

ITP Western Express Inc

Safety Policy

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IIP Western Express Inc

Welcome to ITP Western Express Inc

Embarking on a new journey with us is not only exciting but also comes with a wealth of opportunities. This comprehensive handbook is crafted to address your queries and guide you effectively. While your initial questions may have found answers during orientation, this handbook serves as a handy reference to assist you as you familiarize yourself with ITP Western Express Inc. As a new driver Owner Operator at ITP Western Express Inc, you are a vital asset to our operations. Our primary objective is to deliver the highest level of customer satisfaction, a goal greatly influenced by your contributions. Your commitment to satisfying our customers not only ensures their continued partnership but also paves the way for recommendations to other potential clients. This, in turn, fuels the growth and prosperity of ITP Western Express Inc and, consequently, your opportunities for freight assignments.

Your role as a driver Owner Operator is integral to our reputation. Your actions directly shape how customers perceive ITP Western Express Inc. We encourage you to embody courtesy and professionalism in your interactions, understanding the impact you have on our customers' perception.

Contained within this handbook are detailed explanations of our procedures, policies, and the essential permits you will need to navigate smoothly within our system.

Since our establishment in 2005, ITP Western Express Inc has experienced remarkable growth.

With growth comes change, and as we evolve, updates to this handbook may become necessary.

Rest assured; we will keep you informed of any changes to ensure you are well-equipped with the latest information.

We are delighted to have you on board and hope your journey with our company proves to be both challenging and rewarding. Your contribution is invaluable, and together, we will continue to thrive and redefine success at ITP Western Express Inc!

Mission Statement

At ITP Western Express Inc, our mission is to stand as the epitome of excellence in transportation services. We aim to achieve the highest levels of customer satisfaction, delivering unparalleled quality at a competitive cost while ensuring optimal profitability for our stakeholders. Through a commitment to continuous improvement and teamwork, both management and employees will elevate the quality of service, enhance customer satisfaction, and streamline costs.

Quality Policy

ITP Western Express Inc is dedicated to offering a comprehensive range of transportation services marked by continuous improvement and ongoing training. We pledge to surpass our customers' expectations by providing services characterized by exceptional quality and unwavering dependability. Our unwavering dedication to customer satisfaction underscores our commitment to being customer-obsessed, making it our top priority.

About Us

ITP Western Express Inc. specializes in providing secure and dependable transportation services to a diverse clientele spanning the continental United States and Canada. Committed to excellence, safety, and reliability, we take pride in delivering transportation solutions that exceed industry standards.

Your Responsibilities

As a driver Owner Operator at ITP Western Express Inc, your responsibilities are outlined below in order of priority. It is imperative that you thoroughly read and comprehend the contents of the ITP Western Express Inc manual, as you are personally accountable for 100% of its content.

- Drive Safely and Efficiently.
- Operate a tractor/trailer or straight truck with a focus on safety and efficiency.
- Safe Loading and Unloading.
- Load and unload freight in a secure and safe manner.

- Freight Handling:
 - Ensure that all picked up or delivered freight is, checked in and accurately recorded. Properly secured.
 - Loaded in accordance with vehicle size and weight restrictions.

- Adherence to Safety Standards:
 - Comply with all ITP Western Express Inc safety standards, including timely submission of requested documents.

- Reporting Responsibilities:
 - Report all overages, shortages, and damages promptly and accurately to your driver Owner Operator Manager, CSR Manager (Corporate Social Responsibility), or Load Manager.

- Documentation and Inspections:
 - Complete necessary forms according to our standards, including:
 - Pre/Post Trip Inspection.
 - Log Books.
 - Inspection and reporting of accidents, incidents, injuries, plant equipment damage, and freight discrepancies.

Document Retention Policy Compliance:

To ensure your understanding of the attached policy, we provide the following information:

Federal Motor Carrier Safety Regulation 395.8(k)1 mandate ITP Western Express Inc to maintain records of duty status and supporting documents for all employed driver owners/operators for a period of six months. These supporting documents encompass, but are not limited to:

- Bills of lading
- Proofs of delivery
- Freight bills
- Dispatch records
- Fuel receipts
- Fuel billing statements
- Toll receipts
- Cash advance receipts
- Delivery receipts
- Settlement sheets
- Documents related to carrier operations

Each driver owner/operator is obligated to furnish these documents to ITP Western Express Inc promptly via TRIP PAK within thirteen (13) days of occurrence. Original toll receipts may be

retained by drivers for personal records. It is imperative that all records of duty status accurately reflect the driver's activities.

To ensure accuracy and legitimacy, all records of duty status will be verified with supporting documentation. Failure to submit the required supporting documentation, as mandated by the FMCSA, will result in disciplinary action, including potential dismissal. IITP Western Express Inc emphasizes the importance of compliance with this policy to uphold industry standards, regulatory requirements, and the company's commitment to safety and operational excellence.

Procedural Compliance

Adhere to IITP Western Express Inc procedures by:

- Demonstrating courteous behavior to the motoring public, shippers, plants, enforcement officers, and fellow drivers.
- Familiarizing yourself with Federal Motor Carrier Regulations and abiding by provisions related to drivers, equipment, and cargo.
- Ensuring timely pickup and delivery of freight without exception.
- Driving only when in good mental and physical health.
- Always Carrying your medical examiner's certificate and CDL.
- Wearing glasses or any other required devices per your medical examiner or CDL.
- Refraining from operating a vehicle while impaired by fatigue, illness, or any other condition that may compromise safe driving.
- Your commitment to these responsibilities is integral to maintaining a high standard of safety, efficiency, and professionalism at IITP Western Express Inc.

Safety Guidelines Policy

IITP Western Express Inc is dedicated to maintaining a safe working environment for all its employees. The company is committed to full compliance with applicable safety and security laws and regulations, including those established by FMCSA, EPA, OSHA, and other federal, state, and local safety and health agencies. IITP Western Express Inc will make every effort to ensure that generally accepted safe practices are adhered to by all drivers and employees.

Safety Guidelines Procedures

The safety philosophy of IITP Western Express Inc reflects and communicates our proactive corporate attitude toward safety. Every employee and contractor associated with IITP Western Express Inc holds a responsibility to prioritize their safety and the safety of their coworkers.

All employees and contractors are expected to

- **Comply with Laws and Regulations:** Adhere to all federal, state, and local laws and regulations relevant to their work.
- **Follow Company Rules:** Observe and follow all company rules that pertain to the safe and efficient performance of their work.
- **Integrate Safety:** Integrate safety into each job function, actively living by this philosophy in the performance of job duties.
- **Report Unsafe Practices:** Report or take corrective action to repair any unsafe practices or equipment encountered during work.
- **Accident Reporting:** Promptly report any accidents that occur while on the job, ensuring timely documentation and resolution.

This comprehensive approach to safety underscores IIP Western Express Inc's commitment to fostering a secure working environment, with an emphasis on individual responsibility and collective well-being

Disciplinary Procedure:

At IIP Western Express Inc, strict adherence to all safety rules, regulations, plans, and procedures is imperative. Violations of company safety rules by employees or contractors will result in disciplinary measures. The range of possible disciplinary actions includes:

Verbal Reprimand: An informal discussion addressing incorrect safety behavior will occur as soon as possible after the supervisor becomes aware of the violation.

Written Reprimand: A written form documenting the safety misconduct will be presented to the employee, and a copy will be placed in the employee's personnel file.

Warning of Probation: A written form documenting safety misconduct serves as a warning, indicating that another incident may lead to probation. This form will be placed in the employee's personnel file, along with a fine.

Probation: A specified period during which the employee is given specific rules and goals to meet. Failure to meet these goals satisfactorily may result in termination.

Warning of Suspension: A written form documenting safety misconduct warns the employee that repeated incidents will lead to suspension. This form will be placed in the employee's personnel file.

Suspension: A defined period during which the employee is prohibited from the workplace and is not paid.

Dismissal/Termination of Employment: The permanent separation of an employee from the company, initiated for disciplinary reasons.

Disciplinary actions will be taken in direct correlation to the severity of the safety violation. IIP Western Express Inc takes pride in its commitment to being an industry leader in safety and service. Continuous improvement efforts, such as the revision and enhancement of the log auditing process, are in place to ensure that all drivers operate within the guidelines of Federal Motor Carrier Safety Regulations. This reflects the company's dedication to maintaining a high standard of safety and service excellence.

Job Requirements (Knowledge, Skills, and Abilities)

Compliance with DOT Regulations

The driver must adhere to all regulations set forth by the Department of Transportation (DOT).

- **Age Requirement:** The driver must be at least 23 years of age.
- **Commercial Driver's License (CDL):** Possession of a valid Class A commercial driver's license (CDL) is a mandatory requirement.
- **DOT Physical and Drug Screen:** The driver must successfully pass a DOT physical examination and drug screen.
-

Driving Record Criteria

The driver must maintain a valid CDL with no more than two (2) points or any speeding violation of 5 miles over the speed limit or greater within the last twenty-four (24) months.

Navigation Skills: Possess the ability to understand and follow directions.

Demonstrate proficiency in using maps.

CDL Renewals

A copy of the CDL must be submitted to the Safety Department on or before the expiration date. Failure to comply will result in suspension until a valid copy is received.

Driver Violations

Drivers must notify the state in which they are licensed of any violation of state or local law related to motor vehicle traffic enforcement in another state, excluding parking violations.

Drivers are required to notify the motor carrier within 24-48 hours after the citation was issued.

Notification to ITP Western Express Inc:

Notify ITP Western Express Inc in person or by phone and provide a copy of the issued citation.

Drivers must inform the motor carrier if their license has been suspended, revoked, or canceled by the end of the business day following the disqualification.

Failure to comply with these requirements will result in termination.

Annual Review of Driving Record

Drivers must report all violations (excluding parking tickets) received in the last twelve months at least once a year. A provided form must be completed, signed, and submitted to the Safety Department.

The Safety Department will obtain and review the driver's Motor Vehicle Report (MVR).

Physical Requirements

Drivers must be recertified every 2 years by a physician. A reminder will be given prior to the expiration of the DOT physical.

If the Safety Department does not receive a copy of the DOT physical, the driver will be placed on suspension until one is received.

For assistance in renewing physicals, contact the Safety Department at 559-702-1441 x 3.

Appearance and Attitude:

ITP Western Express Inc expects all drivers to maintain a high level of professionalism in various scenarios, including interactions with customers, fellow drivers, and during fueling at truck stops. It is essential that your attitude positively reflects on the company.

Specific guidelines include:

- Always maintain a clean and neat appearance.
- Attire should consist of a T-shirt and jeans.
- Avoid wearing sleeveless shirts or open-toed shoes, such as sandals.
- Open-toed shoes are strictly prohibited in plants or suppliers' facilities.

ITP WESTERN EXPRESS INC clothing items, including shirts and jackets, are available for purchase to enhance your professional appearance. For more details, contact your dispatcher.

Consequences for Lack of Communication:

Communication is a fundamental responsibility of every ITP WESTERN EXPRESS INC driver, given the company's contractual commitments for on-time pickups and deliveries. Failure to communicate effectively can result in severe consequences, particularly in cases where plant shutdowns occur, leading to potential damages of up to \$6,000.00 per hour of production loss.

To prevent plant shutdowns and associated damages, communication is key. If a truck is running late, timely notification allows the company to inform customers, enabling them to make alternative arrangements and continue production without costly delays. Failure to communicate issues or delays will hold ITP Western Express Inc responsible for interruptions in production schedules.

In the event of any difficulties in meeting scheduled pick-ups or deliveries, it is imperative to notify your dispatcher immediately. Any liability incurred by ITP Western Express Inc due to negligence will be recouped from the responsible truck owner. This underscores the critical importance of transparent and timely communication in preventing disruptions and maintaining the company's commitments.

Protecting Company Information:

Ensuring the confidentiality of ITP Western Express Inc information is a shared responsibility among all associates. It is in our collective interest to prevent accidental disclosure. Please refrain from discussing any confidential information related to ITP Western Express Inc with individuals outside the company. This commitment to confidentiality helps maintain the integrity and security of the company's sensitive information.

Driver Qualification and Hiring Policy

At ITP Western Express Inc, we recognize our employees as our most valuable assets, and we believe that the success of our company hinges on the caliber of our workforce. Therefore, our personnel selections are crucial, and we are committed to recruiting only the best and most qualified drivers available.

To uphold this commitment, ITP Western Express Inc has established comprehensive driver owner-operator qualification procedures with the following goals:

Compliance with FMCSRs: Ensuring that the company not only meets but exceeds all Federal Motor Carrier Safety Regulations (FMCSR) regarding driver owner-operator qualification.

Selecting Top Talent: Selecting drivers who align with ITP Western Express Inc's values and goals, operating in a safe, legal, and professional manner.

Hiring Standards

For the current list of ITP WESTERN EXPRESS INC's hiring standards, please contact the Recruiting Department.

Our hiring standards stipulate that all driver owner-operator or owner-operator applicants must:

- Be a minimum of 23 years of age.
- Have at least 2 years of verifiable tractor-trailer driving experience in the United States and/or Canada with similar equipment (FMCSR, Sec. 391.11(1)).
- Candidates with more than six jobs in the last three years may face rejection.
- Additionally, ITP Western Express Inc hiring standards require that only applicants with no chargeable or preventable motor vehicle accidents within the past 3 years will be considered for employment. Applicants failing to meet this standard will not be considered for employment, reflecting our commitment to safety.

