

**"STAY READY...
SO YOU
DON'T HAVE
TO GET
READY."**



**EMPLOYMENT
MANUAL**



AALOC TRANSPORT, LLC

EMPLOYEE HANDBOOK AND SAFETY MANUAL

UPDATED 5/2021

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Welcome to AALOC TRANSPORT, LLC

Congratulations and welcome to AALOC TRANSPORT.

AALOC TRANSPORT, LLC is a family owned and operated company providing premium trucking services within the logistics industry.

Our company values communication, safety, compliance and longevity.

We look forward to working with you!



Company Overview

AALOC TRANSPORT, LLC is a family owned and operating company providing premium trucking services within the logistics industry.

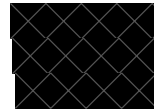
Our company values communication, safety, compliance and longevity.



AALOC TRANSPORT CONTACT LIST



Allen Forbes, Founder & CEO





Driver Handbook and Safety Manual Acknowledgment

I acknowledge I have received a copy of AALOC TRANSPORT, LLC's Driver Handbook and Safety Manual and it was reviewed with me during driver orientation. I agree to comply with all policies in this handbook. I understand failure to follow any company policy may result in disciplinary action(s) up to and including termination. I further understand that the employment policies and procedures are, at any time, subject to alteration, modification, revocation, suspension or termination by the company at their discretion. All updates will be made available to each driver in written form.

Equal Opportunities Employer

AALOC TRANSPORT, LLC is an equal opportunity employer. The company does not discriminate based on race, color, sex, religion, national origin, age, disability, genetic information, marital status, military service or any classification protected by state, federal or local law. In addition, this policy of equal opportunities is applied to all terms and conditions of employment. This includes, but is not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Attitude and Expectations

Please remember that as a driver for AALOC TRANSPORT, LLC, you are a representative of the company while out in the community. Create a favorable image of AALOC TRANSPORT, LLC and yourself by following these principles:

- Abide by all customer safety rules, regulations and requests.
- Position your vehicle in a manner that will least likely interfere with a customer's business and /or flow of traffic.
- Be friendly and greet their employees with a smile and a handshake.
- Never argue with a customer or their employees. If a problem arises, call your dispatcher and explain the situation in a courteous manner.
- Always be neat, clean, well groomed and in appropriate, non-offensive attire.
- Conduct yourself in a professional manner.

The above mentioned expectations are also required of drivers in regards to other AALOC TRANSPORT Drivers and AALOC TRANSPORT staff. When entering a AALOC TRANSPORT office or shop, please remember to conduct yourself appropriately and be respectful of others. Insults, inappropriate language, rudeness and/or insubordination will not be tolerated.



Importance of Communication

AALOC TRANSPORT, LLC is a firm believer in communication and teamwork. Both are vital to driver retention and we as a company will make every effort to alleviate any unnecessary stressors for our team.

If you have a valid concern or complaint, please voice it respectfully to your dispatcher. If you have a suggestion please follow the same process. Please do not “vent” to other drivers about your personal dissatisfactions with the company – this will not fix the underlying issue. If you feel you are not being heard by your dispatcher, please contact the Operations Manager to help resolve the issue.

Driver Qualification Standards

AALOC TRANSPORT, LLC strives to promote a safe and high quality driving environment. Therefore, each applicant is run through a driver qualification process before being employed with the company. All applicants per insurance guidelines must:

1. Must meet all Federal Motor Carrier Guidelines
2. Must have a valid Commercial Driver’s License with proper endorsements, or Chauffeur License (where applicable) in state of residence. No current license suspension or revocation. A work permit is not acceptable.
3. No serious or disqualifying traffic violations within the last three years as follows:
 - a. Excessive speeding, involving any single offense for any speed of 15 mph or more above the posted speed limit.
 - b. Reckless driving, as defined by state of local law or regulation, including but not limited to the offense of driving a motor vehicle in willful or wanton disregard for the safety of persons or property.
 - c. Improper or erratic lane changes.
 - d. Following the vehicle ahead too closely.
 - e. Driving while intoxicated or under the influence of drugs.
 - f. Hit and run, leaving the scene of an accident, or failure to report an accident.
4. No more than four moving violations in the past 36 months, and no more than two moving violations in the previous 12 months.
5. No preventable accidents involving a fatality, bodily injuries treated away from the scene, or disabling damage to a motor vehicle within three (3) years. (Disabling damage means damage that precludes departure of any motor vehicle from the scene of an accident in its usual manner in daylight after simple repairs. This includes damaged vehicles that are drive-able, but would incur further damage, if so driven). Any other accidents will be reviewed on a case by case basis.
6. A minimum of two years driving experience in the operation of tractor/trailer equipment. 12 months must be consecutive within the past 3 years.



7. Must be 23 years old (Drivers 25 years old and older are encouraged).
8. Previous employment must be consistent and accurate. Driver must have departed voluntarily from all previous employers (with the exception of a company closing). Applicants with 6 or more employers listed for a 12 month period will require special review for approval.
9. Limited amount of inspections listed on PSP report.

If at any time during employment, a driver falls into one of the categories above (for example is issued a citation for excessive speeding), the driver must notify their dispatcher immediately for review with the insurance company.



Personnel Files

All personnel files are kept in a secure and locked location. Each driver is responsible for updating their dispatcher with their most current information – phone number, address, email, emergency contact, marital status, etc. Any updates should be given directly to your dispatcher, who in turn, will forward it on to the appropriate personnel. All driver information will be reviewed with each driver at their anniversary date for any additional updates.

Upon hire and on their anniversary date, drivers will have their MVR reports rerun to check for accuracy and to ensure a medical card is currently registered.

Yearly performance reviews will be conducted.

License Compliance

Please be aware all drivers are only allowed to possess one driver's license. Any other licenses you may have in your possession must be surrendered to the Department of Motor Vehicles.

As a commercial motor vehicle driver, you will need to notify the company within 24 hours of receiving notification that your license has been suspended or revoked. You will also need to notify the company again within 24 hours of the conviction date if you receive any violations.

Also, note you are required to notify the company of any time spent performing work for another entity (motor carrier or not) for compliance with the hours of service requirements.

It is the driver's responsibility to keep their license and medical card current as well as to register each medical card when issued in order to keep their CDL active.

Personal Property

AALOC TRANSPORT, LLC is not responsible for driver's personal property. All personal property should remain in the driver's truck and be locked at all times. No personal property shall be left in the shop or office area without prior written approval from the Chief Operations Officer.



Payroll and Weekly Settlements

AALOC TRANSPORT, LLC offers direct deposit. Paychecks will be direct deposited or mailed out every Friday. First check is held back 10-14 days depending on hire date. Settlements are emailed to drivers weekly or can be viewed online through our website. All driv

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Comdata Fuel Card

Each driver is issued a comdata card upon hire. If this card is lost, damaged or stolen, the driver will be charged a \$25 replacement fee. This card can be used for fuel and additives. AALOC TRANSPORT LLC does not utilize comdata fuel cards for cash advances. If you need a cash advance you will need to request a comdata check.

Comdata Checks

Comchecks will be issued for load related expenses. Comchecks issued will be deducted from the driver's next weekly settlement. Reimbursements will only be given with corresponding receipts.

Illness

No driver shall operate a motor vehicle while the driver's ability or alertness is impaired through fatigue, illness or any other cause as to make it unsafe for their operation of a motor vehicle. If you feel ill or too tired to drive, notify your dispatcher immediately so the appropriate actions may be taken to ensure everyone's safety.



Time Off

AALOC TRANSPORT, LLC requires drivers to give advanced notice when requesting time off for vacation or an appointment so that loads can be planned accordingly. A minimum of 14 days notice is required to be given to your dispatcher. Please keep in mind, any fixed payments and/or weekly escrow amounts will still be owed during time off. Be sure to make arrangements with payroll prior to taking time off.

