



**NEW DRIVER ORIENTATION**  
Handbook

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# Welcome to

## All People Trucking Driver Orientation & Handbook

We believe that, as a professional driver, Safety, Accountability, Respect, Awareness, and knowledge of the DOT Rules, Regulations, Hours of Services, CMV Preventative Maintenance { Pre -Trip} are a MUST in order to succeed as operator/owner at All People Trucking. Drivers are required to attend orientation and watch our series of Safety videos to help you understand what All People Trucking expects from you as a Driver/Owner operator at All People Trucking we have hired you because of your professional skills and attitude.

There are a number of standards we have put together at All People Trucking that are the utmost of importance for the company to operate smoothly and efficiently to achieve our revenue goals. Communication between Drivers and Dispatch is essential for day to day operation to exist.

### Company Philosophy

- To provide our customers with dependable transportation services at the lowest possible cost, with competitive pricing programs.
- To be receptive to the customers' needs, and react in a timely manner.
- To recognize customers, carriers, vendors, and employees as our only assets for continued success.

### Drug & Alcohol Policy

In 1988, Congress enacted the Drug Free Workplace Act to require federal contractors to establish and maintain a work environment that is free from the effects of drug use, and abuse. Federal Regulations 49 CFR Part 40(\$382) presents the general terms of this program and its' guidelines. ALL PEOPLE TRUCKING agrees with that goal, and believes it has a responsibility to ensure a safe and productive work environment for its' employees, and to those who use or come in contact with its products/services. To satisfy these responsibilities, it is the policy of All PEOPLE TRUCKING condition of employment is that an employee be present, and able to perform their job free from the effects of alcohol, narcotics, depressants, stimulants, hallucinogens and cannabis or any other substances, which can impair job performance.

## **Employees Responsibility**

The employees is responsible for following all of our work and safety rules, and for observing the standards of behavior and employer, co-workers, and customers have the right to expect from your addictions. Entering into and completing a treatment program is the employee's responsibility.

## **Scope of Our Policy**

This policy and each of its rules apply whenever an employee is on or in or company property, surrounding ground and parking lots, leased or rented space. Company time (including breaks and meal periods), in any vehicle used on company business, and in other circumstances (such as on customer premises or at business/sales functions) we believe may adversely affect our operations, safety, reputation or the administration of this policy.

## **Our Drug and Alcohol Rules**

The following rules are extremely important and an employee who violates any one of them will be subject to disciplinary action, up to and including termination.

1. Alcohol An employee may not possess, use, transfer, offer, or be under the influence of any intoxicating liquor while at work or on company business. This rule prohibits using any alcohol prior to reporting to work, during breaks or meals periods, or in conjunction with any Company activity, except social or business events where a Corporate Officer has authorized the moderate consumption of alcoholic beverages.
2. An employee will be removed from a Safety Sensitive Position for 24 hours if your BA is more than .02 and less than .04 is DOT Violation, and a referral will be required to a Substance Abuse Professional (SAP) before being released back to a safety sensitive position.
3. Drugs an employee may not possess, use, transfer, offer share attempt to sell or obtain, manufacture, or be under the influence of any drug similar substance and also may not have any drug of similar substance present in the body. Thus, an employee who test positive for any

illegal-drug violates this rule This rule also pertains to Prescription drugs being taken without a doctor's authorization.

4. Drug Paraphernalia and Alcohol Containers and Employee may not possess any Drug Paraphernalia or Alcohol Containers.
5. Prescription/ Over -the-counter medications It is the employee's responsibility to check the potential effects of prescribed drugs and over -the-counter medications, with your doctor or pharmacists before starting work, and to immediately let your supervisor know when such use makes it unsafe for you to report to work or do your job.

Adulterants any substance that is used for the purpose of manipulating a drug test by adding to the specimen or ingesting.

### **Pre-Employment Testing**

All safety sensitive employees are required to pass a DOT pre -employment urine drug test before being hired.

### **Random Testing Program**

The Random-testing program is implemented by a third party and/or a computerized Selection Process throughout the year. The Third Party Administrator (TPA) combines the drivers from our company with drivers from other companies. The TPA selects 4 times per year and notifies the Designated Employee Representative. The DER can notify the Driver within the selection period. When the driver is notified, they must test ASAP. The Federal Motor Carrier Safety Administration does not allow testing delays due to convenience or movement of freight (FMCSA).