Preventable accidents of certain natures, such as rollovers, jackknives, rear-end collisions, and those resulting in injury or fatality, will automatically disqualify candidates.

Any driver with such preventable accidents within 5 years will not be considered, and existing drivers will be terminated.

We maintain a zero-tolerance policy for drug and alcohol use. Any driver with a conviction related to drug or alcohol offenses within the past 10 years, or any history of offenses involving impaired operation of a commercial motor vehicle, or refusal to undergo testing, will not be considered for employment.

Additionally, drivers convicted of reckless or careless driving offenses within the past 10 years will not be considered for employment.

Convictions for felonies involving the use of a commercial motor vehicle or leaving the scene of an accident while operating a commercial motor vehicle will also disqualify applicants.

As effective communication is essential, driver applicants must be able to read and speak the English language sufficiently to perform all job duties.

Applicants should possess the necessary skills to safely operate a vehicle under ITP Western Express Inc authority and execute proper cargo securement procedures based on experience and training.

Application for Employment

All driver owner-operator applicants are required to complete an application for employment provided by ITP Western Express Inc. The application form should include all information mandated under section 391.21 of the FMCSR.

Our hiring standards necessitate that applicants list all former employers for the past 10 years. Any employment gaps exceeding one month must be satisfactorily accounted for on the application. Falsification of information on the application will result in rejection.

License

ITP Western Express Inc's Safety Department will obtain a legible copy of the license for all driver owner-operator applicants.

The department will review the license to ensure it is valid, has not expired, is the appropriate class for ITP WESTERN EXPRESS INC vehicles.

- Has the required endorsements.
- Is issued by the applicant's current state of residence.
- And that the applicant possesses only one license (FMCSR, Sec. 383.21, 23, and 391.11(b)(7)).

Motor Vehicle Record (MVR)

Upon receiving the completed and signed application for employment, ITP Western Express Inc will request an MVR for driver owner-operator applicants being considered for employment.

MVRs will be requested from every state where the applicant has held a license in the past 3 years. If an MVR request from a former state of residency returns with 'no record found,' it will be placed in the driver's qualification file (if hired) as verification that ITP Western Express Inc attempted to obtain the information.

The Safety Department will review all MVR information to determine if driver owner-operator or owner-operator applicants meet company hiring standards regarding their driving record.

Additionally, the MVR will be compared against the application for employment to check for completeness and accuracy (FMCSR, Sec. 391.23).

The MVR must clearly indicate that the driver owner-operator has self-certified with the active licensing state.

If the report lacks a self-certification date, the driver owner-operator will be required to provide proof of self-certification before being dispatched.

This can be done via fax or online with most states.

ITP Western Express Inc's hiring standards dictate that only those applicants with no more than:

- 4 points in 3 years; or
- 2 moving violations in 3 years; or
- 0 speeding violations of 15 MPH or more over the posted speed limit will be considered for hiring.

Investigation of Previous Employment

ITP Western Express Inc will contact all former and current employers of the driver Owner Operator applicants for the previous 3 years to verify as much of the following as possible:

- Dates of employment
- Type of work performed
- Type of vehicle(s) operated
- Extent of driving experience and verifiable miles
- Vehicle accident record
- Attendance and reliability
- Overall work history and performance
- Record of misconduct regarding employment policies.

All former and current employer information gathered from ITP Western Express Inc 's inquiries must be in writing and will be retained in the driver's (if hired) qualification file.

In the event a former or current employer refuse to release information, a note stating this will be placed in the file.

ITP Western Express Inc 's Safety Department will review all former and current employer information to determine if the driver Owner Operator applicants meets company hiring standards regarding past and current employment, and to determine if the applicant was truthful about information listed on the application for employment. (FMCSR, Sec.391.23)

Drug and Alcohol Test Information from Previous Employers

ITP Western Express Inc requires all driver Owner Operator applicants to provide written authorization to the company to obtain drug and alcohol test information for each previous and current employer during the preceding 3 years.

All information from former employers regarding drug and alcohol test results must be in writing and will be retained in a separate file (confidential file) for the driver Owner Operator (if hired).

In the event no response is received from a former or current employer, a note stating this will be placed in the file. (FMCSR, Sec. 382.413)

For procedures on hiring of driver Owner Operator applicants who have failed an alcohol or drug test, or have refused to be tested, at a previous employer, see ITP Western Express Inc 's Drug and Alcohol Policy and Procedures

ITP Western Express Inc will not consider for employment any driver Owner Operator applicants who has refused a drug or alcohol test, failed a random, reasonable suspicion, post-accident, return-to-duty, or follow-up alcohol test, or tested positive for controlled substances while with a previous employer.

ITP Western Express Inc has a ZERO tolerance policy for drug and alcohol use.

Physical Examination and Certificate

ITP Western Express Inc requires applicants to be fully qualified physically to perform all duties and functions of driving and the safe operation of a commercial motor vehicle.

Pre-Employment Department of Transportation (DOT) physical examinations will be performed by a Certified Medical

Examiner listed on the National Registry.

<https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam>

ITP Western Express Inc company drivers will not be responsible for costs incurred for pre-employment physical examinations. ITP Western Express Inc owner/operators and their drivers shall be responsible for the costs incurred for preemployment physical examinations.

Applicants who successfully pass the physical examination will be issued a Medical Examiner's Certification card.

A copy of the Medical Examiner's certification card will be placed in the driver's qualification file, and the original will remain in the possession of the driver Owner Operator, always while on duty or operating a under ITP Western Express Inc operating authority. (FMCSR, Sec. 391.41, 43, and 45)

Pre-Employment Drug Test

ITP Western Express Inc requires all applicants to submit to a DOT pre-employment drug screen to be conducted at a collection site designated by the company.

These driver Owner Operator applicants shall not be offered employment until a negative test result has been reported. (See ITP Western Express Inc Drug and Alcohol Policy and Procedures.)

Pre-Employment Screening Report (PSP)

All PSP reports must reflect a safe driving history. Each report will be examined on an individual basis to determine eligibility for employment.

Driver Qualification and review of records

According to Federal Motor Carrier Safety Regulations (FMCSR), Sections 391.25, 27, 43, and 45, the following documents must be renewed on a regular basis:

- ANNUAL REVIEW OF DRIVING RECORD,
- CERTIFICATE OF VIOLATIONS,
- DOT PHYSICAL EXAM CARD.
- CDL

Our Safety Department will review these records and be responsible for monitoring compliance.

They will notify drivers of upcoming expirations of documents.

Upon notification, all drivers will be responsible for immediately updating these records before their expiration dates.

Failure to keep these documents current will result in a driver Owner Operator being disqualified from driving an ITP Western Express Inc vehicle until such time as the record is updated.

All our driver Owner Operator and associates will have in their possession while operating a company vehicle, a valid and proper class license issued by the state of their residence.

Per FMCSR, a driver Owner Operator whose license has been suspended, canceled, or revoked for any reason must report the incident to the Safety Department within 24 hours of the action.

Drivers whose licenses are not valid will not be allowed to operate any company vehicle.

Any ITP Western Express Inc driver Owner Operator will be disqualified from driving if they violate regulations as listed in Sections 383.51 and 391.15 of the FMCSR.

The company will fully comply with these disqualification regulations, and under no circumstances will any exceptions be made.

Driver Orientation

As a condition of employment all newly hired drivers will be required to successfully participate in and complete ITP Western Express Inc 's driver Owner Operator orientation program.

Driver Orientation and Training Policy

ITP Western Express Inc is committed to having all drivers new to the organization participate in and successfully complete its driver Owner Operator orientation program.

Our goal is to make certain that all new driver Owner Operator associates start their careers at ITP Western Express Inc with proper training, the right tools and equipment, appropriate driver Owner Operator support systems, and a thorough understanding of company policies and procedures to perform all functions and duties of their job in a safe, legal, and professional manner.

Driver Orientation and Training Procedures

See: ITP WESTERN EXPRESS INC ORIENTATION FOR NEW DRIVERS AND OWNER OPERATORS updated 12/08/2023

Welcome and thank you for choosing ITP Western Express Inc for what we hope will be a safe, prosperous, and fulfilling career. The company you choose to drive for is an important and sometimes difficult decision to make. As a driver Owner Operator associate for ITP Western Express Inc, we value you as a very important part of our organization. For this reason, we believe your decision to join us was the right one.

We also believe that by working together with honesty, respect, and trust, we can build a long lasting, mutually beneficial, and rewarding relationship.

Personal Appearance and Conduct

All drivers for ITP Western Express Inc are expected to dress, look, and act like professionals. Maintaining a positive, professional, and safe public image is extremely important to ITP Western Express Inc.

Our drivers are our most visible company representatives to the public and to our customers, and therefore, need to maintain the highest personal appearance and conduct standards.

Drivers for ITP Western Express Inc are expected to follow all company policies and procedures, and abide by all customer plant safety rules.

Our drivers will be trained in, and expected to obey, all federal and state laws and regulations.

All ITP Western Express Inc associates are expected to conduct themselves in a professional manner while at work or on duty.

Courtesy and mutual respect for others will be always demonstrated. All associates are expected to conduct themselves in this manner, and should expect the same treatment in return.

Associates who feel they are not being treated in this manner are to contact their immediate supervisor or Human Resources for resolution of their concerns.

ITP Western Express Inc does not tolerate sexual harassment by any employee, associate, or customer.

Any employee who feels they are being subjected to, or are a victim of, any form of sexual harassment has the right to bring the complaint to their immediate supervisor, or to Human Resources, without fear of retaliation.

Customer Service Overview

Customer service is our product.

ITP Western Express Inc is committed to achieving the highest level of customer satisfaction to ensure our continued success.

Our goal is to consistently deliver zero defect customer service.

Our driver Owner Operator associates are expected to pick up and deliver on time, with no cargo loss or damage.

Drivers are required to communicate all variances to scheduled pickup and delivery appointments promptly so the company can notify the customer and take any needed corrective action.

All paperwork and billing information is to be accurate, signed, and submitted promptly.

Drivers are expected to be courteous, cooperative, and respectful always.

If a conflict does arise at a customer location, the driver Owner Operator should not attempt to resolve the issue.

In such cases the driver's immediate supervisor, or ITP Western Express Inc customer service representative, should be contacted to handle the situation.

Safety Compliance Overview

All ITP Western Express Inc driver Owner Operator associates are expected to perform all functions, duties, and assigned work in a safe, legal, and professional manner.

Any incidents of an ITP Western Express Inc driver Owner Operator being instructed to operate in an unsafe or illegal manner should be reported to the driver's immediate supervisor or the Safety Department.

ITP Western Express Inc drivers require a high level of skill and alertness to consistently operate their vehicles safely.

Drivers who are, or are suspected of being, ill or fatigued will not be permitted to operate an ITP Western Express Inc vehicle or other equipment until the condition no longer exists or proper rest has been taken.

Transporting of any unauthorized passengers is strictly forbidden in any ITP Western Express Inc vehicle.

If any of our drivers are reported, or is found to have an unauthorized passenger, is subject to termination of employment.

ITP Western Express Inc driver Owner Operator associates are required to obey posted speed limits on all roads traveled.

This policy correlates with our overall expectation that our drivers will operate in a safe, legal, and professional manner.

State and Federal regulations, as well as ITP Western Express Inc, requires the use of seat belts while driving any vehicle.

ITP Western Express Inc 's seat belt policy is in accord with federal regulations which require the use of seat belts while driving any commercial motor vehicle (FMCSR, Sec. 392.16).

Unauthorized modifications or tampering with any company or leased vehicle or its equipment are strictly prohibited.

This includes the unplugging of or tampering of ELD systems.

Drivers caught tampering with company equipment (when owner /operator sign independent contractor agreement with ITP WESTERN EXPRESS INC, the equipment listed is considered ITP WESTERN EXPRESS INC vehicle until the contract is terminated) will be subject to immediate dismissal.

All ITP Western Express Inc vehicles will be kept neat and clean. It is the responsibility of the driver Owner Operator to maintain the cleanliness and professional appearance of the vehicle.

Reporting to Work

Drivers are expected to have reliable transportation to get to and from their home terminals. Drivers may not use ITP Western Express Inc vehicles for personal use or for transportation to and from home, unless permission to do so is specifically granted by an authorized ITP Western Express Inc official.

Dress Code

This policy applies to all drivers, company, owner-operator, & fleet drivers of ITP Western Express Inc

- You must wear a full-length shirt with sleeves. T-Shirts and short-sleeves are permitted, if they are clean, and do not have any offensive wording, drawing, or pictures on them.
- No tank tops
- Shorts are allowed except at customers' sites, if neat in appearance.
- NOTE: Many sites, require long pants. If you choose to wear shorts during driving, keep a pair of sweat pants or coveralls in the cab to pull on before getting out of your cab.
- No cutoffs – Shorts be no shorter than your fingertips while your arms are fully extended at your side
- You must wear shoes, and no open-toed footwear of any kind is allowed, such as sandals or flip-flops.
- Please exercise good personal hygiene.
- You must also be aware of plant specific requirements such as safety vests, safety glasses, and proper footwear.
- Safety vests and proper footwear are required in all truck traffic areas and facilities.

