



HEALTH, SAFETY AND ENVIRONMENT POLICY

The safety of the public, our customers, our employees and the environment is always our priority. It is American Eagle Transport LLC's policy to provide, maintain and promote safe driving and loading practices. The company will comply with all Department of Transportation Regulations, Federal, State and Local requirements and appropriate industry standards. This is a commitment made by the company and everyone individually.

Our goal is to operate in all facets of our business, whether it is driving, loading, or working in the office, in a manner that results in no accidents or injuries to our employees, others, and no harm to the environment. Strategies for accomplishing this include a comprehensive safety awareness program and adherence to a strict set of rules regarding safety.

American Eagle Transport, LLC is absolutely committed to the accomplishment of this objective, but it can only be effective if every employee assumes his or her responsibility.



DRIVE WITH PRIDE LET IT SHOW THAT YOU ARE A PRO

What does it mean to be a pro? It means you have the best driving skills on the road, and you always use them. But there are other elements that also contribute to the picture of a true professional.

Professional Attitude:

As a pro, you are proud of yourself, your vehicle, and your company. You carry yourself with dignity and ease. You enjoy your job, and you show it. Furthermore, you know that you are to deliver your cargo on time. You realize the importance of treating your customers with courtesy and respect. This, as you know, reflects on your company so you treat your customers with care and behave in a friendly, cordial manner. That way the chances are always good that there will be repeat business.

Looking Good:

You and your vehicle should always look good. You are both in public relations for your company. Not only must your vehicle be in top working order, but it should be kept neat, clean, and always looking at its best. Whether your company provides you with a uniform or if what you wear is your own choice, make sure your clothing represents you as a professional. That does not mean you have to look as though you stepped out of the pages of a magazine, but as your clothes are clean and in good condition. Choose clothing that is comfortable, fits nicely, and presents you at your best.

You at Your Best:

As a pro, you are always looking for ways to improve yourself, your job and your skills. You get enjoyment and great satisfaction from constantly trying to improve yourself and your job. You have respect for yourself and as well as others. You drive with care; you are willing to help anyone who needs it. You indicate by your actions that you are a safe and efficient operator. In addition to driving with consideration and courtesy, you are familiar with all the regulations. You apply them to your job. You keep your licenses current and make sure your registration and plates are displayed correctly. You check your equipment thoroughly at the beginning and end of each run and have concern for your cargo. A pro stays in good physical and mental condition, keeps his or her emotions under control, and knows how to manage stress. A pro does not let personal problems interfere with the conduct on the road and is ever anxious and willing to pursue specialized training when it is available.

Measuring Up:

Because you drive for a living, you need to set a standard for all drivers. You can do it if you have pride, knowledge, courtesy, care, and concern. Analyze your driving habits. Catch your mistakes and work to avoid repeating them. On the road and off the road, you can handle yourself in a way that assures you will always be welcomed as a professional.



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Chapter 1 American Eagle Transport DRIVING CODE

- The object of defensive driving is to drive without having an accident.
- Defensive driving requires knowledge of and strict compliance with all traffic rules and regulations.
- Defensive driving requires constant alertness for the illegal acts and driving errors of other drivers. It requires your willingness to make timely adjustments in your own driving, so that those illegal acts and errors will not cause an accident.
- Defensive driving requires a knowledge of special hazards presented by changing conditions in the mechanical functioning of your equipment, type of road surface, weather conditions, lighting conditions, traffic, and your physical condition and state of mind.
- Defensive driving requires an adjustment of your driving to special hazards and conditions.
- Defensive driving requires a thorough knowledge of the rules of right-of-way and the willingness to yield right-of-way to the other driver whenever it is necessary to avoid an accident.
- Defensive driving requires a positive and courteous attitude.



Chapter 2 MINIMUM DRIVER REQUIREMENTS

1. Minimum age of 23 years.
2. Able to read and speak the English language sufficiently to converse with the public, understand highway traffic signs and signals, and respond to official inquiries. **(FM CSR 391.11 B 2)**
3. Physically qualified to drive a motor vehicle in accordance with Part 391.41 of the Federal Motor Carrier Safety Regulations (FMCSR) and American Eagle Transport. All physicals must be performed by AET's approved medical providers.
4. Drivers must pass all applicable FMCSR drug tests.
5. Must have a valid Commercial Driver's License.
6. A maximum of three (3) moving violations in the last three (3) years. Moving violations from roadside inspections will also be considered.
7. Must have 1 year over the road with flatbed experience.
8. Must be able to have continuous employment for the past ten (10) years with the last three (3) years being verified.
9. No more than one (1) fault accident in the last three (3) years with two (2) moving violations or no more than two (2) accidents – non fault with one (1) moving violation in the last three (3) years.
10. Must be familiar with the FMCSR governing safe driving, safe loading practices, hours-of-service, vehicle inspection and maintenance, and transportation of hazardous materials.
11. All new driver applicants will be required to attend new driver orientation. Drivers must have completed the application.



Chapter 3

DUTIES OF DRIVERS

American Eagle Transport expects all drivers to comply with the following. Any violation will be subject to disciplinary action and possible termination.

1. Only **authorized** drivers acting in the course and scope of American Eagle Transport, LLC employment are permitted to drive, ride in, or accompany any AEL leased Equipment.
2. **NO unauthorized passengers** in compliance with FMCSR 392.60 when on duty or off duty.
3. No one is allowed on the truck or trailer while it is moving.
4. Before each trip, carefully inspect your equipment and make sure it is in good working condition.
5. Properly secure all loads in accordance with Federal Motor Carrier Safety Regulations (FMCSR) and AET Loading Procedure & Policies Reference to Chapter 13.
6. Driver must maintain accurate and complete logs (record of duty status) in compliance with FMCSA regulation's part 395.
7. Begin logging before departure and keep current to the last change of duty status.
8. Your medical certificate and driver's license must be kept current with the proper endorsements and in your possession.
9. You must wear the proper Personal Protection Equipment (P.P.E) such as: **Hard Hat, Steel Toe Boots, Safety Glasses, Hearing Protection, FRC- Fire Retardant Clothing, High Visibility Vest and proper work clothes.**
10. P.P.E. must always be in the truck, there is a \$100 penalty in the lease for not wearing it.
11. Always keep a clean truck and dispose of all trash properly.
12. Safely transport each shipment from origin to destination without delay, unless otherwise directed by dispatch.
13. Report any delays to your dispatcher immediately. Examples: Roadside inspections (especially out of services), Mechanical failures, Weather related occurrences, etc.
14. Promptly report to the customer's representative, on location, any injury or accident that occurs while on location. You **MUST** report all accidents, major or minor, immediately to the Incident Line even if it is not your fault.
15. You must comply, always, with all governmental rules and FMCSR regulations and laws.
16. **NO FIREARMS are allowed in leased equipment.**
17. No explosives, including fireworks, will be transported in your equipment, except as a specified freight commodity.
18. No driver will carry or consume alcoholic beverages of any kind while on duty in any AET Leased Equipment or on any AET property.



19. No illegal drugs or controlled substance of any kind will be carried on or consumed on any AET Leased Equipment or on any AET property.
20. **Radar Detectors** (including laser detectors) and radar jammers are strictly prohibited in any AET Leased Equipment.
21. Do not use cruise control. Reliance on this device leads to delayed reaction time.
22. Always wear your seatbelt. Any authorized passengers **MUST** wear their seatbelt as well.
23. **Under NO circumstances are you to operate equipment of which you feel unsafe.**
24. Safely transport all AET authorized loads. Check your load often during transport, as required by FMCSR.
25. Never stop on the shoulder of any roadway for reasons other than an emergency or mechanical breakdown and then pull completely off the roadway. If you make an emergency stop, always put on your emergency flashers and as soon as possible (but within 10 minutes) and put out your triangles as required by FMCSR 392.22. Even when parked well off the shoulder, your vehicle is subject to a rear-end collision, especially at night when stopped with the lights on. When you need to make a rest stop or stop to change drivers on a sleeper unit, get off the roadway; rest areas, weigh scales and truck stops are ideal places to stop.
26. Park your vehicle in a safe place. If transporting explosives, consult FMCSR 397.7.
27. For Oversized, Overweight, and Over Dimensional loads which require permits, you must contact your Terminal Manager or Dispatcher in advance to obtain the appropriate permit(s), and you must have the permit(s) with you on the equipment before and during any movement. You must follow all permitting requirements, including the use of over dimensional signs, warning flags, permit routes, escorts, (city and state as may be required), high pole and/or electric bucket tucks, route survey, if required. For any additional permitting information, contact your Terminal Manager.
28. Always operate with the Hours-of-Service regulations as provided by the FMCSR and maintain current logs.
29. Conduct yourself in a business-like fashion extending courtesies and politeness to the public, customers, law enforcement officials, and company personnel.
30. Make pick-ups and deliveries in a timely manner.
31. Verify your load against shipping documents and make sure that all shipping documents, including Waybills, are properly completed and submitted.
32. Do not pull out of the customers' facilities while waiting to be loaded or unloaded unless authorized by dispatch. Doing otherwise causes many problems and can often result in additional charges from the customer, for which you will be responsible.
33. You are requested to immediately notify AET's Regulations Department in writing upon receiving any moving citations while driving either your personal vehicle or assigned truck. Parts 383.31 and 383.33 of the FMCSR require Notification of convictions for driver violations (excluding parking violations) and driver's license suspensions to both the state of the driver's license issue and to AET.
34. For COD shipments, collect funds by Certified Check or Money Order unless "Customer Check" is acceptable, as noted by the shipper on the Waybill.
35. Submit a **written report** on the condition of your equipment **at the end of each trip** or tour of duty, as required by FMCSR.



36. All equipment must be made available for random inspections.
37. Immediately forward to your Terminal Manager any Roadside Inspection Reports. Failure to notify your Terminal Manager could result in disciplinary action, including termination.
38. You must maintain records and documents as required by State and Federal regulations and AET's policies, including driver logs, roadside inspections, fuel receipts with the date and time of purchase, mileage records and vehicle inspection reports.
39. Attend all required AET safety meetings and training sessions.
40. Abide by all AET policies and procedures.
41. Submit all paperwork required by AET completely, accurately, and on time.
42. All equipment must be made available for monthly inspections.
43. Never use a cell phone while driving. If you need to use your cell phone, please stop in a safe place.

