



DRIVER HANDBOOK

Intro to Fleet Safety Program

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Policy Statement of Intent

The reasons we get into this business are varied as we are, from providing a good living for our

families, to an unending sense of adventure and a desire to explore the open road. Trucking is one of those occupations that has so many different options there is bound to be one to match almost everyone. Within all the diversity we find in trucking there is one common thread that weaves through them all, Safety. I have driven a few different types of trucks and trailers in my 8 years of driving, some of them in some of the most dangerous areas and nasty weather our beautiful country can throw at us, and I did it with zero tickets, and zero at fault accidents. While I don't think for one second that accomplishment was a total stroke of luck, in the most unfortunate way it's not what I feel qualifies me to write this. I have had to make the call that no one ever wants to make, the call to notify someone that their loved one is not coming home. The mindset to work, to live, and to act in such a manner so as to hope I never need to make that call again, or God forbid, my family receive that call, I firmly believe has helped to guide my decisions about my safety and the safety of those in my care. Almost as if to boot, we are now working in an era of ever increasing regulation and aggressive enforcement, but doing the right thing, the safe thing should happen for the right reasons, all the time. We are professionals, and we should always act accordingly.

All of us here at Yes We Can Transportation are dedicated to the safety of our employees, our contractors, and the general public we come into contact with every day in the course of business. This Fleet Safety Program establishes the minimum requirements and procedures that must be followed by management, employees, and contractors in the course of conducting business at every level. Our fleet safety program encourages safe operation of motor vehicles by laying forth the fundamental guidelines and regulations that must be followed by all managers, employees, and contractors. In addition we strive for this program to assist in preventing or minimizing accidents, and in reducing the frequency and severity of moving violations. We can hope our efforts lead us to a place where the number of accidents or violations is a single digit, 0.

In closing I would be remiss if in looking at the preceding statement I did not think we have taken up quite the challenge, but it's one I know we all can live up to. I for one am excited about the roads that lay before us as we forge our path to the future.

So until I catch you on the flip-flop,
keep those comic books clean,
the greasy side down,
and don't forget to enjoy the drive on the way to where you're going,

James Holmshaw Manager of Operations & Safety Compliance

Sidenote: None of us are perfect. If you ever find anything in this handbook or have a general suggestion on something we could do in a safer or more efficient way feel free to reach out.

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Driver Qualification/Testing/Selection

Criteria Driver Qualifications for Selection

The following requirements shall be considered the minimum standard in the evaluation of a candidate for the position of driver under company policy.

- The driver must be at least 23 years old at time of hire
- The driver must have no less than 2 years of CDL driving experience of the same or similar type

and class of vehicle to be operated while in the employ or contract to the company.

- The driver must possess a valid and current license from drivers state of residence • The driver must meet the requirements in this programs Motor Vehicle Records(MVR) criteria • The driver must possess a valid and current DOT medical card.
- The driver must be physically capable of carrying out all of the duties of a driver relevant to the equipment to be operated in a safe and timely manner.
- The driver must comply with Pre-employment, Post-accident, reasonable suspicion, and random testing for drugs and alcohol per company policy on company specified date & time. • The driver upon application process must notify their manager of any and all motor vehicle accidents, incidents, violations, or suspensions. Failure to do so will result in termination of the onboarding process, or in the event of hire, termination upon discovery of said event.

Drivers of vehicles weighing more than 10,001 lb are subject to the Federal Motor Carrier Safety Administration's Regulations and these rules must be adhered to at all times not limited to but including the drive test portion of the hiring process.

Driver Testing

The drive & skills test will include but is not limited to the following:

- Will include filling out an example paper log
- Will include full pretrip inspection
- The drive test shall be not less than 25 miles in length.
- Will include side roads, Two lane highway, 4 lane highway, divided highway, interchanges, intersections, stop signs, stop lights, yield signs, RR Crossings.
- Will include no less than 2 different parking examples.
- Will include fuel stop
- Will include a skills test related to equipment type(IE Dryvan,Flatbed,Refer,Bellydump,ETC.) • May include a small cargo example.