Truck and Trailer Insurance

AALOC TRANSPORT LLC is insured through HNI with Bailee Liability Coverage. Limit \$150,000 with \$10,000 deductible. All accident policies and procedures located in Section 8 of this manual are to be followed at all times.

Owner Operator Agreements

All Owner Operators are responsible for reading, understanding and signing an Owner Operator Agreement. Drivers are legally bound to this agreement.



Termination Policy

Voluntary Termination – If any employee in good standing with the company decides to leave, AALOC TRANSPORT, LLC requests an appropriate notice (2 weeks) be given to your supervisor to allow for a smooth transition. All employees are employed “at will” and have the right to terminate their employment at any time for any reason.

Involuntary Termination –AALOC TRANSPORT, LLC reserves the right to terminate an employee at any time, with or without notice for the following (but not limited to):

- Unsatisfactory work performance
- Violating company policies
- Performing unsafe driving duties
- Positive drug or alcohol testing
- Failure to complete required drug or alcohol testing



Alcohol and Drug Policy

All drivers, training personnel and all company employees subject to 49 CFR, Part 382 “Alcohol and Controlled Substances Testing” employed or leased to AALOC TRANSPORT LLC and operating commercial motor vehicles shall submit to all alcohol and controlled substances tests administered in accordance with Part 382 and Part 40. Drivers are required to be in compliance during all periods of all working days.

Each employer has a Designated Employer Representative (DER) who receives test results from service agents and makes required decisions in testing and evaluation processes. The employer’s DER is authorized to take immediate actions for removing employees from safety sensitive functions when there is a violation of alcohol and controlled substance safety regulations. Questions concerning federal testing regulations, policies, procedures, educational materials, company materials and company policies should be directed to the DER.

Safety Sensitive Functions refers to the time a driver begins to work or is required to be in readiness to work until he/she is relieved from work and from all responsibilities of performing work for the employer.

AALOC TRANSPORT LLC abides by a zero tolerance policy. The company will not tolerate any use of or possession of controlled substances and /or alcohol. If this policy is violated, the driver will be terminated immediately.

Prohibited Drive Conduct (Subpart B)

1. No driver shall report for duty or remain on duty while:
 - a. Having an alcohol concentration of 0.04 or greater.
 - b. Possessing alcohol and/or a controlled substance (unless it is manifested and transported as part of a shipment).
 - c. Using alcohol in any form (Alcohol is defined as “any beverage, mixture or preparation, including any medication containing alcohol”)>
 - d. Using alcohol within 4 hours of reporting for duty.
 - e. Use of alcohol for 8 hours following an accident or until undergoes a post accident test, whichever occurs first.
 - f. Refusal to submit to any required alcohol or controlled substance testing.
 - g. Using any controlled substances.
 - h. After testing positive for controlled substances. Company policy is to terminate any driver who engages in any of the above prohibited conduct (no tolerance policy).

Company policy is to terminate any driver who engages in any of the above prohibited conduct (no tolerance policy).



TESTING PROCEDURES UNDER GUIDELINES OF PART 40

Controlled substances testing will be performed using a urine specimen with split specimen collection conducted. Alcohol screen testing may be conducted using saliva swabs or breath for detection of alcohol. All confirmed alcohol testing shall involve the collection of breath and testing by evidential breath testing device (EBT). The EBT will provide immediate results with the driver and the employer receiving a copy of the breath test results. Analysis of urine specimen(s) is conducted in accordance with Part 40 standards to ensure validity, accuracy and confidentiality for the driver. Only Department of Health and Human Services (DHHS) approved laboratories shall be used to test the urine specimen. All collections of urine specimen and breath samples are conducted by individuals trained according to DOT rules in 49 CFR, Part 40 regulations.