3-1 PET POLICY

Many AET's customers have a No Pets Allowed policy. Entrance onto their facility is refused/denied by having a pet in the truck. There is also an increased risk of an incident from pets in vehicle.

AEL fully understand the companionship pets can bring, but our number one (1) goal has and will be "SAFETY FIRST."



Chapter 4

DISPATCH PROCEDURES

4-1 COMMUNICATION

The key to a job well done is cooperation and communication between the driver, customer, and dispatcher. The dispatcher is a vital part of any trucking firm. The dispatcher has direct communication with you (the driver) and the customer. Working together as a team, we can provide our customers with excellent service.

You are requested to comply with the following procedures:

- Maintain good customer relations.
- Inspect all loads you receive before signing a shipper's bill of landing. Never sign if there is damage or shortage. Example: If you sign for 50 items and you only have 49, the shortage belongs to you. If you do have a shortage or damage, the cost will be deducted from the truck settlement. Ask the customer to issue a correct bill of landing or to not and sign any exceptions.
- Always call the dispatcher if you are delayed. The dispatcher can then notify the customer and explain your delay.
- Upon delivery, if you discover shortages or damaged items, you must notify the dispatcher before leaving the customer's location.
- Upon completion of a delivery, call in immediately for your next assignment.
- Never ask a customer what a load pays. If you want to know, ask your Terminal Manager or dispatcher. Remember, a customer that gives you a small haul today may give you a bigger haul next week if you do a good job.
- Always make sure that all "In Bond Shipments" have all necessary completed paperwork before you leave the pickup point and before you leave the delivery point. All documents must be signed by the proper personnel.
- Make sure that you have the proper CDL requirements to transport the shipment.

4-2 HOURS OF SERVICE

Prior to load assignment, drivers for AET may be asked the following questions:

- When did you complete your last trip?
- How many hours have you driven since your last 10-hour break?
- How many duty hours do you have available for your next trip?

If you cannot legally complete the time criteria of the load, you must inform the dispatcher.

Drivers must complete his/her recap of eligible hours as per the 70 hours in eight-day rule as per DOT regulations. No more than 70 hours of both driving time and on-duty time in the last eight day period is allowed.



4-3 OUT OF SERVICE PROCEDURE (T.O.S.)

It is your responsibility to let the Dispatcher know when you are temporarily out of service. **DO NOT WAIT UNTIL HE/SHE CALLS YOU FOR A LOAD.** If you cannot be reached you will be **PLACED OUT OF SERVICE** resulting in a loss of dispatch order. It is also your responsibility to call the DISPATCHER when you are back in service otherwise, you will remain **OUT OF SERVICE** until they hear from you.

4-4 TIME OFF

Drivers desiring day(s) off must submit a request to the Terminal Manager at least five (5) days prior to the day(s) he/she wishes to be off. Emergency leaves will be exempted from this policy.

4-5 TELEPHONE PROCEDURES

Communication is important. Please follow these procedures:

Calling in for new orders and reloads- Call your home terminal first. After contacting your home terminal, call AET Logistics or the nearest terminal or sales commission representative for a reload.

DOT out of service, mechanical problems, or load problems- Call your Terminal Manager or dispatcher. Let them know how long you will be delayed.

Accident- Call the Incident Line number **855-323-2453** where someone in risk management will ask you a series of predetermined questions and notify the Safety Department, Risk Manager and Executives. Once that is done, you'll need to notify your Terminal Manager/dispatcher to determine whether a customer needs to be notified.

4-6 ADVANCE PAY

AET does not advance driver money. Any fuel or cash advances are made to and deducted from the truck owner.

4-7 ACCIDENTS – Refer to 4-5 Accident, above. Also, never admit fault or liability at the scene of Accident. (See Chapter 11)

4-8 PASSENGER VANS

Vans and sport utility vehicles may be leased on for the purpose of transporting passengers. See section 4-9 for billing procedures for hauling passengers. There are some additional vehicle and driver standards that apply.

1. Vehicle length must exceed 199 inches.
2. For extended Vans, the rear overhang must not exceed 44 inches from the rear axle.
3. Maximum seating capacity (except for mini vans) is 8 (driver plus 7 passengers).



4. Maximum seating capacity for mini vans is 5 (driver plus 4 passengers).
5. Any vehicle pulling a trailer must also use a sway control device.
6. No luggage or items to be stored on roof.
7. No alcohol is allowed in vehicle.
8. All personnel must be seat belted.
9. Driver must have a TWIC card.

If the passenger van does not generate \$250.00 weekly average revenue each month, then it will be cancelled.

4-9 TRANSPORTATION OF AUTHORIZED PASSENGERS

The following information is required before the trip can be invoiced.

Alliance and/or Contract Customers List

on Waybill:

- a. Passenger's full name
- b. Passenger's driver's license number and state in which it was issued.

Non-Contract Customers with approved credit

1. List on Waybill:

- a. Passenger's full name
- b. Passenger's driver's license number and state in which it was issued.

2. Obtain and Attach to Waybill: (Either A or B)

- a. Business card of person authorizing passenger. The person on the business card must be contacted for transportation approval.
- b. A Visa/MasterCard number as additional security that invoice will be paid.

All drivers transporting passengers must have a minimum of one (1) year of verifiable commercial driving experience.

AET has **mandatory seat belt** use policy for all drivers and passengers. This applies to all leased equipment and company owned vehicles.

To support this policy AET has issued a "seat belt use" index card to all vehicles capable of transporting passengers. Drivers must present this card to all passengers; any passenger that refuses to buckle up, immediately call your Terminal Manager. **DO NOT** transport any passenger that will not comply with AET mandatory seat belt policy. Any violations are subject to disciplinary action.



Chapter 5

PAYROLL PROCESS

5-1 PAYROLL

As an employee, you will be paid on a weekly basis. You can be paid by check, direct Deposit to your bank, or by Comdata Card. To help us serve you and to insure that you are paid on time, you are requested to comply with the following procedures:

All waybills and driver's logs must be in the terminal office by the **weekly cutoff date**. Only waybills received by the cut-off date will be paid. All remaining waybills will be processed during the next pay period.

Bring waybills in daily to the terminal. Do not hold waybills until the cut-off date. This could result in you not being paid for that week.

5-2 WAYBILL

The waybill is completed by the driver at the time of loading. Be sure to check the load for shortage or damaged material. If you discover any shortage or damage, call your terminal and be sure the shipper indicates this on the waybill and signs his/her name.

These are the items you need on the waybill before the Billing Department can start to process and pay you for the load.

CHARGE TO: **Do not complete the charge to section**; the office will add this information. Sometimes the person out in the field might fill this in; this is okay. See Chapter 5-9 for C.O.D. shipments.

FROM/TO SECTION: You should print the name of the company where you picked up the load along with the city and state. Addresses are necessary. Also, print the name of the company where your final delivery point is along with the city and state. Again, addresses are necessary.

Fill in the Date Shipped, Truck Number, your driver number, and your name.

THE BODY OF THE WAYBILL: In this section you list (to the best of your ability) the actual items you are hauling. Please include the number of pieces and their description including the length, height, width, and weight.

Also, in this section you will add information regarding any extra stops. You should show it like this:



EXTRA STOP: ABC COMP
GALVESTON, TX

START AND STOP TIMES: In this section you record your times for loading and unloading. Please enter the time you got to the location to load (if you are told to be on location at 8:00 a.m., this is the time you will record or the time you arrive if it is after 8:00 a.m. Do not record any time earlier unless they start to load you then you may record that time). Then you enter the time when they have completed loading you. This also applies to the unloading time.

STATES TRAVELED: You need to abbreviate each state you travel in. For example, if your trip begins in Texas and ends in Alabama, you complete this section as follows: TX, LA, MS, AL.

CITY (Begin/End): This is the city where you begin/end your trip. Your beginning CITY must be the same as your ending CITY on your last waybill.

STATE (Begin/End): This will be state where you begin/end your trip. Your beginning STATE must be the same as your ending STATE on your last waybill.

ODOMETER: Your beginning odometer reading must be the same as your ending odometer reading on your last waybill. Your ending odometer must be the reading of where you ended the load. Be sure to record this reading as your beginning odometer onto your next waybill.

LEASE/WELL: This information must be completed if you are hauling to a Well. This information can be obtained by the person you are hauling for. Most of the time it is on your shipping papers.

AET DISPATCHER: Please fill in the person who generated the freight.

SALES #: Always use the number of the person who generated the freight.

SHIPPED BY: Must be signed by someone where you picked up the load.

RECEIVED BY: Must be signed by someone where you delivered the load.

Whenever two (2) drivers are involved in a single load, you must identify what part of the transportation of the load for which you were responsible.

Example: Suppose John Doe was scheduled to transport a load from Houston TX to Harvey LA, and he only brought the load as far as Lafayette and quit. Then if you transported the load from Lafayette to Harvey, you would start a new waybill and indicate where you picked up the load and delivered it. Both waybills must be turned in for billing.



5-3 MILEAGE REQUIREMENTS ON WAYBILLS

Accurate odometer reading must be recorded in the Mileage Record portion of your waybills.

This is on all hauls. The following steps should help:

Your beginning City, State, and odometer reading must be the same as your ending City, State, and odometer reading from your last trip. In the Section titled "States Traveled," you must list all the states on this trip.

AET has purchased computer software that will make your paperwork easier. All we need is for you to fill in the blanks. The mileage report must be used for all loads. The report must be filled out for a truck and driver to be paid. Fuel receipts should also be completed and attached to separate white sheet of 8^{1/2} x 11" paper.

For AET to meet all Apportion Plate and Fuel Tax requirements, the following Information on your waybill is required:

1. **States Traveled**- Abbreviations are acceptable, LA, TX, MS, AL.
2. **City (Begin/End)**- This will be the city where you begin and end your trip which may be different from the place load and unload.
3. **State (Begin/End)**- This will be the State where you begin and end your trip which may be different from the place load and unload.
4. **Odometer Reading**- Hubometer reading is acceptable. Your beginning City, State, and odometer reading must be the same as the ending City, State, and odometer reading on your last waybill.

