West Side Transport, Inc.
Driver Handbook
July 2024

West Side Transport

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JOB DESCRIPTION

POSITION TITLE: Driver

POSITION REPORTS TO: Driver Manager

POSITION SUMMARY: Safely, professionally and in a timely manner, pick up, transport, and deliver customers' freight while following company policies and procedures, federal and state regulations.

ESSENTIAL FUNCTIONS:

1. Drives truck to destination in accordance with federal and state regulations, company policies and procedures and Driver Manager recommendations; applies knowledge of commercial driving and uses acquired skills in safely maneuvering vehicle at varying speeds in challenging situations such as heavy traffic, inclement weather conditions and tight loading/unloading dock areas.

2. Hooks and unhooks trailers properly from the tractor using proper method; monitors condition of trailers on a continuous basis; and reports damages, needed maintenance and performance concerns in a timely manner.

3. Reviews all shipping documents (e.g., manifest, security seal records, bills of lading, shipping orders, freight bills, etc.) before any trip miles are completed in order to understand the nature of the load; ensures that all shipping documentation required to move with shipments is available for inspection at all times and that appropriate paperwork accompanies shipment when delivered; and all submits necessary shipping paperwork to West Side in a timely manner.

4. Loads and unloads trailer freight with assistance from dock workers, with or without mechanical freight handling equipment; maintains condition of freight from origin to destination drop-off; and monitors inventory of loads to meet order expectations of customers.

5. Maintains and submits on a timely basis records required for compliance with state and federal regulations including drivers' logs, fuel receipts, mileage records and other requested information.

6. Maintains complete communication flow with Driver Manager as needed for quality service to be provided; and performs all duties in accordance with company policies and procedures according to the Driver Manager and Director of Operations.

7. Inspects trucks for defects, damage, or needed maintenance before, during and after trips are completed; submits reports at the end of each trip or tour of duty; and installs and removes necessary equipment as required in appropriate weather conditions.

8. Reports all accidents involving drivers' safety and company or driver equipment; reports highway safety hazards noted enroute as witnessed; and reports any delays due to breakdowns, weather, traffic conditions or other emergencies in a timely manner.

9. Attends various educational training sessions and meetings to improve the quality of service provided and to maintain personal safety record.

10. Performs other related duties as assigned.

NECESSARY QUALIFICATIONS:

- Possession of a valid Commercial Driver's License.
- Safe driving history as determined by Recruiting and Safety departments guidelines.
- Ability to pass a company provided DOT physical.
- 6 months tractor-trailer driving experience or have graduated from an approved driving school.
- Successful passing of pre-employment drug screening, physicals, and job task analysis.
- Completion of pre-employment interviewing procedures and driver orientation sessions.
- Ability to perform simple math calculations with mental aptitude to read receipts, maps, signs and maintain logs and records.
- Ability to operate vehicle safety and control systems.
- Ability to communicate in the English language verbally and in writing.
- Knowledge of Department of Transportation regulations governing safe driving, hours of service, inspection, maintenance, and load securing.

PHYSICAL QUALIFICATIONS:

- Ability to remain seated and alert while driving for up to 11 hours during a 14 hour on duty period. The requirement of the 11 hours of driving time can include day and nighttime hours.
- Ability to remain seated and alert while driving for up to 11 consecutive hours.
- Ability to frequently push and pull up to 200 lbs. with use of necessary equipment and push and pull up to 75 lbs. without the use of moving equipment.
- Ability to lift up to 75 lbs. in continuous motions at various height levels.
- Perform crouching, stretching, high reaching, pushing, pulling, bending, twisting, climbing, squatting, and high stepping on a repetitive basis while shifting, loading, and unloading freight.
- Ability to depress 40 lbs. of pressure with each foot for periods of up to one minute.
- Ability to stand, walk and meet the above requirements on various surface areas and conditions for up to 8 consecutive hours.

WORK ENVIRONMENT:

- Exposure to various noise levels, continuous body vibration, irregular temperatures, and extreme weather conditions.

The above statements reflect the general duties of the position and describe the principal functions and may be adjusted according to the business environment as seen fit by management.

MAINTENANCE DEPARTMENT

Ext. **230**
SHOP FAX # 319-396-0273

Part of being a Professional Driver is understanding the equipment you operate and being able to identify anything that is out of spec. Performing a pre-trip inspection is mandated by law, and by company policy. This includes your tractor and all trailers that are assigned to your load plans. It is required that you report all defects to your Driver Manager, who will then transfer your call to our Breakdown department for resolution.

The following policies and procedures will help guide your actions and expectations through the preventative maintenance and breakdown occurrences.

EQUIPMENT

As a West Side Transport driver, you will be issued a sleeper berth or day cab Class-8 tractor unit. Whether it is an assigned unit as an over the road driver, or a slip-seated (shared) unit as a home daily driver, you are responsible for its care and maintenance as a stipulation of your employment. This includes the cleanliness and upkeep of all internal surfaces, fabrics, electronics, accessories, and components. At any time and without notice any representative of the company may inspect your truck for policy adherence – remember a clean truck is a sign to law enforcement officers of a safe driver. It is important that you are familiar with operating all the features on the truck, so we recommend reading the owner's manual and downloading the Freightliner smartphone app. We encourage you to speak with any shop personnel regarding your questions on equipment.

INSPECTION LANES

Cedar Rapids and Glenwood terminals both have pull-thru inspection lanes. It is mandatory that you take tractor and trailer(s) through these lanes when your load plan brings you there. It is also a chance to report known issues that are not considered service violations and to replenish fluids.

VEHICLE INSPECTIONS

49 CFR Part 396 mandates vehicle inspections, repair, and maintenance. As a CDL holder you are required to know and understand all regulations regarding the proper use of our commercial vehicles. A thorough inspection will keep you safe and will save you time and it is our policy to complete a 15–30-minute pre-trip *and* post-trip before and after your shift. You will enter the Vehicle Inspection Report (VIR) into the Isaac ELD via the *Inspections* menu of the user interface. Training and information on the VIR and Isaac Electronic Logging Device are provided during the new hire Orientation.

If you find an item that needs repaired or replaced, enter it on the VIR and let the Breakdown team know immediately. A determination will be made on the severity of the issue and a plan will be made to get it fixed. Please trust our process and understand most repairs involve ordering parts that take time to arrive. In most cases we will offer a 'spinner' truck if necessary so you can still work.

If the repairs cannot be done in a timely manner on a *trailer* we will find a different load for you. Respect your fellow driver and do not leave trailer issues unreported. Unreported issues are subject to disciplinary action.

BREAKDOWNS

In the event of a breakdown, analyze your situation as best you can. The more information we get from you the quicker we can help you. Help yourself as much as possible through documentation and photos. Familiarize yourself with the Freightliner Smartphone App as well as the truck owner's manual. If you are on the roadside the very first thing you shall do is turn on your hazards, change your ELD duty status to Breakdown, put on your reflective vest, and deploy your reflective triangles before trying to troubleshoot the issue. Once you are safe and have troubleshooted, simply call the company for assistance.

PURCHASE ORDERS (P.O.) AND REIMBURSMENTS

For job related purchases and reimbursements over $25 at shops that do not accept invoices, you will obtain a Purchase Order (P.O.) from your Driver Manager. The P.O. is then given to Payroll, who will issue you an Authorization Number to write the vendor a ComCheck. All third-party repairs go through our Maintenance Department for approval, do not add or ask that third party shop for extra repairs without express approval and permission. Under $25 for items such as fuses and glad-hand seals do not require authorization as you are advanced $50 every Monday, Wednesday, and Friday for small purchases.

All receipts must be scanned in for reimbursement, regardless of the amount. If you do not provide receipts, we will deduct the advances from your pay.

TRACTOR-TRAILER WASHES

There is a wash bay available at the Cedar Rapids, IA terminal based on weather conditions. For drivers unable to make it to Cedar Rapids frequently we ask that you use our monthly wash credit through Blue Beacon. Speak with your Driver Manager to obtain wash credits while on the road.

TIRE CHAINS

Tire chains are available for company trucks in the Parts Department in Cedar Rapids. Four sets of singles tire chains will be issued by approval of your Driver Manager. These chains are for company tractors that travel to the western states from September 1st to May 31st. The chains are for citation avoidance and not for use to continue operation in adverse and unsafe weather.

CARGO STRAPS AND EXTRA KEYS

Cargo straps are available in the parts room and all drivers are issued four straps when hired. In a situation where cargo straps are used and sealed in a loaded trailer, drivers can replace them on the road by calling the Driver Manager for authorization or pick them up at any West Side terminal.

Extra keys for the truck can be made at any shop terminal or Freightliner dealership. Make sure you always have an extra key for an emergency if needed. Do not hide keys under the hood of a truck that has an inside the cab hood release. Keep your truck always locked as the company is not responsible for your personal belongings. You will be disqualified from that month's bonus if a service call is required for being locked out of your truck.

ENGINE OIL

Engine oil level must be checked daily. West Side requires running the engine oil level half-way between the add mark and full mark as over filling can cause engine damage. At the time of service or if additional oil is needed, we recommend using Chevron Delo 15W-40 when available. Please allow ample time after the engine is shut down to check oil level to prevent overfilling of the crankcase.

REQUIRED SERVICES FOR TRACTORS

Federal law mandates annual inspection for all equipment in operation, we inspect on six-month cycles. Warranty maintenance on Freightliners is every 50,000 miles. Drivers will receive a message on their Isaac device 5,000 miles prior to the service being due, allowing the driver to discuss and plan the service at a convenient time.

Knowing when services are due and preventing them from becoming past due is not only safe but will keep you on the road earning money. Our Breakdown Coordinators can advise you as to what, and when, services are due and where they should be done. The shop prefers to get the service scheduled within 1,000 miles of the required mileage. Driver Managers know what trucks are due for service every week and will help with scheduling service, but we also ask

for your help and awareness in tracking due dates.

West Side never wants to put a pick-up or delivery in jeopardy just to get your preventative service done. The Shop can schedule the service around a pick-up or delivery time if necessary. On the road services can be scheduled at any of our national vendors such as T/A Travel Centers if the driver cannot be routed to our shop in time. Please keep your Driver Manager informed on any service or maintenance issue with the truck, do not assume the vendor has communicated with us separately.

REQUIRED SERVICES FOR TRAILERS

Services and inspections are to be completed every 180 Days, and the F-1 Annual Federal Inspection will be included with every P-1 Service. West Side requires drivers to check the sticker on each of the trailers to which he/she couples and advise their Driver Manager if the service or annual inspection are not current.

TIRES

Flat or low tires are going to happen, it is the most common breakdown occurrence so be prepared to know how to get back on the road. Before you call Breakdown, you will need to know the exact location or mile marker, tire size, wheel position, and your unit (truck) number with contact information. We will then coordinate with a vendor to send roadside assistance.

You can help mitigate emergency roadside service through proper pre-trips and replacing low and worn tires. If you are reporting that a tire has low tread depth, please be prepared to give those tread depths to the Breakdown coordinator. It is company policy to change steer tires at 6/32", drive and trailer tires at 4/32". All tires should be kept at 100 PSI.

PARKING

Most of our terminals are equipped with outlets and extension cords, in cold weather we require them to be plugged in. If you park the truck elsewhere during home time it is your responsibility to ensure the battery does not die. All Freightliners have a master switch located on the floor to the left of the drivers' seat, turn this off if you will be away from the truck for more than 12 hours. Trucks are not to be left running unless authorized by the shop. Secure parking at non-company owned or leased properties require approval from Safety.

FUEL ADDITIVES

Fuel additives are not to be used without authorization from the West Side Shop. Excessive use of fuel additives can be harmful to the engine, can cause loss of power and can have an adverse effect on fuel economy. All the trucks are equipped with heated fuel returns that run fuel through the engine and heat it up then direct it back into the tank at 100 gallons per hour.

SHOP HOURS OF SERVICE

CEDAR RAPIDS: Monday to Friday the Shop is open from 7:00 AM – 7:00 PM. On Saturday, the Shop is open from 7:00 AM until 3:30PM.

GLENWOOD, IL: Sunday 10:00 AM – 7:00 PM. Monday to Thursday 7:00 AM – 7:00 PM. Friday's 7:00 AM – 3:30 PM.

CANTON, MI: Monday to Friday 6:00 AM – 3:30 PM.

INDIANAPOLIS, IN: Monday to Friday 6:00 AM – 1:30 PM.

COLUMBUS, OH: Monday to Friday 7:00 AM – 4:00 PM.

Hours are subject to staffing levels and holiday schedules.

PERMITS AND LICENSING

LICENSE PLATES

West Side purchases license plates in December for each tractor. Driver Managers will assist drivers in having the registration with the truck prior to the December 31 expiration date.

Trailer plates are permanent plates. Part of your pre-trip inspection of equipment is to check the license plate to verify that it is affixed to the trailer and to check the trailer registration box, which is the round container near the glad hand receptacle at the front of the trailer, to be sure it is the permanent registration and not the expired temporary.

FUEL DECALS AND INSPECTION STICKERS

Fuel decals (IFTA) and annual inspections expire at various times of the year. It is your responsibility to ensure all decals and stickers are current on your truck *and* trailer. Failure to do so may result in CSA violations, fines, and corrective actions.

PERMIT BOOK

Every tractor has a black three-ring binder permit book labeled with your truck number. The book contains all permits necessary for interstate commerce, cab card registration, proof of insurance, and liquor licenses. Also, in the permit book you shall have the Isaac roadside manual that contains instructions for DOT officers and blank paper logs. Make sure the permit book is in your tractor, and within reach, before you start driving.

Iowa and New York require decals on the truck. Iowa also issues a cab card for the IFTA decal. This card can be found in the permit book and has the expiration dates printed on it. It is important that you bring your permit book to the Safety Department on a regular basis so that we can keep you current on permits.

Being legal to travel up and down the road is also the responsibility of the driver. Fines are usually very costly and unnecessary. You will receive multiple fleet messages when new permits are made available at all terminals. If you have a permit that is expiring soon or is already expired, and you are not routed to a terminal simply call Safety and we can email or physically mail you a copy.

The state of Oregon fines carriers over $400 for not having a trip permit so if a driver is heading there, we must work together to be sure we have the permit before entering the state.

The following permits and decals expire on the dates listed. Please check your Permit Book and make sure you are legal:

STATE	DATE EXPIRES	TYPE
IOWA	DECEMBER 31	IFTA DECALS & CAB CARD
IOWA	DECEMBER 31	TRACTOR REGISTRATION
IOWA	SEPTEMBER 20	FLEET INSURANCE CERTIFICATE
INDIANA	DECEMBER 31	ALCOHOL & TOBACCO
KENTUCKY	DECEMBER 31	ALCOHOL
NEW MEXICO	BY TRIP	PERMIT REQUIRED BEFORE ENTRY
OHIO	OCTOBER 1	LIQUOR CONTROL
OREGON	BY TRIP	PERMIT REQUIRED BEFORE ENTRY
PENNSYLVANIA	DECEMBER 31	LIQUOR CONTROL

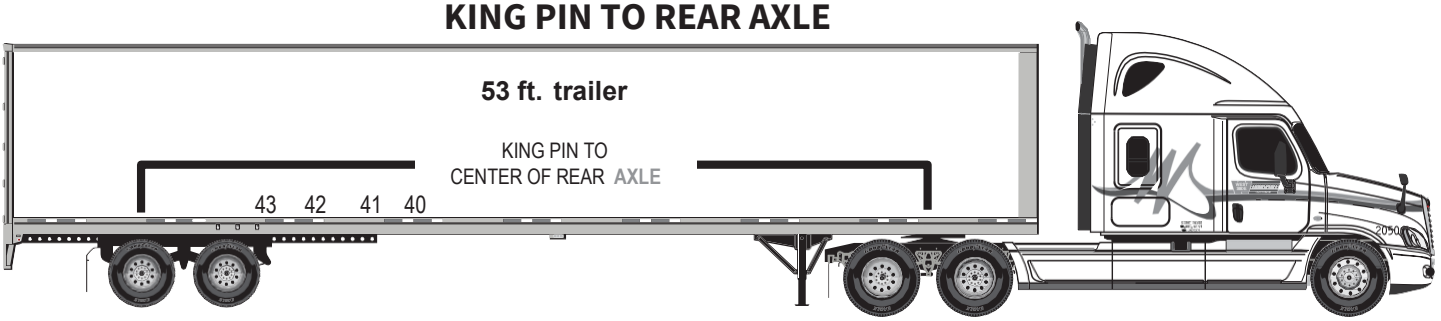
BRIDGE LAW

Federal Bridge Laws are why we are limited to Gross Vehicle Weights (GVW) of 80,000 lbs. To obtain a Commercial Driver License, you must demonstrate tested knowledge of these laws, however in practice they can be confusing especially if you've never had to pass through restrictive states at the GVW limit. Several of our major customers ship heavy and near limits so it is especially important to understand how to scale a load not just for even weight distribution, but also to be legal in all states that you will be travelling through. Non-restrictive states are not listed below.

