

# **UNIVERSE LOGISTICS INC**

## **Safety Policy Manual**

**and**

## **Employee Handbook**

**UNIVERSE LOGISTICS, INC**

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MC 857331 DOT 2478010

## **SAFETY POLICY MANUAL**

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## **WELCOME**

Welcome to UNIVERSE LOGISTICS INC., a progressive and growing transportation company.

Starting a new job is exciting, but at times can be overwhelming. This Safety Policy Manual and Employee Handbook is provided to help you get acquainted with UNIVERSE LOGISTICS INC., to answer many of your initial questions and to understand our expectations.

As a new driver, you will be expected to attend a formal driver orientation. A major part of that orientation will be a review of this Safety Policy Manual and Employee Handbook.

After orientation, this Safety Policy Manual and Employee Handbook should be carried with you at all times you are under dispatch. It will be your guide for getting it right the first time, and for all manner of reference in the future.

Your contribution to the mission statement and safety values of UNIVERSE LOGISTICS, INC. will ensure not only the success of UNIVERSE LOGISTICS INC., but your success as well. Our insistence on continual quality improvement involves everyone. We want you to help us be the best and, in turn, we will help you have a bright future at UNIVERSE LOGISTICS INC!

## **MISSION STATEMENT**

Our goal at UNIVERSE LOGISTICS INC. is to provide our customers with the highest quality, the safest and the most efficient service in the transportation industry. Our goal is to be recognized as the standard bearer of safety and quality by our customers as well as our competitors. All services we provide will be designed to meet or exceed the needs and expectations of our customers.

## **SAFETY VALUES**

Safety is a "value" at UNIVERSE LOGISTICS INC. In our world today, priorities tend to change, values don't. As a value, safety is taken into account in all business decisions.

Safety is a proactive process at UNIVERSE LOGISTICS INC., not an expense. Processes, in contrast to programs, don't have end dates. Processes are ongoing and constantly growing better.

The senior management at UNIVERSE LOGISTICS INC., is aware that changing a company's culture can take several years and we have made the commitment to continually making those business decisions which will bring us to and maintain UNIVERSE LOGISTICS INC. at the level of safety achieved only by the most professional trucking companies in the industry.

By supporting a strong safety program, UNIVERSE LOGISTICS INC., can and will operate more efficiently and profitably in the future. Each individual within UNIVERSE LOGISTICS INC. has a personal responsibility with regard to safety. Please use this Safety Policy Manual as your reference to the commitment of UNIVERSE LOGISTICS INC. to our safety values. Your success at UNIVERSE LOGISTICS INC. will depend upon the personal level of commitment you make to these same values.

IURI CRUDU

President

## **FEDERAL COMPLIANCE**

In order to remain employed by or leased to UNIVERSE LOGISTICS INC, all employees and owner operators/contractors must obey all federal and state DOT regulations as well as all other applicable federal, state and local statutes.

UNIVERSE LOGISTICS INC. has long supported and adopted the Federal Motor Carrier Safety Regulations (FMCSRs). These regulations provide the MINIMUM STANDARDS for our operation.

Each and every employee and owner operator/contractor of UNIVERSE LOGISTICS INC. shall be furnished with a copy of the Federal Motor Carrier Safety Regulations and shall provide UNIVERSE LOGISTICS INC. management with a signed and dated receipt for these regulations.

It is the objective of UNIVERSE LOGISTICS INC. to maintain compliance with the FMCSRS. In keeping with this objective, it will be the responsibility of the Director of Safety to monitor this compliance effort, and to distribute information to line management personnel and the driving staff, in the event of changes in these Federal regulations.

No person at UNIVERSE LOGISTICS INC. shall encourage, require, aid or abet another individual to violate the rules of the Federal Motor Carrier Safety Regulations.



## **DRIVERS AND THE PUBLIC**

Today's driving demands a new type of driver with an up-to-date attitude.

The increased complexity of operating a commercial vehicle in all kinds of weather, around-the-clock operations, and the vast increase in traffic volume make it absolutely essential that drivers constantly update their knowledge and ability in commercial truck handling.

Of all the people involved in the trucking industry, you are in the most strategic spot—where the public is. You must meet them on the streets and highways. You drive through their towns, by their homes and businesses. Some of this public are our shippers, our consignees, our customers, and politicians who formulate trucking legislation. Your job is to share the road safely with these people.

You, as a driver, have in your hands, the key with which to turn the opinion of the public toward trucks and drivers. When people hold truck drivers in high esteem, your own job is that much more desirable, and you can take even more pride in your chosen profession.

## **ACCIDENT PROCEDURES**

*Report all accidents/incidents to UNIVERSE LOGISTICS, INC. in order to prevent severe financial losses or litigation. CONTROLLED SUBSTANCES, ILLEGAL ALCOHOL USE AND DISHONESTY*

### **What to do at the Scene**

- DO NOT MOVE YOUR VEHICLE! Shut down your engine; turn on your flashers.
- Set out your WARNING TRIANGLES in the proper places, ASAP.
- Report the accident to the police.
- Check on the condition of other people involved in the accident and get their names and information.
- Get names and information from any people who witnessed the accident.
- Report the accident to the Safety Department immediately with all information you have at that point. You will need your logs and freight bills with you when you call.

### **REPORT ACCIDENTS TO: +1251 609 1495**

- DO NOT attempt to provide first aid to anyone who is injured. Keep them warm, and as comfortable as possible. DO NOT move any injured person unless they are in immediate danger.
- Take pictures with the camera in your Accident Kit
- DO NOT ADMIT ANY GUILT UNDER ANY CIRCUMSTANCES
- DO NOT give statements to ANYONE other than the police, a company official, or an agent of our insurance company.
- Fill out the Accident Report Form completely and submit it to the Safety Department as soon as possible.

## **ACCIDENT PROCEDURES ( continued)**

All accidents, regardless of how small, must be reported immediately.

### **ACCIDENT REPORTING TAKES PRIORITY OVER LOADING OR DELIVERY APPOINTMENTS.**

#### **Post-Accident Drug/Alcohol Testing**

Any driver involved in a fatality accident or a DOT recordable accident for which they receive a citation as a result of that accident is required to submit to a post-accident drug test and a post-accident alcohol test. Any driver refusing to take a test, failing to make themselves available for the test within the appropriate time limits or testing positive will be medically unqualified and his/her employment terminated immediately.

#### **Hit & Run**

If you are the victim of a hit and run, if the other party refuses to remain at the scene, or if the other party refuses to give you information, notify the Police of the accident and give them all the details you can (most helpful is the license plate number).

It is the responsibility of each driver to make certain the vehicle they are driving has an Accident Kit on board. Make that check a part of your pre-trip inspection.

After the accident:

- The Safety Department will review your accident report and issue a warning letter if the accident is deemed preventable
- Upon receipt of the letter, if you disagree with the preventable decision, call the Safety Department and request a review. The review will be done in the Safety Department upon your next appearance at the office

### **ACCIDENT PROCEDURES ( continued)**

- If no agreement can be reached, a Safety Review Board will be set up to hear your review. The Safety Review Board will consist of the Safety Director, one Management Official and one driver.
- The decision of the Safety Review Board will be final.

Any accident is automatically charged against you as preventable if you fail to provide the company with a timely, complete report and pictures.

**If the accident occurs in the parking lot or yard mode and driver is guilty, is the driver responsibility to provide to the police and other parties involved in accident his non trucking liability insurance or to pay for the injured party all damages.**

**"A PREVENTABLE ACCIDENT IS ONE WHICH THE DRIVER DID NOT DO EVERYTHING REASONABLE TO AVOID"**

*The above rules shall apply to all employees, independent contractors, and representatives of this company.*

## **ACCIDENT PROCEDURES ( continued)**

### **HOW TO USE THE ACCIDENT CAMERA**

#### **Photographs at the accident scene should show:**

1. Traffic controls including stop signs, yield signs, speed limits, and other warning signs.
2. Lanes of travel and markings on the highway.
3. Whether or not any skid marks were left, and their length.
4. View of vehicle travel path to where the vehicles came to rest.
5. Identification of the vehicle(s) by taking pictures of the license tag and/or VIN number plate.
6. Photograph condition of the vehicle with regard to rust, tires, seat belt condition, etc.
7. Photograph the entire vehicle or vehicles (all four sides) to rule in and rule out damages.

You may also show the other driver(s) standing at the accident scene, and people at the scene who might be witnesses for identification purposes. Photographs should never show injured persons in or out of vehicles.

#### **Photographs of cargo damage or loss should show:**

1. Clear view of damaged area or areas.
2. Material location where the damage occurred including securement and protection devices in use.
3. Material location where damage was discovered (if different from #2).
4. Identical material that is undamaged for comparison.
5. Material labels and markings to identify exact material type.
6. Separate photos of each damaged piece, bundle, or container to verify actual quantity damaged.

## **ACCIDENT PROCEDURES ( continued)**

### **To take better photos:**

- Hold the camera steady with both hands
- Do not block the flash or lens with fingers.
- Keep elbows in against the body.
- Rest arms against chest.
- For added stability, lean against a structure.
- Hold breath while squeezing the shutter button.
- For flash pictures, you must be 4-10 feet from the subject.
- For non-flash pictures, you must never be closer than 4 feet from the subject.

## **CARGO CLAIMS AVOIDANCE PROCEDURES**

### **Loading Point**

- 1) Examine cargo prior to or as it is being loaded on your trailer.
- 2) Take exception to any cargo that is damaged in any way (i.e., wet, rusty, bent, broken, crushed, torn, reused boxes, open boxes, dirty, uncrated or not properly packaged for transport, etc.)
- 3) Get exceptions noted on all copies of bills of lading
- 4) Call Dispatch with any exceptions
- 5) Prior to signing for your cargo, count what is on your trailer and compare it to your Bill of Lading. If they don't match, take care of the shortage or overage prior to leaving. Do not sign for what you cannot count! Use STC or SLC on large loads whenever possible. For example, 12 skids STC 450 cartons. STC stands for "said to contain". SLC stands for "shipper load and count".
- 6) Make sure cargo is loaded to your satisfaction. If it is not, and you lose the cargo up the road, it is the responsibility of you and UNIVERSE LOGISTICS INC. at that time.

**REMEMBER: Once the driver sign for the cargo, that Bill of Lading becomes a legal and binding contract leaving UNIVERSE LOGISTICS INC., as well as driver, liable for a cargo claim on material damaged during the transit (from pick up to delivery).**

### **Delivery Point**

- 1) When making a delivery to our customers, we require that you are present while materials are being off loaded. Please be courteous and friendly at all times to our customers. If there is a problem with receiving the load, contact dispatch and if there is anything we can do to speed things up, we will do it.