Included are three examples of how to complete the report and different situations which you may encounter.

AET understands the burdens of paperwork, and it is our hope that this will simplify paperwork and at the same time meet all regulatory requirements which we are all subject.

5-4 FUEL RECEIPTS

To receive proper credit for all fuel purchases, the following information is necessary on fuel receipts:

- Date and time Purchased
- Vendor (Where you purchased the fuel)
- Type of fuel
- Gallons Purchased
- Price Per Gallon
- Total Cost
- Truck Number, License Number and State
- Your Signature



- Odometer Reading of Truck
- Fuel Invoices made out to “Cash” are not acceptable. They must be in the name of AET. Without this information, you will be liable for duplicate payment of fuel taxes. Please use clear tape to attach all fuel receipts to a blank piece of paper. DO NOT overlap the fuel receipts. TURN IN FUEL RECEIPTS WEEKLY.

5-5 FUEL TAX DEDUCTIONS/REFUNDS

If you accurately complete the Mileage Record on waybills and turn in valid fuel receipts on all fuel used, the fuel tax deducted from your truck should be minimal or none.

Deductions are processed through a Fuel Tax Report. This printout shows the miles operated in each state. It also shows fuel purchased and projected fuel used by state.

This is not designed to cost truck owner money; the purpose is to encourage you to turn in (valid) fuel receipts. This eliminates duplicate fuel tax payments, once at the pump and once by AET, on quarterly fuel tax reports.

This report will also include any state highway use tax (tons and/or mileage based) as applicable.

- Column 1- (Unit) Truck Number
- Column 2- (St) all states traveled by this truck according to his/her waybills.
- Column 3- (State Mile) all miles traveled in each state according to his/her waybill.
- Column 4- (Tax% or MPG) this will list your MPG based on total miles traveled (Col. 3) divided by total fuel purchased (Col. 5&6). Any truck not turning in fuel purchases will probably end up with non-sufficient fuel and will result in the MPG defaulting to 4 MPG.
- Column 5- (Road Test Paid) Valid fuel purchases by state (Meaning credit can be given if Fuel Tax was paid on these gallons).
- Column 6- (Fuel No Tax) Non-valid fuel purchases by state (Meaning either the Fuel Tax was not paid at the pump or the Fuel Receipt did not have all the required information). Both columns 5&6 are included in determining the MPG.
- Column 7, 8- (NOT Used)
- Column 9- (Computed Fuel Used) Miles traveled (Col. 3) divided by MPG = Fuel Used.
- Column 10- (Gallons Tax Due) This is the gallons which taxes are due. Gallons used (Col. 9) minus gallons purchased (Col. 5) = Gallons Due.
- Column 11- (Computed Tax Due) This fuel tax is due according to fuel used (Col. 9) x Tax Rate per state = Tax Due.
- Column 12- (Tax Paid) This is tax paid at the pump according to valid fuel purchases in column 5. (Gallons Purchased x Tax Rate per state = Tax Paid).
- Column 13- (Total Amount Due) This is the amount due according to Tax Due (Col. 11) minus Tax Paid (Col. 12) = Total Tax Due. Sometimes the truck may over purchase fuel and will be due a Refund.
- Column 14- Total Miles are the total miles in all states for that month.
- Column 15- (Not Used)



Column 16- (Not Used)

Column 17- (Not Used)

Save your monthly fuel tax report for tax purposes.

5-6 DETENTION TIME

Detention or waiting time has been a problem in the trucking industry for many years. These charges are legal and are collectible; however, several circumstances must occur before detention time can be charged.

- The delay must not be AET's fault.
- Customer signature approving detention time is required. (On Waybill)
- Applicable Free Time must be allowed.
- All waybills must indicate the following – Arrival Time, Departure Time, and Reason for Delay. If all these conditions are met, AET's Credit and Collections Department can pursue payment of these charges

5-7 SPLITTING THE WAYBILL

ORIGINAL: Must come back to the terminal. Attach all fuel receipts to white copy of waybill.

YELLOW: For the shipper.

GOLDEN-ROD: Must come back to the terminal.

PINK: For the field. To be given to the person you delivered to.

GREEN: For your records.

5-8 INVOICE CORRECTIONS

If an invoice is questioned by a customer, AET's policy is that the original must be sent to AET's Billing Department at the Corporate Office in Lafayette, Louisiana for the correction and re-billing. Any less or additional revenue that results from this correction is distributed between Truck, Driver, and AET on the same basis as the original invoice.

Questions regarding all invoice corrections should be directed to your Terminal Manager.

5-9 C.O.D. SHIPMENTS OR C.O.D. FREIGHT

AET has two types of pf C.O.D.'s

C.O.D. Shipment- A shipment for a customer whose credit has not been approved by AET. Payment must be made by cash, certified check, or money order ONLY. Driver must obtain funds before unloading freight.

C.OD. Freight- Commodity hauled is being paid for by Consignee and AET is to deliver the check back to the Consignor. Driver must obtain funds before unloading freight.

Only Certified Check or Money Orders are acceptable unless the waybill is noted by the Consignor that the Consignee's check is acceptable. In both instances, the home office will remit



the check to the proper party for payment. The tariffs have C.O.D. charges that apply when this service is rendered.

5-10 MAINTENANCE ACCOUNT

The purpose is to accumulate funds in a Maintenance Account with AET. Interest will be paid at the same rate that is paid on the truck's escrow fund. I understand and agree with the following policies regarding this Account.

1. The funds may be withdrawn during business hours, Mon-Fri.
2. Funds are received with a Comcheck, a service fee will apply.
3. The minimum withdrawal is \$100 or higher in \$25 increments.
4. The maximum withdrawal is limited by AET if it exceeds truck escrow.
5. Interest in the account balance is paid monthly directly to my truck settlement.
6. Deductions start only after the truck escrow is fully funded.
7. A deduction is made every week.
8. The balance in my Maintenance Account is listed on the truck settlement.
9. Upon truck lease cancellation, all funds in the Maintenance Account will be refunded 15 days after cancellation date. The refund will be applied to the truck settlement.

5-11 TRUCK OWNER SETTLEMENT SHEET

Key Truck Owner Settlement

- A. Terminal Number
- B. Truck Number
- C. Week Ending (Always a Wednesday)
- D. Invoice Number
- E. Gross Revenue (Total Invoice Amount)
- F. Insurance Surcharge
- G. Fuel Surcharge (Paid 100% to the Truck)
- H. TPA (Temporary Price Adjustments, amount billed on the invoice and paid 100% to the truck)
- I. Net Transportation Charge Amount (Gross Revenue minus TPA minus Insurance Surcharge, Fuel Surcharge)
- J. Truck Pay (Truck Percentage of Net Transportation Charge)
- K. Driver's Wages (Driver Percentage of Net Transportation Charge)
- L. Waybill Number (Only One per Invoice is Shown)
- M. Customer Shipping From
- N. Customer Shipping To
- O. Total of Truck Pay (Includes percentage of Net Transportation Charge, Fuel Surcharge, and TPA)
- P. Total Fee Paid by Truck Owner



- Q. Total of Driver's Wages
- R. Terminal Number of Truck Hauling This Load
- S. Waybill Number
- T. Billing Customer
- U. Lease Fee
- V. Amount deducted from this truck for money due AET on another one of your trucks and/or your vendor number.

- W. Amount of money owed AET (Due AET) from previous week settlement, if any.
- X. Net Settlement for this week.

5-12 DRIVER SETTLEMENT SHEET

Key to Driver Settlement Sheet

- A. Week Ending Date
- B. Employee Name
- C. Employee Number
- D. Terminal Number
- E. Truck Number
- F. Invoice Number
- G. Invoice Date
- H. Waybill Number
- I. Net Transportation Charge Amount (Gross Revenue minus TPA minus Insurance Surcharge, Fuel Surcharge)
- J. Gross Driver Pay



Chapter 6

PERSONAL PROTECTION EQUIPMENT AND INJURY PREVENTION

It is the continuing responsibility of the professional driver to perform all duties in a manner that will prevent injury to him/her or to others. Statistics indicate that as a truck driver, **you are more likely to be injured while loading, unloading, securing a load or servicing your truck**, than in a traffic accident. Any driver who tries to enter ANY job site or facility that requires hard hats, safety glasses and steel toe shoes and does not have these items, will subject the truck to a one hundred dollar (\$100.00) fine. The following guidelines and safety rules will help, but your personal awareness is your best defense against injuries:

- **Immediately report any injury you have sustained, no matter how slight, while performing assigned duties in the course of your job with AET to your Terminal Manager, as soon as possible.**

While working for AET you are required to use Safety Equipment.

6-1 EYE PROTECTION

You may be exposed to a variety of eye hazards such as: Flying objects, Splashing liquids, Corrosive vapors, Mist and dust, and Radiant energy. To help prevent these from becoming a hazard to the eyes, appropriate protection must be worn.

- All eye protection equipment must meet latest ANSI Z 87.1 regulations.
- Safety glasses with side shields must be worn by all employees while at a field location, in a plant, or at a location where required.

6-2 FOOT PROTECTION

Protective footwear is required in all field locations and many areas at the Terminals. Safety Toe Boots for employees shall meet the requirements and specifications in the American National Standard Institute's Guidelines for safety toe footwear, most recent Z41.1.

6-3 HEAD PROTECTION

A hard hat is a vital piece of equipment that can help protect you from any head injury. All head protection must meet ANSI Standard Z 89.1. The round stamp imprint on the inside of the hard hat is not the expiration date of the hard hat.

- Never modify a hard hat, as this may decrease the performance of the headgear.
- Inspect hard hats for cracks, signs of wear and worn or damaged suspension. Discard and replace it when it becomes damaged. Change suspension and replace shell as needed.
- Keep the suspension adjusted for proper fit and effectiveness.



- Metal hard hats are unacceptable and shall not be used.
- Never carry items under the hard hat while it is being worn.
- Clean the hard hat with mild soap and water only. NO solvents.
- Never use a hard hat as a seat. It weakens and damages the hat.
- DO NOT wear a hard hat without suspension.