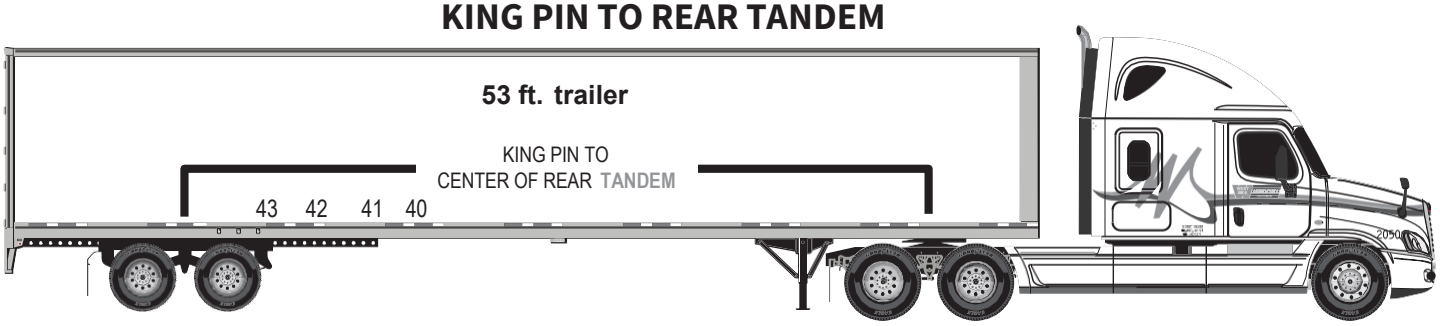
Your permit book will contain this information, which can also be found in the green FMCSA book and online.

CALIFORNIA- 40' from King Pin to center of real axle
CONNECTICUT- 43' from King Pin to center of realaxle
DISTRICT OF COLUMBIA- 41' from King Pin to center of rear axle group
FLORIDA- 41' from King Pin to Center of rear axle group
MAINE- 43' from King Pin to center of rear axle group
MARYLAND- 41' from King Pin to center of rear axle group
MICHIGAN- 41' from king pin to center of rear axle
MINNESOTA- 43' from King Pin to center of rear axlegroup
NEW HAMPSHIRE- 41' from King Pin to center of rear axle group
NEW YORK- 43' from King Pin to center of rear axle
OREGON- trip permit required prior to entering state.
RHODE ISLAND- 41' from King Pin to center ofrear axle group
SOUTH CAROLINA- 41' from King Pin to center of rear axle
TENNESSEE- 41' from King Pin to center of rear axle group
VIRGINIA- 41' from King Pin to center of rear axle group
WASHINGTON- 53' permit required (contact Safety)
WEST VIRGINIA- 37' maximum from rear axle of tractor to front axle of trailer.
WISCONSIN- 43' from King Pin to center ofrear axle

KING PIN TO REAR AXLE



KING PIN TO REAR TANDEM



SCALING

All loads must be scaled. If there is a scale at the shipper driver must scale there, no exceptions. If the shipper does not have a scale on site, find and use the nearest scale in the direction of your route. We recommend using the CAT Scale smartphone app for a list of locations as it integrates with your ComData card for payment. Scale receipts must be obtained for proof of weight and scanned in when delivered.

If you are unable to get legal by redistributing weight (see below) immediately call your Driver Manager. We will contact the customer and get the load re-worked. Do not proceed to haul an overweight load, you will be responsible for all fines if caught.

TIPS FOR LOAD SCALING

1. Adjust the trailer tandems to the shortest kingpin law for the states you will have to travel through.
2. Pull onto the scale and weigh each axle. Get the three weights and add them together.
3. If over 80,000 pounds: STOP! Your vehicle is overweight. Immediately call your Driver Manager.
4. Compare each weight to allowable limits (A, B, and C), and determine if any axle(s) are overweight. See diagram below.
5. Follow the chart to shift the weight from too heavy to those with leeway.
6. After each shift, re-weigh.
7. Do not drive until legal. If you cannot get the load legal, call your Driver Manager.

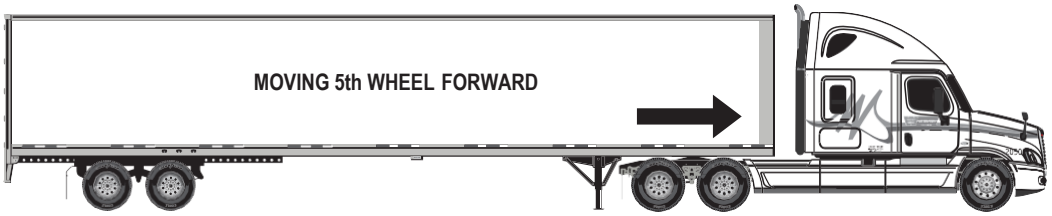
***If you have any questions regarding weights, heights, lengths, or widths of any load or trailer, contact your Driver Manager.

For more detailed instructions on scaling, sliding tandems, and calculating weights please visit our YouTube (www.youtube.com/@WestSideTransport) channel for informative videos performed by our Safety employees.

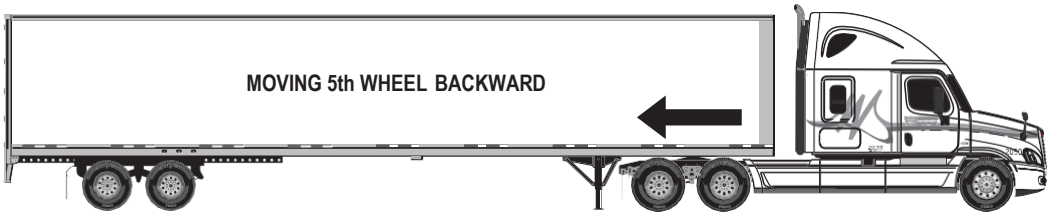
MAXIMUM WEIGHTS



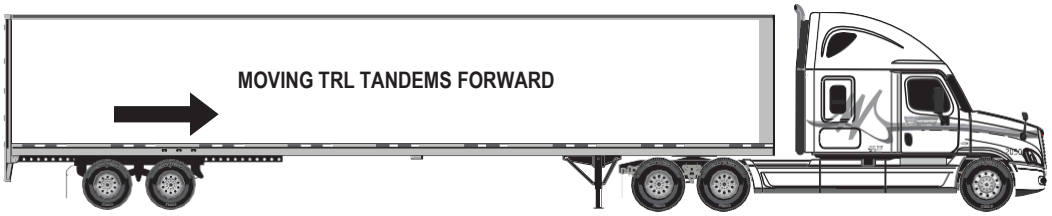
A- Tandems 34,000 | B - Drives 34,000 | C - Steer 12,000



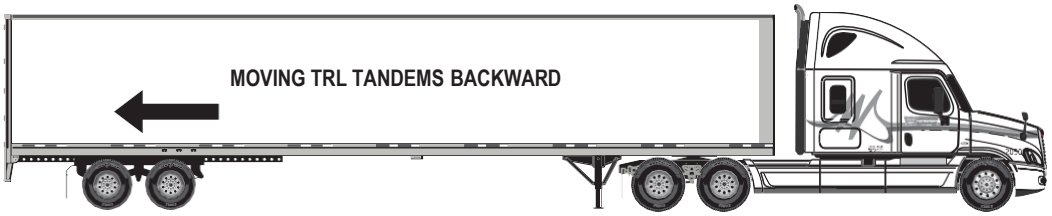
No Change | Lighter | Heavier



No Change | Heavier | Lighter



Heavier | Lighter | No Change



Lighter | Heavier | No Change

DRIVER PAYROLL

Ext. 262
Payroll Hours are Monday to Friday 7:00 A.M. to 3:00 P.M. CST

Department Closed: Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day

Driver Payroll is there to assist with any questions about your pay and make corrections if necessary. Your pay is determined by your specific role and could be based on cents-per-mile, accessorial, flat rate per trip, or hourly wage. Accessorial pay examples would be detention, layover, and etc. Drivers are paid weekly, every Friday, via direct deposit. It is your duty to scan in all Bill of Ladings and associated paperwork for every load otherwise you may not be paid for that delivery.

West Side Transport uses PayCom® to administer benefits and pay, it is accessible by smartphone app and web browser at www.Paycom.com

PAYROLL POLICIES AND RULES

- All paperwork for loads delivered to a customer, whether live-unload or drop and hook, must be scanned within 24 hours of the load being delivered.
    - Any reimbursement associated with a load must be submitted to the Bill of Lading.
    - We will not reimburse you for personal items, such as brooms, crow bars, etc.
- Retain all paperwork for 30 days.
- West Side Transport will not be held liable to pay any driver for trips and receipts that have exceeded 30 days from the delivery date. Any trips or receipts older than 30 days from the delivery date may be deleted and pay forfeited.
- Your Driver Manager is responsible for entering your accessorial as they dispatch your loads. Should there be any discrepancy please contact your Driver Manager.
- All detention is subject to review and approval. Make sure you are noting your in/out times on the bills of lading.
- The pay period runs Sunday 00:01 – Saturday 23:59 for all divisions except Network Fleet (NF)
    - Network Fleet's pay period runs Saturday 00:01 – Friday 23:59
- Driver miles are paid on Household Goods Carriers Mover Guide Miles, also known as Tariff Miles.
- You have the option to choose a Per Diem for your pay based on your division. Per Diem diverts $0.12 for Solos and $0.06 for teams of your Gross mileage pay to a nontaxable travel allowance.

BILLS OF LADING

The Bill of Lading (BOL) is not only the most important document of your job, but also how you get paid. We use the information on the BOL to determine your mileage, your short haul pay, your accessorial, and any reimbursements. It is also how West Side receives payment from the customer for shipping their products. If we do not produce it on the invoice, we do not get paid, and therefore you do not either.

We recommend scanning the signed BOL immediately after you perform the physical delivery using the ELD tablet or smartphone app. Always review the Bill to verify clerical details such as correct trailer numbers, necessary signatures, and seal numbers (see Safety section for seal policy). If you choose not to scan the BOL after each load you are required too before Saturday if you want to be paid for that load next week. Keep all paperwork for 30 days.

Frequently you will not be making the final delivery of that load, or commonly known as relaying a load. When dropping a trailer for a relay you will place all paperwork in the bill box located at the front of every trailer. The same goes for all drop deliveries, get the signature, and leave in the bill box unless that facility asks you to do otherwise. When leaving BOL's in the trailer note specifically that you dropped at customer and the date, time, and seal number. Sign your name to it and keep West Side's copy. Some receivers will have a guard shack or an entire department to leave paperwork with so speak with them on any other procedures not covered here.

For live unloads typically you will have to wait for the product to be unloaded and you will be staying hooked to that trailer, simply retain your copy for scanning and give the other to the person of delivery (the customer).

Some Bills will be multiple pages but do not confuse them with Packing Slips, those belong to the Consignee.

Short Form Bills of Lading

If the shipper does not issue a BOL it is your responsibility to issue one yourself. We supply blank forms at all terminals and during Orientation to keep in the truck. Typically, these shippers are broker loads and you will receive notice that they won't have their own BOL through the ELD messaging. Always read the special instructions so you know what to expect and call your Driver Manager if you have any questions or need confirmations.

COMDATA

All drivers are issued a ComData fuel card that is only active when under dispatch, meaning if there is no load assigned to you it will be turned off. All fuel and DEF should be paid for with your card unless given permission otherwise. Besides fuel, the card can also be used for small business-related purchases that do not require a Purchase Order. Drivers can withdraw the advances if necessary for personal use that we will deduct from your next week's pay. Advances are only for OTR drivers and are for $50 every Monday, Wednesday, and Friday each week. Home daily drivers do not receive advances.

If you happen to pay for fuel with anything other than your ComData card, you must submit a receipt showing price per gallon and number of gallons purchased. Please do not scan receipts that were paid for with your ComData card.

If you have lost your com data card or the card will not work properly, West Side will put your card in "lost" status until you receive a replacement card. During this time if you must purchase fuel, you will need to go to the fuel desk at the truck stop and use a ComCheck.

VACATION PAY POLICY

Vacation is offered to all drivers with the number of days based on your length of service. Vacation Pay is based on the previous 52-week average of your gross taxable wages, including Per Diem, at your anniversary renewal. This does not include bonus payouts.

Drivers may carry over a maximum of five (5) unused vacation days to the following year. It is paid the week after you have taken off, cannot be paid earlier than it is accrued, and cannot be borrowed from.

Years of Service	Vacation Days Earned
1	5
2	10
7	15
12	20
20	25

OPERATIONS

The Operations Department at West Side Transport is comprised of a large team of individuals performing very distinct functions based on divisions within the fleet. Our primary center of operations is at the Cedar Rapids, IA headquarters. Other terminals with operational staff are in Glenwood IL, Circle Pines MN, Canton MI, Columbus OH, Indianapolis IN, and Chattanooga TN. If you are a Flex or home daily driver typically your Driver Manager is based in the terminal closest to where you live. All Network Fleet and Regional drivers are dispatched and planned in Cedar Rapids. We are open 24/7/365.

AREAS OF OPERATION

West Side Transport has operating authority in 48 states and hires professional drivers who can operate accordingly. West Side's major area of operation is from the Midwest to the East Coast. Other major operating areas are between the Midwest and the Southeast.

CHAIN OF COMMAND

West Side understands the complex nature of the Logistics and Transportation industry and realizes that problems requiring special attention can develop at any time and therefore has established a chain of command in which drivers shall follow. Your Driver Manager is your first point of contact and who will be working with you day to day.

DRIVER MANAGERS

Each Driver Manager is responsible for the operation of about 40 drivers and their equipment. Drivers receive dispatch information from their Driver Managers; however, a Driver Manager is much more than just a dispatcher. Driver Managers are responsible for communicating the driver's needs, hours of service, maintenance schedule, breakdowns etc. to the planning department. In turn they communicate customer and company expectations to their drivers. Driver Managers are also responsible for entering driver's extra pay items and expenses, handling driver pay questions, the productivity of their drivers, and ensuring drivers' home time needs are fulfilled. If a driver has a question or a problem, their Driver Manager is the first point of contact. If the Driver Manager is unable to resolve the issue, he or she will present it to the proper personnel for assistance.

OFF-SHIFT DISPATCHERS

West Side operations are staffed 24/7/365. Off-Shift Dispatchers are assigned customer service, driver manager, planning, and breakdown coordinator functions. The basic responsibility of Off-Shift Dispatchers is to carry out the instructions and plans that the daytime Driver Mangers, Customer Service, and Planners developed during weekday hours. Being a 24/7 operation, Off-Shift Dispatchers are required to react and determine solutions to emergencies or problem situations that arise on their shift such as breakdown, weather, accidents, and load cancellations. Like the driver manager, Off-Shift Dispatchers are also responsible for communicating customer and company expectations to drivers.

PLANNERS

Planners are assigned to plan a particular region of the country or division of drivers to make sure that all freight and all drivers are covered. They match inbound drivers with outbound loads, trying to maximize driver utilization and cover loads as efficiently as possible to meet our customer's expectations. They take many factors into consideration when making these decisions, including, but not limited to, driver needs, hours of service, customer requirements, deadhead miles, shippers' hours, and transit time requirements. West Side's basic planning philosophy is to ensure we're putting

the most efficient plans together that meet the driver's needs, the customer's needs, and West Side's needs simultaneously.

CUSTOMER SERVICE

Our Customer Service team is assigned to and responsible for ensuring our lane commitments are being met, customer expectations are being met, and communicating any service issues to our customers. Like a Driver Manager, who works daily with an assigned fleet of drivers, a CSR works with an assigned customer base. This facilitates the building of a trusting business relationship that allows us to collaborate with our customers for outcomes that are mutually beneficial.

OPERATIONS SUPERVISORS, DRIVER MANAGEMENT SUPERVISORS and OFF-SHIFT SUPERVISORS

West Side's Driver Management group has supervisors who are responsible for training and assisting all Driver Managers as well as working closely with the Operations Manager or Terminal Managers to address driver issues and concerns. There is also an Off-Shift Supervisor that oversees our Off-Shift Dispatchers. Additionally, these positions may fill in for Driver Managers when absent, perform reviews, and assist in setting and instituting new policies and procedures. All Operations Supervisors, Driver Management Supervisors, and Off-Shift Supervisors, report directly to the Operations Manager or Terminal Manager.

OPERATIONS MANAGERS and TERMINAL MANAGERS

Oversees and directs the daily activity of the operations they are responsible for. The Operations Managers and Terminal Managers collaborate closely with the Director of Operations in setting and achieving goals of on-time performance, driver retention, productivity and company revenue goals. The Operations Managers and Terminal Managers report directly to the Director of Operations.

CUSTOMER SERVICE PHILOSOPHY

The company motto is "Delivering Quality Service by the Truckload." This is accomplished by being on time, respectful, and courteous to all customer personnel.

Providing excellent customer service establishes lasting business relationships as well as making the development of new business a much easier task. West Side chooses not to attempt to compete with other carriers based on rates but by providing the absolute best service available. Doing so allows us to receive a higher rate for our service, which allows us to pay our drivers a higher rate, which allows us to attract quality professional drivers creating a virtuous business cycle.

As a professional driver for West Side Transport, it is imperative that we accomplish all the above. A professional driver also is one who is neat and clean when in the presence of the customer, observes the customer's policies while on their property, and arrives at their facilities with clean, mechanically sound equipment for them to load. **You and your equipment represent West Side Transport.**

West Side Transport operates legally, and dispatches loads within the guidelines of the DOT hours of service regulations. Doing so allows us to expect that we will be on time, every time. If you are dispatched instructions that you cannot legally carry out, it should be followed up with a message with instructions for a relay or advising that the appointment will be changed. If you do not receive a message as such, please contact dispatch for instructions. **DO NOT OPERATE THE TRUCK ILLEGALLY!**

COMMUNICATION

Effective communication is vital to the success of a transportation company and its drivers. An extraordinary amount of time and effort goes into tendering commercial freight, that effort can easily be damaged due to miscommunication.