CIRCUMSTANCES UNDER WHICH A DRIVER WILL BE TESTED FOR ALCOHOL AND/OR CONTROLLED SUBSTANCES

1. *Pre-employment testing* - Prior to performing safety sensitive functions, a driver shall undergo a pre-employment controlled substances test and a negative result shall be received by the employer before the driver performs any safety sensitive functions.
2. *Post-accident testing* - Any driver involved in an accident in which there is a fatality shall submit to alcohol and controlled substances testing. Any driver who receives a citation for a moving traffic violation arising from an accident and with either event of (1) the accident resulted in bodily injury requiring immediate medical treatment away from the accident and/or (2) one or more vehicles received disabling damages in the accident requiring vehicle(s) to be transported or towed away from the scene shall cause the driver to be tested for alcohol and controlled substances.
3. *Random testing* - Every driver shall submit to random alcohol and controlled substances testing when selected. A sufficient number of drivers shall be randomly selected by a scientifically valid method during a calendar year for alcohol and controlled substances testing to meet the minimum federal requirements for testing. Each time the selection process is conducted each driver shall have an equal change of being selected for testing. Alcohol random tests will only be conducted while the driver is on duty, just before going on duty or just having been on duty.
4. *Reasonable suspicion testing* - A driver shall submit to alcohol and controlled substances testing when an employer has reasonable suspicion to believe that a driver has violated the prohibitions of Subpart B. The employer's determination for reasonable suspicion testing must be based on specific observations concerning the appearance, behavior, speech or body odors from the driver.
5. *Return to duty and follow up testing*: **AALOC TRANSPORT LLC has a non retention policy.** Please refer to the referral, evaluation and treatment section of this policy for how to obtain names, locations and numbers of substance abuse professionals to contact.



ALCOHOL TESTING

1. *Initial screening test* – Method used to detect the presence of alcohol. If the result is less than 0.02 no further testing is required and the test will be considered a negative test.
2. *Confirmation test* – When a screen test detects the presence of alcohol between 0.02 and 0.399 a confirmation test is required. If the confirmation test confirms alcohol concentration between 0.02 and 0.399 a driver cannot drive a commercial motor vehicle for 24 hours per federal regulations. A confirmed alcohol concentration test of 0.04 or greater is a positive test and the driver shall be removed from safety sensitive functions.

CONTROLLED SUBSTANCES TESTING

1. At least 45 ml of urine specimen is collected from the driver. The urine specimen is split into two containers (Specimen A and Specimen B) which are individually sealed in the presence of the driver. The urine specimen shall only be tested for marijuana, cocaine, opiates, amphetamines and phencyclidine per Part 40 guidelines.
2. The urine specimens (both containers) are sent to a Department of Health and Human Services certified laboratory where Specimen A is tested for the presence of controlled substances. If the presence of a controlled substance is detected, a confirmation test is conducted to confirm the detected controlled substance and its quantitative level(s). IF the amount of confirmed controlled substance is at the quantitative cutoff levels, the specimen is deemed a positive test. The driver has the right to challenge their positive test and Specimen B is used for testing and will only be tested for the presence of the controlled substance(s) deemed positive in Specimen A.

AALOC TRANSPORT LLC does not offer rehabilitation to drivers who test positive.



REFUSAL TO SUBMIT TO TESTING

No driver shall refuse to submit to a required alcohol or controlled substance test administered in accordance with Part 382. A refusal on a driver's part to submit to testing shall be treated as a positive test and result in the driver being removed from safety sensitive function by the employer. "Refusal to submit" means that a driver:

1. Failed to appear for any test
2. Failed to remain at testing site until the testing process was complete.
3. Failed to provide a urine specimen, saliva or adequate breath for any drug test required by DOT agency regulations.
4. Failed to permit a direct or monitored collection observation of specimen provision when directed to do so.
5. Failed to provide a sufficient amount of urine or adequate breath when directed and it has been determined, through a required medical evaluation there is no adequate medical explanation for the failure.
6. Declined to take a second test the employer or collector has directed you to take.
7. Failed to undergo a medical examination or evaluation when directed to do so by a Medical Review Officer (MRO) as part of the verification process or as directed by the employer's Designated Employer Representative (DER) as part of the "shy bladder" procedures.
8. Failed to cooperate with any part of the testing process.
 - a. Refusing to empty pockets when directed.
 - b. Behaving in a manner which disrupts the collection process.
 - c. Medical Review Officer (MRO) reports your test as a verified adulterated or substituted test results, you have refused to take a drug test.