YOU are our Company's representative with our customers.

Always be professional in the way you appear & act.

To continue to maintain and improve the Company's image with customers and the public, we will continue to have a dress code for all drivers who are leased to ITP Western Express Inc.

The dress code is published, and available in the Safety or Recruiting Departments.

Drivers also have it available in the Book, carried in the vehicle.

Should management find a driver Owner Operator in violation of the dress code, disciplinary action will be as follows:

- First Offense – Written warning, copy to driver's personnel file
- Second Offense – One Day Suspension, without pay plus \$50.00 fine
- Third Offense – One Week Suspension, without pay plus \$100.00
- Fourth Offense – driver Owner Operator is terminated with no right of recall.

Defensive Driving Policy

ITP Western Express Inc is strongly committed to a sound and thorough defensive driving policy. While there are no regulatory requirements that mandate the existence of a Defensive driving policy, it makes excellent business sense to have such a policy in place.

Underlying the policy is our corporation's strong commitment to safety on the highways.

Drivers who have chargeable accidents will be required to complete post-accident online training that will include specific courses.

While operating company vehicles, drivers should always drive in the safest and most professional manner possible. Likelihood of accidents will be minimized, and a positive image for the company will be promoted in the eyes of the general public.

Specifically, our drivers must operate company vehicles in accordance with all provisions of Part 392 Driving of Motor Vehicles of the Federal Motor Carrier Safety Regulations.

Many factors impact the operation of vehicles on the roadways.

They include:

- light levels, day/night
- weather
- pavement condition
- traffic conditions
- mechanical condition
- operator condition
- good vision
- alertness
- sound judgment
- Quick reaction time

A successful defensive driver Owner Operator exhibits five main qualities:

- extensive knowledge,
- alertness,
- good judgment,
- foresight, and
- driving skill.
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The core concepts of defensive driving are:

- Recognizing hazards
- Understanding of evasive and corrective action
- Reaction time

If these principles are followed carefully, the result will be safety on the highways, and a positive image for our company.

Defensive Driving Procedures

Intersection

Skillful maneuvering through intersections without an accident is a mark of a good defensive driver. Besides the driver's own skill level, intersections also demand anticipation of the actions of other drivers and taking appropriate evasive action.

Backing

Backing is an extremely hazardous maneuver. If a driver Owner Operator cannot back a commercial vehicle properly, they will not be considered for employment with IIP Western Express Inc .

Rear Collisions

The primary way to avoid rear collisions is by maintaining a safe and adequate following distance. Drivers must be prepared for possible obstructions on the roadway, either in plain sight or hidden by curves or the crests of hills.

Special consideration must be given to night driving, when speeds should be kept to a level that will allow the driver Owner Operator to stop within the distance illuminated by the headlights of the vehicle.

Drivers may risk being struck from behind if they do not maintain an adequate margin of safety in their own following distance. If enough space is not allowed in front of a vehicle, chances go way up that somebody can impact you from the rear.

Passing

Do not pass unless it is absolutely necessary. Failure to pass safely indicates faulty judgment on a driver's part, and failure to consider one or more of the following factors need to be considered:

- is there enough room ahead?
- is there adequate space to move back into your lane of traffic after passing?
- have you signaled your intentions?

Being Passed

Drivers must be aware of the actions of other drivers, and yield the right of way if another driver Owner Operator begins to sideswipe you or cut you off. A good defensive driver Owner Operator will avoid problems with this kind of accident situation.

Merging onto Traffic Lanes

Observant defensive drivers will not usually get trapped when other drivers change lanes abruptly. In the same manner, entrapment in merging traffic can be success fully avoided by a good defensive driver Owner Operator with a little preplanning and willingness to yield.

Blind spots are not valid excuses for this kind of accident - allowances must be made in areas of limited sight distance.

Railroad Grade Crossings

Driving across railroad crossings, or in areas where there are rail vehicles of some sort demands special care. Careful observance of the traffic situation is your best defense.

Never cross railroad tracks when the signal lights are flashing, or go around lowered gates. If hauling Haz-Mat you must stop no less than 15 feet and or no more than 50 feet before crossing. Do not shift gears when crossing railroad tracks.

Oncoming Traffic

A defensive driver Owner Operator will avoid a collision with an oncoming vehicle at all costs. Even if the vehicle enters your lane of traffic, an accident must be avoided with evasive action.

Turning

Turning, like passing, is a dangerous maneuver, and demands special care and an observing eye from a defensive driver. Drivers should be aware of other vehicles in their paths, and of the configuration of the turn they are about to undertake, especially when making right hand turns.

Pedestrians

A sensible defensive driver Owner Operator will always assume that if there is a pedestrian (or small vehicle of some sort) involved, slowing down is the best defense. Be certain to give people and small vehicles the benefit of the doubt.

Extreme Weather and Road Conditions

Bad weather and other road hazards place special demands upon any defensive driver.

The best rule in any kind of bad weather or extreme road condition is get off the road safely and as soon as possible. If the driver Owner Operator must continue, slowing way down and increasing following distance is the best defense, along with increased awareness.

Leave early from origin to compensate for bad weather.

ITP Western Express Inc expectation that applies to all the below situations is that drivers are required to contact their immediate supervisor or night dispatch in the event a delay caused by weather or other road conditions will affect pick up or delivery schedules.

Fog policy

ITP Western Express Inc drivers will receive safety training in fundamental fog-driving techniques. Fog reduces drivers' visibility and impairs their distance perception, making it perhaps the most dangerous type of extreme weather conditions.

Because of this, it is ITP Western Express Inc 's policy that, whenever possible, drivers are to avoid driving in foggy conditions by pulling off the road and safely parking until such time as the fog dissipates.

If drivers cannot safely pull off the road, the following procedures will be followed:

- Driver should never assume the depth or thickness of any fog. Fog can range from a momentary blurring of the windshield to being several miles thick.
- Drivers should slow the vehicle's speed. Reduction in speed should be done gradually in order to avoid becoming a hazard for other motorists.
- Determining the correct and safe speed depends on the thickness of the fog and will be left to the individual driver's best judgment.
- Drivers are to use low-beam headlights only when driving in fog.
Low-beams serve two purposes.
They help you to see the immediate roadway and allow other motorists to see you.
- Drivers shall avoid the use of high-beam headlights while driving in fog. The water particles that make up fog will reflect more light back at the driver than on the roadway when high-beams are used, and will further reduce visibility for the driver.
- Drivers should make use of windshield wipers and the defroster when driving in fog.
- Driving in foggy conditions will cause a constant fine mist of water on the vehicle's windshield, reducing visibility in the process. Using the windshield wipers and defroster will alleviate this condition.
- Drivers are to avoid passing other vehicles while driving in fog.
- Drivers are to avoid stopping on any roadway while driving in foggy conditions unless absolutely necessary.
- If the driver must stop, use the emergency or breakdown lane, activate the emergency flashers, turn off the headlights, and follow ITP Western Express Inc 's breakdown procedures.

Breakdown procedures

If you experience a breakdown on the road, it's important to prioritize safety for yourself and others. Here is a general procedure to follow:

Safety First:

- Move your vehicle to a safe location if possible, such as the shoulder of the road or a nearby parking lot.
- Turn on your hazard lights to make your vehicle more visible to other drivers.

Assess the Situation:

- Try to determine the cause of the breakdown, if possible.
- If you're unable to identify and fix the issue quickly, it may be time to call for assistance.

Call for Help:

- Use your mobile phone to call for roadside assistance, a towing service, or the appropriate emergency services if needed.
- Provide your location, details of the issue, and any other relevant information.

Stay Inside the Vehicle:

- If you can't move your vehicle far from traffic, stay inside with your seatbelt fastened.
- Avoid standing near the traffic side of the vehicle to minimize the risk of injury.

Display Warning Devices:

- Use the reflective triangles or flares, use them to warn other drivers of your presence, especially if you are stranded in low visibility conditions.

Have Essential Items:

- Keep an emergency kit in your vehicle, including items such as a flashlight, jumper cables, basic tools, a first aid kit, and water.

Contact Relevant Parties:

- Inform safety department, friends, family, or colleagues about your situation and estimated time of arrival, especially if you're on a schedule.

Follow Up:

- Once the issue has been addressed, follow up with necessary repairs and maintenance to prevent future breakdowns.
- Remember, specific procedures can vary based on the nature of the breakdown, your location, and local regulations.
- Always prioritize safety and seek professional assistance
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Driving on Road under construction

ITP Western Express Inc realizes that chances are good that from time to time our drivers will be faced with having to drive on roadways that are being repaired or under construction. Road construction presents several hazards. Because of this, our drivers are expected to approach road construction work zones the same way they would any adverse driving situation and follow these procedures:

- Drivers will be expected to reduce speed and maintain a safe following distance.
- Drivers are expected to drive at or under all special or reduced posted speed limits while traveling through road construction work zones.
- Safe following distance will be left to the individual driver's best judgment.

- Drivers should be constantly aware of their immediate surroundings, anticipate the possible actions of other motorists, and expect sudden stops.
- Drivers should watch for construction workers or vehicles crossing the roadway.
- Drivers are expected to use the lane furthest from the construction zone when possible.
- Drivers are to avoid sudden lane changes and to use headlights and four-way flashers when traveling through construction zones.

Road Hazards

ITP Western Express Inc drivers should be aware of the potential danger of encountering various types of road hazards including:

- Soft shoulders or severe pavement drop-offs that can cause rollover type accidents.
- Road debris such as tire re-caps, metal or lumber can cause severe damage to tires, tire rims, electrical systems, and brake lines.
- Drivers for ITP Western Express Inc should be aware of the road ahead to identify potential road debris early and take safe and appropriate avoidance maneuvers.

Underpasses

Hitting a bridge, underpass, or viaduct is a danger our drivers need to be constantly aware of. This type of accident, often referred to as "topping" a trailer, is always preventable.

ITP Western Express Inc drivers need to be aware that the posted height of an underpass is not always accurate.

- Re-paving and packed snow can reduce the clearance of an overpass.
- In addition, an empty trailer will ride higher than when it is loaded.
- Drivers are expected to make thorough trip plans and when in doubt of the clearance of an underpass, to get out of and make a visual inspection or find an alternate route.

Fixed Objects and Special Intersections

A good defensive driver Owner Operator will observe items in the area around the vehicle which might cause problems. Checking to be certain there is adequate clearance is the primary thing to watch. In the areas of driveways, alleyways or plant entrances, the effective defensive driver Owner Operator will analyze the situation carefully, slow down, sound a warning when appropriate, and be ready to yield to the other driver Owner Operator involved.

Physical and Mental Condition

The company expects its drivers to maintain their physical and mental condition. This includes keeping a positive attitude when behind the wheel, and taking good care of their physical health. Fatigue is an especially dangerous factor that drivers must be aware of.

Following Distance

Tailgating is probably the single most common complaint lodged by the general driving public against truck drivers. Here are some specific following distance guidelines:

- 3-second interval at speeds up to 40 m.p.h.
- 4-second interval at any speed over 44 m.p.h.
- add extra time in bad weather or poor road conditions
- add extra following distance if you are being tailgated.

Driving Speed

Drive consistent with posted speed limits, with due regard given to existing traffic, weather, and highway conditions. Never overdrive your headlights at night. That means you should be able to stop safely in the distance you can see clearly in your headlights.

Right of Way

A defensive driver Owner Operator should never attempt to exercise the right of way principle. Let the other driver go first.

Keep to the right except to pass, or when getting into position for making a left turn. In town, when you enter a main thoroughfare from a side street, alley, driveway, or a highway ramp, make a full stop at any crosswalk, then another full stop before moving into traffic.

Meeting Other Vehicles

Keep to the right when meeting other vehicles on a roadway. If a vehicle approaches on your side of the road, slow down and pull to the right as far as you safely can.

When merging onto a highway IIP Western Express Inc driver Owner Operator are expected to:

- signal early
- be patient and watch for an opening
- build speed and merge smoothly
- check mirrors constantly
- When exiting a highway IIP Western Express Inc driver Owner Operator are expected to:
- signal and change into the right-hand lane early and safely
- signal intentions to exit early
- check mirrors constantly
- reduce speed and exit

Curves and Turns

The biggest thing to remember in successfully negotiating curves and turns is to slow down. That way you will be able to make any needed adjustments in steering, etc. as required.

Driver Log Policy

A driver's hours of service are regulated by both federal and state agencies. On the federal level, hours of service of drivers are part of the Federal Motor Carrier Safety Regulations (FMCSR). They are issued and enforced by the Federal Motor Carrier Safety Administration (FMCSA) of the Department of Transportation (DOT).

IIP Western Express Inc is strongly committed to full compliance with the current federal Hours of Service Regulations, as well as any additional local regulations which may apply.

The Hours-of-Service Regulations are part of the Federal Motor Carrier Safety Regulations, specifically contained in Part 395 of the FMCSR.

ITP Western Express Inc requires use of ELD /e-logs.