### **Mandatory Post Accident Testing**

Post-accident drug and/or alcohol testing will be at supervisor or company request, or as

Defined in 49 CFR Parts 40. See Chart

Type of accident involved

Citation issued to the CMV driver? (Class A or B)

Test must be performed

- i. Human fatality
- ii. Bodily injury with immediate medical treatment away from scene.
- iii. Disabling damage to any motor vehicle requiring tow away.

### **Reasonable Suspicion Testing or Reasonable Cause**

The order or smell of Alcohol or Drugs on the employee's breath or clothes or in an area (such as in a vehicle, office, work area, or restroom) immediately controlled or occupied by the employee.

- Alcohol, alcohol containers, illegal drugs or drug paraphernalia in the employee's possession or in an area controlled or occupied by the employee (vehicle, office, desk, restroom.)
- Unexplained or significant deterioration in job performance,
- Unexplained significant changes in behavior (e.g., abusive, repeated disregard of safety rules or procedures, insubordination, etc.)
- Evidence that the employees may have tampered with a previous drug test.
- Criminal citations, arrests or convictions involving drug and alcohol.
- Unexplained absenteeism or tardiness
- Employee admissions regarding drug or alcohol use;
- Any involvement in any work-related accident or near misses.
- Any type of paraphernalia discovered on your person or company property.

### **Fit For Duty**

The company could require a fit for duty exam by a certified medical practitioner; this exam can be administered along with drug and alcohol screening to determine if the employee is fit for duty. This could be requested in addition to the DOT Medical Card Certificate.

### **Duty to Cooperate**

An employee who fails to cooperate in the administration of this policy generally will be terminated and is in violation of §49 CFR Part 40. This includes such things as:

- Refusing to cooperate in any way ( for example, refusing to courteously and candidly cooperate in any interview or investigation, including any form of untruthfulness, misrepresentation or misleading statements or omissions.);
- Any form of dishonesty in the investigation or testing process.
- **Refusing to test again at a time of the Company's choosing whenever any test results in a finding of a diluted sample or reasonable suspicion.**
- Failure to accept the referral, to enter into and complete an approved treatment program, or to sign or adhere to the commitments in the Last Chance Performance Agreement.

Pre-employment, random, post-accident, reasonable suspicion, random and follow-up testing involves testing for marijuana, cocaine, amphetamines, opioids and pcp.

### **EMPLOYEE ACKNOWLEDGMENT AND CONSENT TO TESTING**

1. I, \_\_\_\_\_ acknowledge receiving a copy of the **Company's Drug and Alcohol Policy**. Date \_\_\_\_\_.
2. I voluntarily agree to provide a sample of my urine for testing and to submit to any related physical or other examination when I have been requested to do so.
3. I authorize the release of the test result (and any other relevant medical information) to the Company for its use evaluation and suitability and continued employment. I also release the Company from all liability arising out of or connected with the testing.
4. I understand that if I refuse to submit to the testing, to give a requested sample(s), to authorize release of the results to the Company, and/or if the test results indicate that I do not meet the **Company's standards, I may be terminated.**
5. I understand that any attempt to swith, adulterate or in any way tamper with the requested sample(s) or to otherwise manipulate the testing process will result in termination of employment, I also understand that if my test results are dilute on the second testing, I may be terminated.

Driver Signature

Supervisor Sign ature

## **Communication Policy**

Drivers are required to call every morning by 8:00 a.m. @ (612) 407 -6282. NO EXCEPTIONS!! This is mandatory policy, It is the driver's responsibility to notify dispatch if for any reason their assigned load will not be on time Not leaving early enough, breakdowns, out of service, out of hours =, any issues that will cause you to miss a schedule deliver or pick -up.

If the load is late without an acceptable reason and All People Trucking is fined, the fine will come out of the driver's pay.

## **Code of Conduct**

While driving a company vehicle, behavior is essential. Avoid road rage or giving the finger to other drivers. All People Trucking does not condone or tolerate such behavior and violators will be dealt with accordingly. We are professionals and you are driving a 70ft billboard with the All People Trucking name.

