCE .....	12
P. PERSONNEL RECORDS .....	12
Q. CONFIDENTIALITY .....	12
R. EMPLOYEE DRESS & PERSONAL APPEARANCE .....	13
S. POLICIES AGAINST WORKPLACE VIOLENCE .....	13
1. STATEMENT OF POLICY .....	13
2. DEFINITIONS .....	13
3. ENFORCEMENT .....	13
T. OPERATION OF VEHICLES .....	14
U. USE OF EQUIPMENT .....	14
V. SOLICITATION & DISTRIBUTION OF LITERATURE .....	15
W. TOBACCO POLICY .....	15
X. HEALTH & SAFETY .....	15
Y. POLICY REGARDING VIOLENT CRIME .....	16
Z. HOLIDAYS .....	16
AA. PAID TIME OFF (PTO) .....	16
BB. BENEFITS AND 401 (K) PLAN .....	17
CC. FAMILY AND MEDICAL LEAVE OF ABSENCE .....	17
a. EMPLOYEE ELIGIBILITY .....	18
b. LEAVE AVAILABLE .....	18
c. NOTICE & CERTIFICATION .....	18
d. COMPENSATION DURING LEAVE .....	18
e. BENEFITS DURING LEAVE .....	18
f. JOB REINSTATEMENT .....	18

<b>DD. OTHER TIME OFF .....</b>	<b>19</b>
<b>1. FUNERAL OF BEREAVEMENT TIME OFF.....</b>	<b>19</b>
<b>2. JURY LEAVE .....</b>	<b>19</b>
<b>3. MILITARY LEAVE (ACTIVE AND RESERVE SERVICE).....</b>	<b>19</b>
<b>4. UNPAID LEAVE OF ABSENCE / .....</b>	<b>19</b>
<b>EE. TERMINATION OF EMPLOYMENT .....</b>	<b>20</b>
<b>FF. REDUCTIONS IN FORCE .....</b>	<b>20</b>
<b>GG. NON-SOLICITATION .....</b>	<b>20</b>
<b>HH. REFERENCES.....</b>	<b>21</b>

## INTRODUCTION

One of the keys to our success as a company is hiring good employees. We have hired you because we believe you have the skills and the potential to help the Company succeed. We expect and depend upon you and each employee to perform the tasks assigned to you to the best of your abilities. We believe that hard work and commitment will not only help us succeed but will help give you a sense of pride and accomplishment.

We are glad to have you as a member of the Company's team. We hope that your employment proves mutually satisfying and that you will make an important contribution to our future. Every employee has an important role in our operations, and we value the abilities, experience and background that you bring with you to our company. It is our employees who provide the services that our customers rely upon and enable us to grow and create new opportunities in the years to come.

Our management team intends to provide you with all of the support and the resources you will need to perform your job effectively. If, at any time, you need assistance or guidance, please do not hesitate to ask any of the members of our management team. They are here to help you perform to the best of your abilities.

Ryan Richards, CEO

### A. DESCRIPTION OF HANDBOOK

This Employee Handbook contains information about the employment policies and practices of Company. We expect each employee to read this Employee Handbook carefully as it is a valuable reference for understanding your job and the Company. This Employee Handbook supersedes all previously issued Employee Handbooks and inconsistent verbal or written policy statements. Except for the policy of at-will employment, which can only be changed by the President/CEO of the Company in writing, COMPANY reserves the right to revise, delete, and add to the provisions of this Employee Handbook. No oral statements or representations shall change the provisions of this Employee Handbook.

None of Company's personnel documents and benefit plans, including this Employee Handbook, constitutes or is intended to constitute, an express or implied contract nor do they guarantee continued employment for any employee. No Manager has any authority to enter into a contract of employment—express or implied—that changes or alters the at-will employment relationship. Only the President/CEO of the Company has the authority to enter into an employment agreement that alters the at-will employment relationship and any such agreement must be in writing.

This Employee Handbook is the property of Company and all rights herein are reserved. No part of this Employee Handbook may be reproduced in any form or by any electronic or mechanical means, including information storage and retrieval systems, without permission in writing from the President/CEO.

### B. EMPLOYMENT AT WILL

Employment at Company may be terminated for any reason, with or without cause or notice, at any time by the Employee or Company. Nothing in the Employee Handbook or in any oral or written statement shall limit the right to terminate employment at will. No Manager or Employee of Company shall have any authority to enter into an employment agreement—express or implied—with any Employee providing for employment other than at-will.

This policy of at-will employment is the sole and entire agreement between you and Company as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at will, terms and conditions of employment with Company may be modified at the sole discretion of Company with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of Company include, but are not limited to, the following: promotion; demotion; transfers, hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; sale, relocation, merger, or consolidation of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that Company may determine to be necessary for the safe, efficient, and economic operation of its business.

### **C. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Company is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, and any other basis protected by federal, state, or local laws. All such discrimination is unlawful and all persons involved in the operations of Company are prohibited from engaging in this type of conduct.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, Company will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on Company. Any qualified applicant or Employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact the Manager or the Company Human Resources Representative and request an accommodation.

You should report every instance of unlawful discrimination to your Manager or their Superior or the President of Company, regardless of whether you or someone else is the subject of the discrimination. Detailed reports—including names, descriptions, and actual events or statements made—will greatly enhance Company's ability to investigate. Any documents supporting the allegations should also be submitted. Based on your report, Company will conduct an investigation. Company prohibits any and all retaliation for Manager or Employee who retaliates against the accuser or those involved in the investigation will be disciplined, up to and including discharge from employment.

If the investigation determines that prohibited discrimination or other conduct that violates Company policy has occurred, Company will take disciplinary action, up to and including termination of employment, against those who engaged in the misconduct. Company will also evaluate whether other employment practices should be added or modified in order to deter and prevent that conduct in the future. You will be informed of whatever action(s) Company takes to resolve and remedy the situation.

### **D. IMMIGRATION COMPLIANCE**

Company will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. The most common forms of identification are a driver's license and social security card; however, other documents can be used.

If you have any questions or need more information on immigration law issues, please contact your Manager or Company Human Resources Representative.

### **E. EMPLOYMENT STATUS**

Employees at Company are classified as Over the Road, Regional, or Local. All employees are considered at-will employees.

**OVER THE ROAD DRIVERS** (otherwise known as "interstate drivers" or "long-haul" drivers) often cover distances of thousands of miles and are away from home for a week or more.

**REGIONAL DRIVERS** may work over several states near their homes. They are usually away from home for short periods.

**LOCAL DRIVERS** (otherwise known as "**City driver**") They return home nightly. City work will be assigned to drivers by dispatch only. You will be required to keep track of your time on your payroll report.

## **F. INTRODUCTORY PERIOD**

The first ninety (90) days of continuous employment at Company will no doubt be a learning experience. You will learn your job duties and responsibilities, get acquainted with your Manager(s) and fellow Employees, and familiarize yourself with Company in general. We refer to this initial period of employment as your introductory period.

While we understand that you will be learning a lot about your new job, you are still expected to perform satisfactorily, and your performance will be reviewed closely. Also, please understand that completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

## **G. WORKING HOURS & SCHEDULE**

Company is normally open for business twenty-four (24) hours a day, Sunday through Saturday. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis.

At times, emergencies such as power failures, road closings, fires or severe weather may interfere with Company's operations. In such an event, Company may order a temporary shutdown of part or all of its operations. Depending on the circumstances, time off may or may not be paid.

## **H. PAYMENT OF WAGES**

Paydays are on Friday of each week and are for the period of Sunday through Saturday. If a regular payday falls on a holiday, Employees will be paid on the preceding workday. Employees will receive their first pay on the 3<sup>rd</sup> Friday after beginning employment.

Paychecks are normally available by 2:00 p.m. on a payday. If there is an error in your check, please report it immediately to driver payroll. No one other than the Employee to whom the paycheck is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so.

**DETENTION PAY:** In order for you to receive detention pay you must follow these directions to the letter

- a. Must call dispatch hourly to keep them informed, so they can inform the customer;
- b. Detention times must be documented on bottom left of delivery receipt and bill of lading – Time In – Time Started – Time Finished – Vehicle released both bill of lading and delivery receipts have to be signed legibly.

**GOODYEAR DETENTION** – All shipments incurring additional detention/wait time, must have grid completed and signed. Invoices submitted without time information and signature will be denied for payment. Failure to follow both of these directions usually results in our customer refusing to pay detention that means that you do not get paid.

**LAYOVER:** To be eligible for layover pay, you must have been on time for your scheduled appointments. Layover pay will be paid after 24 hours: the delivery receipt and bill of lading must show time in and time out.

**NEW YORK CITY BONUS:** Drivers that cross the bridges into New York City for delivery will be paid a bonus.

**PER DIEM:** The IRS regulates the daily rate of per diem and we follow their guidelines. You are responsible for retention of personal receipts.

**STOP PAY:** Drivers will receive a bonus per stop after their 1<sup>st</sup> stop.

**UNLOADING PAY:** Hand unloading will be paid on a piece count scale for mileage drivers, hourly drivers, and every load after the third unload for salary drivers. **Do not load/unload** freight unless directed to do so by dispatch.

- c. The consignee must indicate that you unloaded by hand on your delivery receipt and bill of lading in their own handwriting and sign so. This is very important so that we can bill our customer.
- d. If it is after hours and you are still being required to unload by hand, please send an email to dispatch.
- e. If your Samsara unit is down or you are in a loaner truck, leave a message for your dispatcher and call again first thing in the morning.
- f. Driver must turn in the YELLOW copy of the delivery receipts with their payroll reports so that your pay is correct.

#### **PAY DISCREPANCIES**

- g. All questions concerning pay overages or shortages (such as mileage, stop pay, detention pay, etc.) must be directed to the Payroll Department via voice mail.

#### **PERSONAL ADVANCES**

- h. Personal advances are discouraged and can only be authorized by upper management. Dispatch has not been given authority to give personal advances. If approved for a personal advance; there is an administration fee of \$3.00 per \$200 and 10% personal loan fee.
- i. Owner Operators will be charged 10% for all cash advances.

#### **PAYROLL ENVELOPE**

- . Delivery Trip Sheet/ Samsara
- . Pay dates run from Sunday to Saturday
- l. In order to be paid on time, you must turn in your envelope no later than Monday at midnight.
- m. Toll receipts must have name and pro number on each receipt.
- n. Cash only fuel receipts, repair receipts, lumber receipts, and scale receipts must have pro number
- o. Drop the payroll envelope in the box located in the drivers' room; billing will request originals when needed on broker loads.
- p. Paperwork must be scanned or turned in. Maintain original or copy for 60 days.

#### **PAPERWORK REQUIREMENTS**

##### **Bills of Lading (BOL)**

- a. As soon as you receive the bill of lading, write the pro number, tractor number, seal number, trailer number, and date and sign it.
- b. Consignee must sign the bill of lading clearly indicating any shortages, damages, or overages, if applicable.
- c. Consignee must indicate whether driver loaded, unloaded, or assisted.
- d. Consignee must indicate whether trailer was received with the seal in-tact
- e. Dispatch must be notified on the following conditions:
  - a. If section 7 is signed on the bill of lading
  - b. If the bill of lading notes that the shipment is Cash on Delivery (COD)
- f. Turn in bills of lading upon return to the terminal if not scanned in.
- g. GOODYEAR DETENTION – All shipments incurring additional detention/wait time, must have grid completed and signed. Invoices submitted without time information and signature will be denied for payment.

When/ if leaving bills with trailer or another driver-, submit through Samara first or make copies to keep for self.

#### **DELIVERY TRIP SHEET**

- h. Fill in the blanks on the delivery sheet with the following information: name, pro number, trailer number, tractor number, seal number, etc. date, load number of week, and hubs – start and end
- i. If detention time is going to be requested, it must be filled in with time in and time out on bill of lading.



## **DRIVER REFERRAL BONUS**

Both the referred and the referrer must be actively employed and in good standing within the company to receive the bonus.

60 Days = \$500.00\*

90 Days = \$500.00\*

Please notify the recruiting department with any referral information for tracking and proper payment.

\*Promotional programs may change these terms. Correspondence will be sent out Companywide with special promotional programs.

### **I. AUTOMATIC DEPOSIT**

Employees may designate one or more bank accounts for automatic deposit of their paychecks. For example, a set amount may be directed into your savings account, with the balance deposited into your checking account. All of the required enrollment and consent forms are available from the Human Resources Department.

### **J. WAGE GARNISHMENTS**

Company would like to avoid incurring the administrative costs of garnishments and wage assignments for Employees. Accordingly, Company encourages all Employees to meet their financial obligations without involving Company. Nonetheless, Company will adhere to legally imposed wage assignments and garnishments and will not modify the terms of those legal arrangements unless ordered to by a court. Company will deduct the administrative costs of complying with wage assignment and garnishment orders, up to the amount allowed by statute.

### **K. OPEN-DOOR POLICY**

Company recognizes that Employees will have suggestions for improving the workplace, as well as complaints about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with your Manager. Please feel free to contact your Manager with any suggestions and/or complaints.

If you do not feel comfortable contacting your Manager or are not satisfied with your Manager's response, please submit your complaint or suggestion in writing to the President/CEO. The President/CEO will review your written submission and provide you with a final resolution.

While Company provides you with this opportunity to communicate your views, please understand that not every complaint can be resolved to your satisfaction. Even so, Company believes that open communication is essential to a successful work environment and all Employees should feel free to raise issues of concern without fear of reprisal.

### **L. UNLAWFUL HARASSMENT**

In accordance with applicable law, Company prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, physical or mental disability, veteran status, age, or any other basis protected by federal, state, or local law. Any such harassment may violate the law and will not be tolerated.

#### **1. Sexual Harassment Defined**

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the Employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior. The following is a partial list.

- a. Unwanted sexual advances;
- b. Offering employment benefits in exchange for sexual favors;
- c. Making or threatening reprisals after a negative response to sexual advances;
- d. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- e. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any Employee's body or dress;
- f. Verbal sexual advances or propositions;
- g. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- h. Physical conduct such as touching, assault, or impeding or blocking movements; and
- i. Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a Manager, or harassment by persons doing business with or for the Company.

## **2. Other Types of Harassment**

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, veteran status, age, or any other protected basis includes behavior similar to sexual harassment, such as;

- a. Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- b. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- c. Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- d. Retaliation for reporting harassment or threatening to report harassment.

## **3. Company's Complaint Procedure**

Company's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the Employee has not lost a job or some economic benefit.

If you believe you have been harassed on the job, or if you are aware of the harassment of others, you should provide a written or verbal complaint to your Manager or to any other Manager with Company or to the Company's Human Resources Representative as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, et cetera).

Applicable law also prohibits retaliation against any Employee by another Employee or by Company for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Additionally, Company will not knowingly permit any retaliation against an Employee who complains of prohibited harassment or who participates in any investigation.

All incidents of prohibited harassment that are reported will be investigated. Company will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the Employee who complained and to the accused harasser(s).

If Company determines that prohibited harassment has occurred, Company will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the harasser will be communicated to the Employee who complained.

#### **4. Liability for Harassment**

Any employee of Company, whether a coworker or Manager, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including discharge from employment. Any Employee who engages in prohibited harassment, including any Manager or supervisor who knew about the harassment but took no action to stop it, may be held personally liable for monetary damages. Any Manager or supervisor who knew about harassment and took no action to stop it or failed to report the harassment to the Manager or the Company Human Resources Representative may also be subject to discipline up to and including discharge. Company does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, Company reserves the right not to provide a defense or pay damages assessed against Employees for conduct in violation of this policy.

#### **5. Additional Enforcement Information**

In addition to Company's internal complaint procedure, Employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the appropriate state agencies) investigate and pursue complaints of unlawful harassment in employment. Employees who believe that they have been unlawfully harassed may file a complaint with either of these agencies. The EEOC and the state agency(ies) serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes.

### **M. PROHIBITED CONDUCT**

In order to assure orderly operations and provide the best possible work environment, Company expects Employees to follow rules of conduct that will protect the interests and safety of personnel. The following is a nonexclusive list of behavior that is considered unacceptable while in the scope and course of your Employment and such behavior may result in disciplinary action, including suspension, demotion, or termination of employment.

1. Falsification of employment records, employment information, or other records.
2. Recording the work time of another Employee, allowing any other Employee to record your work time, or allowing falsification of any timecard, whether your own or another Employee's.
3. Theft or the deliberate or careless damage of any Company property or the property of any Employee or customer.
4. Removing or borrowing Company property without prior authorization.
5. Unauthorized use of Company equipment, time, materials, resources or facilities.
6. Possessing, distributing, selling, transferring, or using—or being under the influence of—alcohol or illegal drugs in the workplace.
7. Provoking a fight or fighting during working hours or on premises owned or occupied by Company.
8. Carrying firearms or any other dangerous weapons, at any time, on premises owned or occupied by Company.
9. Engaging in criminal conduct whether or not related to job performance.

10. Causing, creating, or participating in a disruption of any kind during working hours or on premises owned or occupied by Company.
11. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of any Manager or member of management, or the use of abusive or threatening language toward any Manager or member of management.
12. Failing to notify the appropriate Manager when unable to report to work.
13. Unreported absence of one scheduled workday.
14. Failure to obtain permission to leave work for any reason during normal working hours.
15. Failing to observe working schedules, including rest and lunch periods.
16. Failing to provide a physician's certificate when requested or required to do so.
17. Sleeping or malingering on the job.
18. Making or accepting personal telephone calls of more than three minutes in duration during working hours.
19. Working overtime without authorization or refusing to work assigned overtime.
20. Wearing extreme, unprofessional, or inappropriate styles of dress or hair while working.
21. Violating any safety, health, or security policy, rule, or procedure of Company.
22. Committing a fraudulent act or a breach of trust in any circumstances.

In the case of misconduct or violation of Company's policies, immediate termination may be appropriate depending on the facts and circumstances.

This statement of prohibited conduct does not alter or limit Company's policy of employment at will. Either you or Company may terminate the employment relationship at any time for any reason, with or without cause or without notice.

#### **N. DRUG & ALCOHOL POLICY**

The use of alcohol and the illegal use of drugs, intoxicants, and controlled substances, whether on or off duty, can impair Employee's ability to work safely and efficiently. Company prohibits the use of these substances to the extent that they affect, or have the potential to affect, the workplace. Company will not jeopardize the safety of the employee, other Employees, our customers, the public, and Company operations due to an individual's poor judgment. Accordingly, Company prohibits the following:

1. Possession, use, or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance during working hours.
2. Operating a vehicle owned or leased by Company while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance.
3. Distribution, sale, manufacture or purchase—or the attempted distribution, sale, manufacture or purchase—of an illegal drug, intoxicant, or controlled substance during working hours or while on premises owned or occupied by Company.

Any employee suspected of possessing alcohol or an illegal drug, intoxicants, or a controlled substance is subject to inspection and search, with or without notice. Employees' personal belongings, including any bags, purses, briefcases, and clothing, and all Company property, are also subject to inspection and search, with or without notice. Employees who violate Company's drug and alcohol abuse policy will be removed from the workplace immediately. Company may also bring the matter to the attention of appropriate law enforcement authorities. Any conviction for criminal conduct involving illegal drugs, intoxicants, or controlled substances, whether on or off duty, or any violation of Company's drug and alcohol abuse policy, including having a positive drug-test result, may lead to disciplinary action, up to and including termination.

The use of prescription drugs and/or over-the-counter drugs may also affect Employees' job performance and seriously impair Employees' value to Company. Any Employee who is using prescription or over-the-counter drugs that may impair his or her ability to safely perform the job or may affect the safety or well being of others must submit a physician's statement that the prescription drug use will not affect job safety. The Employee is not required to identify the medication or the underlying illness. Various federal, state, and local laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information,

medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to interfere with individual rights under, or to violate, these laws. For full policy information, please reference the Drug and Alcohol Abuse Policy in the Driver Reference Guide Binder.

## **O. PUNCTUALITY & ATTENDANCE**

Company expects you to report to work on a reliable and punctual basis. Absenteeism, early departures from work, and late arrivals burden your fellow Employees and Company. If you cannot avoid being late to work or are unable to work as scheduled, you must call your Manager as soon as possible. Days off for personal or medical appointments must be communicated within two weeks of day(s) needing to be off to your Driver Manager.

Every time you are absent or late, or leave early, you must provide your Manager with an honest reason or explanation. You must also inform your Manager of the expected duration of any absence. Company will comply with applicable laws relating to time off from work, but it is your responsibility to provide sufficient information to enable Company to make a determination. You must notify your Manager of any change in your status as soon as possible.

If you fail to report to work without any notification to your Manager, you may be considered to have abandoned your employment.

***You are required to contact Dispatch whenever you are eligible for loads. Failure to check in with Dispatch may be considered a voluntary resignation of employment.***

Individuals with disabilities may be granted reasonable accommodation in complying with these policies if undue hardship does not result to Company's operations. However, regular attendance and promptness are considered part of each Employee's essential job functions.

## **P. PERSONNEL RECORDS**

The information recorded in your personnel file is extremely important. Please report any change of address, phone number, et cetera, to the Human Resources Department.

Only authorized Managers and management personnel will have access to your personnel file. However, Company will cooperate with—and provide access to your personnel file to—law enforcement officials, or local, state, or federal agencies, and to you in accordance with applicable law. All requests to review an Employee's personnel file should be referred to the Human Resources Department. Confidential health/medical records are not included in your personnel file. Company will safeguard them from disclosure and will divulge that information only (1) as allowed by law; (2) to the Employee's personal physician upon written request of the Employee; or (3) as required for workers' compensation cases.

## **Q. CONFIDENTIALITY**

Information about Company, its Employees, customers, suppliers, and vendors is to be kept confidential and divulged only to individuals within Company with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with your Manager.

Employees may be required to enter into written confidentiality agreements confirming their understanding of Company's confidentiality policies.

## **R. EMPLOYEE DRESS & PERSONAL APPEARANCE**

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well groomed and wearing the proper attire.

Proper attire:

Company shirts

Jeans or Docker-type pants Shorts in hot weather (no cutoffs) Work boots/shoes, tennis shoes

Inappropriate attire:

Shirts with other company's logos Clothes that have holes and tears

Shirts that have profanity or suggestive pictures on them

Sweat pants

Shorts that are too short (should be just above the knee).

Flip-flops Spandex

**Keep in mind that some customers require drivers to wear specific shoes, clothing and/or protective gear that conforms to their policies. It is recommended that you are prepared for every circumstance; take with you long pants, long sleeve shirts, steel toed boots, safety glasses, and a safety vest.**

## **S. POLICIES AGAINST WORKPLACE VIOLENCE**

### **1. Statement of Policy**

The costs of workplace violence can be great, both in human and financial terms. Therefore, Company has adopted this policy regarding workplace violence.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect Company or that occur on Company property or in the conduct of Company business off Company property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in Company operations, including, but not limited to, Company personnel, contract workers, temporary employees, and anyone else on Company property or conducting Company business off Company property. Violations of this policy, by any individual, may lead to disciplinary and/or legal action as appropriate. This policy is intended to bring Company into compliance with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

### **2. Definitions**

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or more Company Employees. Workplace violence may involve any threats or acts of violence occurring on Company premises, regardless of the relationship between Company and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of Company or that may lead to an incident of violence on Company premises. Threats or acts of violence occurring off Company premises that involve Employees, agents, or individuals acting as a representative of Company, whether as victims of or active participants in the conduct, may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to the following:

- a. Threats or acts of physical or aggressive contact directed toward another individual;
- b. Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or



- property;
- c. The intentional destruction or threat of destruction of Company property or another Employee's property;
- d. Harassing or threatening phone calls;
- e. Surveillance;
- f. Stalking;
- g. Veiled threats of physical harm or similar intimidation; and
- h. Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects Company's legitimate business interests. Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

### **3. Enforcement**

Any person who engages in a threat or violent action on Company property may be removed from the premises as quickly as safety permits and may be required, at Company's discretion, to remain of Company premises pending the outcome of an investigation of the incident.

When threats are made or an Employee commits acts of violence, a judgment will be made by Company as to what actions are appropriate with respect to the Employed, including discharge.

**Important Note:** Company will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by Company. In making this determination, Company may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy alters the at-will nature of employment at Company.

### **T. OPERATION OF VEHICLES**

Employees driving on Company business—whether in a Company-owned or leased vehicle, a rented vehicle, an Employee's owned vehicle, or any other vehicle—are not permitted to engage in unauthorized activity or travel. The use of Company-owned or leased vehicles and rental of vehicles for Company business are limited to authorized Employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of management.

All Employees authorized to drive Company-owned or Company-leased vehicles or to rent vehicles for use in conducting Company business, must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. From time to time, the Company or its insurance carrier may request reports from the relevant government agencies regarding the license status and driving record of Employees whose job responsibilities include driving. In the event that the license status or driving record of any Employee whose job responsibilities include driving becomes unacceptable to management or Company's insurance carrier, that Employee may be restricted from driving, reassigned, suspended, or terminated, at management's discretion.

It is the responsibility of every Employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits and not drive too fast or recklessly.

### **U. USE OF EQUIPMENT**

All Company property must be used properly and maintained in good working order. Employees who lose, steal, or misuse Company property may be personally liable for replacing or fixing the item and may be subject to discipline, up to and including discharge. Please see Safety Policy and Procedures Manual for full Policy information.

## **V. SOLICITATION & DISTRIBUTION OF LITERATURE**

Approaching fellow Employees in the workplace regarding non-work related activities, organizations, or causes, regardless of how worthwhile, important, or benevolent, can create unnecessary apprehension and pressures for fellow Employees. This conduct is, therefore, inappropriate. Company has established rules, applicable to all Employees, to govern solicitation and distribution of written material during working time and entry onto the premises and work areas. All Employees are expected to comply strictly with these rules.

1. No Employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the Employee or Employees at whom the activity is directed;
2. No Employee shall distribute or circulate any written or printed material in work areas at any time, during his or her working time, or during the working time of the Employee or Employees at whom the activity is directed; and
3. Under no circumstances will non-Employees be permitted to solicit or to distribute written material for any purpose on Company property.

As used in this policy, "working time" includes all time for which an Employee is paid and/or is scheduled to be performing services for Company; it does not include break periods, meal periods, or periods in which an Employee is not, and is not scheduled to be, performing services or work for Company.

## **W. TOBACCO POLICY**

No smoking or use of tobacco products, including electronic cigarettes is permitted within the facilities or on the property of J. Rayl at any time. There will be no smoking in J. Rayl vehicles at any time. There will be no tobacco use in personal vehicles when transporting persons on J. Rayl authorized business.

Employees will be informed of this policy through signs posted in J. Rayl facilities and vehicles, newsletters, inserts in pay envelopes, the policy manual, e-mail, and/or orientation and training provided by their supervisors. Visitors will be informed of this policy through signs, and explanation by their hosts. J. Rayl will help employees who want to quit smoking by helping them access recommended smoking cessation programs and materials.

## **X. HEALTH & SAFETY**

The health and safety of Employees and others on Company property are of critical concern to Company. Company also intends to comply with all health and safety laws applicable to our business.

To this end, Company must rely upon Employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. You should report any unsafe conditions of potential hazards to a Manager *immediately*, even if the problem appears to be corrected. Any suspicion of a concealed danger present on Company's premises, or in a product, facility, piece of equipment, process, or business practice for which Company is responsible should be brought to the attention of a Manager *immediately*.

Periodically, Company may issue rules and guidelines governing workplace safety and health. All Employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. Contact your Manager for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

**Any workplace injury, accident, or illness must be reported to the Employee's Manager as soon as**



possible, regardless of the severity of the injury or accident. If medical attention is required immediately, Managers will assist Employees in obtaining medical care, after which the details of the injury or accident must be reported.

#### **Y. POLICY REGARDING VIOLENT CRIME**

Company recognizes the unfortunate reality that violent crimes do occur in the workplace. The potential for commission of a violent crime in the workplace may threaten the safety of Employees as well as customers. Therefore, due to Company's concern for the safety of its Employees and customers, it is Company's policy to provide guidelines to Employees about the beginning signs of violence and steps to take to prevent violence.

#### **Z. HOLIDAYS**

Company observes the following paid holidays: Memorial Day, Fourth of July, Thanksgiving, and Christmas.

Temporary workers and new hires that have not completed ninety (90) days of employment are not eligible for holiday pay. Holiday pay rate is equal to employees PTO pay rate. **You must be available for work as directed by dispatch the day before and the day after the holiday to receive the holiday pay.** Holiday pay is not counted for the purpose of calculating an Employee's overtime hours of work. Employees who are discharged or end their employment with Company will not be paid for any accrued unused holiday time off.

#### **AA. PAID TIME OFF (PTO)**

Active employees that have continuous full time employment are eligible for paid vacation time after completion of the 90-Day Introductory period on the following basis:

1 year anniversary	5 paid days
1 <sup>st</sup> of year following 3 year anniversary	10 paid days
1 <sup>st</sup> of the year following 5 year anniversary	15 paid days

Active employees that have continuous full-time employment are eligible for paid vacation time after completion of the 90-Day Introductory period. The Company will determine PTO days for all full-time drivers on a calendar-year basis. All full-time drivers employed on the first day or any subsequent days of the calendar year are eligible for PTO days in accordance with the following schedules:

#### **Eligible PTO Days for Initial Calendar Year of Employment:**

<u>Month of Employment</u>	
January, February	5 days
March, April	4 days
May, June, July	3 days
August, September	2 days
October, November	1 day
December	0 days

PTO days are approved on a first-come, first-serve basis. PTO days should be requested at least two (2) weeks in advance.

PTO days will accrue evenly over the calendar year. However, PTO days will not accrue during a driver's leave of absence.

Drivers who resign or are terminated for a reason other than "just cause", will be entitled to payment for any

unused and accrued PTO days. Drivers who resign within one year of service or are not terminated for “just cause” will not be paid any unused and accrued PTO days. Drivers who resign without giving at least two weeks advance notice may forfeit payment for any unused and accrued PTO days.

While we encourage all employees to take time off to recharge their batteries and enjoy time with their families, we know some drivers won’t take all of their time off within a year. As part of the new program, we will allow a driver to sell back any un-used vacation at the end the calendar year. Drivers will simply be paid out for any time off they have not taken in the first month of the next year. This means any unused PTO will not carry-over to the next calendar year.

**If a driver happens to use more PTO days than he has accrued at the time of resignation or termination, the Company reserves the right to deduct those excess days from the driver’s final paycheck.**

## **BB. BENEFITS AND 401 (K) PLAN**

Full-time Employees working thirty or more (30 +) hours a week are eligible for benefits and may apply on the 1<sup>st</sup> of the month following thirty (60) days of continuous employment for group health. Employees will be notified of periods of open enrollment and will be responsible for making any changes to their benefits at said time. Current premium will be deducted from pay on a weekly basis. This premium is deducted tax free as a Section 125 plan.

Employees that complete six (6) months continuous service are eligible to participate in our company’s 401k-retirement plan. Entry dates are the first of the month following your contribution change. As an incentive for participation J. Rayl contributes 50% up to 4% of your pay.

## **POST-TERMINATION CONTINUATION OF MEDICAL INSURANCE**

The Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) provides eligible individuals with the option to continue benefits at their own expense upon certain qualifying events. For more information please contact the Human Resources Department.

## **CC. FAMILY AND MEDICAL LEAVE OF ABSENCE**

Company will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in the relevant state or federal laws.

Please contact your Manager as soon as you become aware of the need for a family and medical leave. The following is a summary of the relevant provisions.

### **Employee Eligibility**

To be eligible for family and medical leave benefits, you must: (1) have worked for Company for a total of at least 12 months; (2) have worked at least 1250 hours over the previous months; and (3) work at a location where at least 50 Employees are employed by Company within 75 miles.

### **Leave Available**

Eligible Employees may receive up to a total of twelve (12) workweeks of unpaid leave during a twelve (12) month period. A twelve (12) month period begins on the date of the Employee’s first use of federal family and medical leave after the preceding twelve (12) month period has ended.

Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child with an Employee for adoption or foster care; (2) to care for an immediate family member (spouse, child, or parent) with a serious health condition; or (3) to take medical leave when the Employee is unable to work because of a serious health condition. Under some circumstances, Employees may take family and medical leave intermittently—which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

Certain restrictions on these benefits may apply.

### **Notice & Certification**

If you need family and medical leave, you may be required to provide:

1. 30-day advance notice when the need for the leave is foreseeable.
2. Certification from a health care provider (both prior to the leave and prior to reinstatement);
3. Periodic recertification; and
4. Periodic reports during the leave.

When leave is needed to care for an immediate family member or your own serious health condition, and is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt Company's operation.

### **Compensation During Leave**

Family and medical leave is unpaid. Company may require you to use accrued paid time off to cover some or all of the family and medical leave. The use of paid time off will not extend the length of a family and medical leave.

### **Benefits During Leave**

Company will maintain, for up to a maximum of 12 workweeks of family and medical leave, any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. In some instances, Company may recover premiums if paid to maintain health coverage if you do not return to work following family or medical leave.

### **Job Reinstatement**

Under most circumstances, upon return from family and medical leave, you will be reinstated to your previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, upon return from a family and medical leave, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have laid off had you not gone on family and medical leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement.

If you are returning from family and medical leave taken for your own serious health condition, but you are unable to perform the essential functions of your job because of a physical or mental disability, Company will attempt to accommodate you. Your use of family and medical leave will not result in the loss of any employment benefit that you earned or were entitled to before using family and medical leave.

## **DD. OTHER TIME OFF**

### **1. Funeral or Bereavement Time Off**

Any Employee may take up to three (3) consecutive workdays off without pay following the death of the Employee's current spouse, parent, child, sister, or brother. The Manager/HR may also approve additional unpaid time off.

### **2. Jury Leave**

Company recognizes that the occasion may arise for Employees to serve on a jury. In such case, you must notify your Manager of the need for jury duty as soon as a notice, subpoena or summons from the court is received. You will be required to provide verification from the court clerk confirming your service as a juror and you will be expected to report or return to work for the remainder of your work schedule on any day you are dismissed from jury duty.

### **3. Military Leave (Active and Reserve Service)**

Company provides military leaves of absence to Employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, full-time National Guard duty, and for examinations to determine fitness for duty.

Total military leave time may not exceed five (5) years during employment, except under special circumstances. Advance notice of leave is required. Please inform the President/Owner of anticipated military leave time as far in advance as possible. Previously accrued PTO will be paid during military leave at your request and health plan coverage continuance can be arranged for up to eighteen (18) months during military leave if required premium payments are made by you. Employees returning from military leave must report or submit applications for reemployment within specific time limits, except in some circumstances.

Employees returning from a leave of fewer than thirty (30) days must report to work at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service (or fitness examination), return travel time, and eight hours.

Employees returning from a military leave of more than thirty (30) but fewer than one hundred eight (180) days must submit an application for reemployment within fourteen (14) days of completion of service.

Employees returning from a military leave of more than one hundred eighty (180) days must submit an application for reemployment within ninety (90) days of completion of service.

Temporary Employees may not be eligible for reinstatement following military leave and reinstatement may not be required for other Employees in some circumstances.

### **4. Unpaid Leave of Absence**

The Company may allow drivers to take time off without pay when needed for a reason that does not fall under any other Company, State or Federal leave policy (e.g., Family and Medical Leave and Paid Time Off).

To request a leave of absence other than PTO time (paid or unpaid), you must immediately let the Human Resources Department know in writing at least two (2) weeks before the leave starts. You must also let the Human Resources Department know, in writing, two (2) weeks prior to returning to work. We understand there are emergency situations, and will deal with them as they arise. **Based on the situation for your requested leave, your leave can be approved or denied and your job may or may not be protected.**

If the requested leave is medically related, a return to work release note from a doctor is required before the employee will be allowed to return to work. The doctor note must be turned into the Human Resources Department immediately upon receipt. An employee will only then be released back to work and placed on the work schedule.

Any employee that is on a leave of 90 days or greater will be required to meet with HR and Safety to review and new policies and procedures that were implemented during the absence.

The maximum leave period for any absence is six months. If employee is unable to return to work at the end of the six-month leave, with or without reasonable accommodation, the employee will be terminated, except where a limited a limited extension may be appropriate pursuant to the Americans with Disabilities Act or where prohibited by state law. Please see the manual for the full policy and details.

## **EE. TERMINATION OF EMPLOYMENT**

J. Rayl Transport, Inc. expects that you will give at least a two-week written notice in the event that you decide to leave your employment with the Company. If you voluntarily leave your employment with the Company within the first 6 months of your employment, the cost of the company paid onboarding cost will be deducted from your final paycheck. Vacation pay is prorated according to how many months of service are given during the termination year. Any vacation pay that is due will be paid to you in your final scheduled pay.

In the event of termination of your employment, either voluntary or involuntary you must return all company issued property. Before your final paycheck is issued, you must return items such as tractor keys, camera, fuel card, toll cards, etc., or you will be charged \$10 for each item not returned.

All outstanding bills of lading, delivery receipts, payroll forms, logs, etc. must be turned in before receiving your final pay.

In the event that you leave personal property in your tractor you will have 30 days to pick them up. After 30 days any personal items remaining will be discarded.

## **FF. REDUCTIONS IN FORCE**

While Company hopes to continue growing and providing employment opportunities, business conditions, customer demand, and other factors are unpredictable. Changes or downturns in any of these or other areas could create a need to restructure or reduce the number of people employed. In light of these uncertainties, please be advised that it may become necessary to conduct layoffs at some point in the future.

In the event that Company determines to lay off any Employee or a number of Employees, Company retains full discretion to select which Employee(s) will be laid off. While Company retains full discretion, some of the relevant factors might include Company's operational requirements and the skill, productivity, ability, and past performance of those involved.

## **GG. NON-SOLICITATION**

All employees covenant and agree that during the term of your employment with the Company and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors with whom you had Material Contact during the last two (2) years of your employment with the Company.

All employees covenant and agree that during the term of your employment with the Company and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any non-clerical employee of the Company with whom you had personal contact or supervised while performing your Job Duties, to terminate their employment

relationship with the Company.

## **HH. REFERENCES**

All reference requests should be directed to the Human Resources Department. No other Manager or Employee is authorized or permitted to release references for a current or former Employee.

## **ACKNOWLEDGEMENT AND AGREEMENT**

By signing below, I acknowledge that I have read, received and understand this handbook. I understand that purpose of the Employee Handbook is to provide general guidelines about employee life with JRayl and that it in no way represents all of the policies and procedures that must be followed at JRayl.

JRayl may change modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies.

I know that if I have any questions regarding actions to be taken or questions about anything in the handbook, I can and I am encouraged to ask my supervisor or any other member of management.

This Employee Handbook is not an employment contract, either express or implied and does not give me contractual or employment rights. I understand that my employment with JRayl is at-will.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (printed)



# **J. Rayl Transport, Inc.**

## **Safety Policy and Procedure Manual**

Effective November 1, 2020



## **J. Rayl Transport, Inc.**

J. Rayl is a large, asset-based logistics company that has been family owned and operated since 1987. Founders Tim Rayl and Jim St. John began the company with only five trucks on a small private farm in Akron, OH and through Jeremy Rayl's vision the company grew to over 400 trucks.

Since its humble beginnings, J. Rayl has grown tremendously and still maintains a family atmosphere that makes it one of the best trucking companies to work for. Tim Rayl remains active in the trucking business and Ryan Richards runs the day-to-day as the Chief Operating Officer.

J. Rayl provides reliable transportation and logistics solutions. With more than 450 employees and eleven strategically placed locations, J. Rayl is able to meet the needs of a growing number of shippers, carriers, and drivers throughout the U.S. and internationally.

J. Rayl is also dedicated to sustainability. It reduces its carbon footprint to increase social responsibility and help shippers meet their corporate objectives. Some of the ways the company lessens environmental impact are by offering CNG fueling and using effective training and equipment.

J. Rayl strives to make the roads safer for travel, the air cleaner for breathing, the customer services experience positive, and the business profitable for the people who find loads, ship freight, and join the J. Rayl team.