As a driver, please take extra care to be thorough in communication. Operations cannot assist you with a problem if they are not aware of it or have not been given proper details. We cannot advise a customer of a problem if we are not aware of it. We cannot solve the problem if we are not aware of it. Please advise your Driver Manager the minute something changes a plan that you and he or she have made. If communication is made in a timely fashion, it may still be possible for Operations to succeed with on-time delivery. For example, you may break down and assume that we have no options, but there may be an available truck nearby to re-power that load to meet the expectations of the customer. At the very least, your timely communication allows us to notify the consignee before the delivery appointment, which most customers expect and appreciate.

COMPANY NEWSLETTER

The West Side newsletter is emailed to you each quarter and made available on our website and offers a significant amount of information on the latest news, current and upcoming events, driver awards, safety tips and more. There are also hard copies available at our terminals.

COMPANY STORE

The company store is located at the Cedar Rapids terminal next to the Operations window and can be found online at www.westsidetransport.com. There are no set hours, but Human Resources personnel are normally available to assist drivers when they want to shop. The store does not take credit cards but will take cash and will allow drivers to payroll deduct after 30 days of employment.

DRIVER MENTOR PROGRAM

Each Driver Manager has drivers within their respective fleets who participate in our Driver Mentor Program. These mentors have agreed to help you be successful without compensation or reward but have been trained and are determined to be examples to follow. We suggest reaching out to your Driver Manager if you would like to take advantage of this program, we have found that even the most seasoned of driver can still learn from others.

FREE WI-FI

West Side offers free WIFI at all our terminals but recommends drivers park as close to the building as possible.

MANAGEMENT COMMITMENT

West Side management recognizes the company succeeds or fails because of you, the professional driver. We frequently accompany our drivers on the road, train on some of the functions drivers do, and learn the ELD system you use every day. We believe it is important for us to understand the perspective of our drivers as every decision made, or not made, will affect you. This includes (but not limited to) what customers we choose to do business with, what regions we conduct business in, what options are included in newly purchased trucks, and what benefits are important to you. Periodic surveys will be sent to you via email, and you will get frequent phone calls to provide feedback to make your job better.

THE PROFESSIONAL DRIVER

West Side Transport defines a professional driver as one whose is on time for pick-ups and deliveries, maintains appearance and hygiene, is friendly and courteous to customers and the motoring public, is respectful of their fellow drivers when at yards or during relays, keeps their truck clean(inside and out), never leaves a defective or dirty trailer for another driver to deal with and calls West Side immediately as soon as a problem or potential problem arises. Most importantly a Professional Driver is always safe and follows the philosophy that when driving on the roads it is their family in the car in front of them and traffic enforcement car behind them.

TECHNOLOGY

Truck engines contain a vast amount of information that can be extracted onto a computer at any time and always in the event of a crash for use in litigation. The reports show high speeds, hard brakes, stability control events, engine RPMs and more information that often provides insight as to the habits of the driver. It is critical that you protect yourself and West Side by always complying with all state and local traffic laws as this technology will only become more extensive.

KEYS TO SUCCESS

Be safe, be legal, be on time and communicate, communicate, communicate. If you are not on schedule, never let your Driver Manager wonder what you're doing. Reach out and inform them!

WE ARE FAMILY

One of the most difficult aspects many drivers face is being away from family and friends for a week or two at a time during which a driver may miss a birthday, anniversary, wedding, or funeral, and finding time and resources to send flowers or a card can be complicated. Human Resources understands those situations and can assist the driver in keeping those important days remembered. Call HR at Ext. 164 for assistance. Drivers must be employed for 30 days to have flowers payroll deducted.

OPERATIONS POLICIES

The following is intended as a summary of basic policies and is not intended to be all-inclusive. Your new-hire paperwork contained other policies and acknowledgements as well. Because we cannot predict every situation for every person management retains discretion for policy enforcement.

ADVANCES

Drivers are provided with $150 per week in advances on their ComData card for truck expenses - scaling loads, tolls, etc. This advance automatically loads onto your ComData card every Monday, Wednesday, and Friday at 01:00. Your Driver Manager must approve any advance over that amount and that approval must be secured between the hours of 8 a.m. and 4 p.m. M-F. Personal advances will be discouraged. Weekend advances will be granted for maintenance items only.

BROKER LOADS

At times West Side must utilize a broker to get a driver out of an under booked area or an area that we do not go to on a regular basis. Most brokers require direct contact with our drivers. West Side does not give out any personal contact information about our drivers. We do require you to contact the Broker so you can be verbally dispatched on the load. On many occasions if a broker does not hear from our driver in a timely manner, they may choose to cover the load with another carrier. It is imperative that the broker is contacted immediately after dispatch, and it is at the drivers' discretion whether you provide them with your cell phone number. They may also require other check calls from the driver during the process of the load. We ask that you comply to the best of your ability. If you are not able to call them yourself, please contact your Driver Manager so that they are able to assist with the communication to the broker.

DETENTION

To receive detention, you must write the time in and time out on the bills to be paid detention; GPS verification of your location at the time of arrival and departure are also verified before paying detention; paid after two hours of free time from the appointment time (or arrival time within the delivery window on "first come/first served"). Satellite messages must be sent on time and in order.

EQUIPMENT OPERATION/ SCALING LOADS - ALSO SEE INFORMATION ON SCALING UNDER "PERMITS"

A. Drivers are responsible for the legal operation of equipment. The driver will pay fines resulting from moving violations and illegal operation of equipment.

B. Scaling loads: Drivers are responsible for scaling a load ASAP after loading or picking up a relayed load. It is also the driver's responsibility to know and comply with the bridge laws and tandem positions for each state. Example: A load is dispatched to pick-up in Toledo, OH and delivers in Los Angeles, CA. The first driver is dispatched to pick-up the load and drop at the West Side terminal in Cedar Rapids, IA. The first driver should not only ensure that the load is legal to transport to Cedar Rapids, but all the way to destination by ensuring that the load is within the bridge law requirements of the most restrictive state that the load must pass through. (In this case, California) The driver will pay any fine resulting from failure to comply with this section. Any load that is overweight is to be reported to dispatch ASAP.

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LODGING

Lodging will be provided only if the use of the sleeper berth is not possible. Dispatch or Safety will book a hotel room for you if it's authorized. The driver must provide a proper receipt for reimbursement.

LUMPER/DRIVER UNLOAD

All lumper unloads must be authorized by dispatch and indicated as such on the bill of lading by the consignee. West Side strives to inform drivers of all lumper situations at the time of dispatch. However, West Side is not always informed of this information by the customer. In such a case the driver must notify dispatch of any customers' requirement to have a lumper unload before the unloading begins. West Side must contact the customer to verify & secure payment for the service before it begins.

PAID PARKING

West Side Transport does not reimburse drivers for paid parking unless it's been authorized by your Driver Manager.

RECONSIGNMENTS

If you arrive at your destination, and they request or instruct that you take the load to another facility, please call dispatch before proceeding. Again, we must contact the customer to verify and secure payment for this service before we provide it.

SATELLITE

Driver Onboarding provides training on the use of West Side's in-cab technology solution (text and dispatch communication, GPS, and ELD).West Side provides network or on-line access to many of its customers and employs an automated service failure monitor, both of which depend on accurate and complete information being entered into in-cab technology solution by the driver. Willful misuse or incomplete use of the in-cab system can result in disciplinary action. Operations, safety, and onboarding coordinators are trained to assist you in any way.

DISCIPLINARY ACTIONS

LATE PICKUP OR DELIVERIES

Customer Service is paramount to our success and growth, which means we cannot afford any unnecessary Service Failures. If it's determined that a load delivered after it's appointment time as a direct result of a driver's actions, or lack of action, a Driver Error Service Failure will be completed. As a result, your Driver Manager will provide coaching and also complete a documented Corrective Action Plan. Additional Driver Error Service Failures may include coaching, Corrective Action Plans, meetings with the Terminal/ Operations Manager, and termination of employment.

INSUBORDINATION
Refusal to accept any instruction given by a proper supervisor and/or refusal to perform a work assignment, when legally possible, may result in disciplinary action up to, and including, termination.

UNAUTHORIZED USE OF EQUIPMENT
Operating Company equipment without authorization will result in a deduction of $1.50 per mile and will be deducted from your pay. It will also result in disciplinary action up to, and including, termination.

UNAUTHORIZED PASSENGER

West Side offers a rider program thru our Safety department. Any unauthorized passenger discovered in West Side equipment will subject the driver of that unit to immediate termination from the company.

UNAUTHORIZED TRAILER DROPPING

West Side policy states that you do not unhook your trailer (loaded or empty) without authorization from Dispatch or Safety personnel. If problems occur due to unauthorized dropping, any recovery charges will be the responsibility of the driver and may result in termination from company. See the safety department to locate an authorized drop location if necessary.

WILLFUL ABUSE OR DAMAGE OF COMPANY PROPERTY

Violations will result in immediate termination. Tampering with or altering satellite communication equipment will be treated as willful abuse of company property.

PHYSICAL/VERBAL ABUSE

Engaging in physical violence while on West Side property or the property of any West Side customer will result in termination from company, as will all assaults on, threats to or verbal abuse of any West Side personnel.

DROPPING DIRTY OR DEFECTIVE TRAILERS

Violations may result in clean-up costs being charged to the offending driver. (Example: the cost of paying another driver to clean a trailer that was dropped dirty is charged to the driver that dropped it). If a driver was paid to pull nails and didn't, that pay will be deducted as well.

MISCONDUCT

General misconduct or acts of insubordination will not be tolerated and will subject the employee to disciplinary action, up to and including termination from company.

FAILURE TO REPORT FOR DUTY

If a driver does not contact their direct supervisor for 48 hours, they will be subject to termination for failure to report to duty. If their assigned equipment is anyplace other than a West Side terminal, they will be charged the cost of having their assigned equipment recovered by a tow company, and an Abandonment reported on your employment history.

TERMINATION OF EMPLOYMENT

Drivers are required to give a two-week notice. If during that two-week period the driver's performance declines in any way we may choose to route you to the terminal immediately and accept your resignation early. If performance remains steady, we will work you until the final day and then route you to Glenwood, IL, Columbus, OH or Cedar Rapids, IA to turn in the truck. If you voluntarily resign from West Side Transport you are responsible for all costs associated with getting home after turning in the truck. We can book a bus ticket and deduct it from your final paycheck as long as the funds to cover are available.

If you choose not to turn your assigned equipment into a West Side terminal, you will be charged the cost of having the equipment recovered and secured by a tow company. Abandonment will also be reported on employment history.

TIPS FOR A SUCCESSFUL CAREER AT WEST SIDE

- If you are running late for a pick-up or delivery appointment, you must contact your Driver Manager immediately and make them aware. Any, and all, delays need to be reported immediately.
- You must run legally. All log violations are reported daily to Safety.
- COMMUNICATION IS ESSENTIAL. If you have no contact with your Driver Manager within 45 minutes of sending your empty or relay calls, you must check in and let him/her know you are available just in case we have been trying to reach you but couldn't.
- Urgent satellite messages need to be played aloud immediately as soon as you can safely listen to it. Regular satellite messages need to be read at your next convenient stop.
- Check and double-check your dispatch, trailer number, and BOL's to ensure all information is consistent and correct. **If there are any errors or inconsistencies with any of these, call your Driver Manager immediately.**
- Preplan commitments need to be sent in within an hour of reading the preplan. Auto-Dispatching only works if you are committed to your preplan.
- If you are assigned a delivery time that is 22:22, that means that there is no delivery appointment set at the time of dispatch. Give your Driver Manager your best ETA to the consignee and they will work with Customer Service to set a delivery appointment accordingly.
- If you know in advance that you will have less than 1 hour left on your Hours of Service after picking up or delivering your load, inform your Driver Manager as soon as you are aware. This will help your Driver Manager to thoughtfully plan you according to your available hours and it will also help to ensure that no Driver-related Service Failures occur.
- Home time requests need to be clearly communicated to your Driver Manager at least 5 days before you need to be home. Please note that your Driver Manager needs a 24-hour period on the date that you want to get home to get you home. Your Remaining Days Out (RDO) is a number that counts down every 24 hours and this number represents when you want to be home (ex. If you want to be home in two weeks, your RDO is 14). Personal emergencies are taken on a case-to-case basis, and we will do everything in our power to get a driver home if there is an emergency.
- Your Estimated Time of Arrival (ETA) will be your appointment time, or the time that you tell your Driver Manager that you can be at a stop or Consignee if the delivery time is a window or 24-hour drop and hook. If you give your Driver Manager your ETA, you need to be there at that time, or inform your Driver Manager of any changes immediately.
- Your Projected Time of Availability (PTA) is the time that your Driver Manager estimates that you will be available for your next load assignment. The Planners will plan you according to this PTA. This time must be correct for service failures to be eliminated and your miles to be maximized. If you get held up at a shipper or consignee and your PTA changes, you must inform your Driver Manager immediately.
- You should always trip plan prior to starting a new load assignment. We will send a Fuel Solution when dispatching you, and your tablet will guide you point to point via GPS. However, trip planning affords you the opportunity to plan restroom breaks if needed, food breaks if needed, etc., so you can still ensure on-time delivery.

TIPS TO MAXIMIZE MILES

- Keep your DOT breaks to 10 hours unless the delivery or pick-up time requires you to take a longer break so as not to start your day early and waste your Hours of Service sitting idle.
- Ensure your ETA's are accurate and based on optimal running conditions at all times. If you run into delays and notify your Driver Manager, we will inform the customer and adjust your ETA accordingly. Don't add a buffer to your transit time, it will only cost you miles in the end.
- Maintain a positive attitude if dispatched on a shorter run and keep in mind that two short trips in a day could likely mean more miles in a day than if you were to only run a single longer load. Our most successful drivers make it a goal to complete each load as quickly as they can regardless of the length of haul. These drivers are consistently at the top of the monthly mileage roster. The more we accomplish on today's clock the more we can accomplish with tomorrow's clock.
- If you have non-DOT issues with your tractor and can finish the workweek, it would be most advantageous for you to put your truck in the shop over the weekend so it can be worked on while you are at home. This will help ensure you are able to run when freight is most abundant during the week.

If you have things such as doctor's appointments, schedule them over the weekend or first thing Monday morning. Appointments on Fridays will always have more of an impact on your miles than Monday appointments.

SAFETY DEPARTMENT

Ext. 501

WORKING SAFELY TOGETHER

West Side Transport practices an organization wide safety program called Working Safely Together. Every employee is responsible for the well-being of their colleagues and the motoring public. Our policies and procedures meet and exceed all FMCSA guidelines and laws. Compliance and enforcement of our policies is done primarily through our Safety department that has final authority over all things related to our primary function of commercial transportation.

WEST SIDE SAFETY AWARDS PROGRAM

West Side Transport understands the importance of recognizing drivers who take pride in their safety record and work hard to keep it clean. To encourage and reward drivers for their safe driving efforts, West Side participates in the American Trucking Association Million Mile Awards Program. The ATA recognizes drivers when they reach 250,000, 500,000, 750,000 and one or more million miles of preventable collision free driving. Drivers who reach 500,000 or more will receive a West Side Transport letter jacket. Drivers who reach 1 million increments of safe miles will have Sargent's stripes added to the West Side letter jacket. Drivers who meet new levels of safe driving miles will also have their name included in safety meeting awards programs, satellite messages and company newsletters. We also engage in weekly and monthly contests and events with monetary incentives with the goal of enhancing our safety culture.

PASSING DOT ROADSIDE INSPECTIONS

If a driver and his/her unit are inspected by a law-enforcement official and equipment defects are found, the driver must call the Safety Department and/or the Shop (ext. 230) for instructions on getting repairs made. If a driver is placed Out of Service due to violations of Hours-of-Service Regulations or a mechanical defect, the driver must call the Safety Department immediately. If it is after hours, the driver must call dispatch to be transferred to the Safety on-call person. If a driver passes a DOT roadside inspection with no violations, they will be awarded company Store merchandise with a value of $25.00 for the first inspection, $50.00 for the second, and $100.00 for three or more in the same calendar year.

WEATHER

If you are ever outside of your comfort zone, please pull over to a safe location that is not a shoulder or exit/entrance ramp and notify Operations. We monitor weather using the NOAA website, DOT cameras, and on-board truck cameras with frequent fleetwide messages for any alerts in the forecasts.

PARKING

You will complete a Secure Parking form during the onboarding process. If your parking location changes, please contact Safety to verbally change your location. We will need the exact address and phone number of the owner to approve the change.

WEST SIDE TRANSPORT COLLISON POLICY

Any driver involved in a collision, or cargo loss, is required to discuss the event with the Safety Department/Director and from that conversation a collision investigation to determine a ruling of preventability will be made. (NOTE: A preventable collision is any collision in which the driver did not make every reasonable effort to avoid.) If the driver disagrees with the ruling, they may, within 90 days of the collision, request a review of their collision by the Collision Review Committee. The Review Board consists of the Safety Director, Claims Manager, Dispatch Manager, and Terminal Manager. If the driver disagrees with the ruling of the Review Board the driver may appeal to the Iowa Safety Council.

If the collision or cargo loss is ruled preventable and the damages resulting from the collision or cargo loss exceeds $2500, the driver is subject to immediate disqualification. At fault rear end, side swipe, jackknife or rollover collisions subject the driver to immediate termination.

All West Side trailers are 13 ft. 6 inches high and therefore drivers must demonstrate full awareness and extreme caution when approaching low bridges, low hanging wires or underpasses. Even if the bridge is marked 13 ft. 6 inches or higher does not guarantee the trailer will not strike it. Drivers must approach low bridges or other overhead objects slowly and stop and call police for help if necessary. Striking a bridge, overpass or any overhead objects is normally ruled preventable and subjects the driver to disciplinary action that could include disqualification from the company.