## **Dress Code**

Our professional appearance makes our customers and future customers see us in a different light. First impressions are the best impressions. You represent All People Trucking as our first point contact. Tennis shoes or boots {No open toed shoes or flip flips}. Jeans or nice shorts {No cut offs}. Polo style shirts or a clean non offensive T-shirt. Listen to the customer for appropriate attitude while on the dock. We do not wear hats backward while on customer property {no exceptions}, we are professionals and not thugs.

Logbook Form and Manner FMCSA 395.1

The following 10 items are required to keep drivers and Dunns Logistics in compliance with DOT rules and regulations. In addition to the grid, they are:

1. Date
2. Total Miles Driving Today
3. Truck and Trailer Number
4. Name of Carrier



5. Carrier Office Address
6. Remarks – City and State
7. Name of co-driver or N/A
8. Total Hours
9. Shipper Name/Commodity or BOL Number
10. Your Signature

These are the minimum requirements that DOT requires of you. Dunns requires, in addition to DOT mandates:

1. DVIR -End of shift
2. Load/Unload location
3. Weekly Trip Envelopes —MUST INCLUDE COMPLETED LOGS

Logs must be legible and neat and in “proper for and manner”. If your writing is not legible please slow down on your writing, it should improve legibility.

It is the policy of All People Trucking that all areas of the log page be completed in its entirety, including the “TO and FROM” section at the bottom of the page.

When you begin your tour of duty for the day it is required that you complete a pre -trip inspection on your tractor and trailer and mark it on the remarks section of the log page.

### **Repeated Log Violations**

All People Trucking has a 0 tolerance policy for logbook violations. If you received a logbook violation, a letter will be issued to the driver stating incidents that violate FMCSA Rules and Regulations. Habitual hours of service offenders will result in additional logbook training and if such violations continue, further disciplinary action will be taken, including termination.

- After 1 logbook violation, the driver will sign and return the verbal warning to the Safety Department. After 2 logbook violations, the driver will come to the office for retraining on logbooks. 3<sup>rd</sup> violation is termination and or lease agreement terminated.

### **ELD's**

All People Trucking has already taken the proactive approach towards being in compliance with the upcoming Electronic Logging Device (ELD) mandate set for December of 2017. You will need an android or Apple I phone. Training will be provided.

## **Tools of the Trade**

Any experienced driver should have the following items to do a correct vehicle inspection:

- Flashlight
- Work gloves
- Tire thumper
- Tire pressure gauge
- Tire tread depth gauge

## **Vehicle Inspection**

### **Engine Compartment**

#### **Leaks/Hoses**

- Look for puddles on the ground
- Look for dripping fluids on underside of engine and transmission.
- Inspect hoses for condition and leaks
- Ensure water pump is mounted securely and is not leaking

#### **Alternator**

- Check that alternator is securely mounted and that all wires are securely fastened

#### **Air Compressor**

- Check that the air compressor is securely mounted and is not leaking

#### **Oil Level**

- Inspect where dipstick is located
- See that oil level is within safe operating range. Level must be above refill mark

#### **Coolant Level**

- Inspect reservoir sight glass, or
- (If engine is not hot), remove radiator cap and check for visible coolant level.

#### **Power Steering Fluid**

- Indicate where power steering fluid is located
- Check for adequate power steering fluid level. Level must be above refill mark

### **Windshield Washer Fluid Level**

- Check fluid level and cap secure

### **Engine Compartment Belts**

- Check the following belts for snugness (up to  $\frac{3}{4}$ -inches play at center of belt), cracks or frays:
  - ✓ Power steering belt
  - ✓ Water pump belt
  - ✓ Alternator belt
  - ✓ Air compressor belt

### **Oil Pressure Gauge**

- Make sure oil pressure gauge is working
- Check that pressure gauge shows increasing or normal oil pressure or that the warning light goes off.
- The oil temperature gauge should begin a gradual rise to the normal operating range.

### **Temperature Gauge**

- Make sure the temperature gauge is working
- Temperature should begin to climb to the normal operating range or temperature light should be off.

### **Air Gauge**

- Make sure the air gauge is working properly
- Build air pressure to governor cut-out, roughly 110-120 psi

### **Ammeter/Voltmeter**

- Check that gauges show alternator and/or generator is charging or that warning light is off.

### **Mirrors and Windshield**

- Mirrors should be clean and adjusted properly from the inside
- Windshield should be clean with no illegal stickers, no obstructions, or damage to the glass.