6-4 HAND PROTECTION

Hand protection is used to help prevent injuries resulting from rough materials and sharp objects.

- Gloves should be worn when wire rope is being handled.
- Gloves should be worn when handling pipe, oilfield tools, etc.

6-5 HEARING PROTECTION

You are responsible for protecting your own hearing. Hearing protection must be worn by all personnel in an area where signs are posted warning of excessive noise levels or other areas suspected of high noise. Appropriate hearing protection shall be worn in all areas where the noise level reaches or exceeds 85 DBA, i.e. running engines, Compressors, etc. Hearing protection shall be properly fitted.

6-6 SLIPS, TRIPS, & FALLS

Preventing slips, trips, and falls is a task that depends on many factors, most importantly – YOU.

- Always, when entering or exiting the cab, keep a 3point stance. Keep 2 hands and 1 foot, or 2 feet and 1 hand on the steps/grab bars at all times. DO NOT jump from the cab or trailer. Face the vehicle; you cannot use the right technique if you are turned away from your truck.
- Diesel fuel, mud, ice, etc. on your boot soles will transfer to steps and deck plate. Be extremely careful when climbing onto the deck plate or trailer.
- If you really want to install a carpet pad or other device to clean your boots before getting into your cab, do not put it right where you normally step. Mount it off to the side so it is handy to use, but you do not have to step on it when it is icy, muddy, or wet and may be slippery.

6-7 FRC – FIRE RETARDANT CLOTHING

FRC is part of AET basic PPE Policy just like safety glasses, steel toe boots, and hard hats. Customers are requiring the use of FRC (Fire Retardant Clothing) for the safety of all involved during drilling, well servicing, production operations and in some chemical plants.

6-8 OTHER CONSIDERATIONS

- Horseplay, practical jokes and sparring cause accidents are NOT permitted.



- Obey warning tags and signs. They are posted to alert you to hazard.

6-9 PROPER LIFTING

Follow the “Biomechanics of Movement” as shown on the following pages. If the object is too heavy, then ask for assistance or use a lifting device. Call your terminal if no one is available.

Chapter 7

SAFE WORK PRACTICES

7-1 JOB SAFETY ANALYSIS (JSA) REQUIREMENTS

Many customers have a Job Safety Analysis (JSA) which you must review and/or complete before loading or unloading. AET drivers will follow the JSA and perform the following procedures.

- Identify job steps
- Identify hazards/risks associated with steps
- Develop mitigation measures to eliminate/minimize the risk
- Mitigation measures must be written in behavioral (observable) terms
- Job task clearly identified
- Current conditions addressed
- Reviewed by all workers involved with the task
- Updated, as appropriate, with any learning
- Filed for future reference

7-2 STEP BACK 5x5 (STOP AT WORK AUTHORITY)

Before

- BEFORE you start the job, step back 5 feet for 5 minutes
- Observe the work area and surroundings
- Think through the steps of what you will be doing
- Identify what else is happening today in your area or nearby
- Identify any hazards
- Develop methods of controlling these hazards
- Satisfy yourself that the hazards are controlled before starting work

During

- Do you feel safe doing the job?
- Are others around you working safely?
- Continually think through the steps of what you are doing.
- Repeat the steps above whenever you encounter an unexpected change

After

- Observe the work area



- Take action to control any hazards that may have been created because of the job
- Reflect on the job performed • Were others around you working safely?
- Can any improvements be made?
- Share these improvements at workgroup meetings

7-3 RIGGING PRACTICES

Rigging practices play an important role in safe loading, transportation, and unloading of commodities. The following information is a non-exclusive safety guide to working around potentially hazardous lifting equipment such as cranes, forklifts, cherry-pickers, pole trucks, etc.

Listed below are some basic rules which should always be followed:

- Each truck/driver will have the **personal protection equipment** as listed in Chapter 6.
- **All Oil Country Tubular goods (pipe and/or casing) must be loaded as described in Chapter 13-6.**
- All equipment such as chains, straps, or binders should be checked frequently for defects. Immediately replace any defective equipment.
- During loading or unloading:
 - Do **NOT** stay in the truck
 - Do **NOT** stand on either side of the trailer
 - **Do stand in the front or back of the vehicle where you are in sight of the lift equipment operator, out of harm's way.**
- **A driver should stay a safe distance away from the loading/unloading area once you have safely unsecured your load from your truck/trailer; and a driver should only re-enter the loading/unloading area after the forklift or lifting equipment is safely away from your truck/trailer.**
- Extreme caution should be used while working around a loaded trailer. Use "Step Back 5x5" to make sure that you are ready to focus on what you are doing. Know what types of Slings and Hitches can be used to Rig a load and when to use them. Make sure that every load is secure and the Sling Angles are safe. **Be aware of the cargo and always allow enough room to escape from danger should it shift or fall.** Never climb on a loaded trailer for inspection purposes until the cargo is secure.
- Be sure to use proper Hand Signals so that your "message" is being understood. Review and know the proper Crane Operator Hand Signals on sheet provided.
- Drivers must examine their truck's load securing devices within the first 50 miles after beginning the trip, and each three hours or 150 miles during transit and after every change of duty status. Adjustments to the load and tie down assemblies should be made as required in compliance with FMCSR 392.9.
- All drivers should be familiar with the following:
 - FMCSR 393.100 – 393.136 – General rules for protection against shifting or falling cargo.



REMEMBER WORKING AROUND CRANES IS DANGEROUS.

BY KNOWING HOW TO RIG PROPERLY, WE WILL MAKE OUR LINK IN THE "CHAIN OF SAFETY" STRONGER.

EVERYONE CAN HELP PREVENT CRANE-RELATED ACCIDENTS!

7-4 OBSERVATION CHECKLIST

Instructions: For each safety practice you observe, mark the appropriate column to indicate whether (a) driver/s you observed are safe on that specific behavior, or (b) a practice that causes you to be concerned about the potential for injury. Describe each concern in the comments section (on reverse).

Truck # _____ **Date:** _____

Driver _____ **Driver Number:** _____ **Name:** _____

_____ **Customer:** _____

Location: _____

<u>PPE</u>	<u>Safe</u>	<u>At Risk</u>
Hard Hat	_____	_____
Safety Glasses	_____	_____
Safety Shoes	_____	_____
Protective Clothing/Gloves	_____	_____
Hearing Protection	_____	_____
Appropriate Work Attire	_____	_____
 <u>Truck/ Trailer Equipment</u>		
Holes in Trailer	_____	_____
Dunnage	_____	_____



Straps	_____	_____
Chains	_____	_____
Binders	_____	_____
Fire Extinguishes	_____	_____
<u>Operations</u>	_____	_____
Wearing Seat Belt	_____	_____
Speeding	_____	_____
Cell Phone Usage	_____	_____
In/Out Truck	_____	_____
On/Off Trailer	_____	_____
Improper Binding	_____	_____

7-5 WHISTLEBLOWER PROTECTION

Whistleblower protection laws are in place to protect you from retaliation if you report commercial motor vehicle safety violations to the Federal Motor Carrier Administration (FMCSA). You're also protected if you testify before FMCSA or if you refuse to operate an unsafe vehicle, drive in conditions that may cause serious bodily injury, or violate a CMV Safety law such as hours-of-service requirements. These laws are important for obvious reasons. If there are unsafe or hazardous conditions, they need to be corrected to prevent injury to you or to others, but they need to be brought to someone's attention before they can be corrected.

If you make a safety complaint to AET and it results in termination of employment, demotion, an undesirable reassignment, loss of seniority, loss of personal leave, or any other form of discrimination, you can contact Harold Vice at 337-839-3500.

If your problem is not resolved, your complaint then can be filed with OSHA Area Director in the area where you live or work. You can find information online at www.osha.gov. The main thing to remember is that if you have a safety concern, it is critical to report it to protect yourself and others. Whistleblower Protection Laws are there so you can do your job with peace of mind.



Chapter 8

SAFETY AWARENESS

8-1 CONFINED SPACE

Examples of confined spaces include ship compartments, fuel tanks, vats, silos, sewers, tunnels, and vaults. What makes a confined space hazardous? Dangerous vapors and gases can accumulate in these spaces. Fires, explosions and physical hazards can also injure or kill an unprotected worker. Entry permits must be used for entry into a confined space that presents or has the potential for hazards related to atmospheric conditions or any recognized serious hazard.

8-2 ELECTRICAL SAFETY

The Primary Hazards of Electricity and its Uses Are:

- Shock
- Burns
- Arc-Blas
- Fires

An electric current enters the body at one point and exits the body at another location. High voltage shocks can cause serious injury (especially burns) or death.

Causes of Electrical Accidents:

Accidents and injuries from working with electricity are caused by one or a combination of the following factors:

- Unsafe equipment and/or installation
- Unsafe workplaces caused by environmental factors
- Unsafe work practices

Preventing Electrical Accidents:

Protective methods of controlling electrical hazards include:

- Insulation
- Electrical Protective Devices
- Guarding
- Grounding
- PPE

8-3 BASIC FIRE FIGHTING

When using a typical extinguisher, use the "PASS" method. Hold the extinguisher upright and:

- Pull the pin; stand back eight to ten feet
- Aim at the base of the fire
- Squeeze the handle
- Sweep at the base of the fire with the extinguishing agent

Time is of the essence in firefighting



The smaller the fire, the easier it is to extinguish. Know the location of the fire alarms and extinguishers. Know your nearest fire exit and proceed to it in an orderly fashion.

8-4 FIRST AID

Rendering first aid has its risks. First aid emergency care provided for injury or sudden illness before professional emergency medical care is available. All employees should know how to report injuries and call for emergency first aid assistance. Anyone who will be providing first aid needs thorough training.

8-5 BLOOD BORNE PATHOGENS

The blood borne pathogens standard outlines practices to help protect workers from getting infections caused by germs carried in blood or other body fluids.

8-6 LOCKOUT/TAG OUT

Lockout is the process of preventing the flow of energy from a power source to a piece of equipment while keeping it from operating. Lockout is accomplished by installing a lockout device at the power source so that equipment powered by that source cannot be operated.