<b>Table of Contents:</b>	<b>Page:</b>
1. Introduction.....	4
2. Safety Policy Statement.....	4
3. Equal Employment Opportunity.....	4
4. Safe Work Environment.....	4
5. No Smoking Facility.....	5
6. Probationary Period.....	5
7. Operating Policies.....	5
8. Driver Applicant Guidelines.....	6
9. Minimum FMCSR Requirements.....	7
10. Post-Employment History.....	8
11. Paperwork Requirements.....	8
12. Fueling Requirements.....	8
13. Tolls.....	9
14. Scales.....	10
15. Company Equipment.....	10
16. J. Rayl Yard Checklist.....	11
17. Parking.....	11
18. Cargo Policy.....	12
19. Permit Book Requirements.....	13
20. Roadside Inspections.....	14
21. Vehicle Breakdown and Road Repair Policy.....	14
22. Inspections.....	15
23. Vehicle Safety.....	17
24. Passenger Policy.....	19
25. Cellular Telephone and Communication Devices.....	20
26. Incident Policy.....	20
27. Workers Compensation Policy.....	21
28. Transitional Work Program.....	21
29. Department of Transportation Regulations.....	21
30. Hours of Service Policy.....	22
31. Customer Policies.....	22
32. Drug and Alcohol Policy.....	25
33. Discipline and Counseling Policy .....	26

## **1. Introduction**

This policy/procedure guide is intended to familiarize the Company driver of the policies specific to the job duties of drivers that operate under the J. Rayl name. As a company, we take safety and customer service very seriously. Any violation of the policies and/or procedures outlined in this guide will be subject to disciplinary action up to and including termination of employment. If clarification of any of the following policies and/or procedures is required, please see the Safety Department. This guide is not intended to replace any policies written in the Employee Handbook for Company employees, and some policies herein may be repeated within that document as well. J. Rayl is an at-will employer therefore we (J. Rayl) and you (the employee) reserve the right to terminate employment for any reason, with or without cause or notice, at any time.

## **2. Safety Policy Statement**

J. Rayl Transport Inc. believes that Safety is a prerequisite for responsible business; therefore, it is a function that flows from our corporate structure and is interwoven throughout our entire company. We owe it to our employees, customers, and the general public to maintain a safe environment, the responsibility of which, we take very seriously. Satisfying our customers' needs with full regulatory compliance (federal, state, local, and company policies) is our first operation priority. We will never risk accident or injury in an attempt to solve operational problems, and every effort will be made to reduce the possibility of an accident. We expect all drivers to execute defensive driving practices.

J. Rayl Transport provides all employees with a copy of the Federal Motor Carrier Safety Regulations. It is every employee's responsibility to be familiar with those laws as established by FMCSR and to abide by them.

## **3. Equal Employment Opportunity**

We are an equal opportunity employer. Decisions on hiring and promotion are based only upon your ability to perform the job and your dependability once hired. Race, color, religion, sex, national origin, handicap, ancestry, and age are not considered in decisions on employment, benefits, or advancement.

## **4. Safe Work Environment**

It is the policy of the company to promote a safe and productive work environment for all whom we come in contact within the course of our work. We will not tolerate any type of verbal or physical conduct that may create a hostile environment. Conduct that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment is strictly forbidden.

Harassing or offensive conduct in the course of work whether committed by supervisors, managers, non-supervisory employees, or non-employees is prohibited. For additional information, please refer to the Employee Handbook.

To file a complaint concerning a hostile work environment, please contact HR at (330)784-1134 ext. 3423.

## **5. No Smoking Facility**

Smoking is prohibited in any Company office or building in compliance with the Ohio Smoke-Free Workplace Act as well as non-smoking regulations in other states in which we do business. Smoking is permitted outside at designated locations on company property. Containers have been provided to discard matches, butts, filters, etc.

## **6. Probation Period**

For the first 90 calendar days of employment, all employees are considered to be on a probationary period and may be released without the accrual of any benefits. During this period, a release from the Company for any reason may disqualify you from unemployment compensation benefits. Upon satisfactory completion of the 90-day probationary period, you will be considered a regular full-time employee unless you have been hired specifically for part-time or temporary work.

## **7. Operating Policies**

You are being hired as a commercial motor vehicle driver; and such as, you must abide by Department of Transportation regulations as well as our Company requirements to remain employed as a driver and you are expected to abide by the policies in this handbook. Failure to do so is considered cause for disciplinary action and, when appropriate, dismissal. Violation of the Company's operating procedures and policies could result in immediate termination of employment.

The below policies do not serve as a contract. The policy of at-will employment is the sole and entire agreement between you and J. Rayl as to the duration of employment and the circumstances under which employment may be terminated.

- a. Comply with Company procedures and policies.
- b. Comply with the rules, regulations, and laws of the Federal, State, and such other regulatory agencies having jurisdiction.
- c. Operate equipment safely.
- d. Load, transport, and unload each shipment from origin to destination without delay in route unless otherwise directed by dispatch.
- e. Report all accidents and/or injuries to the office immediately, regardless of how minor they seem.
- f. No placardable amounts of hazardous materials are to be transported without the correct endorsements and training.
- g. Refusal of a load or refusal to wait for a load and deadheading home is considered an automatic termination of employment.
- h. No firearms or explosives will be transported in Company equipment.
- i. No pets or animals are permitted in company owned equipment.
- j. The driver shall inspect Company equipment and note any defects on the daily inspection forms. Driver shall not operate equipment that would be considered unsafe.
- k. Conduct yourself in a businesslike fashion, extending courtesies and politeness to customers, law enforcement officials, and company personnel.
- l. Shower regularly and wear clean attire so as to foster the proper image of J. Rayl.

- m. When drivers' employment is terminated, voluntarily or involuntarily, driver must deliver Company equipment as directed by the Company to the nearest terminal. The cost to retrieve abandoned equipment will be charged to the driver.
- n. Submit all paperwork required by the Company completely, accurately, and legibly.
- o. Do not cause any expenditure to be charged to the Company except authorized by dispatch.
- p. Promote a safe and productive environment for everyone in the scope of your employment. Conduct that creates an intimidating, offensive, or hostile environment is forbidden.
- q. Transport shipments only in the service of the Company unless an official of the Company directs trip lease or interchanges.
- r. Reimburse any deductions from settlements, fines, bonds, or penalties for which the driver is responsible and are paid by J. Rayl.
- s. Passengers are not permitted in J. Rayl owned or leased equipment unless the driver has an authorized passenger policy in place through the Safety Department.
- t. No driver will carry or consume alcoholic beverages of any kind in any vehicle or on any property owned or leased to the Company.
- u. No drugs, alcohol, or controlled substances, unless prescribed by your physician, will be carried on or consumed in any vehicle or on any property owned or leased to the Company.
- v. Drivers are responsible for the legal weight of the load. Proceed only after you are satisfied that you are of legal weight.
- w. Hook to the correct trailer. Match paperwork with equipment numbers; if the trailer is pre-loaded, check the seal number. If the seal number does not match, call dispatch before moving the trailer.
- x. Wear your seat belt; it's the law.
- y. Drivers who are expected to unload freight are required to do so unless ordered to "light duty" by a doctor.
- z. Deliver scheduled appointments on time.
- aa. Taking extended breaks when you are required to be on-duty or on-duty driving, must be communicated to your manager.

This list is not all-inclusive and can change without notice; however, new policies will be posted for everyone to view. Some of these policies are explained in more detail throughout the handbook.

## **8. Driver Applicant Guidelines**

- A. Must meet all Federal Motor Carrier Safety Regulation rules.
- B. Must verify CDL has the proper endorsements in state of residence.
- C. Must be at least 21 years of age and have a minimum of 1 year over the road driving experience operating similar equipment (tractor and trailer) within the last 5 years. Less than 1 year of experience with a valid CDL will be considered on a case-by-case basis, and put through J. Rayl's training program, lasting anywhere from 1-8 weeks depending on experience.
  - 1. According to § 391.11(b)(1), States may set lower age thresholds for intrastate drivers. If allowed by the state, J. Rayl will hire an applicant below the federal age requirement for intrastate commerce only.
- D. Must not have tested positive and/or refused a drug/alcohol test in the last three (3) years. If the driver has tested positive previously for a drug/alcohol violation, they must submit the findings from the Substance Abuse Professional that they consulted before being considered for employment.
- E. MVR/PSP:
  - 1. No more than three (3) moving violations in the past thirty-six (36) months

2. No more than two (2) moving violations in the past twelve (12) months
3. No serious or disqualifying traffic violations within the past twenty-four (24) months defined as:
  - a. Excessive speeding as defined by FMSCR (15 mph over limit)
  - b. Reckless operation
  - c. Using a hand-held cell phone while behind the wheel of a motor vehicle, including texting
  - d. Improper or erratic lane change
  - e. Failure to maintain assured clear distance
  - f. Railroad crossing violation
  - g. Hit and run or leaving the scene of an accident
  - h. Driving under a suspended or revoked license for driving reasons.
  - i. Felony use of an automobile
  - j. Vehicular homicide
  - k. Driving a CMV without CLP or CDL in driver's possession

F. Accidents

1. No preventable accidents involving a fatality
2. No more than one (1) DOT recordable preventable accident in the current thirty-six (36) month period.
3. No more than three (3) preventable accidents in the last twenty-four (24) month period.

G. Criminal:

1. Must not have a felony conviction relatable to the requirements of the position
2. Must not have a DUI/OVI within the last five (5) years based on the date of conviction
3. If applicant is on probation or parole, he/she must be able to provide, at minimum, a 30-day travel permit
4. Cannot be listed as a sex offender
5. Must not have been found or pled guilty/no contest to any illegal drug violation in the last three (3) years.

## 9. Minimum FMCSR Requirements

- A. Is at least 21 years old;
- B. Can read and speak the English language well enough to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records;
- C. Can safely operate the vehicle by reason of experience, training, or both;
- D. Is physically qualified to drive the vehicle, in accordance with Sec. 391.41;
- E. Has a currently valid commercial motor vehicle driver's license issued from only one state or jurisdiction;
- F. Has given to his/her employing motor carrier a list of convictions for the past 12 months, or a certificate stating that there were no convictions, in compliance with Sec. 391.27;
- G. Is not disqualified to drive a motor vehicle under the rules in Sec.391.15; and
- H. Has successfully completed a driver's road test and has been issued a certificate of driver's road test in accordance with Sec. 391.31, or has presented an operator's license or a certificate of road test which the motor carrier that employs him/her has accepted as equivalent to a road test in accordance with Sec.391.33.

## **10. Post-Employment History**

It is our policy to report to HireRight (formerly DAC) services when a driver terminates employment, voluntarily or involuntarily. Inquiries from prospective employers are also answered. We report: dates of hire, job class, types of equipment used, accident history, drug and alcohol testing history (there is a three-year cap on drug and alcohol testing inquiries), commodities hauled, reason for leaving, etc.

## **11. Paperwork Requirements**

### **A. Bills of Lading (BOL)**

- a. As soon as you receive the bill of lading, write the pro number, tractor number, seal number, trailer number, date, and sign it.
- b. Consignee must sign the bill of lading clearly indicating any shortages, damages, or overages, if applicable.
- c. Consignee must indicate whether driver loaded, unloaded, or assisted.
- d. Consignee must indicate whether trailer was received with the seal in-tact
- e. Dispatch must be notified on the following conditions:
  - a. If section 7 is signed on the bill of lading
  - b. If the bill of lading notes that the shipment is Cash on Delivery (COD)
  - c. If you are unable to keep a copy of the bill of lading for any reason.
- f. Turn in bills of lading upon return to the terminal if not scanned in.
  - a. You may be subject to your pay withholdings if you do not provide a copy of the BOL as required.
- g. GOODYEAR DETENTION – All shipments incurring additional detention/wait time, must have grid completed and signed. Invoices submitted without time information and signature will be denied for payment.
- h. When/if leaving bills with trailer or another driver - Transflo first or make copies to keep for self.

### **B. Delivery Trip Sheet/ Transflo Sheet**

- a. Fill in the blanks on the delivery sheet with the following information: name, pro number, trailer number, tractor number, seal number, date, load number of week, and hubs – start and end
- b. If detention time is going to be requested, it must be filled in with time in and time out on bill of lading.

## **12. Fueling Requirements**

### **A. Fueling**

- a. Fueling is considered an “On Duty” function and must be documented on your logs as such

### **B. Fueling Precautions**

- a. FMCSR 392.50 Ignition of fuel; prevention.

No driver or any employee of a motor carrier shall:

- i. Fuel a commercial motor vehicle with the engine running, except when it is necessary to run the engine to fuel the commercial motor vehicle;
- ii. Smoke or expose any open flame in the vicinity of a commercial motor vehicle being fueled;

- iii. Fuel a commercial motor vehicle unless the nozzle of the fuel hose is continuously in contact with the intake pipe of the fuel tank;
- iv. Permit, insofar as practicable, any other person to engage in such activities as would be likely to result in fire or explosion.

#### C. Comdata Fuel Cards

- a. Drivers are required to fuel at the Akron or North Liberty terminals or at any Pilot/Flying J, TA Petro.
- b. If there is a fuel spill, call for an attendant immediately.
- c. If requesting a cash advance on your Comdata card, do so when purchasing fuel to avoid transaction fee.
- d. Paper receipts are not required if using the Comdata card
- e. If Comdata card is not used to purchase fuel (cash, Comcheck, or credit card), receipts must be turned in.
- f. To initiate the transaction, provide the truck number in which fuel is being pumped into and give the odometer reading.
- g. Comdata cards are set to pay for up to two scales per day. If more than two scales are needed, call your driver manager for one-time approval.
- h. If you have any issues with fueling or your Comdata card, call your driver manager for assistance.

### 13.Tolls

- A. Use Company authorized tolls only. If toll roads are needed for safety reasons or to make on time deliveries, contact dispatch for authorization. If in doubt of which route to take, talk to dispatch.
- B. If you receive a cash receipt, print your name and pro number on it.
- C. Turn in the toll receipts with the rest of your payroll paperwork to be reimbursed.
- D. Do not tamper with toll receipts in any way. The company will not pay toll receipts that have been tampered with.
- E. INDIANA TOLL ROADS
  - a. Do not use Indiana tolls unless authorized by dispatch
- F. OHIO TOLL ROADS
  - a. Do not use Ohio tolls unless authorized by dispatch
- G. PENNSYLVANIA TOLL ROADS
  - a. PrePass Transponders are set up for Pennsylvania toll roads. Pennsylvania toll road plazas 1 through 12 may be used without permission from dispatch. Permission is required from dispatch after exit 12.
    - i. If you are dispatched to the Philadelphia area, acceptable routes are as follows: I80 to NE extension Rt. 476 or I80 to Rt. 322 to Rt. 283 to Rt. 30 into Philadelphia use local turnpike. From Ohio to Maryland, Virginia use PA pike to Breezewood (exit 12), then drop South into Maryland.
- H. PrePass Transponders
  - a. The transponders are located on the windshield of your tractor.
  - b. Obey the posted speed signs at the toll plazas.



- c. If the transponder is working with no problems, you will be given a green light to go. If you get a yellow light, you may continue your way. If you continue to get a yellow light, contact Owen Shaffer at ext. 3205. If you get a red light, you cannot leave the toll plaza.
- d. States that are currently set up with our PrePass: Delaware, Illinois, Indiana, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York (including bridges going into the boroughs), North Carolina, Ohio, Pennsylvania, Rhode Island, Virginia, and West Virginia.
- e. You may use the unstaffed lanes in these above-mentioned states.
- f. Each company tractor is equipped with a PrePass transponder. If your tractor is not equipped with one, notify Owen Shaffer immediately.
- g. If your tractor's transponder is stolen, please notify Owen Shaffer immediately. We are responsible for the charges incurred by transponders until they are reported missing or stolen.

## 14.Scales

Use certified scales if you are concerned that you may be over-axle or over-gross. If necessary, locate the scale nearest to the customer. If you have to travel out of route with dispatch approval, fill out an 'Out of Route Mileage' request form on your Electronic Logging Device. If you have 40,000 pounds of freight or more; take the time to have it weighed. Remember that you can still be less than 80,000 lbs. and be overweight on your axles.

- a. Gross weight must not exceed 80,000 lbs.
- b. Axle weights
  - i. Steer Axle should not exceed 12,000 lbs.
  - ii. Drive Axles must not exceed 34,000 lbs.
  - iii. Trailer Tandems must not exceed 34,000 lbs.
- c. Axles Overload – If you find that you are overloaded on your axles, slide your tandems until you are legal. *Note: Assume 250 – 300 lbs. for every slide of the pinhole.*
- d. Over Gross – If you are over 80,000 lbs., call your Driver Manager for instruction.
- e. Scale receipts are reimbursed for Company drivers only.

## 15.Company Equipment

Company Tractors:

- a. Company Equipment must be parked at the terminal or a Company designated area.
- b. Make sure you have access to your tractor's side box.
- c. Keep your windshield clean and free of decals or objects that are not required.
- d. Coolers need to be unplugged over the weekend!
- e. All items in your cab must be secured. In the event of an accident, unsecured items could possibly cause injury to you.
- f. The Company is not responsible for replacement or payment of lost or stolen items.
- g. During vacations or time off, take your personal items out of the tractor.
- h. Keep the inside of your tractor clean and free of trash and debris
- i. Tractors that are not kept clean and free of trash and debris will be sent out to be cleaned and the cost will be charged back to the driver who is assigned to the tractor.
  - i. \$50 for a minor cleaning, \$100 if over 1 hour to clean, \$150 for excessive cleaning

Company Tractor Exterior:

- a. The Company will clean tractors parked at the Terminal when necessary.

- b. Drivers are authorized for one tractor wash a month at Blue Beacon. If you need an additional wash, you must contact the Akron Shop for further instruction.

#### Trailer Interior:

- a. Drivers are responsible to clean trailers after every delivery.
- b. If there are cardboard, banding materials, slip sheets, etc., you must pick up the debris and dispose of it in a trash receptacle.
- c. You must sweep the trailer floor if it is dirty.
- d. Do not drop off a dirty trailer in the yard or at a customer.
- e. If a customer charges to clean a dirty trailer, the cost will be passed along to the driver who dropped it.
- f. Company policy prohibits smoking inside any trailers.

#### Trailer Utilization:

- a. Dispatch will instruct you on what trailer to use; however, if you are asked to pick up an empty, make sure it is a J. Rayl Trailer. All of our trailers should have our name on them.
- b. Only use a trailer that is marked J. Rayl or Concept. Rental trailers should have a company decal on them unless you are specifically asked to (i.e. new or lease trailers).
- c. Contact dispatch if you are not sure of a specific trailer prior to moving it.
- d. Do not use trailers that are identified with “extra” wording: Shuttle, PCA, ARH, GE, Solon, Painesville, or GM unless you are specifically asked to.

## 16. J. Rayl Yard

### A. J. Rayl Yard Checklist:

- a. **5 MPH** speed limit in J. Rayl yard (Speed limit also applies to all J. Rayl yards and drop lots)
  - b. All drivers must fuel and check all fluid levels. This includes oil, antifreeze, diesel exhaust fluid, and windshield wiper fluid.
  - c. All drivers must check belts and hoses.
  - d. Pre-trip and post-trips should be completed outside of the Safety Lane and documented on a Driver Vehicle Inspection Report (DVIR) form on your Electronic Logging Device.
- B. Tools that drivers should carry in their trucks at all times:
- a. Hammer
  - b. Vice Grips
  - c. Screwdrivers
  - d. Crowbar
  - e. Tire Pressure Gauge
  - f. Broom

## 17. Parking

### A. Parking at Company Terminals

- a. Tractors must be unhooked from trailers when parking at a J. Rayl Terminal.

### B. Tractor Parking

- a. Park your tractor in the designated parking area.
- b. Park your personal vehicle in the spot where your tractors designated parking area is.
- c. Lock your tractor or personal vehicle when parked at the terminal.

- d. Personal vehicles parked in front of the dumpster on trash pick-up days will be towed at the owner's expense.
- e. The Company is not responsible for loss or damage due to theft, vandalism, or collision.
- f. Coupled tractors and trailers parked at a company terminal will be uncoupled and parked as required by our maintenance personnel.

C. Trailer Parking

- a. Loaded and Empty trailers will be parked in designated areas within the J. Rayl yard. Please ask your dispatcher where those locations are before dropping your trailer.

## 18.Cargo Policy

A. Load Securement

- a. Cargo must be firmly immobilized or secured within the trailer using load bars, tiedowns, E-track bars, or a combination of the three.
- b. Cargo that is likely to roll must be restrained by chocks, wedges, a cradle, or other equivalent means to prevent rolling.
- c. Tiedowns must be attached and secured in a manner that prevents it from becoming loose or unfastened while in transit.
- d. It is the driver's responsibility to ensure that the cargo is properly secured prior to leaving the shipper.
- e. All securement aids can be found at each Company terminal.
- f. Any cargo claims that arise due to lack of cargo securement or improper securement will be charged back to the driver up to \$500.

B. Picking up a Preloaded Trailer at a Shipper's Facility

- a. If you are picking up a preloaded trailer and the Shipper did not place a seal on the trailer door, you are required to inspect the load for securement and place a company seal on the trailer before leaving the Shipper's facility.
- b. Write the seal number on your BOL and delivery receipt.
- c. If a preloaded trailer has the Shipper's seal, you must write the seal number on your BOL and delivery receipt.

C. Loading at a Shipper's Facility

- a. If you are required to be present when a Shipper loads your trailer you are responsible for the count.
- b. Do not sign the bill of lading unless you are sure of the count. Remember, by signing the bills you are responsible for the correct count. NOTE: If a Shipper loads pre-palletized cargo on your trailer, ask if you can sign for the pallet count with the wording "may contain 800 pieces". It is the only way you can be assured that there will not be a claim arising out of a "shorted" pallet.
- c. If damaged packages are being loaded onto your trailer, explain to the loader that you will sign for the freight, however, you will write down the number of damaged packages.
- d. If you are not allowed to be present when then shipper loads your trailer, this is a "shipper load and count". You must write this on the BOL before signing for the freight.
- e. If the Shipper offers you a seal, place their seal on the trailer. If you are not offered a seal, you must place a Company seal on the trailer before leaving the Shipper's facility. Write the seal number on your BOL and delivery receipt.

D. Picking up a Preloaded Trailer at the Akron Terminal

- a. All loaded trailers should already be sealed when parked at the Terminal.

- b. Before leaving, check the seal number on the trailer with the seal number on the BOL.
  - c. If they do not match, call dispatch immediately.
- E. Multi-Stop Loads
  - a. Multi-stop loads must be resealed after each stop.
- F. Cargo In-Transit
  - a. All loaded trailers in transit must be sealed.
- G. Delivering
  - a. Before breaking the seal to open your trailer doors, ask the receiver to inspect the seal to make sure that it has not been tampered with and the numbers correspond with the numbers on the BOL and delivery receipt.
  - b. Ask if they would note the seal inspection on your delivery receipt.
  - c. If the receiver declines to check the seal on the trailer, write this information on your delivery receipt.
  - d. If you are required to be on the dock when delivering, you are responsible for counting off the cargo. If the count is correct, ask for the receivers' signature for the cargo on your BOL and delivery receipt.
  - e. If you hire a "lumper", you are still responsible for the count.
  - f. If you are not allowed on the dock at the time of unloading, indicate this on your BOL and delivery receipt if the count is not correct.
  - g. **All trailer interiors must be cleaned out by the driver after delivery.**
- H. Shortages, Overages, and Damages
  - a. All overages, shortages, and damages (OS&D) must be reported to your dispatcher before leaving the receiver.
  - b. Indicate the "type" of damage to the freight on the delivery receipt and BOL: wet damage, crushed boxes, forklift damage, etc.
  - c. If you need a supply of trailer seals, call the Safety Department.
  - d. If the Company is required to pay a cargo claim arising from driver neglect to follow this policy, the driver may be responsible to pay the deductible per the contract agreement.

## 19. Permit Book Requirements

Listed below are the permitting requirements for our Company's operating area. Make sure you have all required permits and decals before leaving the terminal.

### Required Permits:

- a. IRP Registration
- b. Tractors not owned by the Company must carry a copy of the Lease Agreement
- c. Ryder or Loaner trucks must carry a 30-day Lease Agreement
- d. Current Federal Annual Inspection
- e. Insurance Card
- f. ELD operating Instructions.
- g. All applicable alcohol hauling permits
- h. IFTA Sticker - must be displayed on both sides of the tractor cab and a copy of the IFTA license must be in the tractor's permit book

Contact the safety department if you are missing permits or have any questions concerning permit requirements.

Fines resulting from failure to have on-board any of the above permits will be paid by the driver.

## **20.Roadside Inspections**

- A. Cooperate with the officer conducting the inspection.
- B. All the time spent during the inspection must be logged as “on duty” time.
- C. Complete the Inspection Form on your Electronic Logging Device. You will be prompted to provide information about the inspection.
- D. Turn in the report to Safety as soon as you get back to the Company Terminal or scan it in and send via Transflo even if it was a violation free inspection.
- E. When returning to the terminal, write up any mechanical violations found at the time of the inspection on your Driver Vehicle Inspection Report.
- F. Under no circumstances are you to operate if you and/or your equipment has been placed out of service until the violation that caused the out of service order has been corrected.

## **21.Vehicle Breakdown and Road Repair Policy**

A goal of J. Rayl Transport is to minimize “over the road” equipment breakdowns by having strong vehicle inspections and preventative maintenance in place. As part of its overall driver support system, J. Rayl Transport is committed to providing drivers with expedient and reliable breakdown and road repair service in the event of equipment failure.

When an equipment breakdown does occur, the safety of the driver and the general motoring public is top priority, and the needs of the customer must also be considered. With this in mind, J. Rayl Transport has implemented the following vehicle breakdown and road repair procedures that all drivers will be trained on, and are expected to follow.

**When an equipment breakdown occurs that requires road repair assistance, the following procedures must be implemented:**

- a. **Safely Stop and Secure the Vehicle.** No J. Rayl Transport vehicle should be left unattended until the parking brake has been properly set, and the driver is confident the vehicle is secure from moving. If a breakdown occurs while the vehicle is in motion, the driver should activate the emergency warning flashers and park as far out of traffic as possible.
- b. **Safely place the warning triangles as prescribed in the FMCSR, Sec. 392.22 within 10 minutes of the breakdown.** Once these warning devices have been placed, the driver should deactivate the emergency hazard warning signal flashers.
- c. **After the vehicle has been secured and the warning devices put in place, the drivers should communicate the breakdown to the Akron Shop.** When reporting the information to the Akron Shop, the driver should give the exact location information of the vehicle, including road or highway route number, nearest mile marker or exit, and direction of travel. The driver should be as specific as possible and should also provide a suggested diagnosis of the cause of the breakdown. If the cause is a blown tire, the driver should have the tire size and location information available.
- d. **Once the breakdown has been reported to dispatch, the driver’s call will be forwarded to the maintenance department.** J. Rayl Transport’s Maintenance Department will determine the appropriate course of action.
- e. **Once repairs have been made, the driver shall notify dispatch, turn on the emergency hazard warning flashers, and safely remove the warning triangles.**

- f. **All paperwork for the repairs will be forwarded to J. Rayl Transport.** It will be recorded in the unit's maintenance file.

### **Breakdown Responsibilities:**

#### **Driver:**

- a. Safely stopping and securing vehicle and load.
- b. Safely placing warning triangles.
- c. Diagnosing and calling in the breakdown.
- d. Notifying dispatch when repairs have been made.
- e. Safely removing the warning triangles.
- f. Forwarding all paperwork to J. Rayl Transport.

#### **Dispatch:**

- a. Forwarding the driver's call to maintenance.
- b. Notifying the customer of any delays.
- c. Following up with maintenance to ensure repairs are being made.
- d. Keeping the driver updated.
- e. Rescheduling any customer appointments when the driver is moving again.

#### **Maintenance:**

- a. Determining the nature of the breakdown and best course of action.
- b. Locating, contacting, and dispatching a vendor to facilitate repairs.
- c. Pass all billing information to Accounts Payable.
- d. File all repair records in unit maintenance file.

If a breakdown occurs during normal business hours, drivers are instructed to contact their immediate dispatcher for assistance.

For breakdowns that occur after normal business hours or on the weekend, drivers should call the maintenance department first. Call your after-hours dispatcher or leave a voicemail at the office so dispatch is aware that you had a maintenance issue.

## **22.Inspections**

### **6 Step Pre-Trip/Post-Trip Inspections**

1. **Vehicle Overview:** Look for anything visually wrong. Body Damage, vehicle plates missing, etc.
2. **Engine Compartment:** Check fluid levels, oil and water leaks, belts, hoses, clamps, springs, front shocks, steering components, and brakes.
3. **Inside the Cab:** Check permits, horn, windshield wipers, mirrors, emergency equipment, start engine and check gauges.
4. **Lights:** Check headlights and marker lights. Signal turning lights and brake lights
5. **Walk-Around:** Check windshield, airlines, and connections, fifth wheel, shocks, trailer tandem pins, mud flaps, brakes, wheels, and tires.
6. **Brake Systems:** Check for no more than 4psi loss of air; check to make sure brakes hold on tractor, trailer, and parking brakes; low pressure light should come on at approximately 60psi.
- 7.

### **Pre-Trip Equipment Inspection FMCSR 396.3**

Before driving a motor vehicle, the driver shall:

- a. Be satisfied that the motor vehicle is in safe operating condition;
- b. Review the last vehicle inspection report required to be carried on the power unit; and
- c. Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge that the driver has reviewed it and that there is a certification that the required repairs have been performed. Note: the signature requirement does not apply to listed defects on a towed unit, which is no longer part of the vehicle combination.

### **Post-Trip Equipment Inspection FMCSR 396.11**

Every motor carrier shall require its drivers to report, and every driver shall prepare a report in writing at the completion of each day's work on each vehicle operated and the report shall cover at least the following parts and accessories;

Service Brakes including, trailer brake connections, Parking brake, Steering mechanism, Lighting devices, reflectors, Tires, Horn, Windshield Wipers, Rear vision mirrors, Coupling devices, Wheels and rims, and Emergency equipment.

The report shall identify the motor vehicle and list any defects or deficiencies discovered by or reported to driver, which would affect safety of operation of the motor vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report shall so indicate. In all instances, the driver shall sign the vehicle inspection report. If a driver operates more than one vehicle during the day, a report shall be prepared for each vehicle operated.

A legible copy of the last vehicle inspection report, certified if required, shall be carried on the power unit.

### **Driver Vehicle Inspection Forms**

Driver Vehicle Inspection Reports are to be completed on your Electronic Logging Device tablet. However, if needed, Driver Vehicle Inspection Report booklets are available from the Safety Department and Maintenance Department.

- a. Document on your DVIR, any defects discovered on your equipment.
- b. Maintenance personnel are required to certify that the defect was corrected
- c. If the defect has not been corrected and the vehicle is unsafe, DO NOT operate the vehicle
- d. Maintenance personnel may determine that the repairs noted on the report are not necessary for the safe operation of your vehicle. If this is the case, maintenance personnel shall document this on the DVIR.

Defects found on equipment that are not matters of safety will be repaired as soon as practical.

### **Vehicle "Out-of-Service" Tags**

Maintenance employees are the only company authorized personnel permitted to place a vehicle "out-of-service", using a red, "out-of-service" tag.

- a. Maintenance personnel must place a red "out-of-service" tag on any equipment that has mechanical defects that would likely cause an accident or a breakdown.
- b. Red, "out-of-service" tags are to be removed only after repairs are made and it is verified that all defects that caused the equipment to be considered "out-of-service" have been repaired.
- c. Maintenance employees are the only personnel permitted to remove a red, "out-of-service" tag from equipment.
- d. If a vehicle is to be placed "out-of-service" for any reason other than mechanical, a tag of an assorted color may be used.

## **23.Vehicle Safety**

### **Seats Belts Must Be Worn**

Federal Motor Carrier Safety Regulation 392.16 states that a commercial motor vehicle, which has a seat belt assembly installed at the driver's seat, shall not be driven unless the driver has properly restrained himself/herself with the seat belt assembly.

### **Do Not Allow Anyone to Operate Equipment**

Do not, under any circumstance, allow anyone else to operate equipment that has been issued to you.

### **Parking**

No parking or leaving the vehicle in an unauthorized or unsecured location.

Parking equipment at rest areas and truck stops:

- a. Choose to park in places that are well lit and traveled.
- b. Try not to park in congested areas. There is a greater chance that your equipment could be damaged.
- c. Set the parking brake on the tractor and trailer.
- d. Make sure that your equipment does not interfere with traffic and is visible to other motorists.
- e. Plan your exit strategy before you decide on a parking spot. If possible, make every effort to not have to back up upon exiting.
- f. Do not discuss your cargo with anyone.
- g. When you are ready to resume operations, conduct a pre-trip inspection. Make sure your trailer doors are closed and the seal is attached. Check your fifth wheel pin to make sure it has not been tampered with.

### **Right of Way**

Following Distance: J. Rayl requires a minimum 6 of seconds following distance under ideal conditions.

Following distance should always be increased under less than ideal conditions such as inclement weather.

The right of way must never be contested. Always travel in the farthest permissible right lane. Keep to the right always, except when directed differently or when overtaking slow moving vehicles. Proper distance (6-second rule) must be maintained between truck and vehicle ahead in open highway.

### **Overtaking Vehicles**

Overtaking slow moving vehicles will be done only when passing can be made safely and without speeding and when the driver is certain that the left lane is clear. The driver will also be sure the unit is adequately clear before returning to the right lane. Under no circumstances will passing be done on a hill, curve, intersection, bridge, or anywhere clear vision is not at least 500 feet in both directions.

### **Passing Safely**

Proper Right Lane Change Procedures:

- a. Signal
- b. Check Mirrors
- c. Reduce Speed/Release Accelerator
- d. Check Blind Spot/Direct
- e. Look



#### f. Make Change

When being overtaken by another vehicle, keep the unit well to the right, slow down if necessary, to facilitate the safe passing, and under no circumstances increase your speed to prevent being overtaken. Increasing your speed to prevent being overtaken is an aggressive driving maneuver, which can lead to an accident. It is acceptable to signal the passing vehicle that he has cleared your unit and it is safe for him to return to the right lane.

### **Road Warnings**

Construction Zones: 5-10mph below posted speed limit depending on conditions, to always maintain a minimum 6 second following distance.

Inner City Driving: 5 mph below the posted speed limit

Road warnings will be observed. If a curve is marked at 25 miles per hour, you will drive 5-10mph below the posted warnings. Drivers should read and heed all road warnings. Slow zones and speed limits will never be violated.

Caution on main thoroughfares will always be exercised. Intersections will be approached and crossed with the utmost care. Always be on alert. When entering main thoroughfares from side streets, alleys, side roads, private driveways, garages, or other buildings, trucks will be brought to a complete stop before actually entering thoroughfare. Proceed with caution.

### **Turns, Curves, and Hills**

Ramp speeds: 5-10 mph below the posted ramp speed limit.

Double Turn Lanes: For any turns at double turning lane intersections, the driver must use the most right turning lane. This is to protect the driver from blind spots while turning, allowing the driver to control spacing and protect both sides of the vehicle.

Before making a turn, reduce your speed. Unit must be in proper lane, well in advance, and turn signal given for at least 100 feet before turning. If you find you may overshoot your intended turn, continue on until you can safely execute your turn. Braking while turning is likely to cause a side skid and is wearing on tires and puts unnecessary stress on other parts of the equipment.

Curves and hills will be approached and negotiated with caution. All curves and hills are potential hazards. Highway congestion, stalled vehicle, or an injured pedestrian may be just around the curve or hill.

### **Stopping**

Always find a safe place to park; never stop on the shoulder of a public road unless it is an emergency situation (medical or mechanical) and it is unsafe to continue to a safe parking area.

Stopping on the highway is to be avoided whenever possible. If it is necessary to park on the highway due to mechanical failure, move the vehicle as far to the right as possible. Set parking brake and leave in lowest gear. Set or activate emergency signals.

Blocking traffic is to be avoided when loading or unloading, regardless of whether or not traffic is light. Parking on a grade will be kept to an absolute minimum. Parking brake will be set, and unit left in lowest gear. If parking on a downgrade, turn wheels in if curb is absent and turn wheels out if curb is present.

Returning to traffic lanes from shoulder of road or curb must be done with caution after proper signaling. Drivers must never force their way into traffic.

### **Speed**

Traffic, weather, grade, width, and character of the road will govern speed. At no time will maximum posted speed limits be exceeded. Night speed will be reduced in keeping with reduced visibility.

State laws, Department of Transportation, our insurance carrier, and J. Rayl policy strictly forbids coasting out of gear.

### **Low or Impaired Clearance**

Low clearances such as underpasses and tunnels demand special attention by the driver. Road repairs, ice, snow, empty trailers, and those with stiff springs may cause some difficulty where clearance is otherwise adequate.

Other low hanging items such as fire escapes or windows in cities, overhangs, service stations, restaurant canopies, overhead wires, and tree branches require your attention to ensure you have adequate clearance.

### **Loading and Unloading**

When spotting equipment for loading and unloading, follow customer guidelines and policies. It is the driver's responsibility to adhere to the customer's guidelines.

When backing into docks, be certain that rear doors are securely fastened to prevent damage to customer's premises, other equipment and/or company equipment.

## **24.Passenger Policy**

J. Rayl Transport recognizes the need of drivers who are out on the road for extended periods of time to have family members or significant others present as they are away from home. The purpose of the passenger policy is to protect J. Rayl Transport, driver, and passenger from loss due to accidents or incidents that may occur and not be covered by traditional insurance, workers compensation, or employer coverage.

Any driver who would like to add a passenger, may do so with the purchase of a passenger accident insurance policy. At no time does this policy allow an unauthorized driver to operate any vehicle, which is owned, leased, or operated by J. Rayl Transport. J. Rayl Transport reserves the right to disqualify a passenger if it affects the safety and operation of the driver in a negative way. Drivers must have one year of driving experience to be eligible.

The policy must be purchased directly through J. Rayl Transport and Great American Insurance. The cost of the coverage is \$20.00 per month, which will be automatically debited from the employee or contractor's settlement or paycheck. The policy must be purchased in monthly installments and cancellation of the policy must be made in writing to the J. Rayl Safety Department. The policy will cancel for the month the cancellation is received.

The policy will cover \$100,000.00 for accidental death and \$50,000.00 for accidental medical expenses. The driver must complete the coverage request form and submit to the safety department. The safety department will submit the coverage request to Great American Insurance and provide accounting with the appropriate payroll/settlement deduction schedule.

## **25. Cellular Telephones and Electronic Communication Devices**

In accordance with FMCSA regulations, all drivers are prohibited from using hand-held cellular phones while operating a commercial motor vehicle. Drivers are prohibited from holding, dialing, or reaching for a hand-held cellular phone. This includes push-to-talk functions.

Drivers are prohibited from use of the Electronic Logging Device/Communication devices while in motion. Drivers must plan trip/routing while stopped. In addition, drivers are prohibited from pulling off to the side of the road to engage in the use of the ELD unit.

The use of Citizen Band Radios and GPS units is not prohibited by policy.

Dialing – As defined by FMCSA, a driver is allowed to initiate, answer, or terminate a call by touching a single button on a mobile telephone or on a headset. This action should not require the driver to take his or her eyes off the road.

Reaching – Reaching for a cellular phone or hands-free device that is done in “an unacceptable and unsafe manner” is prohibited. Examples of this behavior would be reaching for a cellular phone on the passenger seat, under the driver’s seat, or into the sleeper berth. A driver must have the cellular phone and/or hands-free device within “close proximity” to his or her person.

Exemptions – A hand-held cellular phone may be used for emergency purposes.

## **26. Incident Policy**

All incidents that occur, regardless of severity, must be reported to the Safety Department.

### **Procedures to Follow in the Event of an Accident**

- a. Stop immediately
- b. Protect and take all necessary precautions to prevent further accidents at the scene.
- c. Render all reasonable assistance to injured persons (movement of injured persons by a driver should not be undertaken as it may cause further injury).
- d. Notify the police of the accident.
- e. Obtain contact information from the other party. Name, address, phone number, insurance information, and license plate number.
- f. Be courteous and polite. Do not discuss the accident with anyone except the police and representatives of your own company. Only give facts of the accident. Do not give your opinions about what happened.
- g. Take photos of all vehicles involved and photos of the entire scene.
- h. Report all details of the accident as soon as possible to the Safety Department.
- i. Inform your driver manager that you may be delayed due to the incident.
- j. A driver involved in a DOT recordable accident may be required to take a post-accident drug and alcohol test. Time is of the utmost importance in these cases, so please be sure to report the incident to safety immediately following the securing of the scene.
- k. Your hours-of-service record must be noted as On Duty – Not Driving during the time you are stopped for the accident.

