



# **DRIVER MANUAL**

Durandisse International Transport

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# **Welcome to DURANDISSE INTERNATIONAL TRANSPORT**

Welcome to DURANDISSE INTERNATIONAL TRANSPORT We are so glad you chose to work with us! DURANDISSE INTERNATIONAL TRANSPORT is a family owned and operated trucking company hauling freight in the North East, South East and Mid-West regions. We hold ourselves to a high ethical standard in all our business actions.

## **Mission Statement**

DURANDISSE INTERNATIONAL TRANSPORT is committed to a high level of honesty and trust. Our goal is to work together with drivers and customers to meet mutual professional and financial objectives.

## **Core Values**

### **Honesty**

At DURANDISSE INTERNATIONAL TRANSPORT we believe in transparent business practices and strive to serve our drivers and customers with fairness and integrity.

### **Respect**

We respect our drivers' and customers' time and business and aim to make the experience with our company as seamless and hassle-free as possible.

### **Diligence**

We pride ourselves in a job well done and work hard to bring about a quality result every time.

## **Employment**

### **Employment and Discipline**

PENNSYLVANIA is an "employment-at-will" state. According to P.A. Department of Labor "The term "employment-at-will" simply means that unless there is a specific law to protect employees or an employment contract providing otherwise, then an employer can treat its employees as it sees fit (including the assignment of demeaning tasks) and the employer can discharge an employee at the will of the employer for any reason or no reason at all. It is also up to each employer to decide if its employees may see their own personnel file or not." This means that you may terminate (quit) your employment with the Company at any time and for any reason with or without cause or notice.

This also means that DURANDISSE INTERNATIONAL TRANSPORT has the right to terminate your employment with or without cause or notice. The Company also has the right to discipline you at its discretion, as the company considers necessary in individual circumstances.

DURANDISSE INTERNATIONAL TRANSPORT holds the right to change your wages and all other working conditions without having to consult you.

## **Basic Qualifications**

In order to be a company driver, you must meet the following Federal Motor Carrier Safety Administration (FMCSA) qualifications:

### **FMCSA Qualifications §391.11**

- (a) A person shall not drive a commercial motor vehicle unless he/she is qualified to drive a commercial motor vehicle. Except as provided in §391.63, a motor carrier shall not require or permit a person to drive a commercial motor vehicle unless that person is qualified to drive a commercial motor vehicle.
- (b) Except as provided in subpart G of this part, a person is qualified to drive a motor vehicle if he/she—
  - (1) Is at least 21 years old
  - (2) Can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records;
  - (3) Can, by reason of experience, training, or both, safely operate the type of commercial motor vehicle he/she drives;
  - (4) Is physically qualified to drive a commercial motor vehicle in accordance with subpart E—Physical Qualifications and Examinations of this part;
  - (5) Has a currently valid commercial motor vehicle operator's license issued only by one State or jurisdiction;
  - (6) Has prepared and furnished the motor carrier that employs him/her with the list of violations or the certificate as required by §391.27;
  - (7) Is not disqualified to drive a commercial motor vehicle under the rules in §391.15; and
  - (8) Has successfully completed a driver's road test and has been issued a certificate of driver's road test in accordance with §391.31, or has presented an operator's license or a certificate of road test which the motor carrier that employs him/her has accepted as equivalent to a road test in accordance with

## **Equal Opportunity Employment**

### **The Americans with Disabilities Act**

DURANDISSE INTERNATIONAL TRANSPORT is committed to complying with all applicable:

- (1) Provisions of the Americans with Disabilities Act Amendments Act (ADAAA)
- (2) State and local disability laws, as applicable Discrimination

(3) It is against Company policy to discriminate against any qualified associate or applicant because of an individual's disability.

## **Reasonable Accommodations**

DURANDISSE INTERNATIONAL TRANSPORT will provide "reasonable accommodations" to qualified job applicants and employees with disabilities when company:

- (1) Is aware of the disability
- (2) The accommodation does not constitute an undue hardship

## **Unlawful Discrimination, Harassment, and Retaliation**

Unlawful discrimination, harassment and retaliation are prohibited. Discrimination and Harassment this includes unlawful discrimination or harassment based on:

- (1) Age
- (2) Disability
- (3) Equal Pay/Compensation
- (4) Genetic Information
- (5) Harassment
- (6) National Origin
- (7) Pregnancy
- (8) Race/Color
- (9) Religion
- (10) Retaliation
- (11) Sex
- (12) Sexual Harassment

## **Equal Employment Opportunities**

In accordance with applicable federal, state and local laws, the Company provides equal employment opportunities to all associates and applicants for employment without regard to: Race, National origin, Color, Age, Religion, Disability, Gender, Marital status, Sexual orientation, Genetic information, Gender identity. Any other status protected by state or federal law: AIDS/HIV status, Pregnancy, Status as a Vietnam-era, or special disabled veteran.

DURANDISSE INTERNATIONAL TRANSPORT prohibits retaliation against any associate who is:

- (1) Filing or being a witness in an EEO charge, complaint, investigation, or lawsuit
- (2) Communicating with a supervisor or manager about employment discrimination, including harassment
- (3) Answering questions during an employer investigation of alleged harassment
- (4) Refusing to follow orders that would result in discrimination
- (5) Resisting sexual advances, or intervening to protect others



- (6) Requesting accommodation of a disability or for a religious practice
- (7) Asking managers or co-workers about salary information to uncover potentially discriminatory wages.

If you believe there has been a violation of this policy, see the Reporting Discrimination, Harassment or Retaliation section of this chapter.

## **Harassment**

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

The harasser can be the victim's supervisor, a supervisor in another area, and agent of the employer, a co worker, or a non-employee.

The victim does not have to be the person harassed but can be anyone affected by the offensive conduct. Unlawful harassment may occur without economic injury to, or discharge of, the victim. Prevention is the best tool to eliminate harassment in the workplace. Employers are encouraged to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to employees that unwelcome harassing conduct will not be tolerated. They can do this by establishing an effective complaint or grievance process, providing anti-harassment training to their managers and employees, and taking immediate and appropriate action when an employee complains. Employers should strive to create an environment in which employees feel free to raise concerns and are confident that those concerns will be addressed.

Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.

## **Reporting Discrimination, Harassment, or Retaliation**

It is the responsibility of every employee to promptly report harassing conduct to anyone in your supervisory chain; or to your Agency EEO Manager in the National Office; or for regional employees, to the Regional Administrator, OASAM. Read more:

[https://www.dol.gov/oasam/programs/crc/2011-workplace harassment.htm](https://www.dol.gov/oasam/programs/crc/2011-workplace%20harassment.htm)

All associates are employed at will, and both they and the company may terminate the employment relationship at any time, with or without cause.

## **Company Expectations**

### **Prohibited Actions Definition and Policy Smoking in the Sleeper**

- (1) For your safety, do not smoke in the sleeper compartment.
- (2) Do not drill any holes in the dash, cab or sleeper.
- (3) A company technician will install your CB radio or antenna.
- (4) Do not tamper with or alter the cab interior, moldings or trim panels.
- (5) Contact any of our Maintenance personnel regarding the proper installation procedures for electronic equipment such as TVs, XM Radios, DVD players, and/or gaming systems.
- (6) Do not tamper with, alter, splice or probe any wiring.
- (7) Tinting, or in any way changing the transparency of tractor windows or windshields, is not permitted.
- (8) Tampering with the ECM or the engine is not permitted and is a major policy violation.
- (9) If the truck is not running correctly speak to driver relations personnel.
- (10) Do not overload power outlets. Overloading can result in fire and personal injury.
- (11) You may not store anything behind the cab of the truck due to potential damage to reefer unit. This includes but is not limited to: bicycles, coolers, brooms, shovels, etc.
- (12) Steering knobs are not allowed.
- (13) Company personnel must install inverters over 150 watts.
- (14) No offensive bumper stickers may be installed anywhere on the tractor or trailer.
- (15) Do not install bug screens or other items to the front of the truck's grill.

### **Prohibited or Illegal Items**

Drivers, student drivers, passengers and other truck occupants may not be in possession of prohibited or illegal items. Consequences for possession of a prohibited or illegal item include but are not limited to: (1) Confiscation of the item – the item will not be returned. (2) A report filed with appropriate law enforcement authorities. (3) Progressive discipline up to and including termination.

## **Alcohol**

- (1) You may never store or carry alcoholic beverages or containers of alcohol (including empty containers) in your tractor.
- (2) See the Alcohol and Drug Policy
- (3) Alcoholic beverages of any kind regardless of alcohol content
- (4) Empty alcohol cans/bottles or containers

## **Bodily Fluid Containers**

- (1) Any container used to collect bodily fluids/functions.
- (2) Buckets
- (3) Bottles
- (4) Cups
- (5) Jars
- (6) Port-a-potties

## **Controlled Substances and Drug Paraphernalia**

- (1) The use and/or possession of controlled substances and drug paraphernalia will not be tolerated.
- (2) See the Alcohol and Drug Policy
- (3) Illegal narcotics
- (4) Paraphernalia used to participate in illegal drug activity
- (5) K2/Spice

## **Unauthorized Medications.**

All prescribed medications in your possession must:

- (1) Have your name on the container.
- (2) Must be in their original container.
- (3) Another person's prescriptions are prohibited.

## **Flammable Devices**

You may not carry flammable devices (devices capable of being easily ignited and of burning quickly) for the purpose of cooking, heating or entertainment. Devices may not be: (1) used in (2) carried on OR (3) stored in the cab of the tractor:

- (1) Propane
- (2) Butane bottles

- (3) Open flame stoves and heaters
- (4) Fireworks (of any type)

## **Weapons**

Weapons may not be carried/stored on/in:

- (1) Your persons (even if you have a concealed weapons permit.)
- (2) Company equipment
- (3) Company-paid rental cars
- (4) Terminal courtesy vans
- (5) Company property or motel
- (6) Company-paid motel

Weapons found in violation of this policy will be confiscated and law enforcement authorities may be contacted.

- (1) All firearms (including BB and pellet guns)
- (2) Bows and arrows/crossbows
- (3) Knives (other than a small pocket knife with a blade less than 3" long)
- (4) Clubs (other than for checking tires)
- (5) Stun guns

## **Unauthorized Passengers or Guests**

All passengers and guests must have a passenger authorization form filled out to board the truck.

## **Radar Detectors**

392.71 Radar Detectors; use and/or possession. (a) No driver shall use a radar detector in a commercial motor vehicle or operate a commercial motor vehicle that is equipped with or contains any radar detector.

## **Window Obstructions**

In keeping with Federal Motor Carrier Safety Regulations 393.60 (e), the Company does not allow you to hang anything from the visors or anywhere in the cab that will hinder your vision (other than factory-installed equipment or required permits attached to the windshield).

## **Recording Devices**

Apart from documenting the scene of an accident you were involved with, you are prohibited from recording work-related conversations, phone calls, meetings or other Company activities unless express permission is received in advance from DURANDISSE INTERNATIONAL TRANSPORT Human Resources or Legal departments. "Work-Related" is defined as: Any conversation, phone call, meeting or activity in which one or more parties is performing job-

related functions for the Company. One of the participants is a company associate in the course of his or her duties.

Prohibited with regard to the above, the following are prohibited: All types of recording devices including but not limited to: Tape and audio recorders, Video recorders, Cameras, Cell phones with camera, video or audio recording features. Arranging for others, including non-associates (passengers, guests, family members, etc.) to record work-related conversations. Consequences to violating the policy may be subject to discipline write up and including termination.

If an applicable state or local law conflicts with this policy, the Company will comply with the state or local law for that specific circumstance.

## **Searches of Company Property and in Company Equipment**

Without advanced warning, Company equipment and property may be searched at any time for prohibited or illegal items. Searches may also be performed on personal property located: (1) On Company property (2) Within Company equipment

The following have authorization to search equipment: (1) Managers (2) Supervisors (3) Safety personnel (4) Law enforcement

## **Social Networking Policy**

DURANDISSE INTERNATIONAL TRANSPORT recognizes blogs, networking sites, and other social media (collectively referred to as “social media”, defined below) as possible tools to support the Company’s operational goals. This policy applies to employees when they participate in social media as part of their job duties. It also applies to staff employees’ participation in social media at any time that they give the appearance of speaking on behalf of the Company or its affiliates; identify themselves as Company employees or as affiliated with the Company; or discuss the Company or its affiliates. Employees are responsible for the content they publish on social media and should use good judgment. Employees should be mindful that the things they say or do on social media are publicly available and searchable and may be forever accessible, which can be then associated to DURANDISSE INTERNATIONAL TRANSPORT Comments, expressions, and other postings on social media must be honest and respectful of others; respect confidential, personal, and proprietary information; and comply with applicable local, state, and federal laws and DURANDISSE INTERNATIONAL TRANSPORT policies.

(1) Social media definition: Online, electronic, or Internet media, tools, communities, and spaces for social interaction, sharing user generated content, or public or semi-public communication. Social media typically uses web-based technologies to turn communication into interactive dialogues. Social media can take many different forms, including Internet forums, blogs & micro blogs, online profiles, wikis, podcasts, pictures and video, email, text, instant messaging, music-sharing, and chat, to name just a few. Examples

of social media include but are not limited to the following: LinkedIn, Facebook, Instagram, Wikipedia, YouTube, Twitter, Pinterest, and blogs.

(2) Being on social media on your cell phone or computer while on company time, including but not limited to Facebook Messenger, Twitter, Instagram, or Pinterest, is also akin to being on a personal call while at work. Please do your best to focus during your work hours and check these applications during personal time like lunch breaks or at the end of the day.

(3) Violation(s) of the social media policy will be subjective to progressive discipline, up to and including termination.

## **Retaliation is Prohibited**

(1) DURANDISSE INTERNATIONAL TRANSPORT prohibits taking negative action against any driver for reporting a possible deviation from this policy or for cooperating in an investigation.

(2) Any driver who retaliates against another driver from reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## **Performance Expectations**

### **Overview**

The following key performance indicators are used to measure and evaluate your performance:

- (1) Safe and legal operation of your vehicle
- (2) On-time service
- (3) Production
- (4) Fuel performance and management
- (5) Customer service

You are responsible for maintaining acceptable performance levels in each of the above areas. Failure to do so may result in disciplinary action, up to and including termination.

We are here to work with you. We want you to be successful with us and enjoy a long career at DURANDISSE INTERNATIONAL TRANSPORT.

Feel free to discuss any questions or concerns with your fleet manager and/ or your dispatch.

### **Performance Evaluations and Reviews**

Performance evaluations are conducted to provide both management and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are generally scheduled approximately every 12 months. For newly hired employees, performance reviews are given at 6 months during their first year, annually thereafter at the department's scheduled review date.

Merit-based pay adjustments are awarded by DURANDISSE INTERNATIONAL TRANSPORT in an effort to recognize truly superior employee performance. The decision to award such an adjustment is subject to the sole discretion of the Company, depending upon numerous factors, including the information documented by our formal performance evaluation process. Other factors taken into consideration by the Company are its overall financial situation, general economic conditions, local area wage scales, employees' qualifications & experience, etc.

## **Progressive Discipline**

The progressive discipline plan represents a series of management interventions that gives an employee an opportunity to correct undesirable behavior before being released. There are two levels of misconduct: minor violations and serious violations. We operate with 10 minor violation warning policy. There may be other violations not listed which would be deemed unacceptable behaviors and addressed in a similar manner. Steps may be skipped depending on the severity of the violation and this policy by no means should be considered a part of an employment contract. The policy is to serve as general guidelines for appropriate action for the below violations (this list should not be considered comprehensive):

<b>Minor Violations</b>	<b>Serious Violations Examples</b>
Absenteeism	Alcohol/drug use in the workplace
Dress code	Theft
Tardiness	Dishonesty
Attitude	Violence
Performance issues	Gross insubordination
Agreement violation	Sabotage
Breach of confidentiality	Weapons
	Sexual Harassment

### *Step One: Verbal Warning*

An employee committing a minor violation receives a verbal warning from their manager and is told that if this problem continues within a specific time period, harsher punishment will follow. The manager needs to provide clear expectations for improvement.

#### *Step Two: Written Warning*

The employee violates the same rule within the specified time period and now receives a written warning from their manager. This warning goes on the employee's permanent record. DURANDISSE INTERNATIONAL TRANSPORT operates with 10 minor violations warning policy. The employee is told that failure to correct this behavior will result in more serious treatment.

A follow-up date/meeting.

#### *Step Three: Discharge*

The employee violates the same rule and is discharged.

## **Safe and Legal Operations**

### **Public Safety Expectations**

We consider the below situations to be extremely serious violations of Company policies; because it would be very difficult for the Company to identify all of the situations where your actions could cause harm to the public or to the Company, this is not a complete list. Because of the serious nature of these situations, the Company will take disciplinary action up to and including suspension and/or termination whenever you:

- (1) Violate: Company policies, Federal FMCSA regulations, Instructions, or orders from your supervisor
- (2) Are charged with a DWI or DUI.
- (3) Intentionally damage or tamper with Company property or equipment
- (4) Fail to report an accident or incident: In any Company-issued equipment. As soon as safely possible. Regardless of how minor
- (5) You or your passenger or an occupant on your truck uses, is in possession or sells illegal controlled substances or possesses drug paraphernalia at any time. You will be suspended if: You are arrested or charged with any drug-related offense. You will be terminated if: Upon investigation, the Company believes the charges will not be resolved within 30 days of the suspension. You are convicted.
- (6) You must notify of any prescribed or over-the-counter medications that you are using that could adversely affect your ability to safely operate company equipment. All medications must be kept in their original container. If you are uncertain about whether a medication you are taking could adversely affect your ability to drive, contact Safety to check the medications possible side effects.
- (7) Consume or are in possession of alcoholic beverages, of any kind and regardless of alcohol content, while operating or being responsible for Company equipment: You may not consume



alcohol when you are: On a layover. Available for a truck. Available for a load. At Orientation. FMCSR 382.207 states no driver shall perform safety sensitive functions within four hours after using alcohol.

(8) Engage in any threat of violence, including threats to cause physical harm to another through written, verbal or electronic means, or exhibit physical behavior that a reasonable person would view as threatening.

(9) Make a U-turn on any public street, road, highway or interstate unless directed to do so by law enforcement.

(10) Falsify information on records including: o Logs o Applications for employment o Pay records or requests o Documents completed in conjunction with your FMCSA physical o Other legal documents (11) Willfully violate safety rules or drive in a reckless or careless manner.

(12) Refuse to follow Company directives regarding safety or compliance with the law. (13) Drop a loaded or empty trailer any place other than a terminal or a Company-authorized drop yard without the approval of your fleet manager/coordinator.

(14) Engage in insubordination.

(15) Steal or destroy Company, customer or property of another.

(16) Engage in gross misconduct of any kind.

(17) Engage in any form of unlawful harassment, fighting or physical assault.

(18) Drive in a discourteous and/or unsafe manner.

## **Injury Prevention**

### **Entering/Exiting the Vehicle**

Drivers are to utilize proper 3-point stance when entering and exiting the tractors and trailers. Three-point contact allows the driver to maintain balance. Also, ensure your steps are fastened properly, take weather conditions into account and be sure footwear tread is adequate.

(1) Exit same direction you enter.

(2) Watch when stepping down for potholes, uneven surfaces, slippery surfaces such as ice.

(3) No objects on steps such as bungee cords or carpet that might cause a trip or slip.

### **Footwear Policy**

Any staff member walking through an operation, maintenance, cleaning, receiving, dock, or warehouse area of our Company facility or customer facility must wear protective footwear at all times. Acceptable footwear shall be constructed of leather or rubber and must be approved by the Safety Department. All footwear must have slip-resistant soles and wedged or flat heels.

Drivers must wear close-toe shoes whenever outside the truck and or around the warehouse area.

### **Pulling 5th Wheel Pin**

(1) Proper maintenance, adjustment, and lubrication of all 5<sup>th</sup> wheel parts are essential. (2) Park on level ground before unhooking to minimize the chance of placing a bind on the 5<sup>th</sup> wheel. (3) Establish a good stance with firm footing.

(4) It may be necessary to “rock” the unit to relieve pressure on the kingpin.

(5) Utilize a “pin-puller.”

(6) NEVER jerk on the handle to get it to release. If it is still “frozen,” it may be necessary to “rock” the unit again.

## **Sliding Tandems**

(1) Establish a good stance with firm footing.

(2) The locking pins mechanism must be properly maintained.

(3) If this ends up being a two-person job, make sure the wheels are chocked to minimize the risk to the person pulling the pin.

(4) “Rocking” the unit to release pressure on the pins is usually required.

(5) NEVER jerk on the mechanism to release the pins.

## **Cargo Doors**

Proper lifting techniques and hazard avoidance can ensure many hours of work and play without injury if drivers are alert and pay attention. When opening trailer doors, consider the weight of the door as well as any potential cargo that may have shifted and could fall onto you. Another issue is the wind. Many drivers have been hurt when gusts of wind cause the trailer doors to strike the driver. Another consideration is the door latches. Ensure these are in proper working order. Be aware when pulling away from the dock that door latches may become disconnected. Trailer doors should be closed and secured during any movements.

## **Refrigerated trailers**

Attention needs to be paid to the following:

(1) Climbing to adjust temperature controls

(2) Condensation on floor (slip hazard)

(3) Opening and closing of cargo doors. Pay special attention to shifted cargo and wind. (4) Check fuel and temperature on every stop

## **Passenger Program**

Federal Motor Carrier Safety Regulations mandate no unauthorized persons to be transported. FMCSR (392.60(a)):

“Unless specifically authorized in writing to do so by the motor carrier under whose authority the commercial motor vehicle is being operated, no driver shall transport any person or permit any person to be transported on any commercial motor vehicle other than a bus. When such authorization is issued, it shall state the name of the person to be transported, the points where the transportation is to begin and end, and the date upon which such authority expires.”

(1) Passengers should be considered a privilege that drivers can earn after having a disqualification-free period of 90 days including no suspensions or write-ups.

- (2) The privilege must be tied to safety. Drivers should be employed by the motor carrier and free of preventable accidents for six (6) months to qualify.
- (3) Passengers are limited to spouses, dependent children over the age of 12 or an immediate family member.
- (4) The time of year during which passengers can be taken as well as the type of trip will be evaluated.
- (5) The number of passenger trips should be limited per driver – no more than 2 passengers.
- (6) Eligibility will be based on the DURANDISSE INTERNATIONAL TRANSPORT safety program that monitors performance and eligibility.
- (7) Passenger Authorization and Release of Liability should be executed by the passenger taking the trip (or guardian).
- (8) A passenger accident insurance program with acceptable limits must be procured in advance, prior to leaving on the trip.
- (9) DURANDISSE INTERNATIONAL TRANSPORT will take strict disciplinary action against the driver who has taken an unauthorized passenger including termination or lease termination.
- (10) The passenger must wear the seatbelt.
- (11) Drivers must have acceptable driving records, be serious violation free with no more than three (3) moving violations in the last three (3) years.
- (12) Passengers are restricted from driving.
- (13) No passenger will be allowed on customer dock and/or assist in the loading or unloading.
- (14) No expecting women will be permitted to be a passenger at any time.
- (15) Approvals or authorization must be in writing from DURANDISSE INTERNATIONAL TRANSPORT. A copy must be kept by the Safety Director and a copy carried in the vehicle at all times.

Please see the Safety Director if you meet the above criteria to fill out the correct forms.

## **FMCSA Compliance, Safety, Accountability (CSA)**

CSA is FMCSA's data-driven safety compliance and enforcement program designed to improve safety and prevent commercial motor vehicle (CMV) crashes, injuries, and fatalities. CSA consists of three core components; the Safety Measurement System (SMS); interventions; and a Safety Fitness Determination (SFD) rating system to determine the safety fitness of motor carriers

### **You and the FMCSA**

- (1) You carry safety to the road.
- (2) Your performance affects the company's record as well as your record.
- (3) Each time you are pulled over by an FMCSA officer for disobeying a traffic law, have a roadside inspection, or are involved in an accident, points are assessed to violations you receive.

(4) Regardless of how long you have been driving, the FMCSA expects you to follow all local, state and federal regulations.

Further information about CSA and how it affects you can be found at: <https://csa.fmcsa.dot.gov/YourRole/Drivers>

(1) As a driver, you must follow all applicable Federal Motor Carrier Safety Administration (FMCSA) regulations.

(2) For a complete list, please refer to the FMCSA Federal Motor Carrier Safety Regulations manual provided to you in orientation.

(3) You are required by FMCSA regulations to complete an annual review of your driving record, which will be reviewed by the Safety department. Current CDL You must: Keep your Commercial Driver's License current. (4) Provide copies of all changes (address, phone, etc.) to your CDL license to the Safety department at any terminal.

(5) Notify the Safety department of any restrictions on your CDL including the status of your Hazmat endorsement.

(6) Meet the state requirements in terms of providing them with your current medical certification.

(7) Driver is required to obtain a tanker endorsement.

## **Unsafe Driving**

Follow traffic safety laws to help make the Nation's highways safer for everyone. The Unsafe Driving BASIC prioritizes interventions for repeated unsafe behaviors, including: Texting, Speeding, Using a hand-held cell phone, reckless driving, improper lane change, and inattention. 49 CFR Parts 392 and 397 of the Federal Motor Carrier Safety Regulations (FMCSRs).

Note: Violations recorded on a roadside inspection report are used in the SMS, regardless of whether a State officer also issues a citation (i.e., ticket) or a verbal warning. If a driver or carrier receives violations on a roadside inspection report, it will go on the company's record.

## **Crash Indicator**

Crash Indicator Understand crash patterns to help identify and address safety problems. State-reported crashes from the last two years are collected in this BASIC to help identify patterns of high crash involvement and the behavior or set of behaviors that contributed to the crash. All crashes involving commercial motor vehicles, as defined in 49 CFR 390.5, are reportable if they result in a fatality or injury or require a vehicle to be transported from the crash scene, regardless of the carrier's or driver's role in the crash.

## **Accident Investigation Policy**

DURANDISSE INTERNATIONAL TRANSPORT policy is to fully investigate all accidents.

The following criteria are cause for immediate dismissal in chargeable accidents: (1) Rollover (2) At fault and in possession or under the influence of drug or alcohol (3) Unauthorized rider in

vehicle (4) Leaving the scene of an accident without authorization from DURANDISSE INTERNATIONAL TRANSPORT personnel (4) Cited by Authorities for not having log up to date (5) Careless or reckless citation (6) Any driver that drops a trailer with the landing gear in the raised position shall be terminated, (subject to review for mechanical failure.)(7) Any driver determined to be at fault for a preventable rear-end collision.

## **Driver on Accident Scene Guidelines**

- (1) Pull vehicle as far off the roadway as safely possible when involved in a minor accident. Do not move the truck when involved in a serious accident. Do not move the truck when involved in a parking accident to avoid any further damages
- (2) Turn on four-way flashers
- (3) Call 911
- (4) Set out emergency warning devices as required by 49 CFR Sec. 392.22 (b) (1) and in the prescribed positions on the roadway. The FMCSR require that emergency warning devices be set out within ten (10) minutes of stopping.
- (5) Take note of any fluids leaking or spilling
- (6) Contact DURANDISSE INTERNATIONAL TRANSPORT
- (7) Be courteous and cooperative with authorities
- (8) Never admit guilt, liability at the scene of an accident
- (9) If time allows, write as much information about the accident as possible
- (10) Never leave the scene of an accident unless there is no one else to make the necessary calls
- (11) Be prepared to undergo post-accident drug and alcohol testing as required by FMCSA

Review the DURANDISSE INTERNATIONAL TRANSPORT Drug and Alcohol Policy to determine procedures for post-accident drug testing.

## **Hours-of-Service (HOS) Compliance**

Be sure you know the HOS regulations and when it's time for a break. Don't drive fatigued. The HOS regulations make roads safer by requiring rest for all large truck and bus drivers to ensure that they are alert, awake, and able to respond quickly. 49 CFR Parts 392 and 395 of the FMCSRs.

## **Vehicle Maintenance**

Keep your vehicle properly maintained to ensure your safety and the safety of others traveling on the road. Conduct pre- and post-trip inspections, record vehicle defects, and repair them prior to operating the vehicle. 49 CFR Parts 392, 393, and 396 of the FMCSRs.

Driver is responsible for minor repairs to remain compliant with FMCSA regulations.

## **Controlled Substances/ Alcohol**

The Company has a comprehensive, written alcohol and controlled substance policy, which is provided to you during Orientation. For more specific information on rules and policies, please consult the comprehensive policy or contact a Designated Employer Representative in Corporate Safety.

- (1) The Company reserves the right to test for alcohol and controlled substances to the fullest extent allowed by state or federal law.
- (2) If you refuse to take any required test, your employment will be terminated.
- (3) Drivers who fail any related test will be terminated.
- (4) The Company will test for alcohol and controlled substances in the following situations: Pre-employment (controlled substance only). Post-accident (when required by law). Random. Reasonable suspicion.

A driver applicant, who has refused a drug or alcohol test, failed a random, reasonable suspicion, post-accident, returns to duty, follows up alcohol test, or tested positive for controlled substances will not be considered for employment with DURANDISSE INTERNATIONAL TRANSPORT. DURANDISSE INTERNATIONAL TRANSPORT has a ZERO tolerance policy for drug and alcohol use.

Don't misuse drugs or alcohol while driving. It's dangerous and illegal. Alcohol, illegal drugs, and over-the-counter and prescription medication misuse impair driving abilities and endanger your safety and the safety of those on the road with you. Having containers of alcoholic beverages in your cab, whether open or not, is a violation. 49 CFR Parts 382 and 392 of the FMCSRs.

## **Hazardous Materials (HM) Compliance**

Adhere to the special requirements for transporting HM to help make America's roads safer for everyone. The HM Compliance BASIC includes regulations that require special attention, from how to properly package, mark, label, placard, and load HM to understanding regulations for tank specification testing, loading/ unloading, attendance, and leakage. 49 CFR Part 397 of the FMCSRs and 49 CFR Parts 171, 172, 173, 177, 178, 179, and 180 of the Hazardous Materials Regulations (HMRs).

## **Driver Fitness**

Keep your driving records complete and up-to-date to help your company perform well in this BASIC. Motor carriers are responsible for making sure driver qualification files are complete and current. Required files for each driver include valid commercial drivers' licenses (CDLs), medical certificates, State driving records, annual reviews of driving records, and employment applications. 49 CFR Parts 383 and 391 of the FMCSRs.

## **Tickets, Citations, and Vehicle Inspection Reports**

- (1) Your ticket or citation history can be reviewed at any time and may result in disciplinary action up to and including suspension and/or termination.
- (2) You are required to report: All tickets and citations including: (1) Parking tickets; (2) Tickets or citations that occur in your personal vehicle; (3) License suspensions or revocations. Commercial Vehicle Inspection Reports (CVIR)

(3) Report these to your driver relation personnel. Email or text copy immediately before resuming driving.

(4) If you feel a citation was issued because of the actions of your teammate, trainer or student, contact the driver relation's personnel.

## **Tickets Issued in The Driver's Name**

(1) Are your responsibility

(2) You are required to send a copy of the citation and proof of resolution to the driver relation's personnel.

## **Tickets/ Inspections Issued in The Company's Name**

(1) If you fail to notify the Company of a citation issued to you in the Company's name, you will be responsible to pay the full amount of all costs and fines.

(2) The Company reserves the right to charge back all or a portion of the fines and the costs to the responsible driver(s).

(3) These situations will be handled on a case-by-case basis.

(4) The Company reserves the right to deny assistance, offer limited assistance and/or charge back all or a portion of the fines and costs associated with the citation to the individual whose actions led to the citation.

## **Overweight Citations**

(1) If your BOL/Manifest shows less than 30,000 pounds, you are not required to scale the load.

(2) If you feel a load under 30,000 pounds needs to be scaled or if a BOL is not available, use your discretion as to the need for scaling.

(3) Ultimately it is your responsibility to make sure loads are legal

(4) If your load is overweight or you need advice, contact the driver relations personnel (5) You will be reimbursed scale fees provided you include the scale receipts in your trip envelope

## **Equipment Violation Ticket**

It is the driver's responsibility to see that all DOT required safety equipment is in the unit. If you are missing a Fire Extinguisher, Flares, or any other safety equipment, please notify the driver relations personnel. Also, please check Fire Extinguishers occasionally to maintain proper working order. Fire extinguishers should be checked at least once per month

Driver is responsible for minor repairs to remain compliant with FMCSA regulations.

## **On-Time Service**

On-time pickups and deliveries are essential to meeting our customers' expectations and are critical to the Company's success and growth.

## **On-Time Service Expectations**

Your safety and the safety of the motoring public are your top priority.

No load is worth a life, period. Nothing we do is worth getting hurt or hurting others. If you are unable to arrive safely, you must communicate with your fleet manager/coordinator.

If you are unable to make on-time delivery, your fleet manager/coordinator may have some other options available to keep you safe and still meet the customer's expectations.

If you do not communicate delays to your fleet manager/coordinator or it is determined that the late load could have been prevented by you, you will be given a written warning.

## **Trip Planning**

- (1) Plan every trip.
- (2) Plan for delays, breaks and possible hazards.
- (3) If you experience any delays, communicate to your fleet manager/coordinator.

## **Routing**

Follow the suggested directions and routing provided to you by the driver relations personnel. Prior to beginning your trip, verify that the route you have been given is a safe one for you to take. If you have questions or concerns about the safety of the route you have been given, confer with your driver relations personnel.

Read the trip information provided to you over the text message and follow it carefully. Feel free to contact dispatch to clarify the load information.

## **Production**

Production is how we generate our revenue and, in most cases, how drivers get paid. We value running safely and legally always. Keep yourself available when you have legal hours to run safely. Let your fleet manager/coordinator know when you will safely and legally be ready for your next load. Communicate any changes so they can plan your loads accordingly.

## **Communicate Delays**

- (1) If you experience any delays, communicate to your fleet manager/coordinator. (2) We will contact the customer on your behalf and plan your loads accordingly. Deliver Early or Whenever safely and legally possible, deliver early.
- (3) Confirm the customer will take you prior to arriving.



(4) Your fleet manager/coordinator can help you try to secure an earlier appointment. Deliver On-Time, arriving late to a customer can cause a delay with them getting you unloaded. Help avoid these delays by delivering on-time.

(5) Plan for delays, breaks and possible hazards.

## **Production Expectations**

If it is determined your production is below an unacceptable level due to your actions, it can lead to disciplinary action up to and including termination.

Feel free to discuss any questions or concerns with your fleet manager, fleet supervisor or dedicated manager.

## **Production Policies**

(1) You must make sure to check the BOL for the receiver signature before leaving the receiver. Driver will not be paid for the load if the BOL's are missing a receiver signature.

(2) You are responsible for proper loading and securing of freight to prevent movement and allow safe transport; assist in loading and unloading as required.

(3) You are responsible to report to dispatch any shortages or damages immediately and cannot leave receiving until dispatch clears you to go. If you fail to report to dispatch you will be responsible for damages or shortages.

(4) You must report to dispatch specific times of loading and/or unloading through texting and agrees to answer incoming phone calls of broker, customer, and dispatch.

(5) You must call dispatch and verify if requested temperature on BOL's does not match pick up info from dispatch.

(6) You must check on the load to make sure the product is intact before checking in to the receiver.

## **Operations Management**

### **Driver Relations Personnel**

Responsible for:

(1) Your overall satisfaction.

(2) Time off requests.

(3) Assisting you with questions (including questions you may have regarding policies or procedures).

(4) Assist you with: Reporting- Accidents; On-the-job injuries; Stolen equipment (truck or trailer); Cargo claims; Questions concerning previously reported cargo claims; Safety questions or concerns; Safety needs; Training needs or issues

(5) Can issue pet and passenger permits.

(6) Roadside Repairs

## **Dispatch**

Responsible for:

- (1) Dispatching you
- (2) Truck assignments

## **Accounting**

Responsible for:

- (1) Benefits
- (2) 401(k)
- (3) Advances
- (4) Payroll questions
- (5) Per Diem
- (6) W-2 information

## **Fuel Performance and Management**

### **Fuel Performance**

Fuel is one of our biggest expenses and must be managed closely. You play the most important role in eliminating unnecessary fuel usage.

The following fuel performance indicators are monitored: (1) Tractor engine idle (2) Miles per gallon (3) Out of route miles

If it is determined your fuel performance is below an unacceptable level due to your actions, it can lead to disciplinary action up to and including termination. If you have any questions, please discuss them with driver relations personnel.

Here are some things you can do to help manage your fuel performance:

### **Fuel Management**

Tractor engine idle time:

- (1) When the temperature is comfortable, turn your ignition off.
- (2) Dress accordingly and have extra blankets available.
- (3) Turn off your truck when you are out of your truck showering, breaking, eating, loading/unloading, etc.
- (4) Try to limit your idle time to your 10 hour sleeper berth rest.
- (5) Ask yourself, "If I had to pay for the fuel out of my pocket, would I idle my truck right now?"
- (6) Did you know that one hour of idle equals approximately one gallon of wasted fuel?

### **Miles Per Gallon**

- (1) Accelerate moderately.
- (2) Run at or below the speed limit at reduced RPMs.
- (3) Use progressive shifting. It gets your truck up to cruising speed just as fast.
- (4) Keep RPMs down while shifting and driving.
- (5) Do not exceed the maximum RPM of the engine coming off a hill. This will help prevent damage to the fuel pump and possible engine repairs.
- (6) Properly warm up and cool down your engine (five minutes for both).
- (7) Keep your tires properly inflated.
- (8) Maintain your equipment.
- (9) Monitor your engine MPG performance
- (10) When feasible and weight will allow, slide the tandem as far forward as safely possible. The smallest gap possible between the tractor and trailer will make the truck more aerodynamic and produce better MPG.

## **Out of Route Miles**

- (1) Prior to beginning your trip, verify that the route you have been given is a safe one for you to take. If you have questions or concerns about the safety of the suggested route or the recommended fueling plan, confer with your fleet manager/coordinator.
- (2) Once you are empty, wait for instructions from your fleet manager. It is important you do not begin to head to a different location/fuel stop until you receive instructions.
- (3) If an emergency or a special circumstance exists that requires you to deadhead/run empty miles, communicate with your fleet manager/coordinator.
- (4) Use common sense when planning your route. If it does not make sense to use the interstate system, then adjust your plan accordingly.
- (5) Remember, you are not authorized to use your truck as a personal vehicle while on time off.

## **Customer Service**

When selecting a truckload carrier, customers have choices, for them to choose DURANDISSE INTERNATIONAL TRANSPORT, we must provide exceptional service – a service they cannot find anywhere else.

- (1) Be courteous and respectful at all times regardless of the situation.
- (2) Always remain professional.
- (3) If needed, seek your fleet manager/coordinator's assistance to avoid a customer complaint.
- (4) Customer complaints and late pickups and deliveries that are determined to be your fault may result in disciplinary action, up to and including termination.
- (5) Remember, without customers, we are not needed.

(6) On-Time Service: Pickup and deliver each load safely and legally on-time.

(7) Communicate Delays: If you cannot safely and legally provide on-time service, communicate to your fleet manager/coordinator as soon as you safely can.

(8) We will contact the customer on your behalf.

(9) Our ability to notify a customer before we are late helps us preserve our relationship with them and can make the difference between saving or losing their business – we need your help through diligent communication.

(10) If we cannot provide customers with the service for which they pay, they will simply go somewhere else and find a truckload carrier who will.

## **Vehicle and Maintenance**

### **Pre-Trip and Post Trip**

A thorough pre-trip and post trip inspection is essential to the safe operation of equipment. You are responsible for brake adjustments, tire chain-ups, tire pressure, oil checks, and minor repairs as needed while on the road.

We require a report and photographs of damages to all company equipment be made when the damage is first noticed. Failure to report damages could result in being charged for damage whether you were at fault or not. All drivers must pay a security deposit for any possible damages to the truck and/or any company provided equipment.

### **On-Road Repairs**

All repairs made by facilities other than DURANDISSE INTERNATIONAL TRANSPORT must be approved by the maintenance department. If you do pay for repairs in cash or via money transfer on company equipment, make sure you get a receipt. You must provide a receipt in order to be reimbursed.

### **Trailer Washing**

Should you have a company trailer washed you must get a receipt and forward it to the accounting department. No reimbursements will be made without a receipt.

### **Vehicle Related Information**

(1) You must keep the interior and exterior of cab clean.

(2) You must make sure the trailer is locked by coming out of the truck to check if locked. Whenever parking, make sure that the Truck and Trailer is parked.

(3) You must make sure the 5<sup>th</sup> wheel is not lower than the pin when attaching trailer.

### **Truck Break-Downs**

Driver agrees to report any incidents to dispatch before calling any roadside assistant services. Including but not limited to any truck malfunctions, if truck becomes inoperable, if truck went off the road, and if freight is damaged/ not accepted.

## **Parking**

You must park only on surface constructed of concrete, asphalt, paving stones or other hard material. Do not park on exits, ramps, or on the side of the road. During winter time do not park on surface that is not cleaned and/or treated because of the danger of sliding on ice/snow.

## **Pay and Bonuses**

### **Payroll Policies**

DURANDISSE INTERNATIONAL TRANSPORT' pay week runs from Sunday at 12:00 a.m. to Saturday at 11:59 p.m. This means any runs that you complete within this time frame will be paid during the above week's pay period. If you are in the middle of a trip or have not delivered yet it will be added to the following week or upon delivery.

After each trip you must send in all your paperwork associated with that pro number. All paperwork must be received no later than the following Tuesday after the pay period ends in order to guarantee your settlement is processed.

There is a one-week holdback. You will receive your first settlement check on the second Friday after your first run.

DURANDISSE INTERNATIONAL TRANSPORT pays you by the delivery date of your load as it falls in the pay period. If you write an incorrect date on your pay sheet or scan cover page and our system shows another date, we will be using our system date. If you are not in agreement with this date you must contact your Driver Manager.

All checks for company drivers are mailed out on Thursday. If you have a change in your address, or how you want to receive your checks please notify us immediately.

We need signed/stamped documents to get paid by our customers.

(1) Your paperwork must be in good condition!

(2) You must scan through Genius Scan App and drop off originals at the office

(3) Please do not send in paperwork that is saturated in coffee or other liquids. Not only will it ruin your paperwork, it is often illegible and cannot be processed.

## **Personal Cash Advances**

You may request an automated personal cash advance if you: (1) Are in active status. (2) Are assigned to an active tractor. (3) Have not exceeded your weekly cash advance allowance.

Advances are limited to \$200 in a seven-day period.

Transaction Fees: There is a \$2 transaction fee for advances which were not taken with fuel purchase.

How advances are deducted: Look at the delivery date of your last trip that is to be paid. Advances dated the same date or prior will be deducted

## **Driver Chargeback Program**

The purpose for the Driver Chargeback Program is to provide Company Drivers payment assistance for driver related expenses such as (but not limited to):

- (1) Excessively damaged equipment
- (2) Missing equipment (chains, load straps, etc.)
- (3) An unclean Tractor
- (4) Regulation citations
- (5) Truck/Trailer tows
- (6) Linehaul deductions for unauthorized miles for running out of route
- (7) Payment assistance must be requested by you and repayment will be deducted from your weekly paycheck based on the schedule listed below unless you specifically request to have more taken per week.

## **Repayment Schedule**

Total Chargeback Amount

Driver's Weekly Deduction Amount Until Repaid:

\$0-\$400: \$100

\$401-\$1000: \$200

\$1001- and up: \$500

If terminated, the entire amount owed will be deducted.

## **Bonuses: Longevity Bonus**

- (1) Due to the nature of our business, you do not earn paid vacation days. The Company instead provides an annual longevity bonus.
- (2) Unpaid time off requests must be pre-approved by your driver relations personnel. (3) You will receive one week of bonus pay after you complete one full year of continuous employment with the Company.
- (4) Your seniority date begins when you have completed training and become a solo or full team driver (time as a student driver does not apply).
- (5) The bonus weeks you earn are based on your tenure as shown below:

BONUS WEEKS Tenure: Bonus Weeks Earned

1-4 years: 1 week

5-9 years: 2 weeks

10-14 years: 3 weeks  
15+ years: 4 weeks

You must work an entire year, up to and including the anniversary of your seniority date, in order to earn the longevity bonus for that year. The longevity bonus for partial years of service is not paid upon termination of employment or on a prorated basis.

## **Calculating Your Longevity Bonus**

- 1) Start with your Gross Earnings Total earnings (before taxes and social security are deducted) for the year just completed
- 2) Subtract bonuses and tuition reimbursements
- 3) Divide by 52 (weeks in a year)
- 4) Multiply by the number of bonus weeks you earned

## **Pay Out Date**

If you are in active status on the anniversary of your seniority date, your bonus will automatically be paid the week after the anniversary of your seniority date. If you are in inactive status, call Driver Payroll and inform them of your return.

## **Systems and Software**

### **EFS Checks**

EFS checks are a way to transfer money to you electronically: (1) For personal cash advances (2) To pay lumpers or other vendors (examples are maintenance, taxis, etc).

### **Lumper request**

Send one of the following codes for authorization and to obtain an EFS transaction number: Do not pay lumpers with cash – give them your EFS check.

TCHCode(space)(dollar amount)

Sample for \$50.32- TCHCode 50.32

Sample for \$50 – TCHCode 50

### **Personal Cash Advance:**

For personal cash advances, you may cash your EFS checks at: truck stops, customer service counters at retail stores, banks.

## Driver Agrees

\_\_\_\_\_ Driver agrees to follow all applicable Federal Motor Carrier Safety Administration (FMCSA) regulations and State Laws.

\_\_\_\_\_ Driver agrees to pay a security deposit of \$500 for any possible damages to the truck and/or any company provided equipment. Deposit will be returned after 90 days.

\_\_\_\_\_ Driver agrees to scan BOL's through Genius Scan app within 12 hours of delivering the load and agrees to bring the original BOLs to the office within a week.

\_\_\_\_\_ Driver agrees to check BOL's for receiver signature before leaving the receiver to get paid for the load.

\_\_\_\_\_ Driver agrees to be responsible for proper loading and securing of freight to prevent movement and allow safe transport. Assist in loading and unloading as required.

\_\_\_\_\_ Driver agrees to deliver the freight on time, as scheduled, without any damages to the freight.

\_\_\_\_\_ Driver agrees to report to dispatch any shortages or damages immediately and agrees not to leave receiving until dispatch clears him away.

\_\_\_\_\_ Driver agrees to pay for damages or shortages if he fails to report to dispatch before he leaves.

\_\_\_\_\_ Driver agrees to report to dispatch any delays in delivery or pick-up appointments immediately.

\_\_\_\_\_ Driver agrees to report to dispatch specific times of loading and/or unloading through texting and agrees to answer incoming phone calls of broker, customer, and dispatch.

\_\_\_\_\_ Driver agrees to keep the interior and exterior of cab clean. Driver agrees to pay up to \$350.00 cleaning fee by invoice if the cab will need cleaning.

\_\_\_\_\_ Driver agrees to report any incidents to dispatch before calling any roadside assistance services. Including but not limited to any truck malfunctions, if truck becomes inoperable, if truck went off the road, and if freight is damaged/ not accepted.

\_\_\_\_\_ Driver agrees to park only on surface constructed of concrete, asphalt, paving stones or other hard material.

\_\_\_\_\_ Driver agrees to perform pre-trip, en-route and post-trip inspection of the vehicle; Driver agrees to be responsible for brake adjustments, tire chain-ups, tire pressure, oil checks, and minor repairs as needed while on the road.



\_\_\_\_\_Driver agrees to make sure the trailer is locked by coming out of the truck to check if locked.

\_\_\_\_\_Driver agrees to put the Truck and Trailer in park whenever he/she parks.

\_\_\_\_\_Driver agrees to call dispatch if requested temperature on BOL's does not match pick up info from dispatch.

\_\_\_\_\_Driver agrees to pay all tickets issued in the driver's name.

\_\_\_\_\_Driver agrees to call Safety Director when there was a roadside inspection before leaving the location. Driver agrees to pay for violation when he/she left without calling.

\_\_\_\_\_Driver agrees not to argue with shipper or receiver if not being loaded or unloaded.

\_\_\_\_\_Driver agrees to check on the load to make sure the product is intact before checking in.

\_\_\_\_\_Driver agrees to make sure the 5<sup>th</sup> wheel is not lower than the pin when attaching trailer.

## **Driver Pay Scope**

Driver Name: \_\_\_\_\_

Work schedule: \_\_\_\_\_

Pay Scope: \_\_\_\_\_

En-route truck break down fee: \$150 per day per 24 hrs. Half day will be prorated and discussed, Motel will be provided by DURANDISSE INTERNATIONAL TRANSPORT

NO SHOW without notice will result in \$75 fine. (to cover late fees to broker)

Cash Advance: \$40 daily

Call outs (Sick days) will be prorated and deducted from the weekly amount. (If driver is paid flat pay.) Days off request must be submitted 2 weeks prior.

DURANDISSE INTERNATIONAL TRANSPORT Signature \_\_\_\_\_

This manual was created to provide guidance in understanding our policies and procedures. It should not be construed as a contract of employment, nor an offer of contract to independent contractor / owner operators. It is your responsibility to read and review the contents of this manual.

I, \_\_\_\_\_ acknowledge receipt of this driver manual.

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

Date: \_\_\_\_\_