Tag out is accomplished by placing a tag on the power source. The tag acts as a warning not to restore energy – it is not a physical restraint. A wide variety of energy sources require lockout/tag out to protect you from the release of hazardous energy. Some of these energy sources include:

- Electrical
- Mechanical
- Pneumatic (Involving gases, especially air)
- Hydraulic (Involving fluids)
- Chemical
- Thermal
- Water Under Pressure (Or steam)
- Gravity
- Potential

8-7 BENZENE AWARENESS

Benzene can affect your health if you inhale it, ingest it, or if it encounters your skin or eyes. Since benzene can be found in all segments of oil and gas production operations and is recognized as a carcinogen. Refer to EP to USSA SH&E Standards for more information.

Whenever benzene is known to exist in concentrations greater than or equal to 0.1 percent, representative monitoring shall be conducted.

If workplace permissible exposure is above the action levels (8-hr, TWA of 1.0 ppm, or the short term exposure limit of 5.0 ppm for 15 minutes), than:



Regulated areas shall be established and posted

Employees exposed to the action level shall receive initial training and annual refresher training thereafter.

Exposed employees shall be included in a medial surveillance program.

8-8 RESPIRATORY PROTECTION

Personnel who are expected to wear respiratory protection to perform a job in a potentially hazardous atmosphere or to serve as part of an emergency response team shall meet the following requisites:

- Medical standards for using respiratory equipment.
- Training and instruction on the use, proper fit and maintenance of the equipment.
- No facial hair in the face-piece seal area.
- No eyeglasses with temple bars that interfere with the face-piece seal area.
(Refer to EP USSA SH&E Standards for more information)

8-9 NOISE ABATEMENT

You are responsible for protecting your own hearing. Hearing protection must be worn by all personnel in areas where signs are posted warning of excessive noise levels or other areas suspected to be high noise. Appropriate hearing protection should be worn in all areas where the noise level reaches or exceeds 85 DBA, i.e., running engines, compressors, etc. Hearing protection shall be properly fitted.

8-10 LADDER SAFETY

The following points serve as guidelines for ladder use:

Do not build makeshift ladders out of chairs, benches, or boxes. If the job calls for a ladder, take the time to find one. Make sure there's only one person on a ladder at a time. Check the ladder's condition before climbing. Do not use a ladder with broken or cracked rails or rungs. If the rungs are slippery with grease or oil, clean them. Place the ladder so it has secure footing. Do not place a ladder on boxes or blocks to make it taller. Face front and use both hands as you climb. Do not overreach from a ladder. If your waist reaches past the uprights, you've gone too far--- move the ladder. Set ladders up properly by using 4 to 1 rule. The distance from the wall to the base of the ladder should be one fourth the distance from the base of the ladder to where it touches the wall. Hoist tools or materials up to you after you reach the top of the ladder. You need both hands for climbing. Do not stand on top of a step ladder. Also, be careful not to get tension on straight ladder.



Chapter 9

SAFE DRIVING PRACTICES

9-1 DRIVING SAFELY

This section contains information that is intended to help you become a better, safer driver. If you read the information carefully and apply the principles to your everyday driving, you won't be an accident looking for a place to happen. Whenever you get behind the wheel of your truck, drive as though your life depends on it; **because it does.**

9-2 SAFE DRIVING BEGINS WITH ATTITUDE AND PROFESSIONALISM

- Safe behavior is a conscious choice.
- Professional drivers set an example.
- Use the defensive driving system as discussed during orientation.
- Stay alert while driving.
- Maintain your vehicle in safe operating condition.
- Adjust your speed to conditions. • Grant the right of way to others.
- Identify hazards in time to act.
- Comply with the laws and rules of the road.

9-3 DISTRACTED DRIVING

Distracted Driving – Diversion of the driver's attention from the task of operating a motor vehicle by activities, object, or events inside or outside the vehicle, or by factors such as emotional stress or preoccupation.

Distracted Driving Examples:

- Cell Phone Usage
- Texting
- GPS Unit
- Eating or Drinking
- Grooming
- Authorized Passengers
- Pets
- Smoking
- Reading
- Use of Technology (e.g. GPS, Systems and Computers)

9-4 AGGRESSIVE DRIVING

Aggressive Driving – Driving in a selfish, bold, or push manner, without regard for the rights and safety of other users of the roadway.



Aggressive Driving can include:

- Speeding
- Tailgating
- Failure to Signal a Lane Change
- Running Red Lights and Stop Signs
- Weaving in Traffic
- Making Obscene Gestures
- Excessive Use of the Horn

Aggressive driving can escalate to road rage.

9-5 SPEED KILLS

Speeding causes:

- An increase in truck-related accidents, injuries and fatalities.
- More tension for you, the driver.
- More wear and tear on equipment.
- More cargo damage.
- Higher fuel consumption.
- Increase chance of D.O.T. roadside inspection or citation.

When it comes to speeding and your own personal safety, the laws of physics may be as important as the laws of government.

The fundamental principle to keep in mind is this: It is not how fast you go that kills you; it's how fast you are going when you hit something.

The faster you go:

The faster you travel after detecting the need to stop or slow down. By then it may be too late to avoid a collision. If a vehicle stops suddenly in front of you, if a pedestrian should step in front of your vehicle; if a deer should dart out from the woods on the interstate; the faster you are going, the less chance you have of stopping in time. The less time you give yourself to react to any road hazard just out of sight around the next bend, the more severe your injuries would be in a collision. A frontal impact at 35 mph, for example, is 33% more violent than a collision at 30 mph, even though you have only increased your speed by 16.6%. The energy released in a collision at 60 mph is 200% greater than at 40 mph, even though you have increased your speed by only 50%. The harder it is to take evasive action, and the more likely the vehicle will turn over. The less likely your vehicle's design and restraint systems will be able to protect you. The more likely you will die in any collision. Speeding is involved in one-third of all fatal crashes. With today's faster vehicles and higher speed limits, it is more important than ever to take this advice to heart: **Always be speed-conscious when you get behind the wheel.**



9-6 MAINTAINING PROPER FOLLOWING DISTANCE

- A. Maintain at least four-second-time distance between you and the vehicle ahead. This can be calculated as follows:
 1. Pick out a fixed reference point, such as a sign or bridge overpass.
 2. Count the time in seconds from the instant the vehicle ahead passes the reference point until your front bumper reaches it.
- B. If the time interval is less than four seconds, slow down, drop back, pick a new reference point and recalculate.
- C. If a car or truck pulls in between you and the vehicle, drop back to restore the distance. Resist the urge to become – Competitive.

9-7 TAKE ACTION TO AVOID LANE-CHANGING COLLISIONS

Factors in lane-change collisions often include:

- “Blind Spots” in a driver’s field of vision
- Failure to properly check mirrors prior to switching lanes
- Failure to use turn signals

You can take preventive measures to reduce lane-change accidents.

The standard “West Coast” mirrors and spot mirror found on most vehicles usually leave blind spots large enough to not see an average-size car from view. Optional concave and bubble mirrors, when properly located, eliminate blind spots along the right side of the tractor. These mirrors are extremely beneficial for preventing accidents.

Always use turn signals prior to making the lane change.

On multi-lane roadways, try to pick a lane that suites you and stay in that lane. Avoiding the need to change lanes is the best way to avoid a lane-change accident. Driving slightly below the posted speed limit will also minimize your need to change lanes to pass other vehicles because traffic is often moving at or slightly above the posted speed limit.

Be observant of the possible actions of other traffic. Be aware of motorist entering the highway and merging into traffic. Where major freeway interchanges exist, traffic will be changing lanes, either to the left or right. Never assume what action another driver will take; rather, always be ready for likely and unlikely actions. It is dangerous to assume that all other traffic will continue moving at steady speeds or will maintain present lanes of travel.

9-8 MAKING A LEFT TURN

1. When approaching the intersection, stay in your lane.
2. Use your turn signal at least 100 feet before the intersection.
3. Slow down gradually as you approach the intersection to avoid sudden stops & give you time to look for traffic.
4. Yield to cross traffic or approaching traffic that is close enough to be a hazard.



5. Avoid cutting corners & do not mislead drivers behind you by swinging right before turning left.
6. Stop well back of the crosswalk or car ahead.

9-9 MAKING A RIGHT TURN

1. When approaching the intersection, position your truck far enough away from the curb to enable the rear wheels to clear the curb, but close enough (About 4 feet) so that a car cannot slip in between you and the curb.
2. Signal at least 100 feet before the intersection or turn.
3. Check cross traffic. (Be especially aware of pedestrians who step off the curb just as the truck starts to turn).
4. Stop well back of the crosswalk or car ahead.
5. Try to avoid stopping once the turn is underway.

9-10 PREVENTING BACKING ACCIDENTS

Steps in proper backing:

1. First, park in a way that makes backing as easy and trouble free as possible. If it can be done, park so that backing isn't necessary when leaving the terminal or locations.
2. Check around the vehicle to be certain that the way is clear.
Check behind the truck because you can't see this area in the rear-view mirrors.
3. Never move vehicle while a pedestrian is in the area.
4. Get a spotter and agree on signals. If you lose sight of your spotter, stop immediately.
5. Sound your horn to warn others that might be headed your way, on foot or in other vehicles.
6. Keep the spotter in sight. With all the noise around a terminal or location, voice communication is almost impossible. Use visual signals.
7. If a spotter isn't available, get out of the cab and check hazards and progress.
8. Backing Hazards.
 - a) Soft, slick, sloping or unstable surfaces.
 - b) Obstructions, such as overhead lines, guy wires, or other structures.
9. "Don'ts" in backing:
 - a) Never back around a curve or corner.
 - b) Never back up on a highway.

9-11 INTERSECTIONS

Crossing intersections with long vehicles presents problems that automobile drivers do not have. Because of their length and their slow acceleration, trucks and buses take much more time to cross and clear intersecting roads than do automobiles. Also, at night, the sides of long vehicles may not be conspicuous to approaching drivers. Drivers of large vehicles must recognize these problems and take special care when crossing intersections, particularly when they are uncontrolled intersections.