As an employee, Owner Operator or an Owner Operator's driver, if you refuse to take a drug or alcohol test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations. You are subject to the requirements of CFR Part 40, Subpart O, which requires a Substance Abuse Professional (SAP) to perform an evaluation and treatment. You cannot perform safety sensitive functions (operate a commercial motor vehicle) until the SAP process is completed per the SAP recommendations.



REFERRAL, EVALUATION AND TREATMENT

Each driver who has engaged in conduct prohibited by Subpart B of Part 382 and in violation of Part 40 shall be advised of the resources available in evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances, including names, addresses, and telephone numbers of substance abuse professionals, counseling services and treatment programs. Employer has no obligation to provide this service to applicants for driving positions who either refuse to submit to pre-employment or test positive on a pre-employment controlled substance test.

The employee, Owner Operator or Owner Operator's driver are responsible for all costs involved in getting treatment.

For questions regarding this policy or drug and/or alcohol concerns, contact the AALOC TRANSPORT, LLC Designated Employer Representative. The current DER is Bernesha Bradshaw, 678-618-2232, LYKOLES.SOLUTIONS@gmail.com.



Dispatch

Your dispatcher will always be your first point of contact regarding any issues, concerns, questions or information that needs to be updated (other than payroll). For non emergency situations, please give your dispatcher appropriate time to resolve the issue. If you have not heard back from your dispatcher within 24 hours regarding your issue, please remind them again of your request. If the issue still remains unresolved, contact the Operations Manager. For emergency requests, if you cannot get ahold of your dispatcher, contact the Operations Manager. If you cannot get ahold of the Operations Manager either, contact the Chief Operations Officer.

Operations

If a driver is not satisfied with their dispatch for any reason (e.g., pay, locations, days, mileage, etc.) please express your concerns to your dispatcher to work on a solution. If a solution cannot be reached and the situation remains unresolved, contact the Operations Manager.

Shipping and Receiving

It is critical you notify your dispatcher if you are going to be late for delivery or pickup of a load. Failure to arrive on time could result in losing your reload because of delays in loading/unloading. If a driver feels that they cannot make the set appointment time, they should tell their dispatcher before accepting dispatch. When load planning, allow extra time for unexpected occurrences (e.g., acts of God, construction, traffic, etc.).

The driver is responsible for keeping the load secure from the time it is loaded onto trailer until it is unloaded. It is the driver's responsibility to properly secure and protect cargo. This may include but is not limited to: using load locks, chains, binders, nylon web straps and other equipment to secure load to the trailer. Protecting cargo may also include using canvas tarps to completely cover the cargo. Drivers are required to oversee the loading and unloading of freight from trailers (when allowed). Immediately report any overage or shortage of product to your dispatcher.

Please see the training section immediately following this page on using and understanding the Amazon Dispatch Application. Please review regularly. If at any time you need further training, have questions or the unit is not working correctly, please contact your dispatcher.



Cleanliness

Drivers are responsible for maintaining a clean truck both inside and out. Regular tractor washes and trailer washouts are required. Any leased trucks returned to AALOC TRANSPORT, LLC that are in an unsatisfactory condition will result in a “housekeeping fee” deducted from the driver’s final settlement. Examples of unsatisfactory conditions are but are not limited to:

- Items left behind in truck that need to be removed
- Dirt, grease, grime and dust on seats, dash, doors and/or carpeting
- Odor of smoke
- Damages obtained by smoking (e.g., holes in truck or carpet)
- Stained, torn or missing mattress
- Trash or rotting food left behind
- Evidence of any bugs and/or rodents
- Rips, tears, scratches or dents inside or outside of the cab
- Broken or missing pieces inside or outside of the cab
- Graffiti inside or outside of the truck

Decals and Modifications

No additions (e.g., bumper stickers, window decals, etc.) may be added without prior written approval of the Chief Operations Officer. Management reserves the right to have any decals and/or markings removed at their discretion.