Drivers should use only the forms provided by ITP Western Express Inc to keep track of their time. Below you will find selected guidelines on what ITP WESTERN EXPRESS INC expects in completion of the required documents.

Summary of Hours-of-Service Regulations

The table summarizes the HOS regulations for property-carrying drivers.

HOURS-OF-SERVICE REGULATIONS for PROPERTY-CARRYING DRIVERS

11-Hour Driving Limit

- May drive a maximum of 11 hours after 10 consecutive hours off duty.

14-Hour Limit

- May not drive beyond the 14th consecutive hour after coming on duty, following 10 consecutive hours off duty. Off-duty time does not extend the 14-hour period.

30-Minute Driving Break

- Drivers must take a 30-minute break when they have driven for a period of 8 cumulative hours without at least a 30-minute interruption. The break may be satisfied by any non-driving period of 30 consecutive minutes (i.e., on-duty not driving, off-duty, sleeper berth, or any combination of these taken consecutively).

60/70-Hour Limit

- May not drive after 60/70 hours on duty in 7/8 consecutive days. A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty.

Sleeper Berth Provision

- Drivers may split their required 10-hour off-duty period, as long as one off-duty period (whether in or out of the sleeper berth) is at least 2 hours long and the other involves at least 7 consecutive hours spent in the sleeper berth. All sleeper berth pairings MUST add up to at least 10 hours. When used together, neither time period counts against the maximum 14-hour driving window.

Adverse Driving Conditions

- Drivers are allowed to extend the 11-hour maximum driving limit and 14-hour driving window by up to 2 hours when adverse driving conditions are encountered.

Short-Haul Exception

- A driver is exempt from the requirements of §395.8 and §395.11 if: the driver operates within a 150 air-mile radius of the normal work reporting location, and the driver does not exceed a maximum duty period of 14 hours. Drivers using the short-haul exception in §395.1(e)(1) must report and return to the normal work reporting location within 14 consecutive hours, and stay within a 150 air-mile radius of the work reporting location.

On-duty time

- On-duty time is defined as all time from the time you begin work or are required to be ready for work until you are relieved from work and all responsibility for doing work:

On duty time:

- o Waiting to be dispatched
- o Inspecting, servicing, or conditioning a commercial motor vehicle
- o Driving (at the controls of your vehicle)
- o In or on your vehicle (except time spent in the sleeper berth)
- o Loading or unloading your vehicle
- o Repairing, obtaining assistance, or attending to a disabled vehicle

- Performing any other work for a motor carrier
- Complying with drug or alcohol testing requirements
- Performing compensated work for any other employer

70 Hours of Service Rule

- IIP Western Express Inc operates every day of the week, and therefore running under the 70 hours in 8 days rule. This means that you must not drive after accumulating 70 hours on-duty time in any 8 consecutive days. You may, however, continue to perform non-driving duties after reaching these limits and not be in violation.

34-Hour Restart

- The regulations include an optional “restart” provision. This allows you to “restart” your 70-hour clock after having at least 34 consecutive hours off duty.
- A 34-hour restart must include 2 periods between 1 a.m. – 5 a.m. home terminal time.
- This restart can only be used once per week, 168 hours must pass before another restart can be used.

Rest Break

- May drive only if 8 hours or less have passed since end of driver’s last off-duty period of at least 30 minutes.

Log Content

- It is important to remember that the logging requirements do not change depending on whether you are using paper or electronic.
- The only change is how the data is Recorded.

Please be certain to log correctly, and ask if there are any questions.

- Completion of the grid and remarks section
- The date
- Starting and ending odometers
- Total miles driving during that 24 hour period
- Truck or tractor and trailer numbers
- Name of the Carrier
- Carrier’s main office address
- Home terminal address
- Driver’s printed name
- Driver’s signature
- Driver’s PIN
- Co-driver’s printed name
- Co-driver’s PIN
- Total hours
- Shipping document numbers

Sleeper Berth

The sleeper berth can be used to accumulate required off duty time, as long as the driver Owner Operator follows prescribed guidelines.

A driver Owner Operator may divide the off duty period into two rest periods if all of the following conditions are met:

- The two rest periods total at least eight hours.

- Each rest period is actually spent in the sleeper berth.
- Each rest period is a least two hours long.
- Time driven before and after a rest period does not total over 13 hours

Pre/Post Trip Inspections

Both must be shown on log as “on-duty not driving”. A minimum of 15 minutes must be shown for each inspection. Your Post-trip inspection must be completed on the inspection section of your paper logs.

You are required to submit, in writing any findings of damage or mechanical problems found during both the Pre-trip and Post-trip inspections.

Hours of Service Violation Policy

All logs both on and off duty logs must be turned in on a DAILY or TRIP basis.

All violations both major and minor will be documented and copies of will be retained in the DRIVERS file.

Each month drivers will receive a letter via e-mail with score card explaining what violations were issued and date / time. Awards will be given to each driver Owner Operator who receives an excellent score (after 90 days), by the Safety Department in accordance with the S.A.F.E.

This program will be explained later in the ORIENTATION.

All drivers who enter the unacceptable category on scorecard, 50 points or greater, will be subject to verbal or over the phone training, additional log training in one of our terminals.

Terminations will be issued in the event any driver Owner Operator does not comply with ITP WESTERN EXPRESS INC Hours of Service Violation Policy.

Major Violations

(Violations of HOS and any other violations considered as a Major Violations)

1. Hours of Service

- 11 Hour rule
- 14 Hour rule
- 70 Hour rule
- 8 consecutive hour rule

2. Log Falsifications

- Fuel / Tolls
- Citations
- Accidents
- Bridge Crossings
- Roadside Inspections
- Satellite

- DVIR
 - Speeding Based on Log Information
- 3. Forge log book**
 - 4. Missing Logs**
 - 5. Citations**
 - Moving non-speeding
 - Speeding 0 -9 MPH
 - Speeding 10-14 MPH
 - Speeding 15 MPH or more TERMINATION
 - 6. Accidents**
 - Preventable
 - Non - Preventable
 - 7. Roadside Out of Service Inspection**
 - driver Owner Operator Related
 - Equipment related
 - 8. Form and Manner**

Minor Violations:

- Incomplete or Illegible Information
- Missing Information
- ECT

Log Violation Policy

Logs need to be turned in on a weekly basis at a minimum (including off-duty logs). The following policy will be applied to a 6-month time period. If a driver Owner Operator accumulates one or more of the following violations within a period of 6 months the appropriate disciplinary action will be taken.

Major Violations:

- Falsification of Logs
- Driving over hours
- Failure to submit logs (in a timely manner)
- Log violation(s) resulting in an Out of Service Order

1st Offense – Verbal warning: A verbal warning will be issued to the driver, either by phone or in person. \$50.00 fine

2nd Offense – Written warning: A second warning will be issued to the driver, either by phone or in person, and will be followed by a letter that will be sent to the driver Owner Operator warning of future infractions. And \$100.00 fine

3rd Offense – A \$200.00 fine will be imposed and the driver Owner Operator will be brought into one of the terminals to meet with, or hold a conference call with, a representative of the log department.

A Final Warning letter will be issued.

4th Offense – Termination and \$500.00 fine

Minor Violations:

- Incomplete logs,
- duplicate logs,
- illegible logs, etc.

All minor violations will be addressed when they become repetitive, and/or consistent on an individual's daily logs, and reflect numerous violations on their monthly report.

1st Offense – Verbal warning: A warning will be issued to the driver, either by phone or in person.

2nd Offense – Verbal reminder: A reminder will be issued to the driver, either by phone or in person, and \$50.00 fine

3rd Offense – Written warning: A letter will be issued to the driver Owner Operator reviewing the need to cooperate, and to complete all logs as is required by the D.O.T. and \$100.00 fine

4th Offense – A \$150.00 fine will be imposed and a second letter requesting compliance with this issue will be sent to the driver.

5th Offense – A \$250 fine will be imposed and the driver Owner Operator will be brought into one of the terminals to meet with, or hold a conference call with, a representative of the log department, and a Final Warning will be issued.

6th Offense – Termination

All drivers are subject to immediate discharge depending on the severity of the violation.

ITP Western Express Inc S. A. F. E. Program

Eligible Drivers:

- Must be employed by or contracted to, ITP WESTERN EXPRESS INC, or a combination of each for at least 90 days.
- Drivers will not be eligible for awards until their 4th Scorecard.
- Must be a full time OTR/LOCAL driver. Casual drivers/Switchers are not eligible.
- Only drivers that receive an “Excellent” rating (0-4 points) on the monthly scorecard will be eligible for an award, as indicated by “Excellent Month Awards” on driver’s scorecard.
- Must have been available for dispatch a minimum of 20 days for the current monthly scoring period.
- Must be in an active-duty status when scorecards are generated.

How it works:

The first time a driver Owner Operator becomes eligible he/she will receive a S.A.F.E. driver Owner Operator hat, indicating that the driver Owner Operator has achieved the excellence in safety status.

The first time a driver Owner Operator obtains Six (6) months of excellent scorecards, the driver Owner Operator will receive a Safety Watch Award. (The six (6) months are cumulative and do not need to be received in six (6) successive months.)

The first time a driver Owner Operator obtains Twelve (12) months of excellent scorecards, the driver Owner Operator will receive a S.A.F.E. driver Owner Operator Carhartt Jacket. (The twelve (12) months are cumulative and do not need to be received in twelve (12) successive months).

The first time a driver Owner Operator obtains Twenty Four (24) months of excellent scorecards, the driver Owner Operator will receive a ITP Western Express Inc Mag-Lite, S.A.F.E. driver Owner Operator Duffel bag, and Chrystal (18 Wheeler) *Benchmark Award. (The twenty-four (24) months are cumulative and do not need to be received in twenty four (24) successive months).

The first time a driver Owner Operator obtains Thirty-Six (36) months of excellent scorecards, the driver Owner Operator will receive a \$500.00 Safety Bonus or the equivalent value in Merchandise. (The Thirty Six (36) months are cumulative and do not need to be received in Thirty Six (36) successive months).

The first time a driver Owner Operator obtains Forty-Eight (48) months of excellent scorecards, the driver Owner Operator will receive a \$500.00 Safety Bonus and a S.A.F.E. driver Owner Operator Leather Attaché Briefcase /Organizer. (The Forty-Eight (48) months are cumulative and do not need to be received in Forty Eight (48) successive months).

The first time a driver Owner Operator obtains Sixty (60) months of excellent scorecards, the driver Owner Operator will receive a \$500.00 Safety Bonus and the choice of one (1) Safety Award item (The Sixty (60) months are cumulative and do not need to be received in Sixty (60) successive months).

The first time a driver Owner Operator obtains Seventy-Two (72) months of excellent scorecards, the driver Owner Operator will receive a \$1000.00 Safety Bonus and a 72 Month Safety Performance recognition award Plaque (The Seventy-Two (72) months are cumulative and do not need to be received in Seventy Two (72) successive months).

Future additional awards and milestones will be added as improvements to this program going forward.

ITP Western Express Inc reserves the right to modify and/or enhance this program without any advance notice.

Accident Investigation Policy

ITP Western Express Inc 's policy is to fully investigate all accidents.

The following criteria are cause for immediate dismissal in chargeable accidents:

- Rollover
- At fault and in possession or under the influence of drug or alcohol
- Unauthorized rider in vehicle
- Leaving the scene of an accident without authorization from ITP Western Express Inc personnel
- Cited by Authorities for not having log up to date
- Careless or reckless citation

- Any driver Owner Operator that drops a trailer with the landing gear in the raised position shall be terminated, subject to review for mechanical failure.
- Any driver Owner Operator determined to be at fault for a preventable rear-end collision.

Driver On Scene Guidelines

- Pull vehicle as far off the roadway as safely possible
- Turn on four-way flashers
- Call 911
- Set out emergency warning devices as required by 49 CFR Sec. 392.22 (b) (1) and in the prescribed positions on the roadway. The FMCSR require that emergency warning devices be set out within ten (10) minutes of stopping.
- Take note of any fluids leaking or spilling.
- Contact safety department.
- Be courteous and cooperative with authorities.
- Never admit guilt, liability at the scene of an accident.
- If time allows, write as much information about the accident as possible.
- Never leave the scene of an accident unless there is no one else to make the necessary calls.
- Be prepared to undergo post-accident drug and alcohol testing as required FMCSA.

Accident Investigation Policy and Procedure

In the event of an accident, please promptly contact the Safety Department and adhere to the accident Policy and Procedure

Objective:

The purpose of this Accident Policy and Procedure is to establish a structured and efficient process to be followed in the event of an accident within the organization. This procedure aims to ensure the safety of all individuals involved and minimize potential risks and liabilities.

Immediate Response:

In the event of an accident, the priority is to ensure the safety and well-being of everyone involved. If immediate medical attention is required, call emergency services at 911. Simultaneously, contact the Safety Department at 559-702-1441 x 3 to report the incident.

Secure the Scene:

Take necessary steps to secure the accident scene to prevent further injuries or damage.

Accident Documentation:

Collect relevant information, including the names and contact details of those involved, witnesses, and any law enforcement personnel present.

Document the date, time, and location of the accident.

Take photographs of the accident scene, if possible.

Notify Management:

Immediately inform relevant management personnel about the accident.

