

# PREMIER DRIVER HANDBOOK



 (404) 675-1950  
 323 Cash Memorial Blvd. Forest Park GA 30297  
 [www.premiertransportation.com](http://www.premiertransportation.com)

## TABLE OF CONTENTS

Receipt and Acknowledgement.....	2
Letter from the CEO .....	3
Section 1: Safety .....	4
Policy Regarding Misuse of Alcohol and Controlled Substances.....	10
Section 2: Hours of Service .....	19
Section 3: Maintenance .....	22
Section 4: Cargo Security.....	24
Section 5: Payroll .....	25

### QUICK REFERENCE - IMPORTANT CONTACTS

Breakdown: (678) 538-2544, option 1

Risk Management / Accident Reporting: (614) 403-5121

E-Log Department: (800) 927-6460

CEO Direct Line: (404) 675-1950

Payroll Fax: (404) 675-1963

## RECEIPT AND ACKNOWLEDGEMENT

The contents of this Driver Handbook reflect the current policies of Premier Transportation (the "Company"), programs, and practices applicable to qualified driver personnel. I understand the Company retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of these qualified driver personnel policies, programs, or practices without advance notice, in its sole discretion, without having to give cause or justification to any employee.

I acknowledge I have adequate and continued access through the Company's website and/or the Safety Department to the most recent electronic version of this Driver Handbook, and it is my responsibility to continue to view the most recent electronic version of the Driver Handbook for any changes or modifications. I understand that I may request a copy of the most recent Driver Handbook in print form at any company terminal or by contacting my manager or the Company's Safety Department.

I agree that I have read and understand the policies, programs and practices set forth in this Driver Handbook and further agree that I will abide by the policies, programs, and practices set forth as now stated or as further updated by the Company.

I understand the contents of this Driver Handbook neither imply nor constitute the terms of any employment contract between the Company and myself as the employee. I understand nothing contained in this Driver Handbook should be construed as a guarantee of continued employment, but rather, employment with the Company is on an at-will basis. This means the employment relationship may be terminated at any time by either the Company or me, the employee.

Notwithstanding anything to the contrary set forth herein, this "at will" status may not be changed, altered, revised or modified without a writing signed by the CEO or President of the Company. Any written or oral statement to the contrary by any other supervisor, corporate officer or other employee or agent of the Company is invalid and should not be relied upon by any prospective or existing employee.

My signature below certifies that I understand the foregoing agreement and that "at-will" status is the sole and entire agreement between the Company and myself concerning the duration of my employment or continuation and the circumstances under which my employment may be terminated, and supersedes all prior agreements, understandings and representations (whether written or verbal).

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## LETTER FROM THE CEO

As we continue to grow, it remains our priority to keep our "family feel" and values. We all have hard jobs; our business is competitive, and our customers demand excellence. However, we will continue to be safe, successful, and productive while working together as a family.

To ensure that this happens, we have made a series of operational adjustments with the ultimate goal of making available to YOU, a senior executive whose primary function will be to engage with the drivers for the purpose of listening to your concerns and to get feedback from you on how to help us become more productive and efficient, much like a family would do. I will be that representative, effective immediately.

The things that I will be looking for from you are ways to improve your experience at Premier and at the same time possibly bring some efficiency to our operations. I will not address compensation or unwarranted personal and anonymous criticism of any associate. It is my intent to listen to you and work with you for an even better Premier family experience.

I have substantially reduced my travel schedule to accommodate this initiative, and I am willing to travel to you if necessary. As my travel plans are known, I will alert your home terminal in the hopes of at least saying hello to you during my visit.

### CONTACT THE CEO DIRECTLY

Phone: (404) 675-1950  
Email: [mikemedici@premiertransportation.com](mailto:mikemedici@premiertransportation.com)

This is an opportunity for us to get to know each other better and to expand on the family values that are very important to all of us. I hope you will work with me and take advantage of it.

**Mike**

Mike Medici, CEO

## SECTION 1: SAFETY

### Safety Qualification Files

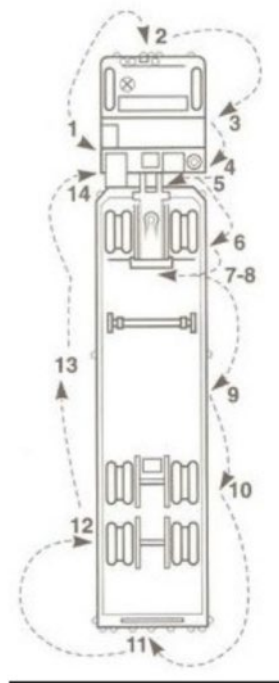
Safety qualification files (medical certificates, traffic violations, safety awards, etc.) are maintained for each driver in order to meet DOT qualifications to drive for the Company. If you have questions regarding the contents, a Safety Department representative in Forest Park, GA will meet with you to review your file.

### Pre-Trip Inspection

Below is the suggested 14-point equipment walk-around sequence. This provides you with a sequential procedure for checking your tractor and trailer. This inspection should be completed each day before you begin driving, and each time you hook your tractor to the trailer you will be pulling.

#### Walk-around Sequence:

1. Left side of cab
2. Front of cab
3. Right side of tractor
4. Right saddle tank
5. Coupling system
6. Right rear tractor wheels
7. Rear of tractor
8. Trailer front
9. Right side of trailer
10. Right rear trailer wheels
11. Rear of trailer
12. Left rear trailer wheels
13. Left side of trailer
14. Left saddle tank and left rear tractor wheels



### Regulatory Vehicle Inspections

Equipment will occasionally be subject to roadside inspections by either Federal or State Transportation Departments or other law enforcement agencies.

If any vehicle defect, driver qualification or performance deficiency is discovered, the Company must certify (usually within 15 days of the inspection) that all noted defects have been corrected. In order for the Company to comply in a timely manner, please submit your written copy of any such inspection or citation to the Safety Department as soon as possible, but in all cases within one (1) business day.

**IMPORTANT:** If you or the equipment is placed out of service, do not come back in service or place the equipment back in service until the out of service fault has been corrected and the out of service order lifted.

Avoiding numerous inspections can often be accomplished if your vehicle has a clean appearance, no obvious defects, and has been properly inspected and maintained.

## Progressive Discipline

Violations of company policy, the FMCSR's, state and local laws, CSA violations, traffic violations, and preventable accidents will be reviewed by the Safety Department, and the driver may be subject to progressive discipline, up to and including termination.

## Weather Conditions

It is your responsibility to stay informed of weather conditions during your trip. The Company policy regarding weather conditions is straightforward. When you feel the road conditions are too severe to continue, you must find a safe place to park and stop driving. You are the one making the decision concerning weather and road conditions.

Keep in mind that federal regulations require you to exercise caution when hazardous conditions such as those caused by snow, ice, sleet, fog, mist, rain, dust, or smoke adversely affect visibility and that speed should be reduced when these conditions exist.

Immediately notify Operations after you have safely and legally parked when you make the decision to stop driving due to weather conditions. This enables us to notify our customers and make alternative plans or appointments. When providing such notice, provide Operations the date, time, and location where you shut down.

## In-Cab Event Recorders

The company utilizes in-cab event recording technology as a defensive driving and accident capture tool for our drivers. This technology provides opportunities for drivers to improve defensive driving habits and information about roadway events.

Recorded events are triggered by events such as speeding, following distance, braking, and roll stability. Events with coachable behaviors may result in the driver being subject to the progressive discipline process, up to and including termination.

## Mobile Device Policy

Mobile telephones may be used in accordance with the Federal Motor Carrier Safety Regulations and other applicable federal, state, and local laws.

**IMPORTANT:** Handheld operation for texting or other use of data functions on mobile telephones or other mobile devices is prohibited at all times while driving. Violation of this policy may result in progressive disciplinary action, up to and including termination.

## **Seat Belts/Restraints**

The Company requires all drivers and passengers to wear a seatbelt while operating a commercial motor vehicle and have a properly installed bunk restraint and make sure it is used when the vehicle is in motion in accordance with FMCSR 392.16. Failure to obey this policy may result in progressive disciplinary action, up to and including termination.

## Accident Guidelines

### ACCIDENT REPORTING

**(614) 403-5121**

Risk Management takes accident reporting calls 24 hours a day, 7 days a week

Any damage to Company-operated equipment, other vehicles, property, or bodily injuries as a result of one or more moving vehicles, will be considered an accident. Every driver is required to report **all** accidents promptly and accurately to Risk Management, and, in the case of roadway accidents, follow the guidelines below:

1. Stop immediately and take reasonable precautions to prevent further accidents at the scene. Turn on 4-way emergency warning flashers and promptly set out reflective triangles or other warning devices.
2. Check for injuries to any involved parties and render aid, if possible.
3. Notify the nearest law enforcement agency of the accident, most often by calling 911. Remain at the accident scene until law enforcement gives you permission to leave.
4. As soon as practically possible, call and report the accident to Risk Management. Follow Risk Management instructions in obtaining witness information and photographs at the scene.
5. If you sustain any injuries as a result of an accident, no matter how minor, report it to Risk Management.
6. All time at the scene of an accident must be logged as "on-duty, not driving" (Line 4).
7. Submit all reports or citations you receive from any federal, state, or local law enforcement agency to Risk Management.

## Weapons

Weapons of any type are prohibited on or in Company property and at any Company-sponsored event. This includes visible and concealed weapons, even when the owner has obtained the necessary permits.

While this list is not all-inclusive, weapons include firearms, pellet guns, imitation firearms, stun guns, knives with a blade longer than 4", any explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual.

Violators of this policy may be subject to disciplinary action, up to and including termination of employment. For purposes of this policy, Company property includes, but is not limited to, buildings, shops, offices, terminals and their parking lots, tractors and trailers owned, leased or otherwise under the direction or DOT authority of the Company.

## Radar Detectors

Section 392.71 of the FMCSR's prohibits drivers from using a radar detector in a commercial motor vehicle or operating a commercial motor vehicle that is equipped with or contains any radar detector. No motor carrier shall require or permit a driver to violate this regulation.

The Company's policy prohibits the use or possession of radar detectors on Company-owned or leased equipment. If found in violation, you may be subject to progressive discipline, up to and including termination.

### **DOT, FHWA, and State Laws**

In the course of conducting Company business on a day-to-day basis, all existing, approved, amended and revised laws, rules and regulations of the Department of Transportation (DOT) and Federal Highway Administration (FHWA), and applicable laws of various states where we operate, apply to our operations. We accept these laws, rules and regulations as part of our Company rules and regulations and require all employees, affiliates and DOT qualified drivers to comply with these laws, rules, and regulations.

## Passenger Authorization Program

It is against Company policy and Federal Motor Carrier Safety Regulations (392.60) to transport an unauthorized passenger or passengers in motor vehicles owned, leased, and/or operated by the Company. You must have prior written authorization from the Company in order to transport anyone other than another Company driver or drivers qualified by the Company or one of its divisions or subsidiaries.

You may render aid to stranded persons in case of an accident or other emergency, but will not be allowed to provide transportation to these unauthorized passengers unless the situation is life threatening. Unauthorized passengers being transported because of a life-threatening incident should be transported off the interstate or other highway system to the next exit or off-highway location where the unauthorized passenger can be left in a safe location.

All drivers of passengers are required to complete the forms and provide the necessary documentation before any passenger may enter the vehicle. These forms can be completed at any terminal. If completed outside of a terminal, all signatures must be notarized. A completed and approved passenger authorization form is required for all passengers. The authorization(s) must be kept on the truck and available when requested by the DOT or a Company representative. Two forms of ID must be provided for passenger authorization.

### Approved Passengers:

1. Spouse - Valid Driver's license (No CDL allowed) or state issued photo ID; Marriage certificate if last name is different from Driver's; Social Security card if last name is the same
2. Child (minor children must be on a school break) - Minor child form signed by Parents/Guardians (Driver must be one); Birth certificate and/or Social Security card; Current photo
3. Other family members over the age of 18 - Valid Driver's license (No CDL allowed) or state issued photo ID; Birth certificate and/or Social Security card; Proof of relation if last name is not the same as Driver

### Passenger Limitations and Restrictions:

- No request for passenger authorization will be granted if the prospective passenger is pregnant, receiving treatment for illness, or under a doctor's care for any physical, mental, or other health condition.
- Under no circumstances will a passenger be allowed to operate/drive the equipment nor perform any job-related functions (fueling, loading/unloading, repairs, etc.)
- Children must be 12 years of age or older
- Passengers must be 70 years old or younger
- Only one passenger is allowed in the truck at a time
- The Company reserves the right to deny a passenger authorization for any reason

## POLICY REGARDING MISUSE OF ALCOHOL AND USE OF CONTROLLED SUBSTANCES

In accordance with 49 CFR Part 382.601, the following are the policies and procedures of the Company with respect to meeting and exceeding the minimum requirements and regulations of the United States Department of Transportation - Federal Motor Carrier Safety Administration ("DOT" or "FMCSA") with respect to alcohol and controlled substances, including but not limited to, the regulations relating to Controlled Substances and Alcohol Use and Testing (49 CFR Part 382) and Drug and Alcohol Prohibition (49 CFR Parts 392.4 and 392.5) ("Policy"). Unless otherwise provided herein, the definitions contained in the FMCSA/DOT rules and regulations respecting alcohol and controlled substances shall apply to this Policy.

### I. Contact Person

Questions regarding this Policy or about the implementation of this Policy may be directed to the Vice President of Safety.

### II. Drivers Subject to Policy

This Policy applies to all Company drivers, owner-operators and contractor drivers who operate motor vehicles owned by or leased to the Company and, for purposes of pre-employment/pre-qualification testing, to persons applying for employment as a Company driver or for qualification as an owner operator or contractor driver.

### III. Prohibited Conduct under FMCSA Rules and Regulations

- a. Pursuant to 49 CFR Part 382.201, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- b. Pursuant to 49 CFR Part 382.205, no driver shall use alcohol while performing safety-sensitive functions.
- c. Pursuant to 49 CFR Part 382.207, no driver shall perform safety-sensitive functions within four hours after using alcohol.
- d. Pursuant to 49 CFR Part 382.209, no driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- e. Pursuant to 49 CFR Part 382.211, no driver shall refuse to submit to a pre-employment controlled substance test, a post-accident alcohol or controlled substance test, a random alcohol or controlled substance test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substance test, or a follow-up alcohol or controlled substance test.
- f. Pursuant to 49 CFR Part 382.213, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any Schedule I drug or substance or any other non-Schedule I drug or substance, except when the use of any non-Schedule I controlled substance is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not affect the driver's ability

to safely operate a commercial motor vehicle. It is Company policy that any driver using a therapeutic drug is required to inform the Company of any such use.

- g. Pursuant to 49 CFR Part 382.215, no driver shall report for duty, remain on duty or perform a safety sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.
- h. Pursuant to 49 CFR 382.303, no driver involved in an accident in which: (1) there is a fatality; (2) there is bodily injury requiring immediate medical treatment away from the scene and for which the driver receives a citation for a moving traffic violation; or (3) there is disabling damage to a motor vehicle requiring tow away and the driver receives a citation for a moving traffic violation, shall fail or refuse to be made available for a post-accident alcohol test to be performed within eight hours following the accident or a controlled substance test to be performed within 32 hours following the accident.
- i. Pursuant to 49 CFR Part 392.4, no driver shall be on duty and possess, be under the influence of, or use, any of the following drugs or other substances: (1) any Schedule I controlled substance, (2) any amphetamine or any formulation thereof, (3) a narcotic drug or any derivative thereof, or (4) any other substance, to a degree which renders the driver incapable of safely operating a motor vehicle.
- j. Pursuant to 49 CFR Part 392.5(a), no driver shall: (1) use alcohol or be under the influence of alcohol within four hours before going on duty or operating, or having physical control of, a commercial motor vehicle; (2) use alcohol, be under the influence of alcohol, or have any measured alcohol concentration or detected presence of alcohol, while on duty, or operating, or in physical control of a commercial motor vehicle; or (3) be on duty or operate a commercial motor vehicle while the driver possesses alcohol.

#### **IV. Safety-Sensitive Function**

In accordance with 49 CFR Part 382.107, a "safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include, but are not necessarily limited to:

- i. All time at a Company or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the Company;
- ii. All time spent conducting pre-trip inspections and post-trip inspections of equipment or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- iii. All time spent at the driving controls of a commercial motor vehicle in operation;
- iv. All time, other than driving time, in or upon any commercial motor vehicle except time resting in a sleeper berth;
- v. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts or shipments loaded or unloaded; and
- vi. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

## V. Prohibited Conduct under Company Policy

- a. No driver shall operate a Company Vehicle, perform any safety-sensitive functions, or perform any other activity considered to be "on-duty" under FMCSA Hours of Service rules and regulations (49 CFR Part 395.2 (1)-(8)) while the driver is or may be impaired due to the use of alcohol or controlled substance.
- b. No driver shall be in possession of alcohol in any form and at any time while in or on a Company commercial motor vehicle, whether on duty or off duty. A driver shall be deemed to be in possession of alcohol if, at any time, alcohol is located in any part of a Company commercial motor vehicle, including the sleeper berth, but shall not include alcohol being transported as part of a shipment.
- c. No driver shall be in possession of a Schedule I controlled substance or any other controlled substance at any time while in or on a Company Vehicle or on Company premises, whether on duty or off duty, unless such non-Schedule I controlled substance is pursuant to a valid prescription written to the driver by a treating physician.
- d. No driver shall be under the influence of alcohol or a controlled substance while on Company premises, while using Company property (including a Company Vehicle), or while conducting Company business away from Company premises.
- e. For purposes of the referenced items a-d above, a Company Vehicle shall mean a motor vehicle, including but not limited to a commercial motor vehicle, owned by or leased to the Company.
- f. No driver shall possess, distribute, sell, use, or manufacture illegal drugs or substances.
- g. No driver shall fail to comply with FMCSA/DOT alcohol and controlled substance rules and regulations.
- h. No driver shall refuse to submit to FMCSA or Company alcohol and controlled substance testing.
- i. No driver involved in an accident in which: (1) there is a fatality; (2) there is bodily injury requiring immediate medical treatment away from the scene and for which the driver receives a citation for a moving traffic violation; or (3) there is disabling damage to a motor vehicle requiring tow away and the driver receives a citation for a moving traffic violation, shall fail or refuse to report the accident to the Company in a time to permit arrangements to be made for a post-accident alcohol test to be performed within eight hours following the accident or a controlled substance test to be performed within 32 hours following the accident.

## VI. FMCSA Required Alcohol and Controlled Substance Testing

The Company will conduct a FMCSA required test for the presence of alcohol and/or controlled substances under the following circumstances:

- i. Pre-employment testing, pursuant to 49 CFR Part 382.301 -- All applicants for employment as a Company driver or for qualification as an owner-operator or contractor driver will be required to submit to controlled substance testing prior to the first time the driver performs safety-sensitive functions for the Company.
- ii. Post-accident testing, pursuant to 49 CFR Part 382.303 -- Any driver involved in an accident in which: (1) there is a fatality; (2) there is bodily injury requiring immediate medical treatment away from the scene and for which the driver receives a citation for a moving traffic violation; or (3) there is disabling damage to any motor vehicle requiring tow away and the driver receives a citation for a moving traffic violation, will be tested for alcohol and controlled substances as soon as practicable following the accident.

- iii. Random testing, pursuant to 49 CFR Part 382.305 -- The Company will conduct random alcohol and controlled substance tests of at least the percentage of its average number of drivers each year as required by the FMCSA. Drivers will be selected for random testing by a scientifically valid method, which ensures that each driver will have an equal chance of being tested each time selections are made. Random alcohol and controlled substance tests will be unannounced and will be conducted on dates spread reasonably throughout the calendar year. Drivers who are selected for random alcohol and/or controlled substances testing are required to proceed immediately to the specified test site.
- iv. Reasonable suspicion testing, pursuant to 49 CFR Part 382.307 -- A driver will be required to submit to an alcohol or controlled substance test when the Company has a reasonable suspicion that the driver may be under the influence of alcohol or a controlled substance in violation of FMCSA alcohol and controlled substances regulations. The term "reasonable suspicion" includes specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors by a supervisor or Company official who has received training on the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.

## VII. Company Alcohol and Controlled Substance Testing

In addition to FMCSA required alcohol and controlled substance testing, the Company may conduct testing for the presence of alcohol or controlled substances under the following circumstances:

Reasonable suspicion testing - A driver will be required to undergo an alcohol or controlled substance test when the Company has a reasonable suspicion that the driver may be under the influence of alcohol or a controlled substance in violation of Company policy. The term "reasonable suspicion" includes a reasonable belief that a driver may be using alcohol or controlled substances in violation of Company policy. Among other things, such reasonable belief may be based upon, but is not limited to:

1. Observable phenomena while at work, such as observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
3. A report of substance abuse provided by a source the Company reasonably deems to be reliable and credible;
4. Evidence that a driver has tampered with any alcohol or controlled substance test during the driver's employment;
5. A driver does not report to work on random testing days for no reasonable legitimate reason;
6. Information that a driver has caused or contributed to an accident while at work;
7. Evidence that a driver has used, possessed, sold, solicited or transferred controlled substances while on Company premises, while using Company property or equipment, or while conducting Company business; or
8. Evidence of misuse of alcohol or any legal controlled substances while on Company premises, while using Company property or equipment, or while conducting Company business.

## VIII. Testing Procedures

Testing will be performed in accordance with DOT/FMCSA regulations governing alcohol and controlled substance testing (49 CFR Parts 40 and 382) including the provisions relating to the integrity of the testing process, safeguarding the validity of tests results and confidentiality, as applicable.

- a. FMCSA Required Alcohol Testing -- Alcohol testing will be performed with an evidential breath testing device approved by the National Highway Traffic Safety Administration.
- b. FMCSA Required Controlled Substance Testing -- FMCSA required controlled substance testing will be performed through urinalysis for the presence of marijuana, cocaine, amphetamines, phencyclidine, and opioids (including the extended opioids oxycodone, oxymorphone, hydrocodone, and hydromorphone) using the split-sample method.
- c. Company Alcohol Testing - Alcohol testing will be performed with an evidential breath testing device approved by the National Highway Traffic Safety Administration.
- d. Company Controlled Substance Testing - Company controlled substance testing utilizing urinalysis will test for the presence of marijuana, cocaine, amphetamines, phencyclidine, and opioids (including the extended opioids oxycodone,

oxymorphone, hydrocodone, and hydromorphone) using the split-sample method. Testing will be performed in accordance with applicable law including any provisions relating to the integrity of the testing process, safeguarding the validity of tests results and confidentiality.

## **IX. Mandatory Compliance / Refusal**

Compliance with the alcohol and controlled substance testing requirements set forth in this Policy is mandatory.

Pursuant to 49 CFR Part 382.107, the following constitutes refusal to submit to an alcohol or controlled substance test:

- i. Failure to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Company, after being directed to do so by the Company;
- ii. Failure to remain at the testing site until the testing process is complete;
- iii. Failure to provide a urine specimen for any controlled substances test;
- iv. The failure to permit the observation or monitoring of a driver's provision of a urine specimen in the case of a directly observed or monitored collection;
- v. Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- vi. Failure or declination to take a second test the Company or collector has directed the driver to take;
- vii. Failure to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or as directed by the Designated Employer Representative (DER) after failure to provide a sufficient amount of urine;
- viii. Failure to cooperate with any part of the testing process; or
- ix. A report by the MRO of a verified adulterated or substituted test result.

Pursuant to Company policy, refusal or failure to present or remain for testing, to complete and sign the breath alcohol or controlled substance testing form, to provide a specimen, to provide an adequate amount of specimen, or otherwise to cooperate with any testing process may be determined to constitute a refusal to submit to testing.

## **X. Consequences of Non-Compliance**

FMCSA Consequences of Non-Compliance:

- i. Pursuant to 49 CFR Part 382.501, a driver who engages in conduct prohibited by 49 CFR Part 382 shall be removed from performing any safety-sensitive functions, including driving a commercial motor vehicle. Pursuant to 49 CFR Part 382.503, a driver who engages in conduct prohibited by 49 CFR Part 382 may not resume performing any safety-sensitive functions until the driver completes a Substance Abuse Professional (SAP) evaluation, referral, and education/treatment process as set forth in 49 CFR Part 40, Subpart O.
- ii. Pursuant to 49 CFR Part 382.505, a driver who undergoes an alcohol test and who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not be permitted to drive or perform any other safety-sensitive function for a period of 24 hours following administration of the test.
- iii. Pursuant to 49 CFR Part 392.5(c), a driver who engages in conduct prohibited by 49 CFR Part 392.5 shall be placed out-of-service immediately for a period of 24 hours commencing upon issuance of an out-of-service order issued by a State or Federal official. Pursuant to 49 CFR Part 392.5(d), any driver who is issued an out-of-service order shall: (1) report such issuance to the Company within 24 hours and (2) report such issuance to a State official designated by the State which issued the driver's license within 30 days unless the driver chooses to request review of the order.

Company Consequences of Non-Compliance: A driver who engages in any prohibited conduct under this Policy is subject to disciplinary action, up to and including disqualification and termination of employment or cancelation of lease agreement.

## **XI. Effects of Alcohol and Controlled Substance Use & Referral / Evaluation and Treatment**

Information concerning the effects of alcohol and controlled substance use on an individual's health, work and personal life; signs and symptoms of an alcohol or a controlled substance problem; and available methods of intervening when an alcohol or a controlled substance problem is suspected will be made available to each driver through orientation training.

Drivers who have engaged in conduct prohibited by FMCSA rules and regulations will be provided with information regarding resources available to the driver for evaluating and resolving problems associated with the misuse of alcohol and controlled substances. The Company is not required to, and will not, provide or pay for rehabilitation or hold a job open for a driver who is terminated/disqualified for violation of this Policy or FMCSA/DOT alcohol and controlled substance rules and regulations.

## **XII. Reporting to FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse**

Effective January 6, 2020, the following personal information will be reported by the Company to the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse:

- a. A verified positive, adulterated, or substituted drug test result;
- b. An alcohol confirmation test with a concentration of 0.04 or higher;
- c. A refusal to submit to any FMCSA required pre-employment, post-accident, random, or reasonable suspicion alcohol or controlled substance test;
- d. The Company's report of actual knowledge of: On duty alcohol use pursuant to 49 CFR Part §382.205; Pre-duty alcohol use pursuant to 49 CFR Part §382.207; Alcohol

use following an accident pursuant to 49 CFR Part §382.209; and Controlled substance use pursuant to 49 CFR §382.213;

- e. A Substance Abuse Professional (SAP) report of the successful completion of the return-to-duty process;
- f. A negative return-to-duty test; and
- g. The Company's report of completion of follow-up testing.

## ACKNOWLEDGEMENT OF POLICY REGARDING MISUSE OF ALCOHOL AND USE OF CONTROLLED SUBSTANCES

I hereby acknowledge and certify that I have received a copy of Premier Transportation's Policy Regarding Misuse of Alcohol and Use of Controlled Substances.

I hereby acknowledge that, in accordance with 49 CFR Part 391.23 and 49 CFR Part 40, each as applicable, Premier Transportation is authorized and required to release to DOT-regulated employer(s) the following DOT-regulated testing items, including pre-employment testing results, occurring during the previous three years: (i) alcohol tests with a result of 0.04 or higher; (ii) verified positive drug tests; (iii) refusals to be tested (including adulterated and/or substituted tests); (iv) other violations of FMCSA/DOT drug and alcohol testing regulations (i.e., violations of 49 CFR 382 Subpart B); (v) information obtained from previous employers of a drug and alcohol rule violation; and (vi) any documentation of completion of the return-to-duty process following a rule violation.

In addition, I hereby acknowledge that, in accordance with 49 CFR Part 382.601(12), Premier Transportation is authorized and required to release the following DOT-regulated testing items, including pre-employment testing results, to the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse: (i) a verified positive, adulterated, or substituted drug test result; (ii) an alcohol confirmation test with a concentration of 0.04 or higher; (iii) a refusal to submit to any test required by subpart C of 49 CFR Part 382; (iv) the Company's actual knowledge of on duty alcohol use pursuant to 49 CFR Part 382.205, pre-duty alcohol use pursuant to 49 CFR Part 382.207, alcohol use following an accident pursuant to 49 CFR Part 382.209, and controlled substance use pursuant to 49 CFR Part 382.213; (v) a substance abuse professional (SAP) report of the successful completion of the return-to-duty process; (vi) a negative return-to-duty test; and (vii) an employer's report of completion of follow-up testing.

I further hereby acknowledge that Premier Transportation is authorized by 49 CFR Part 382.405(g) to disclose information regarding alcohol tests with a concentration result of 0.04 or greater, positive controlled substance test results and refusals to be tested (including, but not limited to, adulterated and/or substituted test results) to the decision maker in any lawsuit, grievance, or administrative proceeding I may initiate, or which is initiated on my behalf, arising from the results of a positive FMCSA/DOT alcohol and/or controlled substance test or a refusal to test.

I further authorize Premier Transportation to disclose information regarding any non-FMCSA/DOT alcohol or controlled substance tests and refusals to be tested to the decision maker or any other parties or persons relating to any lawsuit, grievance, or administrative proceeding; criminal or civil actions; or any other legal matters or proceedings, whether or not initiated by me.

**Dated and signed:**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## SECTION 2: HOURS OF SERVICE

Driver's daily logs must be accurately prepared under the provisions of Section 395 of the Federal Motor Carrier Safety Regulations. Planning ahead is the key to safe and on-time service to our customers.

**IMPORTANT:** If violations of the hour of service regulations are discovered, a driver may be subject to progressive discipline, up to and including termination.

Please contact the E-Log Department at **(800) 927-6460** if you have any questions regarding logs or any event resulting in progressive discipline related to hours of service.

Consistent with federal regulations, Company tractors are equipped with an Electronic Logging Device (ELD). Keep the ELD system instructions and ELD malfunction instructions where they can be easily referred to while on the road. Certify logs daily. Notify the E-Log Department if the ELD becomes inactive at any point in time. You may be required to maintain a paper log in the event of an ELD malfunction. The E-Log Department is the only authority that can authorize you to temporarily use paper logs when your ELD is malfunctioning. The E-Log Department will work with you to reconstruct your prior seven (7) days of logs on paper. Be sure to keep a paper logbook with you in the truck. Federal regulations prohibit operating without a functioning ELD for a period of more than eight (8) days. ELD malfunction issues must be resolved within this 8-day period.

### ELECTRONIC LOGGING DEVICE (ELD)

- Keep ELD instructions where they can be easily referred to while on the road
- Certify logs daily
- Notify E-Log Department immediately if ELD becomes inactive
- Keep a paper logbook with you in the truck
- ELD malfunctions must be resolved within 8 days

### Log Guidance

All time spent attending driver orientation or required training classes, inspecting equipment, fueling, loading/unloading freight, and performing any other work related to the tractor, trailer, or load must be recorded as on-duty time. While in route, meal breaks, routine stops, and other instances where the driver is free from on-duty obligations made during a duty cycle may be logged as off-duty per the following written authorization: "the driver is relieved of all responsibility during meal breaks, routine stops, and other instances where the driver is free from on-duty obligations."

## Hours of Service Quick Reference

Rule	Description
<b>11-Hour Driving</b>	No driving more than 11 hours following 10 consecutive hours off-duty
<b>14-Hour Limit</b>	No driving after 14 hours on-duty following 10 consecutive hours off-duty
<b>10-Hour Break</b>	Consecutive 10-hour break required within 14 hours after coming on-duty
<b>30-Minute Break</b>	30-minute break required within 8 hours before continuing to drive
<b>70-Hour Limit</b>	Maximum 70 hours working in an 8-day period
<b>34-Hour Restart</b>	34 consecutive hours off-duty restarts your 70-hour clock

## Log Status Definitions

### Line 1: Off-Duty

A driver is off duty when not performing work as a driver, at a meal stop, not assisting in the loading or unloading of freight, and when taking breaks while enroute.

SPECIAL NOTE: At loading and unloading locations, any actual time spent loading or unloading, counting freight, or exchanging paperwork must be logged as Line 4 on-duty, not driving.

### Line 3: Driving

The ELD will automatically record on-duty driving time. The device is sensitive and will record any movement of the truck as on-duty. Be sure that if you have made a short movement that you return to the appropriate duty status after the movement is complete.

### Line 4: On-Duty, Not Driving

A driver is on-duty, not driving when performing duties such as inspecting equipment, actual time loading and unloading, undergoing inspections, or receiving citations, making repairs to the equipment, fuel stops, drop and hook activities, time spent at the scene of an accident, Company mandated training, and drug and alcohol testing.

NOTE: When the customer loads or unloads the freight or a lumper is hired and the driver is not involved in the process or performing any other on-duty activities, a driver should show this corresponding time off-duty or in the sleeper berth to account for the total time spent at the customer's facility.

## Pre-Trip Inspection

Each driver must perform a safety inspection of the equipment prior to driving each day. This inspection should take at least 10 minutes. This inspection must be performed every day driving time is shown on the log, reflected by showing the on-duty status time spent conducting the inspection with a "PTI" remark prior to recording any driving time for the day.

## Driver's Vehicle Inspection Report

In accordance with FMCSA regulations, if you discover a defect that causes the vehicle to be unsafe to operate or would result in a mechanical breakdown, you must complete a Driver Vehicle Inspection Report (DVIR) on your electronic communications unit.

If you notice a defect that causes the equipment to be unsafe to operate, do not operate the equipment. Contact Breakdown at **(678) 538-2544** to report the defect and arrange for repairs. Also complete a DVIR noting the defect. The equipment must not be operated until repairs are completed.

### **Hours of Service Regulations**

The DOT hours of service regulations are subject to change. You are responsible for remaining aware of regulation changes and complying with the applicable effective regulations. Any changes in regulations pre-empt the hours of service information set forth in this handbook.

## SECTION 3: MAINTENANCE

### Preventive Maintenance

Our in-house Maintenance department is committed to providing the highest standard of maintenance for our drivers and equipment. Our goal is to fully service the equipment on time and in an orderly manner by following service schedules.

To accomplish this, we need your help in being aware of the maintenance schedule for your tractor and trailer and getting that equipment into the shop for its scheduled service intervals. A preventive maintenance sticker indicating when the truck is due for its next preventive maintenance service is located on each Company tractor.

### Road Service

#### **BREAKDOWN ASSISTANCE**

**(678) 538-2544, Option 1**

Breakdown will coordinate towing and repairs as needed

If you experience a breakdown while on the roadway, as safely possible, move the equipment from the traveled portion of the road and turn on your four-way hazard lights. Place your warning triangles out as soon as possible, but no later than 10 minutes after stopping.

### Trailer Repairs

When trailer repairs are needed, contact Breakdown, so they can get you into a shop and secure the needed repair. If you find a trailer with new damage, report it to Risk Management immediately at **(614) 403-5121**.

### Tires

Tires can be replaced at any one of our terminals with shops. Call Breakdown at (678) 538-2544, option 1 for assistance locating a tire vendor when not near a Company shop or over the road. Premier Transportation shops are the preferred location to get tire replacement completed when possible.

### Company Equipment Modification

Other than normal wear and tear, any alterations of the interior of the Company tractor are prohibited. The removal of cabinets, seats, or drilling holes in interior panels of the tractor is also prohibited. A tractor whose interior has been modified must be returned to the original condition at the expense of the person who made the unauthorized modifications.

## **Onboard Electronic Communication Equipment and Safety Systems**

Onboard electronic communication equipment and safety systems are installed on Company tractors. Any modifications or tampering with those systems, such as disconnecting pins and wiring, is not allowed and may result in discipline, up to and including termination of employment.

## **Truck Washes**

Company tractors based outside of Premier Transportation's Forest Park, GA location can be washed once a month. When you arrive at a Blue Beacon location tell them you are with J.H.O.C., Inc. D/b/a Premier Transportation and include a J in front of your unit number to avoid delays in finding the correct account.

## **Owner Operator Maintenance Reports**

Owner Operator (O/O) monthly maintenance reports are due by the 10th of each month. Completed forms can be submitted through the Premier Driver App or faxed to (404) 361-3465. Premier pays for quarterly inspections of O/O tractors to be completed at authorized locations. These inspections are to be completed every 90 days, and faxed to (404) 361-3465.

## SECTION 4: CARGO SECURITY

### Lock Policy

The Company provides padlocks and seals to drivers in Orientation. All loaded trailers should be padlocked and sealed before departing from the customer. If the customer does not furnish a seal for the trailer, then the driver should place a Premier seal on it.

**IMPORTANT:** Keep loaded trailers locked and sealed at all times. Drivers may remove padlocks upon delivery or when dropping a loaded trailer at a secure Premier drop yard. Failure to comply with this policy may result in disciplinary action, up to and including termination.

### Vendor Loads

The following conditions must be met in order for the Company to not be held liable by a Shipper for cargo shortages on inbound loads to the distribution centers from their vendors:

1. The shipper seals the load, the seal number is shown on all copies of the bill of lading, and the seal is intact at delivery. Sign the BOL as shipper load and count (SLC).
2. The driver seals the load, the driver seal number is shown on all copies of the bill of lading, and the seal is intact at delivery. Sign the BOL as shipper load and count (SLC).

Failure to maintain seal integrity may leave Premier liable for cargo shortages that are discovered during unloading. You may be charged back for the amount Premier is liable for if you did not follow the proper seal procedures. Always have the load sealed before you leave the shipper and ensure the seal number is shown on all copies of the bill of lading.

### Cargo Security Best Practices

Remember the following points to help limit cargo theft and cargo claims:

1. Every loaded trailer is to remain locked at all times (this includes scrap pallet/cardboard). Only completely empty trailers may be left unlocked.
2. Unattended tractors are to be locked, and the keys kept on your person.
3. Do not take your load out of route.
4. Do not take your load home.
5. Confirm the trailer number and seal number match what is on the bill of lading.
6. Ensure an associate from the customer verifies the seal number before breaking the seal at delivery.
7. Use load bars in between stops to limit cargo damage.
8. Do not park at one of the off-limits locations discussed in Orientation.

## SECTION 5: PAYROLL

### Pay Period

The work week for payroll purposes is Sunday through midnight Saturday. Loads completed by midnight Saturday, along with the necessary documentation, will be paid the following Friday.

A signed bill of lading must be faxed to **(404) 675-1963** no later than 11 a.m. EST Tuesday following the Saturday cut off for all broker loads, Beall's, Tuesday Morning, and Pier One loads to be eligible for pay.

### Direct Deposit

The Company provides the option of direct deposit into your bank account each Friday and sends your electronic pay stub to your email account on record. Contact Payroll if you wish to receive a manual paycheck that is mailed to your home address.

### Lumpers

Requests for lumper reimbursement may be submitted via the Premier Driver App or faxed to (404) 675-1963 on a lumper receipt form. These must be submitted by the weekly payroll cutoff date in order to be reimbursed on the following Friday check. Lumper receipts must have the driver name, tractor number, and Premier Pro number clearly marked on the front of the lumper receipt.

### EFS Cards

Drivers have 24 hours to call EFS and activate their card and set their personal PIN number once they have been issued their EFS card. You will be required to call the Forest Park terminal and reset your card if you do not create a PIN number within 24 hours.

#### Steps to move money from your EFS card to an EFS check:

1. Call the phone number on the back of your EFS card (888) 824-7378
2. Select option #3, Card Holder Options
3. Enter PIN #
4. Select option #3, Issue EFS Check
5. Select option #2, Company Cash Advance
6. Enter EFS check number
7. Enter amount
8. You will receive an authorization code to enter on the check

## Driver Bonuses

### PREMIER DRIVER BONUS PROGRAMS

#### Annual Longevity Bonus

\$1,000 for one year of continuous, uninterrupted service with Premier

#### DOT Inspection Bonus

\$100 for all DOT inspections passed with no violations (no limit)

#### Monthly Safety Bonus

\$100 per month for a total of \$1,200 annually

#### Driver Referral Bonus

\$100 per month that you and the referred driver are active at Premier (max \$1,200/year per referral, no cap on number of referrals)