### **Reporting Incidents**

Failure to do any of the steps above, will result in being placed on probation, suspension and/or including termination. This holds true in any accident, regardless of which party appears to be at fault or what your

initial estimate of the damage may be. There is no such thing as providing the Company with too much information in the event that you are involved in an accident.

## **27. Workers Compensation Policy**

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, loss of life, or dismemberment from an injury arising out of or in the course of work. Employees must immediately report any accident or injury to the Safety Department at 800-753-5050 ext. 3431 and immediate supervisor so that the necessary paperwork may be completed. Employees at all terminals may be subject to a drug screen following the report of an incident.

## **28. Transitional Work Program**

The purpose of J. Rayl Transport's transitional work program is to coordinate the efforts of the injured employee, medical personnel, and J. Rayl's management to provide a uniform and systematic method of returning injured employees to full time employment without compromising the employee's health and safety.

Transitional Work is an interim step in the physical recovery of an employee who suffers a work-related injury. Transitional work uses early return to work strategies designed to use job tasks or a combination of tasks and functions that an individual with work restrictions may safely perform. Transitional programs emphasize real work activities as the principal means in the worker's physical recovery and structures a productive, compensated return to full duty.

## **29. Department of Transportation Regulations**

**FMCSR 383.33 – Notification of Driver's License Suspension.** Each employee who has a driver's license suspended, revoked, or canceled by a State or jurisdiction, who loses the right to operate a commercial motor vehicle in a State or jurisdiction for any period, or who is disqualified from operating a commercial motor vehicle for any period, shall notify his/her current employer of such suspension, revocation, cancellation, lost privilege, or disqualification. The notification must be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification.

**FMCSR 392.3 – Ill or Fatigued operator.** No driver shall operate a motor vehicle, and a motor carrier shall not permit a driver to operate a motor vehicle, while the driver's ability or alertness is so impaired, or so likely to become impaired, through fatigue, illness, or any other cause, as to make it unsafe for him/her to begin or continue to operate the commercial motor vehicle. However, in a case of grave emergency where the hazard to occupants of the commercial motor vehicle or the users of the highway would be increased by compliance with this section, the driver may continue to operate the commercial motor vehicle to the nearest place at which the that hazard is removed.

**FMCSR 392.14 – Hazardous Conditions; Extreme Caution.** Extreme Caution in the operation of a commercial motor vehicle shall be exercised when hazardous conditions, such as those caused by snow, ice, sleet, fog, mist, dust, or smoke, adversely affect visibility or traction. Speed shall be reduced when such conditions exist. If conditions become sufficiently dangerous, the operation of the commercial motor vehicle shall be discontinued and shall not be resumed until the commercial motor vehicle can be safely operated.

**FMCSR 392.71 – Radar Detectors; Use and/or Possession.**

- a. No driver shall use a radar detector in a commercial motor vehicle or operate a commercial motor vehicle that is equipped with or contains any radar detector.
- b. No motor carrier shall require or permit a driver to violate paragraph (a) of this section.

**FMCSR 396.7 – Unsafe Operations Forbidden.**

- a. General. A motor vehicle shall not be operated in such a condition as to likely cause an accident or a breakdown of the vehicle.
- b. Exemption. Any motor vehicle discovered to be in an unsafe condition while being operated on the highway may be continued in operation only to the nearest place where repairs can safely be affected. Such operation shall be conducted only if it is less hazardous to the public than to permit the vehicle to remain on the highway.

### **30. Hours of Service Policy**

All logs will be audited for compliance with Section 395 of the FMCSR. Drivers found to be in violation within any twelve-month period will be subject to the Discipline and Counsel Policy.

Log violations are determined as:

**Failure to turn in logs** – Original logs are to be turned in to the safety department no later than fourteen (14) days after the completion of the log.

**11-Hour Driving Violation** – Driver may not drive more than 11 hours during a shift.

**14-Hour Driving Violation** – Driver may not drive after 14 hours of coming on duty following a 10-hour break.

**False Reporting of Duty Status** – Falsely reporting of time, place, and activities.

**70 Hour/8 Days Driving Rule** – A driver may not be on duty more than 70 hours in 8 consecutive days. A driver can reset his/her hours by taking 34 consecutive hours off duty.

**30-minute break provision** – Drivers must take a 30-minute break for every 8 hours of on-duty driving.

**Pre-and Post-Trip Inspections** – Drivers must record pre-and post-trip inspections for all equipment used (tractor and all trailers).

**Speeding** – Logs will be monitored for excessive speed based on ELD GPS tracking.

J. Rayl Transport requires the use of ELD units in all company and leased tractors. ELD training will be conducted during orientation and the training department will be happy to work with any driver who is having trouble learning to use the units. For extra training, please contact the Safety or Training Department to get it scheduled.

### **31. Customer Safety Policies**

When at customer facilities, all J. Rayl Transport employees must follow the customer's policies.

**Morton Salt:**

**Procedures for picking up a loaded trailer at Rittman:**

- a. Stop at the guard shack and give the guard the order number for the load.
- b. The guard will give you the number of the trailer to pick up.
- c. Pick up the trailer, which has already been sealed, and return to the guard shack on the way out.
- d. The guard determines that the driver picked up the correct trailer by comparing the actual trailer number and seal number with the bill of lading.
- e. Driver signs for the load and is given paperwork.

This is Morton Salt's policy to ensure that carriers do not pick up the wrong trailer and take it to the wrong destination. Morton Salt is our customer and we have assured that all employees will abide by their policies without incident. Anyone who does not cooperate with this policy may be terminated.

### **Trailer Seal Policy**

When delivering a Morton Salt load, you must ask the customer to break the seal on the trailer. Make sure the customer signs the BOL and delivery receipt that they broke the seal. If the trailer seal is broken without the customer's permission the load will be refused.

### **Dropping Empty Trailers for Loading**

Trailer tandems must be slid all the way back and the interior of the trailer must be clean and free of any debris. Morton associates will not load a trailer that does not meet these qualifications. Driver is responsible for sweeping out any and all debris, pulling nails, and/or communicating to dispatch if additional measures need to be taken to clean the trailer.

### **Goodyear Tire & Rubber Company:**

- a. Drivers must be able to understand Goodyear's safety rules. If it appears that a driver cannot understand these safety rules for any reason, including lack of English fluency, the driver will not be permitted to load
- b. One and only one driver will be allowed onto plant property. If Goodyear deems that the load is to be expedited, then they will make an exception and allow both drivers onto the property. For other loads, they will allow one driver per truck onto property – NO companions – NO children. Leaving a passenger on the access road is not acceptable.
- c. NO animals on property.
- d. Hard hats and safety glasses are required. If a driver does not have them, he will be issued a set upon arrival.
- e. Long pants are required, sleeveless shirts or sandals are not permitted inside the property at any time. This requirement needs to be followed before you enter the property.
- f. Drivers must be able and willing to turn truck off during loading, chock both wheels, and turn in keys.
- g. Drivers cannot stay in the truck while loading. There is a driver waiting area.
- h. Cell phones and electrical devices must be in the off position.
- i. No matches or lighters allowed in the plant. Automatic lighters are in the driver's designated smoking area. Smoking is only allowed in designated smoking areas.
- j. Hours are 7am to 5pm. The shipping department is closed from 9pm to 12am.
- k. Drivers will be asked to read and sign an agreement to the rules and regulations before entering the plant. Refusal to follow these can result in failure to be loaded.
- l. Effective August 1, 2017 – All shipments incurring additional detention/wait time, must have grid completed and signed. Invoices submitted without time information and signature will be denied for payment.

### **Dealer Tire:**

#### **Dock Safety for Loading and Unloading**

Dock safety is a significant safety concern to Dealer Tire. During the movement of products and materials, there are numerous opportunities for personal injury and property damage if proper procedures and caution are not used. Dealer tire requires warehouses to keep wheel chocks available at all docks and require them to be used when trucks/trailers are at dock height and/or if powered industrial trucks are boarding. Please note that refusal to adhere to Dealer Tire's dock safety procedures will result in refusal of the incoming load. One

associate on the dock is assigned the task of acting as the deliver and/or shipment “Designated Associate” and is charged in providing the “OK” to begin the unloading and/or loading. No associate shall be permitted to open the folding security gate and/or dock door until given the “OK” to do so by the Designated Associate. The Designated Associate must provide control until he/she has secured the dock and released the driver. The loading/unloading process will begin only after the following steps have been taken:

- a. An associate will greet you (the driver) and check the pertinent paperwork.
- b. They will inform you that they will be acting as the Designated Associate for your load.
- c. The truck and/or trailer must remain parked with the brakes engaged by you. Your keys must be relinquished to the Designated Associate and they will secure them by placing in a lock box or the tractor must be unhooked from the trailer and pulled away from the dock area.
- d. Wheels must be chocked, if your truck/trailer is at dock height, and/or if powered industrial trucks will be entering your truck and/or trailer. The Designated Associate will provide you with wheel chocks for you to install, if required.
- e. You must chock your wheels at that time.
- f. The Designated Associate will place a glad hand lock on the air brake line.
- g. They will visually inspect the trailer to make sure that is its properly positioned against the dock and for proper positioning of the wheel chocks, if required.
- h. They will request that you remain in the dock area at all times until they return to release you.
- i. In most cases, you are asked and/or required to assist with the loading and/or unloading process.
- j. We require that you notify the Designated Associate if you need to leave the viewable dock area.
- k. The Designated Associate will unlock and open the folding security gate and/or dock door.
- l. The Designated Associate will extend the dock plate and/or dock leveler if required for the process.
- m. The Designated Associate will inspect whether the trailer and/or truck is in safe condition.
- n. The Designated Associate then gives the “OK” to start the unloading or loading process.

**Driver: Your whereabouts are of concern to ensure the vehicle is not moved pre-maturely.**

### **Post Load/Unload Procedures**

No paperwork shall be signed off or provided to driver until the following are completed:

- a. The Designated Associate must ensure all products are accounted for according to paperwork.
- b. The Designated Associate and the driver must inspect the truck/trailer and ensure all equipment and personnel are removed from the truck/trailer and no damage is present.
- c. The Designated Associate must ensure that no powered industrial truck or other equipment is parked on the dock plate or near the dock leveler.
- d. The Designated Associate removes the dock plate or dock leveler, if applicable.
- e. The Designated Associate secures and locks the folding security gate and/or dock door.
- f. The Designated Associate ensures wheel chocks are removed by the driver and returned to the dock and the glad hand lock is removed.
- g. The Designated Associate will be completing appropriate paperwork.
- h. The Designated Associate will release you by returning the paperwork and keys to you

**Note: Only the Dealer Tire Designated Associate is permitted to complete the paperwork and release a driver.**

### **JoAnn Fabrics**

- a. Effective immediately, drivers are instructed not to move until the BOL is signed and the driver is given the okay or “All Clear” from the store.

- i. The team member who is responsible for getting the BOL signed is also responsible for letting the truck driver know it is safe to move.
- b. If a driver moves their truck prior to getting the BOL signed and getting the official “All Clear,” please reach out to the JOANN Transportation Hotline.

## **32.DRUG & ALCOHOL POLICY**

The use of alcohol and the illegal use of drugs, intoxicants, and controlled substances, whether on or off duty, can impair the ability to work safely and efficiently. The company prohibits the use of these substances to the extent they affect, or have the potential to affect, the workplace. Company will not jeopardize the safety of the individual, employee, other employees, our customers, the public, and company operations due to an individual’s poor judgement. Accordingly, the company prohibits the following:

- a. Possession, use, or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance during working hours.
- b. Operating a vehicle owned or leased by J. Rayl while under the influence of alcohol or an illegal drug, intoxicant or controlled substance.
- c. Distribution, sale, manufacture, or purchase – or the attempted distribution, sale, manufacture, or purchase of an illegal drug, intoxicant, or controlled substance during working hours or while on premises owned or occupied by company.

Any employee suspected of possession of alcohol, illegal drugs, intoxicants, or a controlled substance is subject to search and inspection. Employees’ personal belongings, including any bags, purses, briefcases, and clothing, and all company property, are subject to search and inspection. Employees who violate the company’s drug and alcohol policy will be removed from the workplace immediately. The company may also bring the matter to the attention of the appropriate law enforcement authorities. Any conviction for criminal conduct involving illegal drugs, intoxicants, or controlled substances, whether on or off duty, or any violation of company’s drug and alcohol policy, including having a positive result, may lead to disciplinary action, up to and including termination.

The use of prescription drugs and/or over-the-counter drugs may also affect employees’ job performance and seriously impair employees’ safety and the safety of others. Any employee who is using prescription or over-the-counter drugs that may impair his or her ability to safely perform the job or may affect the safety or well-being of others must submit a physician’s statement that the prescription drug use will not affect job safety. The employee is not required to identify the medication or the underlying illness. Various federal, state, and local laws protect the rights of individuals with disabilities and others with regard to confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to interfere with individual rights under, or to violate, these laws.



### **33.Discipline and Counseling Policy**

#### **A. Expectations**

All employees are expected to follow company policies and procedures and to meet standards for work performance, attendance, and personal conduct. Certain standards of conduct and levels of performance are expected of our employees. When necessary, action will be taken under this policy to correct unacceptable employee behavior or performance. Different situations may warrant different responses under this policy. The Company, at its discretion, will respond to each situation as it finds appropriate. This may include any measure up to and including immediate discharge.

#### **B. Methodology**

Disciplinary action may include the following steps. The Company is under no obligation to administer discipline in any particular order.

<b>Disciplinary Level</b>	<b>Type of Offense</b>	<b>Recommended Action</b>
Step One	First Instance	Verbal Warning Documented in Writing and Retraining
Step Two	Second Instance	Formal Written Warning and Retraining
Step Three	Third Instance	Formal Written Warning, Retraining and Possible 1-Day Unpaid Suspension
Step Four	Fourth Instance	Formal Written Warning, Retraining and Possible 3-Day Unpaid Suspension
Step Five	Fifth Instance	Termination of Employment

#### **C. Probationary Period**

The company observes a 90-day probationary period for new employees. Unacceptable performance, behavior, or incidents that occur during the new hire probationary period may result in the termination of probationary employment.

#### **D. Severity of Incident**

The severity associated with a discipline-producing incident will impact the level of discipline imposed. The Company understands that each situation is unique, it will be examined individually and all mitigating factors surrounding the event will be considered. Events classified as severe will result in automatic progression to the appropriate disciplinary level as follow:

**Serious Moving Violations:**

- a. 15+ MPH Over the Posted Speed Limit
- b. 10+ MPH Over the Posted Speed Limit in a Construction Zone
- c. Reckless Operation/Reckless Driving
- d. Improper or Erratic Lane Change
- e. Failure to Maintain Assured Clear Distance
- f. Railroad Crossing Violation
- g. Hit and Run or Leaving the Scene of an Accident
- h. Driving under a Suspended or Revoked License
- i. Using a Hand-Held Cell Phone While Operating a Commercial Motor Vehicle

First Offense	-	Escalation to Step Four
Second Offense	-	Escalation to Step Five/Termination of Employment

**Other Moving Violations**

- a. 11-14 MPH Over the Posted Speed Limit
- b. Failure to Yield

First Offense	-	Escalation to Step Three
Second Offense	-	Escalation to Step Four
Third Offense	-	Escalation to Step Five/Termination of Employment

**E. Incident Weighting Scale**

Each incident determined to have been preventable of the part of a driver will be assigned a weighted point value based upon severity. This point value will be used to assist in the determination of the appropriate level of disciplinary action as follows:

- Total Points 1-3 - Step 1
- Total Points 4-6 - Step 2
- Total Points 7-8 - Step 3
- Total Points 9-10 - Step 4
- Total Points 11+ - Step 5

**Coachable Accident Points Methodology:**

- +2 Points - Physical Damage
- +2 Points - Liability
- +2 Points - Cargo Damage
- +2 Points - Vehicle Towed

- +2 Points - Driver Cited
- +2 Points - Public Roadway
- +2 Points - \$5k or more in Damage
- +2 Points - Accident not Reported
- 1 Point – New Driver Trainee in first 180 days of employment

Driver Retention Guidelines: No more than 10 points in a 12-month period.

Under this scoring system, a driver could be dismissed after one severe incident equaling more than 10 points or an accumulation of more than 10 points in a 12-month period. Points will fall off a driver's record after 12 months have passed since the incident.

## **F. Workplace Non-Violence**

The prevention of violence in the workplace requires every employee to follow certain rules and policies:

Prohibited conduct - Violence of any sort, including verbal abuse, threats, stalking, harassment, horseplay, physical attacks, and fist fighting is prohibited. Anyone in violation of this policy is subject to disciplinary action, up to and including discharge.

Prohibited weapons - No employee may carry any weapon while operating a company vehicle. Violation of this rule will result in disciplinary action, up to and including discharge.

NOTE: Employees should report incidents of threats or knowledge of possession of weapons to any management personnel immediately.

## **F. Dischargeable Offenses:**

The Company may terminate an employee on the grounds of incompetence, unreconciled personality conflict with co-workers, or conduct detrimental to the organization. The following are examples of conduct which may lead to disciplinary action. This list is not all-inclusive:

1. Refusal of work assignment.
2. Insubordination or refusal to carry out orders.
3. Actions detrimental to the best interests of the Company, customer(s) and/or other employees.
4. Absence without explanation.
5. Documented trends of unexcused absences.
6. Harassment of any kind.
7. Threats (actual or perceived) or assault on a supervisor or fellow employee.
8. Violations of Company's drug, alcohol, and substance abuse policy.
9. Breach of confidentiality (willful failure to maintain the confidentiality of privileged information and personnel files).
10. Theft or dishonesty.
11. Using Company credit cards or Company property for personal use.
12. Falsifying records.
13. Conviction of a crime of violence, a crime of dishonesty or the like (subject to the nature of the offense).

14. Possession or transporting of firearms or illegal weapons on Company property or in Company vehicles.
15. Willfully destroying Company property.
16. Violation of company policies or safety rules.
17. Failure to cooperate with the company during an investigation.
18. Taking extended breaks when you are required to be on-duty or on-duty driving.

# **Drug & Alcohol Testing Policy**

**J. Rayl Transport, Inc.**

**Effective January 01, 2021**

## **DOT DRUG AND ALCOHOL ABUSE POLICY**

### **Policy**

J. Rayl Transport, Inc is dedicated to the health and safety of our drivers and employees. Employees who use illegal drugs and abuse alcohol tend to be less productive, less dependable, more prone to accidents, and more prone to greater absenteeism, resulting in the potential for increased accidents, costs, and risks to the company. Therefore, it is the policy of J. Rayl Transport, Inc. to prevent the use of drugs and abuse of alcohol from having an adverse effect on our drivers and employees.

We are committed to maintaining a safe workplace for our drivers and other users of the highways that is free from illegal drug use and the misuse of alcohol. We will comply with the requirements for testing of the U.S. Department of Transportation and other Federal and State laws and regulations. The purpose of the FMCSA-issued regulations is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The company will comply with these regulations and is committed to maintaining a drug-free workplace. We forbid the unlawful use or possession of alcohol and controlled substances.

It is the policy of J. Rayl Transport, Inc. that the use, sale, purchase, transfer, possession, or presence in one's system of any controlled substance (except medically prescribed drugs) by any driver or employee while on the company premises, engaged in company business, operating company equipment, or while under the authority of J. Rayl Transport, Inc. is strictly prohibited. Disciplinary action will be taken, as necessary.

All CDL drivers who are qualified to operate a commercial motor vehicle in interstate or intrastate commerce are subject to testing under this policy.

Neither this policy nor any of its terms are intended to create a contract of employment or contain the terms of any contract of employment. The company retains the sole right to change, amend, or modify any term or provision of this policy without notice. This policy is effective January 01, 2021 and will supersede all prior policies and statements relating to alcohol or drugs.

### **Responsibility**

In accordance with 49 CFR §382.601(a), each employer shall provide educational materials that explain the requirements in Part 382 and the employer's policies and procedures with respect to meeting these requirements. The employer shall ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing under this part and to each driver subsequently hired or transferred into a safety-sensitive function position (i.e., operating a commercial motor vehicle as defined in §382.107 requiring a CDL).

Each driver is responsible for reviewing the content of this policy. Each driver is responsible for asking questions about this policy and related procedures. Please direct all questions to safety coordinator.

## **ALCOHOL AND CONTROLLED SUBSTANCES CONTACT PERSON**

The motor carriers designated contact person will coordinate the implementation, direction, and administration of the alcohol and controlled substances policy. As part of our continuing policy to ensure fair and equal treatment we understand that there may be questions and concerns involving our controlled substance and alcohol testing policies and programs. Questions concerning this policy should be directed to the contact person.

The designated contact person is:

**Abigale Soloninka  
Safety Coordinator  
330-784-1134 EXT. 3316**

## DEFINITIONS

*When interpreting or implementing these procedures, or the procedures required by the Federal Highway Administration controlled substance testing regulations, the following definitions apply:*

**Actual Knowledge-** means actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the driver, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or a controlled substance, or a driver's admission of alcohol or controlled substance use under the provisions of Sec. 382.121. Direct observation as used in this definition means observation of alcohol or controlled substance use and does not include observation of driver behavior or physical characteristics sufficient to warrant reasonable suspicion testing under Sec. 382.307.

**Adulterated specimen-** a specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

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

**Alcohol concentration (or content)-** the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

**Alcohol screening device (ASD)-** a breath or saliva device, other than an evidential breath testing device (EBT) that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list (CPL) for such devices.

**Alcohol Use** - the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

**Aliquot-** a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

**Breath Alcohol Technician (BAT)** - an individual who instructs and assists individuals in the alcohol process and operates an evidential breath testing device (EBT).

**Chain of Custody** - procedures to account for the integrity of each urine, blood, or saliva specimen by tracking its handling and storage from point of specimen collection to final disposition of specimen.

**Collection Site** - a place where individuals present themselves for the purpose of providing breath, body fluid or tissue samples to be analyzed for specified controlled substances.

**Commercial Motor Vehicle** - a motor vehicle or combination of motor vehicles used in commerce to transport passengers of property if the motor vehicle:

1. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placard under the Hazardous Materials Regulations (49 CFR part 172, Subpart F).

**Confirmation Test** - for alcohol testing means a second test, following screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

**Confirmatory validity test-** a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

**Consortium/Third-party administrator (C/TPA)**- a service agent that provides or coordinates the provision of a variety of drug and alcohol testing services for the company. C/TPAs typically perform administrative tasks concerning the operation of the company's drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join to administer, as a single entity, the DOT drug and alcohol testing programs of its members. C/TPAs are not "employers."

**Controlled Substance** - mean those substances identified in 49 CFR, Section 40.85. In accordance with FMCSA rules, urinalyses will be conducted to detect the presence of the following substances:

- Marijuana
- Cocaine
- Opioids
- Amphetamines
- Phencyclidine (PCP)

Detection levels requiring a determination of a positive result shall be in accordance with the guidelines adopted by the FMCSA in accordance with the requirements established in 49 CFR, Section 40.87.

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA1	15 ng/mL.
Cocaine metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL.
Opiate metabolites Codeine/Morphine2	2000 ng/mL	Codeine Morphine	2000 ng/mL. 2000 ng/mL.
6–Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL.
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL.
Amphetamines3 AMP/MAMP4	500 ng/mL	Amphetamine	250 ng/mL.
		Methamphetamine5	250 ng/mL.
MDMA6	500 ng/mL	MDMA	250 ng/mL.
		MDA7	250 ng/mL.
		MDEA8	250 ng/mL.

- 1Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA).
- 2Morphine is the target analyte for codeine/morphine testing.
- 3Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff.
- 4Methamphetamine is the target analyte for amphetamine/methamphetamine testing.
- 5To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/mL.
- 6Methylenedioxymethamphetamine (MDMA).
- 7Methylenedioxyamphetamine (MDA).
- 8Methylenedioxyethylamphetamine (MDEA)



**Designated employer representative (DER)**- an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove drivers from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of the company. Service agents cannot serve as DERs.

**Dilute specimen**- a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

**Direct observation**- the observer must request the employee to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show, by turning around, that he/she does not have a prosthetic device. After observer has determined that the employee does not have such a device, he/she may permit the employee to return clothing to its proper position for observed urination.

**Disabling damage**- damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

1. Inclusions.

- a. Damage to motor vehicles that could have been driven but would have been further damaged if so driven.

2. Exclusions.

- a. Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
- b. Tire disablement without other damage even if no spare tire is available.
- c. Headlight or taillight damage.
- d. Damage to turn signals, horn, or windshield wipers which make them inoperative.

**Driver** - any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For the purposes of pre-employment/pre-duty testing only, the term "driver" includes a person applying to an employer to drive a commercial motor vehicle.

**Drug** - any substance (other than alcohol) that is a controlled substance as defined in this policy and 49 CFR Part 40.

**Evidential Breath Testing Device (EBT)** - a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the 0.02 and 0.04 alcohol concentrations, placed on NHTSA's "Conforming Product's List of Evidential Breath Measurement Devices" (CPL) for "Evidential Breath Measurement Devices" and identified on the CPL as conforming with the model specifications available from NHTSA's Traffic Safety Program.

**FHWA** - means the Federal Highway Administration, U. S. Department of Transportation (DOT).

**FMCSA**- Federal Motor Carrier Safety Administration, U.S. Department of Transportation.

**Initial drug test (also known as a "Screening drug test")**- the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

**Initial specimen validity test**- the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

**Invalid result**- the result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

**Laboratory-** any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under Part 40.

**Licensed medical practitioner-** a person who is licensed, certified, and/or registered, in accordance with applicable federal, state, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

**Medical Review Officer (MRO)** - a licensed physician who has had extensive training in reviewing and interpreting drug tests. His/her primary responsibility is to review and to interpret the positive test results obtained through the drug-testing program. On positive test results, the MRO may conduct an interview with the individual to review medical history and to give the individual an opportunity to discuss/explain test results.

**Negative result-** the result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

**Non-negative specimen-** a urine specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), and/or invalid.

**Oxidizing adulterant-** a substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or drug metabolites or affects the reagents in either the initial or confirmatory drug test.

**Performing (a safety-sensitive function)** - a driver or employee is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

**Positive result-** the result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

**Prescription medications-** the use (by a driver) of legally prescribed medications issued by a licensed health care professional familiar with the driver's work-related responsibilities.

**Random Selection Process** - alcohol and drug tests are unannounced; that every driver of a motor carrier subject to test(s) conducted annually shall equal or exceed ten percent (10%) for alcohol tests and fifty percent (50%) for drug test of the total number of drivers subject to testing of a motor carrier.

**Reasonable Cause** - the motor carrier believes the actions or appearance or conduct of a commercial motor vehicle driver are indicative of the use of a controlled substance and/or alcohol.

**Refuse to submit** (to an alcohol or controlled substances test) means that a driver:

1. Fails to appear for any test (except pre-employment) within a reasonable time, as determined by the company, consistent with applicable DOT regulations, after being directed to do so by the company. This includes the failure of a driver (including an owner-operator) to appear for a test when called by a C/TPA;
2. Fails to remain at the testing site until the testing is complete (except pre-employment if the driver leaves before the testing process begins);
3. Fails to provide a urine specimen for any DOT required drug test (except pre-employment if the driver leaves before the testing process begins);
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of the specimen;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take a second test the employer or collector has directed the driver to take;

7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER (In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment);
8. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
9. For an observed collection, fails to follow the observer's instructions to raise his/her clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if he/she has any type of prosthetic or other device that could be used to interfere with the collection process.
10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
11. Admits to the collector or MRO that he/she adulterated or substituted the specimen.
12. Is reported by the MRO as having a verified adulterated or substituted test result.

**Safety-Sensitive Function** - any of those on-duty functions set forth in CFR 49 section 395.2.

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. "on duty time" shall include:

1. All time at a carrier or shipper plant, terminal, or facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;
2. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
3. All driving time;
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time spent performing the driver requirements relating to accidents;
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**Screening Test Technician (STT)** - a person designated by the motor carrier that has satisfactorily completed a training program approved by the U.S. Department of Transportation in saliva alcohol testing. They instruct and assist employees in the alcohol testing process and operates an alcohol screening device (ASD).

**Split specimen collection**- a collection in which the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

**Stand-down**- the practice of temporarily removing a driver from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive drug test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.

**Substance abuse professional (SAP)**- a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. A SAP must be:

- A licensed physician (Doctor of Medicine or Osteopathy);
- A licensed or certified social worker;
- A licensed or certified psychologist;
- A licensed or certified employee assistance professional; or
- A drug and alcohol counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC), or by the National Board for Certified Counselors, Inc and Affiliates/Master Addictions Counselor (NBCC).

**Substituted specimen**- a urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

## **WHO IS SUBJECT TO ALCOHOL MISUSE AND CONTROLLED SUBSTANCE REQUIREMENTS?**

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).

*Who must have a CDL and be tested? Any driver who drives 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 passenger; or
- \* Of any size that is used to transport hazardous material which require the vehicle to be placarded under the hazardous materials regulation.

## **PROHIBITED CONDUCT**

### **Alcohol Prohibitions**

Part 382, Subpart B, prohibits any alcohol misuse that could affect performance of safety-sensitive functions.

This alcohol prohibition includes:

- Use while performing safety-sensitive functions;
- Use during the 4 hours before performing safety-sensitive functions;
- Reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.04 or greater;
- Use of alcohol for up to 8 hours following an accident or until the driver undergoes a post-accident test; or
- Refusal to take a required test.

NOTE: Per FMCSA regulation (Sec. 382.505), a driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

J. Rayl Transport, Inc. prohibits any alcohol to be on any company premises or in any company vehicles.

### **Drug Prohibitions**

Part 382, Subpart B, prohibits any drug use that could affect the performance of safety-sensitive functions. This drug prohibition includes:

- Use of any drug, except when administered to a driver by, or under the instructions of, a licensed medical practitioner, who has advised the driver that the substance will not affect the driver's ability to safely operate a commercial motor vehicle. (The use of marijuana under any state statute is not a legitimate medical explanation. Under federal law, the use of marijuana or any Schedule I drug does not have a legitimate medical use in the United States.);
- Testing positive for drugs; or
- Refusing to take a required test.

All drivers will inform Safety Department of any therapeutic drug use prior to performing a safety-sensitive function. He/she may be required to present written evidence from a health care professional which describes the effects such medications may have on the driver's ability to perform his/her tasks.

J. Rayl Transport, Inc. prohibits any illegal drug to be on any company premises or in any company vehicle.

A driver shall not -

- \* Report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol of 0.04 or greater;
- \* Use alcohol 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 four hours of using alcohol;
- \* Use alcohol for 8 hours following an accident unless the driver has been given a post-accident test; or
- \* Refuse to submit to a required alcohol and/or drug test involving post-accident, random, reasonable suspicion, or follow-up testing.

### **DRIVER RESPONSIBILITIES**

\*All drivers must report to his/her supervisor/manager immediately the use of all legal prescribed medications issued by a licensed health care professional familiar with the driver's work-related responsibilities that could have an adverse effect on his/her driving ability. The driver may be required to provide written evidence from the health care professional of "fitness for duty" to perform his/her job functions.

\* All drivers are to comply with requests to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.

\* All driver applicants must give written consent to obtain information relative to alcohol and controlled substances test results from any employer within the previous three years where the driver performed safety-sensitive functions.

\* All drivers who are notified of selection for random, reasonable suspicion and follow-up alcohol and/or controlled substances testing must proceed to the test site immediately.

### **WHEN A DRIVER MUST BE TESTED**

The Federal Motor Carrier Safety Regulations are very specific regarding when a driver must submit for a drug and an alcohol test. The drug test will be performed by collecting a urine specimen; and the alcohol test is performed using a breath alcohol technician.

<b>Type of Test</b>	<b>Alcohol</b>	<b>Drug</b>
Pre-employment	No	Yes
Random	Yes	Yes
Reasonable Suspicion	Yes	Yes
Post-Accident	Yes	Yes
Return to Duty	Yes*	Yes
Follow-Up+	Yes*	Yes

**+If required by a substance abuse professional.**

**\*Required if the test results of the original tests were 0.04 BAC or greater.**

### **DRUG TESTING PROCEDURES**

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

- 1) Marijuana
- 2) Cocaine,
- 3) Opiates – opium and codeine derivatives,
- 4) Amphetamines and methamphetamines,
- 5) Phencyclidine (PCP)

All drug testing must be done from urine specimens collected under highly controlled conditions. 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; and if needed, transportation to the laboratory.

The procedures will strictly follow federal chain of custody guidelines.

A drug testing custody and control form (CCF) will be used to document the chain of custody from the time the specimen is collected at the testing facility until it is tested at the laboratory. When the driver arrives at the collection site, the collection site employee will ask for identification. The driver may ask the collection site person for identification.

The driver is then instructed to provide his/her specimen in a room that allows for privacy. The specimen must consist of at least 45 mL of urine. Within 4 minutes after obtaining the specimen, the collection site person will measure its temperature. The acceptable temperature range is 90 to 100 degrees Fahrenheit. If the specimen temperature is outside the acceptable range, the collector must note this on the CCF and must immediately conduct a new collection using direct observation procedures outlined in Sec. 40.67. Both specimens must be sent to the lab for testing. The collector must notify both the DER and collection site supervisor that the collection took place under direct observation and the reason for doing so.

The 45mL sample provided must be split into a primary specimen of 30 mL and a second specimen (used as the split) of 15 mL. The collection site person must place and secure the lids on the bottles, place tamper-evident bottle seals over the lids and down the sides of the bottles and write the date on the tamper-evident seals. The driver then initials the tamper-evident bottle seals to certify that the bottles contain specimens he/she provided. All of this must be done in front of the driver.

All identifying information must be entered on the CCF by the collection site person. The CCF must be signed by the collection site person, certifying collection was accomplished in accordance with the instructions provided. The driver must also sign this form indicating the specimen was his/hers. The collector is responsible for placing and securing the specimen bottles and a copy of the CCF into an appropriate pouch or plastic bag. At this point, the driver may leave the collection site. The collection site must forward the specimens to the lab as quickly as possible, within 24 hours or during the next business day.

Driver protection is built into the testing procedures. 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 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.

## **Results**

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. According to FMCSA regulation, the laboratory must report all test results directly to J. Rayl Transport, Inc's medical review officer (MRO). All test results must be transmitted to the MRO in a timely manner, preferably the same day that the review by the certifying scientist is completed. All results must be reported.

The MRO is responsible for reviewing and interpreting all confirmed positive, adulterated, substituted, or invalid drug test results. The MRO must determine whether alternate medical explanations could account for the test results. The MRO must also give the driver who has a positive, adulterated, substituted, or invalid drug test an opportunity to discuss the results prior to making a final determination. After the decision is made, the MRO must notify the DER.

If the MRO, after making and documenting all reasonable efforts, is unable to contact a tested driver, the MRO shall contact the DER instructing him/her to contact the driver. The DER will arrange for the driver to contact the MRO before going on duty.

The MRO may verify a positive, adulterated, or substituted specimen without having communicated with the driver about the test results if:

- The driver expressly declines the opportunity to discuss the results of the test;
- Neither the MRO or DER has been able to make contact with the driver for 10 days; or
- Within 72 hours after a documented contact by the DER instructing the driver to contact the MRO, the driver has not done so.

The MRO may verify an invalid test result as cancelled (with instructions to recollect immediately under direct observation)

without interviewing the employee, as provided at §40.159 if:

- The driver expressly declines the opportunity to discuss the test with the MRO;
- The DER has successfully made and documented a contact with the driver and instructed the driver to contact the MRO and more than 72 hours have passed since the time the DER contacted the driver; or
- Neither the MRO nor the DER, after making and documenting all reasonable efforts, has been able to contact the driver within ten days of the date on which the MRO received the confirmed invalid test result from the laboratory.

### **Split Sample**

As required by FMCSA regulations, the MRO must notify each driver who has a positive, adulterated, or substituted drug test result that he/she has 72 hours to request the test of the split specimen. If the driver requests the testing of the split, the MRO must direct (in writing) the lab to provide the split specimen to another certified laboratory for analysis. There is no split specimen testing for an invalid result.

If the analysis of the split specimen fails to reconfirm the results of the primary specimen, or if the split specimen is unavailable, inadequate for testing, or unstable, the MRO must cancel the test and report the cancellation and the reasons for it to the DER and the driver.

Note: all drivers will be charged the cost of confirmation testing if they request to have it completed.

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 Office 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 result of the test of the split specimen is "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.

### **Specimen Retention**

Long-term frozen storage will ensure that positive urine specimens will be available for any necessary retest. [Company Name]'s designated drug testing laboratory will retain all confirmed positive specimens for at least 1 year in the original labeled specimen bottle.

## **ALCOHOL TESTING PROCEDURES**

\*Alcohol testing will be performed; during, just preceding, or just after performing safety-sensitive functions.

Alcohol testing will be conducted at the collection site by a qualified breath alcohol technician (BAT) or screening test technician (STT), according to 49 CFR Part 40 procedures. Only products on the conforming products list (approved by the National Highway Traffic Safety Administration (NHTSA)) and Part 40 requirements will be utilized for testing under this policy. The testing will be performed in a private setting. Only authorized personnel will have access and are the only individuals who can see or hear the test results.

The alcohol test is done by testing breath using an Evidential Breath Testing Device (EBT). If the EBT shows a reading less than 0.01 the test is recorded as "negative". If the breath confirmation test result is 0.02 or greater a second breath test will be done. A waiting period of 15 minutes will be observed between the first breath test and the second.

Refusal to complete and sign the alcohol testing form or refusal to provide breath or saliva will be considered a failed test, and the driver will be removed from all safety-sensitive functions until the matter is resolved.

\*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.

## **CIRCUMSTANCES FOR TESTING**

### **PRE-EMPLOYMENT TESTING**

In accordance with §382.301, all driver applicants will be required to submit to and pass a urine drug test as a condition of employment. Those persons that a motor carrier intends to hire as drivers must be tested for drug use prior to employment. For drug testing, a negative test result must be received before the driver takes their first load.

### **REASONABLE SUSPICION TESTING**

Reasonable suspicion means that the motor carrier believes that the driver's appearance or conducts are indicative of the use of alcohol and/or drugs. The actions or observations of the driver must occur while the driver is on duty, just preceding, or just after the work period. The basis for this decision will be specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. The conduct, appearance, or actions of the driver must be observed by a supervisor and company official. The supervisor or official must have received 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 motor carrier's supervisor or official to require the test must be documented and signed by the 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 Saliva Alcohol Screening. Per FMCSA regulation, if the driver tests 0.02 or greater, but less than 0.04, for alcohol the driver will be removed from all safety-sensitive functions, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

If an alcohol test is not administered within two hours following a reasonable suspicion determination, the program administrator will prepare and maintain a record stating the reasons why the test was not administered within 2 hours. If the test was not administered within 8 hours after a reasonable suspicion determination, all attempts to administer the test shall cease. A record of why the test was not administered must be prepared and maintained.

A written record of the observations leading to an alcohol or controlled substance reasonable suspicion test, signed by the supervisor or company official who made the observation, will be completed within 24 hours of the observed behavior or before the results of the alcohol or controlled substances test are released, whichever is first.

### **RANDOM TESTING**

The random testing will be spread reasonably throughout the calendar year. All random alcohol and drug tests will be unannounced, with each driver having an equal chance of being tested each time selections are made.

Random testing ensures that every driver has an equal chance of being tested. Random tests are unannounced.

At least 10 percent of the consortium's average number of driver positions will be tested for alcohol each year. At least 50 percent of the consortium's average number of driver positions will be tested for drugs each year. The regulations provide that a minimum-testing rate of 50% is to be used in drug testing. This rate should provide a sufficient deterrent to drug use. For alcohol testing the random rate is 10%.

The rate for random testing is based on a 1-year period. The unannounced tests should be spread reasonably throughout the year. There are no requirements as to how often the random test must be conducted.

