

Quad E Companies, Inc.
Lakeville, MN
Dispatch Phone: 612-248-7737
Email: Dispatch@QuadECompanies.com

Quad E Companies, Inc (QEC) requires all initial paperwork to be received in our office to be dispatched.

- Signed Trucking Service Agreement
- Signed Daily Ticket Acknowledgement
- Completed ITO/MTO Contractor Information
- Completed W-9
- Completed Certificate of Insurance listing Quad E Companies, Inc as additional insured
- Completed Truck Information request form (for each truck)
- Copy of front and back of Driver's License, Current Cab Card, and Title that shows proof of ownership for all trucks working with Quad E
- Copy of current medical card for all drivers working with Quad E
- Completed proof of DOT Compliance
- Workers Compensation/Workers Compensation Pool Policy or Disclosure and Release
- ACH Payment Enrollment Form with Voided Check
- Completed MNDOT Trucking Company Entity Vendor Form
 - ✳ NOTE: this is only required if you have not previously completed & submitted the form to MNDOT **OR** if there have been any changes to your company since the form was filed out. Examples of changes would be address or new trucks.
- Current Certified Empty/Tare Weight Scale or Pit Ticket issued within last 30 days
- Signed Policy and Procedures Acknowledgment
- Signed Zero Tolerance/Safety Guidelines

Trucking Service Agreement

Quad E Companies, Inc. and

hereby agree as follows:

1) Contractor will provide trucking services to Quad E Companies, Inc., (hereafter called "QEC"), from time to time for the transportation of bituminous mix, rock, sand and gravel and other aggregate materials as needed in the operations of customer contractor's business, subject to terms of this agreement. Such trucking services shall consist of the pickup of materials at locations of quarry, commercial pits, and non-commercial pits, processing or storage, transportation in contractor's truck, and delivery to and unloading/dumping/stockpiling at customer's locations.

2) Trucking services will be provided when and as QEC needs and requests such services from contractor for specified dates, with types and amounts of materials, the number of trucks to be used, if available, locations of pickup and delivery, delivery timing requirements and rates of compensation. Dispatch assignments are non-negotiable.

3) Trucking services shall be provided by one or more trucks owned or leased and operated by contractor and driven by contractor. Contractor shall provide such services to QEC as an Independent Contractor. Contractor shall not be considered an employee of QEC for any purpose whatsoever, including limitation, (I) liability of QEC for worker's compensation insurance coverage of benefits for such persons, (II) payment of compensation or provision of employee benefits to such person, (III) control or supervision of such persons in the performance of their duties for Contractor or (IV) liability of QEC for payroll taxes, including, but not limited to federal and state income tax withholding, FICA taxes and federal and state employment taxes. Federal and State Safety Requirements, Drug and Alcohol compliance Testing and Training, along with Drivers Files to be in compliance with existing regulations.

4) The Contractor agrees to turn in an emailed or text photo of work tickets daily and all hard copies by the next Monday of each week if not using the app. Pay weeks are Monday to Saturday. The Contractor is responsible for turning in the white copy of the ticket to QEC. The start time listed on the haul ticket will be the same as the first load time. Stop time will be when the last load of the day is dumped or otherwise directed by the foreman. **Tickets will be considered late if not turned in by Monday of each week.** All late tickets will result in delay in settlement pay. By signing the QEC trucking ticket you are stating that the information on the ticket is accurate and correct to the best of your knowledge. Tickets are subject to review by QEC and/or its business partners for accuracy and completeness. Tickets will only be paid for the amount of time that QEC or its business partner agrees to should there be discrepancies.