Provide a preliminary report outlining the nature of the incident and any initial actions taken.

Medical Assistance:

Facilitate access for medical professionals to assess and treat those involved in the accident.
Cooperate fully with emergency responders and healthcare providers.

Safety Department Notification:

Report the incident to the Safety Department as soon as possible.
Provide a detailed account of the accident, including any contributing factors or observations.

Accident Investigation (Safety Department):

Initiate an internal accident investigation to determine the root causes.
Identify corrective actions to prevent similar incidents in the future.

Communication:

Keep all relevant parties informed about the status of the investigation and any actions being taken.
Communicate with affected individuals to provide support and address concerns.

Follow-Up (Safety Department):

Implement corrective measures identified during the investigation promptly.
Review and update the accident policy and procedures based on lessons learned.

Documentation and Reporting (Safety Department):

Maintain thorough records of the accident, investigation, and actions taken.
Submit required reports to regulatory bodies, if applicable.

Employee Assistance (Safety Department):

Offer support services to employees affected by the accident, such as counseling or employee assistance programs.
By adhering to this Accident Policy and Procedure, we aim to create a safe working environment and respond effectively to any unforeseen incidents.
All employees are expected to familiarize themselves with this procedure and act accordingly in the event of an accident.

Review the ITP Western Express Inc Drug and Alcohol Policy to determine procedures for post-accident drug testing.

Driver Accident History Record Policy

As part of ITP Western Express Inc 's overall commitment to operating in a safe and legal manner, an accident history record will be kept on each driver.

These records will be chronological listings of all accidents and incidents involving individual drivers.

The goals of these records are:

- to take a proactive stance in detecting patterns of unsafe driving behavior,
- to take immediate corrective action with all drivers operating in an unsafe manner, or who are involved in accidents or incidents, and

- To recognize those drivers who consistently demonstrate the ability to operate safely and within the regulations.

Driver Accident History Record Procedures

The prevention of accidents and incidents is an important part of ITP WESTERN EXPRESS INC 's safety program, but when an accident or incident occurs, the company will take appropriate corrective action and document the event.

The driver's supervisor, along with ITP Western Express Inc 's Safety Department personnel, will be responsible for keeping the driver Owner Operator accident history record current and up to date by recording all accidents and incidents described below.

Accidents

All accidents involving a driver, regardless of preventability or cost, shall be recorded on the driver's accident history record.

The company believes the tracking of non-preventable, as well as preventable, accidents can provide valuable information on individual driving behavior and trends. Drivers who show a pattern of 'being in the wrong place at the wrong time' and incurring multiple non-preventable accidents may need additional or remedial defensive driving training.

The cost of the accident shall not be a consideration in whether or not the accident is recorded on the driver's accident history record.

Cost is a determinant of accident severity, but the company regards all accidents as serious, regardless of cost. An accident involving \$200 in vehicle damage can easily turn into a \$20,000 accident if a personal injury is claimed. The driver Owner Operator who incurs two or three minor, slow moving accidents is demonstrating a pattern of unsafe or careless driving behavior, and is at higher risk of being involved in a major accident.

Accident history records are intended to identify these patterns, and alert the company to take corrective action.

All record of accident entries should include the following minimum information:

- Date and time of the accident.
- Personal injuries involved (if applicable).
- Other vehicle(s) involved (if applicable).
- Property damage involved (if applicable).
- A brief description of the accident.

In addition, a drivers file will include any records of accident counseling, remedial training, or other corrective action taken by the company.

This could include things like defensive driving training, slow maneuver operations, backing, etc.

All records of corrective action entries should include the following:

- Type of action taken.
- Date and time of counseling, remedial/additional training, and/or corrective action.
- Signatures of the driver, supervisor, and/or Safety Department representative involved.

Hours of Service Log Policy

ITP Western Express Inc expects all of its drivers to consistently complete and submit accurate, true, neat, and legible daily logs.

Drivers who submit logs with excessive violations are demonstrating unwillingness or inability to meet company standards or comply with federal regulations.

To address this issue, the company has established a Log Policy which provides preventive counseling and remedial training opportunities to improve hours of service performance.

The policy also provides a corrective action schedule for drivers who fail to correct their hours-of-service performance deficits.

This corrective action program includes Verbal and Written Warnings to be given to drivers who do not comply with company standards and federal regulations. (See Log Policy)

In addition, the driver's file will include a record of any hours-of-service counseling, remedial training, or other corrective action taken by the company.

All records of corrective action entries shall include the following:

- Type of action taken.
- Date and time of counseling, remedial/additional training, and/or corrective action.
- Signatures of the driver, supervisor, and/or Safety Department representative involved.
- Motorist Complaints.

Conveying the image that ITP Western Express Inc is a safe and responsible organization to our customers and to the general motoring public is critically important.

Drivers have the most direct influence on this image, since they are the company's most visible public representatives.

In order to maintain and enhance our company's image, drivers for ITP Western Express Inc are expected to drive in a defensive manner and exercise road courtesy at all times.

Reported road observations that are either phoned in or written, are taken seriously.

A reported negative road observation has an adverse impact on the company's image.

Reports of drivers operating in aggressive, careless, or reckless manners shall be investigated.

Although these complaints are only alleged, shall monitor these reports to establish a history of possible poor driving behavior.

Drivers involved in repeated motorist complaints over a span of time are demonstrating a pattern of poor driving behavior contrary to company policy.

Such drivers will be subject to the following schedule:

- **First motorist complaint:** Written notification of complaint.
- **Second reported motorist complaint** within 3 months of the first: Written Warning, mandatory defensive driving retraining and \$50.00 fine.
- **Third reported motorist complaint** within 3 months of the second: Final Written Warning and disciplinary action including suspension up to, and including, termination and \$500.00 fine.

A record of all reported motorist complaints shall be entered in the driver's personnel file.

All motorist complaints shall include the following information:

- Date, time, and location of the observation.
- GPS vehicle position history (if equipped)
- The original letter (if the motorist complaint was in written form).
- A brief description of driving behavior observed.

ITP Western Express Inc expects its drivers to operate in a safe, legal, and professional manner at all times.

Drivers convicted of moving traffic violations jeopardize their livelihood and the company's safety standards.

All drivers for ITP Western Express Inc are expected to maintain an acceptable driving record.

Moving traffic violations include speeding, improper lane changes, driving too fast for conditions, following too close, failure to yield, etc. will be fined up to \$500.00. They do not include parking or equipment violations.

ITP Western Express Inc Cell Phone & Texting Policy

Numerous studies have shown that the use of hand-held phones while driving significantly increases the risk of being involved in a crash related incident.

According to the National Highway Traffic Safety Administration (NHTSA), 3,522 people died in crashes involving distracted driving in 2022.

Based on FMCSA guidelines and ITP Western Express Inc (Internal Policy), the only time a driver Owner Operator may exercise the option of using a hand-held device for the purpose of communicating, is when the CMV unit is parked and off the roadway in a safe place.

Drivers should practice the following steps before and during the operation of a CMV operating under the authority of : ITP Western Express Inc

- Turn Cell phones off or put on silent before starting the CMV
- Modify your voice mail to indicate that you are unavailable to answer calls or return messages while driving.
- Check Call your dispatcher on schedule. Calls are required every six (6) hours.
- Call when you stop for a break.
- If your unit is installed with an EOBR or Qualcomm system, this is the primary and preferred means of communicating. You must be parked to use this equipment.
- Per the regulation, the hands-free device must be separate from the cell phone unit, such as a Bluetooth device. Do not depend on the hands-free speaker on the cell phone.
- When you receive a call from ITP WESTERN EXPRESS INC, find a safe place to park and return the call within fifteen (15) minutes of the inbound call.

ITP Western Express Inc is committed to and concerned about the safety of its drivers as well as the general public. It is the goal of our company to lead by example in hope that others will follow our lead by also not using a hand-held device during the operation of any motor vehicle. For this reason, ITP Western Express Inc will not tolerate any violation of the above policy.

Violations of this policy WILL result in either a suspension OR termination of services.

ITP Western Express Inc Corporate Policy

Mandatory Seatbelt Usage

ITP Western Express Inc is committed to providing and maintaining a safe working environment for all drivers as well as the general public. In as such, ITP Western Express Inc will comply with all applicable Safety and Security laws/regulations such as those mandated by the FMCSA, as well as State and Local regulations, regarding the usage of a seatbelt while operating a CMV.

Pursuant to FMCSA Reg. 392.16, it is stated that... A commercial motor vehicle which has a seat belt assembly installed at the driver's seat, shall not be driven unless the driver Owner Operator has properly restrained himself/herself with the seatbelt assembly.

It is ITP Western Express Inc policy that this law is adhered to at all times, regardless of the location of the vehicle, whether it is on a public roadway or private property. If the vehicle is in motion, the seat belt must be engaged properly across the Qualified driver Owner Operator and / or Qualified Team Driver' lap and shoulder harness applied across the chest of the Qualified driver Owner Operator and / or Qualified Team Driver' of the vehicle.

Violation of this policy will result in the immediate termination of services.

Backing Safely, G.O.A.L. (Get Out And Look)

ITP Western Express Inc has decided to institute a backing policy.

We will refer to this program as "**G.O.A.L.**" which means **Get Out And Look**, before backing.

One out of every four accidents in USA are the result of poor backing techniques. Poor backing can result in damage to equipment, buildings, property, and pedestrians, and can cause serious injury and death.

Backing Skill is required to be a safe driver.

Professional drivers know the daily challenge of avoiding collisions with fixed objects while backing. Although a driver's ability to see toward the rear is limited, this handicap can be overcome using extra care and caution.

Backing accidents are almost always preventable if the driver Owner Operator is properly trained and uses the following skills:

- If you must back up, look, think and plan ahead
- Avoid backing if at all possible, or pick spots that reduce backing to a minimum
- Walk around your rig and check for clearance – **Get Out And Look!!**
- Make sure your trailer doors are properly hooked
- Watch for people, vehicles, forklifts, overhead wires, tree limbs & other objects
- Use your mirrors and back up slowly using the driver's side whenever possible
- Watch your clearance on both sides through your side mirrors
- Use a spotter if the backing maneuver could be hazardous
- Turn on your four-way flashers before backing
- Tap your horn periodically as a warning
- If it is dark, get out and check the unlighted areas with a flashlight.

Equipment Policy and Inspection Procedure

ITP Western Express Inc is committed to ensuring that all equipment meets or exceeds the minimum specifications of the Federal Motor Carrier Safety Regulations.

Each driver Owner Operator is therefore expected to ensure that their vehicles are maintained in accordance with those regulations.

Appendix G of the FMCSR, lists the standard for which the Department of Transportation and local authorities use to determine an unsafe vehicle known as the CVSA (Commercial Vehicle Safety Alliance) Out-of-Service Criteria.

North American Standard Level I Inspection Procedure:

Law enforcement officers will follow the following appropriate steps when conducting inspection procedure. This consistency in procedure ensures a uniform inspection procedure of both commercial motor vehicles and their drivers, no matter the state, province, jurisdiction, or territory.

- Choose the Inspection Site
- Approach the Vehicle
- Greet and Prepare the Driver
- Interview Driver
- Collect the Driver's Documents
- Check for Presence of Hazardous Materials/Dangerous Goods
- Identify the Carrier
- Examine Driver's License or CDL
- Check Medical Examiner's Certificate and Skill Performance Evaluation (SPE) Certificate (if applicable)
- Check Record of Duty Status
- Review Driver's Daily Vehicle Inspection Report (if applicable)
- Review Periodic Inspection Report(s)
- Prepare Driver for Vehicle Inspection
- Inspect Front of Tractor
- Inspect Left Front side of Tractor
- Inspect Left Saddle Tank Area
- Inspect Trailer Front
- Inspect Left Rear Tractor Area
- Inspect Left Side of Trailer
- Inspect Left Rear Trailer Wheels
- Inspect Rear of Trailer
- Inspect Double, Triple and Full Trailers
- Inspect Right Rear Trailer Wheels
- Inspect Right Side of Trailer
- Inspect Right Rear Tractor Area
- Inspect Right Saddle Tank Area
- Inspect Right Front Side of Tractor
- Inspect Steering Axle(s)
- Inspect Axle(s) 2 and/or 3

- Inspect Axle(s) 4 and/or 5
- Prepare the Vehicle and Check Brake Adjustment
- Inspect Tractor Protection System (this procedure tests both the tractor protection system and the emergency brakes)
- Inspect Low Air Pressure Warning Device and Brake Pedal
- Test Air Loss Rate
- Check Steering Wheel Lash
- Check Fifth Wheel Movement
- Complete the Inspection

If violations are detected during a roadside inspection, it is possible that your vehicle will not be able to proceed until those violations are corrected, or the vehicle is towed.

Please familiarize yourself with the Seven-Step inspection method

THE 7-STEP INSPECTION PROCESS

1. VEHICLE OVERVIEW

- Review DVIR from previous trip
- Remove keys from ignition
- Review overall condition of vehicle
- Check for unusual wear and tear, leaks under the vehicle
- Write down anything you see that is unusual, and make sure it is taken care of before you leave.

2. ENGINE COMPARTMENT

- Check all fluid levels
- Look for signs of leakage
- Check the alternator and water pump, compressor belts and air conditioning system
- Electrical wires should be fastened and free of cracks
- Leave the hood open and start the engine
- Make sure there are no unusual noises

3. INSIDE THE CAB

- Check gauges and warning lights
- Test steering wheels, accelerator, brake and clutch pedals for looseness or unusual feel
- Directionals, wipers and washers should operate smoothly
- Mirrors should be clean and properly positioned
- Inspect and adjust the driver's seat and safety belt
- All safety and emergency equipment, such as the fire extinguisher, warning devices and first aid kit should be present, in good shape and properly secured.

4. LIGHTS

- Shut off the engine
- Check headlights, flashers, running lights and high beams

5. WALKAROUND

- Turn off headlights and flashers, leave other lights on

- Inspect each wheel and axle, suspension components, fuel tank area, exhaust system and tailpipe and steering system
- Check reflectors and lamps

6. SIGNAL LIGHTS

- Turn off warning lights
- Check signal lights
- Check brake lights (have another person assist you)

7. BRAKE SYSTEM

- Start the engine
- Drive forward and test the brakes
- Make sure air brake pressure is building at the appropriate rate
- Check that parking or service brake operates correctly

You are expected to complete this inspection (or equivalent) during each of your vehicle inspections. Also, familiarize yourself with the C-TPAT (Customs-Trade Partnership Against Terrorism) 17-Point inspection if your route takes you across the border.

This inspection method additionally includes checks for cargo security and checking natural compartments for items hidden (under /in the bumpers, fenders, above the fifth wheel glide plate...).

Randomly, a driver Owner Operator will be asked to do Safety Inspection at major truck stop. Penalties for not doing the inspection can include \$150 and/or termination.

Annual Vehicle Inspection Policy

IIP Western Express Inc is committed to following an annual commercial vehicle inspection program.

Department of Transportation (DOT) regulations require commercial motor vehicles to undergo a thorough inspection at least annually.

All equipment items not meeting the minimum standards must be repaired before the vehicle is put back into service.

Our annual inspection procedure will help avoid DOT penalties and provide support for a sound inspection and maintenance program.

Annual Vehicle Inspection Procedure

All vehicles subject to IIP Western Express Inc 's control must be inspected at least annually. This includes each vehicle in a combination. For example, for a tractor semi-trailer, full trailer combination, the tractor, semi-trailer, and the full trailer (including the converter dolly) must each be inspected.

Inspector qualifications

Only inspectors qualified under Sec. 396.19 of the FMCSR are allowed to perform an annual inspection.

Vehicle inspection criteria

The components that are to be inspected are listed in Appendix G to the Federal Motor Carrier Safety Regulations.

They include:

- brake system
- coupling devices
- exhaust system
- fuel system
- lighting devices
- safe loading
- steering column
- suspension
- frame
- tires
- wheels and rims
- windshield glazing
- windshield wipers.

Each of these major component areas has subsidiary components that are required to be inspected as part of the annual vehicle inspection.

Any equipment items not meeting minimum standards must be repaired before the vehicle can be put back in service.

Annual inspection documentation

The qualified inspector performing the inspection must prepare a report which includes the following information:

- the inspector's name
- the name of the motor carrier operating the vehicle
- the date of the inspection
- vehicle identification
- a list of the components inspected and designation of any components not meeting inspection standards
- certification that the inspection is accurate, complete, and complies with the regulations.

In order to increase the safety and reliability of our Owner Operator fleet, effective January 1, 2020, all owner operators will be required to have a DOT inspection on their tractors every six months.

The original or a copy of the annual vehicle inspection report will be retained at the ITP Western Express Inc facility. The inspection report will be retained for 14 months.

Owners of vehicles who are leased to ITP Western Express Inc are required to submit updated Annual Inspection Reports to the Safety Department within 7 workdays following the completion of its yearly inspection.

Documentation on vehicle

- A copy of the annual inspection report or decal must be carried on the vehicle.
- Bi-Annual Owner Operator and Fleet Owner Inspections

At ITP Western Express Inc, we understand how an extra expense affects your bottom line; accordingly, ITP Western Express Inc will pay the cost of these bi-annual DOT inspections.

All repair costs are still the responsibility of the owner.

We have an agreement in place with Travel Centers of America (TA), Petro and Wingfoot Truck Care Centers to have the inspections completed at any of their nationwide centers that perform this service, as a convenience to our owner operators.

As you know, these centers are found along most of our routes and many of our drivers have spent break time at these centers.

Part of this agreement is for direct billing for this service, at no cost to the truck owner!

When you receive notice of your inspection coming due, please follow these instructions:

- Have TA/Petro/Wingfoot call ITP Western Express Inc Maintenance BEFORE the inspection. (Safety at 559-702-1441 ext 3 between the hours of 8:00am-10:00PM).
- Have TA/Petro/Wingfoot request a PO (purchase order) for an Owner/Operator Annual DOT Inspection, letting maintenance know which location is doing the inspection.
- Your inspection will be billed to ITP WESTERN EXPRESS INC .
- If your unit fails inspection, you have 24 hours to be re-inspected at no charge (Please allow enough time for repairs as this must be done at the same location).
- All repair costs are still the responsibility of the Owner Operator.

If you have any questions, please call the Safety Department at: 559-702-1441 ext 3

As stated above, this program goes into in effect on January 1, 2020. Thanks all of you for your hard work & dedication.

All inspections MUST be completed at TA, Petro, Wingfoot centers.

Maintenance

Pre Trip and Post Trip

A thorough pre trip and post trip inspection is essential to the safe operation of equipment.

We require a report of damages to all company equipment be made when the damage is first noticed.

Failure to report damages could result in being charged for damage whether you were at fault or not.

Maintenance Records for Owner-Operators

You must forward a copy of any repairs or maintenance to your tractor(s) to the safety department.

It is required by the Department of Transportation (DOT) that we keep maintenance files and records on all vehicles running under our operating authority.

Trailer Washing

Trailer must be clean inside and outside at all time.

Comcheck

The safety department does not authorize money transfers of any kind, except in extreme emergency situations, and so please do not ask.

Trailer Damage in customer facilities

Drivers who discover a damaged trailer in customer facilities at the time of loading or unloading must make a report.

The report must contain the following:

- Date
- Time

- Trailer Number
- Name of Company decal on the trailer
- Company Name
- City and State
- Nature of Damage (puncture, crease, dent, scrape etc.)
- Your Name
- Signature of plant personnel
- A photo of the damaged trailer (if possible)

Important: Reporting must be done prior to leaving the facility with the damaged unit!
You need to turn in the original document to the Safety.

Payroll Policy

All drivers and trucks are paid weekly, after a two week hold back. ITP Western Express Inc utilizes a computer-generated mileage program to compute miles.

Should you have any questions regarding payroll, please call 559-702-1441 x 4

Comcheck or One-Time Cash Advance

ITP Western Express Inc policy is to provide a Comcheck or one-time cash advance only in emergency situations.

ITP does not issue cash advances.

A 10% fee will be charged for each personal advance or maintenance issued for repairs on equipment not owned by ITP Western Express Inc.

Fleet driver Comcheck requests are only issued with truck owner approval.

Payroll Processing

Remember, we cannot pay you, if we cannot get paid!

- We need signed/stamped documents to get paid by our customers.
- Documents with damage or shortage will be paid after we receive payment.
- Your paperwork must be in good condition! Please do not send in paperwork that is saturated in coffee or other liquids. Not only will it ruin your paperwork, it is often illegible and cannot be processed.
- We audit trips that fall within specific pay periods.
- Again, your pay week runs from Saturday at 12:01 a.m. through Friday at 11:59 p.m. So, get your trip paperwork in as soon as possible!
- If you do anything out of the ordinary, have a change in your scheduled run or are told by your dispatcher to run extra miles, get layover pay or they change your rate of pay, you will need to be noted on the report.
- All exception reports must be signed by an ITP Operations Manager or are considered invalid.
- If for some reason an exception report is denied by a manager you can submit in writing the events that took place and what you were told. We will review this on a case-by-case basis and give you a determination.
- Owner-Operators, if there is a shortage or any type of discrepancies due to an error in your settlement check, please contact us. If you cannot wait for the correction to be made the following week, please advise us.

Comchecks are issued on Fridays.

- All Comchecks issued will be deducted from your next settlement, as the discrepant amount is added.
- Company drivers will be advised as to how their payroll will be handled.

Document Submission

ITP Western Express Inc has established several methods of submitting documents to ensure your paperwork arrives on time. This is a benefit for both ITP Western Express Inc and you. Getting your paperwork in on time ensures you receive payment and ITP Western Express Inc can bill our customers. All drivers are required to follow the procedures for submitting the paper work.

- If you do not get your paperwork submitted by Tuesday, it will be paid in the next scheduled pay period.
- There will be a fee charged to the owner of the truck to cover our costs of document submission. If you have more than one truck leased with the company your trucks will be charged individually. The fee is \$5.43 per truck per week.
- If using the TripPak/FedEx envelopes, please verify the address on the envelope prior to dropping it in the box.

Settlement Sheets

Remember, we cannot pay you, if we cannot get paid!

- After each trip you must send in all your paperwork associated with that pro number.
- All paperwork must be received no later than the following Tuesday after the pay period ends in order to guarantee your settlement is processed.
- All paperwork must be sent in per the policies outlined this manual.
- The payroll department is responsible for auditing your pay and entering any deductions. They also handle all reimbursements. You must submit all paperwork or receipts for reimbursements with the rest of your trip paperwork.
- Make sure your truck number, name and contractor name is on the receipt.
- We would like to avoid the need to research old information and we will only go back 30 days for such research.
- An operations Manager will need to confirm any discrepancies prior to any reimbursements.
- All payroll information is confidential. No driver Owner Operator unless he or she is the Owner of the truck will be given Owner-Operator pay information. So please do not ask your driver(s) to call us, we will not give them any information.
- Check amounts will NOT be given over the phone.

TRANSFLO Express Truck Stop Scanning or TRANSFLO Mobile+

Available at most of Truck Stop fuel locations, TRANSFLO Express is a convenient way to send in all documents.

Drivers submit their documents typically in under a minute, using these steps:

- Drivers tape smaller receipts to a letter sized paper.
- The fuel desk cashier can provide tape and paper.
- The driver Owner Operator hands trip documents to a trained cashier.
- The cashier scans the trip documents.

- The cashier prints a confirmation receipt, staples it to the trip documents and hands all of the paperwork back to the driver.
- The scanned trip documents are transmitted to the data centers, and delivered electronically to ITP Western Express Inc.

Again, drivers keep the originals (unless the documents need to remain with the load), and can immediately viewing the documents online, using the information on the receipt (all original document are to be FedExed once a month).

Drug and Alcohol Policy

ITP Western Express Inc is dedicated to the health and safety of our drivers.

Drug and/or alcohol use poses a serious threat to driver health and safety. Therefore, it is the policy of ITP Western Express Inc to prevent the use of drugs and abuse of alcohol from having an adverse effect on our drivers.

The federal government has recognized the serious impact of drug use and alcohol abuse.

The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations, which require all motor carriers to implement an alcohol and controlled substances testing program.

The purpose of the FMCSA issued regulations is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles.

ITP Western Express Inc will comply with these regulations and is committed to maintaining a drug-free workplace.

It is the policy of ITP Western Express Inc that the use, sale, purchase, transfer, possession, or presence in one's system of alcohol or any controlled substance (except medically prescribed drugs) by any person while on the company premises, engaged in company business, operating company equipment, or while under the authority of ITP Western Express Inc is strictly prohibited.

Disciplinary action will be taken as necessary.

This policy is effective January 1, 2015, and will supersede all prior policies and statements relating to alcohol or drugs.

Regulatory Requirements

All drivers who operate commercial motor vehicles that require a commercial driver's license under 49 CFR Part 383 are subject to the FMCSA's drug and alcohol regulations, 49 CFR Part 382.

The (FMCSA) set the minimum requirements for testing.

The company's policy in certain instances may be more stringent. This policy will clearly define what is mandated by the Federal Motor Carrier Safety Regulation's (FMCSR) and what company procedure is.

Who is Responsible?

It is the company's responsibility to provide testing for the driver Owner Operator that is in compliance with all federal and state laws and regulations, and within the provisions of this policy.

The company will retain all records related to testing and the testing process in a secure and confidential matter.

The driver Owner Operator is responsible for complying with the requirements set forth in this policy. The driver Owner Operator will not use, have possession of, abuse, or have the presence of alcohol or any controlled substance more than established threshold levels while on duty.

The driver Owner Operator will not use alcohol when preparing to perform a 'safety-sensitive' function, while performing a 'safety-sensitive' function, or immediately after performing a 'safety sensitive' function.