A driver who is chosen for random testing must proceed immediately to the testing site as soon as he/she is informed of the test. If the driver does not arrive to the testing site within 1 hour, it will be considered a refusal.

### **POST ACCIDENT TESTING**

Drivers are to notify the safety manager as soon as possible if they are involved in an accident.

According to FMCSA regulations (Sec. 382.303), if the accident involved the following, the driver will be tested for drugs and alcohol as soon as possible following the accident:

- A fatality,
- Bodily injury with immediate medical treatment away from the scene and the driver received a citation, or
- Disabling damage to any motor vehicle requiring tow away and the driver received a citation



The driver must remain readily available for testing. If the driver isn't readily available for alcohol and drug testing, he/she may be deemed as refusing to submit to testing. A driver involved in an accident may not consume alcohol for 8 hours or until testing is completed.

If the alcohol test is not administered within 2 hours following the accident the safety manager will prepare a report and maintain a record stating, why the test was not administered within two hours.

If the alcohol test is not administered within 8 hours following the accident, all attempts to administer the test will cease. A report and record of why the test was not administered will be prepared and maintained.

The drug test must be administered within 32 hours of the accident. If the test could not be administered within 32 hours, all attempts to test the driver will cease.

The Safety department will prepare and maintain a record stating the reasons why the test was not administered within the allotted time frame.

A driver involved in an accident, as defined by DOT, with a commercial motor vehicle must, within two (2) hours of the accident, take a test for alcohol and controlled substances if:

The accident involved a fatality; or

The driver receives a citation for a moving traffic violation arising from the accident.

\*Accident means any incident involving a commercial motor vehicle where there is either a fatality, an injury treated away from the scene, or a vehicle is required to be towed from the scene.

A driver who is required to take a test as a result of an accident must remain available. If the driver does not make himself/herself available, it will be considered a refusal to take the test. A driver subject to post-accident testing must refrain from consuming alcohol for eight (8) hours following an accident, or until he/she submits to an alcohol test, whichever comes first.

## **RETURN-TO-DUTY TESTING**

After failing an alcohol test, a driver must undergo a return-to-duty test prior to performing a safety-sensitive function. The test result must indicate a breath alcohol concentration of less than 0.02.

After testing positive for a controlled substance, a driver must undergo a return-to-duty test under direct observation prior to performing a safety-sensitive function. The test must indicate a verified negative result for drug use.

A driver who has violated the prohibited alcohol conduct standards or tested positive for drugs must test and the results of the test confirmed negative for drugs/alcohol (whichever was found positive) before performing safety-sensitive duties.

All return to duty and follow up drug tests must be observed. The observer in an observed urine collection must request the employee to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist and lower clothing and underpants to show you, by turning around, that they do not have a prosthetic device. After it has been determined that the employee does not have such a device,

- An employee will be deemed to have refused a drug test if he or she:
  - Fails to follow the observer's instructions to raise his/her clothing above the waist, lower clothing and underpants, and turn around to permit the observer to determine if he or she has any type of prosthetic or other device that could be used to interfere with the collection process;
  - or Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.

## **FOLLOW-UP TESTING**

Following the driver's violation of Part 382, Subpart B, the driver will be subject to follow-up testing. Follow-up testing will be unannounced. The number and frequency of such follow-up testing will be directed by the SAP. There will be at least six (6) unannounced follow-up drug/alcohol tests conducted within the first twelve (12) months; the follow-up testing will not exceed sixty (60) months. Follow-up drug tests must be conducted under direct observation.

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substance, each driver is subject to unannounced follow-up alcohol and/or controlled substance testing as directed by a substance abuse professional.

Follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive function, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

## **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.

Behavior that constitutes as refusal to take a test in §382.211 are:

- inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation;
- tampering with or attempting to adulterate the specimen;
- interfering with the collection procedure;
- not immediately reporting to the collection site;
- failing to remain at the collection site until the collection process is complete;
- having a test result reported by an MRO as adulterated or substituted;
- or leaving the scene of an accident without a valid reason before the tests have been conducted.

No motor carrier shall permit a driver who refuses to submit to a required test to perform or continue to perform safety-sensitive functions. See the definition of "Refuse to Submit" in §382.107.

## **CONSEQUENCE OF REFUSAL TO TEST**

The company will consider a driver's refusal to test as a positive result and will not use the individual to perform any safety-sensitive functions. The driver will be given information relating to substance abuse professionals. Refusal to test will be considered a resignation by the driver. He/she will not be retested under any circumstances and will not be considered for rehire.

## **CONSEQUENCES OF A POSITIVE DRUG TEST**

### **Consequences of a Positive Drug Test (pre-employment)**

- Driver applicants will not be hired.

### **Consequences of a Positive Drug/Alcohol Test (Random, Reasonable Suspicion, Post Accident)**

- A driver will be removed from performing safety-sensitive functions.
- Recommendations for a substance abuse professional will be given.
- Termination of Employment

If the driver is allowed to return to safety-sensitive functions he/she:

- Must be evaluated by a substance abuse professional,
- Comply with the substance abuse professional's recommendations, (The driver must give to the substance abuse professional written permission to discuss treatment and progress with the company's designated contact person).
- Must undergo a return to duty drug test with a negative test result.

Following the driver's return to duty follow-up testing will consist of, at the minimum, six tests in the first 12 months. The positive tested driver will also be subject to unannounced follow-up drug tests for up to 5 years depending on the evaluation of the substance abuse professional.

The costs of the substance abuse professional return to duty test and follow-up testing will be paid by the driver.

## **CONSEQUENCES OF A POSITIVE ALCOHOL TEST**

### **Consequences for drivers who test 0.04 BAC and above.**

- A driver will be removed from performing safety-sensitive functions.
- Recommendations for a substance abuse professional will be given.
- **Termination of employment**

If the driver is allowed to return to safety-sensitive functions he/she:

- Must be evaluated by a substance abuse professional (SAP),
- Comply with treatment recommendations, and
- Must undergo a return to duty test with a negative test result.

Following the driver's return to duty follow-up testing will consist of, at the minimum, six tests in the first 12 months. The positive tested driver will also be subject to unannounced follow-up alcohol tests for up to 5 years depending on the evaluation of the substance abuse professional.

The costs of the substance abuse professional return to duty test and follow-up testing will be paid by the driver.

### **Consequences of an alcohol test of .02 BAC but less than 0.04 BAC**

Any driver who is found to have a BAC of 0.02 or greater but less than 0.04 shall not perform safety sensitive functions until the start of the driver's next scheduled duty period, but not less than 24 hours following the test.

### **First Offense**

Removal from safety-sensitive functions for at least 24 hours.

**The retention of employment for a driver who tests positive for alcohol will be determined upon service, safety, and performance records. This determination is made at the company's discretion.**

### **Second Offense**

Removal from safety-sensitive functions,  
Termination of employment.

## **EFFECT OF DRUGS**

### **Performance Indicators of Substance Abuse**

The first indicators of drug use are usually changes in general performance and behavior, such as deterioration in productivity, quality of work, and attitude. However, these indicators may erroneously point to substance abuse because they are similar to the effects of non-drug related problems such as job stress, overwork, fatigue, or emotional problems. Moreover, non-drug related problems might be compounded by drug use. Thus it is critical that drivers and supervisors be trained to recognize the various signs and symptoms as well as their limitations as indicators of drug abuse.

### **General Indicators**

The following are general indicators of substance abuse:

**Absenteeism:** Tardiness or excessive use of sick leave may be observed. Drug and alcohol affected employees are absent an average of two or three times more than non-drug using employees.

**Staff Turnover:** Chemically dependent people have disorganized lives. May quit rather than face detection. Others transfer or are fired for poor and unsafe performance.

**Lower Productivity:** Studies have shown drug and alcohol affected employees perform at about two-thirds of their actual work potential. Thus, any change in productivity not attributable to other factors may be suspect.

**Equipment Breakdown:** Substance-abusing employees often do not adequately maintain their vehicles because they either lose interest in their jobs, or look forward to having their equipment declared out of service as a means of avoiding work.

**Poor Work Quality:** Shoddy work, rework, and material waste may be evident. In drivers, decreased mental and physical agility and concentration caused by substance abuse could result in greater numbers of FMCSR violations, general traffic violations, increased cargo damage or passenger complaints, missed schedules, incomplete or lost shipments, and more traffic accidents (both non-reportable and reportable).

**Poor Morale:** Chronic drug abuse often creates wide mood swings, anxiety, depression and anger. Non-drug using employees often see drug abusers as poor team workers and safety hazards.

**Increased Accidents and Near Misses:** Impaired employees are 3.6 times more likely to be involved in an accident. Even small quantities of drugs in the system, as well as the hangover effect, can cause a deterioration of alertness, clear-mindedness and reaction time.

**Theft of Equipment and Materials:** Drugs are expensive. Cocaine costs up to \$135 a gram. One ounce of high potency marijuana costs \$85 to \$125. Coinciding with the drug abusers' need for money is the distortion of their value systems and judgment caused by the drug. These changes erode their loyalty and dedication to their employers.

Observing these indicators may be complicated because drug and alcohol- abusing employees often develop survival skills to make recognition more difficult. Initially, these performance indicators are best addressed through the routine performance monitoring and correction processes. Typically, a supervisor may confront an employee regarding job performance. This confrontation is based on objective, documented information related to performance deterioration, not the specific signs of substance abuse.

### **Specific (physical) Evidence of Use**

Signs and symptoms pointing directly to serious substance abuse include the following:

**Paraphernalia:** Needles, balloons, aluminum foil wrappers, cocaine sniffing tools, marijuana smoking pipes and holders, and drug containers obviously not used for legitimate purposes.

**Presence of Drugs:** Plastic sandwich bags of marijuana, small containers of tablets or capsules, vials or envelopes of powders, or empty beer, wine and liquor bottles.

### **General Physical and Mental Effects of Drug Use**

The physical and mental effects of substance abuse occur not only during intoxication, but also in residual hangovers, fatigue rebounds, and mental impairment. Other physical and mental effects may include:

- |                               |                               |
|-------------------------------|-------------------------------|
| * Slow reactions              | * Poor memory                 |
| * Poor coordination           | * Loss of concentration       |
| * Fatigue                     | * Depression or anxiety       |
| * Delayed decision making     | * Difficulty sorting priority |
| * Erratic judgment quality    | * Confusion                   |
| * Neurotic or psychotic       | * Learning difficulty         |
| * Refusal to accept authority |                               |

### **Behavioral Signs of Substance Abuse**

General performance or behavior problems with an employer may indicate the involvement of drug or alcohol use. Examples of such behavior include:

- A sudden change, usually for the worse, in attitude, work performance or behavior
- A "lackadaisical" or "I don't care" attitude
- Impulsive and temperamental behavior
- Deteriorating or erratic performance
- Hangover symptoms
- Drug culture jargon
- Secretive behavior (inappropriate whispering, wearing sunglasses indoors)
- Wanting to be alone, avoiding (non-substance abusing workers)
- Forgetfulness, indecision, and erratic on judgment
- Change in personal appearance and hygiene
- Jitter, hand tremors, hyper-excitability
- Carelessness
- Sleeping on the job

Each symptom, by itself, may point to problems other than drug abuse. But, when a pattern begins to develop, the supervisor or manager needs to be alert and act quickly. When fueled by drug or alcohol abuse, these behaviors can lead to greater absenteeism, higher operating costs, serious production problems, and a definite increase in accidents and health care costs.

## Physical Symptoms of Substance Abuse

Observable physical signs and symptoms usually are not apparent until the employee's abuse of drugs or alcohol has reached an advanced level. At advanced stages of drug use, the employee is less able to disguise the physical indicators, and often becomes careless because of a clouded mental state. Specific signs include:

- Blood spots on shirtsleeves (indicating intravenous use)
- Bloodshot or watery eyes (usually caused by marijuana use)
- Changes in speech (slowed, slurred or incoherent)
- Hand tremors
- Intoxicated behavior (swaying, staggering)
- Odor of alcohol on breath
- Odor of marijuana smoke
- Cocaine and amphetamines will cause the pupils to dilate
- Poor coordination
- Runny nose or sores around nostrils (caused by chronic snorting of cocaine)
- Slow reactions
- Unsteady gait
- Very large or small pupils (narcotics and depressant will cause the pupils to constrict)
- Actual on-the-job, out-in-the-open drug use

## Common Job Sites Where Drugs Are Used

Drug users tend to frequent certain job sites, which either allows for the privacy necessary prevent detection or the anonymity which may be provided by the cover of a crowded area. Some common areas include:

- Lunchroom and lounge areas
- Parking lots, cars, and other vehicles
- Remote areas of worksite
- Equipment or storage rooms
- Restrooms

## Characteristics of the Five Controlled Substances

### Marijuana (Cannabinoid)

#### Description

**Generic/chemical Names:** Dronabinol, Marinol, Nabilone

**Common Street Names:** Pot, dope, grass, hemp, weed, hooch, herb, hash, joint, Acapulco Gold, reefer, sinsemilla, Thai Sticks

**Distinguishing Characteristics:** Like tobacco, marijuana consists of dried, chopped leaves that are green to light tan in color. The seeds are oval with one slightly pointed end. Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense. Less prevalent, hashish is compressed, sometimes tar-like substance ranging in color from pale yellow to black. It is usually sold in small chunks wrapped in aluminum foil.

**Paraphernalia:** Cigarette papers, roach clip holders, and small pipes made of bone, brass, or glass is commonly found. Smoking "bongs" (large-bore pipes for inhaling large volumes of smoke) can easily be made from soft drink cans and toilet paper rolls.

**Method of Intake:** Marijuana is usually inhaled in cigarette or pipe smoke. Occasionally, it is added to baking ingredients (e.g. brownies) and ingested. Tetrahydrocannabinol (THC), the active chemical detected in urinalysis, is released by exposure to heat.

**Duration of Single Dose Effect:** The most obvious effects are felt for 4 to 6 hours. Preliminary studies suggest that performance impairment lasts longer. The active chemical, THC, stores in body fat and is slowly metabolized over time.

**Detection Time:** Traces of marijuana will remain in the urine of an occasional user for up to one week, and, in the case of a chronic user, for 3 to 4 weeks.

**Dependency Level:** Evidence indicates moderate psychological dependence.

## **Signs and Symptoms**

**Evidence of Presence of Marijuana:** Plastic bag (commonly used to sell marijuana), smoking papers, roach clip holder, small pipes of bone, brass, or glass, distinctive odor.

**Physical Symptoms:** Reddened eyes (often masked by eye drops), stained fingertips from holding "joints", particularly for non-smokers, chronic fatigue, irritating cough, chronic sore throat, accelerated heartbeat, slowed speech, impaired motor coordination, altered perception, increased appetite.

**Behavioral Symptoms:** Impaired memory, time-space distortions, feeling of euphoria, panic reactions, paranoia, "I don't care" attitude, false sense of power.

## **Effects of Marijuana Use of the Individual**

- **General Health Effects:** Smoking marijuana irritates the lungs. Chronic smoking causes emphysema-like condition.
- One cigarette (joint) of marijuana contains an amount of cancer-causing substance equivalent to that of one to two packs of tobacco cigarettes.
- One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.
- Marijuana is commonly contaminated with the fungus *Aspergillus*, which can cause serious respiratory tract and sinus infections.
- Because marijuana smoking lowers the body immune system response, it raises users' susceptibility to infection.
- Chronic marijuana smoking causes changes in brain cells and brain waves. In essence, the brain is less healthy and does not work as efficiently or effectively. Does long-term brain damage occur? More research is required, but the probable answer is yes.
- Combining alcohol or other depressant drugs and marijuana can produce a multiplier effect, aggravating the impairing effects of both the depressant and marijuana.

## **Reproductive Health Effects:**

- The active chemical, THC, and 60 other chemicals in marijuana tend to concentrate in the ovaries and testes.
- Chronic smoking of marijuana in males causes a decrease in the male sex hormone, testosterone, and an increase in the female sex hormone, estrogen. The result is a decrease in sperm count, which can lead to temporary sterility. Occasionally, the onset of female sex characteristics including breast development occurs in heavy users.
- Chronic smoking of marijuana in females causes a decrease in fertility and an increase in testosterone.
- Pregnant women who are chronic marijuana smokers have a higher than normal incidence of stillborn births, early termination of pregnancies, and infant mortality.
- In test animals, THC causes birth defects, including malformations of the brain, spinal cord, forelimbs, liver, and water on the brain and spine.
- Offspring of test animals who were exposed to marijuana have fewer chromosomes than normal, which causes gross birth defects or death of the fetus. Pediatricians and surgeons believe that the use of marijuana by either or both parents, especially during pregnancy, leads to specific birth defects of the infant's feet and hands.
- One of the most common effects of prenatal cannabinoid exposure is underweight newborn babies.
- Fetal exposure may decrease visual functioning and cause other ocular problems.

## **Effects on Mental Performance:**

Regular use can cause the following effects:

- Delayed decision making,
- Diminished concentration
- Impaired short-term memory
- Impaired signal detection (ability to detect a brief flash of light) a risk for users who are operating machinery or vehicles
- Impaired tracking (ability to follow moving objects with the eyes) and visual distance measurements.
- Erratic cognitive function
- Distortions in time estimation
- Long-term negative effects on mental function known as "acute brain syndrome", which is characterized by disorders in memory, cognitive function, sleep patterns, and physical condition.

## **Effects on Driver Performance:**

The mental impairments resulting from the use of marijuana produce reactions that can lead to unsafe and erratic driving

behavior. Distortions in visual perceptions, impaired signal detection, and altered reality can make driving a vehicle very dangerous.

**Overdose Effects:**

- |                    |  |
|--------------------|--|
| * Aggressive urges | * Immobility                           |
| * Anxiety          | * Mental Dependency                    |
| * Confusion        | * Panic                                |
| * Fearfulness      | * Paranoid reaction                    |
| * Hallucinations   | * Unpleasant distortions in body image |
| * Heavy Sedation   |  |

**Withdrawal Syndrome:**

- |                      |                                     |
|----------------------|-------------------------------------|
| * Sleep disturbance  | * Gastrointestinal distress         |
| * Hyperactivity      | * Salivation, sweating, and tremors |
| * Decreased appetite |                                     |
| * Irritability       |                                     |

THC is stored in body fat and is slowly released over time, causing a long-term effect on overall performance. Like the other drugs, marijuana chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

## Cocaine

**Description**

**Generic/Chemical Names:** Cocaine, Hydrochloride or Cocaine Base

**Common Street Names:** Coke, crack, snow, blow, flake, "C", toot rock, base, nose candy, snort, white horse

**Distinguishing Characteristics:** Cocaine is an alkaloid (organic base) derived from the coca plant. In its more common form, cocaine hydrochloride or "snorting coke" is a white to creamy granular or lumpy powder chopped fine before use. Cocaine base, rock, or crack is a crystalline rock about the size of a small pebble.

**Paraphernalia:** Cocaine Hydrochloride - single-edged razor blade; a small mirror or piece of smooth metal; a half straw or metal tube; and a small screw cap or vial or folded paper packet containing the cocaine (used for snorting); needles, tourniquets (used for injecting). Cocaine Base - a "crack pipe" (small glass smoking device for vaporizing the crack crystal); a lighter, alcohol lamp or small butane torch for heating the substance.

**Method of Intake:** Cocaine Hydrochloride is snorted into the nose, rubbed on the gums, or injected into the veins. Cocaine Base is heated in a glass pipe and the vapor is inhaled.

**Duration of Single Dose Effect:** 1 to 2 hours.

**Detection Time:** Up to 2 to 3 days after last use.

**Dependency Level:** Research indicates possible physical dependence. Although there is insufficient evidence for humans, animal studies indicate "reverse tolerance", in which certain behavioral effects become stronger with repeated use of cocaine. Psychological dependence on cocaine is known to be high.

**Signs and Symptoms**

**Evidence of Presence of Cocaine:** Small folded envelopes, plastic bags, or vials used to store cocaine, razor blades; cut-off drinking straws or rolled bills for snorting; small spoons; heating apparatus.

**Physical Symptoms:** Dilated pupils; runny nose or irritated nose; profuse sweating; dry mouth; tremors; needles tracks; loss of appetite; hyperexcitability; restlessness; high blood pressure; heart palpitations; insomnia; talkativeness; formication (sensation of bugs crawling on skin).

**Behavioral Symptoms:** Increased physical activity; depression; isolations and secretive behavior; unusual defensiveness; frequent absences; wide mood swings; difficulty in concentration; paranoia; hallucinations; confusion; false sense of power and control.

**Effects of Cocaine Use on the Individual**

**Physical health Effects:**

- Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.
- Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing

strokes and heart attacks.

- Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days of using crack, or within several months of snorting coke. Cocaine causes the strongest mental dependency of any known drug.
- Treatment success rates are lower than those of other chemical dependencies.
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths in the U.S. has tripled in the last four years.

#### **Effects on Mental Performance:**

- Paranoia and hallucinations
- Wide Mood Swings
- Hyperexcitability and over reaction to stimulus
- Withdrawal leads to depression and disorientation
- Difficulty in concentration

#### **Effects on Driver Performance:**

Cocaine usually results in an artificial sense of power and control which leads to a sense of invincibility. Lapses in attention and the ignoring of warning signals brought on by cocaine use greatly increase the potential for accidents. Paranoia, hallucinations and extreme mood swings make for erratic and unpredictable reactions while driving.

The high cost of cocaine frequently leads to workplace theft and/or dealing. Forgetfulness, absenteeism, tardiness, and missed assignments can translate into lost business.

#### **Overdose Effects**

- |                               |              |
|-------------------------------|--------------|
| *Agitation                    | *Convulsions |
| *Increase in body temperature | *Death       |
| *Hallucinations               |              |

#### **Withdrawal Syndrome:**

- |                        |               |
|------------------------|---------------|
| *Apathy                | *Depression   |
| *Long periods of sleep | *Irritability |
| *Disorientation        |               |

## **Opiates/Opioids**

### **Description**

**Generic/chemical Names:** Natural and natural derivatives include: opium; morphine; codeine; and heroin (semi-synthetic).

**Synthetics Include:** meperidine (Demerol); oxymorphone (Numorphan); and oxycodone (Percodan).

**Common Street Names:** Horse: "H"; junk; smack; scag; Miss Emma; dope; China White.

**Distinguishing Characteristics:** Because of the variety of compounds and forms, opiates are more difficult to clearly describe in terms of form, color, odor and other physical characteristics. Opium and its derivatives can range from dark brown chunks to white crystals or powders. Depending on the method of intake, they may be in powder, pill or liquid form.

**Paraphernalia:** Needles; syringe caps; eyedroppers; bent spoons; bottle caps; and rubber tubing (used in the preparation for and injection of the drug).

**Method of Intake:** Opiates may be taken in pill form, smoked, or injected depending upon the type of narcotic used.

**Duration of Single Dose Effect:** 3 to 6 hours.

**Detection Time:** Usually, up to 2 days.

**Dependency Level:** Both physical and psychological dependence on opiates are known to be high. Dependence on codeine is moderate.

### **Signs and Symptoms**

**Evidence of Presence of Drugs:** In addition to the paraphernalia enumerated above, the following items may be present; foil, glassine envelopes, or paper "bindles" (packets for holding drugs); balloons or prophylactics used to hold heroin; bloody tissues used to wipe the tissue site; and a pile of burned matches used to heat the drug prior to injection.

**Physical Symptoms:** Constricted pupils; sweating; nausea and vomiting; diarrhea; needle marks or "tracks", wearing long sleeves to cover "tracks", loss of appetite; slurred speech; slowed reflexes; depressed breathing and heartbeat; and drowsiness and fatigue.



**Behavioral Symptoms:** Mood swings, impaired condition; depression and apathy; stupor; and euphoria.

### **Effects of Opiate Use on the Individual**

#### **Physical Health Effects:**

- Intravenous (IV) needle users have a high risk for contracting hepatitis and AIDS due to sharing needles.
- Because opiates increase tolerance to pain, individuals may underestimate the extent of injuries, leading to failure to seek medical attention after an accident.
- Because the effects of opiates are multiplied when used in combination with other depressant drugs and alcohol, overdoses are more likely.

#### **Effects on Mental Performance:**

- Depression and apathy
- Wide mood swings
- Slowed movement and reflexes

In addition, the high physical and psychological dependence level of opiates compounds the impaired functioning.

#### **Effects on Driver Performance:**

Opioids chemically alter the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

The apathy caused by opiates can translate into an "I don't really care" attitude toward performance. The physical effects as well as the depression, fatigue, and slowed reflexes impede the reaction time of the driver, raising the potential for accidents. Although opiates have a legitimate medical use in alleviating pain, workplace use may cause impairment of physical and mental functions.

#### **Overdose Effects:**

- |                             |                 |
|-----------------------------|-----------------|
| *Slow and shallow breathing | *Coma           |
| *Clammy skin                | *Possible death |
| *Convulsions                |                 |

#### **Withdrawal Syndrome:**

- |                   |                      |
|-------------------|----------------------|
| *Watery eyes      | *Tremors             |
| *Runny nose       | *Panic               |
| *Yawning          | *Cramps              |
| *Loss of appetite | *Nausea              |
| *Irritability     | *Chills and sweating |

## **Amphetamines**

### **Description**

**Generic/Chemical Names:** Include Amphetamine and Methamphetamine. Trade names include: Desoxyn, Dexapex, Fasten, Vasotilin, Dexedrine.

**Common Street Names:** Uppers; speed; bennies; dexies; crystal; black beauties; Christmas trees; white crosses; mollies; bam; crank; meth.

**Distinguishing Characteristics:** In their pure form, amphetamines are yellowish crystals. They are manufactured in a variety of forms including pill, capsule, tablet, powder and liquid. Amphetamine ("speed") is sold in counterfeit capsules or as a white, flat, double scored "mini bennies". Methamphetamine is often sold as a creamy white, granular powder or in lumps wrapped in aluminum foil or sealable plastic bags.

**Paraphernalia:** Needles, syringes, and rubber rings for tourniquets, used for injection method.

**Methods of Intake:** The most common forms of amphetamines are pills, tablets or capsules, which are ingested. The less frequent forms, liquid and powder, are injected or snorted.

**Duration of Single Dose Effect:** 2 to 4 hours.

**Detection Time:** 1 to 2 days.

**Dependency Level:** Psychological dependence on amphetamines is known to be high. Physical dependence is possible.

### **Signs and Symptoms:**

**Evidence of Presence of Amphetamines:** Most frequently - pills, capsules, or tablets; envelopes, bags, vials for storing the drug; less frequently - syringes, needles, tourniquets.

**Physical Symptoms:** Dilated pupils, sweating; increased blood pressure; palpitations; rapid heartbeat; dizziness; decreased appetite; dry mouth; headaches; blurred vision; insomnia; high fever (depending upon the level of the dose.).

**Behavioral Symptoms:** Confusion; panic; talkativeness; hallucinations; restlessness; anxiety; moodiness; false sense of

confidence and power; "amphetamine psychoses" which might result from extended use.

### **Effects of Amphetamine Use on the Individual**

#### **Physical Health Effects:**

- \*Regular use produces strong psychological dependence and increasing tolerance to the drug.
- \*High doses may cause toxic psychoses resembling schizophrenia. The users may see, hear, and feel things that do not exist (hallucinations), have irrational thoughts or beliefs (delusions), and feel as though people are out to get them (paranoia).
- \*The euphoria increases impulsive and risk-taking behavior, such as bizarre and violent acts.
- \*Intoxication may induce a heart attack or stroke due to spiking of blood pressure.
- \*Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
- \*Long-term heavy use can lead to malnutrition, skin disorders, ulcers, and various diseases that come from vitamin deficiencies.
- \*Lack of sleep, weight loss, and depression also result from regular use.
- \*Users who inject drugs intravenously can get serious and life-threatening infections (lung or heart disease, kidney damage) from non-sterile equipment or contaminated self-prepared solutions.

#### **Effects of Mental Performance:**

- \*Anxiety, restlessness
- \*Moodiness
- \*False sense of power

#### **Large doses over long periods of time can result in:**

- \* Hallucinations
- \* Delusions
- \* Paranoia
- \* Brain damage

#### **Effects on Driver Performance:**

Amphetamines cause a false sense of alertness and potential hallucinations, which can result in risky driving behavior and increased accidents. Drivers who fail to get sufficient rest may use the drug to increase alertness. However, although low doses of amphetamines will cause a short-term improvement in mental and physical functioning, greater use impairs functioning. The hangover effect of amphetamines is characterized by physical fatigue and depression, which make operation of equipment or vehicles dangerous.

#### **Overdose Effects:**

- |                             |               |
|-----------------------------|---------------|
| * Agitation                 | * Convulsions |
| * Increase body temperature | * Death       |
| * Hallucinations            |               |

#### **Withdrawal Syndrome:**

- |                              |                  |
|------------------------------|------------------|
| * Apathy                     | * Depression     |
| * Long-term periods of sleep | * Disorientation |
| * Irritability               |                  |

## **Phencyclidine (PCP)**

#### **Description:**

**Generic/Chemical Names:** Phencyclidine

**Common Street Names:** angel dust; peace pills; hog; killer weed; supergrass; embalming fluid; rocket fuel.

**Distinguishing Characteristics:** PCP is commonly sold as a creamy, granular powder. It is either brown or white and often packaged in one-inch square aluminum foil or folded paper packets. Occasionally, it is sold in capsule, tablet or liquid form. It is sometimes combined with procaine, a local anesthetic, and sold as imitation cocaine.

**Paraphernalia:** foil or paper packets; stamps (off which PCP is licked); needles; syringes, and tourniquets (for injection); leafy herbs (for smoking).

**Method of Intake:** In pill, capsule or tablet form PCP may be ingested. It is commonly injected as "angel dust". It may be smoke or snorted when applied to leafy materials or combined with marijuana or tobacco.

**Duration of Single Dose Effect:** Days

**Detection Time:** Up to 8 days.

**Dependency Level:** Psychological dependence on PCP is known to be high. Physical dependence is unknown.

#### **Signs and Symptoms**

**Evidence of Presence of PCP;** Packets; stamps; injection; paraphernalia; herbs.

**Physical Symptoms:** Dilated or floating pupils; blurred vision; nystagmus (jerky eye movement); drooling; muscle rigidity; profuse sweating; decreased sensitivity to pain; dizziness; drowsiness; impaired physical coordination (drunken-like walk, staggering); severe disorientation; rapid heartbeat.

**Behavioral Symptoms:** Anxiety; panic/fear/terror; aggressive/violent behavior; distorted perception; severe confusion and agitation; disorganization; mood swings; poor perception of time and distance; poor judgment; auditory hallucinations.

**Effects of PCP Use on the Individual**

There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perceptions are common.

The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia and agitation. The third phase is a drug-induced schizophrenia that may last a month or longer. The fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.

**Physical Health Effects:**

- Potential for overdose emergencies and other accidents is high due to the combination of the extreme mental effects and the anesthetic effect on the body.
- Because the effects of PCP are aggravated by other depressant drugs such as alcohol, the likelihood of an overdose reaction is high.
- PCP-induced hallucinations may be misdiagnosed as LSD induced.

The standard treatment for LSD-induced hallucinations is Thorazine, which when administered with PCP can be fatal.

**Effects on Mental Performance:**

- Irreversible memory loss
- Personality changes
- Thought disorders
- Hallucinations

**Effects on Driver Performance:**

The distortions in perception, and potential visual and auditory delusions make driver performance unpredictable and dangerous. PCP use can cause drowsiness, convulsions, paranoia, agitation, or coma, all obviously dangerous to driving.

**Overdose Effects:**

- \* Longer, more intense "trip" episodes
- \* Psychoses
- \* Coma
- \* Possible death

**Withdrawal Syndrome:**

None reported.

## **Over the Counter and Prescription Medications**

Over-the-counter medications, and even prescription medications, may interfere with a driver's ability to drive safely and within the requirements of the Alcohol and Drug Regulations. Make sure you know about the possible side effects of these drugs before taking them—especially before driving. Consult your physician if you have any questions about a prescription and read the ingredients label and directions for use on every over-the-counter drug you use.

## **EFFECTS OF ALCOHOL**

Because of its widespread acceptance as a social and legal drug, alcohol has the distinction of being the most frequently abused drug in America.

Someone under the influence of alcohol can be identified through the following physical effects:

- Dulled mental processes;
- Lack of coordination;
- Odor of alcohol on breath;
- Pupils may be constricted;
- Sleepy or stuporous condition;
- Slowed reactions; and

- Slurred speech.

With the exception of the odor of alcohol, these are general signs and symptoms of any depressant substance.

Other effects include:

- Greatly impaired driving ability;
- Reduced coordination and reflex actions;
- Impaired vision and judgment;
- Inability to divide attention;
- Lowered inhibitions; and
- Headaches, nausea, dehydration, unclear thinking, unsettled digestion and aching muscles are associated with overindulgence (hangover).

Alcohol first acts on the parts of the brain that affect self-control and other learned behaviors. Diminishing self-control often leads to aggressive behavior. In large doses, alcohol dulls sensations and impairs muscular coordination, memory, and judgment.

After ingestion, alcohol is absorbed through the stomach and intestine into the bloodstream. Here it passes through the liver, where it is metabolized in several steps. Metabolism helps prevent alcohol from accumulating in the body and destroying cells and organs. The liver can't metabolize alcohol as quickly as the body can absorb it. This is the point of intoxication. Any concentration of alcohol that remains unmetabolized can be detected and measured during a blood alcohol concentration test.

Many factors contribute to levels of alcohol absorption, rates of metabolism, and intoxication. Among them are:

- Body size and weight;
- Food ingested;
- Gender;
- Physical condition; and
- Other drugs or medications in the body.

Impairment begins with one drink.

## Health risks

When alcohol is abused, the human body cannot expel it fast enough, causing damage to critical organs. Over time, chronic consumption of alcohol may result in health hazards. Chronic consumption of alcohol is defined as an average of three servings per day of 12 ounces of beer, one-1/2 ounce of whiskey, or five ounces of wine.

This consumption may result in the following health concerns:

- Liver damage;
- Inflammation of the esophagus,;
- Aggravation of peptic ulcers;
- Acute and chronic pancreatitis;
- Heart attack;
- Hypertension;
- Malabsorption of food nutrients that may lead to malnutrition;
- Stroke;
- Immune system depression (makes body more susceptible to infections);
- Cancers of the liver, esophagus, nasopharynx or larynx,; and
- Brain damage (dementia, blackouts, seizures, hallucinations, peripheral neuropathy).

## WHERE CAN I GO FOR HELP?

Call your insurance company for information concerning benefits available to you before making an appointment to see a substance abuse professional.

Listed below are sources of help and information locally.

Summit Psychological Assoc., Inc.

Offices in Akron, Ravenna, Canton, Napoleon, Mt. Pelier

Weekend Hours Available

330-535-8181

Tri-County Employee Assistance Program

330-762-7908

Barberton Citizens Hospital

Free initial consultation

330-745-4114

Community Drug Board

330-434-4141

Akron Health Department

Alcoholism Only

Sliding fee scale

330-375-2444

Wooster Community Hospital

Human Resource

330-264-9597

Akron Family Institute, Inc.

Weekend hours available

330-896-0018

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

National Council on Alcoholism

7 days a week, 24 hours a day

1-800-622-2255

Parents' Resource Institute for Drug Education (PRIDE)

Monday through Friday

1-800-241-9746

Cocaine Helpline

Monday through Friday

Saturday and Sunday, 12:00 p.m. – 3:00 a.m.

1-800-COCAINE

For 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.” Usually there is a listing of the nearest council on Alcoholism (or council on Alcohol and Drug Abuse). These Councils provide information over the phone on the availability of the nearest alcohol treatment programs. Alcoholics Anonymous (AA) or Narcotics Anonymous (NA) may also be listed. Both offer immeasurable help in enabling people to cope with problems with alcohol and other drugs.

## **METHODS OF INTERVENTION FOR SUSPECTED ALCOHOL OR DRUG PROBLEMS**

If you are a driver who is suspected of engaging in alcohol misuse or controlled substance use, you may be confronted about the problem by management and told of treatment alternatives under the company’s Employee Assistance Program (EAP) or health care provider. The confrontation may result in a DOT reasonable suspicion test if a supervisor trained in accordance with 49 CFR §382.603 sees enough signs and symptoms to warrant such a test.

A driver who suspects another driver of alcohol misuse or controlled substance use is encouraged to intervene by contacting an immediate supervisor who is trained in the actual confrontation.

Alcohol and substance abuse is a complex problem calling for specialized supervision and care. Do not help or aid a person who you think has an alcohol or drug abuse problem. Do not make excuses for them, do not do their work for them, and don’t look the other way. The problem is not going to go away. Do not 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 Department of Transportation regulations require that the person with a problem be evaluated by a professional – such as, a physician, psychologist, other persons with knowledge of abuse and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.

### **Clearinghouse**

The Federal Motor Carrier Administration (FMCSA) is establishing the Commercial Driver’s License (CDL) Drug and Alcohol Clearinghouse (Clearinghouse). This new database will contain information pertaining to violations of the U.S. Department of Transportation (DOT) controlled substances (drug) and alcohol testing program for holders of CDLs. The Clearinghouse rule requires FMCSA-regulated employers, Medical Review Officers (MROs), Substance Abuse Professionals (SAPs), consortia/third party administrators (C/TPAs), and other service agents to report to the Clearinghouse information related to violations of the drug and alcohol regulations in 49 Code of Federal Regulations, parts 40 and 382 by current and prospective employees.

The Clearinghouse will also require the following:

Employers will be required to query the Clearinghouse for current and prospective employees’ drug and alcohol violations before permitting those employees to operate a commercial motor vehicle (CMV) on public roads.

Employers will be required to annually query the Clearinghouse for each driver they currently employ.

State Driver Licensing Agencies will be required to query the Clearinghouse whenever a CDL is issued, renewed, transferred, or upgraded.

The Clearinghouse will provide FMCSA and employers the necessary tools to identify drivers who are prohibited from operating a CMV based on DOT drug and alcohol program violations and ensure that such drivers receive the required evaluation and treatment before operating a CMV on public roads. Specifically, information maintained in the Clearinghouse will enable employers to identify drivers who commit a drug or alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations). Records of drug and alcohol program violations will remain in the Clearinghouse for five years, or until the driver has completed the return-to-duty process, whichever is later.

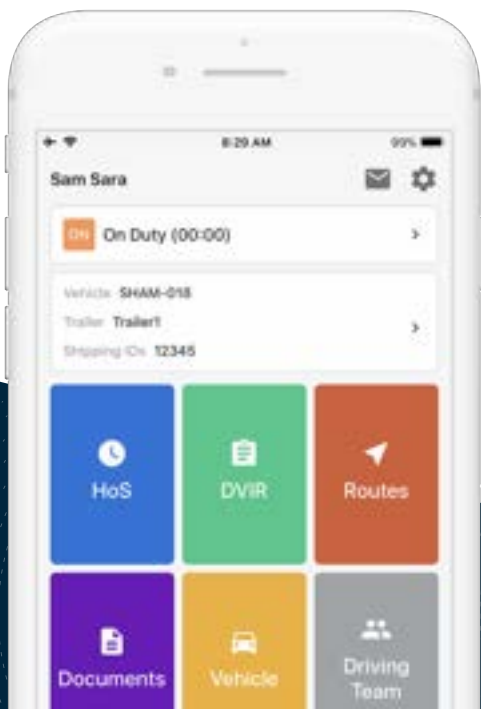
The following personal information collected and maintained under this part will be reported to the Clearinghouse:

- (i) A verified positive, adulterated, or substituted drug test result;
- (ii) An alcohol confirmation test with a concentration of 0.04 or higher;
- (iii) A refusal to submit to any test required by subpart C of this part;

- (iv) An employer's report of actual knowledge, as defined at §382.107:
  - (A) On duty alcohol use pursuant to §382.205;
  - (B) Pre-duty alcohol use pursuant to §382.207;
  - (C) Alcohol use following an accident pursuant to §382.209; and
  - (D) Controlled substance use pursuant to §382.213;
- (v) A substance abuse professional (SAP as defined in §40.3 of this title) report of the successful completion of the return-to-duty process;
- (vi) A negative return-to-duty test; and
- (vii) An employer's report of completion of follow-up testing.