5) As a condition to Contractor's provision to trucking services to QEC, contractor shall also obtain and maintain for the duration of this contract at its own expense and for its own benefit, and for the benefit of QEC to insure performance hereunder, at least the following insurance coverage and to provide QEC with written evidence (Certificate of Insurance) that Contractor has obtained the following insurance coverage:

Insurance Coverage Requirements:

- a) \$1,00,000 Motor Vehicle Liability Insurance Coverage naming Quad E Companies, Inc as and Additional insured (covering tractor whether owned or leased). Equipment MUST be identified by VIN on certificate
- b) Uninsured/Underinsured Motorist Coverage- Statutory minimum
- c) No-Fault/Personal Injury Protection Coverage- Statutory minimum
- d) Worker's Compensation- Statutory. Required by all Contractors with employees
- e) Contractor agrees to carry Hired Non-Owned coverage at all times when subcontracting as an Owner-Operated or other Subcontractor on any project for Quad E Companies, Inc

6) Contractor agrees to have QEC listed as a Certificate Holder, and as a Additional Insured on the Motor Vehicle Liability Coverage as well as to have QEC identified on the policy as a person or entity to whom notice is to be given 30 days notice prior to cancellation and non-renewal of the policy. **Prior to being dispatched you must turn in a certificate of insurance.** The Contractor agrees to provide QEC with Certificate of Insurance Coverage listing QEC as an Additional Insured, identifying coverage (a) through (d) prior to beginning performance under this Agreement and to provide such Certificate of Insurance Coverage annually thereafter. The make, model and VIN number of all equipment must be listed on the certificate. Contractor is responsible to notify QEC immediately if and when insurance coverage has been terminated. No payment will be made if there is not a current insurance certificate on file.

7) Contractor understands and agrees that it will provide trucking services to QEC only as, and when QEC shall so request, and has no obligation to deal exclusively with Contractor to hire Contractor before, or to the exclusion of other trucking or transportation service providers.

8) Equipment Ownership: The Contractor owns the equipment or holds it under a bona fide lease agreement.

9) Equipment Maintenance: The Contractor is responsible for the maintenance of their equipment.

10) Operating Cost: The Contractor bears the sole burden of the operating costs, including fuel, repairs, supplies, vehicle insurance, personal expenses and any other cost that a business would/will incur.

11) Supplying Service: The Contractor is responsible for supplying the necessary personal service to operate the equipment.

12) Mandatory Equipment: Per MNDOT specifications you are required to have the following properly functioning equipment: Back-Up Alarm, 360 degree Beacon Lights or Strobe Lights. You are also required to have a Hard Hat and Safety Vest to be worn whenever you get out of the truck on a job site.

13) Contractor agrees that he/she will comply with Federal and State DOT laws pertaining to hours of service, OSHA, MSHA, State, Local, and Federal Laws and regulations pertaining to safety procedures in the workplace, including but not limited to Drug/Alcohol Testing, Driver Qualification Files and displaying your company name and USDOT number on your truck. If Contractor is found to be in violation of any of these laws and regulations it could be grounds for immediate breach of contract and termination of this trucking service agreement.

14) QEC's trucking policy is to ensure and maintain a working environment free of all harassment, intimidation and coercion at all locations and in all facilities which QEC is assigned to work. The Contractor agrees that they will comply with this policy to ensure an atmosphere which is free of harassment and intimidation.

15) The Contractor will defend, indemnify and hold QEC harmless from any loss, expense, deductible claim or fine which QEC may incur as a result of injuries or property damage sustained by the Contractor any of the Contractor's employees, or any other third party arising out of the Contractor or Contractor's failure to comply with term or condition of this Agreement. If you get into an accident or damage property you need to notify QEC immediately. Contractor agrees to assume entire responsibility and liability, to the fullest permitted by law, for all damages or injury to all persons, whether employees or otherwise, and to all property, arising out of it, resulting from or in any manner connected with, the execution of work provided for in this Agreement. Further, the Contractor, to the fullest permitted by law, agrees to indemnify and save harmless QEC, their agents and employees from all such claims, including, without limiting the generality of the foregoing, claims for which QEC may be or may be claimed to be liable and legal fees and disbursements paid to incurred to enforce the provisions of this paragraph and the Contractor further agrees to obtain, maintain and pay for such General Liability Insurance Coverage and Endorsement as will insure the provisions of this paragraph. QEC will not be held responsible for any accidents caused by an Independent Truck Operator, Truck Company or their Drivers.