At any point during the test any major violation will be an automatic disqualification. At any point during the test there should be no more than two minor violations, as noted by the reviewer in the drive & skills test worksheet, to be reviewed with the driver post-test.

Motor Vehicle Record Policy

Per the FMCSA rules MVRs will be obtained and reviewed annually for all drivers who operate vehicles 10,001 lb or greater for company business. This MVR review includes all violations received both on and off the job while operating any vehicle on public roads. Driving privileges may be withdrawn or suspended, with action up to and including termination, for any drivers failing to meet company policy or insurance requirements regarding their MVR.

Company policy for records review and rating is outlined below:

- The driver must not have any automatic disqualifications

- The driver must not have more than one major violation in the preceding three years with none in the preceding one year.
- The driver must not have more than three minor violations in the preceding three years with no more than one in the preceding one year.
- The driver must not have any drug or alcohol violations in the preceding five years.

Minor Violation Examples	Major Violation Examples	Automatic Disqualification
Speeding 10mph or less Failing to stop or yield Improper lane change Other minor violations	Any DUI/DWI Possession drugs or alcohol No active or valid license Speeding 11mph or more Reckless driving	Any use of a motor vehicle in the commission of a felony Any racing charge

The above table is not all encompassing. Due to the varying weight assigned by differing state laws and other insurance factors we cannot assume all situations will be weighted the same. If you have any questions or would like a review please feel free to reach out to your recruiter or manager.

Driver Responsibilities With Company Vehicle Use

Any company owned vehicle may only be driven by employees and contractors who have met the qualifications and testing standards and have been approved by management for such operations.

Employee / Contractor Responsibilities

- Operate only the vehicle(s) for which you have received professional training, and operate said vehicle according to the safe operating procedures of such.
- While operating a vehicle on company business, all local, state, and federal laws must be observed and complied with.
- You must attend all safety meetings or training sessions as set forth by management.
- You must immediately notify your supervisor of any illness or injury per FMCSA.
- You must immediately notify your supervisor of any accident, no matter how small.
- Seatbelts must be used at all times when driving in any company vehicle.
- No Riders unless explicit written authorization is received from a management.
- Firearms and/or weapons are prohibited on company property unless explicit written authorization is received from management.

- Never tow or push any vehicle without authorization from management
- A Pre-Trip inspection will be made at the start of each shift and submitted before moving the vehicle, to ensure that the vehicle(Truck&Trailer) is in safe operating condition. • A Post-Trip inspection(Walk Around) will be made at the completion of each shift. • If any defects are found you must report them immediately to Whiparound and the manager will send you written instructions on how to proceed. Managers are instructed to make sure all repairs are completed in the most timely manner possible.
- Upon unit assignment you will receive a book with the required paperwork for the Truck, Trailer, and Driver. On the cover of this book will be a return to terminal date, unless otherwise instructed by management, this date is the longest you can stay on the road before returning for a vehicle and paperwork compliance inspection.

In the event of termination of employment and or contract by either the company, employee, or contractor, said employee or contractor will return the assigned unit(Truck & Trailer) with listed equipment per inventory checklist to the home terminal in Smyrna TN , unless instructed otherwise by management. Failure to do so, unless instructed otherwise by management, will result in the employee and or contractor being charged \$4.00 per mile to return to the home terminal, and additional charges to replace lost or stolen equipment. This is an enforceable action per the collection laws of the State of Tennessee and will be deducted from the employee and or contractors final settlement per aforementioned States laws regarding such.

Driver Safety Policies and Procedures

Distracted Driving Policy

To increase safety and eliminate unnecessary risks while driving, the company has enacted a distracted driving policy. We are committed to stopping distracted driving, and as such have implemented the following rules to that effect:

- No person may operate a company vehicle while using a hand-held electronic communication device, whether the vehicle is moving or temporarily stopped(I.E. Stopsign, stoplights, traffic, etc. . .)
- Per FMCSA any action requiring more than a single push of a button falls into the operation clause, examples of such include: Answering or placing calls that require more than a single button push, reading or replying to emails, any text/chat messaging app, all social media apps, watching video, etc . . .
- If you must place or receive a phone call a hands-free device should be used. Calls should not be overly long in duration or mentally taxing, if a call requires your more in-depth attention you must pull over or to the next parking area.