# Samsara Driver App

USER MANUAL





# My Samsara Login Details

Fleet ID

---

Username

---

Password Hint

---

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**Notes**

# Table of Contents

## Your Day in the Samsara Driver App

<b>1</b> Starting Your Shift	Check Vehicle for ELD Materials	5
	Sign In & Select Vehicle	6
	Complete Pre-Trip DVIR	8
	Add Log Form Data	12
	Start Driving	13
<b>2</b> During the Day	Take a Break	15
	Annotate Your Log	17
	Roadside Inspection	18
	Transfer Logs	19
<b>3</b> Ending Your Shift	Complete Post-Trip DVIR	21
	Edit Your Log	22
	Certify Your Logs	24
	Go Off Duty & Sign Out	26

# Table of Contents (cont'd)

## Advanced Features

<b>4</b> Special Statuses	Yard Move	30
	Personal Conveyance	31
<b>5</b> Alerts & Prompts	Approval of Carrier Edits	33
	Uncertified Logs	34
	Unassigned Hours	35
	Malfunction	36

# 1

Starting Your Shift

# Check Vehicle for ELD Materials

The items listed below must be kept in-vehicle to be compliant with the ELD mandate.

- ☐ This Samsara Driver App User Manual
- ☐ Samsara DOT Instruction Sheet
- ☐ Blank records of duty status graphs (8 days or more)

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**Notes**

# Sign In & Select Vehicle

Write your Fleet ID, username, and password hint down for easy access. If you don't have login details yet, or you've forgotten them, contact your Fleet administrator.

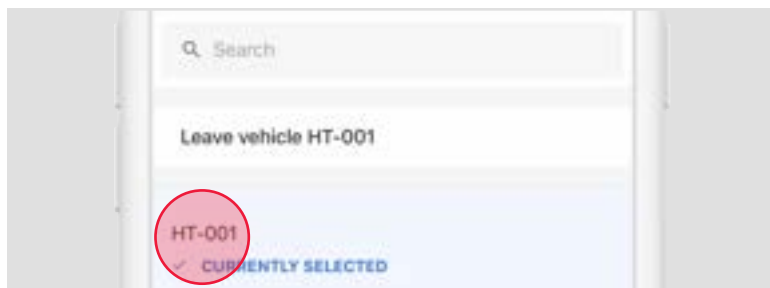
## 1. Download and open the Samsara Driver App.



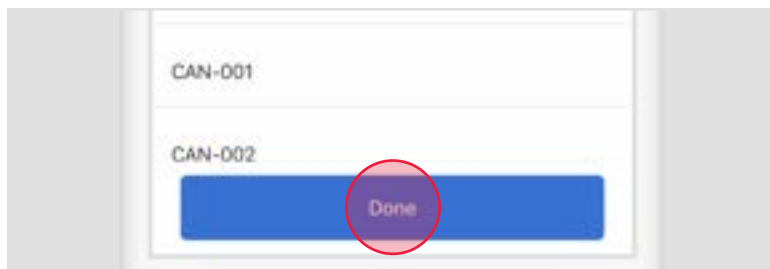
2. Enter your Fleet ID, username, and password and tap 'Sign In'.



3. Select your vehicle from the list, or search for one.



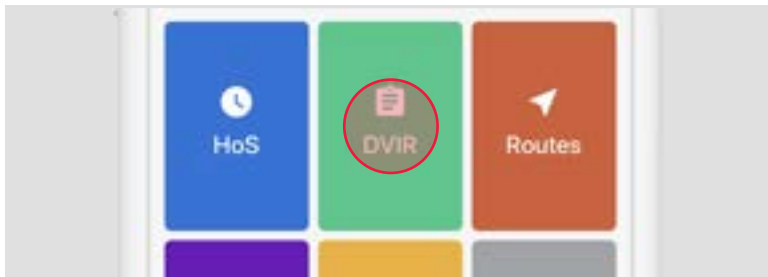
4. Tap 'Done' when you've selected your vehicle.



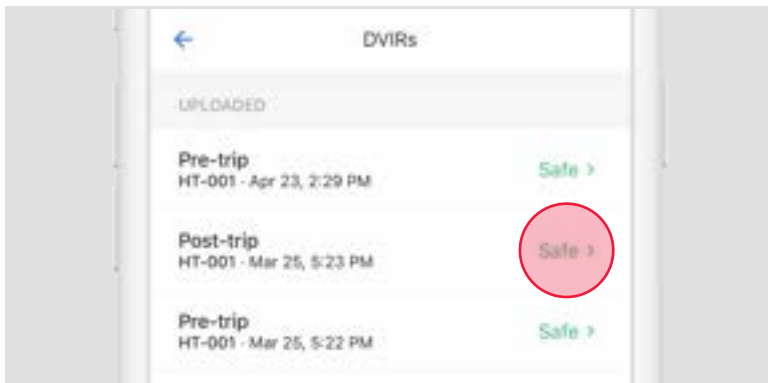
# Complete Pre-Trip DVIR

If driver vehicle inspection reports (DVIRs) are appropriate for your vehicle, add a new pre-trip inspection report:

1. Select the 'DVIR' tile.

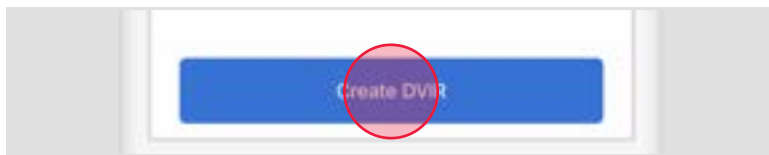


2. From the DVIR view, review any existing DVIRs for this vehicle.

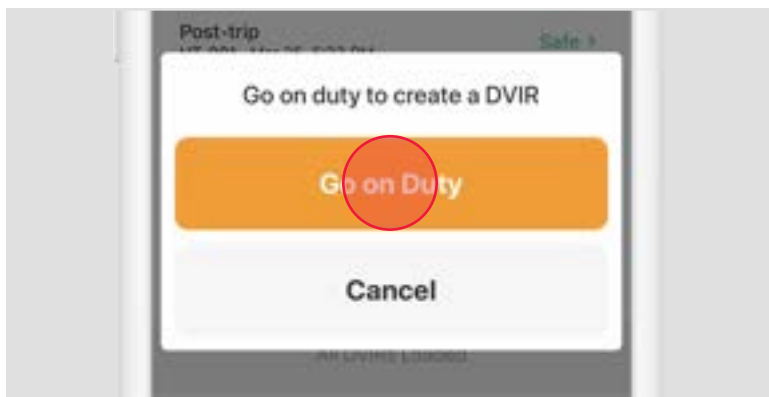




3. To create a new DVIR, tap 'Create DVIR'.

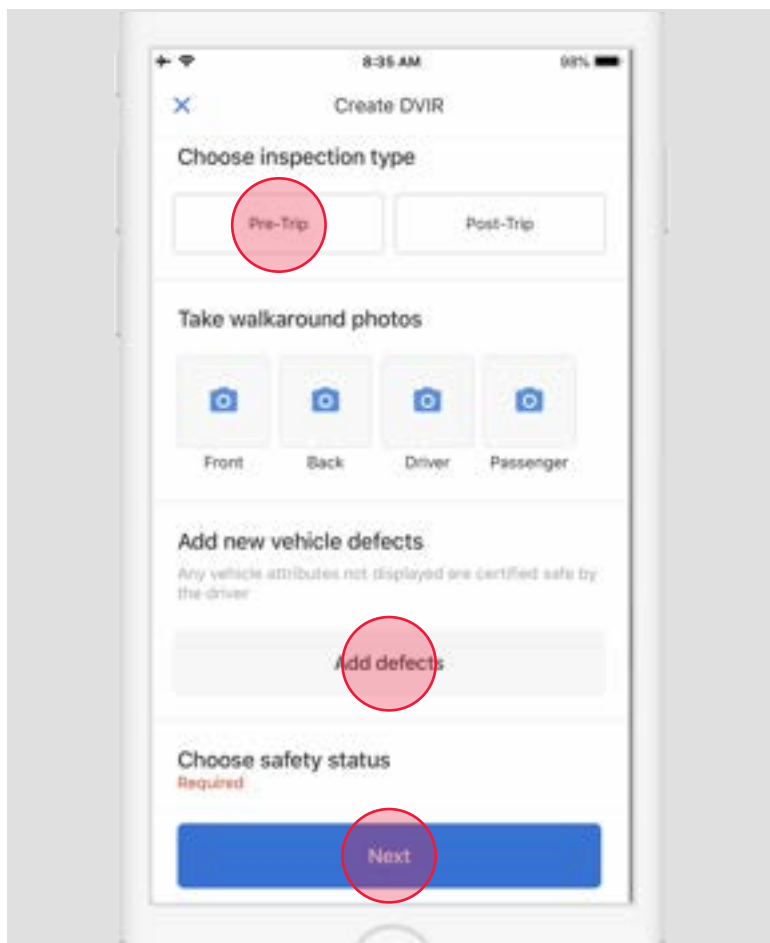


4. If you are presently 'Off Duty', you will be prompted to select 'Go On Duty' before beginning your DVIR

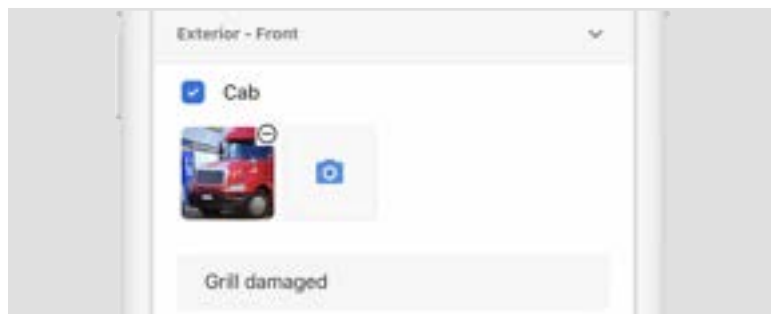


5. Perform a walkaround and inspect your vehicle for any defects.

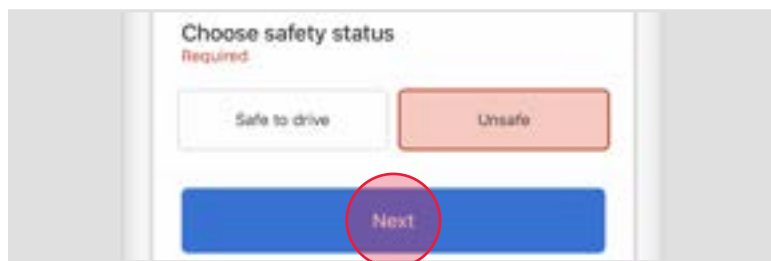
6. Select 'Pre-Trip' then tap 'Add Defects' and review each item on the list against your vehicle. Tap 'Next' when you've completed your review.



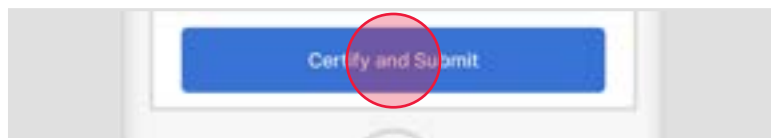
7. If defects are found, select the applicable defects and enter a description and optional photo.



8. Select a safety status for your vehicle or trailer, either 'Safe to drive' or 'Unsafe'. Tap 'Next'



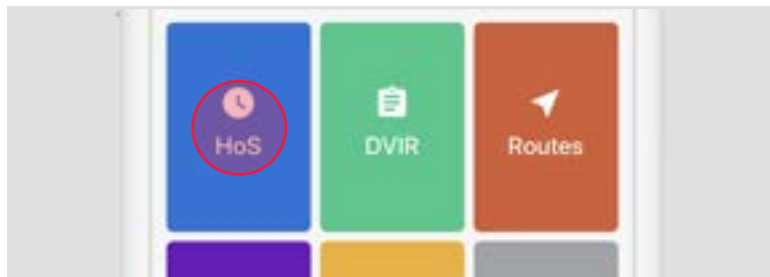
9. To certify, tap 'Certify and Submit'.



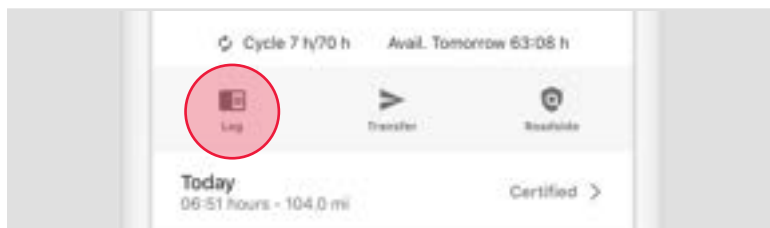
**NOTE:** IF YOUR CARRIER/MECHANIC HAS RESOLVED A PREVIOUS DVIR, YOU WILL BE ASKED TO CERTIFY WHETHER OR NOT THE DEFECTS HAVE BEEN RESOLVED.

# Add Log Form Data

1. Select the 'HoS' tile.



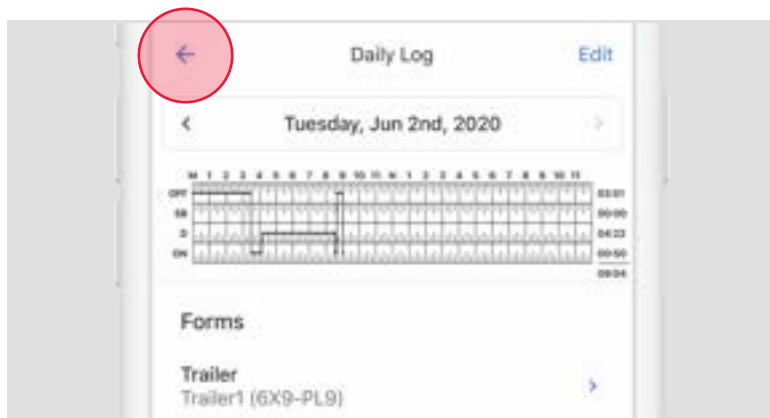
2. From the Hours of Service view, tap 'Log'.



3. Enter Trailer and/or Shipping IDs.



4. Tap the back arrow to return to the Hos view.



### Don't Certify Too Early:

Do not tap 'Certify and Submit' unless you intend to certify your log for the entire day.

## Start Driving

Once you've completed all of the pre-trip tasks in this section, you're ready to drive.

When the vehicle begins moving, your duty status will automatically switch to 'Driving', in accordance with the ELD mandate.

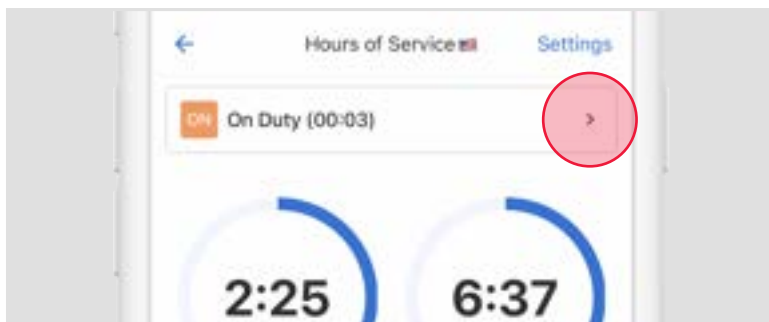
# 2

During the Day

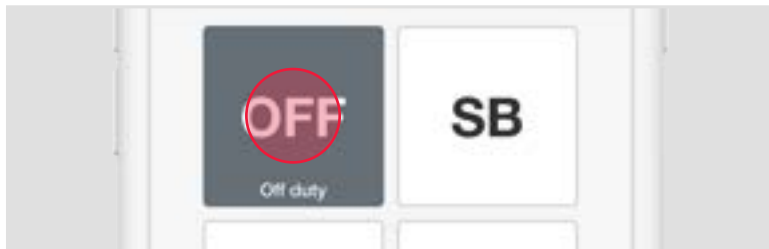
# Take a Break

When the vehicle has stopped moving for 5 minutes, your duty status will automatically be set to 'On Duty' (not driving). When it's time for a break, you can change your status to 'Off Duty'. If you will use your vehicle's sleeper berth, you can set your duty status to the 'Sleeper Berth' option.

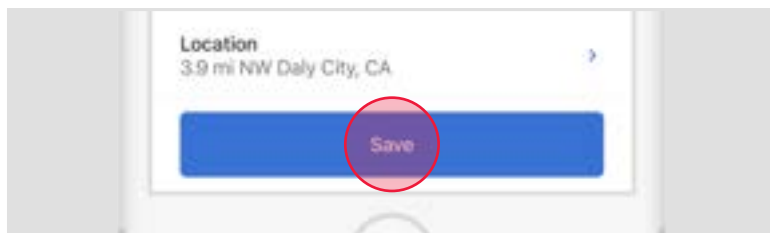
1. From the Hours of Service view, tap the duty status bar.



2. Select a duty status.

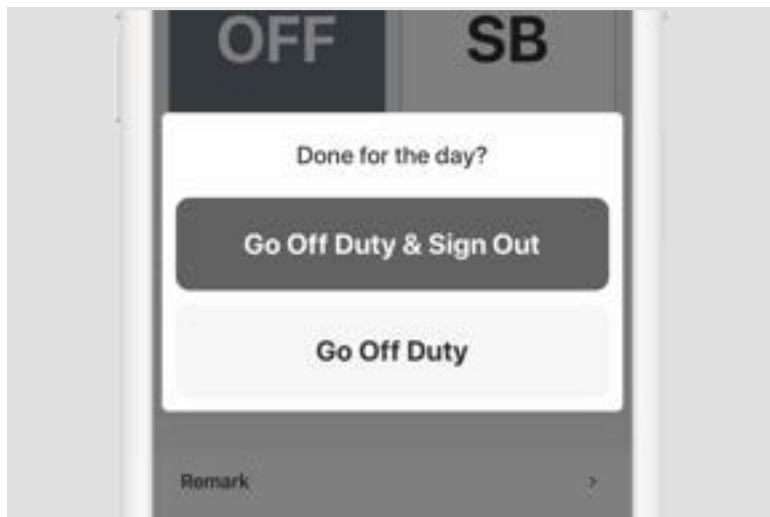


3. Tap 'Save'.



4. Select either 'Go Off Duty' or 'Go Off Duty and End Shift'.

Selecting 'Go Off Duty' will change your duty status to 'Off Duty' but keep you signed in to the Samsara Driver App. Selecting 'Go Off Duty and End Shift' will change your duty status to 'Off Duty' and sign you out of the Samsara Driver App.



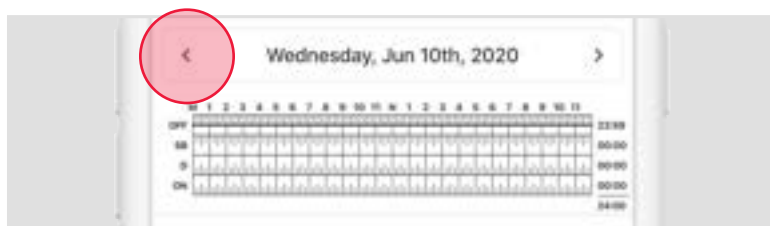


# Annotate Your Log

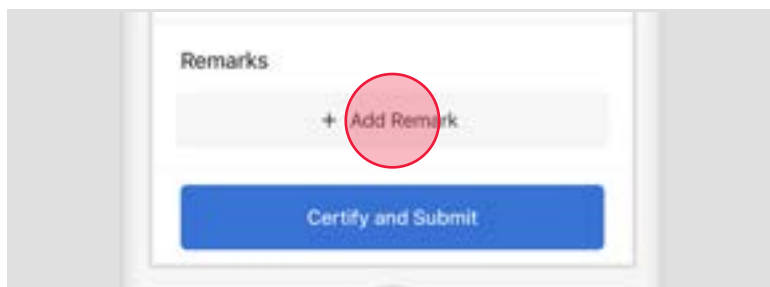
1. From the Hours of Service view, tap 'Log'.



2. Tap the arrow to select the log date for the remark.



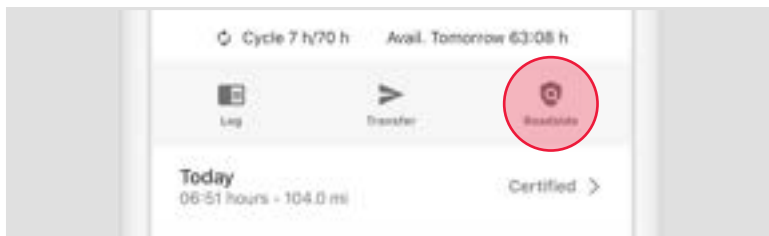
3. Tap 'Add Remark', and enter a description'.



# DOT Inspection

During an inspection, present your electronic logging device and the Samsara DOT/Transport Canada Instruction Sheet to the official per below.

1. From the Hours of Service view, tap 'Roadside'.



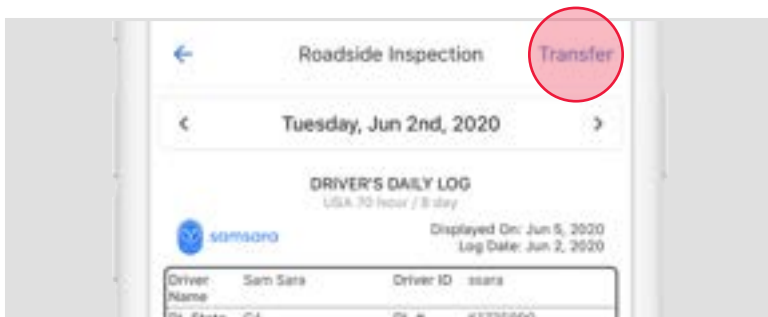
2. Present DOT/Transport Canada Instruction Sheet to official for review.



3. Tap the back arrow when official is done reviewing.

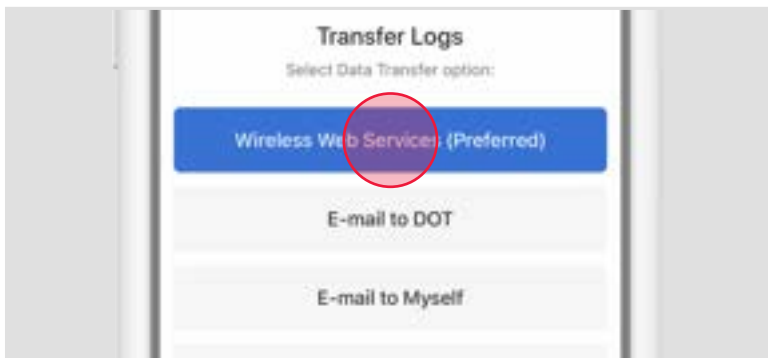
# Transfer Logs

1. From the Roadside Inspection screen, tap 'Transfer'.



2. Select the preferred transfer method for your country.

- For the US, 'Wireless Web Services' is the preferred transfer method.
- For Canada, you will automatically be prompted to enter a recipient's e-mail address.



# 3

Ending your Shift

# Complete Post-Trip DVIR

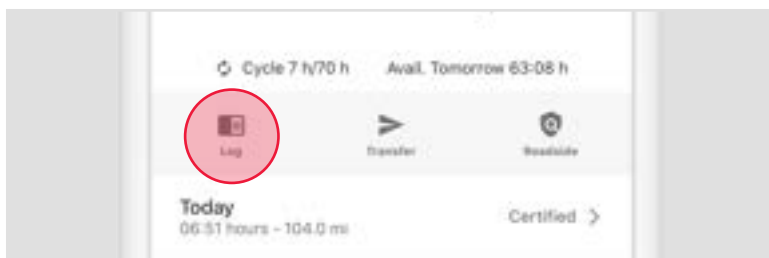
If driver vehicle inspection reports (DVIRs) are appropriate for your vehicle, add a post-trip inspection report:

1. Follow the instructions for creating a new DVIR using the 'Add DVIR button'.
2. Set the DVIR type to 'Post-Trip'.
3. Complete and certify the DVIR.

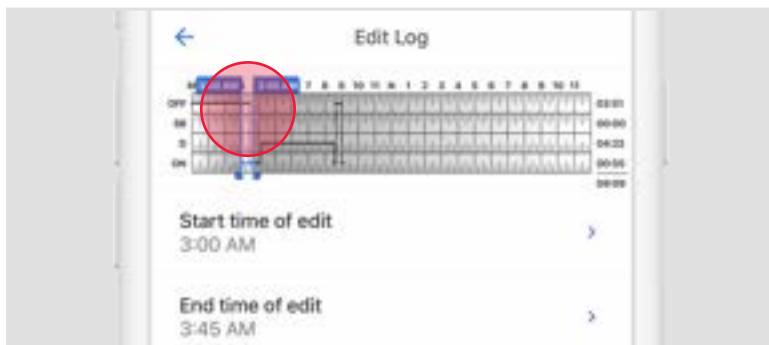
# Edit Your Log

Per the ELD mandate, you cannot edit start or end times for 'Driving' status. To make other log edits, see below.

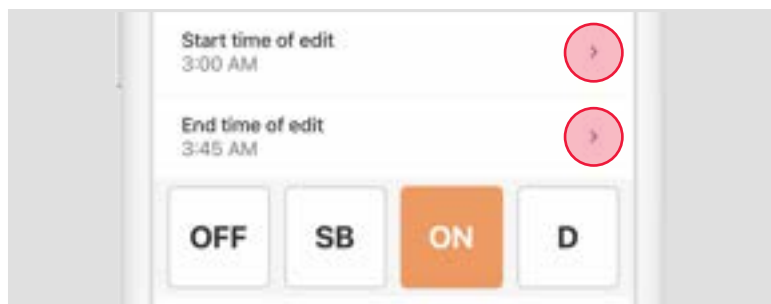
1. From the Hours of Service view, tap 'Log'.



2. Tap the log time chart.



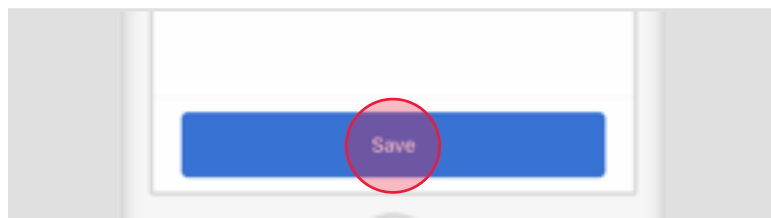
3. Edit the Start Time, End Time, and Duty Status.



4. Enter a description for the log change.

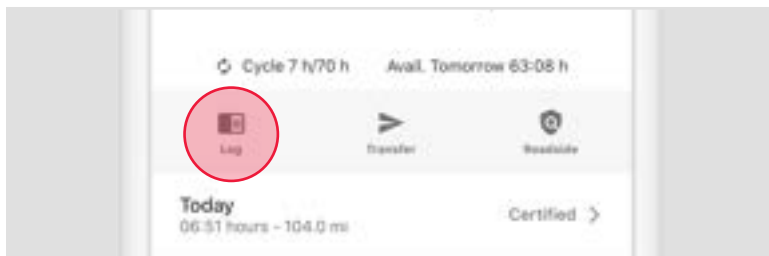


5. Tap 'Save'.



# Certify Your Logs

1. From the Hours of Service view, tap 'Log'.

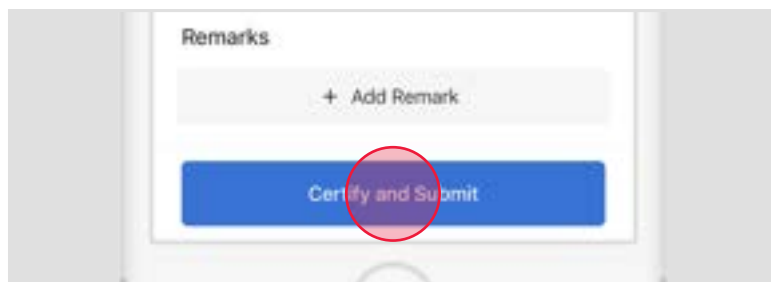


2. Tap the arrow to select the log date you'd like to certify.

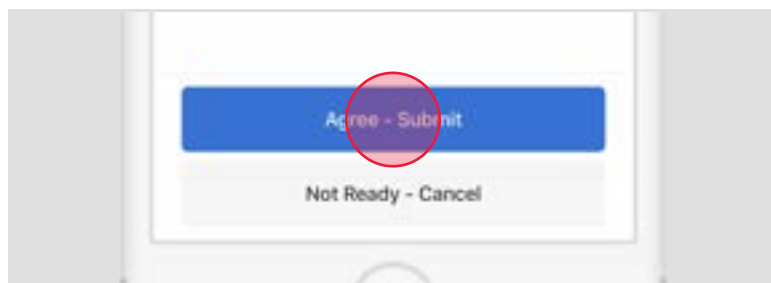




3. Tap 'Certify and Submit'.



4. Read the certification statement and tap 'Agree - Submit'.



# Go Off Duty & Sign Out

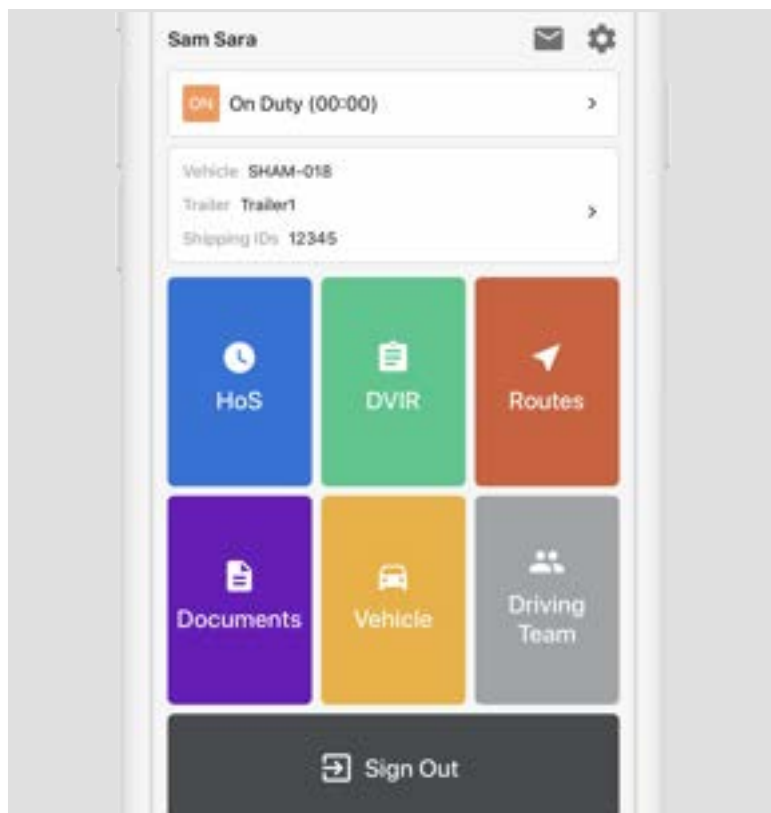
Once you've completed all of the post-trip tasks in this section, you're ready to end your shift on the Samsara Driver App. You must both go 'Off Duty' and sign out from the Samsara Driver App to end your shift.

## Set Off Duty Status

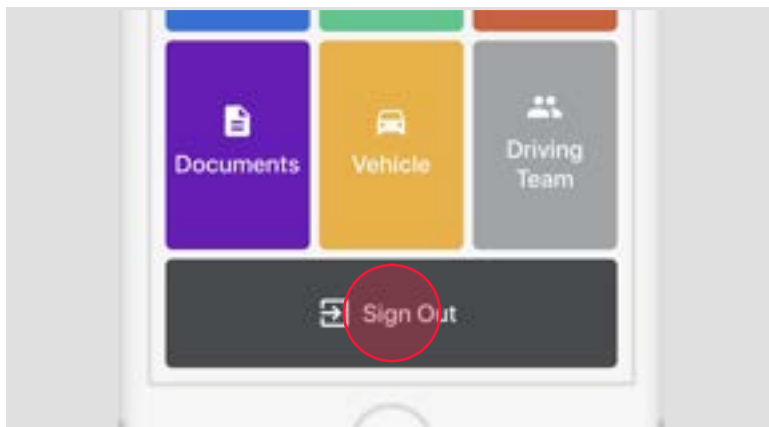
1. Follow previous instructions to access the duty status change menu. Set your status to 'Off Duty'.
2. Tap 'Save' after optionally entering a remark or location.

# Sign Out

1. Return to the Samsara Home screen if it is not already displayed.



2. Tap the 'Sign Out' button at the bottom of the screen.



**NOTE:** YOU MAY BE PROMPTED MORE THAN ONCE BEFORE LOGGING OUT. FOR MORE DETAILS, SEE THE SECTION [ADVANCED FEATURES > ALERTS & PROMPTS](#).

**Don't forget to Sign Out:**

If you remain logged in on a vehicle, even when 'Off Duty', then driving time accumulated by another driver on that vehicle could be applied to your driving record.

# 4

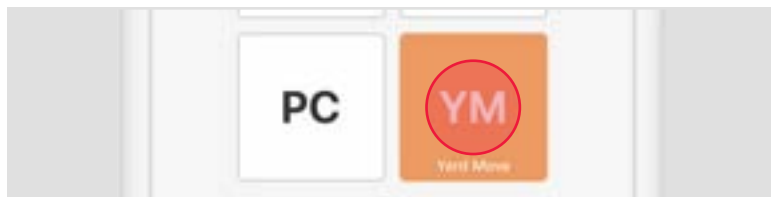
Special Statuses

# Yard Move

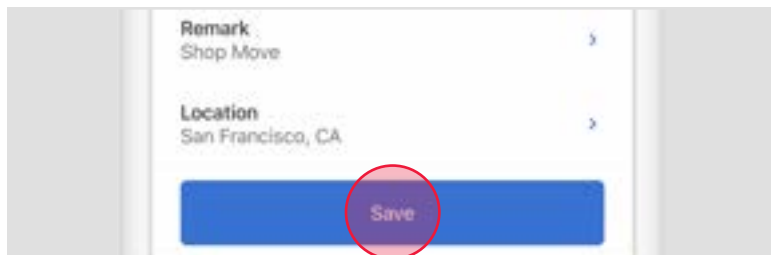
This status may be available for selection, but must be configured by your Carrier administrator on a per-driver basis. When this status is selected before driving, your duty status will not be automatically set to 'Driving'. A Yard Move is driving defined as 'On Duty' (not driving).

**To set this status:**

1. Follow previous instructions to access the duty status change menu. Set your status to 'Yard Move'.



2. Enter a remark to describe this status selection (required).  
Tap 'Save'.

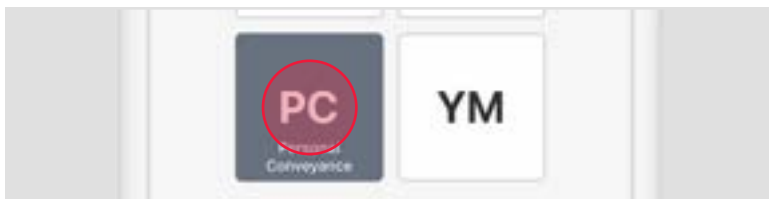


# Personal Conveyance

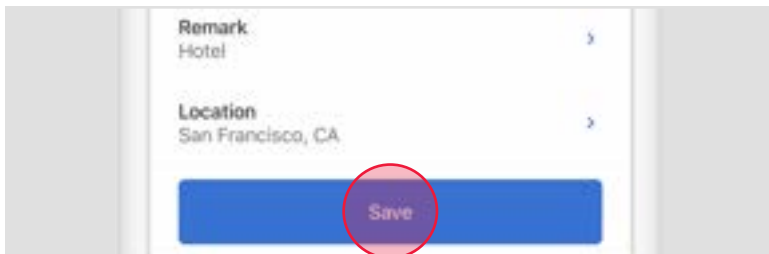
This status may be available for selection, but must be configured by your Carrier administrator on a per-driver basis. When this status is selected before driving, your duty status will not be automatically set to 'Driving'. Personal Conveyance is defined as Off Duty drive time.

**To set this status:**

1. Follow previous instructions to access the duty status change menu. Set your status to 'Personal Conveyance'.



2. Enter a remark to describe this status selection (required). Tap 'Save'.



# 5

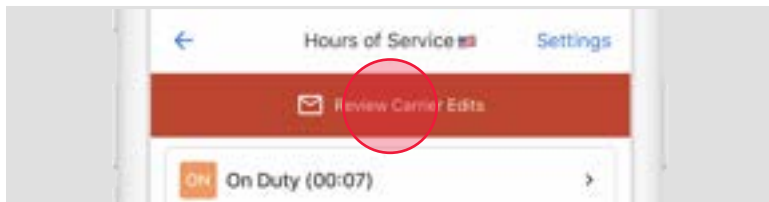
Alerts & Prompts



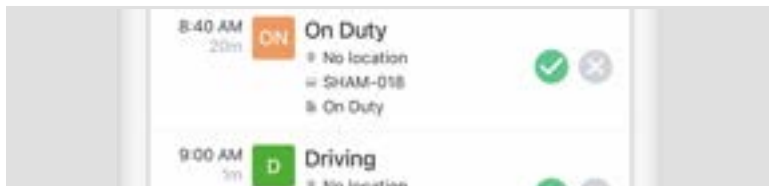
# Approval of Carrier Edits

Carriers may suggest an edit to your logs. These edits will be sent to you for review.

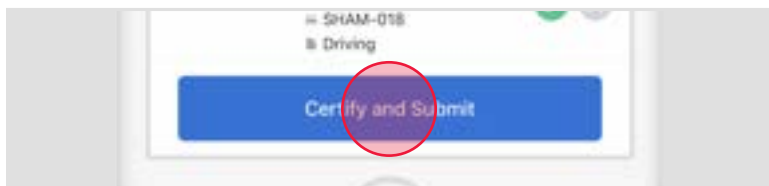
1. To review edits, tap 'Review Carrier Edits'.



2. Accept or reject edits, as appropriate.



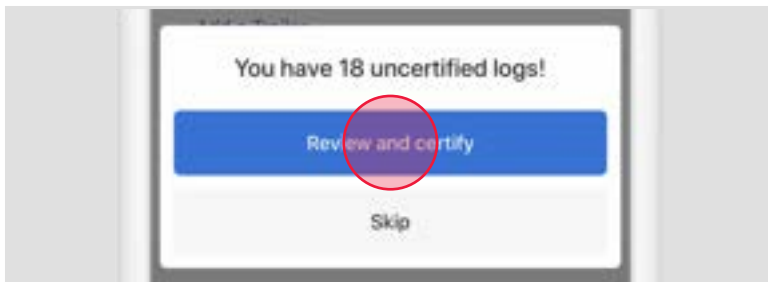
3. Confirm by selecting 'Certify and Submit'.



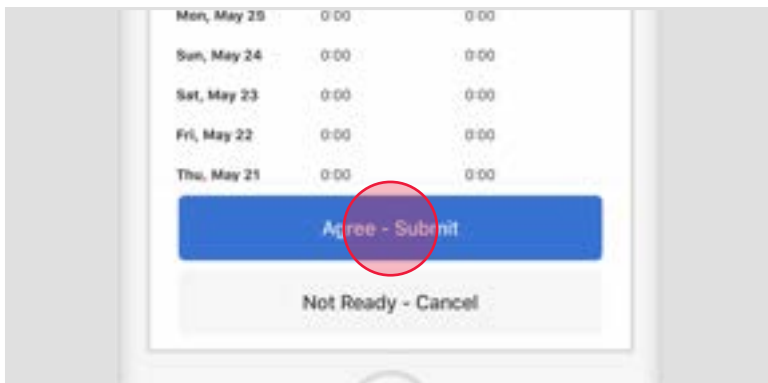
# Uncertified Logs

Uncertified log alerts will appear upon sign in and sign out if you forget to certify your logs.