## **Emergency Equipment**

- Check for spare electrical fuses
- Check for three red reflective triangles, 6 fuses or 3 liquid burning flares
- Check for a properly charged and rated fire extinguisher
- Tire chains (where winter conditions require them)
- Tire changing equipment
- List of emergency phone numbers
- Accident reporting kit (packet)

## **Power Steering**

- Play should not exceed 10 percent (about two inches on a 20 -inch wheel) before front left wheel barely moves.

## **Light/Reflectors/Reflector Tape Condition (Sides & Rear)**

- ✓ Left turn signal
- ✓ Right turn signal
- ✓ Four-way emergency flashers
- ✓ High-beam headlight
- ✓ Antilock Braking System (ABS) indicator

Check that all external lights and reflective equipment are clean and functional. Light and reflector checks include:

- ✓ Clearance lights (red on rear, amber elsewhere)
- ✓ Headlights (high and low beams)
- ✓ Backing lights
- ✓ Turn signals
- ✓ Four-way flashers
- ✓ Brake lights
- ✓ Red reflectors (on rear) and amber reflectors (elsewhere)
- ✓ Reflector tape condition
- ✓ License plate light(s)

## **Horn**

- Check that air horn and city horn work

## **Air Tanks**

- Drain the tanks to prevent excess moisture from building up that may cause further damage to vital engine components.

## **External Inspection**

### **Door(s)/Mirror(s)/Window(s)**

- Check that door(s) are not damaged and that they open and close properly from the outside.
- Hinges should be secure with seals intact
- Check that mirror(s) and mirror brackets are not damaged and are mounted securely with no loose fittings.
- Windows are clean and work properly

### **Fuel Tank**

- Check that tanks are secure, caps are tight, and that there are no leaks from tanks, cap or lines.

### **Steering Box/Hoses**

- Check that the steering box is securely mounted and not leaking. Look for any missing nuts, bolts, and cotter keys.
- Check for power steering fluid or damage to power steering hoses.

### **Steering Linkage**

- See that connecting links, arms, and rods from the steering box to the wheel are not worn or cracked
- Check that joints and sockets are not worn or loose and that there are no missing nuts, bolts, or cotter keys.

### **Springs/Air/Torque**

- Look for missing, shifted, cracked, or broken leaf springs. If  $\frac{1}{4}$  or more are missing or broken, it will put the vehicle “out of service”.
- Look for broken or distorted coil springs.
- If vehicle is equipped with torsion bars, torque arms or other types of suspension components, check that they are not damaged and are mounted securely.

- Air ride suspension should be checked for damage and leaks.

### **Mounts**

- Look for cracked or broken spring hangers, missing or damaged bushings, and broken, loose, or missing bolts, u-bolts or other axle mounting parts

### **Shock Absorbers**

- See that shock absorbers are secure and that there are no leaks.

### **Slack Adjustors and Pushrods**

- Check that slack adjusters is securely mounted.
- Look for broken, loose, or missing parts
- For manual slack adjustors that brake pushrod should not move more than one inch (with the brakes released) when pulled by hand.

### **Brake Chambers**

- See that brake chambers are not leaning, cracked, or dented and are mounted securely.
- See that there are no loose or missing champs.

### **Brake Hoses/Lines**

- Look for cracked, worn, or leaking hoses, lines and couplings.

### **Brake Linings**

- On some brake drums, there are openings where the brake linings can be seen from outside the drum. For this type of drum, check that a visible amount of brake lining is observed.

## **Wheels**

### Rims

- Check for damaged or bent rims
- Rims cannot have welding repairs
- Check that there are no rust trails that would indicate the wheel is loose.

## **Tires**

The following items must be inspected on every tire:

- ✓ Thread depth: Check for minimum tread depth (4/32 on steering axle tires, 2/32 on all other tires).
- ✓ Tire condition: Check that tread is evenly worn and look for cuts or other damage to tread or sidewalls. Also, make sure that valve caps and stems are not missing, broken, or damaged.
- ✓ Tires same type (not mixed radial and bias). Front tires for buses cannot be recapped, retreaded, or re-grooved.
- ✓ Tire inflation: Check for proper inflation by using a tire gauge. See that hub oil/grease seal and axle seals are not leaking and, if wheel has a sight glass, oil level is adequate.