The company maintains a ZERO TOLERANCE policy towards distracted driving and this is reflected in the more aggressive disciplinary action escalation ladder described as follows:

- First Violation: A verbal notification from management advising of the policy violation, Video coaching of the offense will be provided upon request.
- Second Violation: A verbal call followed by a written notification via email advising of the policy violation, and explaining the seriousness of the offense. Acknowledgement that any further offenses will result in termination. Video coaching upon request.
- Third Violation: A verbal call & written notification via email of the violation and instructions to return to the home terminal(Unless instructed otherwise by management)

Electronic Logging Device Policy

- All drivers are required to maintain up to date records of their hours of service to the last status change, the ELD makes this process easier and more accurate for compliance. • All drivers are required to use the company provided ELD when using a company truck at all times, the only exception is with Explicit written authorization from management (i.e. ELD failure(8 day rule), Pre-ELD truck/motor, or short haul/ag exemption)
- In the event of ELD failure stop at the nearest safe location and notify management, if the problem can not be resolved you will be sent your last 8 days of logs and given the authorization number for your exception form in the back of your truck book. At that point you will be routed to the nearest terminal for ELD repair or replacement.
- Drivers must not disconnect their ELD for any reason, if dispatch ever requests you to do so, notify management as soon as possible.

While the company will make a good faith effort to assist drivers with corrective action for safer and legal driving behavior, these corrective actions are not assured. The company reserves the right to take action for violations of these policies up to and including termination on a case by case basis pending a management panel review.

Driver Accident Policies and Procedures

The prevention of all motor vehicle accidents remains a major goal for the company. But we do understand that sometimes they will happen. To help us meet our goal and remain safety oriented and legally compliant we have implemented the following section should an accident occur.

Accident Reporting Procedures and Guidelines

- In the event of an accident, take action to assure your safety and the safety of fellow motorists.
- In the event of an accident, as soon as it is safe to do so, notify law enforcement. DO NOT leave the scene of the accident until notified by law enforcement you are free to do so. • In the event of accident, notify management as soon as it is safe to do so • The driver will be asked by management to begin the information collection process as quickly and thoroughly as it is safe to do so
- Collect the names and phone numbers and insurance information of everyone involved. • Collect the names and phone number of all witnesses, if they refuse to provide information, record their license plate number where possible and safe to do so.
- Under no circumstance are you to give out any information other than your name, your company , your truck number, and offering your license and proof of insurance, with

exception to a brief technical statement to a law enforcement. Even small statements or quips could be construed as an admission of guilt in court.

- Do not use your personal phone to take pictures for the accident scene. Use the company provided tablet to take as many pictures as it is safely possible to do, from as many angles of the scene as it is possible to do so.
- As soon as it is safe to do so, Management will conduct a verbal telephone interview with the driver and complete the Telephone Report of Motor Vehicle Accident.
- Management may require Post-Accident drug or alcohol testing, if requested this is mandatory, and may be required by law.
- Management will form a panel to launch a formal investigation to ascertain the underlying cause(s) of the accident, and to determine what may be done to prevent a similar occurrence in the future.
- The driver is responsible to report any accident, no matter how small, to management as soon as it is safe to do so.
- Failure to follow this policy may result in action up to and including termination per the panel formed to investigate the accident. Due to the variance of accidents, determinations will be made on a case by case basis.

Acknowledgement of Receipt

I have received a copy of the Yes We Can Transportation LLC Driver Handbook/Fleet Safety Program. I have reviewed the program and policies and have been given the opportunity to ask questions to fully understand the contents and meaning of the program. If I have any further questions regarding the program, I will discuss them with my manager at the earliest possible time.

I acknowledge having receipt of this program and consent to abide by contents and policies.

I am aware that failure to abide by these policies and procedures will result in disciplinary action, up to and including termination of my employment and or contract with the company.

Print Full Name: _____

Signature:

 On This Date, Month: _____ Day: _____ Year: _____

Manager Print Full Name: _____

Manager Signature: _____

On This Date, Month: _____ Day: _____ Year: _____