

DRIVERS



HANDBOOK



SAFETY MANUAL



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All Tribes Logistics
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Disclaimer: *This document contains material to assist in addressing Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only. It does not provide legal advice on meeting your obligations.*

- **NOTICE OF COMPLIANCE:** All Tribes Logistics fully supports all FMCSA/USDOT rules and regulations. Our Drivers training program includes but is not limited to Key FMCSA regulatory compliance topics, general Info on orientation & company policies. This allows our Drivers to perform their duties with professionalism and stay in compliance. We believe that well-informed Drivers are amongst the safest; therefore, we also provide updates on regulatory changes, and encourage them to take full advantage of the information provided at the FMCSA and USDOT websites as well. Please visit the links below as often as possible. Thank you and WELCOME ABOARD!

1. <https://www.fmcsa.dot.gov/>
2. <https://www.transportation.gov/>



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Section 1 INTRODUCTION

All Tribes Logistics: is dedicated to providing all workers with a workplace that is, as far as is reasonable, safe and without risks to health and safety. This Drivers' Safety Manual has been developed to provide guidance and information for drivers to prevent injury or illness.

All workers also must cooperate with the measures to eliminate or reduce risks. Drivers must have a copy of this manual in their vehicles at all times. These procedures and rules are to be strictly followed by all drivers.

This Drivers Safety Manual always remains the property of All Tribes Logistics:

Copyright applies to this Drivers Safety Manual, which contains sensitive company information. **Do not** allow this manual to be given to people outside of the organization.

1.1 Review Procedure

The Managing Directors will review the Drivers Safety Manual as required. The review schedule will be directed in response to organizational and/or legislative changes and requirements. The reviews will be undertaken in consultation with workers, health and safety representatives and other relevant parties. All relevant persons will be made aware of changes made as a result of the review.

This Drivers Safety Manual will be reviewed if:

- it is identified that there are changes in the workplace that may affect procedures.
- it is identified that the procedures are not effective.
- there are legislative changes that affect the procedures.
- there is a serious incident or dangerous occurrence.

All procedures will be reviewed at least annually.

1.2 Management Commitment and Approval

This Drivers Safety Manual has been approved and endorsed by Senior Management of the Organization. The authorized person's signature in the footer *James Harris* demonstrates a commitment to the ATL Management Plan.



Signature

01/01/2024

Date



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1.3 Important Contacts

Police	Emergency 911	https://www.alpharetta.ga.us/government/departments/public-safety/police
Ambulance/Fire Dept.	Emergency 911	
Roadside Assistance	Fuel Solutions of Georgia (404) 787-4464	
Dispatch	ATL (470) 906-0016	
Maintenance Dept	Fuel Solutions of Georgia (404) 787-4464	
Supervisor/Manager	James Harris – (470) 906-0016 Ext. 104	
OHS Representative	Phillip Needham (470) 906-1006 Ext. 108	
WIRES (Wildlife Rescue)	(470) 906-0016	
Vehicle Repairer	Fuel Solutions of Georgia (404) 787-4464	
Corporate Contact	Nedrick Gavin (470) 906-0016 Ext. 102	
Other...	N/A	



Section 2 DRIVING SAFETY PROCEDURES

2.1 Inspections and Falls Prevention

ENTERING AND EXITING THE VEHICLE

Ensure footwear is suitable; snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants. When approaching the vehicle to enter it, check for traffic before opening the door. Use available steps and grab handles if required, and for trucks etc., maintain 3 points of contact during the climb into the cabin.

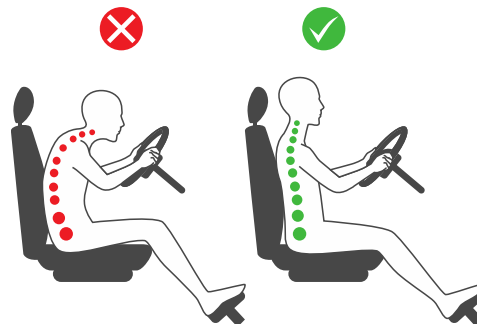
- When exiting and before opening the door, check for traffic, including cyclists; never jump to the ground to exit, facing the vehicle, using the steps and grab handles in a controlled movement.
- Maintain 3 points of contact during exit.
- **NEVER ENTER YOUR VEHICLE WHILE CARRYING ANY EQUIPMENT, OBJECTS OR ITEMS THAT PREVENT THE USE OF YOUR 3 POINTS OF CONTACT.**

PRE-TRIP AND POST TRIP INSPECTIONS

- Drivers must perform a 30 minute Pre-Trip Inspection at the start of each workday and/or 14-hour shift. Use a tire gauge when checking tire pressure to assure the tires have correct air pressure. If a driver uses tire knocker/thumper and fail to detect properly inflated tires, it will be considered to be neglect; therefore, he or she will be responsible for the cost of replacing the tire(s) in the event of any damages as a result.
- Make sure all vehicle fluid levels (i.e. oil, coolant, washer fluid, etc.) are at the proper and required levels at all times. Do not attempt to change any filters without prior authorization.
- Post-trips must be performed at the end of the workday (before taking a 8 or 10 hour break).
- Use safety vests in unlighted places or when required to make sure you can be seen.
- Major vehicle damage, due to driver neglect, is grounds for immediate termination.

2.2 Vehicle Ergonomics Principles

- Steering Wheel:
 - Objects and controls to be in easy reach to prevent unnecessary reaching;
 - Elbows and shoulders relaxed with hands positioned below shoulder level;
- Headrest:
 - Position centrally behind the head;
- Mirrors:
 - The rearview and side mirrors to ensure the adequate vision of surrounding areas;
- Seat Height:
 - Raise to provide maximum road vision.
 - Ensure adequate clearance from the roof.
- Lower Limb Position:
 - Knees bent comfortably to operate foot pedals
 - The steering wheel should not touch the top of legs.
- Seat Plan:
 - Thighs supported along the length of cushion
 - Avoid pressure behind knees.
- Back Rest:
 - Shoulders slightly behind hips
- Lumbar Support:
 - An S-shape spine is a safe shape.





2.3 Seat Belts



The value of seat belts in saving lives has been demonstrated by many studies, showing decreases in truck driver fatalities by 40% to 50% when a seat belt is worn. Wearing seatbelts while driving is a condition of employment. When driving, all drivers and passengers **MUST** wear a seatbelt where seatbelts are fitted.

2.4 Low-risk Driving



The speed limit is exactly that. A limit, not an essential speed you must do. Drive at a speed that is safe for the conditions. Slow down for work zones, wet, icy or gravel roads and other situations where it will take longer for the vehicle to stop. If you cannot see at least 5 seconds ahead, slow down.

Never drive over the speed limit under any circumstances. Always follow road rules, signs, recommended speed signs (for curves in road, etc.), and do not enter areas where trucks are prohibited.

Maintain a crash avoidance space around the vehicle. Take into account reaction times and response time. An alert, fit driver (not fatigued, not under the influence of drugs or alcohol) will require approximately 1.5 seconds to react. On top of this, the general response time required is 2-3 seconds. This means that you should keep a distance or crash avoidance space of at least 4 seconds – and this will increase in low visibility – poor weather conditions or at night.

According to the National Safety Council, during ideal conditions, the recommended following distance for large trucks is 6-8 seconds (one-second following distance for each 10 feet of vehicle length plus one second for speeds faster than 40 mph).



2.5 Road Rage

Road rage can be a cause of workplace violence. Travelling to and from work or travelling on the road exposes you to the chance of a violent encounter with other drivers:

- **DO NOT** be the cause of a road rage incident.
- **DO NOT** cause other drivers to become aggressive towards you because of poor road manners.
- **DO NOT** drive erratically. Allow enough time to get to your destination.
- Take into account delays related to weather or heavy traffic.
- **NEVER** write or talk on your mobile phone while driving.
- **OBEY** all speed limits and traffic signs.
- **MAINTAIN AWARENESS** of vehicles around you and avoid aggressive drivers.
- **BE COURTEOUS** to other road users.
- **NEVER** make rude gestures, honk horn inappropriately or flash your lights unnecessarily.



Sometimes we are confronted by threatening behaviour (road rage) through no fault of our own. If you are threatened:

- Try to drive away, taking a different route to take yourself away from the incident if necessary.
- If followed, do not stop, particularly at your home or workplace. Continue to drive to the nearest police station or until the person stops following.
- If a police station is not nearby, then a public place with lots of people may be the next best thing.
- **ALWAYS** stay inside the vehicle at all times. **NEVER** exit the vehicle to confront another driver.
- If you are approached while in the vehicle, ensure windows remain up and doors are locked. Remove seat belt and move to the other side of the vehicle. (This way, you may be able to escape from the opposite side door of the vehicle if necessary).
- If you feel in fear of actual harm, call the police immediately.

2.6 Vehicle Accident/Breakdowns and Tows

VEHICLE ACCIDENT

Should you be involved in an accident, the important thing is to remain calm and undertake the following:

1. Immediately after an accident, stop and ascertain whether any person has been injured and render all practicable assistance to any injured persons.
2. Stay calm and be as helpful as possible.
3. **Avoid admitting fault or liability.**
4. If you carry a placard load (hazardous substances), ensure all persons are removed from the immediate area and inform emergency services immediately on triple zero (000). Describe the contents of the load to the emergency service operator.

Call 911 if there is an emergency or if any of the following criteria are met:

- Death or injury (requiring medical attention from a qualified ambulance officer, nurse or doctor);
- The suspected involvement of drugs and/or alcohol;
- A driver fails, has failed or is refusing to provide required details;
- A hazardous environment or threat to public safety exists, including traffic congestion (e.g. fuel spill, power lines down);
- A driver with an impairment or disability requires police assistance.

In a minor accident, if possible, move the vehicles so as not to cause a hazard to other road users:

- Secure the vehicle ensuring the parking brake is set.
- Switch off the ignition of the immobilised vehicle to reduce the risk of fire.

Ask for (this must be given by law) the driver or riders:

- Full name and address
- The name and address of the vehicle owner
- If the vehicle concerned is a motor vehicle, the registration number on the plates assigned to the vehicle.

Give to the other driver (on their request) the same details.



If the accident involves an injury or death, report the accident to the police as soon as possible (not later than 24 hours).

You must always provide police attending the crash scene with details of the crash:

- Vehicles involved
- Your name, address
- If known, information about any witnesses or the drivers of other vehicles involved
- You must always show the police your driver licence.

Regardless of damage, if you are asked to, you must provide the owner or driver of any other vehicle involved in the crash with the following information:

- Your name, address and licence details
- Your vehicle registration number
- If you are not the owner of the vehicle, the name and address of the owner.

Note: You can ask the other driver(s) for similar information.

If the accident involves damage to an unoccupied vehicle or to other property, you must, as soon as practicable, and not more than 48 hours (2 days) after the accident, report to the owner your:

- Name and address
- Number of the vehicles involved in the accident
- The location of the accident

If the accident involves damage to an unoccupied vehicle or other property, but the owner cannot be contacted or identified, the accident must be reported to police as soon as practicable and not more than 60 hours (2.5 days) after the accident. You must advise management by phone before any vehicle recovery action being taken.

BREAKDOWN

In the case of breakdown, loss of load, or accident:

- Safely stop and secure the vehicle, ensuring the parking brake is set (try to park as far out of traffic as possible);
- Activate the emergency hazard warning signal flashers;
- Safely place warning triangles as soon as possible:
 - Place the first triangle between 50-150m from the front of the vehicle or fallen load.
 - Place the second triangle 50-150m from the rear of the vehicle or fallen load.
 - Place the third triangle at the side of the vehicle to allow sufficient warning to other road users.

The driver may leave the vehicle and call for assistance only after the vehicle has been secured and warning devices put in place. When calling for assistance, the driver must provide the exact location of the vehicle and the following information:

- Road or highway route number
- Nearest mile marker or exit
- The direction of travel
- Nearest city or town
- Current location of the driver if different from the vehicle
- Contact phone number where the driver can be reached
- Be as specific as possible and provide a suggested diagnosis of the cause of the breakdown.

Once the accident/breakdown has been reported, the driver's call will be forwarded to *ATL Safety Department*. If a road service call is necessary, the driver or *Safety Manager* will locate and contact an authorised repairer to facilitate repairs.

Once repairs have been made, the driver must notify *Safety Manager*, turn on the emergency hazard warning flashers, and safely remove the warning triangles.

All paperwork for the repairs/accident will be forwarded to *Human Resources* to remain on file.

TOWS

Tows usually occur during or after breakdowns and accidents, whenever vehicles are not movable/drivable. However, when you are parking your vehicle, please acknowledge parking signs that prohibit semi-truck parking. You will be responsible for the cost(s) associated with towing should you decide to park where trucks are clearly prohibited. An area that does not have posted signs may still prohibit truck parking; therefore, we encourage you to use professional judgement in these cases to avoid towing. If your vehicle is about to or has already been towed, notify dispatch as soon as possible.



2.7 Tire Changing



1. Park vehicle in a safe location:
 - a. Do not stop vehicle unless it is safe to do so (Vehicles can travel a short distance with a flat tire - ensure low speed is kept until the vehicle is clear of traffic).
 - b. Stop the vehicle in a safe - level position; consider environmental factors.
 - (i) Park out of the line of traffic (ensure far enough from the road to be safe).
 - (ii) Consider sun in oncoming driver eyes.
 - (iii) The vehicle is not positioned on crest or bend of the road.
 - (iv) Make allowance for low visibility (night-time, fog, rain).
 - c. Turn ON vehicle hazard lights.
 - d. Put reflective hi-visible safety vest on before commencing operations.
 - e. Remove the keys from the ignition and place them in your pocket.
 - f. Place traffic warning triangles/flares in a suitable location to warn oncoming drivers (Use caution on the roadside).
2. Prepare vehicle for tire change
 - a. Ensure park brake is on.
 - b. Opposite side wheels are chocked to prevent vehicle moving.
 - c. Check appropriate jacking point on the vehicle is accessible. Area cleared of obstructions, loose material etc.
 - d. It is best not to stay in your vehicle while your tire is changed. Stand free and clear at a safe distance away from the workspace area during the tire changing process.
 - e. **NEVER** stand near or in the roadway
3. Pack up:
 - a. Once the repair is complete, when it is safe to do so, make sure you gather all of your safety devices/equipment and secure them back into the vehicle.
 - b. Check the replacement tire(s) to assure the repair is complete and satisfactory.
4. On completion:
 - a. Remember to turn hazard lights off before departing the area.
 - b. Report the repair completion to dispatch.
 - c. Travel to the nearest service station to check the spare or replacement tire to make sure it has correct air pressure.

⚠ NEVER leave single wheels/tyres in an unattended vertical position – Always lay flat or store in a manner that prevents them from falling or rolling away.

2.8 Coupling and De-coupling

- Coupling pre-check:
 - Ensure the ground surface is clear of hazards and can take the weight of the combination (i.e. check for soft ground, mud etc.);
 - Ensure the area is clear of pedestrians or other vehicle traffic (use warning markers, e.g. witches hats or other if necessary);
 - Wear a hi-vis vest when outside of the cab and wear appropriate PPE;
 - Ensure the turntable is compatible;
 - Pull the handle to make sure the jaws are open;
 - Check turntable and components for damage (if damaged, seek further advice before coupling);



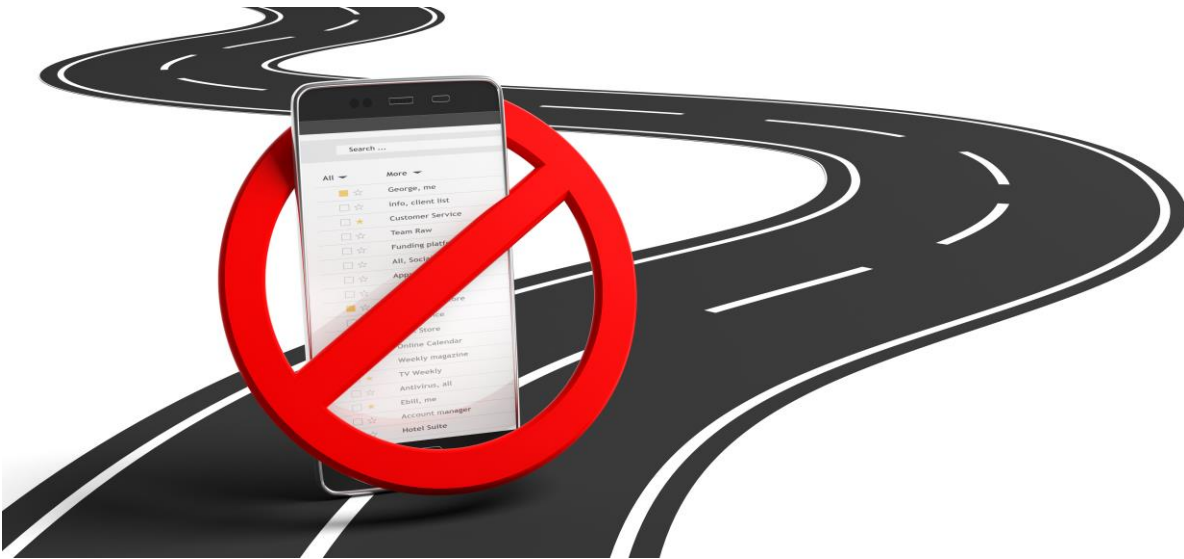
- Check the trailer parking brake is applied;
- Check prime mover and trailer for any hazards or faults.
- Coupling procedure:
 - Slowly reverse the prime mover in a straight line towards the front of the trailer. (Check turntable and kingpin are lined up);
 - Apply the prime mover parking brake, turn off the engine and remove the keys;
 - Make any necessary adjustments to the trailer coupling height and slowly reverse the prime mover in low reverse under the trailer until the 5th wheel jaws engage;
 - Apply the prime mover unit parking brake, stop the engine and remove the keys;
 - Carry out a visual check that the 5th wheel jaws have engaged correctly and fit any required safety devices and/or locking tabs;
 - Check the 5th wheel jaws have engaged correctly, and the trailer is secure by selecting a low forward gear and with the trailer brakes still applied slowly try to drive forward (The prime mover should not move);
 - Apply the prime mover parking brake, turn off the engine and remove the keys;
 - Connect all service airlines and electrical connections and double-check that the turntable jaws have locked on to the kingpin. (Watch for any unexpected movement when connecting airlines);
 - Raise the landing gear fully and secure the handle. (Check for sufficient clearance between the landing gear and rear of the prime mover to allow for turning);
 - Remove and stow wheel chock if used;
 - Check trailer lights work, and reset airbag levels if appropriate to the vehicle;
 - Release the trailer handbrake and move forward at a low speed;
 - Conduct final check by slowly applying pressure to the trailer brake to ensure supplied pressure to the trailer brakes is at the correct operating level.
- De-coupling:
 - Ensure the combination is parked on a firm, level surface wherever possible;
 - Park the combination in a straight line;
 - Apply the prime mover parking brake, stop the engine and remove the keys;
 - Apply the trailer parking brake and chock wheels if required;
 - Wear a hi-vis vest when outside of the cab and wear appropriate PPE;
 - Lower both landing legs and disconnect air and electrical hoses from the trailer (Stow hoses securely);
 - Remove safety clips/locking pins and pull the release handle to disengage the 5th wheel jaws;
 - Slowly draw the prime mover away from the trailer. (If the prime mover has airbags dump pressure and moves forward);
 - Confirm the trailer is unattached, apply the prime mover parking brake, stop the engine and remove the keys;
 - Before leaving the trailer, walk around it to check that it is in a safe condition.

2.9 Housekeeping

Ensure the cabin is kept clear of loose items. Ensure the fire extinguisher is secured. Do not store items on the dash area or allow items to obscure any part of the windscreen view. Ensure waste items are stored away from areas where they could fall on the floor and end up under the pedals.

2.10 Electronic Devices

All Tribes Logistics: discourages the use of electronic devices while driving. We actively promote the concept of “Hands-on wheel, eyes on the road”. If you absolutely must use a device, e.g. a mobile phone or GPS, pull over and park in a safe area. Do not stop where you could be a hazard to other vehicles, pedestrians, or yourself.



📱 Mobile Phones and Tablets

In emergencies, use your phone to call for help: Dial '000' in case of fire, traffic accident, road hazard or medical emergency. 000 is a free call and will connect you to emergency services.

When using portable, hands-free devices, make sure it is set up and working before you start to drive.

Always keep your eyes on the road and do not read or send SMS text messages or take notes during a call while driving. If required, use directory assistance or a Satellite Guidance System (Sat. Nav.) to look up phone numbers from your phone's memory.

Don't accept or make calls (including using a 2-way radio) if traffic, weather or road conditions would make it unsafe to do so. Even if the traffic conditions are light, always tell the person you are speaking to that you're driving and that you may have to end the call if driving conditions change.

If a call becomes complex or emotional, tell the person you are speaking to, you are driving and terminate the call.

If a call is unnecessary or you consider it unsafe to answer at the time, don't answer the call and let it divert to voicemail or an answering service.

If you choose to stop to answer or make a call, pull over carefully in a safe area.

Playing loud music with earbuds or headphones in place blocks out traffic noise and Emergency Services sirens. Impeding emergency vehicles is an offence and can lead to fines and loss of demerit points.

Do not attempt to play videos or DVDs while driving.

Always stay fully focused on driving and limit distractions as much as possible.



2.11 Smoking



Smoking is a recognised hazard to health. Based on risk assessment principles, smoking is not permitted in the workplace at any time. It is against the law to smoke in the workplace. Your vehicle is your workplace, and smoking in it anytime is prohibited. Respect all smoking regulations at customers' premises and especially during refuelling.

2.12 Passengers

All Tribes Logistics: prohibits passengers' carriage in company vehicles unless you are authorized in writing by the Safety Manager to do so. Such authorisation will include the name(s) of passengers and the period of authorization. In emergency situations, e.g. breakdown of another vehicle in remote areas, drivers may be authorized to use their best judgement of the circumstances. Notify your dispatcher when possible.

2.13 Fuelling



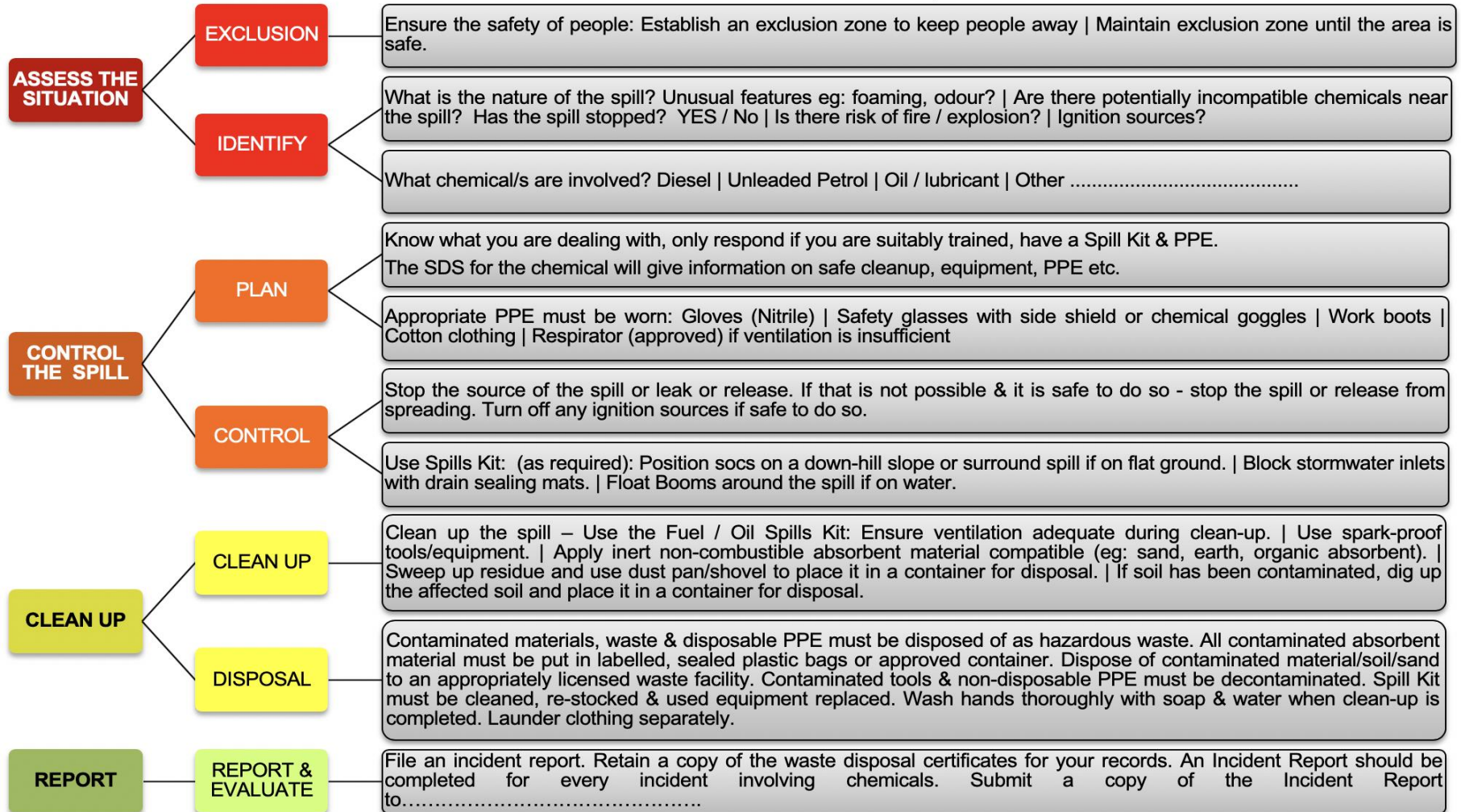
When purchasing fuel, the guidelines to be followed at all times are:

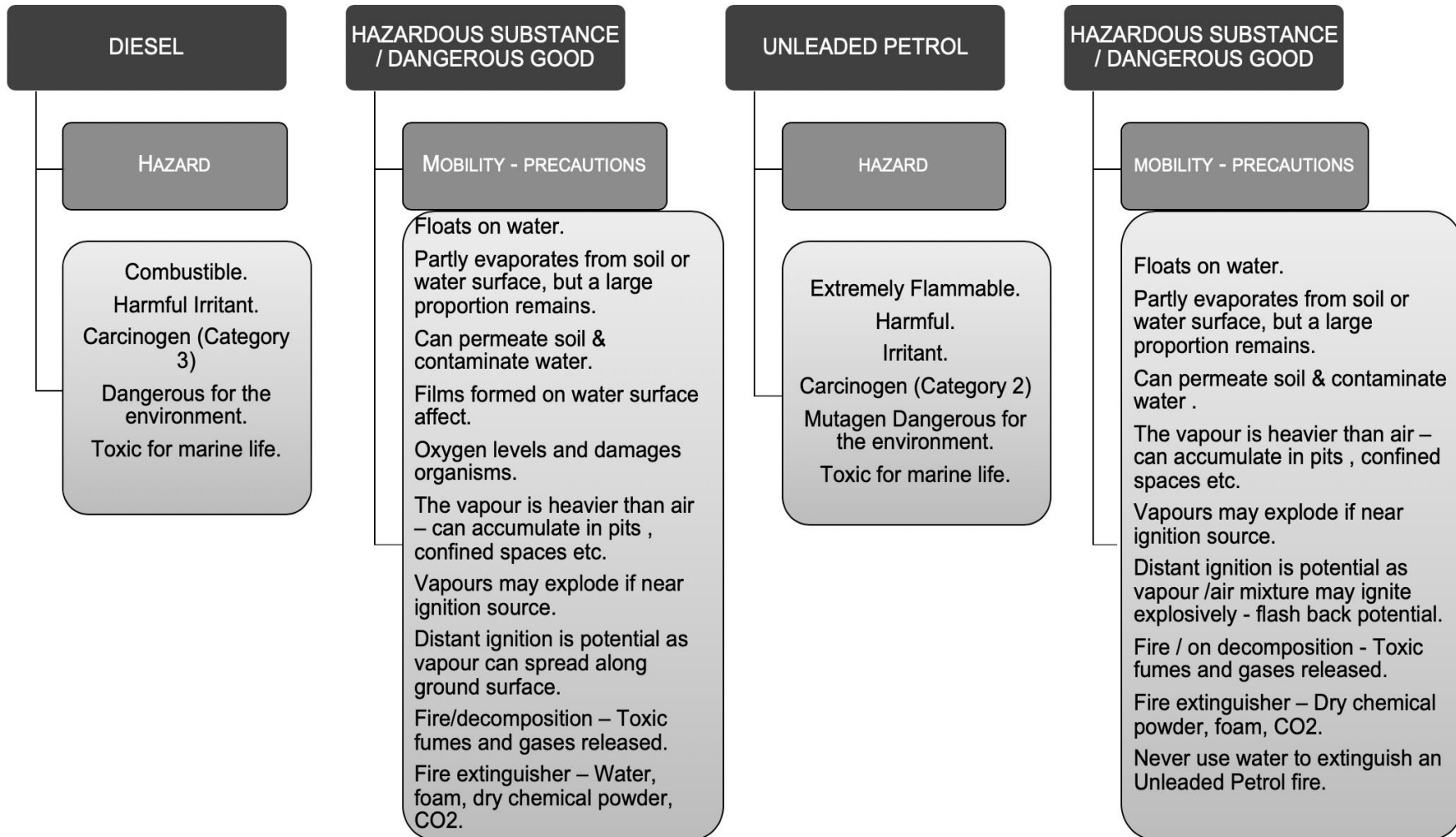
- A Company Fuel Card is dedicated to each vehicle and is to remain in that vehicle;
- Fuel can be purchased from any ATL associated Fuel Depot or Service Station;
- Only fuel products or oil is to be purchased on the Fuel Card;
- Do not eat, drink or smoke when refuelling and/or when at refuelling point;
- Control all ignition sources during refuelling. Examples are:
 - Vehicle engine;
 - Electronic devices, mobile phones, pagers etc.;
 - Smoking;
 - Lighters, matches;
 - Static electricity;
- Wash hands well after refuelling and before eating or drinking;
- Follow relevant safe work instructions and vehicle manufacturer's instructions for refuelling.

When refuelling away from a commercial outlet, ensure fuel lines are grounded, e.g. static discharge line or earth straps.



2.13.1 Emergency Response for Minor Fuel/Oil Spill







2.14 Animals



Collisions involving domestic animals, e.g. livestock, horses can cause significant injury to the driver and severely damage the vehicle. If required, call for emergency services and help the animal if it is safe to do so; remember, large animals can cause you serious injury. Try to locate the owner if possible.

Incidents involving smaller domestic animals, e.g. dogs, cats can be quite traumatic for people that witness them. Stop and render assistance, where possible, remembering injured animals can inflict painful injuries, and pet owners can be very emotional.

In the case of wildlife or feral animals, stop, and if it's safe, check on the animal's welfare. If it's already deceased, try to move the carcass from the road so that it does not become a traffic hazard. If the animal is still alive, and depending on the circumstances, you may have to euthanise it yourself. If you are unable to do this, call the SPCA and/or the police.

Keep a written record of details of all such incidents. If the driver sustains any injuries, bites, scratches etc., from contact with animals, it's important to check with a doctor regarding tetanus injections. Do not handle animals that may expose you to diseases that affect humans (Zoonoses). If not sure, check first with SPCA or Emergency Services.



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Section 3 DRIVER AGREEMENT

I, _____, have read and agree to abide by the policies and procedures in the All Tribes Logistics: OHS Drivers Manual. I have raised any questions or issues that required clarification with the organisation, and I am aware that breaches of these company policies will be subject to disciplinary action.

Driver Signature

Date

Authorized Name

Authorized Signature

Date