**CARGO CLAIMS AVOIDANCE PROCEDURES**  
**(continued)**

- 2) Prior to signing your Delivery Receipt, make sure that the consignee did not notate any exceptions on our paperwork as to the condition of the freight at time of delivery.
- 3) If any exceptions (i.e., damage, water, short, crushed, missing, over, etc.) are made, contact Dispatch immediately. Do not leave the consignee until this call has been made.
- 4) This procedure must be followed or the opportunity to deny or minimize a claim may be lost.
- 5) Contact your Dispatcher even though exceptions made are not the driver's fault in transit. A record of this will be maintained to insure we are not held responsible for damage unrelated to the transportation of the cargo.

**6) Is the driver responsibility to provide all paperwork after delivery to the Universe Logistics INC in maxim 24 hours...if is any delay - the driver is assuming the responsibility for any extra charges from the broker.**

**Paperwork should include the signed bill of loading, scale tickets, fuel receipts, and any other expenses that you need to be reimbursed for. You will not be paid for a load unless all the paperwork is turned in. If the driver loses his/her original paperwork (BOL), the payment to the driver will be delayed until matter is resolved or original BOL founded.**



## **COMMERCIAL DRIVER'S LICENSE**

Drivers for UNIVERSE LOGISTICS INC. may have and maintain only one valid commercial drivers license issued by their state of residence.

When you renew your CDL, please send a copy to the Safety Department so we may update your driver qualification file.

### **Annual Notification of convictions**

You must furnish the company, once every 12 months, a list of all traffic violations (other than parking) for the previous 12 months

### **Notification of violations/suspensions**

- Part 383.31(a) FMCSR requires a driver to notify the state in which he/she is licensed of any violation of state or local law relating to motor vehicle traffic control (other than parking violations) that occurs in any other state. The notification must be made within 30 days.
- Part 383.33 FMCSR requires a driver whose license has been suspended, revoked or cancelled to notify UNIVERSE LOGISTICS INC. of such suspension, revocation, cancellation, lost privilege, or disqualification before the end of the business day following the day he/she receives the notice.
- Part 383.31(b) FMCSR requires a driver who violates a state or local law relating to motor vehicle traffic control (other than parking violations) shall notify his/her carrier of such violation. UNIVERSE LOGISTICS INC. requires this notification shall be made within no later than 48 hours after the person has been issued the citation.

The notification to UNIVERSE LOGISTICS INC. must be done in person or by phone and must provide the following information:

**driver's name**

**copy of the citation**

**location of the citation**

**court date and time**

**date and time of citation**

**court address and phone number**

**charge**

## **DISCIPLINARY POLICIES**

Disciplinary action may include a verbal warning, written warning, suspension without pay and discharge. The company will determine the appropriate disciplinary action imposed. The company does not guarantee that one form of action will necessarily precede another. Examples of actions, which may result in disciplinary action, up to and including discharge are listed under Driver Responsibilities—Prohibited Activities.

### **Violations, which will result in termination:**

- willful misstatement on application
- use of alcohol or drugs during working hours
- reporting for work under the influence of drugs or intoxicants
- theft or misappropriation of entrusted property
- gross negligence/recklessness in use of equipment
- continuous violations of company policy
- possession of fire arms, intoxicants or drugs while at work
- reporting for work in possession of fire arms, intoxicants or drugs
- failure to submit to drug/alcohol test when required
- a positive drug or alcohol test
- unauthorized passenger
- driver's license suspension for moving violations
- failure to report an accident

**Note:** When the driver quits the job, the Universe Logistics INC will held the deposit till the last payment from the broker will be received, that can be up to 60 days... when the payments are cleared, Universe Logistics INC will release the deposit to the driver.

## **DRIVER DISCIPLINARY POLICY** **FOR TRAFFIC VIOLATIONS/ACCIDENTS**

Each driver's driving record will be reviewed at least every twelve months. The review will cover, but not be limited to the following:

- The driver's motor vehicle record (MVR)
- The annual notice of violations submitted by the driver
- Insurance and company records regarding preventable accidents
- Company records documenting knowledge of violations or accidents, which may not show up on the MVR.

Any driver's driving record for the previous three (3) years which does not meet the criteria spelled out in the UNIVERSE LOGISTICS INC.

GUIDELINES FOR DRIVERS will be subject to probation or termination.

The terms of any probationary period would be:

- The driver's motor vehicle record will be reviewed quarterly during the probationary period.
- If the driver has violations for speeding, the driver's truck may be turned down to help the driver control his/her speed.
- If the driver receives any additional citations or is involved in any preventable accidents during the probationary period, he/she is subject to termination.
- Additional training will be provided relative to the violations/accidents on the driver's record.

## **DRIVER'S DAILY LOG**

Any driver who is unfamiliar with or unsure of the manner in which logs are to be filled out and submitted should contact the Safety Director.

### **Current Entries**

All log entries must be current. Drivers shall keep the logs current to the time of the last change of duty status.

### **Form and Manner**

The following must be shown on every log:

- 1) correct month, day and year
- 2) total miles driving today
- 3) name of carrier
- 4) main office address
- 5) vehicle numbers (be sure to show all trailers pulled)
- 6) driver signature in full (as is on your driver's license), your signature must be in your handwriting
- 7) name of co-driver in a team operation
- 8) driver duty status on graph
- 9) total hours-each line must be properly totaled
- 10) trip number or bill of lading number-show at the left side of the "remarks" section

## **DRIVER'S DAILY LOG (continued)**

### **Retaining Driver Logs**

Drivers are required to have copies of the prior eight (8) days of logs in their possession while on duty

### **Supporting Documents**

Tampering with time-dated documents will not be tolerated, as they will be compared with the log. Do not write over the top of any time or date that appears on any receipt.

### **Log Audit Policy**

Your driver daily logs will be audited to assure:

- you have not violated the 30 minute break, 11, 14, or 70 hours regulations
- you have properly completed all of the "form and manner" requirements listed above
- accuracy against supporting documents containing a date and time
- timely submission

## **LOG VIOLATION POLICY**

**In compliance with PART 395 of the Federal Motor Carrier Safety Regulations, all logs will be audited to assure there are no violations or falsification.**

The violations for items listed below will be limited to the most recent six month period. Drivers found in violation of PART 395 are subject to the following penalties:

1. Omitting required information (failure to include date, load number, sign log, etc.):
  - These errors reflect inattention to your logs and failure to recognize the importance of accuracy; in such instance the driver must report to the safety director and correct the violation(s).
2. Falsification of logs. This is a very serious offense which subjects the driver to felony prosecution by the D.O.T.

## **DRIVER RESPONSIBILITIES**

### **In order to maintain your driving position:**

- meet and maintain DOT and company policy guidelines for qualification
- be conversant with and obey all regulations contained within the Federal Motor Carrier Safety Regulations, particularly Parts 391, 392, 395 and 396, which have a direct application to the driver's qualifications and duties.
- be conversant with and obey state and local safety rules and regulations of the states and localities through which you will be driving
- have and maintain only one valid commercial drivers license issued by your state of residence.
- maintain a current and valid DOT physical
- furnish the company, once every 12 months, a list of all traffic violations (other than parking) for the previous 12 months
- notify the state which issued your driver's license within thirty (30) days of a conviction of any violation of state or local law relating to motor traffic controls, regardless of which state issued the citation. Notify UNIVERSE LOGISTICS INC. within 48 hours of receipt of the citation
- notify UNIVERSE LOGISTICS INC. and the state which issued your driver's license of any suspension, revocation, cancellation, loss of privilege or disqualification the next business day following the day you received the notification.
- you are responsible for the safe, careful and efficient operation of the equipment to which you are assigned
- courteous behavior is expected at all times on the highway as well as with customers and clients
- have the physical ability to safely climb on or into equipment as required
- have the physical ability to drive for the duration prescribed by DOT safety regulations
- hand load and unload freight as necessary
- maintain daily communications with operations
- follow all verbal and/or written directives from dispatch or management
- pick up and deliver in a timely "on schedule" manner
- transport shipments only in the service of the company
- do not cause any expenditures to be charged to the company except by dispatch authorization
- report any and all accidents or cargo damage immediately
- turn in all paperwork in an orderly and timely manner

## **DRIVER RESPONSIBILITIES (continued)**

**The following standards must be maintained as a minimum unless management exception is documented in writing in the driver file.**

- A. Must meet all Federal Motor Carrier Safety Regulations
- B. Must have a valid Commercial Drivers License with proper endorsements from state of residence
- C. Must be at least 25 years of age. 23 years of age is acceptable if all other issues are clear.
- D. Must have at least three (3) years driving experience. Two (2) years of experience would be acceptable if all other issues are clear.
- E. No current license suspension/revocation
- F. Moving Violations
  - no more than 3 moving violations in the past 5 years
  - no more than 2 moving violations in the past 12 months.
- G. No major traffic violations in the past 3 years
  - Reckless/careless driving
  - Hit and Run
  - Leaving the scene of an accident
  - Failure to report an accident
  - Speed 15 miles over posted limit
  - Erratic/improper lane changes
  - Following too closely
  - Disregard stoplight and/or sign
- H. No preventable DOT recordable accidents within the past 3 years
- I. No offense for driving while intoxicated/under the influence **EVER.**



## **DRIVER RESPONSIBILITIES (continued)**

### **Prohibited Activity:**

Some rules and regulations are needed to help everyone work together harmoniously. Because UNIVERSE LOGISTICS INC. must operate efficiently; everyone must share the responsibility for proper conduct. You have a responsibility to UNIVERSE LOGISTICS INC. and to your fellow workers to conduct yourself in an appropriate manner, and UNIVERSE LOGISTICS INC. has the obligation of being fair and consistent in its treatment of all employees.

Your conduct while at work is expected to reflect a positive attitude toward the company, a recognition of the importance of productive and quality work, an awareness of the rights of others, and an appreciation for the authority of management. Actions which may violate these expectations, include, but are not limited to:

- violation of the company's policies or safety rules
- possession, use or sale of alcohol or controlled substances on work premises or during working hours
- unauthorized possession, use or sale of weapons, firearms or explosives on work premises
- poor performance
- theft
- dishonesty of any kind
- physical harassment or disrespect toward fellow employees, visitors or other members of the public
- deliberate destruction or theft of company or customer property
- falsification of work records or logs and misrepresentation of material information
- personal conduct which is dangerous to, violates, or interferes with the rights of others

## **DRIVER RESPONSIBILITIES (continued)**

### **Prohibited Activity:**

- personal conduct which can be construed to impair productivity, safety and the quality of work.
- less than satisfactory attendance, punctuality and attentiveness to the job
- failure to follow instructions, insubordination or general disregard of authority
- violations of safety, health or sanitation practices
- carrying of unauthorized passengers
- receiving two or more moving traffic violations within any 12 month period
- involvement in three chargeable accidents within any 18 month period
- failure to notify the company immediately if your license to operate a motor vehicle has been suspended or revoked.
- disregard for safety rules and regulations
- carelessness resulting in damage to equipment or other property

These examples of prohibited activity are not all inclusive. We emphasize that termination/lease cancellation decisions will be based on an assessment of all relevant factors.

# **UNIVERSE LOGISTICS INC.**

## **DRIVER INFORMATION GUIDE TO ALCOHOL & CONTROLLED SUBSTANCE TESTING**



# COMPANY CONTACTS

As you read through this packet, you may have questions or concerns about company policy, company drug and alcohol testing program, post-accident procedures, or requirements mandated by state and federal governments. The following company representative(s) are available to handle your questions.

**Designated Company Representative:**

Name: IURI CRUDU

Phone: (251) 609 1495

Name: ILIE FOIU

Phone: (708 ) 255 0292 ext: 1

The following information provides a general overview of the Federal Motor Carrier Safety Regulations on drug and alcohol misuse. It will also provide a review of the effects of alcohol and drug use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem; and available methods of intervening when an alcohol or a controlled substances problem is suspected. This information combined with UNIVERSE LOGISTICS INC's drug and alcohol policy meets the Department of Transportation's requirements for driver educational materials in Part 382.601. If you have any questions regarding UNIVERSE LOGISTICS INC.'s policy please contact the designated company representative(s) named in the company contact sheet.

Please note that alcohol use, drug abuse, and controlled substance are interchangeable throughout this information.

### **WHO IS SUBJECT TO TESTING:**

Every person who operates a commercial motor vehicle in intrastate or interstate commerce, and is subject to:

- 1) The commercial driver's license requirements of Part 383 of the Federal Motor Carrier Safety Regulations(FMCSR);

### **DEFINITION OF A SAFETY SENSITIVE FUNCTION:**

The FMCSR are very specific in that you must not use drugs or alcohol if you are performing a safety sensitive function. This regulation is listed under Part 382.201 and 382.213.

*A safety-sensitive function* means all time from the time a driver begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

*Safety-sensitive functions* shall include:

- 1) All time at a motor carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;

- 2) All time inspecting equipment as required by 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- 3) All time spent at the driving controls of a commercial motor vehicle in operation;
- 4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
- 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; and
- 6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle, including responsibilities at the scene of an incident/accident.

### **PROHIBITIONS:**

Prohibitions are referred to by the DOT as restrictions for the use of alcohol and controlled substances.

A driver must not engage in the following prohibited conduct.

- 1) Report for duty or remain on duty requiring the performance of a safety-sensitive function while having an alcohol concentration of 0.02 or greater.
- 2) Use alcohol while performing safety-sensitive functions.
- 3) Possess alcohol on a commercial motor vehicle that is not considered cargo.
- 4) Perform safety-sensitive functions within four (4) hours after using alcohol.
- 5) Use alcohol within eight (8) hours following an accident in which the driver would be required to take a post-accident alcohol test. Or until he/she undergoes a post-accident alcohol test, whichever comes first.
- 6) Refuse to submit to a alcohol or controlled substance test.
- 7) Report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of

a licensed medical practitioner, as defined in 382.107, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

- 8) Report for duty, remain on duty or perform safety-sensitive functions if the driver tests positive for controlled substances or had an alcohol test with a concentration of 0.04 or greater.

## **WHAT IS A REFUSAL TO TAKE A DOT DRUG TEST?**

As an employee, you have refused to take a drug test if you:

- 1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.61(a));
- 2) Fail to remain at the testing site until the testing process is complete; Provided, That an employee who leaves the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;
- 3) Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations; Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;
- 4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen (see §40.67(l) and 40.69(g));
- 5) Fail 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 (see §40.193(d)(2));

- 6) Fail or decline to take an additional drug test the employer or collector has directed you to take (see, for instance, §40.197(b));
- 7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under §40.193(d). 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. If there was no contingent offer of employment, the MRO will cancel the test; or
- 8) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process).
  - a) As an employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test. Or if after an invalid test result you admit to adulteration or substitution the test will be classified as a refusal to test.
  - b) As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.
  - c) As an employee, when you refuse to take a non-DOT test or to sign a non-DOT form, you have not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.
  - d) As an employee, when you fail to follow the observer's instruction to raise and lower their clothing and to turn around to permit the observer to determine if the employee has a prosthetic or other device that could be used to interfere with the collection process.



- 9) The employee possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- 10) The employee refuses to wash his or her hands – after being directed to do so.

### **WHAT IS A REFUSAL TO TAKE AN ALCOHOL TEST?**

As an employee, you are considered to have refused to take an alcohol test if you:

- 1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.241(a));
- 2) Fail to remain at the testing site until the testing process is complete; Provided, that an employee who leaves the testing site before the testing process commences (see §40.243(a)) for a pre-employment test is not deemed to have refused to test;
- 3) Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations; Provided, that an employee who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the testing process commences (see §40.243(a)) for a pre-employment test is not deemed to have refused to test;
- 4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.265(c));
- 5) Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures outlined at §40.265(c);

- 6) Fail to sign the certification at Step 2 of the ATF (see §§40.241(g) and 40.251(d)); or
- 7) Fail to cooperate with any part of the testing process.
  - a) As an employee, if you refuse to take an alcohol test, you incur the same consequences specified under DOT agency regulations for a violation of those DOT agency regulations.
  - b) As an employee, when you refuse to take a non-DOT test or to sign a non-DOT form, you have not refused to take a DOT test. There are no consequences under DOT agency regulations for such a refusal.

### **WHEN ALCOHOL OR CONTROLLED SUBSTANCES TESTING IS REQUIRED:**

There are five (5) specific situations in which alcohol testing must be done, and six (6) specific situations in which controlled substances testing must be done.

- 1) Pre-employment (controlled substances only):** Prior to the first time a driver performs a safety-sensitive function for a motor carrier, the driver must undergo a pre-employment controlled substances test with a result from the MRO indicating a verified negative test result. There are exceptions to this testing requirement that can be found in Part 382.301(c). If a pre-employment test is not conducted then the terms for this exception must be met.
- 2) Random:** UNIVERSE LOGISTICS INC. has an obligation to perform random controlled substances and alcohol tests on drivers. The process must be scientifically valid, which means every driver has an equal chance of being chosen for each and every selection. This means that some drivers could be picked several times in a row, while others may not be picked at all.

The current mandatory testing rates are as follows: 50% annually must be tested for controlled substances, and 10% annually must be tested for alcohol use. The percentage of

drivers to be tested can change upon notice from the FHWA in the Federal Register.

**3) Reasonable Suspicion:** If a trained supervisor or company official at UNIVERSE LOGISTICS INC. has reasonable suspicion to believe that a driver has violated any of the prohibitions relating to alcohol or controlled substances, then the supervisor or company official has an obligation to require the driver to submit to a reasonable suspicion test.

**4) Post-accident:** UNIVERSE LOGISTICS INC. shall test for the evidence of alcohol and controlled substances after a collision resulting in one or more of the following:

- a. Fatality;
- b. The UNIVERSE LOGISTICS INC. driver was cited for a moving violation AND any person received bodily injury that requires immediate medical treatment away from the scene; or
- c. The UNIVERSE LOGISTICS INC. driver was cited for a moving violation AND any vehicle incurs disabling damage requiring it to be towed from the scene.

When a post-accident test is required, there are specific time constraints that must be met. Alcohol tests should be conducted within two (2) hours, but not more than eight (8) hours from the time of the accident. Controlled substances tests must be conducted within thirty-two (32) hours following the accident. It is very important that all drivers know these requirements and assist UNIVERSE LOGISTICS INC. in getting these tests completed within the allotted time frame. Failure to complete the tests can result in a fine for UNIVERSE LOGISTICS INC. If a driver does not make him/herself available to be tested it could be interpreted as a refusal to be tested.

**5) Return-to-duty:** UNIVERSE LOGISTICS INC. shall insure that before a driver returns to duty after engaging in conduct prohibited by Part 382 concerning alcohol or controlled substances that the driver shall undergo a return to duty test. A

controlled substances test must have a verified negative result prior to returning to duty. An alcohol test must have a test result lower than 0.02 in order to return to duty. Effective August 31, 2009 all return-to-duty tests are required to be conducted under direct observation.

**6) Follow-up:** Follow-up tests are required for drivers subject to return to duty testing. A minimum of six (6) tests must be conducted within the first twelve (12) months after returning to duty. The Substance Abuse Professional has the discretion to extend the testing numbers and timeframe up to five (5) years. Effective August 31, 2009 all return-to-duty tests are required to be conducted under direct observation.

## **TESTING PROCEDURES THAT WILL BE USED**

**Alcohol Test Procedures:** There are two (2) approved methods for alcohol testing.

- 1) UNIVERSE LOGISTICS INC. can designate a Saliva Test Technician (STT) who will use a Q.E.D. device in a private setting. The STT will instruct the driver on how to complete the saliva test. If the driver tests above 0.02 on the Q.E.D. device, a confirmation test must be performed on an Evidential Breath Testing (EBT) device. OR
- 2) UNIVERSE LOGISTICS INC. will send you to a Breath Alcohol Technician (BAT) who will use an EBT device in a private setting. Only the driver and the BAT can see or hear the test results.

The BAT will ask for the driver to present identification. The BAT will select or allow the driver to select a sealed mouthpiece. It will be unwrapped in view of the driver and inserted into the EBT device.

The BAT will give the driver specific instructions on how to complete the alcohol breath testing form, and how to complete the actual test. The driver will blow into the mouthpiece of the EBT steadily and forcefully for at least six seconds or until the device indicates

that an adequate amount of breath has been obtained. If the test result is below 0.02, the driver will sign the certification and fill in the date. The driver is then eligible to return to performing a safety-sensitive function. If the result of the test is 0.02 or greater, a confirmation test must be completed. The confirmation test must be taken at least fifteen (15) minutes after the initial screening test, but within thirty (30) minutes. NOTE – To prevent an artificially high alcohol reading on the confirmation test, the driver should not eat, drink, smoke, chew gum, place anything in the mouth, or belch during the waiting period.

**\*Refusal to submit to alcohol testing shall be considered as a POSITIVE TEST. This includes the confirmation test following a screening test with a result of 0.02 or greater.**

#### **Controlled Substances Testing Procedures:**

- 1) UNIVERSE LOGISTICS INC. will designate a collector who will collect a driver's urine sample in a private location.
- 2) The collector will ask the driver to present identification.
- 3) The collector will ask the driver to remove outer clothing (coveralls, jacket, coat, hat, etc.) or briefcases, purses, etc. that could be used to conceal items or substances that could be used to tamper with a specimen. These items must be left with the collector or a mutually agreed upon location during the collection process. Failure to comply with this request constitutes a refusal to test.
- 4) The collector must not ask the driver to remove other clothing such as shirts, pants, dresses, underwear, etc., unless the test is being conducted simultaneously with a DOT agency authorized medical examination or unless the test is being conducted under direct observation.
- 5) The collector will ask the driver to empty his or her pockets and display the items in them to ensure that no items are present which could be used to adulterate the specimen. If nothing of

this sort is present, the driver can place the items back into his or her pockets. \*If items are found that could be used to adulterate the specimen and the collector determines the materials appear to be brought with the intent to alter the specimen, the test must be conducted under direct observation. This means that an observer, being of the same gender, must physically watch the driver urinate into the collection container. If the collector determines that the items were brought accidentally, then the items will be secured until the collection process is complete.

- 6) The collector will select or allow the driver to select an individually wrapped collection container. Either the collector or the driver will unwrap the container with both people present.
- 7) The driver will be directed to go into the room used for urination and provide a specimen of at least 45 mL, not to flush the toilet, and return to the collector as soon as the collection is completed.
- 8) The collector will check the temperature of the urine specimen to make sure it is within the acceptable range of 32-38 C/90-100 F. If the temperature is outside of the acceptable range, a new test must be conducted immediately under direct observation. Both specimens will then be forwarded for testing, and the collector will notify the company's designated employer representative that a test had to be conducted under direct observation and why.
- 9) The collector will check for signs of tampering. If it is determined that the specimen appears to be tampered with, a new test must immediately be conducted under direct observation. Both specimens will be sent for testing and the designated employer representative will be notified that a test had to be conducted under direct observation and why.
- 10) The specimen will be split into two vials for shipping. At least 30 mL in the primary vial and at least 15 mL in another vial. The 15 mL will be used for the split specimen if needed. The collector will seal the vials. The driver will then initial the seals

- 11) The sample should be within view of the driver at all times until it is sealed in the vials. At this time, the collector and driver will finish completing and signing the chain of custody form and complete the testing process.
- 12) The driver should not leave the collection site until the collector instructs him or her to do so.
- 13) **If a test is being conducted under direct observation**, (effective Aug. 31, 2009 all return to duty and follow up tests are required to be conducted under direct observation) the collector must be able to check to see if any adulterants, items that can be used to dilute the specimen, or other devices used to circumvent the testing process are present. In order to do this the observer must request the employee to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist, just above the navel; and lower clothing and underpants to mid-thigh; and to show the observer – by turning around – that the employee does not have a prosthetic device. After the observer has determined that the employee does not have such a device, the observer may permit the employee to return clothing to its proper position and then conduct the observed collection. The observer must watch the employee urinate into the collection container. Specifically, the observer must personally and directly watch the urine go from the employee's body into the collection container (use of mirrors or video cameras is not permitted).

**NOTE: Refusal to submit to a controlled substances test shall be carry the same consequences of a POSITIVE TEST.**

### **SPLIT SPECIMEN TESTING PROCEDURES**

When a driver is notified by the MRO that there has been a verified positive test or a refusal to test because of adulteration or substitution, the driver has **72 hours from the time of notification** to request a test of the split specimen. The request may be verbal or in writing. Once a request is made, the MRO must immediately provide written

notice to the laboratory that tested the primary specimen, directing the lab to forward the split specimen to a second HHS-certified lab.

It is the responsibility of the motor carrier to make sure that the MRO, first laboratory, and second laboratory perform the split test in a timely manner, once the driver has made a timely request for a test of the split specimen. This responsibility holds true despite the inability or unwillingness of the driver to pay for the split test. The motor carrier does however have the right to seek payment or reimbursement for part or all of the cost of the split specimen from the driver.

### **DILUTE SPECIMENS**

UNIVERSE LOGISTICS INC. has the right to establish a policy concerning dilute negative specimens. If the MRO reports a dilute negative result, UNIVERSE LOGISTICS INC. has the option of requiring the driver to take another test immediately. If this option is chosen it will be included in the UNIVERSE LOGISTICS INC. drug and alcohol policy. All drivers will be treated the same under such a policy. If the driver is directed to take another test, the result of the second test will be the test of record. Refusal to take the second test will result in a positive test result being recorded.

### **VALIDITY TESTING**

As of August 25, 2008 laboratories will be required to conduct validity testing on all specimens. This is done to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. This testing is mainly meant to find substances that are used to mask the use of controlled substances. The use of such substances has become more widespread in recent years. The presence of such substances in the specimen will be treated as a refusal to be tested. Drivers still have the right to request a split test be conducted in such a case.



## **POSITIVE TESTING CONSEQUENCES**

### **Alcohol:**

- 1) If a driver tests 0.02 or greater, safety-sensitive functions cannot be performed.
- 2) A driver with an alcohol level of greater than 0.02, but less than 0.04, cannot return to a safety-sensitive function until 24 hours have passed.
- 3) If a driver has a test result of 0.04 or higher, that driver is not medically qualified to perform safety-sensitive functions, including driving a CMV, unless the driver has met the referral, evaluation, and treatment requirements of Part 382.605.

### **Controlled Substances:**

- 1) If a driver tests positive for controlled substances, that driver is not medically qualified to perform a safety-sensitive function and will immediately be removed from performing such functions, including driving a CMV, unless the driver has met the referral, evaluation, and treatment requirements of Part 382.605.

## **REFERRAL, EVALUATION, AND TREATMENT REQUIREMENTS OF 382.605**

- 1) Each driver who has a positive alcohol or controlled substances test shall be advised by UNIVERSE LOGISTICS INC. of the resources available to the driver in evaluating and resolving problems associated with the use of controlled substances and/or misuse of alcohol including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
- 2) Any driver who engages in such prohibited conduct must be evaluated by a substance abuse professional who shall determine what assistance the driver needs in resolving the problems associated with the positive test.

Note\* changes in the Federal Regulations now mandate that some level of assistance, education and/or treatment, be assigned in every case. In addition, at least the minimum six follow-up tests must be prescribed. This requirement has also been amended to

include positive test results on pre-employment controlled substances tests, which had been excluded in the past.

- 3) Before a driver returns to perform safety-sensitive functions, the driver must satisfactorily complete the prescribed program and take a return-to-duty alcohol test if the violation involved alcohol or a controlled substances test if the violation involved controlled substances. The motor carrier must receive a negative test result on the test before the driver resumes safety-sensitive duties.
- 4) After a driver returns to duty, the driver will be subject to follow-up testing as prescribed by the SAP. Such testing will be unannounced and in addition to any other tests that may come up such as random or post-accident. If the driver leaves one motor carrier and wants to work for another, the requirements for these tests to be conducted will still be in place. It is the responsibility of the driver to inform the new motor carrier of any past violations, and the duty of the motor carrier to make sure that if they use the driver that all required tests are completed.

### EFFECTS OF ALCOHOL ON THE BODY

Alcohol abuse is responsible for about half of all auto collisions in this country. It is also the most widely used drug. It is a contributing factor to problems in the workplace including diminished productivity and increased absenteeism.

*FACT: A 5 ounce glass of wine, a 12 ounce can of beer, and a 1-1/2 ounce shot of hard liquor all contain the same amount of alcohol. Each one-half ounce of alcohol takes the average body about one hour to process. Cold showers, exercise, and coffee do not quicken the sobriety.*

A central nervous system depressant, alcohol first acts on those parts of the brain that affect self-control and other learned behaviors. It impairs alertness, judgment, coordination, and reaction time. It lowers inhibitions and a person's inability to divide attention. If taken in large amounts alcohol can cause damage to the liver and heart, and can cause permanent brain damage. Heavy drinkers shorten their lives in half.

### EFFECTS OF DRUGS ON THE BODY

There are five types of illegal drugs that the DOT mandates testing for transportation workers.

#### **Marijuana**

Tetrahydrocannabinol (THC) is the active ingredient in marijuana. This drug alters a user's sense of time and reduces the ability to perform tasks requiring concentration. Whether this drug is smoked or ingested it produces an initial euphoria, followed by a sense of relaxation, dreaminess, and auditory and visual enhancement. A user will feel increased appetite and lowered inhibitions.

Physical, behavioral, speech and performance indicators of marijuana use include: uncharacteristically relaxed inhibitions, increased appetite, odor of marijuana or

burning rope or grass, red eyes, dry mouth, cough, difficulty concentrating, short attention span, and errors in judgment.

*FACT: One or two joints will stay in the user's system for two or three days. If marijuana use occurs three or four times a week, the metabolite stays in the system for about two weeks. Daily use of marijuana will stay in the system anywhere from three to six weeks.*

### Cocaine

Cocaine is a powerful stimulant that is very addicting. It is commonly sniffed, injected, and or snorted in a powder form. Free-base cocaine is also known as "crack" or "rock" and is smoked. Cocaine creates an initial surge of excitement followed by a sense of increased energy, alertness, and inflated sense of self-esteem. Chronic nasal problems, recurrent sinusitis, sleep, and anxiety disorders are just a few of the physical, behavioral, speech, and performance indications of cocaine use.

*FACT: Crack is often considered the "safer" form of cocaine. This is NOT correct. Crack cocaine is the most addictive and dangerous drug today. Crack causes vomiting, tremors, convulsions, and rapid heartbeat. High doses depress brain functioning, which may lead to death. Cocaine remains in a users system for about two to four days.*

### Amphetamines

**Amphetamines (including methamphetamine) stimulate the central nervous system promoting a feeling of alertness and an increase in speech and general activity. Depending on the dosage and quality, they may also bring auditory, visual, or tactile hallucinations. Frequent users often suffer from measles like acne, have trouble with their teeth, gums, and nails, and have dry hair.**

**A derivative of amphetamines is methamphetamines. It has become more popular in recent years, and can be manufactured from common household products. It has similar effects on the central nervous system, but enters the system much faster. It is highly addictive, and comes in several forms: white powder, pills, and crystal-like rock. It can be swallowed, injected, inhaled, or smoked.**

**Names can vary depending on form, geographical location, and the local drug culture. Also known as meth or crank.**

*FACT: Frequent users become dependent on using amphetamines and methamphetamines to avoid the "down" mood that they experience when the high wears off. They can be detected in a user's body for about two to three days after use. Meth has a very high addiction rate. Doctors estimate that 85% of people who try meth will become addicted to the drug.*

### **Opiates**

Opiates are pain relievers that cause drowsiness and respiratory depression along with euphoria. Common opiates are opium, morphine, codeine, synthetic narcotics, and heroin. Most medical problems associated with opiates are caused by the uncertain dosage levels, use of non-sterile needles, contamination of the drug, and or the combination of a narcotic with other drugs. Common street names are: smack, junk, dope, brown sugar, morpho, and coties. Many abusers are also taking prescription drugs containing codeine or morphine.

*FACT: Heroin accounts for 90% of the narcotic abuse in this country. When injected it reaches the brain in 15 to 30 seconds and the effect lasts three to five hours. Opiates can be detected in a users system one to two days after use.*

### **PCP (phencyclidine)**

PCP is often referred to as 'angel dust', 'rocket fuel', or 'killer weed'. It is a hallucinogenic drug that is smoked, swallowed, snorted, or injected. Repetitive speech patterns, blank stares, perspiration, and impaired driving ability are a few of the effects caused by PCP. This drug is very dangerous in that it produces violent behavior in some users.

*FACT: PCP has a direct effect on the brain's internal stimuli. Users deal with their environment in a manner that is not characteristic of their normal behavior. More deaths occur from erratic behavior on the users part than on the actual drug use itself. This drug remains in the users body for up to eight days after use.*

## WHERE TO GO FOR HELP

Listed below are some numbers and addresses for national sources of help and information. For local assistance please refer to your community phone book.

**Alcoholics Anonymous (AA)**

475 Riverside Drive  
New York, NY10015  
212-870-3400

**Narcotics Anonymous (NA)**

P.O. Box 9999  
Van Nuys, CA91409  
818-773-9999

**Cocaine Anonymous (CA)**

3740 Overland Avenue, Suite C  
Los Angeles, CA90034  
800-347-8998

**National Association of  
Alcoholism & Drug Abuse  
Counselors**

1911 N. Fortmeyer Dr., Suite 900  
Arlington, VA22209  
703-741-7686

**National Council on Alcoholism  
And Drug Dependence**

800-622-2255

**National Clearinghouse for  
Alcohol & Drug Information**

800-729-6686

# DOT Drug & Alcohol Policy Addendum

Universe Logistics INC  
764 Richwood Ave,  
Elgin, IL 60124  
PH:708.255.0292

## **Commercial Driver's License Drug and Alcohol Clearinghouse**

*Beginning January 6, 2020, a repository created by the FMCSA will collect information on drivers' DOT drug and alcohol violations occurring under the Company's FMCSA DOT testing program.*

*The Company and service providers are called upon to report DOT drug and alcohol testing program violations to the Clearinghouse. Motor carriers, medical review officers, third-party administrators, and substance abuse professionals must provide information when a driver:*

- *Tests positive for drugs or alcohol;*
- *Refuses drug and alcohol testing; and*
- *Undergoes the return-to-duty drug and alcohol rehabilitation process.*

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### ***The following records will be collected and maintained in the Clearinghouse:***

- *A verified positive, adulterated, or substituted drug test result;*
- *An alcohol confirmation test with a concentration of 0.04 or higher;*
- *A refusal to submit to any test required by Subpart C of Part 382;*
- *An employer's report of actual knowledge, as defined at §382.107, including:*
  - *On duty alcohol use pursuant to §382.205;*
  - *Pre-duty alcohol use pursuant to §382.207;*
  - *Alcohol use following an accident pursuant to §382.209; and*
  - *Controlled substance use pursuant to §382.213;*
- *A substance abuse professional report of the successful completion of the return-to-duty process; and*
- *An employer's report of completion of follow-up testing.*

*The Clearinghouse will aid the Company in learning of a driver's need start or continue with the necessary steps in the DOT return-to-duty process (i.e., Substance Abuse Professional (SAP) program) in order to operate a commercial motor vehicle (CMV).*

***FMCSA requires motor carrier employers to:***

- *Query the system for information on driver applicants, and*
- *Search the database annually for current employees.*

*Before the Company may gain access to the information in the Clearinghouse, the driver must grant consent. Failure to provide consent prevents the Company from using the CDL driver in a safety-sensitive function.*

**RECEIPT OF POLICY**

I acknowledge that I have received a copy of the Company's addendum to its DOT Drug & Alcohol Policy dated

Driver's Full Name (printed): \_\_\_\_\_

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**General Consent for Limited Queries of the Federal Motor  
Carrier Safety Administration (FMCSA).  
Drug and Alcohol Clearinghouse**

I, \_\_\_\_\_, hereby provide consent to Universe Logistics INC to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse.

I understand that if the limited query conducted by Universe Logistics INC indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to Universe Logistics INC without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for Universe Logistics INC to conduct a limited query of the Clearinghouse, Universe Logistics INC must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

**Note: The requirements are available during the hired time.**

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

\_\_\_\_\_  
Date

**CERTIFICATE OF RECEIPT**

**I hereby certify below that UNIVERSE LOGISTICS INC. has given me educational materials that explain the drug and alcohol testing requirements contained in Part 382 of the Federal Motor Carrier Safety Regulations. I further certify that I have received information explaining UNIVERSE LOGISTICS INC's policies and procedures concerning these testing requirements.**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver

Name: \_\_\_\_\_  
First MI Last

Signature: \_\_\_\_\_

## **HAZARDOUS MATERIALS**

Those drivers transporting hazardous materials should refer to the Hazardous Materials Training manual for further instructions.

## **HOURS OF SERVICE**

**See Federal Motor Carrier Safety Regulations (FMCSR) Part 395 for a complete reference of the minimum requirements. The following procedures are defined below to assure that you have a complete understanding of UNIVERSE LOGISTICS INC. policies, which may be more stringent than the FMCSR.**

Electronic Logging Devices As of December 18, 2017, most motor carriers and drivers who are required to maintain records of duty status cities cannot be abbreviated (RODS) must have installed and be able to use an FMCSA-compliant electronic logging device to collect and store RODS information and collect required supporting documents. Learn more about the ELD requirement at [www.fmcsa.dot.gov/hours-service/elds/electronic-logging-devices](http://www.fmcsa.dot.gov/hours-service/elds/electronic-logging-devices) Submitting/Retaining Duty Status Log Records of duty status, with all supporting documents, must be maintained for a minimum of six months at the carrier's principal place of business. A backup-copy of electronic records must be kept on a separate device. Those Exempt from ELD Use Requirement The driver must submit the original log sheet to the employing carrier within 13 days after completion. When a motor carrier uses a driver initially or intermittently, that carrier must obtain from him/her a signed statement giving the total time on duty during the immediately preceding 7 days and the time at which he/she was last relieved of duty.

### **Maximum driving and on duty time (refer to FMCSR Part 395.3)**

- No driver for UNIVERSE LOGISTICS INC. will drive for more than 11 hours following 10 consecutive hours off duty
- No driver for UNIVERSE LOGISTICS INC. will drive after having been on duty 14 hours following 10 consecutive hours off duty
- No driver for UNIVERSE LOGISTICS INC. will drive after having been on duty 70 hours in any period of 8 consecutive days.

## **Off Duty Logs**

Two or more off-duty days may be logged on one log sheet. If off-duty overlaps into the next month, a separate off-duty log is required. It is not permitted to include two different months of off-duty on one log.

### **On Duty, Not Driving (refer to FMCSR Part 395.2)**

Vehicle Inspections – both pre-trip and post-trip vehicle inspections must be shown in the “remarks” section.

## **HOURS OF SERVICE (continued)**

Other Enroute Stops – accidents, roadside inspections, breakdowns must be logged as “**on duty, not driving**” for the duration of the stop.

All time associated with drug and/or alcohol screening must be logged as “**on duty, not driving**”.

### **70-Hour Recap**

Drivers for UNIVERSE LOGISTICS INC. must keep a seventy-hour recap current and available for dispatch

## **Personal Conveyance Status**

The FMCSA has updated personal conveyance guidelines and added more flexibility for commercial drivers. The latest guidelines clarify and expand the use of the off-duty driving status.

According to the FMCSA, drivers can now identify movement from a shipper or receiver to get to the nearest safe resting spot as personal conveyance after their hours are exhausted. Drivers can also use the personal conveyance status if their off-duty hours are interrupted by law enforcement demanding they reposition the vehicle.

The latest personal conveyance guidelines also clarify that the CMV may be used for personal conveyance even if it is loaded, because the movement isn't for the benefit of the carrier.

**REMINDER: All drivers must have convincing evidence (pictures, receipts and proves paperwork) to show to the DOT that they was forced to use "Personal Conveyance Status".**

## **YARD MOVES STATUS**

**What do you need to know:**

- **Company must approve use of Yard Move**
- **Company must define YARD MOVE**
- **YARD MOVE is an ON Duty Status**

### **Yard Move – Explication**

- **What Is Yard Move And When Can I Use It?**

Yard move is designed for those moments when you're moving your truck, but you're not really "driving". An example of this is when you've been asked to move a few metres in a parking lot or you're picking up a load and you need to get a bit closer to the loading dock or drive around to the back of a building.

- **How Does Yard Move Impact My Logs?**

When you use the yard move feature, you will still be logged as on-duty. However, the time you spend in yard move will not cut into your available drive time.

- **Is There A Limit To How Much Yard Move Time I Can Use?**

You can use yard move for 5 miles at a time with no maximum speed.

## **Adverse Driving Conditions**

**According to FMCSA,** " if unexpected adverse driving conditions slow you down, you may driver up to 2 hours to complete what could have been driven in normal condition this mean you could driver for up to 13 hours which is 2 hours more than allowed under normal condition...Adverse driving conditions mean things that you did not know about when you started your run like snow, fog, or a shut-down of traffic due to a crash. Adverse driving conditions do not include situations that you should have known about, such as congested traffic during typical "rush hour" periods.

- It is important that drivers notate they're log when using the exemption. They must also provide as much detail as possible
- It's important to note that that the adverse conditions exemption **ONLY APPLIES TO DRIVING TIME.**

## **HOURS OF SERVICE (continued)**

### **Notice to drivers of UNIVERSE LOGISTICS INC:**

You are relieved of duty by UNIVERSE LOGISTICS INC. in the following circumstances:

- During any period of driving time not exceeding eleven hours, you may make one or more stops for meals or breaks to further reduce fatigue, each stop must be of not less than thirty minutes not more than two hours.
- After arriving at any company terminal you are relieved of duty except for time spent receiving or giving documents, inspecting equipment or any other time spent in the service of the carrier, and/or performing a transportation function.
- During the period of time spent at home, providing you comply with the criteria spelled out below.

For the duration of time you are stopped, you will be relieved of all duty and responsibility for the care and custody of your vehicle, its accessories and any lading it may be carrying. Furthermore, throughout the duration of such stop or stops you are at liberty to pursue activities of your own choosing and you are free to leave the site at which your vehicle is properly parked and stationed, as you are not immediately subject to call. This does not mean you are permitted to consume drugs or alcoholic beverages, as spelled out in the regulations, during this period of time.

The above instructions DO NOT APPLY when you are transporting Hazardous Materials and Dangerous Articles.



## **INSPECTIONS**

The Federal Motor Carrier Safety Regulations (FMCSRs) require certain levels of performance for some parts and systems of the equipment you drive. A vital part of your job as a driver is to perform safety inspections on your equipment.

The driver is responsible for completing three (3) types of vehicle inspections.

### **Pre-Trip Inspection**

(FMCSR 392.7 and 396.13)

Before driving a motor vehicle, the driver shall:

- 1) Be satisfied that the motor vehicle is in safe operating condition

(FMCSR 392.8)

Before driving a motor vehicle, the driver shall be satisfied that the emergency equipment required by 393.95 is in place and ready for use.

The pre-trip inspection is a systematic parts and system check done before each trip. Its purpose is to find problems that can cause accidents, breakdowns, or poor performance. Law for interstate trucking requires Pre trip inspections. Many states have adopted these federal laws for intrastate trucking as well. At UNIVERSE LOGISTICS, INC., pre-trip inspections are also required as a matter of company policy.

## **INSPECTIONS (Continued)**

### **En Route Inspections**

(FMCSR 392.9)

The trip inspection ensures your vehicle is safe to drive before you start your trip. En route inspections will help to identify any change in the condition of your vehicle. Stopping at regular intervals to inspect your vehicle could eliminate any unnecessary delays later on in your trip.

For safety, always stop your vehicle clear of the travelled portion of the highway or find a rest area to pull into, and inspect the following items:

- tires, rims, lug nuts and hubs
- brakes
- trailer coupling devices and electrical connections
- lights and reflectors
- load or cargo security
- fluid leaks

Whether you are driving or stopped, use your senses (look, listen, smell and feel) to identify any potential problems.

As you drive, you should also continuously monitor your gauges for any signs of change.

You must examine the cargo and its securing devices within the first 25 miles of a trip and make adjustments as needed to maintain a secure load. This requirement does not apply to a sealed trailer.

During the en route inspection, the driver checks the truck's controls and instruments while driving. At each stop, the critical items are also checked. Conduct walk around safety inspections every 150 miles or every three hours, whichever comes first to reexamine the vehicle's cargo and its load securing devices and make necessary adjustments to maintain the security of the load.

**Post Trip Inspection**

(FMCSR 396.11)

The Post Trips Inspection is a thorough check at the end of a trip. The inspection is to be made on every vehicle driven (tractors and trailers). The driver must fill out a driver vehicle inspection report (DVIR) listing any defect noted during operation or this inspection. A written vehicle inspection report at the end of a trip is required.

**Periodic Inspections**

All commercial motor vehicles, which operate in interstate commerce must pass a full scale safety inspection at least annually. Make sure your vehicle's annual inspection is current prior to operation. Expired inspections must be corrected prior to traveling over the road.

**Roadside Inspections**

When a driver receives an inspection report (MCS-63) at a roadside inspection, he/she shall deliver it to UNIVERSE LOGISTICS INC. upon next arrival at the terminal facility. If the driver is not scheduled to arrive at the terminal facility within 24 hours, he/she shall immediately mail the report to the carrier. All DOT inspections must be logged at the exact time they were performed and they must be logged "ON DUTY". If you received any violations or Out of Service for your vehicles (truck or trailer) you must submit a receipt for those repairs. Remember, some reports MUST be signed by the mechanic.

**General Information on Inspections**

Required Professional Driver knowledge for good inspections are:

- 1) Knowing what to look for
- 2) Having a consistent way of looking for it
- 3) Knowing if a system or part is working correctly
- 4) Knowing when a system or part is in danger of failing or malfunctioning
- 5) Knowing the difference between major and minor defects
- 6) Knowing what defects are illegal and will cause your vehicle to be put "out of service" by federal or state inspectors

- 7) Being able to report findings in a technically accurate way so that mechanics will be able to identify and repair the problems.

Out-of-service regulations are found in the Federal Motor Carrier Safety Regulations (FMCSR), Part 396, Inspection, Repair, and Maintenance of Motor Vehicles. You must know the requirements of FMCSR 396.9, Motor Vehicle Declared Out-of-Service.

396.7 specifically forbids the operation of motor vehicles found to be defective. The prohibition includes vehicles in route that are found to be defective. Vehicles of UNIVERSE LOGISTICS INC., which have been declared out of service will receive service at the site of the out of service order prior to proceeding to destination.

### **§396.3 Inspection, repair and maintenance.**

**By FMCSA - Every motor carrier and intermodal equipment provider must systematically inspect, repair and maintain or cause to be systematically inspected, repaired and maintained, all motor vehicles and intermodal equipment subject to its control.**

**Parts and accessories shall be in safe and proper operation conditions at all times.**

**INSURE THAT THE MONTHLY SERVICE AND REPAIR SUMMARY ON THE EQUIPMENT ARE PROPERLY COMPLETED AND TURNED INTO UNIVERSE LOGISTICS INC.**

**NOTE: Each driver has to know - Every WARNING are qualified by FMCSA as a COMPANY VIOLATION..., doesn't exist WARNING to the Company, only VIOLATION.**

## **INSPECTIONS (Continued)**

### **General Information on Inspections**

#### **Company drivers and Contractor Drivers Charges**

- 1) Every Maintenance Violation will be charged 500\$ .  
Every Out of Service Violation will be charged 1000\$ .
- 2) Every Unsafe driver Violation will be charged 1500\$.
- 3) Every log Book Violation will be charged 500\$.  
Every log Book Out of Service Violation will be charged 1000\$.
- 4) On every driver fitness will be charged 1000\$.
- 5) Every Overweight Violation will be charged 500\$.
- 6) On Every Accident Truck insurance deductible--2500\$.
- 7) On Every Accident Trailer insurance deductible-2500\$.
- 8) On Every Claim Cargo Insurance deductible-2500\$.
- 9) On every preventable Accident will be charged 2500\$.
- 10) On every controlled substances and alcohol Violation will be charged 1500\$.
- 11) If the training will not be taken in 2 weeks after violations, the company will hold the driver check till he will pass the training and performance.

#### **Every Clean Inspection Driver get:**

- LEVEL 1 ..... 400\$ Bonus from Company
- LEVEL 2 ..... 200\$ Bonus from Company
- LEVEL 3 ..... 100\$ Bonus from Company

**For each Violation, the driver are required by FMCSA to take the training and improve his performance.**

**Note:** For Not informing the Company about the Inspection or Violation in 24 hours is due to Employment Termination and 1500\$ fine.

**Driver has to Notify the company about everyone Inspection or Violation in 24 hours.**

Driver Name \_\_\_\_\_ Driver Signature \_\_\_\_\_

5/28/20

**Qualification of brake inspectors**

Drivers who have passed the air brake knowledge and skills test for a Commercial Driver's License may inspect the brakes on their vehicle. Maintenance, repairs or service to the brakes of the commercial motor vehicles of Universe logistics INC. will be conducted only by those people certified by the company as a "Qualified Brake Inspector".

**Recording Inspections on your Driver's Daily Log**

All time spent inspecting, servicing or conditioning any commercial motor vehicle at any time must be logged as "on duty, not driving".

At the minimum, pre-trip inspections must be flagged on your driver's daily log. The remarks section should indicate the location city and state and include the notation "DVIR" or "PTI".

Post trip inspections should be logged as "on duty, not driving" for the length of time it took to complete the proper post-trip inspection and complete the paperwork. The remarks section should indicate the location city and state and include the notation "DVIR" or "PTI".

## **MAINTENANCE**

### **Breakdown Service (on the road repairs)**

If you break down out on the road, or find an item that needs repair, set you up at a repair facility immediately.

### **Driver Responsibilities**

- Do a thorough pre-trip and post trip inspection every day, and check the truck periodically throughout the trip
- Check all fluid levels daily (oil, coolant, power steering fluid)
- Drain air tanks and water separator daily in summer, twice daily in winter
- Check tire pressures regularly and visually inspect tires throughout trip to guard against blowouts and unnecessary tire damage and wear.

**Tire Pressure** - Safety is the most important aspect of tire management and correct tire pressure is the most crucial element, yet it's also one of the most overlooked checks by drivers. Checking with an accurate gauge is vital as the ones on garage forecourts can vary.

In summer time shoot keep the pressure in the tires at 100 psi and for winter time at 110 psi, or to read the tires instruction.

**Tractor Care** - Skipped or sloppy inspections cost money in the long run. Maintenance costs rise. Small problems become major repairs. Problems that are not attended to cut vehicle life. Also, careless or missed inspections can lead to rising fuel costs, high breakdown costs and out-of-service time.

**Vehicle Maintenance – All the drivers must submit copies of all repairs and vehicle maintenance records to us on a monthly basis. If you have no repairs or maintenance for any given month you must submit a written statement that no repairs/maintenance was performed. If we do not have maintenance records for more than a 2 month for your vehicle we will hold back your check in the safety department until we receive the necessary information.**

### **Unsafe Equipment**

No driver will be required to operate unsafe equipment. Unsafe equipment must be reported immediately to UNIVERSE LOGISTICS INC.

Subcontractor signature\_\_\_\_\_

Date of Receipt\_\_\_\_\_

## **MIRROR CHECK STATION**

### **Why a Mirror Check Station?**

**A driver's best weapon against the dangers that lurk around the vehicle is his/her vision. The driver must see a hazard in order to avoid hitting it or being hit. In an automobile the visibility is clear in all directions, but in a large commercial vehicle the view to the sides and rear are restricted. Drivers are forced to rely on the information that they can gather from their mirrors. Unfortunately, many drivers have never been taught proper mirror adjustment or do not have a good means of properly adjusting their mirrors. This is where a mirror check station comes in to play.**

Statistics show that the majority of accidents involving commercial vehicles fall into one of three categories – backing, turning, and lane changing. All of these types of maneuvers rely heavily on the use of mirrors. Since many drivers either do not know how or do not have a good tool to adjust their mirrors, is it any mystery why these three types of accidents are so common? Yes, many times another vehicle has moved into an area that it should not be in, but does this really cause the accident? Have you had a driver come in and say, "Well I saw this car out beside me, but I changed lanes and hit it anyway!"? No, the driver hit the car because he/she did not see it was there. If the driver had been able to see the car, he/she would have avoided it as all good drivers do.

Properly adjusted mirrors will not eliminate 100% of the blind spots around the vehicle, but when combined with the "lean and look method" of scanning it will greatly reduce the areas. This in turn should result in fewer accidents for the company which goes right back to the bottom line. Mirror check stations are very inexpensive to set up, many times you already have the materials and can construct one for free.



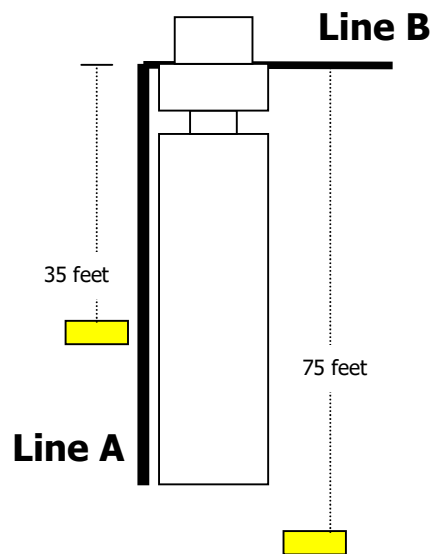
## **MIRROR CHECK STATION (continued)**

### **Adjusting Mirrors at a Mirror Check Station**

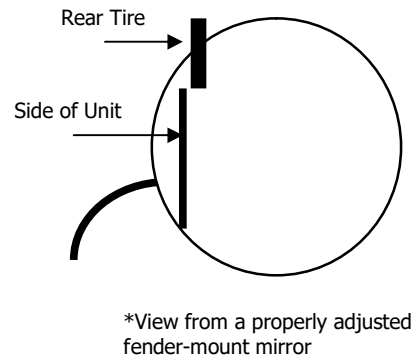
- 1) Position tractor parallel to, and as close to line A as possible.
- 2) Stop tractor with side mirror aligned with line B.
- 3) Rotate each flat mirror horizontally until the left and right sides of the trailer are visible in the inside edge of the respective mirror.
- 4) Tilt each flat mirror vertically until the appropriate Target C or D (left or right) is visible in the bottom edge of the mirror.
- 5) Rotate each convex mirror horizontally until the inside edge shows the left and right sides of the trailer.
- 6) Tilt each convex mirror vertically until Target C/D is visible in the top edge of the mirror.
- 7) Adjust the fender mounted convex mirror so that the inside edge of the mirror shows the side of the tractor. The tires of the tractor (front tandems) should be visible inside the upper portion of the mirror.

## MIRROR CHECK STATION (continued)

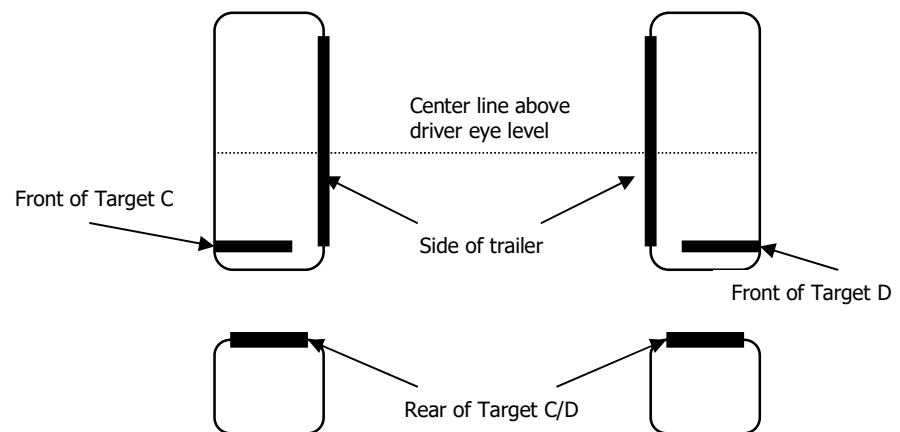
**DIAGRAM**



**DIAGRAM**



**DIAGRAM**



\*View from properly adjusted flat and convex mirrors

**It shall be the responsibility of all owner operators to:**

- Assure that all owner operator drivers leased to UNIVERSE LOGISTICS INC. are familiar with and abide by the UNIVERSE LOGISTICS INC. Safety Policy Manual.
- Supply road equipment, complying with the Department of Transportation regulations and standards and meeting company equipment specifications.
- Furnish a competent operator, who will be screened and qualified by the company prior to the owner operator placing them in a vehicle leased to UNIVERSE LOGISTICS INC.
- Supply and maintain the necessary safety equipment to insure compliance with DOT and all state requirements.
- Make his/her tractor, and/or trailer available as required by UNIVERSE LOGISTICS INC. for inspections at designated inspection stations.

**PASSENGER POLICY**

No unauthorized passengers are allowed in UNIVERSE LOGISTICS INC. trucks.

## **PHYSICAL REQUIREMENTS**

Drive only when you are in good mental and physical health. Wear prescription glasses, contact lenses, and hearing aids, with spare lenses and extra hearing aid batteries as required by your medical certificate.

Never operate a(n) UNIVERSE LOGISTICS INC. vehicle while ability or alertness is impaired by illness, fatigue, or other cause that may make it unsafe for you to drive.

Drivers for UNIVERSE LOGISTICS INC. must be physically fit to operate safely a commercial motor vehicle with a semi-trailer/container attached. You must be physically able to adjust manual slide tandems on a trailer and release the tractor fifth-wheel from the trailer king-pin on a tractor trailer combination. You must be physically capable of stacking and unstacking freight from the dock to the trailer and from the nose of the trailer to the back of the trailer or onto the dock if specifically requested to do so by the receiver.

### **Medical Recertification**

Each company driver and independent contractor must be examined and re-certified at least every 24 months at an UNIVERSE LOGISTICS INC. approved medical facility. Written and verbal reminders of physical expiration dates will begin 45 days prior to the current physical expiration date. However, it is ultimately the responsibility of the driver or independent contractor to make sure that he/she has a current valid medical examiner's certificate and long form physical on file at UNIVERSE LOGISTICS INC. at all times.

Contact the Safety Department for an appointment if your medical card is getting close to expiration.

### **Injuries or Illness**

The Federal Motor Carrier Safety Regulations are quite specific in the area of physical standards for commercial drivers. See FMCSR Parts

**PHYSICAL REQUIREMENTS (continued)**

391.41 and 391.43, for a complete description. If a driver should sustain injury or is suffering from an illness or injury (regardless how minor), or is taking any medications, it is imperative that the following steps be followed:

- 1) The driver is to immediately contact his Dispatcher or the Safety Department

## **SAFETY MEETINGS**

On a periodic basis, the Universe Logistics INC. Safety Department will be responsible for the presentation of safety related information to all employees and contractors. These meetings may be conducted by terminal management personnel and may have the input of our vendors.

The purposes of these meetings will be:

- 1) the distribution of safety related information to prompt awareness of new regulations and company procedures
- 2) the reinforcement of corporate safety expectations
- 3) to provide a source for driver input into the safety program direction

A record of meetings will be maintained by the Safety Department along with a listing of attendance.

Notices of the meeting dates, times and locations will be announced far enough in advance to allow for arrangements to be made for attendance.

## **SECURITY REMINDERS**

To avoid responsibility for theft or damage, adhere to the following:

- do not abandon any piece of equipment
- do not leave any piece of equipment in the event of an accident or breakdown
- park equipment only where you are instructed to by dispatch
- check all seals to ensure that they are secure
- check seal numbers to assure they match those on the bill of lading
- close and lock the trailer doors immediately after loading or partially unloading
- never discuss your load or destination with anyone other than your dispatcher
- do not stop for anything or anyone that is suspicious
- watch your rearview mirrors closely when stopping or slowing down in traffic
- do not allow anyone to talk you into what could be a trap
- be suspicious of everyone and every circumstance
- be especially careful of your CB conversation
- when parked, back up against a fence or something solid to prevent someone from opening your doors
- park in well lighted areas or where someone can watch your unit for you or where you can watch it yourself
- sleep in your tractor if it has a sleeper unit
- ALWAYS remove keys and lock doors when you get out of the tractor.



## **VEHICLE OPERATION**

### **Backing**

Plan your route to keep backing at a minimum. Never back into traffic without a guide to assist you. Even when you are using a guide, remember that you, the driver, are ultimately responsible for safe backing.

### **Bobtailing and Deadheading**

Exercise caution and travel at reduced speed when bobtailing or hauling empty or lightly loaded trailers, particularly on wet or icy roads

### **Defensive Driving**

Defensive driving practices are expected from drivers 100% of the time.

A defensive driver is one who is careful to commit no driving errors himself, who makes allowances for the lack of skill, improper judgment and attitude on the part of the other fellow, and who does not allow hazards of weather and road conditions, or the actions of pedestrians and other drivers to involve him/her in an accident. He/she keeps continually alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident.

## **VEHICLE OPERATION (continued)**

### **Emergency Stopping**

Stop at accident scenes only in the absence of authorities and other assistance. If you stop to render aid where it is required, always park your unit in a safe location in front of the accident scene and set out your safety equipment. If your assistance is not needed, do not stop your vehicle, it could block traffic or be involved in another accident.

### **Emergency Vehicles**

Yield the right of way to emergency vehicles when they are using sirens or warning lights. Pull to the right and stop, if possible, until they have passed.

When safe to do so, move to the opposite lane when you approach a law enforcement, emergency or construction vehicle stopped at the side of the road. If you are unable to move to the opposite lane, slow to 45 mph or less as you pass.

### **Expressway and Interstate Highways**

Do not attempt to pass in the vicinity of an interstate exit or entrance ramp. Other drivers might suddenly switch lanes to get in position to exit the interstate. Other drivers may enter the interstate in front of the vehicle you are passing, causing the vehicle you are passing to swerve into your lane.

### **Following Distance**

Recommended following distance is a minimum of 6 seconds if you are traveling at 40 mph or less.

- Add one additional second if you are traveling over 40 mph
- Add one additional second to your speed related following distance for each adverse condition such as darkness, rain, or high wind.
- Avoid traveling in traffic packs. Back off the pace of general traffic by 1-3 mph. Always leave enough space between you and the vehicle ahead to allow faster traffic to pass you and return to the right lane between you and the vehicle ahead.

**Keep at least one mile of distance between you and any other UNIVERSE LOGISTICS, INC. vehicle.**

## **VEHICLE OPERATION (continued)**

### **Following Distance**

Recommended following distance is a minimum of 6 seconds if you are traveling at 40 mph or less.

Add one additional second if you are traveling over 40 mph

Add one additional second to your speed related following distance for each adverse condition such as darkness, rain, or high wind.

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Keep at least one mile of distance between you and any other UNIVERSE LOGISTICS, INC. vehicle.

### **Fueling**

You are responsible for your vehicle during fueling. Fuel stops should be noted on your daily log as "on duty, not driving" at the proper time and location.

### **Hookup**

Check to see if equipment is resting on the fifth wheel and not just the king pin.