No modifications or drilling of holes may be done to equipment without prior written approval from the Chief Operations Officer.

Any driver who willingly, purposely or knowingly damages or destroys any equipment will be subject to immediate termination and will be required to provide all reimbursement costs.



Moving Violations

The following moving violations will result in immediate termination:

- Conviction of DWI or DUI
- Conviction of Hit and Run
- Conviction of homicide, manslaughter, or assault arising out of the operation of a motor vehicle
- Possession of an open alcoholic container
- Attempting to elude an officer
- Conviction of Careless or Reckless Driving (as defined by CDL)
- A preventable accident which was due to driver negligence.

Note: Any accidents experienced prior to employment with AALOC TRANSPORT will be carried over and counted in the above listed criteria.

General Vehicle Safety

If you feel you cannot drive safely for any reason (equipment, personal, illness, weather, traffic, other), immediately park your vehicle and notify your dispatcher.

Weather

Inclement weather may arise when driving. Certain states require you to have within your possession chains for your vehicle. It is the responsibility of the driver to provide chains for the vehicle. Make certain that you have the specific requirements for each state that you will be traveling through before entering that state.

Lights

To promote safety, all lights should be on at dusk and during any adverse weather conditions (rain, snow, fog, etc.). It is the driver's responsibility to check that all lights are clean and working properly during pre trip inspection and at each stop.



Parking

The trailer hand brake must never be used as a parking brake.

Be aware of no truck parking signs. Watch for low clearance and any overhangs.

Make sure you have a safe way out and/or to turn around.

Never park in the middle of a roadway.

Never park on a ramp. If possible, always pull off an exit to stop rather than on the side of a highway.

Precautions

Observe and be aware of all speed, clearance, weight limit and truck route signs at all times.

Radar Detectors

Radar detectors are not permitted in any vehicle operating under AALOC TRANSPORT, LLC's authority.

Firearms

Firearms are not permitted in any vehicle operating under AALOC TRANSPORT, LLC's authority

Vehicle Operators

All equipment is only to be operated by AALOC TRANSPORT, LLC authorized drivers.

Emergency Supplies

Every truck is equipped with a fire extinguisher, reflective triangles, flares and an accident kit. If at any time any of these items need to be replaced, it is the driver's responsibility to contact the safety department to obtain a replacement. These items are vital for safety and should be present in every truck at all times.



Passenger Policy

Under FMCSA 392.60, unless specifically authorized in writing to do so by the motor carrier whose authority the commercial motor vehicle is being operated, no driver shall transport any person or permit any person to be transported on any commercial motor vehicle other than a bus.

When such authorization is issued, it shall state the name of the person to be transported, the points where transportation is to begin and end, and the date upon which such authority expires. All passenger requests must go through the Chief Operations Officer.

AALOC TRANSPORT, LLC does not allow children under the age of 12 in their commercial motor vehicles. No unauthorized passengers are allowed in the equipment. Failure to abide by the passenger policy will result in termination.

Seat Belt Policy

All drivers as well as any authorized passengers inside a Brecht Trucking LLC vehicle are to wear seatbelts at all times per company policy and federal regulations.

This policy does not reset after a year – we value your safety and well being!

Cell Phone Policy

Drivers are not permitted to use a hand held cell phone while in operation of a commercial motor vehicle unless the device can be used hands free.

Drivers are not permitted to read or respond to emails or text messages while operating a commercial motor vehicle.

While driving, calls cannot be answered and must be let go to voicemail if the hand held device is not enabled for hands free use. If a driver must make an emergency call (911), the driver must pull over and park in a safe location before making a call.

The Department of Transportation prohibits the use of hand held cell phones by commercial motor vehicle drivers. Drivers who violate the restriction will face federal civil penalties of up to \$2,750 for each offense and disqualification from operating a commercial motor vehicle for multiple offenses. Commercial truck and bus companies that allow their drivers to use hand held cell phones while driving will face a maximum penalty of \$11,000.

If a driver is cited by any enforcement agency for cell phone use violations or is observed using a hand held device by one or more supervisory or management employees, the driver will be subject to disciplinary action up to and including termination.