Maintenance Checks



- Side marker lights on tractor, trailer and buses.
- Cleanliness of sides of vehicles.
- Reflectors and/or reflective tape on sides of vehicles.

Driving Tips

- Approach intersections assuming that cross traffic may not obey traffic control and anticipate the need for avoidance. When crossing an uncontrolled intersection, allow enough time to clear entire road with rear of vehicle without interfering with cross traffic.
- Do not count on cross traffic slowing down to let you pass. They may not see you.
- Crossing uncontrolled intersections at night with large vehicles is especially hazardous. Although approaching drivers may see your headlights from the side, they may not realize you have a long trailer following.
- Keep sides of your vehicle clean and keep side marker light operational.
- Be very careful with dark-colored unloaded flatbed trailers.

9-12 RAILROAD CROSSING

It's important to know the right way to cross the track. Everyone's safety is at stake---your and the people on the train. And now, there are stricter penalties that will disqualify a commercial driver's license holder for 60 days for a first-time conviction. The penalties increase with each additional violation. So, if you are caught running a gate or not obeying the rules at the crossing, you could lose your license, not to mention your life.

Commercial Driver Disqualification

A driver convicted of operating a commercial motor vehicle (CMV) in violation of any of these six offenses at a highway-rail-grade crossing must be disqualified for a specified period, not less than 60 days.

A. Violations

1. Drivers who are not required to always stop, failing to slow down and check that the tracks are clear of an approaching train.
2. Drivers who are not required to always stop, failing to stop before reaching the crossing if the tracks are not clear.
3. Drivers who are always required to stop, failing to stop before driving onto the crossing.
4. Drivers failing to obey traffic control devices (lights and gates) or the directions of an enforcement official at the crossing.
5. Drivers fail to negotiate a crossing because of insufficient undercarriage clearance. (Getting stuck on a hump crossing)

B. Penalties



1. First violation---Driver disqualified for no less than 60 days.
2. Second violation---Driver disqualified for no less than 120 days during any 3-year period for separate incidents.
3. Third violation---Driver disqualified for not less than 1 year during any 3-year period for separate incidents.

Cross Buck Safety Drill

- Step 1 – Approach with care
- Step 2 – Turn off radio
- Step 3 – Roll down windows
- Step 4 – Listen for the train
- Step 5 – Look both ways
- Step 6 – Trains can come from either direction

If You Get Stuck on the Tracks

- Step 1 – Get Out and Stay Out: Get out immediately. Move far away from the track in the direction of the approaching train to avoid being near the point of impact.
- Step 2 – Look for Emergency Number: Look for 1-800 number posted at the crossing.
- Step 3 – Give Exact Location: Give your exact location, using landmarks and the DOT number from the crossing.
- Step 4 – Call Local Police or 911: If there is no posted emergency number, immediately call police or 911.
- Step 5 – Get Help Fast: If you do not have a phone, flag someone down.
- Step 6 – Never Wave to Stop a Train: Trains cannot stop on a dime. Moving at 55 mph, it will take a mile or more to stop a train.

9-13 FIXED OBJECTS

Fixed object accidents are a close second to backing accidents as the most frequent type of accident. This may not surprise you when you think about all the tight places you encounter daily.

Backing

The single most effective means to reduce backing fixed object accidents is to get out frequently and look to compensate for blind spots.

Turns

Be careful if you slide your trailer tandems to make a tight turn. While a long wheelbase causes our trailer to track wide, sliding tandems too far forward may create a trailer overhang that pivots into a stationary object. Some straight trucks have their drive axle so far forward that they may encounter a similar effect although to a lesser degree. When practical, take a different route to avoid tight turns.

Sideswipe



Continually check and recheck your clearance. Do not let a distraction on one side of your vehicle occupy all your attention and cause you to hit something on the other side.

Overhead Fixed Objects

When it comes to bridges, overpasses, or overhead objects, do not trust signs. Be sure that you can safely pass under all bridges and power lines. Ease up to the object with your 4 ways on, look out your window and up at the corner of your trailer or cargo body. Wires on private property should be questioned, especially when dropped from a pole into a single-story building. Because sight plays such an important role in avoiding fixed objects, keep your vision at its best by keeping your mirrors, windows, and windshield clean. Maintain the mirrors in proper adjustment to minimize those blind spots. Do not concentrate on just one problem area and do get out of your truck to look whenever there is any doubt. Practice these tips and you won't be embarrassed by having a preventable accident with a fixed object.

9-14 POLE TRUCK OPERATIONS

All pole trucks must have their poles in the down and locked positions on the headache rack when traveling from location to location. Never have poles in the up (ready to work) position on any highway system.

JSA's must be done before any pole work is permitted, with everyone involved with the job, noting all hazards, this includes high-lines, guyed wires, trees, wellheads, and pipelines, inside and around the work area.

Traveling down any roadway (highways, or lease roads) with poles raised is strictly prohibited. (Poles must be down on headache rack)

Pole trucks are strictly prohibited to cross under any high-lines, or any overhead obstructions with their poles raised. (Poles must be down on headache rack)

Raising poles must be done on the location pad, by using truck to truck, or truck to trailer to raise the poles, or some other safe anchor point. (No Exceptions)

Pole truck operations are not permitted within 25 feet of any high lines, to prevent arcing, which is a sustained luminous discharge of electricity between two (2) electrodes.

When poles are in the raised position, the kick chain must be secured to the poles to prevent poles from kicking back and crashing into cab.

Tag line must be secured to any equipment being suspended and moved by pole truck.

Swampers are to assist and watch for any hazards during all movements while poles are raised.

Pole truck operations must be done safely, when in doubt, STOP THE JOB.



9-15 SEAT BELT POLICY

Studies show that using a seat belt could prevent half of all traffic fatalities.

AET has a **mandatory seat belt** use policy for all drivers and authorized passengers. This applies to all leased equipment and company owned vehicles.

To support this policy AET has issued a "seat belt use" index card, to all vehicles capable of transporting passengers. Drivers must present this card to all passengers; call your Terminal Manager if any passenger refuses to fasten their seat belt. **DO NOT** transport any passenger that will not comply with AET's mandatory seat belt policy. AET expects all drivers to comply with this policy. Any violations are subject to disciplinary action.

9-16 MOUNTAIN DRIVING AWARENESS

Check your equipment, engine coolant, defroster, heater, windshield wipers, tires, brakes, lights, securement devices, survivor kit, and snow chains, extra windshield washer fluid.

Snow chains are required by most states from **September 1st through May 31st**.

Always make sure you have plenty of fuel to get back to a fuel stop.

Driving Safe Driving is a Must:

- Do not exceed posted speed limits.
- Make sure you can always control your truck.
- Take curves slower than posted speed limits.
- Strictly obey downhill posted warnings.



Chapter 10

DRIVER WELLNESS

Good health is important to a profession driver. Your job is a stressful one. When you are behind the wheel, you need to be constantly alert. You are under pressure to pick up and deliver no matter what the conditions are. Add in the loneliness you can feel when you're away from family and friends and you have a recipe for trouble. Your best defense is to take care of yourself. Eating and exercising pay long-term dividends including better health, more energy and a greater sense of wellbeing. It's also important to monitor your health and undergo periodic physical exams to identify and treat potential problems before they become serious.

Some of the most basic measures of good health are blood cholesterol, blood pressure and weight. These are measured and recorded by the person examining you for your medical certificate, so it's important to understand what levels of each are considered healthy. It's also important to understand what you can do to control each of them.

10-1 BLOOD CHOLESTEROL

Cholesterol is a fatty, waxy substance in your blood, and if you have too much of it, it forms a brittle substance called plaque that can build up and cause your blood vessels to narrow. The problem is you don't even know it's happening until it begins to restrict blood flow to organs like your heart and brain. This can lead to heart attacks and strokes.

There are two kinds of cholesterol, LDL, which is the "bad" cholesterol that causes buildup and HDL, which is the "good" cholesterol that removes buildup. It is best if your total cholesterol is under 200, your LDL cholesterol is under 130, and your HDL is over 50.

10-2 BLOOD PRESSURE

High blood pressure is dangerous. It can lead to heart disease and increase the chances for stroke. It can also lead to kidney disease. Like cholesterol, if you haven't checked your blood pressure lately, you may not even know you have a problem. There may be no warning signs.

Your blood pressure should be below 140 over 90 to be in the healthy range. But how do you keep it in range? Once again, a healthy lifestyle comes into play.

It is important to approach the things that contribute to high blood pressure sensibly. This includes watching your weight, exercising, eating a diet that includes fruits, vegetables and low-fat dairy products, eating less salt, quitting smoking and drinking alcohol in moderation or not at all.



10-3 WEIGHT

It's easy to gain weight as you age simply because your body needs fewer calories to function. But simply, if you don't cut calories and increase activity as you get older, you'll gain weight. But being over-weight contributes to many health problems including cholesterol, high blood pressure, diabetes, back pain, dangerous joint stress and it makes you tired more easily. Watching your weight is one of the best things you can do to keep yourself healthy.

10-4 PHYSICAL FITNESS

It can be hard to exercise when you're on the road, but it can be done. Here are some simple workout tips you can make part of your daily routine.

Think about bringing weights or chest-pull spring exerciser on the road, and use them 3 or 4 times a day. 10 minutes at a time. Make sure you know how to use them properly, though, to get the greatest benefit. The best approach with exercise is always to consult a physician before beginning any exercise program.

Park your vehicle far away from buildings and add walking to and from your vehicle to your exercise routine. Walking is an effective low-impact exercise that is easy on the knees, ankles and hips. Studies show that walking can help lower your heart rate, cholesterol level and blood pressure.

10-5 MENTAL FITNESS

It is also important to stay mentally fit and learn to cope with your emotions when you're driving.

Coping strategies include:

- Practicing safe, consistent and dependable driving habits.
- Mentally preparing you to meet stressful conditions like heavy traffic around a metropolitan area or adverse weather conditions.
- Knowing your own reactions and being honest about them
- Being aware that stress and emotions often surface when your body is tired.

