

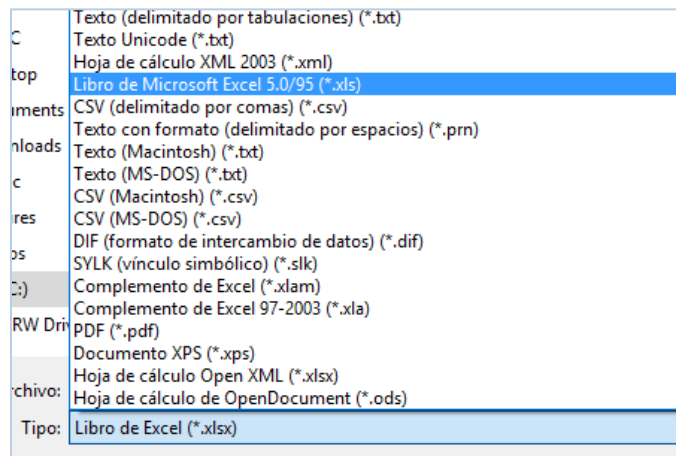


POLICIES:

Template for uploading lists of units and operators.

HOW TO GENERATE THE FILE FOR THE EXCEL TEMPLATE (XLS):

The format of the template must be an Excel Spreadsheet (XLS) file, to generate it with Excel 2007 or greater, just select the "Save as" option, then in the "Type" select (*.xls) option.

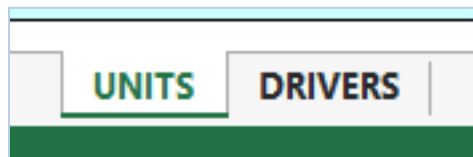


CONTENT OF THE TEMPLATE:

As it shows in the file that is sent for example. The template can raise with both lists or generate a template for each one. When the nomenclatures of the fields and Excel sheets are respected.

The leaves should always carry the following names in capital letters:

- UNITS: To upload the list of units.
- DRIVERS: To upload the list of operators.



NOMENCLATURE FOR SHEET OF UNITS:

Rules:

1 the initial column must always be VIN, making reference to the identification number vehicle unit.

- The VIN must not contain spaces or line breaks.
- The VIN must not be greater than 17 characters.

2 the resulting columns can go in the order that like provided they respect:

- Name of the column.
- Possible values (only applies to columns that load the system catalogs).

3 one unit per line.

Names and contents of the columns:

1 **VIN** - vehicle identification number.

- 17 digits maximum.
- They can go or not go in capital letters (the system passes them always to shift).
- This field is mandatory.

2 **YEAR** - year of the vehicle.

- Numeric value of 4 positions.

3 **MAKE** - box value description or alias of the brands of the system catalog.

- You must be an existing one, if new you must register first in the system or the checkbox will be saved as empty. (See attached file with catalog)

4 **RADIUS** value of the box the system catalog description.

- Possible values are:

VALUE
0-250
0-500
500+

5 **TYPE** - type of vehicle.

- Possible values are:
1 UNIT
2 TRAILER

6 **TOTALPREMIUM** - numeric value to keep the monetary value of the unit.

- It must be only numbers.

NOMENCLATURE FOR SHEET OF UNITS:

Rules:

4 the initial column must always be LICENSE, making reference to the identification number of the driver.

- The license must not contain spaces or line breaks.

5 consequent columns can go in the order that like provided they respect:

- Name of the column.
- Possible values (only applies to columns that load the system catalogs).

6 a line operator.

Names and contents of the columns:

1 **LICENSE** - driver identification number.

- 30 digits maximum.
- They can go or not go in capital letters (the system passes them always to shift).
- This field is mandatory.

2 **NAME** - string value to represent the name of the driver.

- They can go or not go in capital letters (the system passes them always to shift).

3 **DOB** - value for date of birth.

- It must be in format DD/MM/YYYY

4 **YOE** - numeric value for years of experience.

- They must be numbers only.

5 **EXPIREDATE** - value for date of expiry of the licence.

- It must be in format DD/MM/YYY

6 **TYPE** - value to represent the type of license.

- Possible values are:
 - 1 COMMERCIAL/CDL-A
 - 2 FEDERAL/B1