WEST SIDE SAFETY POLICIES & PROCEDURES

Drivers who fail to comply with West Side Safety Policies or are involved in a preventable crash due to determined negligence, are subject to disciplinary action up to and including termination from the company.

Section 392 .2 of the Federal Motor Carrier Safety Administration and West Side Transport require drivers to operate their vehicle in accordance with the laws, ordinances and regulations of the city, county, or state in which they are operating. **A driver who is cited or warned for driving 11 mph or more over the posted speed limit is subject to disciplinary action up to and including termination.**

Section 392.16 of the FMCSA and West Side Transport require all drivers to always wear seat belts while operating a commercial motor vehicle. **Violations of seat belt laws subject the driver to termination from company.**

Section 392.71 of the FMCSA regulations and West Side Transport prohibits the possession or use of any radar detector in a commercial motor vehicle.

Section 395 of the FMCSA regulations and West Side Transport requires drivers to operate a commercial motor vehicle in accordance with hours-of-service regulations and to never operate while too fatigued to drive safely.

West Side Transport policy prohibits drivers from completing illegal U-turns at any time and in any location. West Side Transport policy prohibits parking on the should of any highway except in emergencies. If you have an emergency, please call breakdown at X 230 once you have turned on your hazard lights and placed your triangles behind the vehicle.

Drivers must call Safety immediately if placed out of service by any law enforcement officer. **If a driver is inspected by a trooper or a DOT officer they must scan or mail the inspection report form to the Safety Department immediately, within 24 hours) as the form must be completed and returned to the State DOT Office.** A driver who is placed out of service by the Department of Transportation (DOT) for any reason or fails to send the form to West Side will be subject to corrective action up to and including disqualification from company.

Federal regulations prohibit drivers from texting or using any handheld mobile device while operating a commercial vehicle and West Side policy requires drivers to one finger operation on any mobile phone, including hands free devices, while driving a West Side truck. Failure to comply with these regulations subjects the driver to immediate disqualification

West Side uses the Speed Gauge Program to monitor drivers' speed. The program uses the time between each position update to calculate the speed. Signs posted along a highway are the speed limit and the maximum speed your vehicle should be traveling. West Side emphasizes the importance of drivers maintaining a regulated speed by utilizing the Speed Gauge report daily. The report will show the exact location at which the drivers are exceeding the posted speed limits and records speeds even during short periods of time. If you receive a message from the Safety Department about a Speed Gauge report please understand that it is a significant event and must be taken seriously as West Side has a three strike program before disqualification.

ALL SAFETY VIOLATIONS ARE AS FOLLOWS:

First– A warning issued via the Isaac system.
Second– A warning issued by the Driver Manager.
Third– Written warning issued by the Safety Department.
Final– Disciplinary action up to and including termination from the company.

Due to the enormous liability and potential safety issues, West Side does not allow guns or any other type of weapon in or on company property. (Knives with blades over 4" in length are considered weapons). Violations of the policy will result in disciplinary action up to and including termination.

West Side does not accept responsibility for the driver's personal belongings. Please keep the truck always locked and take all necessary precautions to protect your belongings.

Any occurrence of verbal or physical abuse, inappropriate language, threats, or harassment will subject the driver involved to disciplinary action, up to and including termination from the company.

Drivers who leave personal vehicles on West Side property must register the vehicle with the Safety Department. West Side is not responsible for damage that may occur to a vehicle while parked at our facilities.

All West Side office and shop facilities are non-smoking environments except for the designated smoking area. **Do not smoke at or near the fuel island at any time or in front of the buildings.**

All drivers entering the Cedar Rapids or Glenwood terminals must drive their equipment through the inspection lane. We want to keep our equipment in the best shape possible and your compliance with this policy will assist us in accomplishing this goal. A driver who does not comply with this policy and is subsequently fined for an equipment defect that would have been discovered in the inspection lane, may be responsible for the fine.

All drivers are subject to the Federal Motor Carrier Safety Administration's rules governing disqualifications. Following too closely, unsafe lane changes and railroad crossing violations as well as careless, reckless, negligent, or intoxicated driving subjects the driver to disciplinary action up to and including termination from the company.

CDL general information (Per the Homeland Security Act) – All CDL drivers must possess a valid CDL issued by the state in which they reside. Drivers must transfer their out-of-state CDL to their new home state within **60 days** of moving to that new state. **All drivers must work cooperatively with the West Side Safety Dept. to assure their CDL & Medical Cards are current and on file with your state's Department of Motor Vehicles.**

All drivers must wear non-slip closed shoes when driving. Flip-flops, sandals, or anything similar are unsafe and not allowed.

Per Section 392.5 of the Federal Motor Carrier Safety Regulations, no driver shall have any alcoholic beverage in their possession in a commercial vehicle unless the beverages are being transported in the trailer and are listed on the bill of lading.

West Side does not allow cats and only approved dogs in our trucks. Failure to comply with the pet policy subjects the driver to disciplinary action up to and including termination from the company. See Payroll for pet policy details.

Weather Policy. If you are ever outside of your comfort zone, please pull over to a safe location that is not a shoulder or exit/entrance ramp and notify dispatch.

Parking Policy – you will complete a written parking location during the on-boarding process. If your parking location changes, please contact Safety (ext. 501) to verbally change your location. We will ask for the exact address and contact information to the property owner to approve that change.

WEST SIDE TRANSPORT SECURITY

Every employee has a responsibility to ensure that the company's equipment and customers' cargo are protected from theft. The West Side Security program is designed to protect the properties of our customers, our employees, and our company. All drivers are expected to comply with these policies and procedures and failure to do so subject the driver to disciplinary action, up to and including disqualification from the Company and civil charges will follow any investigation that shows any irregularities regarding driver integrity. To protect West Side and yourself, we ask that you take the following steps to prevent cargo and equipment loss:

- Company policy requires that the doors of all loaded trailers be sealed and padlocked, no exceptions. To prevent unauthorized people from entering our trailers we also require drivers to leave the padlock applied while pulling an empty trailer. West Side requires all drivers to purchase a heavy-duty padlock through our company or provide your own. The cost of the padlock will be payroll deducted in two payments. If, upon termination of employment, the driver chooses to return the padlock to West Side, the cost of the lock will be refunded to the driver.

- Under no circumstances are drivers allowed to unhook from a loaded trailer unless approved by your Driver Manager or Safety Director. If authorized, you must back the trailer up against a fixed object and apply a kingpin lock. If approval is given the drivers must purchase the kingpin lock.

- If your trailer is broken into, you are to notify the local authorities immediately and call the Safety Department. If it is after hours, the Operations Department will reach the on-call person immediately.

- Always shut the engine off before you lock your tractor and take the keys with you. West Side has had tractors, trailers and loads stolen and in most cases, it was a result of our not following all the policies and procedures.

SAFETY & SECURITY OF EQUIPMENT & CARGO

Most losses due to theft occur when the driver takes a high value load home or to a family member or friend's home for their time off. If a driver is authorized to take the tractor and trailer home for time off, they must have an established legal and secure parking location for the unit. The driver will be responsible for any parking tickets and/or tows.

Compliance with these procedures will minimize any potential loss and liability exposure against theft, vandalism, and public liability. Additional restrictions shall be implemented involving special commodities. A list of approved drop locations is provided through your Isaac ELD documents and changes frequently.

INJURY PREVENTION POLICIES

TRUCK ENTRY AND EXIT

To prevent injuries, West Side requires all drivers to use three-point contact when entering or exiting the cab, the deck plate between the tractor and trailer and trailer. Three-point contact involves maintaining one foot and both hands, or both feet and one hand in contact with the vehicle always. Drivers must always face the vehicle when exiting the tractor and trailer.

SLIPS, TRIPS AND FALLS

To avoid drivers being injured from slipping on ice or snow, we ask that all drivers use appropriate footwear and take extra time when walking during adverse conditions.

TRAILER DOOR/WIND

Drivers must use extra caution when opening the trailer doors on windy days. West Side prefers to let the trailer door strike a fixed object rather than have the driver attempt to stop it and risk the chance of an injury.

TWISTING YOUR BACK

More drivers injure their backs by twisting and turning improperly than by lifting. Use your feet to turn rather than twisting your torso (your back).

FIFTH WHEEL RELEASE AID

West Side requires drivers to use a hooking device to pull the fifth wheel release arm and the trailer tandem slider release mechanism. If the truck does not have a fifth wheel pulling device contact the Safety Department and one will be provided.

A driver must never open the doors of a trailer that contains bales of scrap cardboard unless a containment strap provided by the customer is applied to the hasps on the trailer doors. Shifting of the load during transit and failing to apply the containment strap may allow a bale to fall out of the trailer and injure the driver.

FALLING FREIGHT

Drivers must be extremely cautious when opening trailer doors. If, at any time, freight falls from the trailer when the door is opened or falls from a stack of freight inside the trailer, never attempt to catch it or stop it from falling. Let it fall. We would much rather have a damaged piece of cargo than an injury to a driver. If the trailer is equipped with an inspection door, look inside to check on the freight before you open the door.

REMOVING CHOCKS OR BLOCKS

Customers like Toyota use blocking or bracing to secure freight. It is the driver's responsibility to remove these blocks, chocks, or braces. West Side drivers are never authorized to operate any customer's forklift or motorized palletjack to unload or load freight. The safest way to remove blocks is to use a sledgehammer provided by the consignee to knock the blocks loose and then use the nail puller also supplied by the consignee to pull the nails. If do not pull with this technique, use a 2 x 4 block as a fulcrum next to the nail and pull the nail with either the hammer or bar. In the event the nail head breaks off and the nail cannot be pulled, hook the nail with the claw of the hammer & bend the nail back & forth until the nail breaks off near the floor. Then use the hammer to drive the nail straight down into the floor until it is completely flush. When driven straight in, there will be no part of the nail protruding from the floor. Never just bend a nail over and/or try to merely hammer it flat with a hammer.

DRUG/ALCOHOL ABUSE POLICY

West Side is a zero-tolerance company and committed to maintaining a safe workplace for our drivers and other users of the highways, therefore, the following policy has been established: **ANY WEST SIDE DRIVER WHO TESTS POSITIVE (INCLUDING REFUSAL TO TEST) FOR ALCOHOL OR CONTROLLED SUBSTANCES IS SUBJECT TO IMMEDIATE TERMINATION.**

West Side will comply with all requirements of the Federal Highway Administration Regulations on Drug and Alcohol testing and will forbid any unlawful use or possession of alcohol or controlled substances. As part of our continuing policy to ensure fair and equal treatment of our employees, we understand there may be questions or concerns involving our compliance with drug and alcohol testing programs. **West Side has designated the Director of Human Resources, Company Representative for the drug and alcohol testing. You may also contact the Area Substance Abuse Council at (319) 390-4611.** West Side Transport is required to and does provide information on the effects of drugs and alcohol to all drivers during the Orientation Program as required by Federal Motor Carrier Administration.

All West Side Transport drivers are subject to alcohol and drug testing. This includes pre-employment, reasonable suspicion, random, and post-accident testing per Federal Motor Carrier Safety Regulations 49 CFR 382.303. Post-accident alcohol and drug testing are required within 8 hours and 32 hours, respectively, of any accident if one of the following has resulted:

1. Death of a human being.
2. Bodily injury to a person who, because of the bodily injury, received immediate medical attention, away from the scene of the accident & the driver is issued a citation.
3. A vehicle involved in the accident is towed from the scene and the driver is issued a citation.

West Side Human Resources or Safety Department will direct the driver to the nearest medical facility that can administer the drug and alcohol testing. **Federal Law states that the alcohol test must be completed before the urine collection for the drug test.** The driver must contact the West Side Safety Department immediately after the tests are completed.

Any person confirmed to be positive for the use of a controlled substance or alcohol will be considered, by the DOT regulations, medically disqualified. Federal Regulations state that a driver shall not use alcohol when performing safety sensitive functions or within 4 hours of performing a safety sensitive function, but West Side policy is stricter than the federal policy and states that a driver must not perform a safety sensitive function within 8 hours of using alcohol. All alcohol testing will be done while the driver is performing a safety sensitive function, just before the driver is to perform a safety sensitive function, or just after the driver has ceased performing a safety sensitive function. A driver shall not report for duty or remain on duty in any position that requires performance of any safety sensitive function after that driver has either used or has tested positive for alcohol or controlled substances.

A DRIVER IS PERFORMING A SAFETY SENSITIVE FUNCTION WHEN:

1. Waiting at a terminal, facility, or other property to be dispatched, unless the driver has been relieved from duty by the motor carrier.
2. Performing pre-trip inspections or servicing motor vehicles.
3. Driving a motor vehicle.

4. Loading or unloading the vehicle, supervising loading, or unloading, giving receipts for the load or remaining in readiness to operate the vehicle.
5. Performing duties and services at an accident scene.
6. Repairing, obtaining assistance, or remaining in attendance of a disabled vehicle.

NO DRIVER SHALL:

1. Report for or remain on duty performing safety sensitive functions while having a blood alcohol concentration of .01 or greater.
2. Use alcohol while performing safety sensitive functions.
3. Be on duty or operate a commercial motor vehicle while possessing alcohol unless the alcohol is manifested and transported as part of the shipment.
4. Perform safety sensitive functions within 8 hours of using alcohol.
5. Use alcohol for 8 hours following an accident unless the driver has been given a post-accident alcohol test prior to any use of alcohol.
6. Refuse to submit to a required alcohol and/or drug test involving post-accident, random, reasonable suspicion, or follow-up testing.

NOTE: Alcohol testing will be done through a breath testing machine or a saliva swab. Any driver who tests at .01 or higher on the screening test must wait 15 minutes and complete a confirming test with a breath-testing machine to determine the blood alcohol level. The 15 minutes is to ensure that any mouth alcohol from recent use of food, tobacco or hygiene products does not affect the test results.

The Federal Motor Carrier Safety Regulations provide that a driver shall not refuse to submit to a drug or alcohol test. Refusing to drink fluids to assist in providing an adequate urine sample is considered a refusal and is treated as a positive result for the drug test.

No motor carrier shall permit a driver who refuses to submit to a required test to perform or continue to perform safety sensitive functions. In alcohol testing, the refusal to sign the certification in Step 2 of the form is regarded as a refusal to take the test. Not providing an adequate amount of breath may, under certain conditions, be regarded as a refusal to test. Like the drug testing, West Side policy states that any driver who tests positive for the use of alcohol will be subject to disciplinary action, up to termination.

All Drug and Alcohol test failures and refusals will be reported to the FMCSA D&A Clearinghouse as required by law.

PREPASS

All West Side Transport units have a pre-pass device in them. The device is approximately three inches square and will be located on the passenger side window upper left-hand corner. This device allows our trucks to bypass DOT scales when authorized. When you are approaching a DOT scale, the device will give you a green light if you are authorized to by-pass. If you are given a red light, you must stop. If you do not get any light at all and the scale is open, you must stop. If your device does not give you any lights and the scales have active by-pass systems, then you should call West Side to verify that your pre-pass device has been activated.

Prepass is a privilege for our company that we are authorized to use solely based on our clean safety records. To help maintain this status with the DOT we ask that you avoid complacency, pre-trip your equipment, scale every time and be the professional driver. This includes keeping your logs current, communicating with us if loads are overweight, keeping your license active and in good standing if you owe fees or child support, and staying healthy for your DOT physicals.

AUTHORIZED PASSENGER PROGRAM

All of us at West Side Transport understand that from time to time it is appropriate to have a passenger ride along. However, allowing a passenger to ride along brings with it certain risk not only to the passenger, but also to the driver, the cargo and to efficient operations. To create a mutually convenient authorized passenger program, the following guidelines shall apply:

1. Drivers may be eligible to have a passenger ride along if the following conditions are met:
   a. Employees have had no preventable accidents during the past 12 months (driving records from prior employers will be considered).
   b. No CDL violations during that same 12-month period.

2. Passengers aged 18 to 70 may ride with employees who have satisfied the requirements listed above and who sign the Driver and Passenger Request and Release form and agree to and sign the Conditions of Riding as a Passenger form.

3. Children of the employee who are between the ages of 10 and 17 will be allowed to travel as a passenger between Memorial Day and Labor Day provided the following conditions have been met:
   a. A certified copy of the child's birth certificate is provided.
   b. The employee has provided the necessary written authorization from parent/guardian(s) of the child in a form satisfactory to West Side Transport.
   c. Passengers aged 10 to 17 are not allowed at International Paper facilities.

4. If the employee is involved in a preventable accident or is issued a moving violation the company will review each situation and issue a decision on whether or not to revoke the passenger privileges of that employee. If passenger privileges are revoked the revocation will remain in place until the employee has complied with the following:
   a. Having had no preventable driving accidents for a period of 12 consecutive months.
   b. Having had no CDL moving violations during the same 12 consecutive month period.

5. No passenger who has recently received or is expecting the need to receive any type of health care during the trip will be allowed to ride until such time as the condition is resolved. If a medical condition arises while traveling as passenger, the employee will notify West Side Transport of the situation immediately. Failure to do so can result in a revocation of the rider privilege.

6. Employees who desire to have a passenger ride are responsible for payment of passenger insurance premiums, which will be payroll deducted per current rate.

7. Hitchhikers or any other riders not carrying a valid West Side passenger authorization form are NOT permitted in West Side vehicles.

8. Drivers and passengers must always have prior written authorization from the West Side Transport Safety Department in their possession. The signature of the driver and passenger on the authorization form represents affirmation that all the information (driver and passenger name, passenger age and relationship to driver and dates of authorization) thereon is true and correct.

9. Authorizations shall be extended to only one passenger at any time. Eligibility and authorization shall be subject to the final, binding discretion of the West Side Transport Safety Department.