Definitions

When implementing and interpreting the drug and alcohol policies and procedures required by the FMCSA as well as the policies and procedures required by the company, the following definitions apply:

- **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- **Alcohol concentration** (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
- **Alcohol use** means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
- **Breath Alcohol Technician** (or BAT). An individual who instructs and assists individuals in the alcohol testing process, and operates an evidential breath testing device (EBT).
- **CFR** means Code of Federal Regulations.
- **Collection site.** A place designated by the company, where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.
- **Commercial motor vehicle** means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
 - Has a gross combination weight rating of 26,001 or more pounds (11,794 kilograms) inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds (4,536 kilograms); or
 - Has a gross vehicle weight rating of 26,001 or more pounds (11,794 or more kilograms); or
 - Is designed to transport 16 or more passengers, including the driver; or
 - Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).
- **Consortium** means an entity, including a group or association of employers or contractors, that provides alcohol or controlled substances testing as required by this part, or other DOT alcohol or controlled substances testing rules, and that acts on behalf of the employers.
- **Controlled substances** have the meaning assigned by 21 U.S.C. 802 and includes all substances listed on Schedules I through V and any subsequent revisions to the list. The list can be found in 21 CFR 1308. In accordance with FHWA rules, urinalyses will be conducted to detect the presence of the following substances:
 - Marijuana
 - Cocaine
 - Opiates
 - Amphetamines
 - Phencyclidine (PCP).
- **Detection levels** requiring a determination of a positive result shall be in accordance with the guidelines adopted by the FMCSR in accordance with the requirements established in 49 CFR, Section 40.29(e)(f).
- **Disabling damage** means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

- **Inclusions** Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
 - **Exclusions** Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
 - Tire disablement without other damage even if no spare tire is available.
 - Headlight or taillight damage.
 - Damage to turn signals, horn, or windshield wipers which make them inoperative.
- **Driver** means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent, or occasional drivers; leased drivers and independent, owner operator contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle at the direction of or with the consent of an employer.
 - **Drug** means any substance (other than alcohol) that is a controlled substance as defined in this policy and 49 CFR Part 40.
 - **EBT** (or evidential breath testing device). An EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's 'Conforming Products List of Evidential Breath Measurement Devices' (CPL), and identified on the CPL as conforming with the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.
 - **FMCSA** means Federal Motor Carrier Safety Administration, U.S. Department of Transportation.
 - **Licensed medical practitioner** means a person who is licensed, certified, and/or registered, in accordance with applicable federal, state, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
 - **Medical Review Officer** (MRO). A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.
 - **Performing a safety-sensitive function** means a driver Owner Operator is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.
 - **Prescription Medications** means the use (by a driver) of legally prescribed medications issued by a licensed health care professional familiar with the driver's work-related responsibilities.
 - **Refuse to submit** (to an alcohol or controlled substances test) means that a driver: fails to provide adequate breath for alcohol testing as required, without a valid medical explanation, after he or she has received notice of the requirement for breath testing in accordance with the provisions of this part. Fails to provide an adequate urine sample for controlled substances testing as required, without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing in accordance with the provisions of this part, or engages in conduct that clearly obstructs the testing process.

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

Safety-sensitive functions shall include:

All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver Owner Operator has been relieved from duty by the employer;

All-time inspecting equipment as required by Secs. 392.7 and 392.8 of this subchapters or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;

All time spent at the driving controls of a commercial motor vehicle in operation;

All time, other than driving time, in or upon any commercial motor vehicle, except time spent resting in a sleeper berth (a berth conforming to the requirements of Sec. 393.76 of this subchapter);

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

All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

- **Screening test** (also known as initial test) In alcohol testing, it means an analytical procedure to determine whether a driver Owner Operator may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

- **Substance abuse professional.**

A licensed physician (Medical Doctor or Doctor of Osteopathy); or a licensed or certified psychologist, social worker, or employee assistance professional; or an addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse). All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

Alcohol Prohibitions

FMCSR (Part 382, Subpart B) prohibits any alcohol misuse that could affect performance of a safety-sensitive function.

This alcohol prohibition includes:

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

NOTE: Per FMCSR, a driver Owner Operator found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.

Drug Prohibitions

The regulations (Part 382, Subpart B) prohibit any drug use that could affect the performance of safety-sensitive functions, including:

- use of any drug, except when administered to a driver Owner Operator by, or under the instructions of, a licensed medical practitioner, who has advised the driver Owner Operator that the substance will not affect the driver's ability to safely operate a commercial motor vehicle. (The use of marijuana under California Proposition 215 or the use of any Schedule I drug under Arizona Proposition 200 is not a legitimate medical explanation. Under federal law, the use of marijuana or any Schedule I drug does not have a legitimate medical use in the United States.);
- testing positive for drugs; or
- refusing to take a required test.

Condition for Employment

A driver/ owner operator applicant, who has refused a drug or alcohol test, failed a random, reasonable suspicion, post-accident, returns to duty, follows up alcohol test, or tested positive for controlled substances will not be considered for employment with Company.

ITP Western Express Inc has a ZERO tolerance policy for drug and alcohol use.

Circumstances for Testing

Pre-Employment Testing (Sec. 382.301):

All driver or owner operator applicant will be required to submit to and pass a urine drug test as a condition of employment.

Driver or owner operator applicant drug testing shall follow the collection, chain-of-custody, and reporting procedures set forth in 49 CFR Part 40.

A driver Owner Operator who tests positive for controlled substances will not be considered for a driving position, or safety-sensitive function, for a period of 2 years following a positive test.

Random Testing (Sec. 382.305):

ITP Western Express Inc will conduct random testing for all drivers as follows:

- ITP Western Express Inc will use a consortium. The consortium will use a selection process based on a scientifically valid method, prescribed by FHWA regulations.
- The consortium will administer the random testing program, maintaining all pertinent records on random tests administered.

At least 10 percent of the company's average number of driver's positions will be tested for alcohol each year.

At least 50 percent of the company's average number of drivers' positions will be tested for drugs each year.

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

A driver Owner Operator may only be randomly tested for alcohol while he/she is performing a safety-sensitive function, just before performing a safety-sensitive function, or just after completing a safety-sensitive function.

Reasonable Suspicion Testing (Sec. 382.307):

If a company official designated and trained under FMCSRs (Sec. 382.603) believes a driver Owner Operator is under the influence of alcohol or drugs, the driver Owner Operator will be required to undergo a breath test and/or urinalysis.

The basis for this decision will be specific, contemporaneous, particularly observations concerning the appearance, behavior, speech, or body odors of the driver.

The driver's supervisor or another company official will immediately remove the driver Owner Operator from any and all safety-sensitive functions and take the driver Owner Operator or make arrangements for the driver Owner Operator to be taken to a testing facility.

The person who makes the determination that reasonable suspicion exists to conduct an alcohol test may not administer the alcohol test.

Per FMCSRs, reasonable suspicion alcohol testing is only authorized if the observations are made during, just preceding, or after the driver Owner Operator is performing a safety sensitive function.

UNDER NO CIRCUMSTANCES SHALL A DRIVER OR OWNER OPERATOR BEING TESTED FOR ALCOHOL OR A CONTROLLED SUBSTANCE, BASED UPON REASONABLE SUSPICION, TRANSPORTS THEMSELVES TO A TESTING FACILITY.

Per FMCSRs, if the driver Owner Operator tests 0.02 or greater, but less than 0.04, for alcohol the driver Owner Operator will be removed from all safety-sensitive functions, including driving a commercial motor vehicle for at least 72 hours.

If an alcohol test is not administered within two hours following a reasonable suspicion determination, the program administrator will prepare and maintain a record stating the reasons why the test was not administered within 2 hours.

If the test was not administered within 8 hours after a reasonable suspicion determination, all attempts to administer the test shall cease. A record of why the test was not administered must be prepared and maintained.

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

A driver Owner Operator a waiting the results of a reasonable suspicion drug test will be suspended from driving or acting in a safety-sensitive position, until test results are obtained from the testing facility.

Post-Accident Testing (Sec. 382.303):

Post-accident – Drug and alcohol tests may be required after crashes according to the following chart (§382.303):

Type of Accident Involved	Citation Issued to the CMV Driver	Test Must Be Performed by Employer
Human Fatality	Yes	Yes

Human Fatality	No	Yes
Bodily Injury With Immediate Medical Treatment Away From the Scene	Yes	Yes
Bodily Injury With Immediate Medical Treatment Away From the Scene	No	No
Disabling Damage to Any Motor Vehicle Requiring Tow Away	Yes	Yes
Disabling Damage to Any Motor Vehicle Requiring Tow Away	No	No

Drivers are to notify the Operations Department and the Safety Department as soon as possible if they are involved in an accident.

According to FMCSA regulations (Sec. 382.303), if the accident involved:

- a fatality, bodily injury with immediate medical treatment away from the scene and the driver Owner Operator received a citation, or disabling damage to any motor vehicle requiring tow away and the driver Owner Operator received a citation; then the driver Owner Operator will be tested for drugs and alcohol as soon as possible following the accident. The driver Owner Operator must remain readily available for testing. If the driver Owner Operator is not readily available for alcohol and drug testing, he/she may be deemed as refusing to submit to testing.
- A driver Owner Operator involved in an accident may not consume alcohol for 8 hours or until testing is completed.
- If the **alcohol test** is not administered within two hours following the accident the Safety Department will prepare a report and maintain a record stating why the test was not administered within two hours.
- If the alcohol test is not administered within eight hours following the accident, all attempts to administer the test will cease.
- A report and record of why the test was not administered will be prepared and maintained.
- The **drug test** must be administered within 32 hours of the accident. If the test could not be administered within 32 hours, all attempts to test the driver Owner Operator will cease.
- The Safety Department will prepare and maintain a record stating the reasons why the test was not administered within the allotted time frame.

ITP Western Express Inc shall provide drivers with necessary post-accident information, procedures, and instructions, prior to the driver Owner Operator operating a commercial motor vehicle, so that drivers will be able to comply with FMCSR, Section 382.303-Post accident drug/alcohol testing.

DOT Interpretations ---- 382.305 # 17

Part 382 does not prohibit an employer from notifying a driver Owner Operator of his/her selection for a random controlled substances test while the driver Owner Operator is in an off-duty status. If an employer selects a driver Owner Operator for a random controlled substances test while the driver Owner Operator is in an off-duty status, and then chooses to notify the driver Owner

Operator that he/she has been selected while the driver Owner Operator is still off duty, the employer must ensure that the driver Owner Operator proceeds immediately to a collection site. Once notified that he/she has been randomly selected for testing, the driver Owner Operator must proceed immediately to the specified collection site.

Operations Managers and Terminal Managers shall ensure that the drivers selected for random tests contact the Drug and Alcohol Administrator. Under no circumstances shall Operations Managers or Terminal Managers wait more than 10 days to inform the selected drivers to contact the Drug and Alcohol Administrator.

Confidentiality of the selected drivers is essential and strictly monitored.

Refusal to Submit

According to FMCSR 49 CFR Sec. 382.211, a driver Owner Operator may not refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substances test required by the regulations.

A driver Owner Operator who refuses to submit to such tests may not perform or continue to perform safety-sensitive functions and must be evaluated by a substance abuse professional as if the driver Owner Operator tested positive for drugs or failed an alcohol test.

Refusal to submit includes failing to provide adequate breath or urine sample for alcohol or drug testing and any conduct that obstructs the testing process. This includes adulteration or tampering with a urine or breath sample.

Alcohol Testing Procedures

Alcohol testing will be conducted at the nearest approved collection facility by a qualified breath alcohol technician (BAT), according to 49 CFR Part 40 Subpart C procedures. Only products on the conforming products list (approved by the National Highway Traffic Safety Administration (NHTSA)) will be utilized for testing under this policy.

The testing will be performed in a private setting. Only authorized personnel will have access, and are the only individuals who can see or hear the test results.

When the driver Owner Operator arrives at the testing site, the breath alcohol technician (BAT) will ask for identification.

The driver Owner Operator may ask the technician for identification.

The BAT will then explain the testing procedure to the driver. The BAT may only supervise one test at a time, and may not leave the testing site while the test is in progress.

A screening test is performed first. The mouthpiece of the evidential breath testing device (EBT) used in the test must be sealed before use, and opened in the driver's presence.

The driver Owner Operator must blow forcefully into the mouthpiece of the testing device for at least 6 seconds or until an adequate amount of breath has been obtained.

Once the test is completed, the BAT must show the driver Owner Operator the results. The results may be printed on a form generated by the EBT or may be displayed on the EBT. If the EBT does not print results and test information, the BAT is to record the displayed result, test number, testing device, serial number of the testing device, and time on the breath alcohol testing form. If the EBT prints results, but not directly onto the form, the BAT must affix the printout to the breath alcohol testing form in the designated space.

If the reading is less than 0.02, both the driver Owner Operator and the BAT must sign and date the result form. The form will then be confidentially forwarded to ITP Western Express Inc.

If the reading is 0.02 or more, a confirmation test must be performed. An EBT must be used for all confirmation tests.

The test must be performed after 15 minutes have elapsed, but within 30 minutes of the first test. The BAT will ask the driver Owner Operator not to eat, drink, belch, or put anything into his/her mouth. These steps are intended to prevent the buildup of mouth alcohol, which could lead to an artificially high result.

A new, sealed mouthpiece must be used for the new test. The calibration of the EBT must be checked. All of this must be done in the driver's presence.

If the results of the confirmation test and screening test are not the same the confirmation test will be used.

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

Results: According to FMCSRs, the BAT will transmit all results to the employer in a confidential manner. The results will be transmitted via written documentation, telephone, or fax, and must be done in a timely fashion so ITP Western Express Inc can prevent the driver Owner Operator who fails an alcohol test from performing any safety-sensitive functions.