1. To review uncertified logs, select 'Review and certify'.



2. Review all log dates listed. Certify all logs by selecting 'Agree - Submit'.



# Unassigned Hours

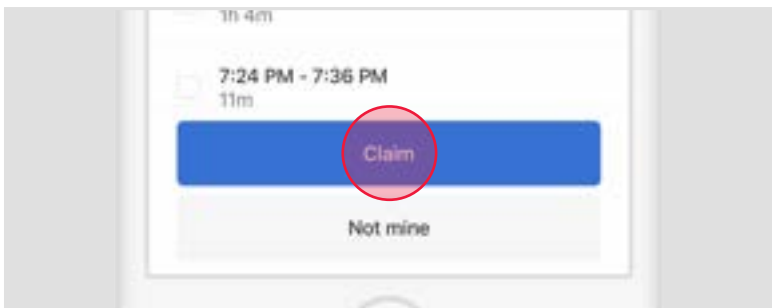
Unassigned Hours alerts will appear if your selected vehicle has unassigned hours. After sign in, you can use the Samsara Driver App to claim these unassigned hours.

## 1. Review Unassigned Hours notification.



## 2. Claim or reject unassigned hours, as appropriate.

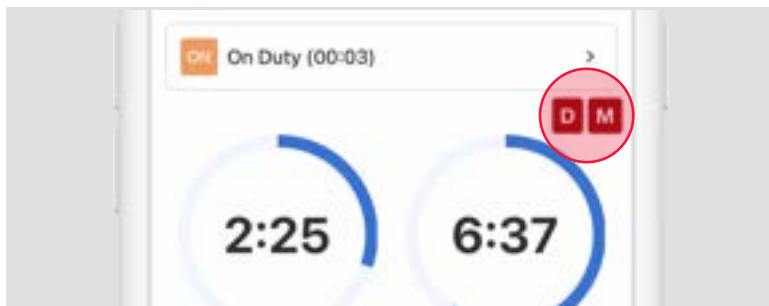
3. Tap "Claim" to claim unassigned hours or select "Not mine" if no unassigned hours belong to you.



# Malfunction

Diagnostic and malfunction errors are displayed on the Hours of Service screen.

1. From the Hours of Service view, tap 'D' (diagnostic) or 'M' (malfunction) to view error source.



2. Contact your Carrier administrator to resolve a malfunction.

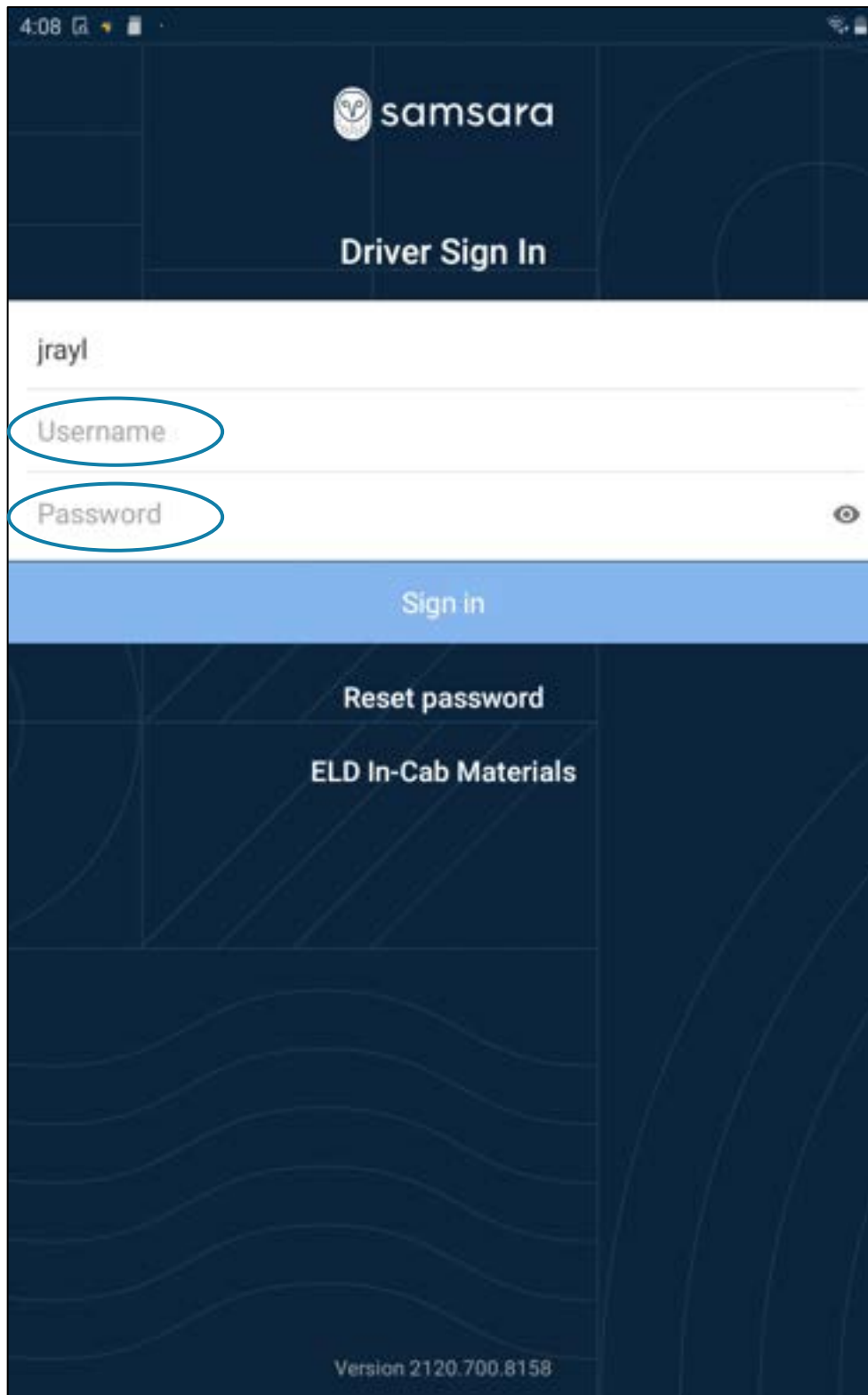
## Notes

# WORK FLOW GUIDE

# SIGNING IN

---

# 1. Sign In



4:08

samsara

Driver Sign In

jrayl

Username

Password

Sign in

Reset password

ELD In-Cab Materials

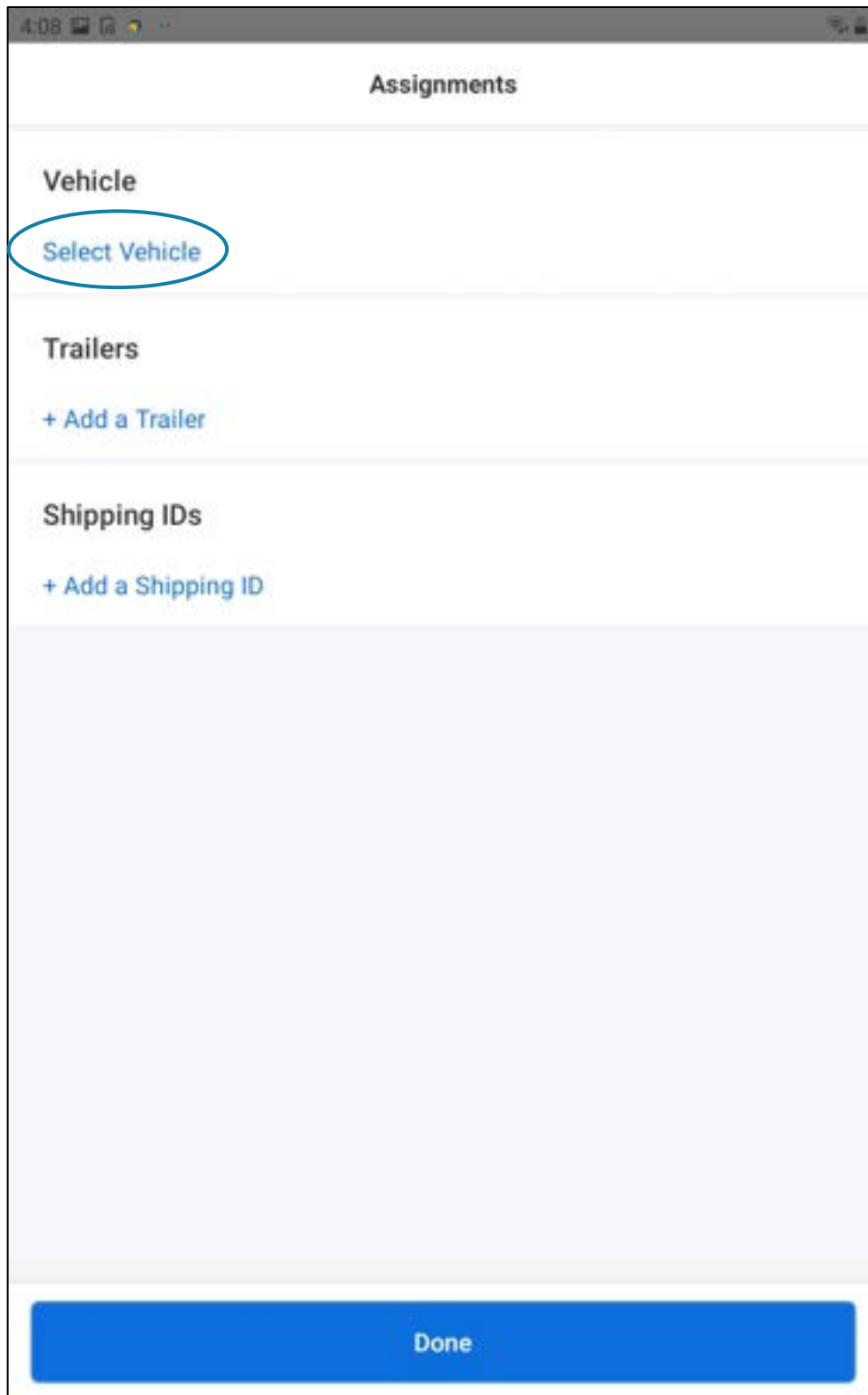
Version 2120.700.8158

- In the "Fleet ID" Box type: "jrayl" in lower case.
- Sign in using your driver ID in the circled box.
- (Same Username and password)
- See below: "Signing In" screen.





## 2. Set Driver Details



The screenshot shows a mobile application interface titled "Assignments". It features three main sections: "Vehicle", "Trailers", and "Shipping IDs". The "Vehicle" section has a button labeled "Select Vehicle" which is circled in blue. The "Trailers" section has a button labeled "+ Add a Trailer". The "Shipping IDs" section has a button labeled "+ Add a Shipping ID". At the bottom of the screen is a large blue button labeled "Done".

- Samsara will automatically prompt on sign in for the driver to select Vehicle, Trailer, and Shipping ID.
- Tap on Select Vehicle.

# 3. Select Vehicle

- Tap your vehicle number.

The screenshot shows a mobile application interface titled "Select Vehicle". At the top, there is a status bar with the time 4:08 and various icons. Below the title bar, there is a search bar with a magnifying glass icon and the word "Search". Underneath the search bar is a section titled "Suggested (6)" which contains a list of six vehicle numbers: 170007, 180017, 504, 873872, G9ZP-TJ5-6B2, and TRNPHU. Each number is followed by the word "Nearby". The "TRNPHU" entry is circled in blue and labeled "Last selected". Below this section is another section titled "Other Vehicles (94)" which contains a list of vehicle numbers: 1601 and 162012. At the bottom of the screen is a large blue button labeled "Done".

4:08

Select Vehicle

Search

Suggested (6)

170007  
Nearby

180017  
Nearby

504  
Nearby

873872  
Nearby

G9ZP-TJ5-6B2  
Nearby

TRNPHU  
Last selected

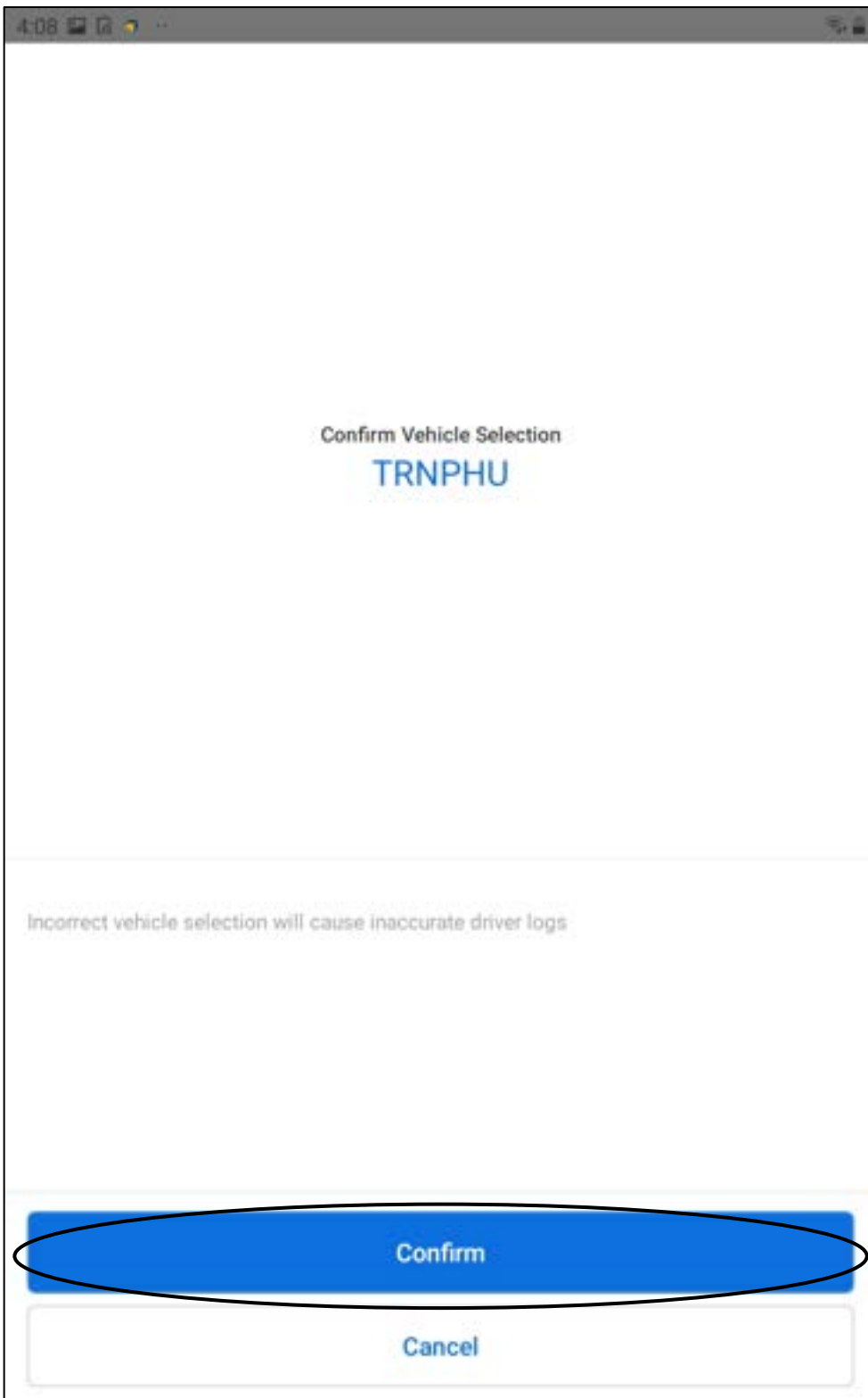
Other Vehicles (94)

1601

162012

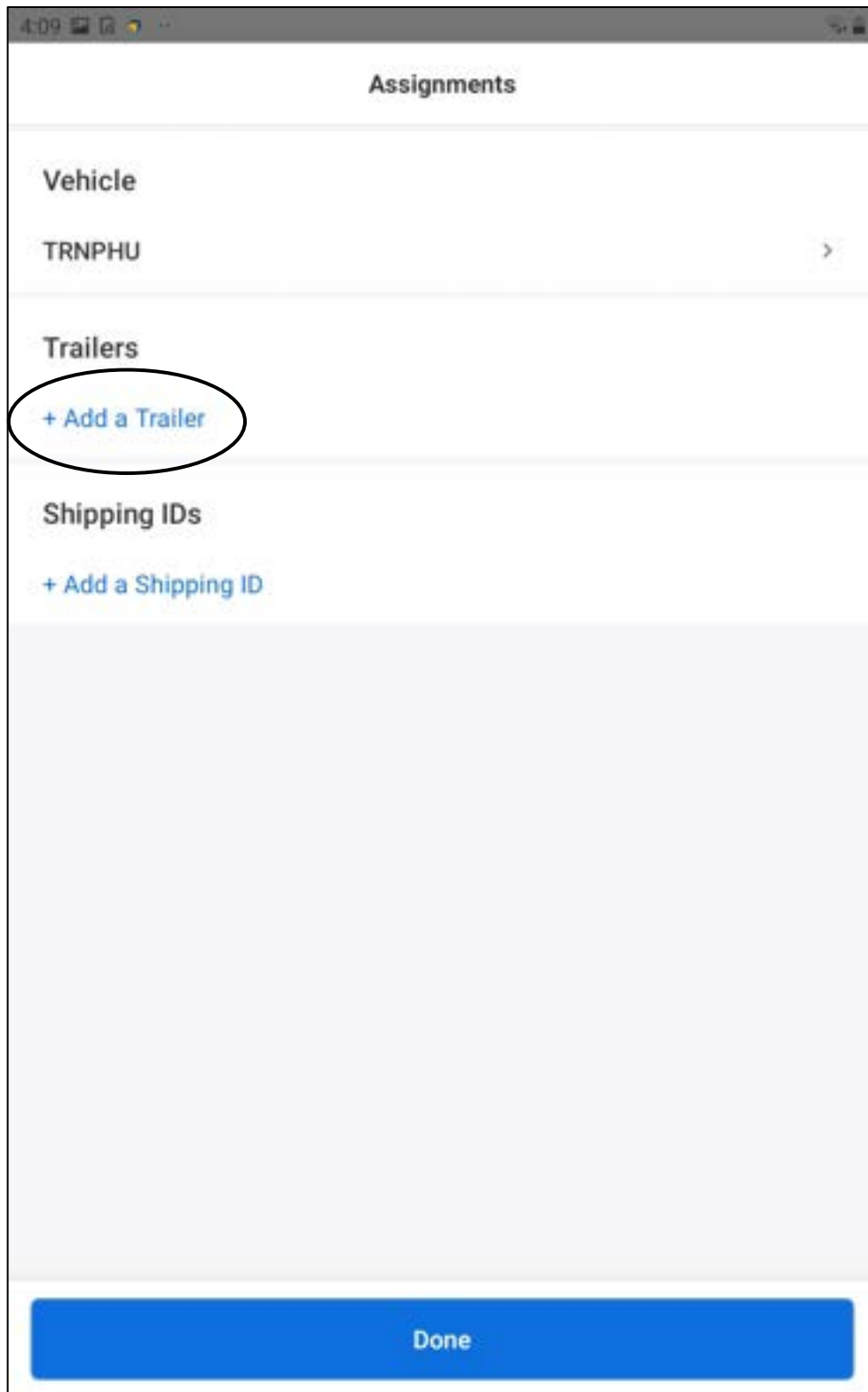
Done

## 4. Confirm Vehicle



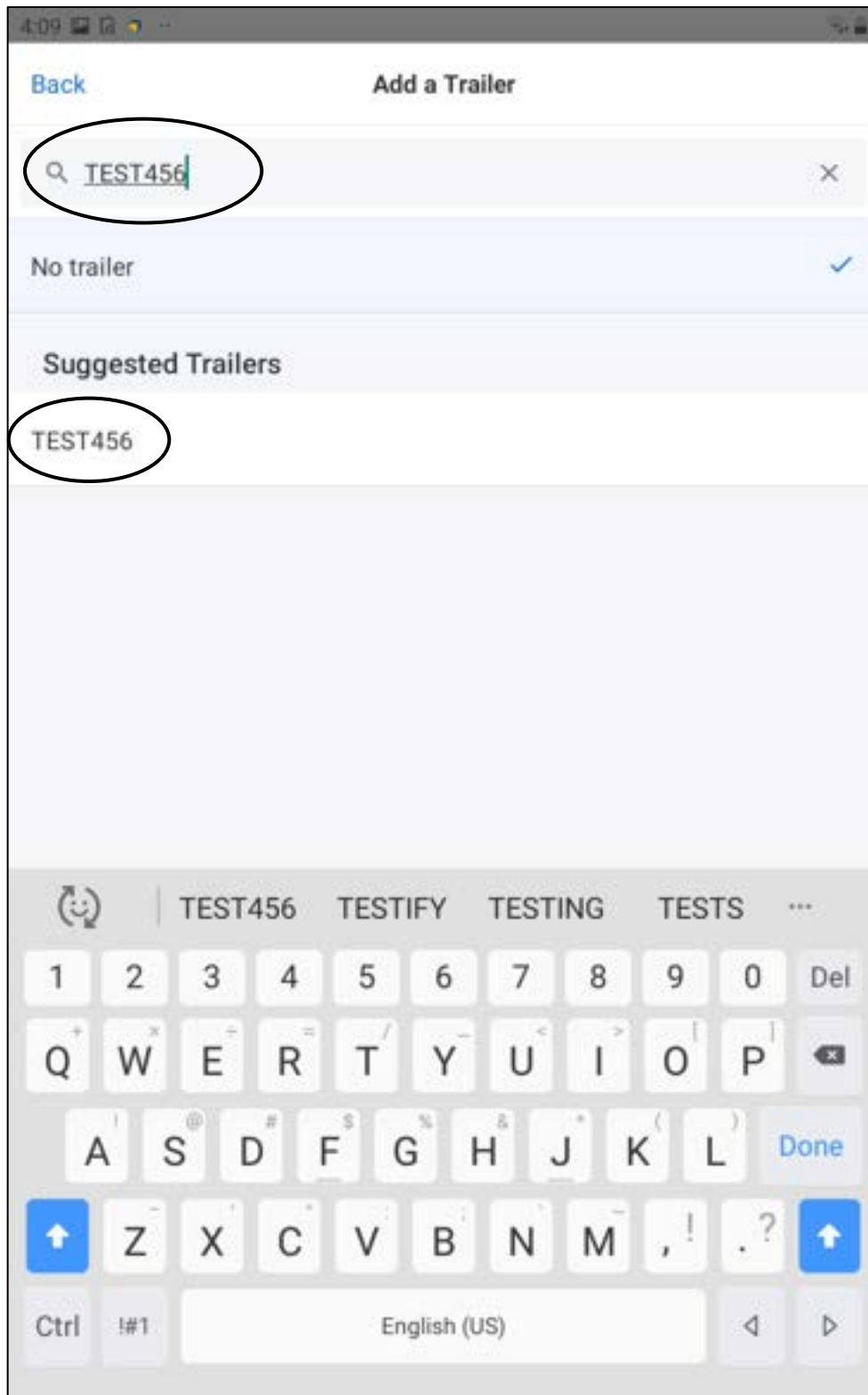
- Tap Confirm.

# 5. Select Trailer



- Tap "Add a Trailer".

## 6. Look up Trailer



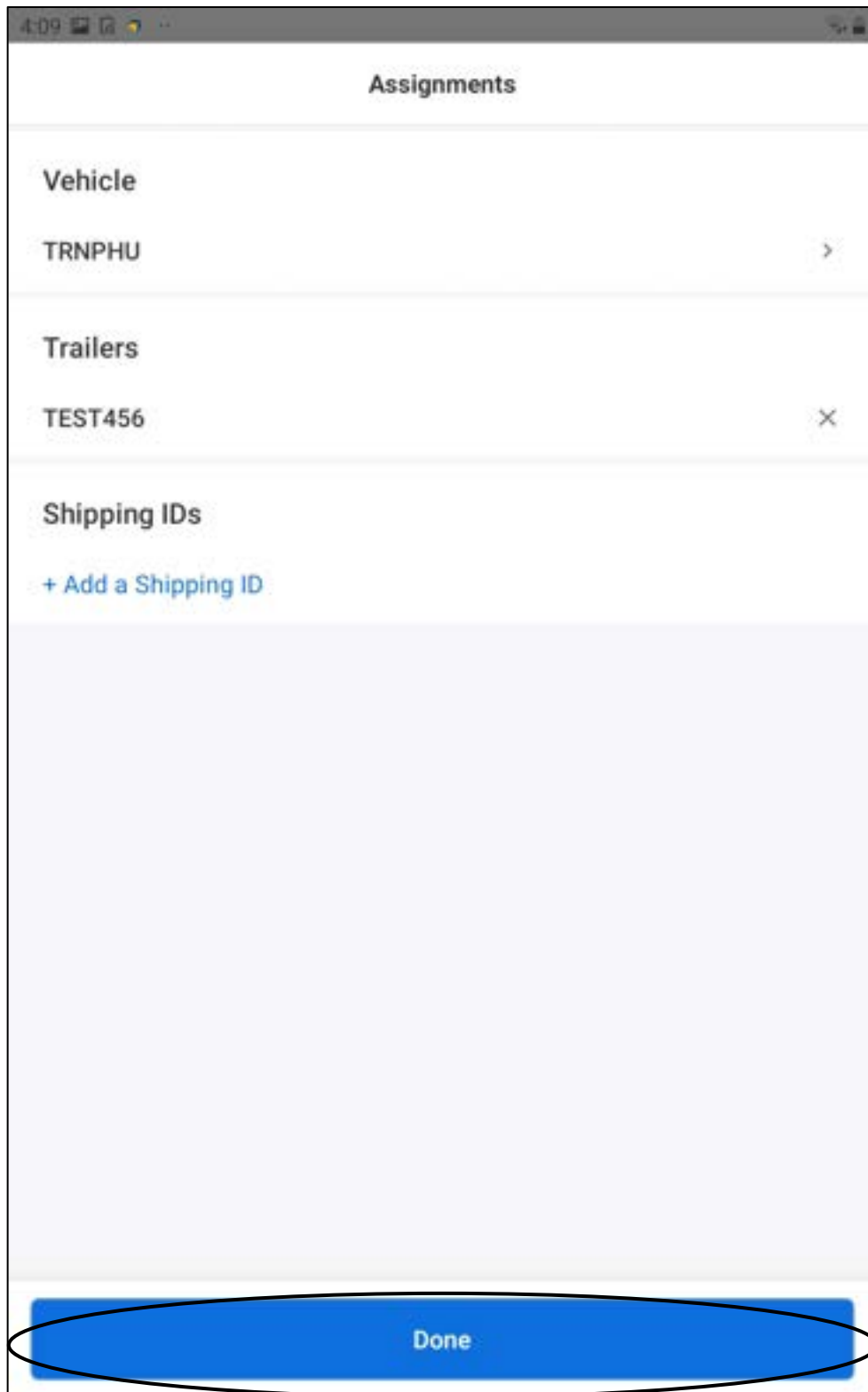
- Type in the trailer number.
- Tap Trailer from the List.

# 7. Trailer not Listed



- If your trailer is new or a rental, it may not be listed among the other trailers.
- FIRST CONFIRM, you have typed the trailer in correctly.
- If correct, Tap '+ Add "' to the trailer list?'

## 8. Finish Setup



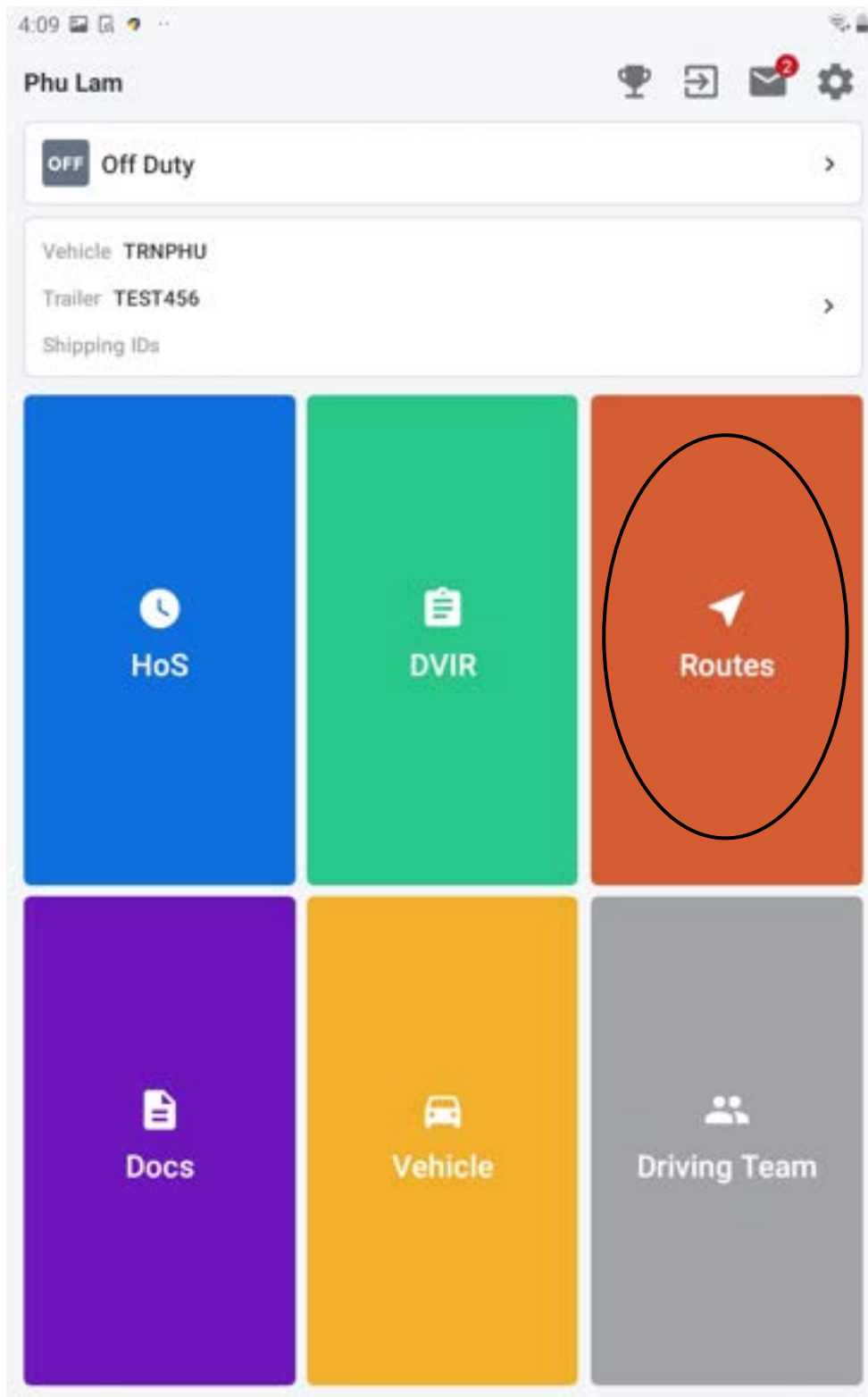
- Tap done.

# ROUTES

---

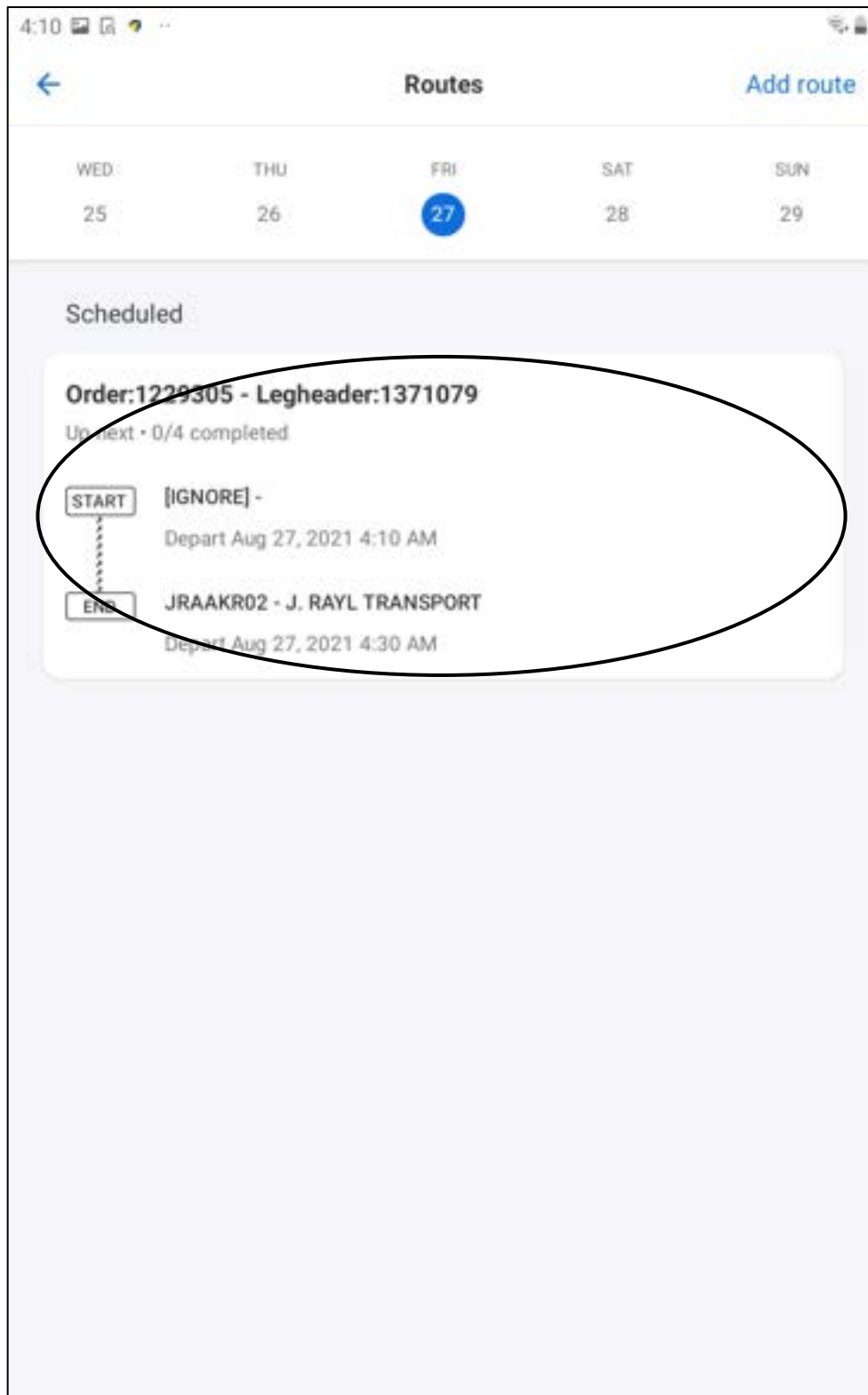


# 1. Samsara App



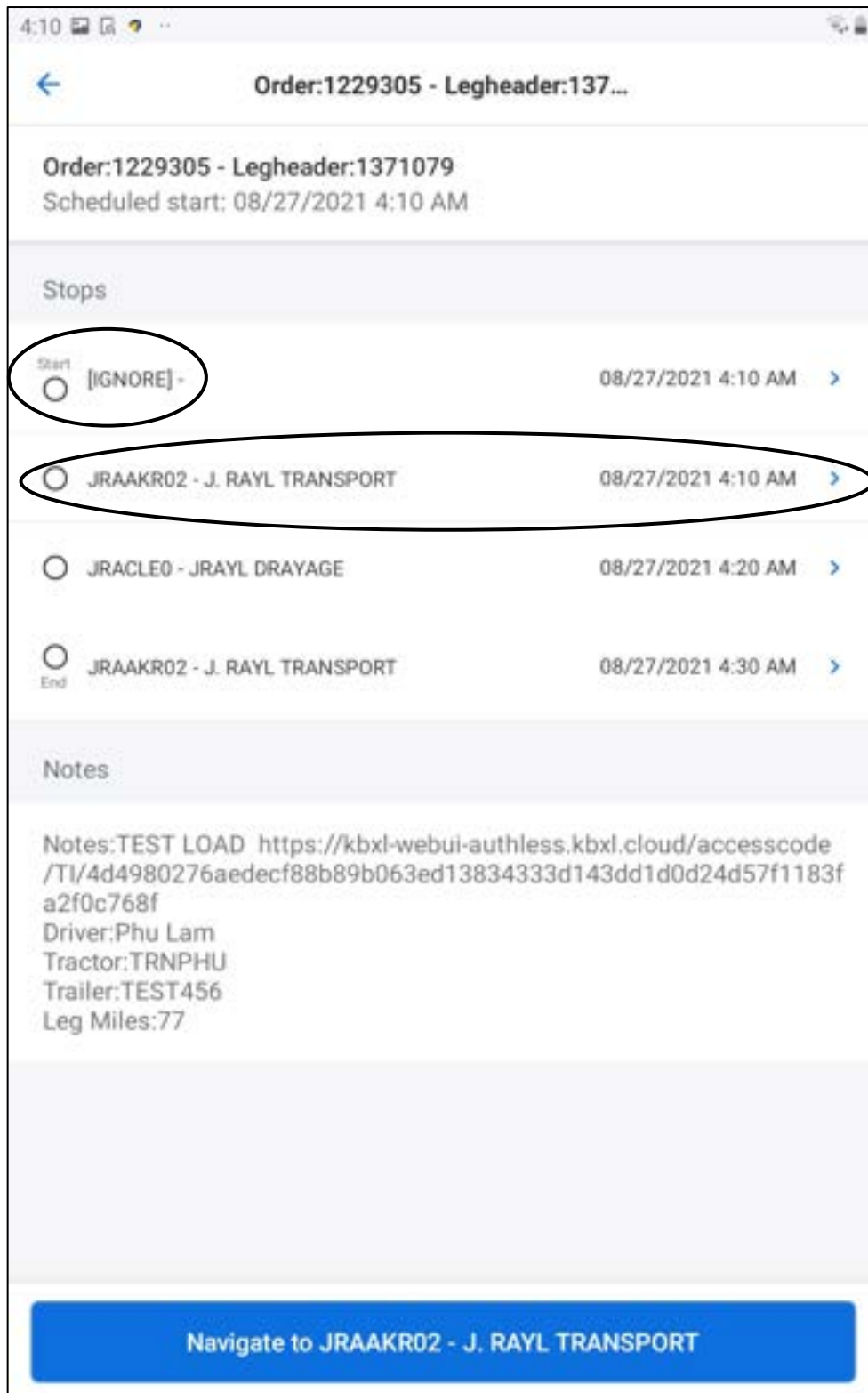
- Welcome! This is the main screen of the Samsara app.
- You will find everything you need as a driver listed on this screen.
- To find the workflow, Tap on "Routes"

## 2. Routes



- Your routes will be listed here.
- Tap anywhere on an order to view more details.

# 3. Route Segments



- In Samsara, the first segment will always be listed as [IGNORE].
- This stop is here for technical reasons and can be ignored completely and does NOT need to be completed.
- Tap on the first leg of the trip.