10-6 ALCOHOL AND DRUG ABUSE

Driving, drugs and drinking are a deadly combination. If you're under the influence, you shouldn't be anywhere near a vehicle, let alone driving it. Professional drivers can do their jobs without controlled substances or alcohol to help them stay awake or keep their edge.

Part of being a professional is knowing when it's safe to drive. If you're tired or stressed, take care of it in a healthful way. Once you start the cycle or drug or alcohol use, there's no easy way to stop it.

Do not start, or if you think you have a problem, seek professional help.



It is important to know the Department of Transportation's drug and alcohol prohibitions and your company's individual policies and abide by them. It can save your life, and the lives of countless others.

10-7 FATIGUE

Driving tired is something all drivers experience at one time or another. When you're fatigued, you're not in control, no matter what you might think. In fact, in extreme cases, fatigue can cause your brain to shut down involuntarily.

You may experience:

- Visual Distortion
- Reduces decision-making and problem-solving abilities
- Inhibited muscle response and coordination
- Reduced reaction time
- Inability to concentrate
- Irritability, exhaustion and/or giddiness

Key factors contributing to fatigue-related truck accidents include:

- The duration of sleep during your last sleep period
- The amount of sleep you got in the previous 24 hours
- Whether the sleep was continuous or interrupted

Sleep Debt – Lack of sleep is one factor that can lead to driver fatigue. Sleep is as necessary for your body as water is.

Most adults need between 7 to 8 hours of uninterrupted sleep to feel well rested. Some may need more. If you do not get enough sleep, you may be able to function fine for a couple of days. Soon, sleep debt can develop. The longer you go without enough sleep, the more you'll need to catch up.

There's no way around sleep debt other than getting the sleep your body is craving. Unfortunately, you cannot build up a bank of sleep time and then expect to go without.

Circadian Rhythm – We're creatures of habit more than we realize. Our circadian rhythm – or our body's internal clock – tells us when and how much sleep we need.

Most people's clocks run on a 24-hour period. Your body expects you to wake up at a certain time, eat at a certain time, and sleep at a certain time. If your schedule changes (you're in a different time zone or you change from a day shift to a night shift), your internal clock needs time to adjust to the new schedule.



Sleep Quality – Getting the right kind of sleep is just as important as getting enough sleep. As you sleep, your body goes through different stages, from light to deep sleep. Getting 8 hours of uninterrupted sleep allows your body to get the maximum value of what quality sleep provides.

Sleep Apnea – Some drivers find that no matter how much sleep they get, they still feel tired. They may be suffering from sleep apnea, a condition that can waken an individual hundreds of times during the night because of breathing difficulties. If you suspect you may be suffering from a sleep disorder, consult a physician for treatment.

Your Off-Duty Time – How you spend your off-duty time can play a part in fatigue management. We all have things we enjoy doing, plus responsibilities that we need to take care of, but it is important to plan enough time for sleeping when off duty.

Instead of doing things that will wear you out right before a trip (like rushing to get yard work or housework done), plan relaxing activities as you aren't stressed out at the end of your rest time.

Sometimes stress can bring out the best in a driver, for example, when driving in adverse weather conditions (snow/ice, storm, fog, driving rain, etc.) or heavy traffic. Once the need to be on a heightened level of alertness passes, you may experience stress-induced fatigue – a condition that can lead to mistakes. A driver might travel for hours through a blinding snowstorm and then end up in a ditch just a few miles from home.

Letting down your guard too soon is an easy mistake that should be avoided. Driving under the influence of fatigue can be deadly, both for you and others on the road.

Symptoms of Fatigue

Studies have found that the most critical times for fatigue to affect a driver are the hours between 2 p.m. and 5 p.m., and between 2 a.m. and 6 a.m. Most people work during those two-time frames so be alert to the warning signs of fatigue.

- Your eyes lose focus for brief moments
- Yawning
- Loss of concentration, like missing an exit or not knowing where you are
- Weaving out of your lane of travel
- Highway hypnosis
- Nodding, dozing, or head jerks

Neither coffee nor pills can substitute for having started a trip with adequate rest. Simply stated, you cannot function without rest any more than your truck can run without fuel.

There are some things that will lessen or stave off fatigue. Break up the monotony of driving with frequent, short stops. Just getting out of your truck and walking around can refresh you by allowing you to stretch those tense muscles. Another tip is to avoid staring by keeping your eyes moving (you'll also be driving more defensively). Fresh air also has a positive effect, so lower



your window when possible. Drowsiness can be lessened by eating lightly and keeping the temperature inside your truck low.

Fatigue is a natural, recurring phenomenon that must be dealt with daily. Do not shortchange yourself by failing to get adequate rest and ignoring the symptoms of fatigue. Be sure to follow all driver hours of service requirements (Chapter 15).

10-8 RETURN TO WORK POLICY

A "Return to Work" form and new physical is required for drivers who have experienced a major surgery, long term illness, or occupational accident claim.

The medical condition of the driver must be determined by the attending physician/specialist to be recovered sufficiently to resume his normal driver's assignments.

The driver must turn the release form and new DOT physical to the Terminal Manager before he/she will be allowed to be dispatched on a run. The new DOT physical will also need to be turned into the local DMV where the driver is licensed prior to being put back into service by AET. Both forms need to be faxed to the Regulations Department immediately.



Chapter 11

ACCIDENT REPORTING & DRIVER CONDUCT AT ACCIDENT

11-1 THINGS TO DO

The following procedures are to be followed in the event of an accident:

1. Do not leave the scene of the accident.
2. Turn off engine and apply emergency brakes.
3. Engage emergency flashers.
4. Place emergency warning devices as required by FMCSR Part 392.22 (Placement of warning devices).
5. Contact Medical Emergency Services, if necessary.
6. Contact local law enforcement authority.
7. Notify the Incident Reporting line, which is listed below to make sure that all responsible parties are notified about the accident. (See Chapter 4 Section 7)
8. Do not discuss facts of the accident with anyone other than the investigating police office.
9. Do not admit fault as there may be contributing factors to the accident you are not aware of.
10. Try to get the name, phone number, and address of all witnesses.

11-2 POST ACCIDENT TESTING

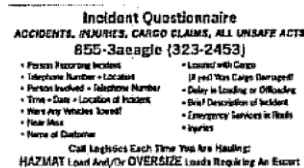
You must remain available for a post-accident alcohol and drug test if one is required. Your Terminal Manager will instruct you on this. If you do not make yourself available for these tests, this is a refusal to submit to testing, and you will be **terminated** from driving for AET as required under FMCSR 382.303.

11-3 TRAFFIC CITATION

AET drivers should plead “NOT GUILTY” to any traffic violation issued in connection with an accident. If you feel you **MUST** pay a fine, then you should enter a plea of “NO CONTEST.” Make a record of this plea by noting on your check “NO CONTEST PLEA” and by a separate reference letter to the court.



FRONT of card



BACK of card

Chapter 12



EQUIPMENT REQUIRMENTS AND INSPECTION PROCEDURES

12-1 STATE REGISTRATION

AET participates in the Uniform Carrier Registration (UCR) and International Fuel Tax Agreement (IFTA) through the state of Louisiana.

Registration items for non-UCR states can be obtained at the option of the truck owner. For details, consult the State Permitting List available from your Terminal Manager. The cost of registration items, fuel decals, or other regulatory items is deducted from the truck settlement.

12-2 TRUCK OPERATIONS

If you are not legally permitted to haul a particular load the options are:

Turn the load down Coordinate temporary (fuel, trip) permits with your Terminal Manager or Contact your Terminal Manager and request permanent stamps, decals, permit, or other regulatory items for the state(s) you will be traveling. If available from inventory, you can pick them up.

ALL fines or penalties imposed by a court of law, regulatory commission, or agency for violations of any law, order, rule, or regulations will be **deducted from** the truck settlement.

12-3 APPORTIONED LICENSE PLATE

All tractors in combination (that pull trailers) are required to display apportioned license plates. AET has apportioned license plate accounts in the states of Texas and Louisiana. All company issued apportioned plates are registered with all member states (jurisdictions) accepting the International Registration Plan (IRP).

The Schedule 1 Form 2290 Federal Heavy Vehicle Use Tax (receipt) must be submitted before tandems and most single axle can be licensed. (Any unit licensing more than 54,000 pounds combined gross weight.)

12-4 NECESSARY REPAIRS

An effective maintenance program is good business. A professional driver is one who can detect a maintenance problem before it becomes a major overhaul. The key to lower cost and longer life of your equipment is a good pre-check prior to starting out. You are responsible for keeping your vehicle in good working condition.

A driver must immediately repair any defects discovered during roadside inspections. Copies of receipts for parts and services showing repairs have been made a must to be turned into your Terminal Manager.



12-5 TRUCK AND TRAILER REQUIREMENTS

- All trucks must be able to pass a D.O.T. Safety Inspection. A copy of the current D.O.T. Annual Inspection is required before a truck is leased. All trucks and trailers must have a current D.O.T. vehicle inspection.
- Emergency reflective triangles (set of 3) and a mounted fire extinguisher with a 10 BC rating are required to be mounted in a place in the cab where you can easily get to them.
- **ALL trucks** must have head-ache rack (**enclosed**) or header board on the trailer.
- Tractor-trailer must have at least eight (8) chains and binders (**ratchet type is required**) and ten (12) cargo straps without defects four inches wide, tarps, placards, and pipe pins. (Refer to Chapter 13 - Cargo Securement)
- All trailers and trucks must be **free of holes or debris** (Ex: Rocks, Mud, and 4x4's).
- Dash board's instruments, all interior and exterior lights must operate.
- **ALL trucks** must have assigned truck numbers posted on the truck and trailers.
- AEL's name, D.O.T #, Truck number must be displayed on the truck. (Reference FMCSR 390.21)
- All trailers leased to AET must have reflective striping placed according to D.O.T specifications and display assigned trailer numbers. Nylon Webbing (Strapping/Straps) must meet the following requirements as established by the Department of Transportation standards. Straps/webbing may not have any cuts or abrasions. (Reference FMCSR 393.104)
- No webbing of either type will be legal if the center red strand (thread) is separated by excessive wear or abrasions.