After hooking to the trailer, crank landing gear to fully raised position. Do not pull equipment with dollies partially down. If landing gear is damaged, report it immediately.

Check clearance between tractor and trailer. Slide fifth wheel if necessary.

Check locking mechanism and pins on trailer tandem axle slider

## **VEHICLE OPERATION (continued)**

### **Hazardous Conditions**

FMCSR Part 392.14 states in part, "extreme caution in the operation of a motor vehicle shall be exercised when hazardous conditions, such as those caused by snow, ice, sleet, fog, mist, rain, dust or smoke adversely effect visibility or traction. Speed shall be reduced when such conditions exist. If conditions become sufficiently dangerous, the operation of the vehicle shall be discontinued and shall not be resumed until the vehicle can be safely operated." When you reach the maximum point of your capability to handle your vehicle safely...

- stop and park your vehicle in a safe location
- call the local police department, sheriff's office or highway patrol and obtain information on how far the adverse weather or road condition exists.
- call dispatch and advise circumstances and what conditions exist and approximately how long you may be shut down
- advise dispatch as soon as it is safe to resume your trip
- if shutdown period is extensive, call dispatch as often as you are directed to do so

### **Intersections**

Watch for stale green lights. Green lights do not automatically give you the right of way. Yielding the right of way is the mark of a Professional Driver. Never try to beat the light.

### **Load Securement/Cargo Handling**

If you do not actually load the trailer yourself, supervise the loading. Balance the load properly and be sure that it is loaded and blocked properly for safe transportation.

## **VEHICLE OPERATION (continued)**

### **Meeting Other Vehicles**

Keep right when meeting an oncoming vehicle. At night, dim your headlights when within 500 feet of an oncoming driver, regardless of any action he may take. If a vehicle approaches on your side of the road, slow down, pull as far to the right as safely possible and stop. If you go onto the berm, do not try to come back on the highway until your speed has reduced enough to climb the edge of the highway safely; better to pay a wrecker bill from being stuck on the berm than to roll over trying to come back on the highway at too high a speed. Never pull to the left in an attempt to avoid an oncoming vehicle. If an accident occurs in the left lane, it could be ruled your fault.

### **Overhead Clearance**

Bridges, tunnels, alleys, wires, tree limbs and other obstructions demand special care on the part of a Professional Driver

Road repairs, rough roads, ice, and snow may cause difficulty where clearance is otherwise adequate. Watch for:

- new blacktop, they don't usually change the markings on a viaduct
- snow and ice accumulation on roadway
- ice or other objects hanging down under viaduct
- width that will not permit 2 vehicles at the same time

### **Overweight, Overheight, Overwidth, Overlength**

All drivers are required to satisfy themselves that the gross weight and the axle weights of the vehicle will comply with the laws and regulations of the state(s) in which the vehicle is being operated. If the unit does not, or will not meet the weight requirements, the driver is to notify Universe Logistics INC. dispatch immediately, before movement, and follow their instructions. Failure to follow this procedure will result in disciplinary measures.

## **VEHICLE OPERATION (continued)**

### **Parking**

Park so that other vehicles can get out. Do not block driveways, fire hydrants or park in a "no parking" zone. If you must park with motor running, be considerate of people nearby who may be trying to sleep. Do not park on interstates, toll roads or any other place where parking is prohibited by law. When parking, apply parking brakes and place vehicle in lowest forward gear or reverse after engine has been shut down – remember 3 to 5 minutes cool down period is sufficient. Avoid parking on steep grades. If it is necessary to do so, be sure to properly chock the wheels. If it is necessary to park on the shoulder, YOUR FLASHERS MUST BE ON.

### **Passing**

The first question to ask yourself is, "Is it really necessary?". Passing should be attempted only where legal to do so and when more than adequate clearance is available.

Turn signals should be activated for at least 100 feet prior to any lane change.

Do not attempt to pass in the vicinity of an interstate exit or entrance ramp. Other drivers might suddenly switch lanes to get in position to exit the interstate. Other drivers may enter the interstate in front of the vehicle you are passing, causing the vehicle you are passing to swerve into your lane.

If you are being passed—keep to the right and, if necessary, reduce your speed to facilitate safe passing. Do not signal the driver of an overtaking vehicle that it is safe to pass. This practice is prohibited and you can be held legally liable for damages should an accident occur.

## **VEHICLE OPERATION (continued)**

### **Railroad Crossing**

Every crossing must be approached with the expectation that a train is coming. Speed must be reduced in accordance with your ability to see possible approaching trains. Speed must be slow enough to stop if necessary. Never attempt to beat a train.

Crossings can be rough and must be crossed at reduced speed to prevent abuse of equipment. Never get trapped into stopping on railroad tracks. Be particularly cautious of a crossing inside a plant. Do not shift gears while crossing railroad tracks.

### **RAILROAD CROSSING SIGNALS CAN BE OUT OF ORDER!**

### **Right of Way**

Never contest the right of way. Always let the other driver go first. Keep to the right except when passing or getting into position to make a turn. Be ready to yield to drivers who may dash out in front of you from side streets, interchange ramps, private and public driveways. When entering main thoroughfares from side streets, alleys, driveways, garages, terminal yards or building, make a full stop before entering a crosswalk. When the way is clear, pull onto the crosswalk and make another full stop to check traffic in street before entering traffic.

Never break a funeral procession.

Military convoys, in close formation, have the right of way.

### **School Bus and School Zones**

School buses must be passed with the greatest of care. If you meet or overtake a bus stopped to discharge or load passengers, bring your truck to a full stop and proceed only when you are sure that you can do so safely. Keep in mind that children and teenagers cannot be expected to exercise the traffic judgment of adults.

Reduce your speed to the posted limit or below when passing through a school zone. Respect all school patrol signals. Proceed with caution even when signaled to proceed by a school patrol

## **VEHICLE OPERATION (continued)**

### **Seat Belt Use**

A 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.

Every bus, truck and tractor manufactured on or after January 1, 1985 must be equipped with a seat belt assembly installed at the driver's seat and at the right front outboard seat if the vehicle has one.

### **IF IT'S THERE, USE IT. IF IT'S NOT THERE, FIND OUT WHY**

### **Speed Control**

Your speed should never be faster than a rate that is consistent with existing speed laws, traffic, and road and weather conditions. All posted speed limits in town and on open highways must be obeyed.

Never over drive your headlights. You must be able to stop within the distance you can see ahead at all times, night or day.

### **Stopping**

Do not stop close behind another vehicle at stop signs or red lights. Make safe gradual stops – give drivers behind you adequate warning. Avoid sudden stops by driving defensively. Stop 20-30 feet behind the vehicle in front of you, or the intersection.

### **Truck Stop Parking**

Truck stops are the scene of the largest number of commercial vehicle accidents, most all of which can be prevented if extra care is used in maneuvering in truck stop lots. Think about parking in well-lit areas. Stay away from the back rows and do not park at the end of any row, leaving you exposed to the mistakes of others. Be equally careful as you move through these lots yourself.



## **VEHICLE OPERATION (continued)**

### **Turns and Lane Changes**

Position the vehicle in the turning lane well in advance of the turn and use the proper turn signal 100 feet before the turn, providing there is no alternate driveway or roadway where other traffic may become confused by your premature use of the turn signal. Never rely upon signals to prevent traffic attempting to overtake and pass on the wrong side during the turn. Always operate the turn signals and check for overtaking traffic in advance of any lane change.

### **Occupation Accidental of Insurance**

All drivers injured on the job are required to report their injury within 24 hours to Dispatch and the Safety Department. No action will be taken to initiate a claim on the Driver's behalf until Dispatch and Safety have been notified.

Drivers are assumed to be on the job when they are physically in the truck and/or performing duties required of them as a driver, including but not limited to, making check calls, loading/unloading, and performing pre-trip inspections. Drivers are not on the job when they are not performing duties required of them as a driver including, but not limited to, commuting in a personal vehicle to and from work, during meal periods or once the truck and cargo have been secured in a designated or authorized parking location.

The Safety Department must be notified before authorization for medical treatment will be given. Medical payments and lost time wages may be denied if a driver receives treatment prior to reporting the incident to the Safety Department.

In the even an injury results in time away from work, drivers will be responsible for making daily contact with the Safety Department.

Drivers are responsible for conducting themselves in a safe manner in order to prevent being injured on the job.

Some of your responsibilities for your personal safety include:

- always use a three-point stance when entering and exiting your truck
- do not jump from your trailer or dock areas
- always use your seat belt. Teams must use the sleeper safety net
- when opening trailer doors, keep the door between you and the freight

**Occupation Accidental of Insurance (continued)**

- use proper lifting techniques—bend your legs, not your back
- all drivers must wear appropriate footwear with non-skid soles. Crepe or leather-soled footwear must not be worn while on-duty. Steel-toed work shoes or boots are strongly recommended. Work shoes or boots are required for loading or unloading freight. Cowboy boots and tennis shoes are unacceptable while loading and unloading.

## **RECEIPT ACKNOWLEDGEMENT**

I acknowledge receipt of the UNIVERSE LOGISTICS INC. Safety Policy Manual. I further acknowledge that I have read and understand the contents of the UNIVERSE LOGISTICS INC. Safety Policy Manual. I also understand the following:

1. That this policy statement is not an employment contract, either expressed or implied, nor an agreement guaranteeing employment/lease for any specific period of time or for so long as certain conditions or circumstances exist and further that I or any other employee/lessee may voluntarily leave UNIVERSE LOGISTICS INC. and UNIVERSE LOGISTICS INC. may terminate the employment/lease of any individual at any time, with or without cause and with or without notice.
2. That the policy statement describes important information about this organization and my employment/lease, that it is my responsibility to familiarize myself with and understand all information contained in the handbook, and that any questions I should have be directed to the Safety Director at UNIVERSE LOGISTICS INC.
3. That the information and policies described herein are subject to change at any time without notice and such changes can be made by UNIVERSE LOGISTICS INC. in its sole discretion, and I agree to observe these changes in all respects.

Subcontractor signature\_\_\_\_\_

Date of Receipt\_\_\_\_\_

**CERTIFICATE OF RECEIPT**

**I hereby certify below that UNIVERSE LOGISTICS INC. has given me educational materials that explain the drug and alcohol testing requirements contained in Part 382 of the Federal Motor Carrier Safety Regulations. I further certify that I have received information explaining UNIVERSE LOGISTICS INC.'s policies and procedures concerning these testing requirements.**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver  
Name:

\_\_\_\_\_  
First MI Last

Signature: \_\_\_\_\_

## UNIVERSE LOGISTICS INC



We are pleased to be able to offer you the attached a Safety Policy Manual and Employee Handbook for employees of Universe Logistics INC.