## **Lug Nut**

- Check that all lug nuts are present, free of cracks and distortions, and show no signs of looseness such as rust trails or shiny threads.
- Make sure all bolt holes are not cracked or distorted.

## **Spacers or Budd Spacing**

- If equipped, check that spacers are not bent, damaged, or rusted through.
- Spacers should be evenly centered, with the dual wheel and tires evenly separated.
- No debris between dual tires

## **Drive Shaft**

- See that drive shaft is not bent or cracked.
- Couplings (U -Joints) should be secure

## **Exhaust System**

- Check system for damage and signs of leaks such as rust or carbon soot.
- System should be connected tightly and mounted securely.

## **Frame**

- Look for cracks, broken, welds, holes, or other damage to the longitudinal frame members, cross members, box, and floor.

## **Splash Guards**

- Check that mud flaps are not damaged and are mounted securely.

### **Doors/Ties/Lifts**

- Check that door and hinges are not damaged and that they open, close, and latch properly from the outside, if equipped.
- Ties, straps, chains, and binders must also be secure.
- If equipped with a cargo lift, look for leaking, damaged or missing parts and explain how it should be checked for correct operation.
- Lift must be fully retracted and latched securely.

### **Air/Electric Lines**

- Listen for air leaks. Check that air hoses and electrical lines are not cut, chafed, spliced, or worn (steel braid should not show through).
- Make sure wire and electrical lines are not tangled, pinched, dragging against tractor parts.

### **Catwalk/Steps**

- Check that the catwalk is solid, clear of objects, and securely bolted to tractor frame.
- Check that steps leading to the cab entry and catwalk (if equipped) are solid, clear of object, and securely bolted to tractor frame.

### **Mounting Bolts**

- Look for loose missing mounting brackets, clamps, bolts, or nuts. Both the fifth wheel and the slide mounting must be solidly attached.
- On the other types of coupling systems (i.e., ball hitch, pintle hook, etc.), inspect all coupling components and mounting brackets for missing or broken parts.
- Check for loose or missing mounting bolts. Look for broken welds on the pintle hook, or other hitch mount, and tongue/drawbar assembly to be sure they are solidly attached in place. Check to see that the hitch release level is in place and is secure.

### **Locking Jaws**

- Look into fifth wheel gap and check that locking jaws are fully closed around the kingpin.
- On other types coupling systems (i.e., ball hitch, pintle hook, etc.), inspect the locking mechanism for missing or broken parts and make sure it is locked securely. If present, safety cables or chains must be secure and free of kinks and excessive slack.
- Cotter pins to hooks are in place and hooks are secured with the hooks pointing in an outward position.



- If trailer is equipped with electric brakes, check that the breakaway chains or cables with battery backup are not missing or damaged.

### **5<sup>th</sup> Wheel Skid Place**

- Check for proper lubrication and that 5<sup>th</sup> wheel skid place is securely mounted to the platform and that all bolts and pins are secure and not missing.

### **Platform (Fifth Wheel) (Pintle Hook)**

- Check for cracks or breaks in the platform structure which supports the fifth wheel skid plate.
- Check the pintle hook for cracks, breaks, or excessive wear

### **Release Arm (Fifth Wheel)**

- Make sure the release arm is in the engaged position and the safety latch is in place.

### **Kingpin/Apron/Gap**

- Check that the kingpin is not bent.
- Make sure the visible part of the apron is not bent, cracked, or broken.
- Check that the trailer is lying on the fifth wheel skid plate (no gap).

### **Locking Pins (Fifth Wheel)**

- If equipped, look for loose or missing pins in the slide mechanism of the sliding fifth wheel. If air powered, check for leaks.
- Make sure locking pins are fully engaged.
- Check that the fifth wheel is positioned properly so that the tractor frame will clear the landing gear during turns.

### **Sliding Pintle**

- Check that the sliding pintle is secured with no loose or missing nuts or bolts and cotter pin is in place.

### **Air/Electrical Connections**

- Check that trailer air connectors are sealed and in good condition.
- Make sure glad hands are locked in place, free of damage or air leaks.
- Make sure the trailer electrical plug is firmly sealed and locked in place.

## **Header Board**

- Check the header board to see that it is secure, free of damage, and strong enough to contain cargo.