# ARRIVING AT STOP

# 1. Arrive at Stop

4:11 [icons]

Order:1229305 - Legheader:137... 4:10 AM Navigate

JRAAKR02 - J. RAYL TRANSPORT  
1016 TRIPLETT BLVD, AKRON, OH, 44306

**Arrive at**  
4:10 AM

Tasks

Depart Pickup Aug 27, 4:11 PM Submitted >

Submit new document

Notes

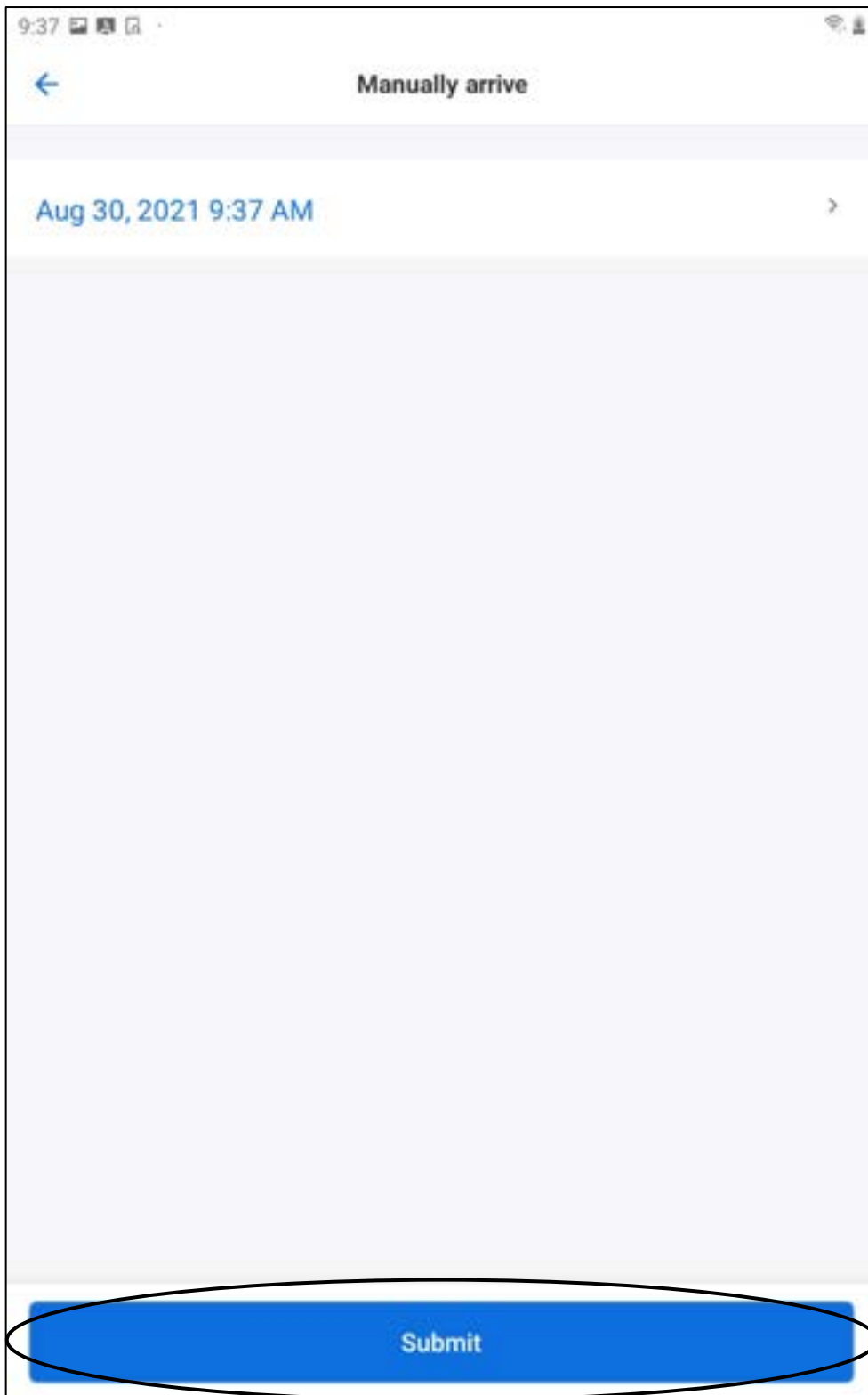
Event:HPL-Hook Preloaded Trl  
Code:JRAAKR02  
Seq:1  
Stop:5396315  
Seq:1  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

**Manually arrive**

- When you arrive at a stop you should be automatically arrived.
- If you are automatically arrived, it will show a green check next to "Arrive at"
- If you are not arrived automatically, it will show "Manually arrive" at the bottom.
- Tap "Manually arrive"

## 2. Manually Arrive



- The bar will show the current time.
- Go ahead and tap "Submit".

# 3. Manually Arrive

- The “Arrived at” field will now show a time and a green check.

9:04

Order:1229305 - Legheader:137...

Navigate

9:00 AM

JRAAKR02 - J. RAYL TRANSPORT

1016 TRIPLETT BLVD, AKRON, OH, 44306

Arrived at  
9:03 AM EDT ✓

Tasks

Depart Pickup

Aug 30, 9:03 AM

Submitted >

Submit new document

Notes

Event:HPL-Hook Preloaded Trl  
Code:JRAAKR02  
Seq:1  
Stop:5396315  
Seq:1  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

[https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede  
cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f](https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede<br/>cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f)

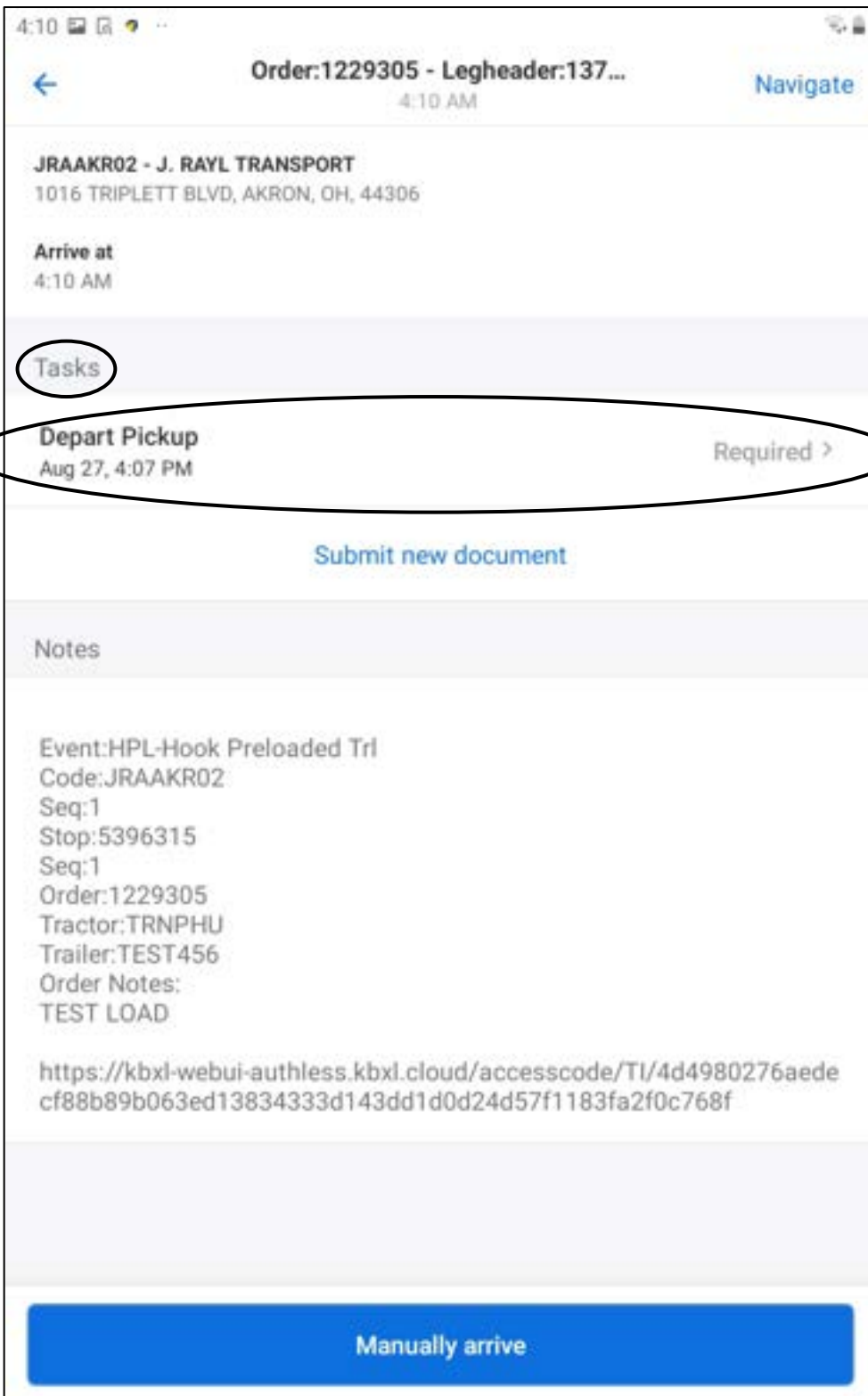
Manually depart

# DEPART PICKUP FORM

---



# 1. Required Tasks



4:10

Order:1229305 - Legheader:137... 4:10 AM Navigate

JRAAKR02 - J. RAYL TRANSPORT  
1016 TRIPLETT BLVD, AKRON, OH, 44306

Arrive at  
4:10 AM

Tasks

Depart Pickup  
Aug 27, 4:07 PM Required >

Submit new document

Notes

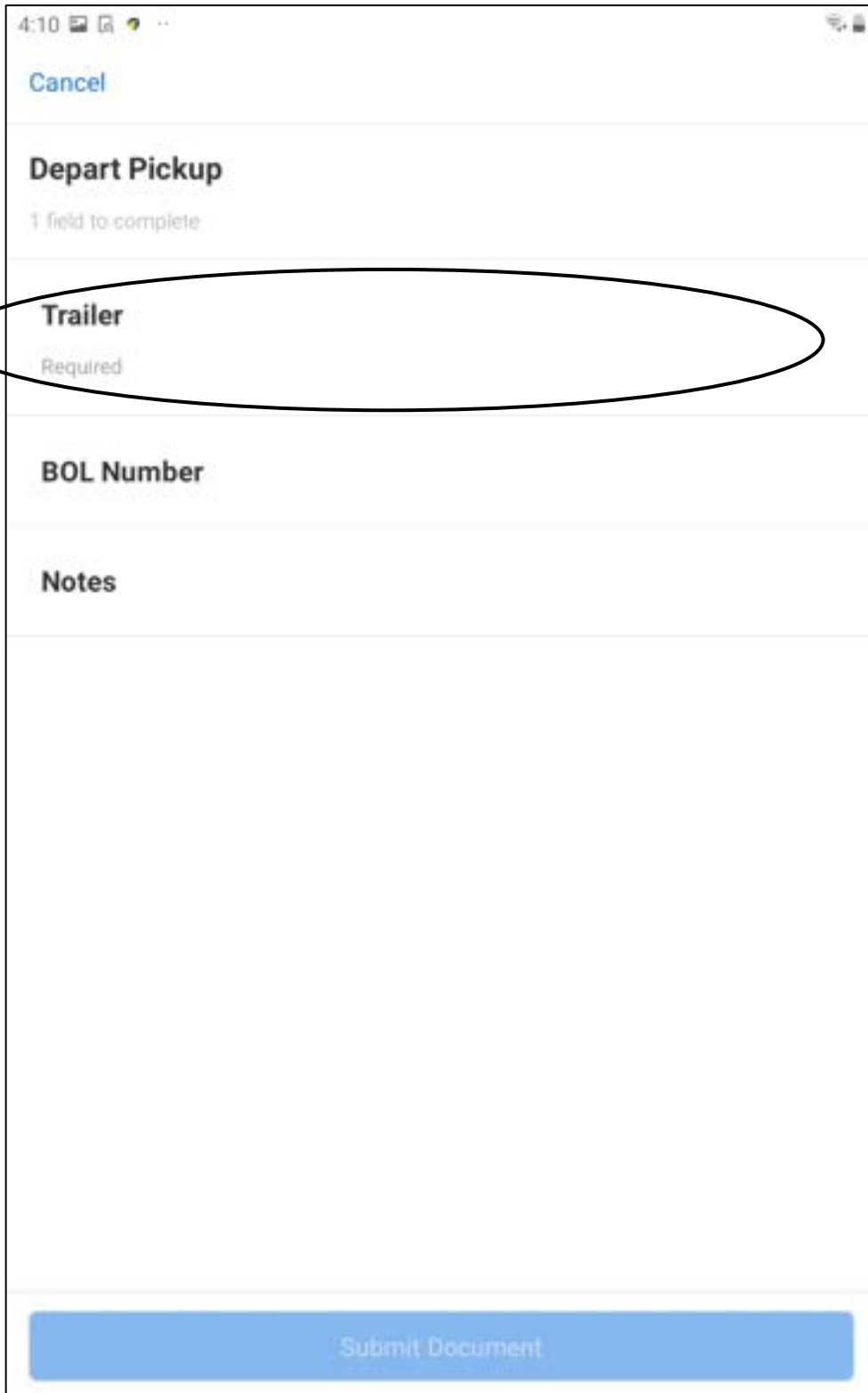
Event:HPL-Hook Preloaded Trl  
Code:JRAAKR02  
Seq:1  
Stop:5396315  
Seq:1  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

Manually arrive

- Before you leave your stop you are required to do your "Tasks".
- In this case we must fill out a "Depart Pickup" document.
- Simply tap anywhere on the depart pickup banner to continue.

## 2. Depart Pickup



The screenshot shows a mobile application interface for a 'Depart Pickup' form. At the top, there is a status bar with the time '4:10' and various icons. Below the status bar is a 'Cancel' button. The main title of the form is 'Depart Pickup', followed by a subtitle '1 field to complete'. The first field is labeled 'Trailer' with a 'Required' indicator below it; this field is circled with a black oval. Below the 'Trailer' field is the 'BOL Number' field, and further down is the 'Notes' field. At the bottom of the form is a large blue button labeled 'Submit Document'.

- This is the “Depart Pickup” form.
- First required field is the Trailer ID.
- Tap on this field.

# 3. Trailer

The screenshot shows a mobile application interface. At the top, the status bar displays the time 9:03 and various icons. Below the status bar is a navigation bar with a back arrow. The main form area has a title 'Trailer \*' in bold. Below the title is a text input field containing the text 'Test456'. The input field has a light blue border and a small 'x' icon on the right. Below the input field is a keyboard. The keyboard is a standard QWERTY layout with a 'Done' button on the right. The 'Next' button is located at the bottom right of the form area, below the keyboard. The 'Next' button is blue with white text. The 'Back' button is located at the bottom left of the form area, below the keyboard. The 'Back' button is blue with white text. The text '1 of 3' is displayed in the center of the bottom bar.

- Type in your trailer number.
- Then tap "Next".

## 4. BOL Number



The screenshot shows a mobile application interface. At the top, the status bar displays the time 4:10 and various icons. Below the status bar is a navigation bar with a back arrow. The main title of the screen is "BOL Number". Below the title is a large, light gray text input field with the placeholder text "Enter BOL Number". At the bottom of the screen is a footer bar containing three elements: a blue button labeled "Back" on the left, the text "2 of 3" in the center, and a blue button labeled "Next" on the right. The "Next" button is circled in black.

- Type in your BOL number.
- Then tap Next.

# 5. Notes

4:10

←

**Notes**

Enter Notes

Back 3 of 3 Done

- If you have any notes or comments on the depart you can leave them here.
- This step can be skipped.
- When done, tap Next.

## 6. Submit “Depart Pickup”

9:03

Cancel

**Depart Pickup**

**Trailer**  
Test456

**BOL Number**  
Test

**Notes**

Submit Document

- Confirm that both fields have a Green Check.
- Once your sure the document is complete, Tap “Submit Document”

# 7. Confirm Submission

4:11 [Icons] [Icons]

Order:1229305 - Legheader:137... 4:10 AM Navigate

JRAAKR02 - J. RAYL TRANSPORT  
1016 TRIPLETT BLVD, AKRON, OH, 44306

Arrive at  
4:10 AM

Tasks

Depart Pickup  
Aug 27, 4:11 PM

Submitted >

Submit new document

Notes

Event:HPL-Hook Preloaded Trl  
Code:JRAAKR02  
Seq:1  
Stop:5396315  
Seq:1  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

Manually arrive

- Notice the Depart Pickup now says submitted.
- If you find out that it was not submitted, you can simply open it again and resubmit.

# DEPARTING FROM STOP

---



# 1. Automatically Depart

9:34

← Order:1229305 - Legheader:137...

Order:1229305 - Legheader:1371079  
Scheduled start: 08/30/2021 9:30 AM

☒ JRAAKR02 - J. RAYL TRANSPORT Arrived >

Stops

Start ☐ [IGNORE] - 08/30/2021 9:30 AM EDT >

☐ JRACLE0 - JRAYL DRAYAGE 08/30/2021 9:35 AM EDT >

☐ JRAAKR02 - J. RAYL TRANSPORT 08/30/2021 9:40 AM EDT >  
End

Notes

Notes:TEST LOAD <https://kbxl-webui-authless.kbxl.cloud/accesscode/TI/4d4980276aedecf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>  
Driver:Phu Lam  
Tractor:TRNPHU  
Trailer:TEST456  
Leg Miles:77

Navigate to JRACLE0 - JRAYL DRAYAGE

- You should be automatically departed after you get a mile away from the stop.
- If you get outside of this range and you notice the stop still says “Arrived” instead of “Completed”, then you may have to depart manually.
- Tap the stop to depart manually.

## 2. Manually Depart

- Tap “Manually Depart”.

9:04 [status icons]

Order:1229305 - Legheader:137... 9:00 AM [Navigate](#)

**JRAAKR02 - J. RAYL TRANSPORT**  
1016 TRIPLETT BLVD, AKRON, OH, 44306

**Arrived at** 9:03 AM EDT ✓

**Tasks**

**Depart Pickup** Aug 30, 9:03 AM [Submitted >](#)

[Submit new document](#)

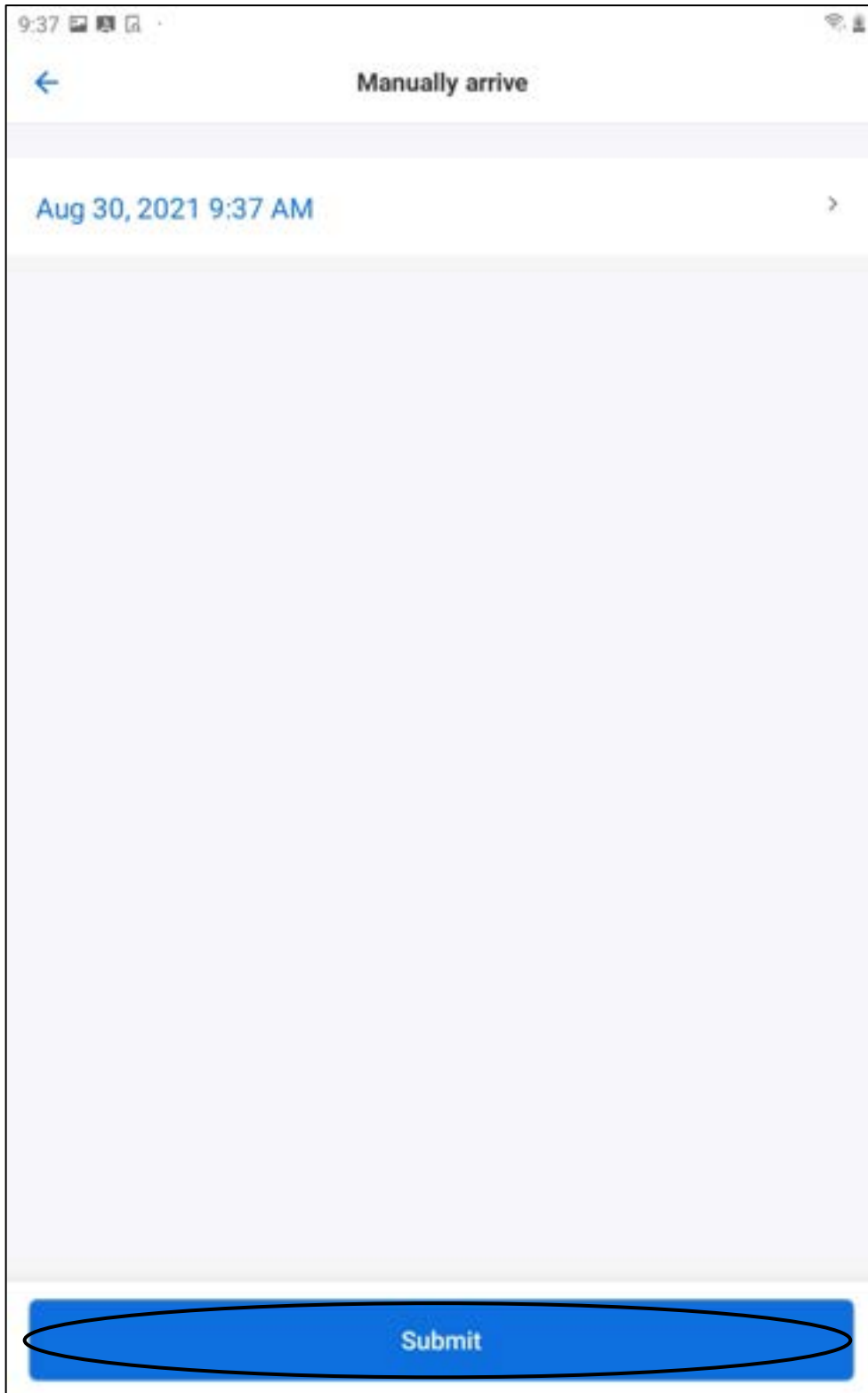
**Notes**

Event:HPL-Hook Preloaded Trl  
Code:JRAAKR02  
Seq:1  
Stop:5396315  
Seq:1  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

**Manually depart**

### 3. Manually Depart

A screenshot of a mobile application interface. At the top, the status bar shows the time 9:37 and various icons. Below the status bar is a header with a back arrow on the left and the text 'Manually arrive' in the center. Under the header, there is a light blue bar containing the text 'Aug 30, 2021 9:37 AM' on the left and a right-pointing chevron on the right. The main area of the screen is a large, empty light blue rectangle. At the bottom of the screen is a solid blue button with the word 'Submit' in white text. A black oval is drawn around the 'Submit' button.

- The current time will be listed.
- Tap "Submit".

## 4. Green Check

4:11

← Order:1229305 - Legheader:137... 4:10 AM Navigate

JRAAKR02 - J. RAYL TRANSPORT  
1016 TRIPLETT BLVD, AKRON, OH, 44306

Arrived at 4:05 PM EDT ✓ Departed at 4:05 PM EDT ✓

Tasks

Depart Pickup Aug 27, 4:11 PM Submitted >

Submit new document

Notes

Event:HPL-Hook Preloaded Trl  
Code:JRAAKR02  
Seq:1  
Stop:5396315  
Seq:1  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

- There will now be a green check next to "Departed at".

**MOVING TO NEXT  
STOP**

---

# 1. Finished with Stop

1:46 [icons] [icons] [icons] [icons]

Order:1229305 - Legheader:137... 1:45 PM Navigate

JRAAKR02 - J. RAYL TRANSPORT  
1016 TRIPLETT BLVD, AKRON, OH, 44306

Arrived at 1:45 PM EDT ✓ Departed at 1:46 PM EDT ✓

Tasks

Depart Pickup Aug 30, 1:46 PM Submitted >

Submit new document

Notes

Event:HPL-Hook Preloaded Trl  
Code:JRAAKR02  
Seq:1  
Stop:5396315  
Seq:1  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

- Once you've done your tasks and you've arrived at the next stop, you should leave this leg by tapping the "Back Arrow"

## 2.New Segment

1:46

← Order:1229305 - Legheader:137...

Order:1229305 - Legheader:1371079  
Scheduled start: 08/30/2021 1:45 PM

Start [IGNORE] - 08/30/2021 1:45 PM EDT >

☒ JRAAKR02 - J. RAYL TRANSPORT Completed >

☐ JRACTE0 - JRAYL DRAYAGE 08/30/2021 1:50 PM EDT >

Stops

☐ End JRAAKR02 - J. RAYL TRANSPORT 08/30/2021 1:55 PM EDT >

Notes

Notes:TEST LOAD <https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aedecf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>  
Driver:Phu Lam  
Tractor:TRNPHU  
Trailer:TEST456  
Leg Miles:77

Navigate to JRACTE0 - JRAYL DRAYAGE

- Back on the segments screen, you will see your previous leg says "Completed".
- Tap on the leg of the leg you've just arrived at.

### 3. Arrival At Delivery

1:52 1:45 PM

Order:1229305 - Legheader:137... Navigate

JRACLE0 - JRAYL DRAYAGE  
23555 EUCLID AVE, CLEVELAND, OH, 44117

Arrived at 1:52 PM EDT ✓

Depart at 1:50 PM EDT

Tasks

Depart Delivery  
Aug 30, 1:44 PM Required >

Submit new document

Notes

Event:LUL-Live Unload  
Code:JRACLE0  
Seq:2  
Stop:5396316  
Customer Notes:  
The address to the whole complex is 23555 euclid ave euclid oh.  
If using a gps the entrace is located next to 24111 rockwell drive euclid,oh 44117 in the heritage business park entrance.  
Seq:2  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

Manually depart

- You should be automatically arrived if not you will have to repeat the steps from above in the packet to arrive manually.
- You will have to confirm you've arrived and departed from every stop you go to.
- Now that we've arrived at our delivery, we can fill out our "Depart Delivery" form.



# DEPART DELIVERY FORM

---

# 1. Depart Delivery

The screenshot shows a mobile application interface for a delivery management system. At the top, the status bar shows the time 10:47 and various icons. The app header includes a back arrow, the text 'Order:1229305 - Legheader:137...' with a sub-time of 9:30 AM, and a 'Navigate' button. Below the header, the delivery location is listed as 'JRACLE0 - JRAYL DRAYAGE' at '23555 EUCLID AVE, CLEVELAND, OH, 44117'. It shows 'Arrived at 9:37 AM EDT' with a green checkmark and 'Depart at 9:35 AM EDT'. A 'Tasks' section contains a button labeled 'Depart Delivery' with the date and time 'Aug 30, 9:33 AM' and a 'Required >' link, which is circled in black. Below this is a 'Submit new document' button. The 'Notes' section contains detailed information: 'Event:LUL-Live Unload', 'Code:JRACLE0', 'Seq:2', 'Stop:5396316', 'Customer Notes: The address to the whole complex is 23555 euclid ave euclid oh. If using a gps the entrance is located next to 24111 rockwell drive euclid,oh 44117 in the heritage business park entrance.', 'Seq:2', 'Order:1229305', 'Tractor:TRNPHU', 'Trailer:TEST456', 'Order Notes: TEST LOAD', and a long URL. At the bottom is a large blue button labeled 'Manually depart'.

10:47

Order:1229305 - Legheader:137...  
9:30 AM

Navigate

JRACLE0 - JRAYL DRAYAGE  
23555 EUCLID AVE, CLEVELAND, OH, 44117

Arrived at 9:37 AM EDT ✓

Depart at 9:35 AM EDT

Tasks

Depart Delivery  
Aug 30, 9:33 AM Required >

Submit new document

Notes

Event:LUL-Live Unload  
Code:JRACLE0  
Seq:2  
Stop:5396316  
Customer Notes:  
The address to the whole complex is 23555 euclid ave euclid oh.  
If using a gps the entrance is located next to 24111 rockwell drive euclid,oh 44117 in the heritage business park entrance.  
Seq:2  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

Manually depart

- When you depart delivery, you are required to fill out the "Depart Delivery" form.
- Tap "Depart Delivery".

## 2. Depart Delivery Form

10:47

Cancel

**Depart Delivery**

**Trailer**

**Bill of Lading**

**Driver Unload**

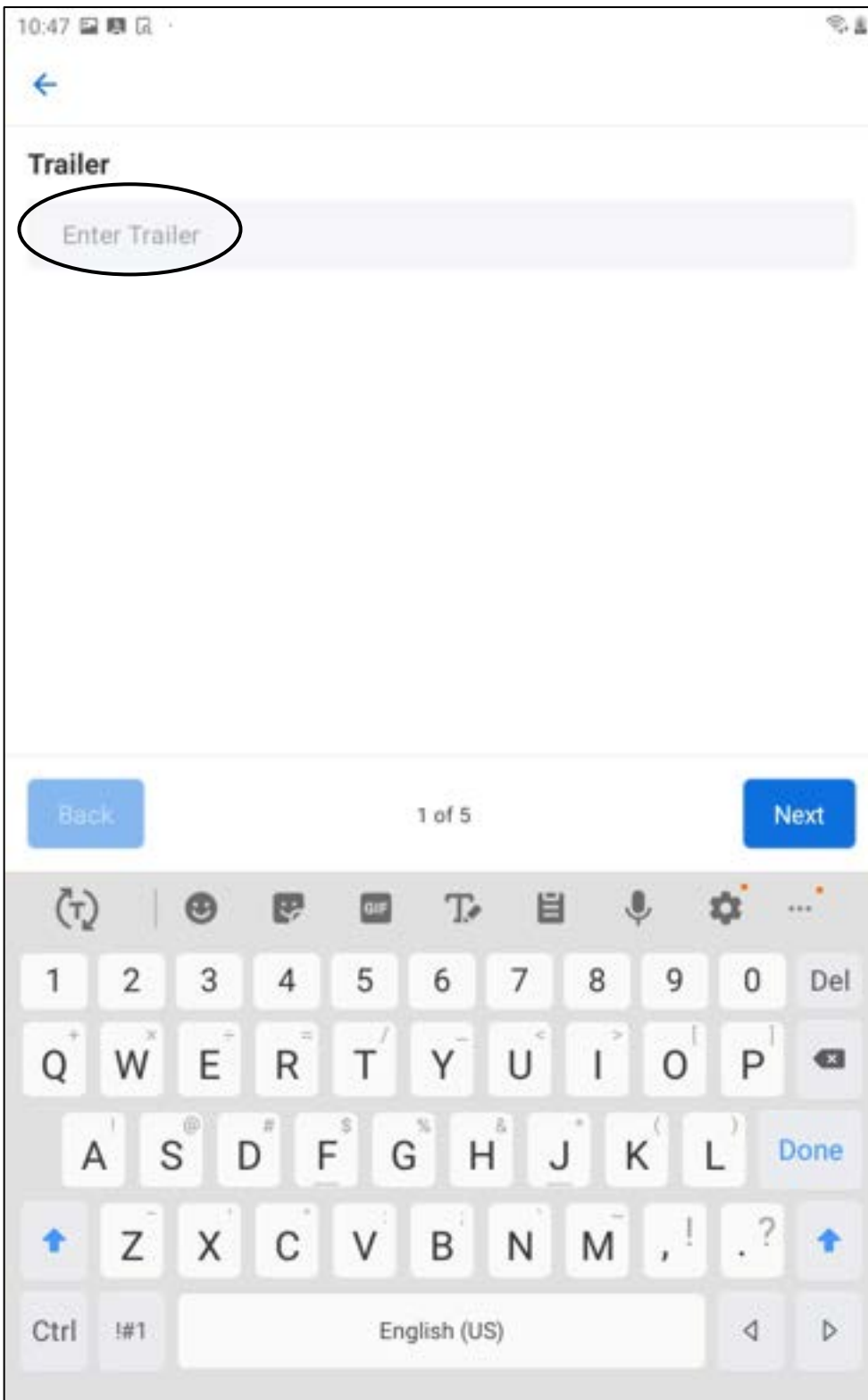
**Lumper**

**Notes**

Submit Document

- This is the “Depart Delivery” form.
- Tap “Trailer”.

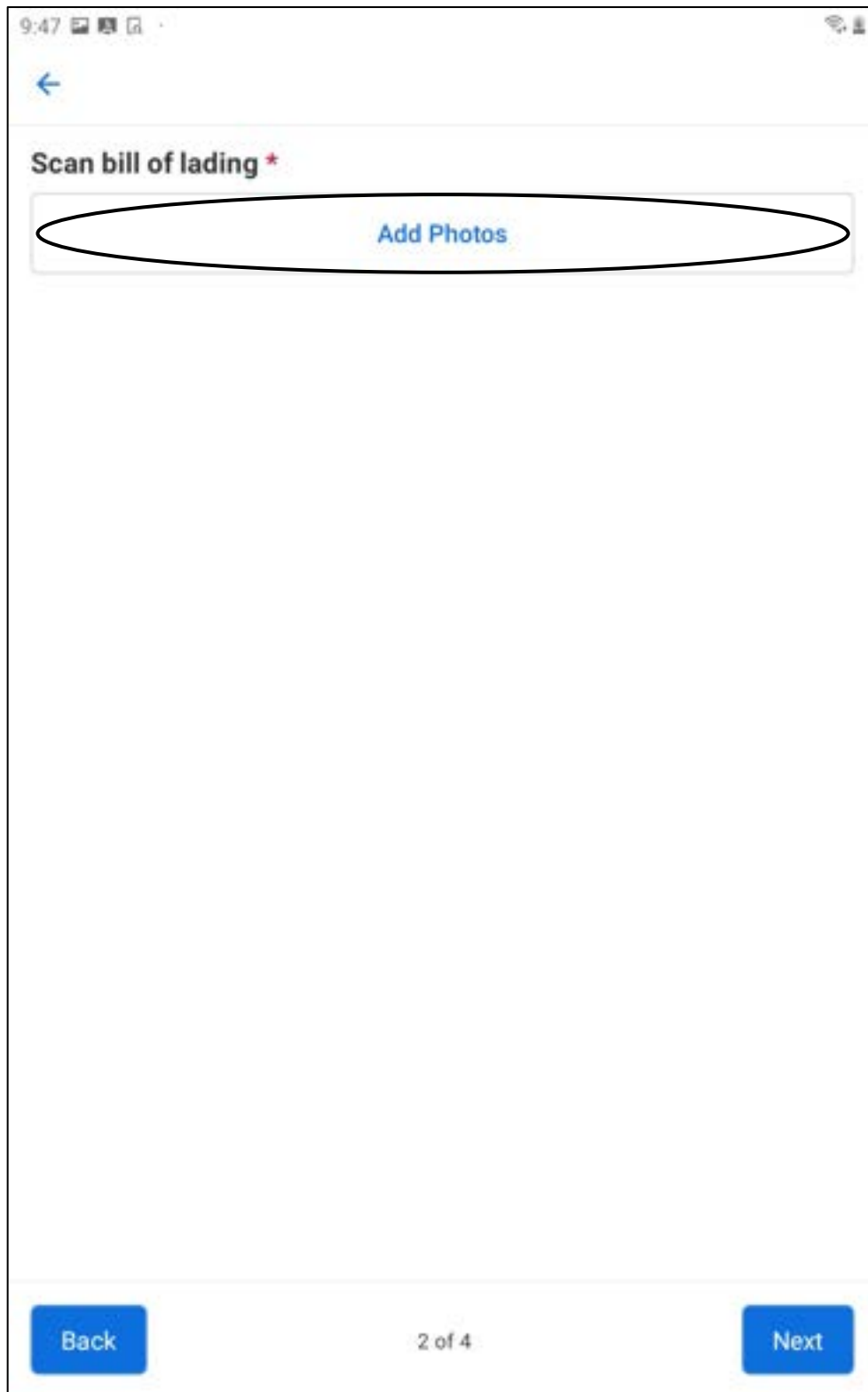
# 3. Trailer



The screenshot shows a mobile application interface. At the top, the status bar displays the time 10:47 and various icons. Below the status bar is a navigation bar with a back arrow. The main content area is titled "Trailer" and contains a text input field with the placeholder text "Enter Trailer". The input field is highlighted with a black oval. At the bottom of the screen, there is a keyboard with a "Back" button on the left, a "Next" button on the right, and a "Done" button on the right side of the keyboard. The keyboard is in "English (US)" mode.

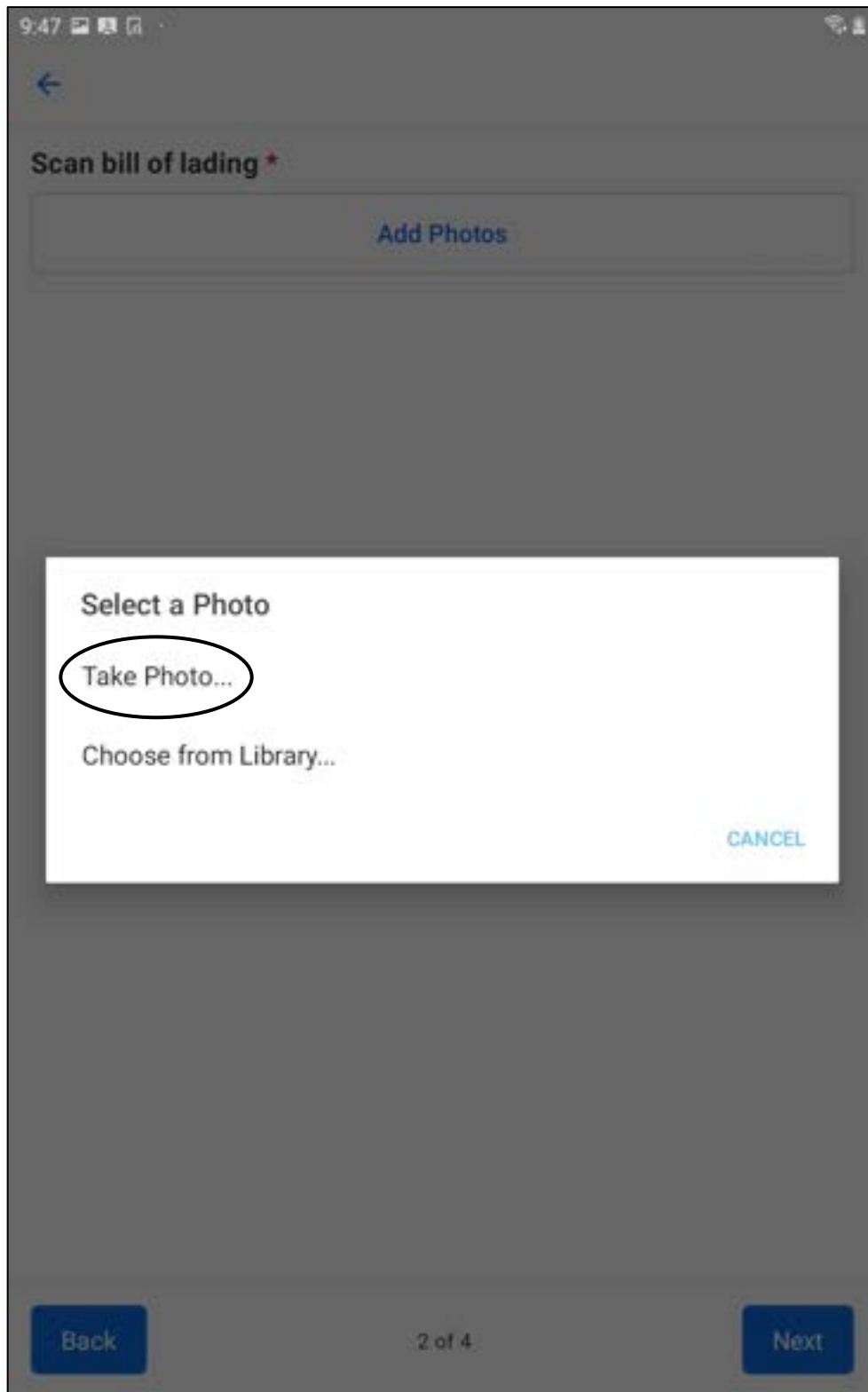
- Type in your trailer number.
- Then tap Next.

## 4. Scan BOL



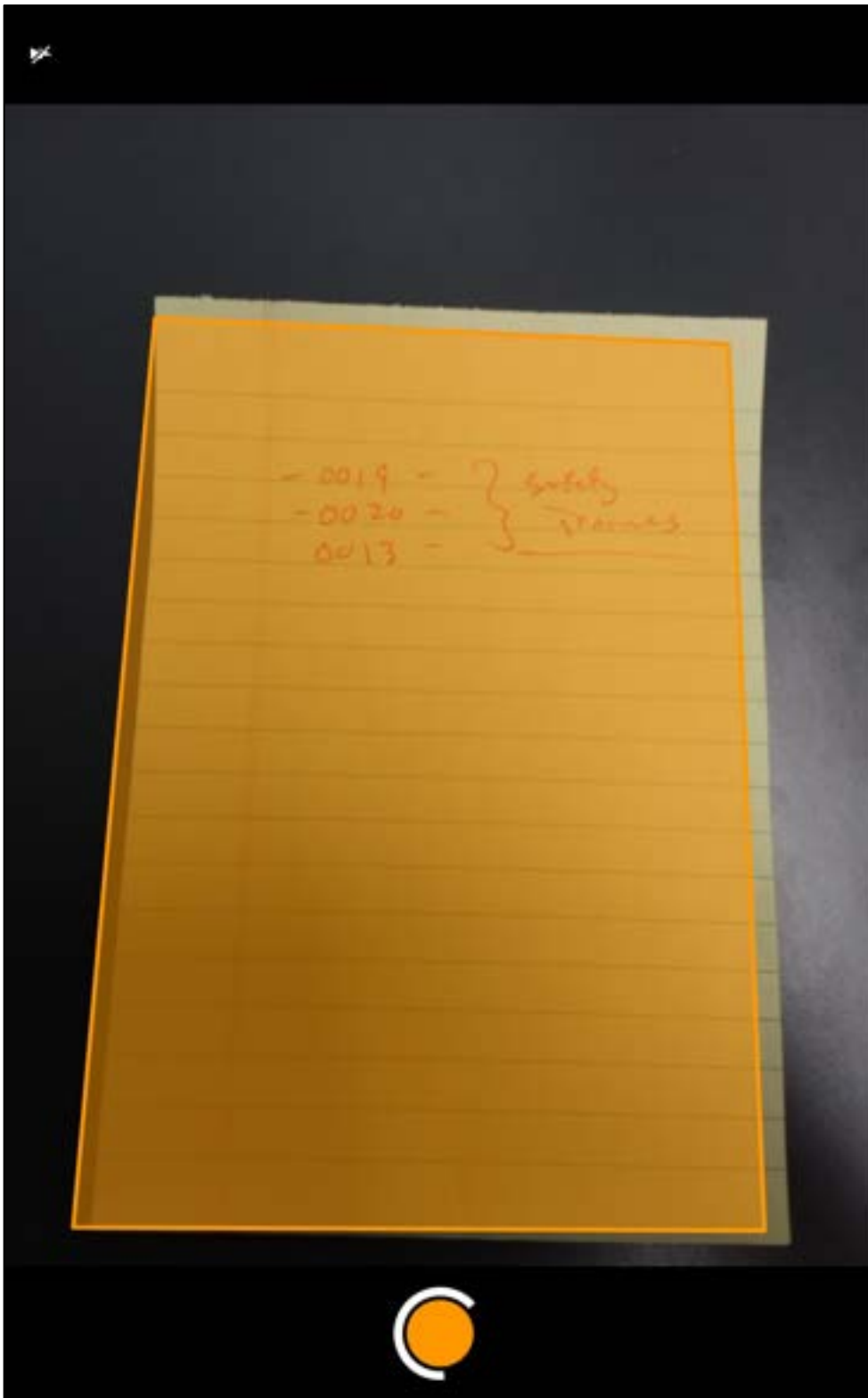
- Tap "Add Photo" to scan document.