Compliance Policy

AALOC TRANSPORT, LLC values driver safety. All drivers are expected to operate in strict compliance with all DOT regulations regarding hours of service. It is the driver's responsibility to inform their dispatcher of their available hours and keep in constant communication regarding available hours.

Log Book Policy

All drivers are expected to operate in strict compliance with all DOT regulations regarding hours of service. It is the driver's responsibility to inform their dispatcher of their available hours and keep in constant communication regarding available hours.

No falsified, late or incomplete logs will be tolerated. Drivers will receive warnings if any of the following violations are found:

- Falsifying logs
- Missing driver ID, date, tractor and trailer numbers
- Going over hours of service
- Not taking required breaks
- Not showing 15 min for a pre trip inspection
- Going over 14 hours combined (driving and on duty) on duty status
- Driving for more than 11 hours without a consecutive 10 off duty
- Not showing a consecutive 10 hours off duty
- Showing sleeper birth when you don't have a sleeper
- Covering more miles than your time driving will allow
- Not showing a consecutive 7 days off duty prior to getting started
- Going over 70 hours in a 8 day period
- Not showing a safety check within the first 100 miles or two hours of driving
- Being more than 4 hours out on your log book
- Not showing BOL number or shipper and commodity on your log book
- Fuel receipts not matching dates (and time if shown on the receipt)
- Not filling out and or signing your inspection (usually on the back of log)
- Every change of duty status must match all fuel stops
- Log it as you do it!



Inspections

Drivers are to report immediately to dispatch if they receive a DOT Out of Service inspection. Documentation must be scanned within 24 hours of receiving OOS.

Any driver who is receives a citation/violation or a written warning while operating a commercial motor vehicle must:

- a. Notify their dispatcher and safety department within 1 hour of receiving the citation/violation/warning.
- b. Must submit within 24 hours a copy of the citation/violation/warning.
- c. Must submit copy of court ruling on citation/violation/warning within 24 hours of court date.

Accident Policy and Procedures

All accidents must be reported as soon as safety allows to your dispatcher no matter what time of the day or night it may be. Your dispatcher will help guide you through the process of what needs to be filled out and what steps will need to be followed. Please allow your dispatcher to notify the safety department and operations of the accident. (If you cannot get ahold of your dispatcher, please leave them a voicemail and continue to try to get ahold of them. If you still cannot get ahold of your dispatcher, contact the Operations Manager).

As a reminder, each driver is issued an accident kit at orientation. The driver is responsible for ensuring a replacement accident kit is obtained from an authorized AALOC TRANSPORT, LLC representative as needed.

What to do if you are in an accident involving another vehicle/person:

1. REMAIN CALM
2. If possible, pull over to the side of the road and park in a safer location
3. Call 911 or local 10 digit police number for law enforcement/medical assistance
4. Do not discuss accident details with anyone but law enforcement
5. Do not admit fault
6. If anyone needs medical assistance, attend to the person(s) needs until emergency services arrive
7. Call your dispatcher to report the accident
8. Remain at the scene of the accident - Do not leave the scene unless you are in immediate danger
9. Obtain identification information from everyone involved – drivers, passengers, witnesses (usually in a police report)
10. Obtain insurance information from owner of other vehicle(s) involved (usually in a police report)
11. Get a copy of the police report or police report number
12. Complete a crash write up (see pages 89 and 90 in this handbook)
13. Follow through with any instructions given to you by your dispatcher and/or law enforcement.

If there is an injury requiring medical attention, fatality or disabled vehicle, driver must submit to DOT alcohol and drug testing per Federal Regulations - Please refer to flowchart on the following page for time limitations and test specifics



Non Crash Procedures

What to do if you are in an accident NOT involving another vehicle/person:

1. REMAIN CALM
2. If able, pull over and park in a safe location
3. Do not discuss accident details with anyone but law enforcement
4. Do not admit fault
5. If you have damaged someone's personal property (e.g., a fence), damaged state property (e.g., hit a telephone pole) or hit an animal, call the local 10 digit police number to report the incident.
6. Call your dispatcher to report the accident. Your dispatcher will call the appropriate personnel.
7. Remain at the scene of the accident - Do not leave the scene unless you are in immediate danger
8. Get a copy of the police report or the police report number.
9. Complete a non crash write up (see pages 91 and 92 of this handbook)
10. Follow through with any instructions given to you by your dispatcher and/or law enforcement.