## **Landing Gear**

- Check that the landing gear is fully raised has no missing parts, crank handle is secure, and the support frame is not damaged.
- If power operated, check for air or hydraulic leaks.

## **Doors/Ties/Lifts**

- Check that doors are not damaged.
- Check that doors open, close, and latch properly from the outside
- Check that ties, straps, chains, and binders are secure.
- If equipped with a cargo lift, look for leaking, damaged or missing parts and explain how it should be checked for correct operation.
- Lift should be fully retracted and latched securely.

## **Tandem Release Arm/Locking Pins**

1. Look for cracks, broken welds, holes or other damage to the frame, cross members, box, and floor.

## **In Cab**

Permit Book that includes: Registration, Cab Card, IFTA, Rating Sheet, Company Profile Sheet, FMCSA Permit Sheet, Insurance Info., Yard Address Sheet, Safety Equipment that includes triangles or flares, spare fuses, fire extinguisher with expiration date, fully charged and certified. These are requirements that **MUST** be available at roadside inspections.

## **Trailer Drop Policy**

All Trailers will be free of damage, will be swept out and be road worth for the next driver. Tires, floors, roofs, airlines, connections and brakes will be checked by the next driver who picks it up. Current Registration is not to be removed from the trailer. Any unreported damage or missing registration will be called into dispatch, the driver who pulled this trailer before, will be held accountable. This is part of **your job as a professional driver and will no longer be tolerated. Drivers who don't comply with policies and procedures are subject to disciplinary action.** Any questions will be directed the Safety Dept.

## **Mid-Trip Inspection**

All People Trucking will randomly call drivers and owner operators for a mid-trip inspection at T.A. or Petro. All People Trucking is required to keep all maintenance records of all CMV's by FMCSA. The trucks and trailers still have needs in between PM's and Inspections. If a driver is out of service for any tire or brake issue, you will be suspended for 3 days for the 1<sup>st</sup> violation. No 2<sup>nd</sup> changes.

## **Stolen Property/Freight**

A police report is mandatory if a tractor or trailer is broken into. Take pictures and don't touch anything to preserve evidence from the scene of the crime. What you need to report and take pictures of:

- a) What was taken
- b) Break-in location
- c) Lock or Seal
- d) Where you were at the time
- e) BOL/Shipper
- f) Police Report/number Call Safety Immediately @

## **O S & D Policy**

In case of overage, shortage or damage on any All People Trucking shipment, the driver is responsible for the following tasks:

- The driver will call dispatch from the consignee to report overages, shortages or damaged products.
- The driver will need to provide the following information to dispatch:
  - ✓ TRAILER NUMBER
  - ✓ TRUCK NUMBER
  - ✓ TRIPNUMBER
  - ✓ B/L POD/SL&C
  - ✓ PRELOAD OR LIVE LOAD
  - ✓ SEAL NUMBER
  - ✓ SHIPPER
  - ✓ LOCATION (CITY & STATE)
  - ✓ CONSIGN EE (CITY & STATE)
  - ✓ IF BILLS ARE SIGNED, IF SEAL WAS INTACT
  - ✓ IF PRODCUT WAS ACCEPTED
  - ✓ WHAT SHORTAGE, OVERAGE OR DAMAGED OCCURRED

- ✓ PRODUCT CODE NUMBER AND ITEM NAME
  - ✓ NOTIFY DISPATCH IF YOU WERE ALLOWED ON THE DOCK DURING LOADING OR UNLOADING
  - ✓ DO NOT LEAVE CONSIGNEE'S FACILITY UNTIL INSTRUCTED
- The driver are not assumed responsibility of the product regardless of being told to do so by the consignee Wait for instructions form dispatch.

In understand and agree to comply with the All People Trucking OS&D Policy

Driver Signature

Date

## **Accident Procedures**

### **7-STEP ACCIDENT PROCEDURE**

#### **1. Stop Immediately**

- Stay Clam
- Pull of the road as far as possible

#### **2. Prevent Additional Accidents**

- Turn on your four way flashers immediately
- Make sure all accident victims are okay
- Set out emergency warning devices
- Call

#### **3. Report to Your Company**

- Time and location
- Estimate of injuries and damage
- Your location and phone number
- Names and addresses of everyone involved including insurance companies
- Make, model, and license number of all vehicles involved
- Names and law enforcement agencies of the investigating officers.