10. West Side reserves the right to change any terms or conditions of the Authorized Passenger Program at any time, at will, with or without cause.

PASSENGER AUTHORIZATION FORM

In compliance with Federal Motor Carrier Safety Regulation 392.60, West Side Transport, Inc., as the owner/lessee of Unit No._____authorizes_____(Passenger) to ride as a passenger for the period_____/_____/_____to_____/_____/_____in the vehicle driven by _____ (Driver Code_____) over routes authorized by West Side Transport, Inc.

Authorized by West Side Unlimited Corporation d/b/a West Side Transport, Inc.

By:_____ Title:____ Dated: _____

KEEP A COPY OF THE SIGNED AUTHORIZATION IN TRUCK AT ALL TIMES

Driver Signature_____Date_____

ANY DRIVER FOUND TO HAVE AN UNAUTHORIZED PASSENGER IN THE WEST SIDE TRUCK WILL BE SUBJECT TO IMMEDIATE DISCIPLINARY ACTION UP TO AND INCLUDING DISQUALIFICATION FROM THE COMPANY. THE DRIVER AND PASSENGER WILL BE RESPONSIBLE FOR FINDING THEIR OWN TRANSPORTATION HOME.

SAMPLE ONLY

CONDITIONS OF RIDING AS A PASSENGER

I,_____, AS A PASSENGER WITH DRIVER _____UNDERSTAND AND AGREE THAT PASSENGER SHALL REFRAIN FROM

	PASSENGER INITAILS	DRIVER INITIALS
1. Driving West Side Transport equipment,	_____	_____
2. Assisting with loading or unloading of freight,	_____	_____
3. Providing lumper services,	_____	_____
4. Dollying the trailers,	_____	_____
5. Performing mechanical work on West Side equipment,	_____	_____
6. Interfering with the drivers compliance,	_____	_____
7. Violating any company procedures,	_____	_____
8. Violating any customer rules or policies,	_____	_____
9. Interfering with the personal safety of the driver,	_____	_____
10. Sliding or assisting in the sliding of tandems,	_____	_____
11. Assisting with any and all other duties or responsibilities, not otherwise listed herein	_____	_____

DRIVER AND PASSENGER ALSO UNDERSTAND AND AGREE THAT PASSENGER

1. Will be buckled up at all times that the truck is moving	_____	_____
2. Will face the cab and use the 3 point contact when existing the truck.	_____	_____
3. Will never jump from cab when exiting truck	_____	_____

DRIVER & PASSENGER REQUEST & RELEASE FORM

Driver and passenger state as follows:

1. Driver and passenger request permission to allow passenger to ride along with driver from_____/_____/_____ to_____/_____/_____. (Length of time passenger is allowed to ride without re-qualifying is 91 days.)

2. Passenger is between the ages of 18 and 70 years of age or a minor child of the driver age 10 or over and has satisfied all of the requirements to travel with the driver.

3. Passenger has not recently received nor is expecting a need to receive any type of health care during the time frame listed above.

4. Driver and passenger agree that the passenger shall fully comply with the Conditions of Riding as a Passenger, which, by reference, is incorporated herein.

5. Upon expiration of the authorized period, the passenger will vacate the vehicle immediately.

6. Driver agrees to a payroll deduction to cover passenger insurance premiums under the Passenger Accident Policy. Passenger understands and agrees that any benefit provided by the Passenger Accident Policy will be paid directly to passenger or passenger's estate unless otherwise designated at the time coverage is issued. No pro-rated premiums or refunds.

7. Driver and passenger understand that this authorization may be revoked with or without cause, with or without notice, and any monies paid to that point will be deemed forfeited.

8. All information provided by passenger and/or driver is true and correct.

9. Driver is responsible for the acts and omissions of a passenger at all times.

10. Passenger hereby releases, acquits, and forever discharges West Side Transport, Inc. and its parent, subsidiaries, and affiliates, their officers, directors, agents, representatives, employees, and all other persons from any claims, demands or damages of any kind, whether due to personal injury, death, property damage or loss and which arise, directly or indirectly, as a consequence of passenger's participation or request to participate in this passenger program.

PASSENGER*: _____ _____
signature date

DRIVER: _____ _____
signature date

If Passenger is a minor, the Parent/Guardian Authorization/ Release Form is required.

PARENT/GUARDIAN AUTHORIZATION AND RELEASE

1. I,_____, am the custodial parent; non-custodial parent; legal guardian of _____, (hereinafter "minor child") age_____.
2. _____(hereinafter "Driver") is the minor child's father; mother; step-father; step-mother; legal guardian.
3. I have carefully read and understand the terms and conditions contained in the Authorized Passenger Program.
4. I authorize the minor child to ride as a passenger with Driver in equipment owned/leased by West Side Transport, Inc. or any of its affiliated companies (hereinafter "West Side"). I understand that I can revoke this Authorization and Release by proving written notice to the Claims Department at West Side Transport, Inc.
5. The minor child has not recently received nor is expecting a need to receive any type of health care during the timeframe that the minor child will be a passenger.
6. The minor child requires the following prescription medication(s) on a daily basis: Medication(s): _____ _____ Frequency:_____.
7. I understand that by riding along with Driver, the minor child may be exposed to and in fact may sustain personal injuries and even death.
8. If there is an emergency, the following person should be contacted at the following number: NAME: _____NUMBER: (_____)_____, (_____)_____.
9. I, on behalf of myself and the minor child, hereby release, acquit and forever discharge West Side Transport, Inc., and its parent, subsidiaries and affiliates, their officers, directors, agents, representatives, employees and all other persons from any claims, demands or damages of any kind, whether due to personal injury, death, property damage or loss to the minor child and which arise, directly or indirectly, as a consequence of the minor child's participation in West Side's Passenger Program, as well as the consequence of any negligence or fault on the part of West Side Transport, Inc., its officers, agents or employees.

Parent/Guardian Signature:_____ _____Telephone #: _____

(Date)

Residence address: _____

Driver Signature: _____ _____

(Date)

To be verified and signed by an authorized agent of West Side:

Passenger insurance premiums are being deducted from Driver's payroll effective: . A certified copy of the minor child's birth certificate has been provided to West Side.

Signature:_____ Date: _____

CARGO CLAIM PREVENTION

Like collisions, cargo claims do affect the profitability of all transportation companies. Minimizing losses due to cargo claims requires your cooperative effort in the safe operation of all equipment and timely reporting of any potential cargo claims. Your cooperation will help keep West Side an efficient and profitable employer. All policies and procedures included in this section have been implemented to help the West Side professional drivers do their part in the safe transportation of our customer's freight.

Drivers are responsible for the way the trailer is loaded. Please use your expertise and knowledge in observing proper loading patterns (stair stepping, blocking and load straps). Please contact the Safety Department if you have any questions or concerns on the way cargo is loaded.

LOAD SECUREMENT STRAPS

Unsecured cargo will shift. Shifting cargo will cause breakage and could cause a roll-over accident. West Side Policy requires all loads to be secured with at least two load straps. Due to the soft sides on the Wabash trailers, West Side does not issue load locks to drivers. When applied, the load locks push the soft sides of the trailer outward and then fall to the floor. All drivers are issued four load straps and when necessary, additional straps can be picked up at any West Side Terminal or can be purchased at any truck stop with a purchase order from our shop office. You must never be without a set of straps. If the driver is not allowed on the dock, the driver should communicate with the shipper and offer them straps to anchor to the trailer walls prior to loading the last two pallets.

IF THE LOAD CAN MOVE, YOU CANNOT

West Side's customer base includes companies like Toyota who ships forklifts, paper companies who ship large rolls of paper and other companies that ship product on pallets, loaded down the middle or divided in half between the front and rear of the trailer. These loads must be secured to prevent any shifting during transit. Various methods are used in securement, be familiar with each method but it is your responsibility to prevent shifting. We only accept block and brace systems and load strapping. If the shipper ever loads cargo down the center of the trailer and has not blocked and braced it with 2 x 4s or blocks you must contact the Safety Department before leaving the shipper.

OTHER SECUREMENT PROCEDURES

If pallets or other cargo is split between the front and rear of the trailer, there must be adequate blocking and bracing to keep the product at the rear of the trailer from moving forward. If the shipper does not have blocking and bracing materials but offers you tools and blocking material, please call the Safety Department so we can either refuse the load or find a third party to secure the cargo.

SECURING LOADS OF ROLLS OF PAPER

A significant amount of the cargo we transport is paper rolls directly from the mills. These shippers understand the importance of securing these rolls inside the trailer and therefore in accordance with section 393.122 of the Federal Motor Carrier Safety Administration Regulations, place an **anti-skid mat** under each of the rolls of paper as they are loaded into the trailers.

When transporting rolls of paper or loads that have one half of the cargo at front of trainer and the other half at the rear of the trailer, it is critical to adjust your driving to compensate for the adverse load conditions. Our policy requires drivers to reduce speed to one half the posted limit prior to entering curves and ramps. Defensive driving and anticipating the traffic in front of you prevents hard breaks and load shifts.

LOADING THE TRAILER

Never load a trailer that has a leak or wet floors or walls. Always check the trailer for leaks, nails, closed vents, or damage and work cooperatively with our shop on repairs prior to loading. This process is the most effective way to prevent cargo claims. If your trailer has vent doors on the front and rear, make sure they are closed properly before you move any load that does not require that they be open during transit.

When you are allowed on the dock, please be there to watch the shipper load the trailer. If you are responsible for the counting, you must be present to count the product and protect our interests. If you find a discrepancy in the count, you must contact the Claims Department or Driver Manager. Never sign for a count unless you were present and counted the product and have contacted the cargo exception department.

If you see any damaged product, ask the shipper for a different pallet, piece, or container. If the shipper does not replace the product, document on the BOL and send a message to your Driver Manager.

If you are not allowed on the dock while loading or if you pick up a preloaded trailer, please write “shipper load and count” or “said to contain” on the bills before signing for it. If the shipper objects to one of these notes, please call Driver Manager.

INTERNATIONAL PAPER GATE PASSES

The paperwork for all scrap cardboard loads inbound to the Cedar Rapids Mill must include a GATE PASS. If the shipper does not offer you this pass, you must contact the driver manager prior to leaving the shipper.

TRAILER COLORED CARD SYSTEM

West Side uses 2” by 6” colored cards to assist in identifying the status of different trailers. The cards are normally placed in the electrical outlet receptacle of the trailer or in the aluminum bill box at the front of the trailer. Blue cards are found on loaded trailers, orange cards on empty trailers and white cards on empty trailers that have been prepared for food grade loads. Red cards are out of service trailers in need of repair.

FOOD GRADE LOAD CHECK LIST

CUSTOMER_____ CONFIRM # _____

LOCATION_____ DATE _____

TRUCK_____ PRODUCT _____

LOT NUMBERS _____ _____ _____ _____ _____ _____

BAG COUNT _____ _____ _____ _____ _____ _____

PRELOADING	**CIRCLE ONE**	
1. Is the inside of the trailer clean, dry, and odor free?	YES	NO
2. Is the roof OK (No daylight showing or visible damage)?	YES	NO
3. Are the inside sidewalls OK (No protruding nails, large wooden splinters or visible damage)?	YES	NO
4. Is the floor OK (dry, clean of debris)	YES	NO
5. Are doors OK (proper seal, no visible damage)?	YES	NO
6. Is the trailer free of visible insect or rodent activity?	YES	NO
7. Is the trailer free of metal and/or glass?	YES	NO

INSPECTED BY: _____

All questions must be answered "YES", if not, DO NOT LOAD the trailer and call Analytical Services or Quality Assurance immediately.

SEALS

ALWAYS SEAL AND PADLOCK YOUR LOAD. All loaded trailers must be sealed and padlocked prior to leaving the shipper. There are no exceptions or excuses to this policy. Claims lacking proper seal records are difficult to deny and can affect your performance bonus and the profitability of West Side. Due to the ever-present threat of food loads being tampered with, customers may refuse a load if the seal has been broken, which may result in the company being liable.

Do not leave the shipper until the seal is applied to trailer, the seal number is noted on the bills and a representative of the customer signs the bills by the seal number. If they do not want to sign call cargo exception immediately. On multi- stop pickups or drops, enter the seal, and reseal numbers on the bill of lading and ask customer to sign.

If the shipper does not have a seal, you must use a West Side seal. You must always have extra seals with you. Additional seals can be picked up at a terminal or purchased at a truck stop with shop approval.

It is critical that you never break the seal without authorization. If you feel you must break the seal in transit, call **Safety** for permission before you break it. Reseal the load, note the new seal number on the bill of lading and call the new seal number to your Driver Manager. If the DOT authorities break the seal, make sure that the officer reseals the load and notes the new seal number on your bill of lading. **Call your Driver Manager or Safety and report the change.**

When you arrive at the consignee, prior to breaking the seal, they must verify the seal number. Write "**VERIFIED SEAL INTACT"** on the **bill of lading** and have the customer physically verify it is intact and have them sign the bills as such. If the customer does not want to verify the seal and sign the bills, **please contact Safety**. The same is true on multi-stop, pick up, or delivery loads. The only difference is that the customer must verify the seal intact before it is broken and then verify the new seal is applied and intact before you leave for the next stop. A padlock is not a substitute for a seal. You must use both.

UNLOADING

Always have someone at the consignee watch you break the seal, or break it themselves, and note on the BOL "Verified Seal Intact". If the consignee allows you on the dock, please be there to watch the unloading process and if you see the consignee damage any product, call Claims Dept. to report the damage and note it on bills. If the consignee breaks the pallets down before you leave, and discovers damage in the center of the pallet, be sure this is noted on the bills as concealed damage. Concealed damage means you could not have detected it during the loading process.

If the consignee finds damage that obviously occurred prior to or while loading (speared by forklift, crushed by squeeze machine etc.) note it as pre-load damage & advise the Claims Department.

Any cargo exception must be reported to Safety immediately and before you move your truck from the dock. You will be advised to complete the OS&D claim process within the ISAAC ELD menu so familiarize yourself with this option of the user interface. Occasionally the consignee will reject products due to overage, shortage, and damage (OS&D). If this occurs, leave your unit at the dock, if possible, and with the bills in hand call the OS&D department at ext. 230 for assistance. We will contact the shipper and determine if the consignee will accept the overage, or if it will be taken to a less than truckload carrier for return to the shipper. You will be compensated for any miles driven during this process.

DO NOT send in your EMPTY CALL on ISAAC until OS&D has resolved all refused cargo issues.

West Side Transport has many customers that ship foodstuff and these shippers expect a clean trailer to load. After unloading it is critical that you clean out the trailer, so we are ready for the next customer. Many shippers are contractually obligated to only load clean trailers and yours may be rejected if it is not.

Toyota Forklift Company loads contain extensive blocking and bracing nailed to the trailer floor. Drivers are paid to pull the nails out of the floor, and it is especially important that the nails are pulled prior to loading the next load. If a driver is paid for pulling the nails and it is later determined that they were not pulled, the money will be charged to the driver who failed to pull the nails and paid to the driver who completed the task.

HAZARDOUS COMMUNICATION RIGHT TO KNOW LAW

Your right to know begins with the chemical manufacturers who must determine the physical and health hazards of each product they produce. A PHYSICAL HAZARD is a chemical for which there is evidence that it is combustible, flammable, explosive, radioactive or reactive. A HEALTH HAZARD is a chemical for which there is evidence that an acute or chronic health effect may occur upon exposure.

MATERIAL SAFETY DATA SHEETS (MSDS) (SEE PAGES 54 – 56)

Information is the heart of "right to know" and West Side must advise all associates about the Hazardous Communication Standard, how it works in-house, how to recognize hazardous chemicals and their applicable labels, how to read and understand Material Data Sheets and how to safely work with hazardous chemicals. YOU ALSO HAVE A RESPONSIBILITY to help West Side protect you. You must read all labels and follow instructions and warnings. The data has been researched by the manufacturers and is there for your benefit. **Any Material Data Sheet will be provided to any West Side Employee immediately upon request.**

LABELS

The manufacturer must label every container of hazardous chemicals. The format will differ from company to company, but the label must contain specific information:

1. The name of chemical.
2. The name, address & emergency phone number of the manufacturer.
3. Physical hazards such as flammable, explosive, or reactive.
4. Storage and/or handling instructions
5. Health hazards (is it toxic or could it cause cancer)
6. Recommended protective clothing, equipment, or procedures.

Before you move, handle, or open a chemical container, read the label and follow the instructions– yes, even on whiteout. If you have questions or are not sure about what to do, contact the Safety Department.

The MSDS contains all the information you need to know about a chemical. It communicates all details on chemical and physical dangers, safety procedures and emergency response techniques. The MSDS is divided into nine sections and each section must provide the following data:

1. Product & manufacturer identification.
2. Composition/information on ingredients
3. Hazards identification– how the chemical can enter your body (inhalation, swallowing) and symptoms of exposure (such as eye irritation, nausea, dizziness, skin rash or headaches) plus emergency first aid in the event of an incident.
4. First Aid measures
5. Fire-fighting measures.
6. Accidental release measures
7. Handling & storage – procedures for safe handling, storage, and use, what to do if the product spills, how to dispose of the waste, and equipment needed to clean it up.
8. Exposure controls/Personal protection – how to reduce harmful exposure through use of respirators, gloves, and personal protective equipment (PPE), and special work or hygiene practices.
9. Physical & chemical properties
10. Stability & reactivity with other chemicals
11. Toxicological information

12. Ecological information
13. Disposal considerations
14. Transportation information
15. Regulator information
16. Other information (National Fire Prevention Assoc. Rating etc.)