16) The Contractor operates as a separate and independent business and is available to work for any party offering acceptable work. The Contractor has no Employer/Employee relationship with QEC and does work solely as an independent Business or

Corporation. It is understood that the Contractor is also responsible for all applicable taxes in accordance with Federal and State Laws.

17) QEC is not responsible for overweight fines. The Contractor is responsible for making sure the gross weight is not over the legal limit.

18) If you are a MTO or at any time become a MTO, the Contractor agrees to pay Prevailing Wage and/or Minimum Truck Rental Rates pursuant to MN State Statutes, sections 177.41 to 177.44, Rules 5200.1105 and 5200.1106 of the Federal Prevailing Wage to all of the Contractor's employees. If the Contractor is not a Single Owner or Sole Proprietor, CRL Reports and/or Certified Payroll Reports must be completed weekly; for any and all employees, Co-Owners or Partners working on State and/or Federal funded projects. Month-End Trucking Reports are required for Third Parties if applicable and must be submitted by the 10th of the following month or checks will be held accordingly. The Contractor has received and read the MN State Statutes, sections 177.41 to 177.44, Rules 5200.1105 and 5200.1106 and agrees to comply with the record keeping requirements found in Rules 5200.1106 Sub para 9 and 10 as requested by QEC. Said Rules and Regulations can be found at www.doli.state.mn.us. The Contractor agrees to hold QEC harmless from any loss or expense QEC incurs if QEC is held responsible for the Contractors Employee Wages or Minimum Truck Rental Rates. The Contractor understand that the willful falsification of any of the information that the Contractor provides pursuant to MN State Statutes, sections 177.41 to 177.44, Rules 5200.1105 and 5200.1106, may subject the Contractor to Civil or Criminal prosecution under the Federal and/or state law including but not limited to MN Statutes and United States Code 18 U.S.C. 1001. The Contractor agrees when hiring or using other Contractors for any State and/or Federal funded project(s) that all reports are to be submitted as described above.

19) The initial term of this Agreement shall be one (1) year commencing as of the date hereof. Thereafter, the term of this agreement shall automatically extend for successive one (1) year terms unless the Contractor provides written notice to QEC at least seventy two (72) hours in advance of the end of the then existing term that it does not wish to renew the term of this agreement. The notice of termination may be delivered to QEC by email and shall be effective seventy two (72) hours after receipt by QEC. QEC has the right to terminate this Agreement, effective immediately, upon notice to Contractor. After the requisite notice period has expired, QEC's only responsibility to the Contractor will be to pay the Contractor, on the same weekly pay schedule as before termination became effective. QEC shall not be held responsible for any costs, expenses, loss of business, incidental and consequential damages or any other damages of any nature incurred by the Contractor as a result of or related in any way to the termination of this Agreement by QEC. Termination of this Agreement by the Contractor does not waive any legal remedies QEC may have against Contractor for Contractor's failure to adhere to the terms and conditions of this Agreement prior to the effective date of termination.

a. Any changes to the contract will be made by an addendum signed and dated by all parties.

20) A signed contract acknowledges Contractor has read and agrees to the terms of this Trucking Service Agreement. Any misrepresentation or false information will be grounds for immediate termination of Trucking Service Agreement. Any violation of the terms and conditions of this Agreement will be considered a material breach of the Agreement.

Company/Driver Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Quad E Companies, Inc Daily Trucking Requirements

Daily Trucking Ticket Checklist:

- QEC is requesting use of their Trucking App. It will help with efficiencies for you, QEC, and the General Contractor. Email will be sent daily for following days dispatch.
- Drivers are required to fill out a daily QEC Ticket for each job if the app is not available to be used.
- If you are hauling out of a pit that has scale tickets, the information (tons/yds) needs to be included on the QEC App or Ticket and a copy of the scale ticket needs to be turned in
- If you are working for a contractor that requires you to fill out one of their job tickets or app you must turn in a copy of their ticket and/or use their app
- Work for each contractor or job requires its own ticket or new job assignment through the app or on a separate ticket.
- MTO's must send QEC a truck number, drivers name, and phone number for all trucks.
- If the trucking ticket is not received the following day by 12pm, payment for that day is subject to delay.

A copy of the tickets must be turned in/mailed weekly to QEC

Everyday a picture must be texted or emailed to the office

If using app, only scale tickets need to be sent in

Text: (612) 248-7737

Email: Dispatch@quadecompanies.com

Mail: 10132 235th St W - Lakeville, MN 55044

Driver Acknowledgement

Signature: _____

ITO/MTO Contractor Information

Company Name: _____

Contact Name: _____

Email: _____

Cell Number: _____

Cell Carrier: _____

USDOT#: _____

SWIFT#: _____

Federal Tax ID: _____

MN Tax ID: _____

Truck Information:

_____ ITO _____ MTO # of Trucks (MTO Only) _____

and Type of Truck(s)

_____ Tri _____ Quad _____ Quint _____ Tractor
_____ Tractor/Trailer/Side _____ Tractor/Trailer/Belly
_____ Paver _____ Rubble _____ Tarp

Driver Information must have information for each driver:

Name:

Email:

Phone Number:

Truck Number/Type of Truck:

Name:

Email:

Phone Number:

Truck Number/Type of Truck:

Name:

Email:

Phone Number:

Truck Number/Type of Truck:

Use additional sheets for additional drivers

Proof of D.O.T. Compliance

All ITO's or contract haulers or their agents (hereinafter called "hauler") must comply with Minnesota statutes 221.025 through 221.033 and any applicable U.S. dept. of transportation Federal Motor Carrier Safety Regulation applicable under parts 382, 383, 390-399.

We require that the hauler must be able to substantiate that its employee(s) and or agents that are subject to the above rules are in compliance with the applicable state and federal requirement. Also, that the haulers employee(s) and/or agents are adequately trained in the applicable regulations and their responsibility thereto.

The hauler must maintain and substantiate that he/she complies with:

- 1) Required Driver Qualification Files
- 2) Drug and Alcohol test requirements (Name, Address, Phone # of Haulers drug consortium). Call the MN Dept. of Transportation (651-215-6330) for a list of Drug Testing Companies in the State of MN OR <http://www.dot.state.mn.us/cvo/factsheets/ControlledSubstanceResourceList.pdf>
- 3) Daily Vehicle Inspection Rules
- 4) Annual Vehicle Inspections
- 5) Complete and accurate vehicle maintenance files

List the name, address, phone # and contact person of hauler's Drug and Alcohol testing company in the spaces below. You MUST provide proof of enrollment i.e. paid receipt or letter from consortium.

Consortium Name: _____

Consortium Address: _____

Consortium Phone: _____

Contact Person: _____

The CONTRACTOR agrees to immediately notify Quad E Companies, Inc if the hauler is not in compliance with State and Federal Regulations.

The CONTRACTOR shall hold Quad E Companies, Inc harmless from any claims or fines resulting from the CONTRACTOR non-compliance of State and Federal Regulations, and in addition, will hold Quad E Companies, Inc harmless for any damages resulting from injury or destruction to property or persons through the negligence of the CONTRACTOR. Please sign, date, and return.

Signature: _____

Date: _____

Certificate of Compliance

Minnesota Workers Compensation Law

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. The information required is : the name of the Insurance Company, the policy number and the dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in \$1,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name: _____

Policy #: _____ Dates of Coverage: _____ to _____

I certify that the information provided above is accurate and complete and that a valid worker's compensation policy will be kept in effect at all times as required by law.

ITO Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Disclosure and Release

I, _____, attest that I meet the requirements of legal status determination as an independent contractor, that I have no employees, and that I do not elect to cover myself under the Workers' Compensation Act.

Notice to the independent contractor: ANYONE working for you is considered to be an employee unless they comply with ALL 9 points of the status determination test under MN Statute 181.723.

I will provide a certificate of insurance for worker's compensations for anyone not complying with the status determination test before performing any work.

I will provide a certificate of insurance showing general liability and auto liability insurance before performing any work.

I am not required to have workers' compensation liability coverage because:

_____ I have no employees

_____ I am self-insured (included permit to self-insure)

_____ I have no employees who are covered by workers' compensation law (these include: spouse, parents, children & certain farm employees)

Based on the above disclosures and representations, I understand that by not carrying workers compensation I can under no circumstances place my truck on a Quad E Companies, Inc. project with anyone else other than myself driving. I also understand that if a contractor that Quad E Companies, Inc. is working with requires ITOs to have worker's compensation, I will **not** be put out on that job. I hereby release the general contractor, Quad E Companies, Inc. from any claim for damages or injuries based upon any theory of employment both for me and any other person or entity retained, hired, employed, or subcontracted for by me.

Signature: _____

Date: _____

Company Name: _____

Title: _____

Vendor ACH Payment Enrollment Form

This form is used for Automated Clearing House (ACH) payments to provide payment related information to your financial institution. You must check with your financial institution to confirm that funds have been deposited.

Please check one of the following: New Change

Payee/Company Information

Name:			
Current Mailing Address:			
Social Security or Taxpayer ID:		Contact Person Name:	
Home Telephone:		Mobile Telephone:	
Work Telephone:		Email:	

Attach VOIDED Check

Policies and Procedures

Quad E Companies, Inc (QEC) is pleased that you have made the choice to work with us. As we prepare for the 2024 season, please review the following policies and procedures as they are necessary to follow for a successful season. We thank you in advance for your cooperation and we are looking forward to a very profitable, busy and successful season for everyone.

Dispatch

1. **Job cancellations/ Inclement Weather: PLEASE DO NOT call dispatch in the morning-** these calls delay the cancellation process. If you feel the weather is going to cause a job cancellation or delay please hold until you receive notification from dispatch of job cancellation or delayed start time BEFORE you leave for work. If you chose to leave for work please make sure to check your phone frequently for cancellation and hold messages.
2. If it rains overnight **PLEASE MAKE SURE THAT YOU DUMP WATER FROM TUBS OR BOXES BEFORE** getting to the job site. If you dump water on the job site and there is a delay in job start time for the site clean-up DRIVER will be responsible for the delay charges.
3. **DISPATCH NOT RECEIVED:** If you do NOT receive a dispatch text by 6:00 p.m. for the next business day PLEASE send a text to 612-248-7737.
4. **NOT available for work:** If you are not available for work the next business day please let dispatch know **NO LATER than 10:00 a.m.** the day before otherwise you will be assumed to be able to work the next day for QEC.
5. **PLEASE DO NOT** send a text during the day asking about work the following day. **If there is NOT work the following day** a text will be sent out as soon as possible otherwise know that QEC is actively seeking work for all trucks on our dispatch roster.
6. **DISPATCH TEXT:** QEC dispatch text or email will include a contractor job #. Please be sure to write this job # on the QEC Ticket or use in app. Please be sure you are **completing a QEC ticket or app for all jobs** even if a contractor ticket also needs to be filled out.
7. **PREVAILING/NON-PREVAILING:** All dispatch texts will include (NP) Non-Prevailing Wage OR (PW) Prevailing Wage before the start time in dispatch text. This information is provided for MTO's with multiple drivers as a reminder that if a driver is sent to the job PREVAILING WAGES will be required to be paid. It is your responsibility to send an email to (trucking@quadecompanies.com) to verify prevailing wage rate information for the first time you are dispatched to this contractor job. You are responsible for retaining information for future reference.
8. **DISPATCH LOCATION:** If you are unsure of the location, text dispatch to get specific location information. Time driving around looking for location will not be paid.

Trucking Service Agreement

Trucking Service Agreements/Contracts will be sent via email and are due back prior to 1st dispatch.

Office Hours

Quad E office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. All questions or discussions regarding invoices, service, general day to day operations, etc, must be handled during regular business hours.

Quad E Trucking Tickets or App

1. You are required to fill out a daily QEC trucking ticket or APP for each and every job. This is the only record of the work your truck performs. It is very important that drivers fill out the ticket or App accurately and completely. If you are hauling out of a pit that has scale tickets, the pit information (ticket # and tonnage) needs to be put on your QEC ticket or app and a copy of the scale ticket needs to be turned in as well. If you are working for a contractor that requires you to fill out one of their tickets or run on their APP, you will need to complete their ticket or APP, in addition to the QEC ticket or App. **You MUST turn in a copy of the contractor ticket IN ADDITION to the QEC TICKET or App. If you haul for multiple contractors in one day or work on different jobs, YOU MUST start a new QEC and CONTRACTOR ticket for each job.**
2. **Contractor/Job Name and Job # will be provided to you in your dispatch.**
3. **Tickets MUST include:** Truck Type, Truck #, Contractor Name, Job #, Correct Work Date (month/day/year), Legible Driver Name, Driver's Signature, Authorized/Foreman's Signature, From- Legible Owner/Company Name, To & Material Type (if applicable), Start time & Finish time. If using the APP there will be baseline information preloaded.
4. **Scale/Pit Ticket:** Please make sure that your printed ticket is correct. Verify contractor information, job #, and material type that you have on your truck. **It's your responsibility to know your ticket is correct before leaving the scale.** If your ticket is incorrect have the scale change it immediately so they bill the correct customer the correct material.
5. **DOWN TIME:** Please make sure to document any down time or wait time on your ticket I.e. flat tire @ 10:30 a.m.- enter stop time of 10:30 a.m and start up time of 1:00pm. Do not count this time in your daily time.
6. **Contractor or pit delays** - must be noted on your QEC daily ticket. Contact dispatch as well to document delays.
7. **All tickets are subject to review by QEC & the hiring contractor for final pay determination**

Paperwork Due

1. Pictures of tickets via email to **dispatch@quadecompanies.com** or a photo text to Dispatch phone must be sent daily.
2. ALL hard copy tickets MUST be turned in weekly. Pay periods are Saturday through Friday. Hard copy tickets are due in the QEC office by the following Monday **with all original tickets** no copies.

3. Please make sure you are sending in **WHITE OFFICE copies** along with any **contractor and scale tickets** (if applicable).
4. If you mail it, **ENVELOPE MUST BE POST MARKED with MONDAY'S date** to be accepted otherwise it's considered late.
5. Any paper work that is turned in late is subject to delay of settlement payment at QEC's discretion.
6. **Before you turn in your tickets:** Make sure ALL TICKETS are entirely completed.
7. **DIRECT DEPOSIT:** To set up direct deposit please complete the ACH Payroll Enrollment Form and provide QEC with a VOIDED check and email address. Your settlement statement will be emailed to you.
8. **DISCREPANCIES:** Please make sure to review your settlement statement in its entirety BEFORE calling dispatch with any discrepancies.

Other Rules

1. **IRS Form 2290 Heavy Highway Vehicle Use Tax Return:** 2290 tax is due on July 31st of each year if your truck was in service on July 1st - you MUST keep a copy in your truck.
2. **Annual Current D.O.T. Inspection Form:** You MUST keep a copy in your truck.
3. **Proof of Insurance and Vehicle Registration:** You MUST keep a copy of your insurance cab card and current year's vehicle registration in your truck.
4. **DOT Regulations:** Keep in mind that all DOT Federal Guidelines must be met regarding Driver Qualification and Drug/Alcohol Testing. Remember, even Owner/Operators are required to comply. You need to follow DOT Regulations regarding Driver Qualification Files. These must be in order and able to be reviewed upon request at any given time on any person(s) operating your truck(s). Please check with the DOT Compliance Department if you need any further information.
5. **MCS150 Biennial Update:** You are required to update your USDOT MCS150 biennially (every other year) on the FMCSA website. See FMCSA website for filing months and years.
6. **Cell Phones:** QEC's cell phone policy is that drivers not talk or text on a cell phone until they are parked at a safe and legal destination.
7. **Be On Time:** There is a lot of time and effort put into coordinating the daily work schedules and staggering start times. It is VERY IMPORTANT that you show up at your assigned job on time. If you are going to be LATE for any reason please contact QEC dispatch so that QEC can let the contractor know that you are going to be late. Early arrival does not mean you will begin working early and be paid for any time on site prior to load time.
8. **CB Radios:** Properly working CB's are REQUIRED in ALL trucks or you may be signed out by the contractor. Please be aware that there are many people on CB radios in addition to you (customers, pits, scale operators, other trucking companies, law enforcement, etc.). Please use the CB radio respectfully. No profanity. Please use the radio for the necessary information you need to know and then get off the CB.