#### **4. Check for Injuries**

- Call for assistance - **911**

#### **5. Document the Accident**

- Get names, license numbers, addresses, insurance companies, and other important information. **TAKE LOTS OF PICTURES!!! But use caution of what your taking pictures of. Be tasteful, no pics of victims or deceased.**

#### **6. Notify Law Enforcement.**

## 7. Complete accident packet.

### **Distracted Driving/Cell Phones**

FMCSA Rules and regulations 392.82 states that it prohibits any hand held cell phone use while driving a CMV. All People Trucking wants to ensure the safety of its drivers and the motoring public. Distracted driving has a profound impact on your ability to safely operate a vehicle. If you must use a cell phone, wither personal or company provided, the following restrictions must apply.

- I. The mobile communication device must have a hands-free method of operation. This can include, but not limited to:
  - a) Have Bluetooth capabilities
  - b) Have a vehicle integrated communication system
  - c) Mobile hands free speaker system
- II. The cell phone must be located on the driver or within easy reach. {Dashboard, visor, driver side seat}
- III. If the phone is to be used as a GPS, it must be up and running before travel begins.

Unless the driver pulls off the road and parks at a safe location, drivers are prohibited from the following:

1. Sending or reading text messages
2. Taking or viewing photos
3. Manually dialing a phone number
4. Looking up contact numbers
5. Manipulating the GPS phone function in any way
6. Browsing the internet or using any other application

If a driver pulls off the road at a safe location to make a call or browse the internet while on duty, the driver must log the time on their logbook. All People Trucking encourages its drivers to comply with all FMCSA Rules and Regulations when it comes to mobile communication devices in a CMV. Drivers who do not comply with FMCSA and Braswell Company policies are subject to disciplinary actions and up to termination.

### **TOLLS**

All People Trucking Will not pay the fine as associated with the toll that is owed. For example, you don't pay the \$9.00 toll, for not paying the toll. The fine is another \$70.00 fine will be charged back to you

and taken out of your payroll. There is no excuse for not paying tolls and will no longer be tolerated, Any company driver that does not pay toll, will be written up once, twice you will be terminated.

### **Passenger Policy**

Passenger must be 16 years old, a relative of the driver and have proper documentation to ride on the truck. Passengers are not allowed to be on the dock while being loaded or unloaded. Passengers are not allowed to driver the company truck at anytime. drivers must have written permission from All People Trucking Safety Department. Dogs are allowed on the truck must be 25 lbs. or less Driver is responsible for damage done by the pet. Truck will be inspected if the driver quits and last settlement held for damage. Cats or other exotic animals are not allowed,

### **Roadside Inspection Reports**

#### **FMCSA 396.6**

Any driver who receives a roadside inspection report must deliver it to his/her employing motor carrier. The motor carrier official must examine the roadside inspection report. Within 15 days after the inspection, the motor carrier must sign the report to certify that all violations have been corrected, and return it to the address indicated.

**Drivers and Owner Operators and put who are inspected “out of service” are to call Dispatch and Safety and MUST turn in all inspection sheets immediately after the inspection. This is a Mandatory Policy. NO EXCEPTIONS!** Use their fax or at the nearest truck stop. All People Trucking requires all inspection reports to be turned in 5 days after being received, Violations that have more than 25 days or more points in any category or combination of categories, or failure to notify Dispatch or Safety, will be terminated.

#### Acknowledgement of Orientation

I, \_\_\_\_\_ certify that I have attended the All People Trucking Orientation and acknowledge that the company rules and procedures were explained to me. I hereby agree to operate within the company policy guidelines as they have been explained to me and also to abide by any U.S. State Department of Transportation Rules and Regulations.

I understand that I will operate the vehicle to which I am assigned by, in a safe, efficient and professional manner. I hereby agree to conduct myself so as not to endanger my equipment, my own life or lives of others, private or public property.

- I have been advised about the company procedures regarding claims for shortages and damage to products I transport. I understand that when I sign a Bill of Lading, I am responsible for any shortages and damages to the product.
- I have also been advised that, if in the course of my employment, if I leave or abandon any equipment that is operated by All People Trucking the total cost of pay/settlements.

Driver Sign

Driver Print

Date: