

Safety Policies and Procedures

Speeding

Maximum speed limits should never be exceeded by **Riley Trucking** drivers while operating our equipment. Driving at speeds too great for existing conditions is one of the leading causes of accidents. It is expected that our drivers will adjust the speed as driving conditions dictate for safety purposes.

Tickets

The driver shall inform **Riley Trucking** of all tickets relating to moving violations, in personal or company vehicles, as soon as practical.

Log Sheets

At **Riley Trucking**, all drivers are expected to operate in strict compliance with DOT regulations regarding hours-of-service. It is the driver's responsibility to inform their dispatcher of hours-of-service available before dispatch, and the hours you will be out of service. No falsified, late, or incomplete logs will be tolerated.

Personal Records

Every driver is responsible for keeping his/her personal information up-to-date with their supervisor at **Riley Trucking**. This would include change in marital status, address change, phone change, emergency contact, etc. Each driver is required to supply **Riley Trucking** with a copy of their Motor Vehicle Report (MVR) on an annual basis. The MVR report must be turned in by December 31st of each calendar year. The MVR report will be used as part of the driver's annual performance appraisal and for insurance coverage purposes.

Fleet Marking Scheme

The decals and marking on company equipment is uniform. No additions (i.e. bumper stickers, window decals, etc) may be added without written prior approval from your manager. Management of **Riley Trucking** reserves the right to have any decals and/or markings removed at our discretion.

Accidents and OS&D's immediate Spill/Release Information

The driver will immediately notify his supervisor at **Riley Trucking** of any vehicle accident, injury, mix, load spill, or contamination. Any spill, regardless of quantity, requires immediate notification of the driver's supervisor.

Non-Involvement Accidents

If you approach an accident scene, do not stop unless it is necessary. Slow down and proceed through the area with caution. If you are the first person to come upon the accident and need to stop and give aid, proceed through the scene safely and stop clear of pavement so your truck does not present further danger to the scene.

Smoking

It is against **Riley Trucking** policy as well as a violation of United States Department of Transportation Regulations to smoke on or within 25 feet of a vehicle required to be placard "flammable" or "Oxidizer". This includes smoking or carrying a lighted cigarette, cigar or pipe. This policy is in effect while driving.

Ill or Fatigued Driver

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 him to operate a motor vehicle.

Unsafe Driving

No motor vehicle shall be driven in such a manner so as to endanger life or property.

Distracted Driving

Employees of **Riley Trucking** are strictly prohibited from using cell phones (including hands free type) or any other mobile electronic devices at all times while driving company vehicles. For the purpose of this policy, using cell phones or other mobile electronic devices includes, but is not limited to, the following activities: answering or placing phone calls, engaging in a phone conversation, reading or responding to e-mails, sending or reading text messages, reviewing electronic contact databases, accessing the internet, and inputting information to a global positioning system (GPS) or other electronic navigational tool.

Employees of **Riley Trucking** are also strictly prohibited from performing other personal and work-related activities that may distract their driving. Other personal or work-related activities include but are not limited to the following: eating food, performing personal grooming or hygiene tasks, reading maps, reading paperwork of any kind, searching for items in the cab or passenger compartments.

If an employee needs to use a cell phone other electronic device, or perform any of the above mentioned activities, they should stop the vehicle in a safe location, place the vehicle in park and properly set the brakes before doing so.

Parking Your Vehicle

When vehicle is parked, all precautions shall be taken to prevent the movement of the vehicle including setting of parking brake and chocking of wheels.

Note: Trailer hand brake and emergency brake valve shall not be used as a parking brake.

Lights

All lights must be on whenever the vehicle is in operation. It is the driver's responsibility to check the truck lights at each station or stop, and clean them when necessary.

Seat Belts

All vehicles owned or leased to **Riley Trucking** are equipped with seat belts. It is **Riley Trucking** policy, and required by Federal Regulations, that every driver be properly belted while driving.

Paperwork

In addition to his driving duties, each driver is responsible for the correctness, timeliness and neatness of the paperwork required of him/her. It is absolutely essential that all papers and receipts be mailed or submitted daily to the driver's assigned terminal.

Radar Detectors

This type of device will not, under any circumstances, be permitted in XYZ Trucking Inc vehicles.

Firearms

No firearms will be carried on vehicles operated by XYZ Trucking Inc drivers.

Persons Allowed to Operate Vehicles

Riley Trucking equipment is to be operated only by authorized drivers. Should it be necessary for any unit to be moved from one position to another, it is the responsibility of the driver to do so.

Assistance to Other Drivers

It is important that each load reach its destination without avoidable delay. When you overtake another company unit in distress, you should stop and determine if your assistance is absolutely necessary. If not, you are to proceed without further delay. If a driver is in doubt as to what action to take, he should call his supervisor for instructions.

Accessories and Personal Property

The company assumes no responsibility for the loss of, or damage to, a driver's or employee's personal property. Control of personal property is the exclusive responsibility of the driver and/or employee.

Drugs and Alcohol Testing

Every employee of **Riley Trucking** is expected to comply with all applicable state & federal laws regarding the use of drugs and alcohol. Violation of this policy is considered grounds for dismissal. The use of drugs & alcohol may impair the safety and well-being of employees, the public, and property. Any employee urging others to use illegal drugs, provide illegal drugs, or in any way participate in the transfer of such drugs to another person will be subject to immediate termination. Furthermore, any employee who possesses or uses any alcoholic beverages on company premises, including during scheduled or non-scheduled breaks, will be subject to immediate termination.

Any employee who shows up for work under the influence of alcohol or illegal drugs used during non-working hours will be subject to immediate termination.

The company reserves the right to require an employee to submit to a physical examination, blood test, or urinalysis test at any time to determine the employee's fitness to perform their job. The employee may be requested to submit urine and/or blood testing for detection of the presence of alcohol or drugs. Such testing will be conducted under the direction of a licensed physician and with the documented consent of the employee.

You will randomly be tested for drug use.

Breakdown and Impassable Roads

In the event of a truck equipment breakdown through no fault of the driver, or should impassable road conditions make it impossible to complete a trip, the driver will be paid his hourly rate immediately after such conditions are encountered until he can be relieved of the responsibility of his equipment. Impassable roads will be defined as when conditions exist due to weather or to restrictions of law enforcement people which make it impossible to continue.

The time a driver stays with his equipment must be logged as "on duty time" after the equipment is properly parked and secured, the driver, taking into consideration the time of day and other conditions, should call his dispatcher in order to be released from responsibility. He will be then placed on "layover status".

Accident and Insurance Reports

All accidents must be reported. You must notify **Riley Trucking** within 24 hours of any traffic violations in your personal vehicle and immediately in a company vehicle.

D.O.T. Regulations

The operation of **Riley Trucking** is governed by the rules and regulations of the Department of Transportation. **Riley Trucking**, through its management team, believes in and strongly endorses these regulations. The management team and drivers shall adhere to these regulations. Every driver will be provided with a copy of the Motor Carrier Safety Regulations and Drivers Guides to Hazardous Materials, if applicable. Furthermore, it is expected that every driver will familiarize themselves with those regulations that apply to the operation of their vehicle. If you have any questions, please contact your supervisor or safety representative as soon as possible for clarification.

Required equipment inspections:

A pre-trip inspection must be performed before tour of duty begins and shown on log.

Vehicle Condition Report:

At the completion of each day's work, you must complete a post-trip inspection report on the unit you have been driving, and then turn in the Vehicle Condition Report. This report is required by section 396.11 of the Federal Motor Carrier Safety Regulations.

Complete the date, tractor, and trailer numbers and sign the proper line. If defects are found, mark the appropriate box with an "X" for those defects which would affect the safe operation or that might result in a mechanical breakdown.

It is the driver's responsibility to carry a copy of the vehicle condition report that was complete and signed the last time the vehicle was operated. If the previous report is not on the tractor, contact your dispatcher and get a copy of that report before leaving with the tractor. You must review the previous report, sign it if there were items marked "requiring correction," and carry it with you in the cab of the truck.

The report can be inspected at any time on your trip by enforcement personnel. Failure to have the completed report with you is a violation of the law.

Safe Following Distance Policy

1. Tailgating will not be tolerated! Company policy requires all drivers to keep at least a 6 seconds following distance at all times under normal driving conditions. Under severe conditions, such as inclement weather or road construction, all drivers must increase this following distance at least 1 second for each 10 mph.
2. Regardless of where you drive, in town or on the open road, keep enough distance between you and the vehicle ahead so you can make a smooth stop if the vehicle ahead suddenly comes to a halt. Leave room for faster traffic to pass and get back into the right lane. Company vehicles traveling common routes must maintain a minimum of 1/2- mile spacing.
3. All company drivers are expected to maintain safe following distances at all times.

Delivery Appointments

Arrival times are very critical. Drivers should be at the delivery point before scheduled appointment time. Failure to arrive on time can eliminate the opportunity to get unloaded as well as re-loaded. If a driver feels they cannot make the set appointment time, they should tell dispatch before taking the assignment. However, if they realize this too late, they should stop

en-route and call a supervisor immediately -- **DAY OR NIGHT**. This will afford dispatch the opportunity to make phone calls to prevent additional problems.

Remember, a driver is not considered late, even if they are late, as long as they call.

Receipt

I hereby acknowledge receipt of a copy of the Safety Policies & Procedures of **Riley Trucking**. I agree to familiarize myself with the handbook and to comply with all company safety policies at all times while on duty as a driver.

Driver's Signature

Motor Carrier Representative

Date

Changes or amendments to the driver's handbook may be approved at any time by **Riley Trucking**