Most of the hazardous chemicals are found in the West Side shop. The information center, which contains a book with all the Material Safety Data Sheets for chemicals we use, a list of those chemicals, and a written copy of our hazardous communication program, has been centrally located in the main hallway inside the main entrance to the shop. This is where you will also find the safety glasses that must be worn by anyone entering the shop. Henceforth, this policy will be monitored and enforced.

In the event of a spill involving a chemical, the employee can go to the MSDS book or computer in shop, locate the appropriate data sheet, and have the information available for emergency use (i.e. first aid treatment).

LABELING SYSTEMS

GENERAL WARNINGS/SUMMARY

Special signal words like DANGER; WARNING & CAUTION are used on warning labels. DANGER indicates the most severe hazard. WARNING indicates that the chemical can cause severe injury or death, and CAUTION indicates that the chemical can cause moderate injury.

Some symbols are used on labels to communicate the hazard. Flames obviously represent flammability, skull and crossbones = poison, and a hand being dissolved by a chemical – corrosive. Some examples are:

DON'T BREATHE VAPORS, AVOID CONTACT WITH EYES & SKIN, OR KEEP AWAY FROM FLAMES.

Safety is everyone's business. West Side and the Safety Department can lead you to the data, but we can't make you think. Only one person can keep you safe and that is you. Please make the following common sense rules a regular part of your work life:

1. Identify hazards before you start a job.
2. Do not take chances and respect all cautions.
3. Call Safety if in doubt.
4. Know in advance what could go wrong and what to do if it does.
5. Know how and where to get help.

Remember, you have the right to know, but hazard communication can protect you only if you:

1. Read and follow instructions on labels and the MSDS.
2. Know where to find the information on the chemicals in our facility.
3. Follow warnings and instructions.
4. Use protective clothing and equipment when dealing with hazardous chemicals.
5. Learn emergency procedures and practice sensible, safe work habits.
6. Report non-labeled containers, unreadable labels, or labels that are not in English.
7. Do not use any chemical that does not have a label.
8. Read and follow instructions on other types of labels like signs, placards, banners, and tags.
9. NEVER SMOKE WHERE FLAMMABLE MATERIAL IS STORED OR USED.

COLLISION REPORTING PROCEDURES

Safety ext. 501

COLLISION DEFINED

A collision is an event that causes damage to company property, someone else's property, or injury to you or another person. Eighty-five percent of all collisions are due to improper backing so remember to always **G**et **O**ut **A**nd **L**ook. You must report all accidents to Safety without exception, even alleged damage to someone else's property must also be reported as soon as possible. Below are the steps to take when involved in a collision event.

Other non-collision incidents are also mandatory reporting such as animal strikes, stuck needing tow, dropping a trailer, wind & hail, and anything else that may cause damage or injury.

DOT REPORTABLE COLLISION DEFINED

If a tow truck or ambulance are involved, it is a DOT Reportable collision. The crash is then reported to the FMCSA and will be listed on the driver's Pre-Employment Screening (PSP) report regardless of fault, becoming public knowledge. Reportable collisions are also defined by their severity, and most are the result of a sideswipe, rear-end, or side impacts at high speeds.

Any CDL driver involved in a DOT Reportable collision will be subject to an immediate drug and alcohol test. If there is an investigation our truck, and your belongings, becomes evidence and will be impounded until the investigation is completed.

STEPS TO TAKE WHEN INVOLVED IN A COLLISION

1. Secure the scene. Stop, shut vehicle off, put emergency flashers on and contact West Side Transport immediately at ext. 500
2. Put out triangles within ten minutes. Check your logbook for information on how to properly place your triangles correctly.
3. Assist the injured as best you can, but do not move the injured person unless it is a life-threatening situation and keep the person warm and as still as possible.
4. Never state that you are responsible for an accident or that you are "sorry an accident happened". Responsibility & fault are legal issues to be determined during the investigation of collision.
5. Notify
    a. Report crashes or incidents to authorities even if on private property.
    b. Call Safety, if after hours call Operations.
    c. Call 911. If you cannot do it yourself, ask someone else to do it for you.
    d. Try CB channel 9 to pass on word of the accident.
    e. If the accident involves a fuel spill call 911 for the Fire Department.
    f. Use satellite if no phone is available.
    g. If satellite is disabled, stop a motorist, and ask him/her to contact West Side
6. **DO NOT LEAVE THE SCENE UNTIL RELEASED BY OFFICER & WEST SIDE.**
7. **BE COURTEOUS**
8. Do not sign any forms or give any statements to anyone.
9. Exchange insurance information with other drivers: the permit book in your truck contains a copy of our proof of insurance.

1. Protect your vehicle from further damage & theft, do not move your unit until police arrive at the scene.
2. If the other driver admits fault, ask them to sign an exoneration card.
3. Get as many witnesses as possible to fill in forms. Each person will have a little different view of the accident. The more witnesses we have, the better able we will be to get an accurate picture of the accident. If witnesses are reluctant to sign, get license plate info so they can be contacted later.
4. Fill in the accident report ASAP. The sooner you can fill it in the more accurate and complete it will be. The longer you wait, the less you will be able to accurately remember. Get all the information you can get from the investigating officer.
5. Only speak to the investigating officer, our company representative, or a representative of our insurance company. Get an ID if you are not sure it is OUR insurance company.
6. If the collision investigation will cause your delivery or pick-up to be late, please notify your Driver Manager as soon as possible, so the customer can be notified.
7. If you are injured in the collision, you must report the injury to the Human Resources Dept. @ ext. 164 as soon as possible so you may have proper medical care.
8. If the equipment is damaged, you are required to report the damage to the shop office for repairs.
9. Cargo damage requires a coordinated effort between the driver, Claims, Safety, and Operations. If possible, be prepared to report in with a good visual description of the extent of cargo damage.
10. If you receive a citation, do not plead guilty without consulting the Claims and Safety Departments.
11. If the other party contacts you, their insurance company or attorney, do not give them a statement of any kind, simply refer them to the Claims Department. Any correspondence pertaining to a collision you receive at home should be forwarded, via mail, to the Claims Department.
12. Remain at the scene until released by West Side.

COLLISION SCENE PHOTOGRAPHS

Experts recommend using a good camera and shooting photographs that show the entire collision scene. Also, zero in on details, such as steering gears, brakes, and tires. Photographs provide a quick, easy, permanent record so that evidence remains intact so swift and proper decisions can be made based upon that information. However, one must know the techniques of proper and effective photography so that important evidence will not be missed. Since collision investigators are sometimes unable to get to the scene while the vehicles involved are still present, you should know how to properly take the photographs.

HOW TO CAPTURE THE FACTS ON FILM - PHOTOS SHOULD TELL THE STORY OF COLLISION

According to the ATA, the following are important techniques which should be utilized by the driver and/or company-appointed collision investigator when photographing collision scenes.

1. Get different angles that show not only the damage, but also the angle & path of each vehicle into the collision scene plus any other items you think will be important in reconstructing the accident.
2. Avoid taking pictures showing blood or injured people.
3. Take photos of the other people involved if they show being in good spirits, good health, etc.
4. Photograph the entire collision scene.
5. Take a series of photographs from the point of origin of the event through to the final vehicle positions. Take the photographs so they overlap to ensure that every part of the collision scene has been photographed.
6. Take a series of photographs showing the driver's view of the scene as each vehicle approached the crash area.
7. Take photographs of traffic control devices such as signals, signs, and road markings.
8. Photograph the roadway surface to show if it is rough, rounded, or flat, and other features.
9. Take photographs of all obstructions, with particular emphasis on the angle you had when your view was impeded by this obstruction. Often signs, trees, and general topography will create an obstruction.
10. Include photographs of any evidence left on the roadways, such as tire marks, roadway scratches, gouges and grooves and broken glass on the roadway. As soon as possible photograph any temporary evidence, such as vehicle resting positions and other elements which are apt to disappear or change in a brief period.

11. Photograph all parts of every vehicle involved in the collision, including undamaged areas of the vehicles.
12. Photograph the position of the interior of adverse vehicles, including the position of all light switches, the speedometer, and the gearshift.
13. Take photographs from any witnesses' position(s) to show what the witness could or could not see.
14. Try to take a photograph of any witnesses and their license plate if they are leaving the scene without offering a statement.

UNATTENDED VEHICLES

If the accident involves hitting an unattended vehicle, attempt to locate the owner of the unattended vehicle, then follow the steps outlined above. If you pick up a trailer that has damage or equipment defects, please report this to the Safety Department. It will not be placed on your record.

IF YOU ARE A WITNESS

If you are a witness to an accident, but are not involved, get your vehicle safely off the road and find the investigating officer. Tell him that you are not involved in the accident, but you are a witness and are available to give a statement and to help if you can. If you are not the first person on the scene and/or it is not necessary to stop and/or if it is NOT safe; do not stop. You may cause further traffic hazards or even another accident.

AFTER THE COLLISION

Send all the collision information and the camera to the Claims Department by mail or deliver in person. We must have the report immediately to comply with the various states' reporting deadlines. If applicable, please include the receipt for a new camera so we can reimburse you. You must always have a camera in your truck whether it is a company-issued camera or your own personal camera or cell phone that you can take pictures with.

ADDITIONAL COLLISION RESPONSIBILITIES

To protect West Side from unnecessary exposure and loss, drivers must report every collision, incident or accusations, regardless of liability or severity. Someone in the Safety Department is on call 24 hours a day, 365 days a year. The Shop & Dispatch are not in the Claims Department.

FAILURE TO REPORT A COLLISION OR INCIDENT OR ATTEMPTING TO SETTLE A COLLISION WITH OUT ADVISING WESTSIDE SUBJECTS THE DRIVER TO DISCIPLINARY ACTION, UP TO AND INCLUDING DISQUALIFICATION FROM THE COMPANY

HOURS OF SERVICE

West Side Transport, for the safety of its drivers and the elimination of enforcement action by the Federal Office of Motor Carriers, must prepare all paper & electronic logs and operate all vehicles in compliance with the hours-of-service regulations. At the upper right hand corner of the Log Book, it is stated "West Side policy requires all loads to be run legally. If load schedule and hours available do not allow you to do so, contact your Driver Manager immediately. **Drivers who fail to comply with the hours-of-service regulations are subject to disciplinary action up to and including disqualification.**

The most common reason for Out of Service orders and steep fines on paper logs is for simply failing to keep the log current. You are required to always keep your log current to the last change of duty status.

Drivers who do not submit paper logs to the Log Department within 5 days will be removed from dispatch. The Driver Managers also keep aware of their driver's daily hours.

When required to complete paper logs the driver's total commitment is required when submitting current and complete hours of service, via satellite, to the Driver Manager. Based on these hours, the Operations Department will work to ensure that sufficient delivery time is available for every load. If you ever find that you have been dispatched on a load for which you feel you do not have sufficient hours to run legally, enter an "N" in the load confirmation screen on the satellite and call your Driver Manager immediately. Options such as relays, first come first serve deliveries, and rescheduled appointments will be considered.

Your Driver Manager will not dispatch you on a load that you cannot do legally without having a plan in place to keep your log hours legal. The planners will also lend a hand in this process to ensure that you will be kept in compliance as far as logs are concerned.

The sooner you advise us of any problems, the sooner we can react to them and communicate with the customer. If a driver knows that he or she will have less than two hours available when empty, contact needs to be made with the Driver Manager IMMEDIATELY to ensure that that driver is not dispatched or preplanned on a load that they cannot legally do.

West Side must depend on our drivers for hours-of-service compliance when they are dispatched on loads that take them home. West Side understands the importance of home time and will do everything possible to assure that the drivers have sufficient time to be with family and address personal issues. Although it is tempting to do so, drivers may not exceed the hours of service or falsify logs at any time.

HOURS OF SERVICE RULES & REGULATIONS

Any driver operating a property-carrying commercial vehicle more than 10,000 lbs. in intrastate, interstate, or foreign commerce must comply with these regulations. The regulations are in place to protect the life of the driver as well as public safety. The Federal regulations on hours-of-service help to eliminate fatigue which is the leading cause of accidents where a commercial truck driver is at fault. The regulations that follow are intended to limit the number of hours a commercial truck driver can operate without resting:

1. **11-hour rule:** Drivers are permitted to DRIVE for up to eleven hours after a 10-hour break, but you cannot DRIVE again until after you have taken another 10-hour break.
2. **14-hour rule:** Drivers cannot DRIVE after the 14th hour from the point you first came on-duty following ten consecutive hours in an off-duty status. You may DRIVE again only after you have taken a 10-hour break. Please note also that you can spend an UNLIMITED amount of time on line 4 but you cannot DRIVE again until you have taken a 10-hour break.

   You may reset your eleven-hour and 14-hour clock in 3 ways:

   10 continuous hours on line one (off duty)

10 continuous hours on line two (sleeper berth)
10 continuous hours on line one and two combined.

3. **70-hour rule:** Drivers cannot DRIVE if your hours (on line 3 & 4) meet or exceed 70 hours in any eight consecutive day period.
4. **34-hour restart:** A driver may reset his 70 hours in 8 days after taking 34 consecutive hours in off-duty, sleeper berth or a combination of off duty and sleeper status unbroken by any on duty time.
5. **8-Hour Rule:** After starting a new 14 hour clock a driver may not drive after 8 hours of clock time until the driver has completed a 30-minute rest period in the sleeper, off duty or in a combination of sleeper berth and off duty

SPLITTING 10 HOUR BREAKS

When using paper logs, West Side asks that drivers take their breaks in 10 consecutive hour periods and not split them, as the laws pertaining to splitting them can be confusing. If a driver takes their breaks in 10 consecutive hour periods, they can split the 10 hours in any combination between in the berth and off duty. If a driver is using electronic logs and believes splitting the break into two periods is beneficial in serving our customers or getting home earlier, they must contact the Safety Department or Dispatch to discuss the options. If a driver is authorized to split the break into 2 periods, they must understand that the laws strictly dictate how the 10 hours of break time can be accumulated. One of the periods MUST be 8 consecutive hours in the sleeper berth. No exceptions. The second period must be a minimum of 2 hours.
and can be in the sleeper, off duty or any combination of sleeper and off duty. It is critical that drivers understand that only the 8 consecutive hours in the sleeper berth can extend their 14 hour-clock and the second 2-hour break does not. Please review the Sleeper Berth Option at www.westsidetransport.com

GENERAL LOGGING RULES

1. You must log your hours the way you do it. For example: We know that from Cedar Rapids, IA to Elk Grove Village, IL is 213 miles, and it takes at least five hours to get there. The speed limits, traffic, and lights prohibit a four-hour transit. Do not compress your log to show a run being made in 4 hours when it took 5 hours to drive it.
2. You must sign your logbook or approve your logs at the end of each day.
3. Log Central Time on your logbook. Your home terminal is in the Central Time Zone, so you must log it as such. But you must remember that all pick-up and delivery times are local times that relate to the specific time zone that you are in.
4. Print your driver code in all CAPS behind your signature.
5. You may abbreviate the state but may not abbreviate the city unless it is abbreviated on a map.
6. Flag your lines to the nearest exact city and state.
7. All log entries must be made in blue or black ink.
8. All corrections to the logs need to be "X'ed" out and initialed. Do not use white out.
9. You may log successive days off duty on one log page if the days fall into the same calendar month.
10. If you are empty and off duty and you are going home, you may do so unless you are out of hours. Even though you are not in a position of responsibility, if you get into a situation where you are out of hours going home our policy is that you take your break, gain back your hours, and then go home.
11. Your "Off Duty Authorization" is located on the inside cover of your logbook.
12. Log accidents on line four until the investigating officer relieves you.
13. Toll receipts must have the current time that you entered the tollbooth.
14. Scale receipts must be the originals with no alterations.
15. Log a minimum of 15 minutes for fueling, loading, drug or alcohol testing, law enforcement detainment.
16. If you are inspected by DOT inspection, you must log it on line four. If you pass it, send it in a trip envelope and you will receive twenty-five dollars in merchandise from the company store.
17. West Side requires that when using a paper log that the 7-day recap is to be completed each day. Upon completion of a 34-hour reset of your 70 hours, West Side wants you to show "70" under "hours available today" and leave the rest of the recap numbers above it blank.
18. Note the Trip Number on each day's log for each day you are under a load.
19. Post-trip and pre-trip inspections are required to be logged on line four for a minimum of 15 minutes. **The post**

trip inspection report (DVR) does not need to be completed if no defects are found.

20. Federal Motor Carrier Safety Administration requires drivers to log any part-time work they do on weekends as on-duty time. The part-time work must also be counted in the 70-hour recap & will affect a 34-hour reset.

21. West Side teams are allowed to log 2 hours in the passenger sheet as off duty as long as it is immediately before or immediately following an 8-hour rest break in the sleeper berth.

SCANNING LOGS

To be sure you receive credit for all logs scanned to West Side you must clearly print your driver code in capital letters and the date in the appropriate boxes. When entering the date and when appropriate, please leave a box blank instead of entering a zero before the number indicating the month and day. Example: for January 7, 2016 you would leave the first box blank, enter a one, leave the next box blank, enter a seven & then enter the 16 for the year...

When entering your driver code, daily miles, tractor, trailer, and trip numbers you will find that the log may contain more boxes than needed. Please enter your information as far to the right as possible and leave any blank boxes to the left. Do not enter any dashes (-) or zeros in empty boxes, just leave them empty.

Since the scanner has difficulty reading them, we ask that you carefully & neatly close your nines, eights, sixes & zeros.

Some drivers have gotten in the habit of drawing vertical lines through their zeros and/or horizontal lines across their sevens. We ask that you not do so, as it will confuse the scanner and may cause it to read it as a different number.