If the initial transmission is not in writing, the BAT must send a copy of the driver's breath alcohol testing form as soon as possible.

Drug Testing Procedures

Drug testing will be conducted at the nearest approved collection facility. Specimen collection will be conducted in accordance with 49 CFR Part 40, Subpart B, and any applicable state law. The collection procedures have been designed to ensure the security and integrity of the specimen provided by each driver. The procedures will strictly follow federal chain of custody guidelines. A drug testing custody and control form will be used to document the chain of custody from the time the specimen is collected at the testing facility until it is tested at the laboratory.

As well as the use of a custody and control form, test preparation includes:

- Use of a clean, single use specimen bottle that is securely wrapped until filled with specimen.
- Use of a tamperproof seal system designed in a manner that the specimen bottle can be sealed, revealing any unauthorized tampering (including unauthorized opening of the bottle). The system must allow for identification of the test subject, either by number or some other confidential mechanism.
- Use of a shipping container for transporting the specimens and associated paperwork which can be sealed and initialed to prevent undetected tampering.
- Written procedures and instructions for the collection site person.

The collection of specimens must be conducted in a suitable location and must contain all necessary personnel, materials, equipment, facilities, and supervision to provide for collection, security, and temporary storage and transportation of the specimen to a certified laboratory.

When the driver Owner Operator arrives at the collection site, the collection site employee will ask for identification. The driver Owner Operator may ask the collection site person for identification. The driver Owner Operator will be asked to remove all unnecessary outer garments (coat, jacket) and secure all personal belongings. The driver Owner Operator may keep his/her wallet.

The drivers will then wash and dry his/her hands. After washing hands, the driver Owner Operator must remain in the presence of the collection site person and may not have access to fountains, faucets, soap dispensers, or other materials that could adulterate the specimen.

The driver Owner Operator is then instructed to provide his/her specimen in the privacy of a stall, or otherwise partitioned area that allows for privacy.

The specimen must consist of at least 45 ml of urine. The sample must then be split in front of the driver Owner Operator into a primary specimen of 30 ml and a second specimen (used as the split) of 15 ml. Both bottles must be shipped in a single shipping container.

Within 4 minutes after obtaining the specimen, the collection site person will measure its temperature. The acceptable temperature range is 90 to 100 degrees Fahrenheit. The collection site person will also inspect the specimen for color and look for any signs of contamination or tampering. Unusual signs must be noted on the collection form. Whether the specimen is suspected of being tampered with or not, it must be forwarded to the lab for testing.

If the collection site person believes the specimen was tampered with, a higher-level supervisor of the collection site person, or a designated employer representative, shall review and concur with the collection site person that a second specimen will be collected immediately under the direct observation of a same gender collection site person.

The specimen must be kept in the view of the collection site person and driver Owner Operator at all times prior to the specimen being sealed and labeled. The specimen must be sealed and labeled by the collection site person in the presence of the driver. The identification label must be placed securely on the bottle and must contain the date, the individual specimen number, and any other identifying information required.

The driver Owner Operator must initial the identification label on the specimen bottle, certifying the specimen collected was his/hers.

All identifying information must be entered on the custody and control form by the collection site person.

The form must be signed, certifying collection was accomplished in accordance with the instructions provided. The driver Owner Operator must also sign this form indicating the specimen was his/hers.

Laboratory analysis: As required by FHWA regulations, only a laboratory certified by the Department of Health and Human Services (DHSS) to perform urinalysis for the presence of controlled substances will be retained by ITP Western Express Inc. The laboratory will be required to maintain strict compliance with federally approved chain of custody procedures, quality control, maintenance, and scientific analytical methodologies.

All specimens are required to undergo an initial screen followed by confirmation of all positive screen results. The confirmation process is done by gas chromatography/mass spectrometry (GC/MS), revealing a specific, scientific level of drug contained in a collected specimen.

Results: According to FHWA regulation, the laboratory must report all test results directly to ITP Western Express Inc 's medical review officer (MRO) within an average of 5 working days. All results, positive and negative, must be reported. Only specimens confirmed by the GC/MS as positive are reported as positive.

The MRO is responsible for reviewing and interpreting all positive results. The MRO must determine whether alternate medical explanations could account for the positive test results. The MRO must also give the driver Owner Operator who tested positive an opportunity to discuss the results prior to making a final determination that the test was positive. After the decision is made, the MRO must notify ITP Western Express Inc.

If the MRO, after making and documenting all reasonable efforts, is unable to contact a tested driver, the MRO shall contact the Drug and Alcohol Compliance Administrator in the Safety Department. This company official will arrange for the driver Owner Operator to contact the MRO before going on duty.

The MRO may verify a positive test without having communicated with the driver Owner Operator about the test results if:

- The driver Owner Operator expressly declines the opportunity to discuss the results of the test;

- Neither the MRO or employer has been able to make contact with the driver Owner Operator for 14 days; or
- Within 5 days after a documented contact by the designated company official instructing the driver Owner Operator to contact the MRO, the driver Owner Operator has not done so.

Split Sample: As required by FMCSR, the MRO must notify each driver Owner Operator who has tested positive that he/she has 72 hours to request the test of the split specimen. If the driver Owner Operator requests the testing of the split, the MRO must direct (in writing) the lab to provide the split specimen to another certified laboratory for analysis.

IITP Western Express Inc will not pay for the testing of the split specimen.

If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing, or unstable, the MRO must cancel the test and report the cancellation and the reasons for it to the DOT, IITP Western Express Inc, and the driver.

Specimen Retention: Long term frozen storage will ensure that positive urine specimens will be available for any necessary retest. IITP Western Express Inc 's designated drug testing laboratory will retain all confirmed positive specimens for at least 1 year in the original labeled specimen bottle.

Confidentiality/Recordkeeping

All driver Owner Operator alcohol and controlled substance test records are considered confidential (Sec. 382.401). For the purpose of this policy/procedure, confidential recordkeeping is defined as records maintained in a secure manner, under lock and key, accessible only to the program administrator.

If the compliance administrator is unavailable, the Director of Safety will have access to the alcohol and controlled substance records.

Driver alcohol and controlled substance test records will only be released in the following situations:

- To the driver, upon his/her written request;
- Upon request of a DOT agency with regulatory authority over Corporation;
- Upon request by the United States Secretary of Transportation;
- Upon request by the National Transportation Safety Board (NTSB) as part of an accident investigation;
- Upon request by subsequent employers upon receipt of a written request by covered driver;
- In a lawsuit, grievance, or other proceeding if it was initiated by or on behalf of the complainant and arising from results of the tests; or
- Upon written consent by the driver Owner Operator authorizing the release to a specified individual.

All records will be retained for the time period required in Sec. 382.401.

Driver Assistance

Driver Education and Training (Sec. 382.601): All drivers will be given a copy of this policy.

Supervisor Training (Sec. 382.603):

According to FMCSR, selected Safety and Recruiting personnel of IITP Western Express Inc will receive training on this program. The training will include at least 60 minutes on alcohol misuse and 60 minutes on drug use. The training content will include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use. The training allows personnel to determine reasonable suspicion that a driver Owner Operator is under the influence of alcohol or drugs.

Referral, Evaluation, and Treatment (Sec. 382.605):

According to FMCSR regulation, a list of substance abuse professionals will be provided to all drivers who fail an alcohol test or test positive for drugs.

Discipline

According to FMCSR, no person who has failed an alcohol or drug test, or refused to test, will be allowed to perform safety-sensitive functions until the referral, evaluation, and treatment requirements have been complied with.

Controlled Substance Positive Test Result:

Upon notification that a driver Owner Operator tested positive for a controlled substance, the driver Owner Operator will be given the option of requesting a test of the split sample within 72 hours. If the driver Owner Operator has requested a test of the split sample, the driver Owner Operator will be suspended without pay until the results of a split sample test are obtained.

If the driver Owner Operator doesn't request a split sample test or the split sample test confirms the initial positive result, the driver Owner Operator will be terminated.

If the split sample testing disputed the initial test results or if the initial test results are designated invalid, the driver Owner Operator will be reinstated.

Refusal to Test:

A driver's refusal to test for alcohol or controlled substances will be considered a positive test result. Adulteration or tampering with a urine or breath sample is considered conduct that obstructs the testing process and will also be considered a refusal to test. A driver Owner Operator whose conduct is considered a refusal to test will be terminated.

Failed Alcohol Test Result: Upon notification that a driver Owner Operator has failed an alcohol test (0.04% BAC or greater), the driver Owner Operator will be terminated.

Upon notification that a driver Owner Operator tested 0.02% BAC or greater, but less than 0.04% BAC in initial and confirmatory tests for alcohol, the driver Owner Operator will be removed from being involved in safety-sensitive functions, and suspended for 72 hours without pay.

Unauthorized Passengers, Unauthorized Drivers.

Written authorization from ITP WESTERN EXPRESS INC Safety Department is required to transport any person who is not an ITP WESTERN EXPRESS INC employee. Any person who operates a vehicle under ITP WESTERN EXPRESS INC authority must have attended orientation and have met all qualifications of FMCSR Sec. 391.11 and 392.60.

Essential Documents to Be Kept in the Truck at All Times:

Operating Authority:

Ensure the truck carries the necessary documentation granting legal operating authority. This authorization is crucial for compliance with transportation regulations.

Liability Insurance:

Always keep a copy of the liability insurance documentation readily accessible in the truck. This coverage is fundamental for protecting against potential liabilities and ensuring legal compliance.

IFTA Permit:

Maintain the International Fuel Tax Agreement (IFTA) permit within the truck. This permit facilitates the reporting and payment of fuel taxes across different jurisdictions.

Registration-Cab Card:

Always carry the registration and cab card of the truck. These documents serve as proof of registration and provide essential information about the vehicle.

Annual Inspection:

Keep the documentation related to the annual inspection of the truck on hand. This ensures compliance with safety regulations and attests to the roadworthiness of the vehicle.

Copy of Lease Agreement:

Have a copy of the lease agreement for the truck within the vehicle. This document is essential for confirming the terms and conditions of the lease arrangement.

International Fuel Tax Agreement

The International Fuel Tax Agreement (or IFTA) is an agreement between the lower 48 states of the United States and the Canadian provinces, to simplify the reporting of fuel use by motor carriers that operate in more than one jurisdiction. Alaska, Hawaii, and the Canadian territories are not required to participate, however all of Canada and Alaska do.

An operating carrier with IFTA receives an IFTA license and two decals for each qualifying vehicle it operates.

The carrier files a quarterly fuel tax report.

This report is used to determine the net tax or refund due and to redistribute taxes from collecting states to states that it is due.

This tax is required for motor vehicles used, designed, or maintained for transportation of persons or property and:

- The Power Unit has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds, and/or
- The Power Unit has three or more axles regardless of weight, and/or
- Is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle or registered gross vehicle weight.

Exceptions exist for recreational vehicles such as motor homes, pickup trucks with attached campers, and buses when used exclusively for personal pleasure by an individual. Some states have their own exemptions that often apply to farm vehicles or government vehicles.

Simply stated, IFTA works as a "pay now or pay later" system.

As commercial motor vehicles buy fuel, any fuel taxes paid are credited to that licensee's account.

At the end of the fiscal quarter, the licensee completes their fuel tax report, listing all miles traveled in all participating jurisdictions and lists all gallons purchased.

Then the average fuel mileage is applied to the miles traveled to determine the tax liability to each jurisdiction.

Three states—Kentucky, New Mexico, and New York—have "weight-mile" taxes in addition to the standard fuel tax. Oregon has just a weight-mile tax. Any amount of fuel taxes due (or refund) is then paid to (or received from) the base jurisdiction who issued the license.

The member jurisdictions then take care of transferring the funds accordingly. Audits are conducted only by the base state and fuel bonds are rarely required.

Prior to IFTA each state had its own fuel tax system and a truck needed tax permits for each state in which it operated. Most states established Ports of Entry to issue permits and enforce tax collection, which was burdensome to the trucking industry and the states. Pre-IFTA trucks in interstate commerce carried special plates ("Bingo Plates") upon which each state's permit sticker was affixed. This was inefficient and proved to be costly for each state to manage.

RECEIPT ACKNOWLEDGEMENT

I acknowledge receipt of the ITP Western Express Inc Safety Policy Manual.

I further acknowledge that I have read and understand the contents of the ITP Western Express Inc Safety Policy Manual.

I also understand the following:

1. That I have entered into my employment/lease relationship with ITP Western Express Inc voluntarily and acknowledge that no representation was made to me that my employment/lease was for a specified period.
2. 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 ITP Western Express Inc may terminate the employment/lease of any individual at any time, with or without cause and with or without notice.
3. 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 been directed to the Safety Director at ITP Western Express Inc – Safety Department at 559-702-1441 x 3
4. That the information and policies described herein are subject to change at any time without notice and such changes can be made by ITP Western Express Inc in its sole discretion, and I agree to observe these changes in all respects.
5. I hereby certify below that ITP Western Express 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.
6. I further certify that I have received information explaining ITP Western Express Inc and procedures concerning these testing requirements.

Driver Name: _____
Print name

Date of Receipt _____

Signature: _____