9. **Jake Brakes and Air Horns:** Jake brakes and air horns are not to be used near housing developments, in town, near any pit, in any tunnels OR where noise ordinances are enforced.
10. **Overloading:** If you feel you are being overloaded on a job site - please let the operator know, in a polite manner, and call or send a text to dispatch immediately. Please be reasonable and realistic.
11. **Rules:** Customers and/or pits have their own rules. PLEASE make sure that you respect all Customer and Pit rules. Watch pit entrances for posted CB channel and pit specific rules. These rules are to be followed no exceptions. Failure to comply with posted rules may result in being signed out.
12. **Performance on the road:** Please make sure that you follow all of the posted speed limits and traffic laws including not backing into live traffic. You are a direct REFLECTION of QEC trucking. Other drivers DO NOT have any trouble calling the office and letting us know how you are driving. Please make sure you are driving professionally at all times.
13. **Respect of Others:** QEC expects that we ALL respect each other. If differences arise that cannot be fixed in a responsible and respectable way, walk away and contact QEC immediately.
14. **Diversity:** In the construction industry there is much diversity. Example: gender, race, religion, age, disability, etc. It is imperative that we conduct ourselves professionally and with respect to others. Derogatory comments, directly or indirectly made, are absolutely intolerable. If a complaint is received concerning some actions, action including termination of any and all contracts is possible.

For companies with more than one driver, duplicate copies of this agreement must be provided to the drivers and the signed acknowledgement must be executed and returned to QEC.

Policy and Procedures Acknowledgement

I _____ have read and understand the contents of the QEC policies and procedures letter.

Reviewed, read and agreed to by:

Signature: _____ Date: _____

Printed Name: _____

Company Name: _____

Quad E Companies Safety Guidelines

Quad E Companies, Inc has a Zero Tolerance position and requires all drivers/companies to initial each line and sign off prior to being dispatched.

Call QEC Immediately for the following reasons:

- ___ If I am late, broke down, or have any questions.
- ___ Excessive wait times. I must document the delay on the signed daily truck ticket.
- ___ All accidents and any equipment damage
- ___ Any oil, hydraulic oil, soil, or fuel spills

Driver and Site Safety agreements:

- ___ Pre-Trip & Post-Trip inspections must be completed daily and documented.
- ___ Check ATF and the Oiler daily. If it is low, add Automatic Transmission Fluid
- ___ Seatbelts must be wore at all times
- ___ Traffic laws are to be obeyed at all times
- ___ Never back out into live traffic
- ___ No passengers are allowed unless your insurance policy specifically has passenger coverage
- ___ Never drop a loaded trailer. Driver will be held responsible for any and all damage and costs
- ___ No unauthorized dumping of any kind on any site. Driver will be held responsible for any an all damage and costs.
- ___ No disposal of garbage, refuse, grease, or fuel on job site, shop, or parking lot
- ___ No stopping for fuel (unless needed and must be documented) or meals during the work day
- ___ All down time must be documented on your daily ticket
- ___ All Personal Protective Equipment and OSHA rules must be followed at all times when out of you truck. Including but not limited to Hard Hat, Safety Vest, T-Shirt or long sleeve shirt, pants, and safety toe shoes (steel or carbonate based on project). This is required when using the restroom on site as well.

By initialing the lines above and signing the acknowledgement you agree that you have read and fully understand everything thing that you are signing. If you have any questions you will reach out to QEC prior to signing to ensure full understanding. If you fail to comply, you are subject to consequences up to and including immediate removal from the project and deduction of pay.

If there are additional drivers for a company, each driver must initial and sign this agreement. Duplication of form will be necessary for each driver.

Contractor Name or Driver

Signature

Printed Name

Date