# 5. Take Photo...



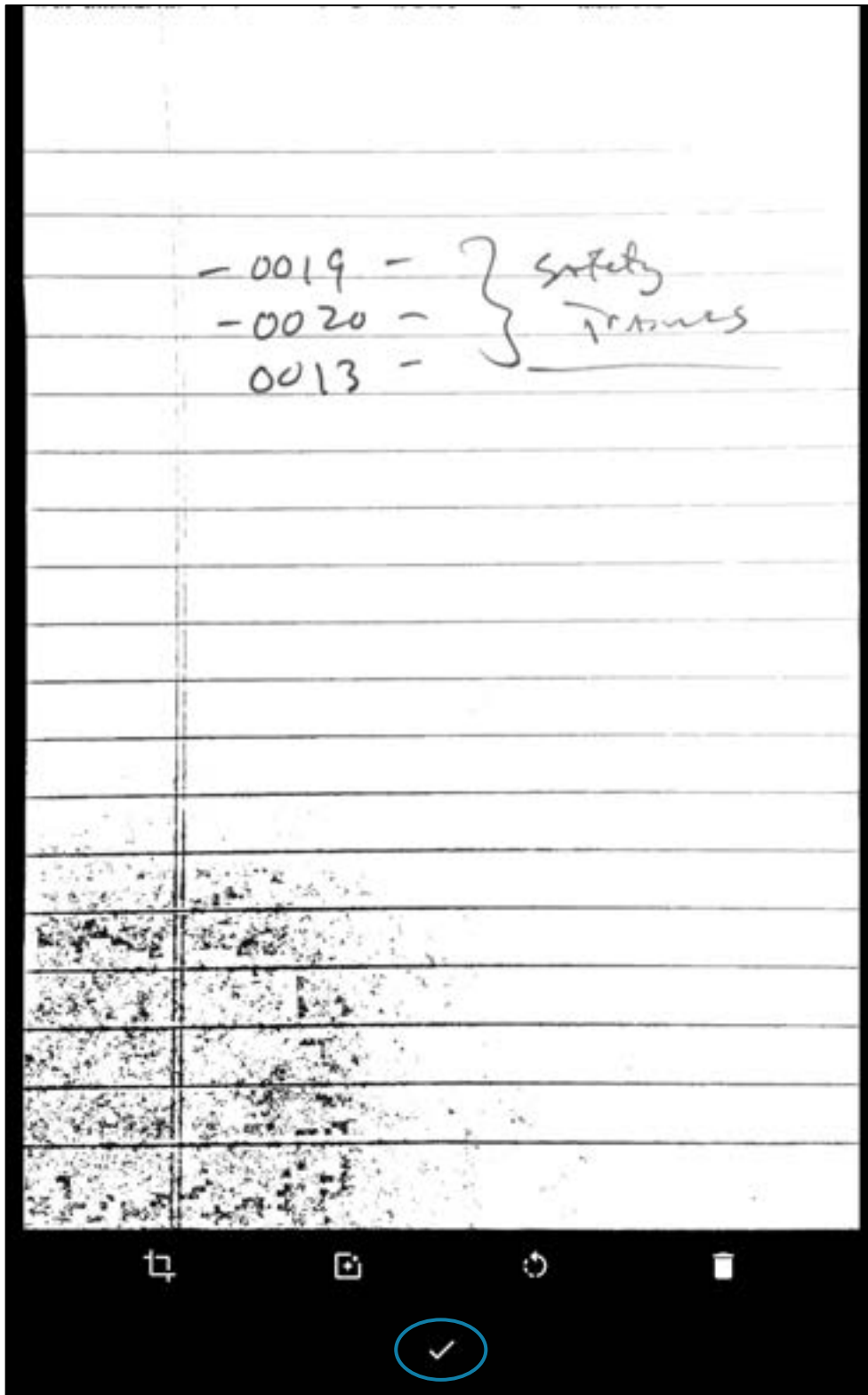
- Tap "Take Photo..." to scan document.
- IMPORTANT! If ask what to scan with CHOOSE "GENIUS SCAN" NOT "Camera".

## 6. Genius Scan



- This is the scan screen. Make sure the entire bill is visible in the scan.

# 7. Image Adjustment



- There are various settings on this screen to adjust the image quality.
- We will not go over these settings and it's recommended to leave them alone if the image is legible.
- Tap the White Check on the bottom to continue.



## 8. Add Another Image

9:48

←

Scan bill of lading \*

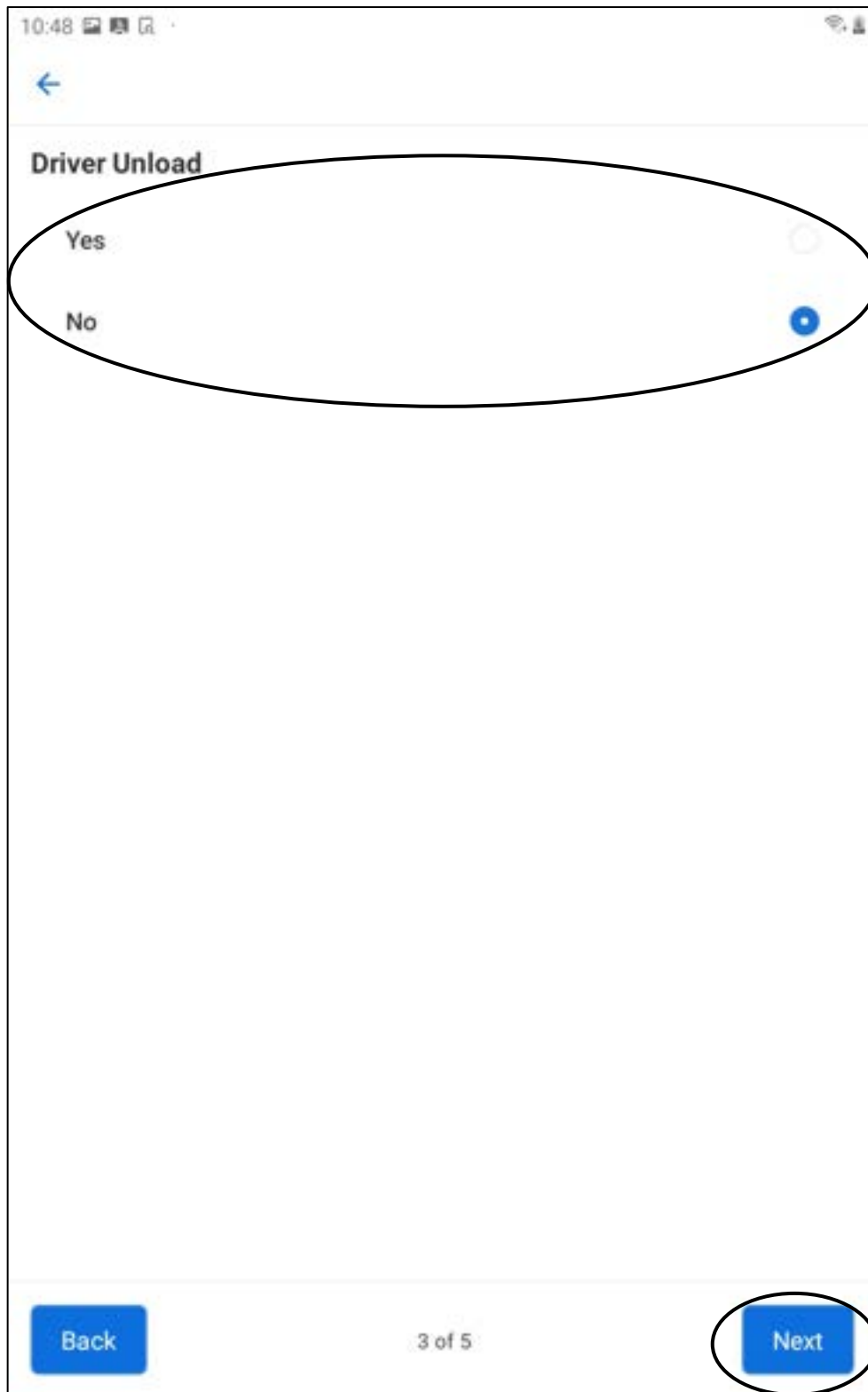
Add Photos

-0019 - } Safety  
-0020 - } Pictures  
0013 - }

Back 2 of 4 Next

- If you have another document to scan you can tap "Add Photo" again and repeat the process.
- When you are ready to continue, tap "Next"

## 9. Driver Unload



10:48

←

Driver Unload

Yes

No

Back

3 of 5

Next

- Choose when you unloaded your trailer.
- Then tap "Next"

# 10. Lumper

The screenshot shows a mobile app interface. At the top, the status bar displays '10:48' and various icons. Below the status bar is a navigation bar with a back arrow. The main content area has a title 'Lumper' and two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, indicated by a blue dot. A black oval is drawn around the 'Yes' and 'No' options. At the bottom of the screen, there is a navigation bar with three buttons: 'Back', '4 of 5', and 'Next'. The 'Next' button is highlighted with a black oval.

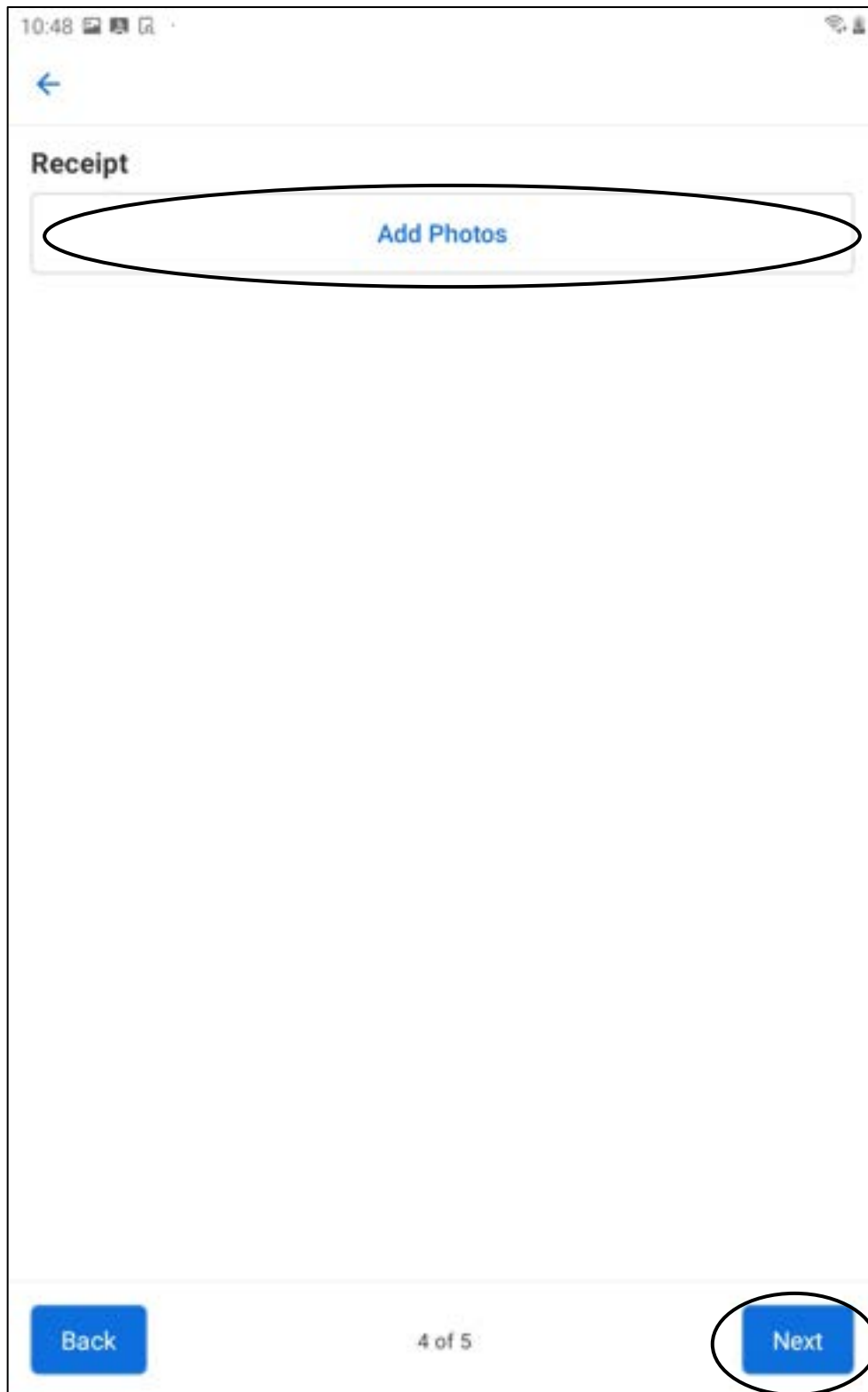
- Choose whether you have a “Lumper” or not.
- Depending on which you choose you will have different questions to answer.
- We will follow yes for now.
- Then tap “Next”

# 11. Amount

The screenshot shows a mobile application interface. At the top, the status bar displays the time 10:48 and various icons. Below the status bar is a navigation bar with a back arrow. The main title of the screen is "Amount". Below the title is a large, light blue text input field with the placeholder text "Enter Amount". Below the input field, the text "Max 2 decimal places" is displayed. At the bottom of the screen is a white bar containing three elements: a blue "Back" button on the left, the text "4 of 5" in the center, and a blue "Done" button on the right. The "Done" button is circled in black.

- If you have a Lumper you are required to enter the "Amount".
- Tap "Next" when finished

## 12. Reciept



- You will then be required to upload a receipt for the Lumper the same way you uploaded your BOL.
- Tap "Next" when finished.

# 13. Notes



The screenshot displays a mobile application interface for entering notes. At the top, the status bar shows the time as 10:48. Below the status bar is a navigation bar with a back arrow on the left. The main content area is titled 'Notes' and features a large, light gray text input field with the placeholder text 'Enter Notes'. At the bottom of the screen, there is a navigation bar with three elements: a blue 'Back' button on the left, the text '5 of 5' in the center, and a blue 'Next' button on the right. A standard QWERTY keyboard is visible at the very bottom of the screen.

- After uploading a receipt or if you did not have a lumper, you will be asked to fill out "Notes".
- If you have any notes or comments on the depart you can leave them here.
- This step can be skipped
- When done, tap Next.

# 14. Review

10:48

Cancel

**Depart Delivery**

**Trailer**  
Test456

**Bill of Lading**  
1 image

**Driver Unload**  
No

**Lumper**  
No

**Notes**

Submit Document

- Make sure you have Green Checks next to each field and then tap "Submit Document"

# 15. Confirm

10:49 [status icons]

Order:1229305 - Legheader:137... 9:30 AM [Navigate](#)

**JRACLE0 - JRAYL DRAYAGE**  
23555 EUCLID AVE, CLEVELAND, OH, 44117

Arrived at 9:37 AM EDT ✓ Depart at 9:35 AM EDT

Tasks

Depart Delivery Aug 30, 10:48 AM **Submitted >**

[Submit new document](#)

Notes

Event:LUL-Live Unload  
Code:JRACLE0  
Seq:2  
Stop:5396316  
Customer Notes:  
The address to the whole complex is 23555 euclid ave euclid oh.  
If using a gps the entrance is located next to 24111 rockwell drive euclid,oh 44117 in the heritage business park entrance.  
Seq:2  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

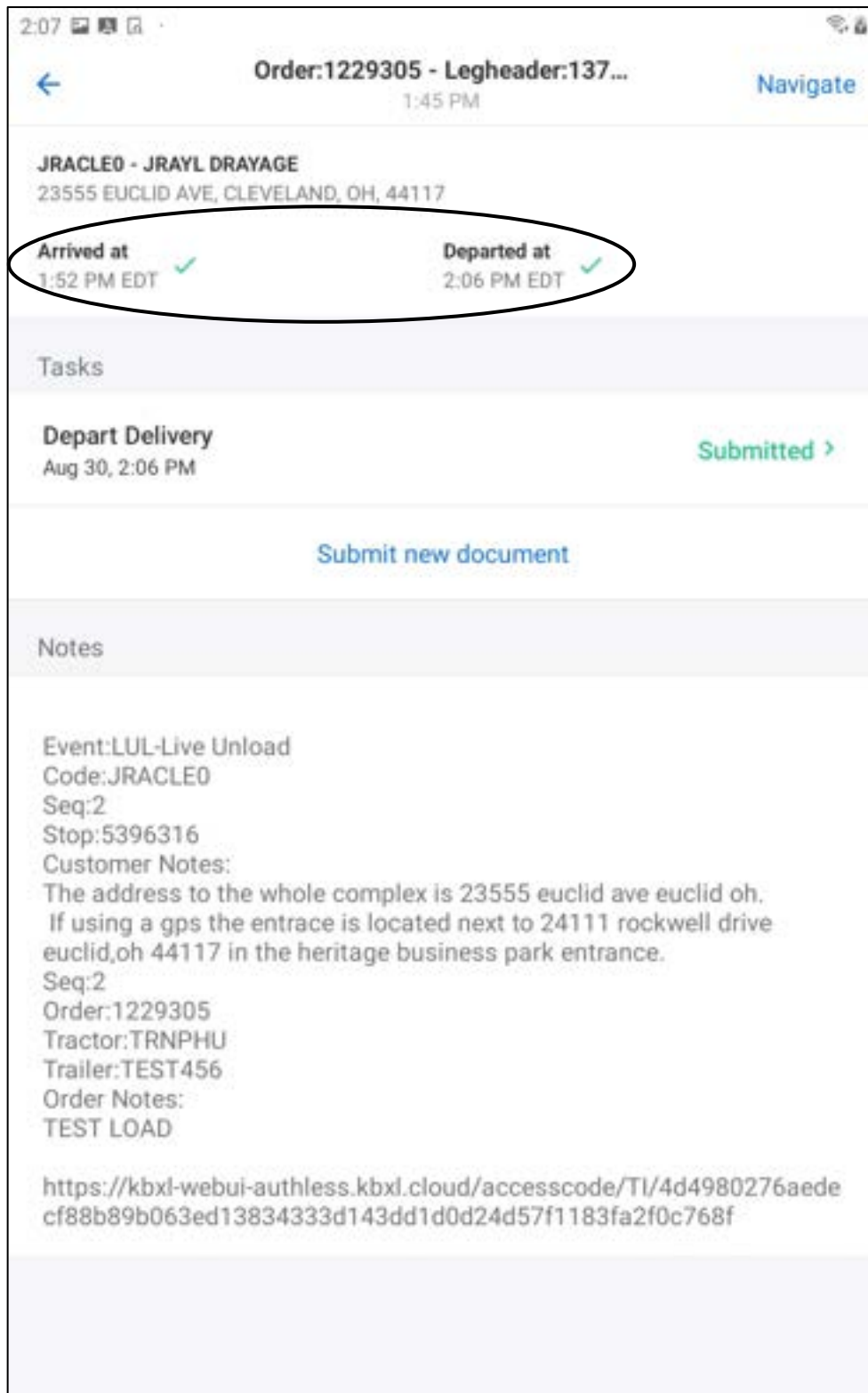
<https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

[Manually depart](#)

- You should now see that the depart delivery say submitted.
- If it does not submit simply open it back up and "Resubmit".



# 16. Well Done



2:07 [Icons]

Order:1229305 - Legheader:137... 1:45 PM Navigate

JRACLE0 - JRAYL DRAYAGE  
23555 EUCLID AVE, CLEVELAND, OH, 44117

Arrived at 1:52 PM EDT ✓ Departed at 2:06 PM EDT ✓

Tasks

Depart Delivery Aug 30, 2:06 PM Submitted >

Submit new document

Notes

Event:LUL-Live Unload  
Code:JRACLE0  
Seq:2  
Stop:5396316  
Customer Notes:  
The address to the whole complex is 23555 euclid ave euclid oh.  
If using a gps the entrance is located next to 24111 rockwell drive euclid,oh 44117 in the heritage business park entrance.  
Seq:2  
Order:1229305  
Tractor:TRNPHU  
Trailer:TEST456  
Order Notes:  
TEST LOAD

<https://kboxl-webui-authless.kboxl.cloud/accesscode/TI/4d4980276aede cf88b89b063ed13834333d143dd1d0d24d57f1183fa2f0c768f>

- You should confirm again that you both arrived and departed from this stop.
- This concludes the workflow.
- If you have another delivery, refer back to the section "Moving to Next Stop".
- It should be noted that once you reach your second to last stop your next load will become available for viewing.
- Thank you for your time and have safe travels!

# TRANSFLO EXPRESS

## Welcome to TRANSFLO Express®

J. Rayl Transport has contracted with TRANSFLO Express® to get your documents in easier and with more certainty than in the past. With this new service, you will be able to get your trip information to us in a matter of minutes instead of days.

### Benefits to You:

- Total control of your documents.
- You no longer have to hand your documents off to someone hoping they do not get lost.
- Keep your original paperwork until the time comes to discard it properly.
- Ability to confirm that your bills made it to payroll by the payroll cut off date.
- You get a confirmation number immediately after scanning so you know your documents have been sent.
- You no longer have to make copies before sending your documents in.

Here are the simple procedures that need to be followed in order for you to get paid promptly. Please read BOTH sides of this document and make sure you understand what you are supposed to do. If you have any questions, do not hesitate to ask your fleet manager.

Do not cover or mark on bar codes

The Trip Sheet must ALWAYS be the first document scanned.

Print Clearly

Use extra 8 1/2 x 11 pages as necessary to tape receipts. Paper and tape are available at the truck stop

<b>Company Name Here</b>		<b>HAVE TRIP DOCUMENTS SCANNED AT A TRANSFLO EXPRESS SCAN LOCATION WITHIN 8 HOURS OF DELIVERY OF TRIP</b>	
<b>Place Barcode Here</b>		Driver _____ Driver Code _____	
List Lumper and other accessorial charges here: _____ _____ _____		Load # _____	
		Tractor # _____ Trailer # _____	
		Date Loaded _____ Date Delivered _____	
		D.H. From _____	
		Load City _____ To _____	
<b>INFORMATION BELOW NEEDED FOR DRIVER AND TRAILER CONDITION</b>			
Home Terminal _____		Notes _____	
Begin Odometer _____			
Ending Odometer _____			
<b>TRAILER CONDITION REPORT</b> MUST COMPLETE THIS SECTION FOR EACH TRAILER YOU PICK UP Please mark the trailer diagrams with a circle indicating any trash damage that you observe at the time you pick-up the trailer. If no damage to that part of the trailer, please mark the diagram with an "X".			
TRAILER NUMBER _____ DATE PICKED UP _____		<b>Billing/Payroll Use Only</b>	
LOCATION WHERE PICKED UP _____		Loading _____ Unloading _____	
(Signature of Experienced/Trained Service at Pickup Location)		Stop _____ Misc. _____	
<div>Reason: <input type="checkbox"/> No Damage</div> <div></div>		<b>Place Barcode Here</b>	

1. Do not mark on or near the bar codes. This will cause the truck stop to request additional information from you. If there is a mark of any kind on the bar codes, use a new Transflo Express® Trip Sheet.
2. Be sure to fill out the entire TRANSFLO Express® Trip Sheet.
3. Please write clearly to ensure no delays in payroll.
4. If you have reimbursable expenses, be sure to list them here. Also note any other costs or expenses as listed.
5. THIS PAGE SHOULD BE SCANNED FIRST EACH TIME. All other documents should be scanned in the order provided in the instructions.

## Frequently Asked Questions:

1. **Where do I scan the documents?** The documents can be scanned at any **PILOT, LOVE'S, Bosselman's, Town Pump, and 20+ independent locations**. As truck stops are added to the network, they will be shown on [www.TransfloExpress.com](http://www.TransfloExpress.com).
2. **Will I have to do the scanning?** **NO**. The attendant has been trained to do it for you. All you have to do is present the documents in the correct order, facing the right direction, unfolded, and without staples or paper clips.
3. **When can I scan?** As quickly as you can after you deliver. Note that dispatch requirements may affect when you can.
4. **What do I have to scan?** *Delivery and Trip Sheet, Bill of Lading(s), any invoices or receipts.*
5. **Should I scan my logs?** *No not unless asked to by Safety Department.*
6. **What about violations/tickets?** *No not unless asked to by Safety Department.*
7. **What if the documents are too large for the scanner?** Most scanners will accept documents up to 10 x 14. If the trip has documents larger than 10 x 14, call your driver manager for instructions.
8. **What do I do with the documents once they are scanned?** *Staple together with receipt and keep for 60 days in your own designated envelope.*
9. **What if the company can't read the document?** Toll tickets are small, and not always clearly readable. Be sure to write your order number on the ticket. Do not write over any information on the ticket. Keep the receipt in case you are asked for the original. Billing documents will be addressed on an as-needed basis.
10. **Will the truck stop ask me any questions?** Only if the barcode does not identify the correct carrier. As long as the TRANSFLO Express® Trip Sheet is scanned first, the bar code on the trip sheet will route the documents back to us.
11. **Do I have to pay for this service?** No money will be requested of you at the truck stop. TRANSFLO Express® bills us directly.
12. **Do I get a receipt?** You will get a receipt that will look like the example to the right. Be sure to keep the receipt with the original paperwork. This receipt is also a tracking number. As long as you have that receipt, the images can be tracked if, for some reason, there is a question that needs to be answered. Keep this receipt with your paperwork. *Input answer to indicate what to do with paperwork.*
13. **How do I know the company received the paperwork?** You can view your images for 14 days on the Internet by logging on [www.TransfloExpress.com](http://www.TransfloExpress.com). Once there, click on the link at the top that says "View Documents". You simply type the confirmation number into the boxes provided and press enter. When the screen appears with the confirmation number, you should see "DELIVERED" beside it. This means it has been delivered to the image system at the corporate office. You may also view the documents from this screen.
14. **Who do I call if I have problems?** If you have any problems that cannot be resolved at the truck stop, call your driver manager. Be sure and have as much information as possible, including the store location, name of cashier, and the date and time to help get the problem resolved as quickly as possible. If you do scan something, the confirmation number is also helpful.
15. **Can I scan the documents at home?** No, not at this time. If that changes, you will be notified.
16. **Should I tape small receipts?** Yes, tape small receipts to a regular sized sheet of paper using tape and paper provided at the truck stop. Do not tape different types of receipts to the same page. For example, do not tape a toll receipt and a weight ticket receipt to the same sheet of paper.
17. **How do I arrange the paperwork?** First, make sure that all pages are facing the same direction. Then make sure wide sheets like logs and fuel receipts are stacked as if you were reading them. Then stack your documents in the following order: *Delivery & Trip Sheet, BOL(s), any invoices or receipts.*

### **TRANSFLO EXPRESS**

[www.transfloexpress.com](http://www.transfloexpress.com)

Date: 08/01/2002 08:28 am  
Confirmation Number: SCAC-1234-5678-9012

CARRIER NAME

Pages Scanned: 5

## J. RAYL PAYROLL - TRANSFLO REQUIRMENTS

### Necessary information for a successful settlement.

1. Correct Pro Number, Tractor Number, Trailer Number and Driver Name.
2. Correct Date and dates filled in properly where indicated and completely.
3. Payroll runs from Sunday to Saturday. Within 48 hours of delivery you must make sure the paperwork is either dropped off at a terminal or TransFlo. This will help even the flow of paperwork coming into the system.
4. Correct load number (Example: If driver has done 5 loads for the week each **Cover Sheet** should indicate which load number it is for the week.  
Final load of the week should say 5 of 5 allowing the payroll department to know the driver is excepting to get paid for 5 loads for that week. (If load has been received and billed.
5. Shipper and Consignee needs to be filled out completely. If going in to detention time please only then write the times in where indicated. Write down multi stops
6. Complete information on Seal Intact
7. Unloading indicate if driver or lumper service. If tires we need to know the tire count. Bill of lading **MUST** have driver unload signed on receipt.
8. Comments/Reimbursements request for extra pay for trailer moves layovers, city work, detention etc. must be recorded on the **Cover Sheet** to get paid. To receive any reimbursements for company expenses receipts must be turned in. Receipts must be turned in the same week the comchek/money is given. All paperwork must be turned in in the proper week.
9. Complete Dates, States and Routes Traveled.
10. Driver signature please print
11. Record number of total pages being sent including **Cover Sheet**. If you realize that all paperwork was not sent in the first time. Reuse the **Cover Sheet**, TransFlo only what was missed and simply put a check in block beside
12. REVISED in up right hand corner. This will insure proper payment.  
**IF** you are coming to a terminal during the week and want to drop off your paperwork. Write on the **Cover Sheet** above the Bar Code in the upper left had corner the words **NOT TRANSFLO**
13. Payroll runs from Sunday to Saturday. Within 48 hours of delivery you must make sure the paperwork is either dropped off at a terminal or TransFlo. This will help even the flow of paperwork coming into the system.
14. ***Any questions please call during the hours of 8am to 5pm eastern time Monday through Friday. Ext.3443***

The payroll department has been trained to pay off the **Transflo Cover Sheet** and nothing else. If it is not on the cover sheet it will not be paid nor reimbursements credited. Payroll is requesting that you keep your **Transflo Confirmation Sheet** in the event the website may go down. We will be calling you for the Confirmation number on that sheet and then be able to go on the website to print out if necessary. The best thing to do is to stable **Transflo Confirmation Sheet** to it to the **Transflo Cover Sheet** with Pro number on it.



☐ Revised

**DELIVERY & TRIP SHEET**

1016 TRIPPLETT BLVD., AKRON, OH 44306  
330-784-1134 • 800-753-5050 • FAX 330-784-4040

PRO NUMBER

TRACTOR

2 7 1 4 3 6

1 9 5

0 0 0 0 0 0  
1 1 1 1 1 1  
2 2 2 2 2 2  
3 3 3 3 3 3  
4 4 4 4 4 4  
5 5 5 5 5 5  
6 6 6 6 6 6  
7 7 7 7 7 7  
8 8 8 8 8 8  
9 9 9 9 9 9

0 0 0 0 0 0  
1 1 1 1 1 1  
2 2 2 2 2 2  
3 3 3 3 3 3  
4 4 4 4 4 4  
5 5 5 5 5 5  
6 6 6 6 6 6  
7 7 7 7 7 7  
8 8 8 8 8 8  
9 9 9 9 9 9

☐

(A)

(H)

(S)

Date 5-18-12 Load # of the Week 1

Start Hub 64127 End Hub 65077

Driver Name Rich Hayworth

Trailer Num 11011

Bill of Lading 76310744



SHIPPER			LOADING		STOP LOCATIONS		SEAL
Jacobson Warehouse Co			SCHEDULED	1			SEAL
CITY/STATE			ARRIVE	2			SEAL
Augusta, GA 30906			START	3			SEAL
			FINISH	4			SEAL
CITY/STATE			DEPART	5			SEAL
LOADING DRIVER	LOAD DATE	APPROVED BY:		6			SEAL
Shipper	5-18-12			7			SEAL
CONSIGNEE			UNLOADING SCHEDULED	8			SEAL
Dupont Powder Coatings			ARRIVE	9			SEAL
CITY/STATE			START	10			SEAL
Houston, TX 77041			FINISH	11	SEAL NUMBER 0012736 INTACT <input checked="" type="radio"/> YES <input type="radio"/> NO		
CITY/STATE			DEPART	12	UNLOAD DATE 5-20-12 SIGNATURE FOR UNLOADING		
UNLOADING DRIVER							
Receiver							
Comments/Reimbursements					Piece Count		
Fuel Card \$50.00					20 Pallets		
Com Check \$544.50 Flat Truck 195					Handling <input type="radio"/> YES <input checked="" type="radio"/> NO		
Scale Reweight \$1.00 Cash					Lumper <input type="radio"/> YES <input type="radio"/> NO		
Light Trl 11011 \$10.00 Cash					Trucks <input type="radio"/> YES <input type="radio"/> NO		
Com Check \$50.00 Personal					City/Hourly		
Date	State	Route Traveled					
5-18-12	GA	20W AL 20W MS 20W 595					
	LA	12W 10W TX 10W					

Driver's Signature X Rich Hayworth

Total Pages Sent 4

**C.H. Robinson Contract Addendum and Carrier Load Confirmation - # 76310744**

ATTENTION: Ian Dunn at J. Rayl Transport, Inc.

Phone: (800) 753-5050 and Fax: (330) 784-0933

Carrier is required to check in with and obtain load requirements from C.H. Robinson, prior to arriving at Shipper, by calling (800) 233-5623 and asking for back haul department.

**C.H. Robinson Communicator**

Thank you for your business

Joseph Bendure, Sales Rep, Chicago Central 0830 – 1840 N Marcey, Chicago, IL, (312) 944-7277 x3767,  
BENDJOS@CHROBINSON.COM

**Customer Specified Equipment Requirements**

Equipment: Van/ Reefer – Min L = 48

Temp Control: N

**Customer Requirements**

**MUST HAVE 2 LOAD LOCKS AND TRAILER CANNOT HAVE PALLETS!! MUST BE COMPLETELY EMPTY!!**

SHIPPER #1:	Jacobson Warehouse Co.	Pick Up Date:	05/18/12
Address:	1401 Marvin Griffin Rd.	*Scheduled to Pick*	
	Augusta, GA 30906	Pick Up Time:	09:00 - 15:00
		Pickup#:	372449
Phone:	(706) 790-7382		

Please ask for and confirm receipt of:

Commodity	Est Wgt	Units	Count	Pallets	Temp	Ref#
Plastic Material	43800	Pallet (s)		20		

*Shipper Instructions*

SHIPPER #1:	Dupont Powder Coatings	Pick Up Date:	05/18/12
Address:	9800 Genard Rd	*Open Delivery*	
	Houston, TX 77041	Pick Up Time:	08:00 - 15:00
		Delivery#:	
Phone:	(713) 939-4000		

Please confirm delivery of:

Commodity	Est Wgt	Units	Count	Pallets	Temp	Ref#
Plastic Material	43800	Pallet (s)		20		

*Receiver Instructions*

*Truck 195 Trl 11011*

*Pro # 271436*

*Seal # JRAYL 0012736 INTACT*

*Jim Tompson*  
*Jim Tompson*

*Rich Hayworth*  
*Rich Hayworth*



T.N.T. Truck & Tire  
2031 Dear Rd  
Crystal Springs Ms. 39059

601-454-6879  
Fax 1-952-556-9657  
Tnttruck2@live.com

www.tnttruckandtire.com

## Invoice

Invoice No.

5874

Date

31 May 2012



Bill To

J Rayl

Code	Description	Quantity	Rate	Amount
	Jrayl trucking Truck#195 Driver call#4347701579 Callback#3307841134 ext8 Blew out left rear inside on tractor Wants recap low pro 22.5 I-20 west bound mile marker 29 payin by com check	2.00	\$84.00	\$168.00*
	New recap	1.00	\$291.87	\$291.87
	Truck supplies	1.00	\$60.00	\$60.00

\* Indicates non-taxable item

Thank you for choosing TNT truck & tire  
there will be a \$50 truck supplies charge on all service calls. due to  
escalating fuel prices.

Subtotal	\$519.87
TAX (7.00%)	\$24.63
Total	\$544.50
Paid	\$0.00
Balance Due	\$544.50

**PayPal**  
Click here to pay

*Paid with  
com check  
Pro # 271436*

Page 1 of 1

REMITTANCE ADVICE FOR Invoice # 5874 on May 2012

Received From: J Rayl  
Balance Due: \$544.50  
Amount Paid:

Please detach and send with remittance to:  
T.N.T. Truck & Tire  
2031 Dear Rd  
Crystal Springs Ms. 39059

Sample Receipt

123 S Main St  
Anywhere, US 12345  
555-555-555

.....

Store: 000  
Register: 000  
Cashier: Bob

.....

Reweight\$1.00

Amount Tendered\$1.00

Cash

.....

Transaction: 000  
5-19-2012

Sample Receipt

123 S Main St  
Anywhere, US 12345  
555-555-555

.....

Store: 000  
Register: 000  
Cashier: Sally

.....

Light\$10.00

Amount Tendered\$10.00

Cash

.....

Transaction: 000  
5-19-2012

Reweight  
Trl 11011 \$1.00

Light  
Trl 11011 \$10.00

CASH

Pro# 271436



Example Two  
"Cover Sheet – Multi Stop Load"



☐ Revised



PRO NUMBER

1	2	3	4	5	6
0	0	0	0	0	0
●	1	1	1	1	1
2	●	2	2	2	2
3	3	●	3	3	3
4	4	4	●	4	4
5	5	5	5	●	5
6	6	6	6	6	●
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

TRACTOR

1	7	2			
0	0	0	0	0	0
●	1	1	1	1	1
2	2	●	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	●	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

☐  
(A)  
(H)  
(S)

DELIVERY & TRIP SHEET

1016 TRIPLET BLVD., AKRON, OH 44306  
330-784-1134 • 800-753-5050 • FAX 330-784-4040

Date 7-9-12 Load # of the Week 1

Start Hub 100 End Hub 692

Driver Name Rich Hayworth

Trailer Num 0794

Bill of Lading PO 1273814



SHIPPER			LOADING		STOP LOCATIONS		SEAL
Morton Salt			SCHEDULED	1	City State Zip		SEAL
CITY/STATE			ARRIVE	2	City State Zip		SEAL
			START	3			SEAL
CITY/STATE			FINISH	4			SEAL
LOADING DRIVER			DEPART	5			SEAL
PRE Load				6			SEAL
LOAD DATE				7			SEAL
7-9-12				8			SEAL
APPROVED BY:				9			SEAL
CONSIGNEE			UNLOADING	10			SEAL
Tri State Salt			SCHEDULED	11			SEAL
CITY/STATE			ARRIVE	12			SEAL
Salem, VA Zip			START	13			SEAL
CITY/STATE			FINISH	14	SEAL NUMBER		INTACT
				15	0081713		● YES ○ NO
UNLOADING DRIVER			DEPART	16	UNLOAD DATE		SIGNATURE FOR UNLOADING
Receiver				17	7-10-12		
Comments/Reimbursements						Piece Count	21 Skids
Took empty Trl 0601 Akron						Handling	○ YES ● NO
to Rittman						Lumper	○ YES ○ NO
						Trucks	○ YES ○ NO
						City/Hourly	
Date	State	Route Traveled					
7-9-12	OH	76E 77S WV 77S 460E					
	VA	460E 81N					

Driver's Signature X Rich Hayworth

Total Pages Sent X