HOW TO USE A CAMERA AT A CRASH SCENE

1. Make sure that photos are taken of all vehicles involved, including yours.
2. Attempt to take several photos of each view in case one has a glare, etc.
3. Make sure to use flash if it's dark.
4. Refrain from taking photos of injured or deceased parties.
5. Take photos in any and all crashes.
6. Take photos even if other parties agree that there is no damage. This can help you later.
7. Take panoramic photos of the scene.
8. Avoid taking photos of friends, etc.
9. Use all the film. Take as many pictures as possible. Cameras are not reusable.
10. Return camera to the safety department as soon as possible
11. Make sure that you get a replacement camera.

REMAIN CALM: Do not let your emotions cause you to do or say something that you will later regret. You are the professional on the scene and you are still on duty. It is important that you remain calm and do the right things on the scene. Never admit fault to anyone! Who's at fault will be determined later.



Accident Reports

AALOC TRANSPORT, LLC utilizes 2 types of accident reports. You will find a copy of both following this page.

A Crash Report is to be filled out for any accident that involves another vehicle or person. This crash will be reflected on your individual PSP report, insurance, MVR and in the Federal DOT Crash Database.

A Non Crash Report is to be filled out for any accident or incident that does not involve another vehicle or person. This can be used for property damage or hitting an animal. This report is for the company's records. Depending on the severity of damage or extenuating circumstances, the company may determine the accident/incident needs to be reported to the insurance.

Filing A Claim

After completing the above steps, your dispatcher may ask you to call in to the insurance company to explain first hand what happened.

If there are any questions you do not know the answer to, be honest and let the insurance representative know. You can always call back at a later time with the appropriate information. Be sure to write down the accident number the representative gives you at the end of the call in case you need to call back and for the company to check the status of the claim.



CRASH FILE CHECKLIST

1. Company receives a call from driver informing Company of situation (get answers to questions on “Crash Write-up” form).
 - Is DOT drug or alcohol testing required? (See “DOT Post-Accident Decision Chart” for assistance.)
If so, determine site for collection(s).
2. Contact insurance company if driver hasn’t already called it in.
 - Request adjuster to scene.
 - Obtain claim # from insurance carrier.
 - Contact HNI Risk Services of the claim.
3. Follow any instructions from insurance carrier.
4. Inform Operations for load handling and driver/unit return if necessary.
5. Crash File Creation & Contents
 - Driver Initial Report
 - Witness statements
 - Police Reports
 - Insurance Company Report/On-Scene Adjuster Notes
 - Company Investigation
 - Claim Dollar Records/Invoice Receipts
 - Pictures/Negatives
 - Review Board Discussion Notes/Findings
 - All notes on accidents (whatever documentation is recorded on the case, napkins, post- its, envelopes, especially initial handwritten comments from time of first call)
 - Vehicle Computer Analysis
 - Driver Alert Calls (Call-ins regarding driver’s road actions)
 - Vehicle OOS/Driver OOS/DOT Recordables for this driver
 - BOL and any permits
 - If accident file is in a locked and secured location include copy of post-accident drug or alcohol results. Post Accident Review Form
 - Company recommendations/Management Analysis
 - Probation
 - DDC at Fox Valley
 - Non-Driving Capacity
6. Add accident to the company crash (accident) register that is to be retained for 3 years.
7. If serious claim, make copies of logs for current and previous month.
8. Complete the Post-Accident Review Form (with the driver where applicable).



Acknowledgements

Thank you to those that contributed to this document:

- Department of Homeland Security
- Transportation Security Administration
- Department of Transportation
- Federal Highway Motor Carrier Safety
- Administration