The scanner will audit your logs down to the quarter hour and therefore the lines you draw on the grid must be neat and accurate. Please always use a ruler and make sure your lines are drawn directly on the quarter hour indicators. If not entered properly the scanner could misread the log and show an hours-of-service violation when one did not occur. Please do not add any unnecessary lines any place on the log, as the scanner will attempt to read them.

When adding up the total hour's section for off duty, sleeper berth, driving and on duty not driving at the right side of the grid we want you to use the minimum number of zeros, leaving as many of these boxes blank as possible. Examples: If you drive nine- and one-half hours and want to enter them in the four boxes provided, you will leave the first box blank, enter a nine in the second box, enter a 5 for the half hour in the third box and leave the fourth box blank.

The scanner will read it in nine and one half-hour. If you drove 10 hours you would enter a one in the first box and a zero in the second box, as the zero is part of the number ten. You would then leave the last two boxes empty and the scanner will read it as a ten. If you had one half-hour of on-duty not driving, all you would enter would be a 5 in the third box.

Be sure to print all numbers and letters small enough so they are completely inside the boundaries of the boxes.

DUTY STATUS DEFINITIONS

LINE ONE: Off Duty - When driver is relieved of all responsibility by West Side. It is used for time such as: Waiting in company or customer lounge, days off, vacation, and eating or resting at a truck stop.

LINE TWO: Sleeper Berth - Any time spent in the sleeper berth even if you are not sleeping.

LINE THREE: Driving - Any time spent in control of the vehicle. Drivers should use their watch to calculate driving time.

LINE FOUR: On-Duty Not Driving - Use when performing work like loading or unloading the trailer, riding in the passenger seat while your co driver is driving, inspecting the vehicle, drug testing, time spent at collisions scene and detainment by law enforcement detainment, equipment breakdown and fueling the truck.

CORRECTIVE ACTION

1. **Log Falsification and Hours of Service Violations (8, 11, 14 & 70 hour rules)**
   1st Offense: Warning and conference
   2nd Offense: Warning letter, conference, and retraining
   3rd Offense: Subject to disciplinary action up to & including disqualification from company.

2. **Out of Service Orders by State or Federal DOT (roadside inspections)**
   1st Offense: Subject to disciplinary action, up to & including disqualification from company.

3. **Flagrant Log Falsification**
   1st Offense: Subject disciplinary action, up to & including disqualification from company.

Drivers who choose to use the per day meal expense deduction (per diem process) when they file their income taxes, must download, print, and keep copies of their logs for up to 7 years. If a driver is audited, an IRS auditor would require documentation that demonstrates the driver was away from home for the number of days the driver the driver is claiming the deduction. The logs can be accessed through the website:

URL: https://dhos.omnitracs.com/dhm/

Once in the program, select Reports and then choose the dates for which you want to find your logs. Then click on "Rn Report". There could be a slight delay as system locates your log ELECTRONIC LOG INFORMATION

ELECTRONIC LOG INFORMATION

While using the electronic log you must have a paper logbook to use if the Isaac malfunctions & a visor card with instructions on the operation of the Isaac for an officer to use if you are not available to provide the information

From the home screen select "LOGIN." On the home screen, enter your driver code and then your password which is simply your driver code and the number 1. Tap the OK button.

The next screen advises you of the "Unassigned Driving Time" and asks if you want this time credited to your account and you must always say no.

The next screen will show that you are active in the system, and you should tap the home screen button which will take you to the home page. You will then tap the hours of service and will see the seven functions of the hours-of-service section:

1) STATUS
2) SUMMARY
3) GRAPH
4) DAY LOG
5) 8 DAY LOG
6) APPROVE
7) LOAD

STATUS

Each time you log into the Isaac ELD and each time you apply the parking brakes, the duty status on the log automatically changes to "On Duty Not Driving" so whenever you do log in or set the brakes you must complete one of two options.

If you are not going to remain on duty you should tap "change" near the bottom of the screen and you will then tap on the circle with the duty status to which you want to switch. "Off" is for off duty, SB is for sleeper berth. If you do not change the status your log will continue on-duty not driving.

If you are going to stay on duty and complete an activity, you must tap the "Remark" tab and two down arrows will appear

on the screen. When you tap one of the down arrows you will see the list of activities from which you can choose to note what activity you will be performing. If you are completing two activities like fueling and pre-trip inspection at the same time you can tap the other down arrow and note the second activity you are performing. If there is not a choice for the activity you are performing you can tap box and just type the remark.
West Side recommends not logging out of the Isaac unless someone else may be driving your truck. We have a shop order for it or were given permission to do so by Safety.
There are tabs at the bottom of the Status Screen showing Clock In and Clock Out which are only used by city drivers who stay within 100 mile radius & are paid by the hour.
The miles driven for the day and the hours that you gain on your 70-hour clock at midnight tonight and at midnight tomorrow night also is shown in the Status screen.

It is important to remember that if you do not remain in a status for at least 5 minutes the status change will not be recognized by Isaac & will revert to the previous status.

SUMMARY
The summary screen advises you how many hours you have remaining before you must take your thirty minute break for the eight hour rule, how many hours before you must take a ten hour break for the eleven and fourteen hour rules and how many hours you have remaining before you reach your seventy hour limit in the past eight consecutive days.

GRAPH
The Graph function serves the same purpose as the grid on a paper log as it records every change of duty status you have made during the day and how many hours you spent in each status. It also notes on the bottom or right side of the screen the activity you were performing when ON-Duty.

DAY LOG
The Day Log function shows every change of duty status you have made including the time you started in the status and the hours and minutes spent in that status since midnight. If you touch any of the on duty not driving lines on the screen, the “Remark” tab in the lower right corner will light up. If you tap the “on-duty” line and the remarks button does not light up, that means there is no remark noted and you must call the Log Dept. at ext. 166 to advise them of what activity you were performing at that time. The DOT officers are looking closely at these remarks.

8 DAY LOG
The 8-day log is a recap showing your hours driving and on-duty not driving for today and each of the previous seven days. This function also allows you to fax or email your logs to a DOT officer if requested. To fax the logs, tap the fax/ email button in the bottom right-hand corner and enter the fax or email. If you scroll to the very bottom of the screen, which is the eighth day you can see how many hours you will pick up at midnight for the next day.

APPROVE
The Approve function of the E-log is the same as signing a paper log and it must be done each day, certifying all of the entries on the log is true and correct. Simply tap the “Approve” tab and a new tab “Approve All” will appear and when you tap that tab you will be asked if you want to approve them, and you will tap “yes”.

LOAD
The load function, which is required by the DOT, allows you to enter the load number, pick up and deliver dates, bill of lading number and trailer number. When you tap the load button a “new load” tab will appear. When you tap “new load” the screen on which the load information is entered will appear. The load or trip number is the first number you see when you receive a trip plan or load assignment and is unique to that trip and trip only. The calendar allows you to enter the pick-up and delivery dates. The bill of lading and trailer numbers must also be entered. There are three entries for trailers but those are for carriers that pull double and triple trailers. This screen is completed each time you
pick up a new load at a shipper, at a West Side yard of from another West Side driver in a relay. When complete, the load will become part of load history which can be accessed by tapping on the “Load History” tab. The DOT officers are also looking at the New Load entries during roadside inspections.
Even when you are operating on your electronic log, you must still have the paper log available in case the Isaac malfunctions. If you cannot produce the paper log during a roadside inspection the officer will document it as a violation of

the regulations. You do not keep a paper log at the same time as you are logging on to the electronic log, you must have it in your possession.

VEHICLE INSPECTION REPORT (VIR)

The Vehicle Inspection Report allows drivers to advise West Side of vehicle defects on equipment and document that the appropriate repairs were completed. Remember that if you do not find any equipment violations during your post trip inspection you do not have to fill out the Vehicle Inspection Report.

If you drop a trailer at a customer or at a West Side drop yard and find any significant defects you should tap the VIR tab and a screen with a choice of Vehicle or Trailer Inspection will appear. You will tap the Trailer Inspection tab and the next screen will ask if you found a defect to which you will respond "yes".

You can then select the system on which the defect is found and tap the next tab where you will explain the defect, enter your driver code, trailer number, and tap done. The report will go to the West Side Shop and Safety. West Side also recommends calling the shop to offer more information or answer any questions they may have regarding the defect.

If you find a defect on the tractor during your post trip inspection, you will tap the VIR tab and then the Vehicle Inspection tab and you will see the screen noting yes there is a defect and a list of equipment components from which to choose. You will tap the yes tab and the component or components on which you found the defect and select "next screen. You will describe the defect, enter your tractor number, and tap the done tab. This report will also be received by the Shop and Safety. When the defect is repaired you must call the Log Department and advise that the defect has been repaired. The Log Department will then send you a message asking if the defect has been repaired and if it is safe to drive. If the defect has been repaired, you will enter that response and the defect will be closed out.

It is important to remember that if you have an open defect on your tractor, you will not be able to report another defect on your tractor until the open defect is closed. The open defect will not prevent you from driving but will prevent you from reporting another defect on the tractor.

RED EXCLAMATION MARK

When you see the Red Exclamation Mark at the top of the Status Screen, the system alerts you that there is important information for you, and you should tap the mark and read the alerts provided. When complete you can clear them out.

VEHICLE INSPECTION

An example of your Vehicle Inspection checklist. The Isaac ELD will list areas you should be inspecting daily. It is your responsibility as a professional driver to have an inherent knowledge of Vehicle Inspections.

BOUND EDGE

DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

Ply 1 - Original
Ply 2 - Copy

CARRIER: _____ LOCATION: _____

DRIVER: _____ DATE OF POST-TRIP: _____ ODOMETER READING: _____

TRUCK/TRACTOR NO.: _____ TRAILER(S) NO.(S): _____

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"

Prt = Pre-Trip, Pot = Post-Trip, RR = Requires Repair

TRUCK/TRACTOR				TRAILER
Prt Pot RR	Prt Pot RR	Prt Pot RR		Prt Pot RR
☐ ☐ ☐ Air Compressor	☐ ☐ ☐ Front Axle	☐ ☐ ☐ Safety Equipment		☐ ☐ ☐ Brake Connections
☐ ☐ ☐ Air Lines	☐ ☐ ☐ Fuel Tanks	Fire Extinguisher		☐ ☐ ☐ Brakes
☐ ☐ ☐ Battery	☐ ☐ ☐ Generator	Flags - Flares - Fusees		☐ ☐ ☐ Coupling Devices
☐ ☐ ☐ Belts and Hoses	☐ ☐ ☐ Horn	Reflective Triangles		☐ ☐ ☐ Coupling (King) Pin
☐ ☐ ☐ Body	☐ ☐ ☐ Lights	Spare Bulbs and Fuses		☐ ☐ ☐ Doors
☐ ☐ ☐ Brake Accessories	Head - Stop	Spare Seal Beam		☐ ☐ ☐ Hitch
☐ ☐ ☐ Brakes, Parking	Tail - Dash	☐ ☐ ☐ Starter		☐ ☐ ☐ Landing Gear
☐ ☐ ☐ Brakes, Service	Turn Indicators	☐ ☐ ☐ Steering		☐ ☐ ☐ Lights - All
☐ ☐ ☐ Clutch	☐ ☐ ☐ Mirrors	☐ ☐ ☐ Suspension System		☐ ☐ ☐ Reflectors/Reflective Tape
☐ ☐ ☐ Coupling Devices	☐ ☐ ☐ Muffler	☐ ☐ ☐ Tire Chains		☐ ☐ ☐ Roof
☐ ☐ ☐ Defroster/Heater	☐ ☐ ☐ Oil Level	☐ ☐ ☐ Tires		☐ ☐ ☐ Straps
☐ ☐ ☐ Drive Line	☐ ☐ ☐ Radiator Level	☐ ☐ ☐ Transmission		☐ ☐ ☐ Suspension System
☐ ☐ ☐ Engine	☐ ☐ ☐ Rear End	☐ ☐ ☐ Trip Recorder		☐ ☐ ☐ Tarpaulin
☐ ☐ ☐ Exhaust	☐ ☐ ☐ Reflectors	☐ ☐ ☐ Wheels and Rims		☐ ☐ ☐ Tires
☐ ☐ ☐ Fifth Wheel		☐ ☐ ☐ Windows		☐ ☐ ☐ Wheels and Rims
☐ ☐ ☐ Fluid Levels		☐ ☐ ☐ Windshield Wipers		☐ ☐ ☐ Other
☐ ☐ ☐ Frame and Assembly		☐ ☐ ☐ Other		

REMARKS: _____

☐ CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY ☐ ABOVE DEFECTS CORRECTED

☐ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

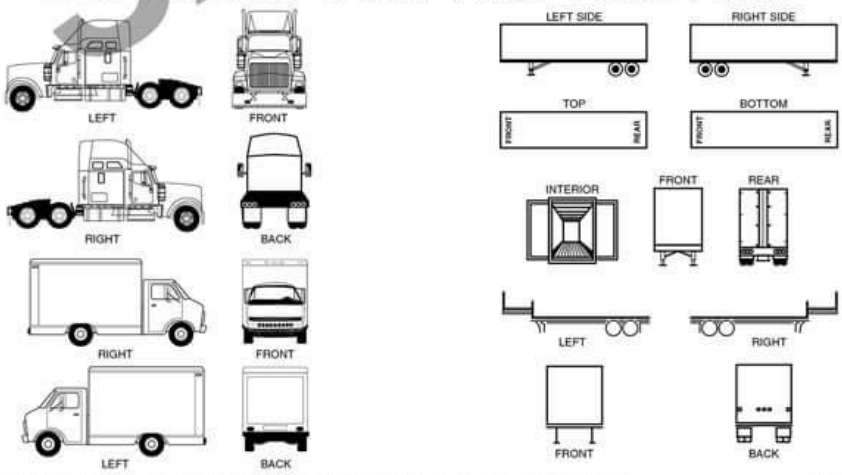
MECHANIC'S SIGNATURE: _____ DATE: _____

_____
DRIVER'S SIGNATURE UPON COMPLETION OF POST-TRIP

DRIVER'S SIGNATURE: _____ DATE: _____

MARK CLEARLY ALL DAMAGE OR DEFICIENCIES FOUND BY USING THE FOLLOWING SYMBOL(S):

C = CUT H = HOLE D = DENT BR = BROKEN M = MISSING S = SCRATCH P = PATCHED



SAMPLE

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11724 (Rev. 7/13)

BRAKE CHECK AND TUG TEST

In addition to proper vehicle inspections, it is our policy to perform brake checks and tug tests when hooking to a new trailer.

Steps for performing Brake Checks:

1. Build air pressure to 120 PSI.
2. Turn off engine.
3. Release the parking brake.
4. After air pressure stabilizes wait one minute. Air Pressure should drop no more than 3 PSI in a minute.
5. Hold the brake pedal down firmly. After the pressure stabilizes wait one minute. Air pressure should drop no more than 3 PSI in one minute (tractor only) or 4 PSI n 1 minute if combination unit.
6. Turn on the ignition switch but not the engine.
7. Pump the brake pedal until the low air warning buzzer sounds at 60 PSI. Continue to pump brake pedal until the red brake button pops out between 20 & 45 PSI.

With trailer brakes applied and tractor brakes released, complete two firm tug tests to be sure the trailer brakes are properly adjusted and hold against the tug. When the truck is in motion, before you leave the lot, apply the service brakes to be sure they are operational.

OUT-OF-SERVICE VIOLATIONS

Of the Federal Motor Carrier Safety Regulations

Violation Code	Violation	Violation Code	Violation	Violation Code	Violation
LIGHTING REGULATIONS		**TIRES AND WHEELS**		**INSPECTION, REPAIR AND & MAINTENANCE**	
393.3	Operating a vehicle without at least one lamp operative on low beam	393.75B	Steering axles tires have less than 4/32 inch tread groove pattern depth	396.3A5	Steering defects – turning excessive lash or missing or loose bolts or parts
393.3A	Operating a vehicle without at least one steady burning red lamp	393.75D	Bus with regrooved, recapped or retreaded tire on steering axle	396.3L	Defects to axle positioning parts permitting displacement of axle
393.3B	Operating a vehicle without a steady burning lamp on a projected load	393.75E	Tire is flat or has audible leak	396.3M1	Spring leaf or leaves cracked, broken or missing
393.3C	Operating a vehicle without at least one operative stop lamp on the	396.3H	Wheel or rim bent, sprung or mismatched	396.3M2	Spring leaf defects permitting shifting or spring leaf contacting tire
BRAKES		396.3I	Disc wheel cracked or having	396.3M4	Cracked, broken or missing
393.42a	Failing to equip vehicle with required brakes	396.3J	Cast wheel cracked or with wear or slippage in clamp area	396.3S	Frame cracked or broken
393.45A	Failing to secure brake hose or tubing against chafing, kinking or other	396.3K	Wheel bolts, nuts or clamps which are loose, broken or missing	396.3T	Frame or body contacting tire or wheel
393.46A	Leaks, constructions or other defects – brake, hose, or tubing	**HOURS OF SERVICE**		396.3U	Locking pins missing on adjustable axle assembly
393.47A	Failing to equip vehicle with	395.3A1	Requiring or permitting driver to drive more than	**FUEL SYSTEMS**	
393.48A	Failing to equip vehicle with operative brakes (use if brakes don't work)	395.3A2	Requiring or permitting driver to drive after having been on duty 14 hours	393.65C	Failing to securely attach fuel tank to a motor vehicle
393.51A	Failing to equip brake system with warning device	395.3B	Driving after being on duty 60 or 70 hours in 7 or 8	393.67C	Failing to equip fuel tank with a securely fitted cap
396.3A1	Operating a vehicle with	395.8A1	No duty status record in	393.67D	Failing to equip vehicle with a
EXHAUST SYSTEMS		395.13A	No duty status record for first	**HAZARDOUS MATERIALS**	
393.83B1	Gas powered bus with exhaust discharging less than 6 inches back or rear	**MISCELLANEOUS**		173.33	Transporting HM in an unauthorized cargo tank
393.83B2	Diesel bus exhaust discharging less than 15 inches from the rear	393.78	Failing to equip bus, truck or truck-trailer with two windshield wipers	177.801A	Transporting or accepting shipment of HM not in proper condition for
				177.823A1	Failing to placard motor vehicle

FUEL DEPARTMENT

FUEL CARD

West Side Transport uses the COMDATA card for purchasing fuel and oil and CAT Scales. Your card is activated for the unit you are driving. When authorizing a transaction, you must give the unit #, trip #, driver code, and mileage. This information must be given accurately, or the transaction may not be authorized. Your Fuel Card is active only when under dispatch.

OVER THE ROAD FUEL

West Side Transport uses a computer-generated fuel stop locator. You will receive a Fuel Solution with your load assignment. Using the fuel solution helps save money & is required to qualify for the monthly bonus. The only times we will change the fuel solution that goes out with your dispatch is if you think you will run out of fuel or if your route. changes. You should also make sure the fuel solution is on the agreed upon route regarding tolls. NEVER RUN OUT OF FUEL. If you need fuel, stop, and get fuel.

TERMINAL FUEL

Fuel is available at the Cedar Rapids and Glenwood terminals. Use our terminals fuel as you would use any other truck stop location. When you are at the terminals you should fuel your truck with the maximum gallons weight will allow regardless of any fuel solution you may have received; you will always comply if you fuel at the West Side yards.

FOLLOW YOUR FUEL SOLUTION

However, fuel at the West Side terminals have the best priced fuel so we encourage you to top off your tanks whenever you are in the yards. No matter what fuel solution you receive, you will always comply if you fuel at West Side. Your COMDATA card will activate the fuel pumps in Cedar Rapids the same as they do in all other truck stops.

FUEL RECEIPTS

When you use the COMDATA card for your fuel purchase, you do not scan fuel receipt. If you purchase with a Com Check or cash, then you need to turn in a receipt with your trip paperwork. It is also advisable for the Company drivers to get a P.O. from a dispatcher if you purchase fuel with cash. ALL TA's or TCA locations are paperless with West Side Transport. If you are just purchasing fuel, you do not need to go into the location to sign a receipt.

FUEL COMPLIANCE

West Side expects 100% fuel solution compliance from every driver. If you have a problem following a fuel solution, you should call your Driver Manager and we will help you. If you receive a fuel solution that is on a different route than you are planning to take, simply call in to dispatch and let them know your intended route. They will issue you a new solution to keep you 100% compliant. Please communicate any concerns or problems you may encounter. Refusing to follow the fuel solutions may result in corrective action.

DEF

Diesel Exhaust Fluid uses a separate 18-gallon tank at approximately 300 miles per gallon. If a truck runs out of DEF, the truck will derate to 5 mph and when the truck shuts off it will not restart. Never allow the truck to run out of DEF and NEVER, EVER put DEF in the diesel tank as repairs will be in the tens of thousands. We ask that you fill up on DEF every time you are in Cedar Rapids or Glenwood terminals as we purchase in bulk, if unable to your ComData card is meant for DEF purchases while on the road. Remember to remain in control of the nozzle while filing as the nozzles do not turn off automatically.

MILES PER GALLON (MPG)

All West Side Transport trucks are expected to maintain average miles per gallon or better. If your unit mpg falls, you may receive a message advising you of your current MPG and what is expected. Be sure the maintenance is current for your unit; tire pressure is at 100 PSI; air filters clean; engine fan is off; cruise control is used often; and engine idle time is kept to a minimum. The Isaac Coach system on your ELD provides live and summary feedback on your driving efficiency. It will measure and display your acceleration profile, coasting percentages, and hard braking to help make you aware of the small but important techniques to help improve MPG's. We incentivize efficient driving behavior through monthly bonuses.

FUEL SPILLS

Never leave a fuel nozzle unattended as fuel spills are expensive to clean up and are damaging to the environment. If you have a fuel spill, we ask that you do whatever it takes to contain it and not allow the fuel to enter a water drain or the soil. If the spill happens during an accident that presents a fire hazard, if possible, you should have an extinguisher in-hand.

TOLL ROADS

All toll roads must be authorized by dispatch. If dispatch has not authorized use of a toll road, then you will not be reimbursed those tolls.

PRIMING THE FUEL PUMP

1. Swipe the ComData card in the reader and enter the pump number, your truck number, odometer reading and driver code and wait for the screen to say FUEL.
2. Remove the nozzle from the pump, turn the pump on, place the nozzle in the tank but do not squeeze the lever to start to fuel. Complete the same process on the satellite pump.
3. Wait 40 to 45 seconds for the pumps to prime and then squeeze the levers to fuel. Following this process will allow maximum fuel flow.

FUEL CONVERSION CHART

8/8	=	FULL TANK
7/8	=	BETWEEN FULL & 3/4 TANK
6/8	=	3/4 TANK
5/8	=	BETWEEN 3/4 & 1/2 TANK
4/8	=	1/2 TANK
3/8	=	BETWEEN 1/2 & 1/4 TANK
2/8	=	1/4 TANK
1/8	=	ALMOST EMPTY

MILITARY TIME CONVERSION CHART

Regular Time	Military Time	Regular Time	Military Time
Midnight	0000	Noon	1200
1:00 AM	0100	1:00 PM	1300
2:00 AM	0200	2:00 PM	1400
3:00 AM	0300	3:00 PM	1500
4:00 AM	0400	4:00 PM	1600
5:00 AM	0500	5:00 PM	1700
6:00 AM	0600	6:00 PM	1800
7:00 AM	0700	7:00 PM	1900
8:00 AM	0800	8:00 PM	2000
9:00 AM	0900	9:00 PM	2100
10:00 AM	1000	10:00 PM	2200
11:00 AM	1100	11:00 PM	2300

COMPLIANCE, SAFETY, ACCOUNTABILITY

WHAT IS CSA?

CSA is an important initiative to improve the efficiency and effectiveness of FMCSA's enforcement and compliance program to achieve the agency's mission to reduce commercial motor vehicle (CMV) crashes, fatalities, and injuries. CSA measures is broken down into the Safety Measurement System (SMS), Driver Safety Measurement System (DSMS) and the Carrier Safety Measurement System (CSMS).

HOW DO THE MEASUREMENT SYSTEMS WORK?

- They evaluate the safety of carriers and CMV drivers monthly which is used to determine the unsafe behaviors that lead to crashes.
- Calculates safety performance based on seven Behavior Analysis and Safety Improvement Categories (BASICs)
- Weights time and severity of violations based on relation to crash risk.
- Uses crash records and all safety-based violations found at roadside inspections.
- Measures carrier safety performance.
- Includes a new tool for use by Safety Investigators to assess driver safety performance.
- In the future, measurement results will support future Safety Fitness Determinations

7 DRIVER BASICS

UNSAFE DRIVING (CFR PARTS 392 AND 397)
Following too close and failure to obey a traffic device -5 points, failure to wear seatbelt -7 points, violating an out of service order, texting while driving, bypassing a scale and reckless driving -10 points.

FATIGUED DRIVING (HOURS OF SERVICE) (CFR PARTS 392 AND 395)
Failure to include driver signature on log -2 points, failure to maintain 7 days previous logs and failure to keep change of duty status current -5 points, 11/14/70 hour driving violation -7 points, operating a commercial motor vehicle while ill or fatigued -10 points. (Fatigued Driving will be changed to Hours of Service, Dec. 2012)

DRIVER FITNESS (CFR PARTS 383 AND 391)
Operation of CMV by drivers who are unfit to operate a CMV due to lack of training, experience, or medical qualifications. Example violations: failing to have a valid and appropriate commercial driver's license and being medically unqualified to operate a CMV.

CONTROLLED SUBSTANCE/ALCOHOL (CFR PARTS 382 AND 392)
Operation of CMV by drivers cited in roadside inspections for impairment due to alcohol, illegal drugs, and misuse of prescription or over-the-counter medications.

VEHICLE MAINTENANCE (CFR PARTS 393 AND 396)
Failure to properly maintain a CMV. Example violations: brakes, lights and other mechanical defects, and failure to make required repairs.

CARGO RELATED (CFR PARTS 392, 393, 397 AND HAZARDOUS MATERIALS)
Failure to properly prevent shifting loads, spilled or dropped cargo and unsafe handling of hazardous materials on a CMV. Example violations: improper load securement, cargo retention, and hazardous material handling. (Cargo will be added to the Vehicle Maintenance category and replaced with a Hazmat category)

CRASH INDICATOR (REPORTABLE CRASHES)
Histories or patterns of high crash involvement, including frequency and severity, based on information from state-reported crash reports.

ALL VIOLATIONS COUNT TOWARD A CARRIER'S SCORE.
If received while driving for *that* carrier.

CLEAN INSPECTIONS ARE POSITIVE POINTS FOR BOTH THE CARRIER AND DRIVER.

ONLY VIOLATIONS WITHIN THE CONTROL OF THE DRIVER (AS DEEMED BY THE AGENCY) COUNT TOWARD A DRIVER'S SAFETY PROFILE.
For example: speeding, Hours-of-Service violations, etc.

CARRIERS CANNOT SEE THE HISTORIC DRIVER SAFETY PROFILE.
Carriers can only see the violations received while the driver was employed by the driver's current company.

VIOLATIONS FOR CARRIERS ARE TIME WEIGHTED FOR 24 MONTHS.
- 0 - 6 months = Severity x3
- 6 - 12 months = Severity x2
- 12 - 24 months = Severity x1

VIOLATIONS FOR DRIVERS ARE TIME WEIGHTED FOR 36 MONTHS.
- 0 - 12 months = Severity x3
- 12 - 24 months = Severity x2
- 24 - 36 months = Severity x1

WEST SIDE TRANSPORT AND ITS DRIVERS MUST CONTINUALLY FOCUS ON A REDUCTION IN ALL BASIC'S CATEGORIES.
- Drivers can accrue points for both the carrier and their self.
- An inspection with "no violations found" or "clean inspection" count as positive points for both the carrier and driver.
- Drivers will receive a $25 Company Store bonus for the first clean inspection. 2nd - $50, 3rd - $100 per calendar year. To receive the bonus, it must be sent via Transflo or fax to Safety and Driver Services (Sue or Betty) within 24 hours. The inspection must be logged on-duty, state clean inspection or no violations found.

ALL INSPECTIONS MUST BE SENT TO SAFETY WITHIN 24 HOURS.

SPEEDING IS CATEGORIZED INTO 5 SECTIONS AS FOLLOWS. IA, IN AND OH ARE THE TOP 3 STATES THAT ISSUE SPEEDING TICKETS/WARNINGS TO WEST SIDE TRANSPORT DRIVERS.
- Speeding 1 - 5 MPH > limit; Severity weight 1 point (to be eliminated in Dec 2012).
- Speeding 6 - 10 MPH > limit; Severity weight 4 points.
- Speeding 11 - 14 MPH > limit; Severity weight 7 points.
- Speeding 15+/Work zone; Severity weight 10 points.
- Speeding related - radar detector; Severity weight 5 points.

Remember for a driver the severity scale is as follows:
- 0 - 12 months x3
- 12 - 24 months x2
- 24 - 36 months x1

A ten-point violation will be a value of 30 for the first 12 months.

*****WEST SIDE TRANSPORT CONSIDERS A DRIVER TO BE ON ALERT STATUS WITH A SCORE OF 100 OR MORE. THIS CAN RESULT IN A FINAL WARNING OR TERMINATION.***

MORE EXAMPLES OF POINT VALUES
- Seat belt violations - 7 points
- Texting while driving - 10 points
- Bypassing a scale - 10 points

INDIVIDUAL DRIVER SAFETY PROFILES ARE USED BY INVESTIGATORS DURING CARRIER INVESTIGATIONS ONLY.
- To identify drivers with safety problems
- To prioritize driver sample during carrier investigation
- Issuing Notice of Violations (NOVs)/Notice of Claims (NOCs) to individual drivers based on this driver investigation as appropriate.

THE SMS BASICS REPLACE SAFESTAT SAFETY EVALUATION AREAS (SEAS) DATA SENT TO ROADSIDE INSPECTORS.

- Assist in determining level of inspection.
- North American Standard (NAS) Inspection procedure does not change.

KNOW AND FOLLOW SAFETY RULES AND REGULATIONS.

- Check out web-based commercial motor vehicle (CMV) safe driving tips at https://www.fmcsa.dot.gov/

KEEP COPIES OF INSPECTION REPORTS. LEARN ABOUT EMPLOYERS' SAFETY RECORDS.

- Visit the CSA Website https://www.fmcsa.dot.gov/ and subscribe to the RSS feed or email list to stay up-to-date on CSA news and information.
- Carriers are required to keep copies of all roadside inspections.

WHAT KINDS OF DRIVER SAFETY PERFORMANCE DATA IS CSA LOOKING AT?

- The program focuses on driver enforcement for serious rule violations, such as:
  -Driving while disqualified.
  -Driving without a valid commercial driver's license.
  -Making a false entry on a medical certificate.
  -Committing many Hours-of-Service violations.

WHAT IS THE DETAILED PROCESS FOR DRIVERS TO CONTEST INFORMATION CONTAINED IN THEIR FMCSA DRIVER RECORDS?

- Drivers should use FMCSA's DataQs system to make a request for Data Review (RDR) in FMCSA databases.
- To do this, drivers can go to the DataQs registration page at https://dataqs.fmcsa.dot.gov/, select "Register Online" as a public user, and create a DataQs account profile. Once registered, drivers can request a review of their data by following detailed instructions in the help menu.

WHAT CSA MEANS TO DRIVERS

ALL VIOLATIONS FOUND DURING ROADSIDE INSPECTIONS COUNT TOWARD CARRIER AND DRIVER SAFETY MEASUREMENT ACCORDING TO VEHICLE OR DRIVER VIOLATION TYPE.

BASIC INFORMATION/SCORES ARE SENT TO ROADSIDE INSPECTORS AS A TOOL IN THE DECISION OF WHETHER TO INSPECT AND WHAT LEVEL TO INSPECT A SPECIFIC CMV.

- Roadside inspectors see carrier information/scores.
- Roadside inspectors do not see driver measurement information.

SAFETY INVESTIGATORS WILL BE ABLE TO SEE THE SAFETY PERFORMANCE HISTORY OF DRIVERS WHEN THEY ARE CONDUCTING A CARRIER INVESTIGATION.

- This information is not available to carriers.
- Safety profile includes the entire history of the driver.
- Safety profile is a tool for investigators to use in sampling and to issue NOCs/NOVs to drivers based on performance.
- Drivers are not rated (i.e. unfit) under CSA.

"DRIVER PROFILES" FROM FMCSA'S DRIVER INFORMATION RESOURCE (DIR) ARE AVAILABLE TO CARRIERS THROUGH PSP. THE PSP PROGRAM WAS MANDATED BY CONGRESS TO ALLOW CARRIERS ACCESS TO DRIVER'S ROADSIDE DATA.

PSP IS CURRENTLY AVAILABLE TO DRIVERS. ACCESS AND ADDITIONAL INFORMATION CAN BE FOUND AT WWW.PSP.FMCSA.DOT.GOV

BECOME KNOWLEDGEABLE ABOUT THE NEW BASICS AND HOW FMCSA EVALUATES SAFETY UNDER CSA.

FREQUENTLY ASKED QUESTIONS

DOES CSA GIVE FMCSA THE AUTHORITY TO PUT DRIVERS OUT OF WORK?

- No, CSA does not give the agency the authority to remove drivers from their jobs. A change of that magnitude would require rulemaking and no such effort is underway.

DOES CSA GIVE FMCSA THE AUTHORITY AND PROCESSES TO RATE DRIVERS AND REVOKE THEIR CDL?

- No, driver safety profiles are available to investigators, but these are not used to rate drivers and/or revoke a CDL. State licensing agencies perform that function.
- Carriers will review driver profiles and make employment decisions based upon their findings.

DO TICKETS OR WARNINGS THAT DRIVERS RECEIVE WHILE OPERATING THEIR PERSONAL VEHICLES IMPACT THE SAFETY MEASUREMENT SYSTEM?

- No

IS THERE A WAY TO REQUEST A DATA REVIEW OF POTENTIALLY ERRONEOUS OR IMPROPER VIOLATIONS ON CARRIER AND/OR DRIVER RECORDS?

- Yes, the DataQ program (https://dataqs.fmcsa.dot.gov/) allows carriers and drivers to request a data review of information that resides in FMCSA databases such as crash and inspection reports.

IS IT CONSIDERED AN INSPECTION EVERY TIME I TALK TO AN INSPECTOR AT A WEIGH STATION?

- Not necessarily, law enforcement performs two types of actions at the roadside: a screening and an inspection. A screening evaluates a CMV to determine if that driver and/or vehicle warrant an inspection. Screening methods may vary by jurisdiction. A screening does not constitute an inspection and an inspection report will not be generated.

For more information, visit https://csa.fmcsa.dot.gov/.

In Summary

West Side Transport wants you to be safe and successful. This handbook alone is not intended to address every situation of commercial motor transport but rather offer general guidance and to elaborate on some, but not all, of the policies you are subjected to. Common sense, respect, and open and honest communication is what we offer and what we expect from you. Following this information to the best of your ability helps us all support and get home to our families.

West Side Transport

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