12-6 VEHICLE INSPECTION

Drivers are responsible for ensuring that the truck they drive is properly maintained. Do not depend on truck inspectors or the owner of the truck to detect problems with the truck you drive on a day-to-day basis. **You should not operate any equipment which is in an unsafe condition.**

- All drivers must perform and document a post-trip inspection to ensure trucks are properly maintained. Use the company provided inspection procedures and report forms. Turn in the report when you return your logs to the Terminal.
- Monthly Vehicle Maintenance Reports must be completed and submitted to the Terminal Manager.
- Report all unsafe mechanical conditions immediately to your Terminal Manager and/or owner of the truck. **If the truck is unsafe to drive, you should refuse to drive it until the repairs have been completed.**
- Check the oil and tires each day. Also, check the turn signals, clearance lights, taillights, headlights, and horn. **Never drive on bad or excessively worn tires.**
- Be sure you have emergency reflectors and an installed fire extinguisher in the truck.
- The interior of your truck should be kept clean and free of all bottles, cans, and other litter to prevent an unsafe driving environment.



- Keep your windows and mirrors clean. Have broken or cracked glass replaced.
- Coloring and tinting of windshields and the windows to the immediate right and left of the driver is allowed, provided they meet FMCSR 393.60 standards.
- Holes in trailers are NOT allowed. All holes must be repaired and re-inspected before being dispatched.
- All trailers and trucks must be free of debris and large holes. Holes should be no larger than the small side of a business card (about 2 inches). Rotten wood around a hole is considered part of the hole and is included in the 2 inches. Gaps in boards should be no larger than half of the small side of a business card (about 1 inch). Boards side by side should not be offset by more than ¼ of an inch. Patches are temporary only. They are used to complete the load or allow a reload. They must be repaired before the next dispatch.

12-7 ROADSIDE INSPECTION

If you or your vehicle is placed out of service by the D.O.T., you **CANNOT** continue operating until the condition for the order has been corrected. The consequences are a fine up to \$2,500 and **termination** by AET if you drive before the out-of-service violation has been corrected or if the vehicle is driven before the out-of-service repairs are made. (Reference FMCSR 383.51-383.53 (B) and 391.15 (D))

- AET will terminate any driver for violating an out-of-service order.
- When stopped for an inspection, be courteous, professional and cooperative.
- Report the inspection to your Terminal Manager as soon as possible.
- Turn in the inspection report form along with any receipts for repairs done to your Terminal Manager.
- The Terminal Manager will determine that the corrective actions have been performed.
- The Terminal Manager will sign the report and return it to the state within the time limit indicated on the form.
- The Terminal Manager will forward a copy of the completed form with all supporting documents to the Safety Department.

12-8 NORTH AMERICAN CARGO SECUREMENT STANDARD GENERAL CARGO REFERENCE GUIDE

The aggregate working load limit used to restrain articles is based on “One Half” of the working load limits of each direct tie down that are connected between the vehicle and the cargo.

The working limit of each direct tie down that is attached to the vehicle and passed through or around cargo back to the vehicle.



Chapter 13

CARGO SECUREMENT

13-1 GENERAL SAFETY PRINCIPLES

- You are responsible for the shipments you haul. You have the care custody, and the control of the shipment.
- Prior to loading, check to be sure that all equipment/chains/straps/trailers/etc. are in **proper working condition.**
- Extreme caution should be used while working around a loaded trailer. Be aware of the cargo and always allow room for escape from danger should the cargo shift or fall.
- Never climb on a loaded trailer for inspection purposes until the load is properly secured.
- You should be familiar with the following Federal Motor Carrier Safety Regulations pertaining to the load and equipping of motor vehicles to prevent the shifting or falling cargo. FMCSR 393.100 – 393.136 – General rules for protection against shifting or falling cargo.
- **It is the responsibility of you, the driver, to personally measure all dimensions of the cargo.** Be sure to include in your measurements any flanges, pad eyes, piping and other objects sticking out. You cannot rely on shipper measurements. **Height is measured from the ground to the highest point of cargo while loaded on the trailer.**
- For over-sized, over-weight, and over-dimensional loads which will require permits, you **MUST** have the permit with you on the equipment before and during movement and you must follow all permitting requirements including the use of over-dimensional signs, warning flags, permit route, escorts (city and state as may be required), high pole and/or electrical bucket trucks, and route survey, if required. For any additional information, contact your Terminal Manager.
- **Never allow anyone to get on top of the load under any circumstances while the truck is in motion.**
- **You are not to haul loads that are unsafe.** You must immediately contact your Terminal Manager if a customer has presented you with an unsafe load. Excuses of, “Customer told me it was a critical load” or “Dispatch never told me” or “Dispatch told me to hurry” are not acceptable.
- Regardless of who loads the trailer, the driver is responsible to ensure that the load is properly secured and ready for the road.

If you undo Securement devices then the customer asks you to back up or pull up just a few feet, the cargo can tip over and fall off.

Freight that is not secure can fall off trucks, even when you travel short distances to position your truck to be offloaded. Re-secure all loads even if you must move just a few feet. **It is worth the effort and time.**



13-2 CARGO SECURITY

All drivers should be aware of the constant threat of theft. Your commercial tractor and trailer are an inviting target for criminals that prey on trucking companies like us. Some of the things you can do to help your tractor, trailer, and cargo from being stolen are the following:

- **Park only in well lighted safe areas**
- **Make sure the truck is locked**
- **Do not leave the truck for long periods of time**
- **Never disconnect the units unless authorized**
- **Use good padlocks on loaded trailers**

Should you have the misfortune of having your truck stolen or cargo broken into, contact the local authorities and your Terminal Manager immediately.

13-3 SIDEBOARDS OR V-BOARDS

Sideboards or V-Boards must be used for shipments of paint, drums, palletized and sack materials and other materials that are difficult to secure. We cannot rely on the use of straps, chains, pallets or light plastic shrink-wrap alone, to prevent items from falling off our equipment.

The use of sideboards or V-Boards is mandated as AET policy.

13-4 BUNGEE CORDS

Bungee cords are NOT the proper securement devices for dunnage. Unsecured or improper secured dunnage is a frequent out-of-service violation on roadside inspection reports. Chaining or strapping is the correct way to properly secure dunnage.

13-5 Transporting Tote Tanks

The required strapping method is two (2) 4" straps per tank, avoiding ANY strap on the lid. Do not use only one (1) strap across the top of the tank, passing over the tank lid. The pressure from the binding causes the gasket and/or lid to loosen its seal. There have been times where the transporting has caused product to leak and spill from the tanks.

13-6 PIPE SECUREMENT

These requirements apply to **ALL** customers and locations.

- A. 5 points of contact casings, 4 points of contacts on tubing and drill pipes.
- B. Each trailer, including stretch trailers, will be equipped with a minimum of four (4) properly padded pipe posts (i.e. dock stands) inserted into pockets on the trailer. Pockets must be reinforced by weld to steel strap across trailer top or a strut underneath that is welded to trailer frame. Pipe posts must be a minimum dimension of 3-inch scheduled 80 (Heavy wall) or 3.5-inch schedule 40 (Standard) or 2 3/8 Hydrail Tubing T1 Steel. **Minimum height** from the trailer bed is 18" for Mini-Floats and 48" for Single or Tandem axle trailers. Trailers that have visible holes or boards that are rotting and could break if stepped or walked on, will not be accepted.



- C. Dock Stands/Deck Pins/Pipe Posts and other trailer accessories will be padded in such a manner as to prevent any metal-to-metal contact with the tubular being transported. At minimum, non-perforated PVC piping secured on/over Dock Stand/Deck Pin/Pipe Post is accepted. **NO pipe will be loaded above the pipe post.**
- D. Each truck/driver will have upon arrival the following equipment that meets or exceeds current ANSI standards:
 - A hard hat
 - Impact resistant safety glasses with side shields
 - Steel toe safety shoes/boots suitable to work environment. Footwear such as sandals, tennis shoes, and shower thongs is strictly prohibited.
 - A sufficient quality of 4"x 4" oak or hardwood stripping, plastic or hardwood chocks, nails and trailer equipped nylon straps that are required to properly secure the load. **Pine or landscape timbers are NOT allowed.**
 - A claw hammer of sufficient strength and quality to perform the required activity.
 - Hearing Protection
 - FRC – Fire Retardant Clothing
 - High Visibility Safety Vest
- E. The required safety equipment (noted above) must be always worn while any loading, unloading, or securing of the load is taking place.
- F. All tubular materials shall be handled (loading or unloading) one layer at a time.
- G. Nylon straps used to secure the load shall be placed near each support point or board slat. On the bottom layer, two (2) straps shall be applied. To complete the securement of the load a minimum of six (6) straps for tubing or eight (8) straps for casing over the entire properly stripped or choked load must be applied.
- H. The D.O.T. also requires the use of **PENALTY STRAP**. This strap must be placed within three (3) to five (5) feet from the front of the load. This strap must directly contact the load and may not have any other objects placed under it. Examples being: Spare tire, bag of thread protectors, dunnage, etc. To prevent damage to the threaded connections, load securing nylon straps must never be placed over tubular thread protectors or couplings.
- I. All Oil Country Tubular Goods shall be transported stripped between each layer with, at a minimum, 2"x4" oak and hardwood only board slats in a minimum of four per layer. All heavy walled material, (13 3/8" O.D. or larger), or material with oversize connections or upsets requires the use of 4"x 4" oak or hardwood stripping. (**IMPORTANT** note: Doubling of 2"x 4" oak or hardwood boards to make 4"x 4" boards is **NOT** acceptable.)
- J. Wooden or plastic chocks (a minimum of 2) placed on the front and back boards of each layer, are used to prevent the movement of the material from side to side on the loaded trailer/truck during the transport, loading, or unloading processes. You must have chocks on all four corners of each stripped layer of a



pipe, tubing or casing load. None of the other mid-point layers need to be chocked unless the loading yard and/or driver prefer to do that on his own accord.

- K. All striping will be properly positioned so that the threaded connections of any tubular goods are not resting upon the stripping boards.
- L. Securement of subs and pup joints.
 - 1. It is always preferable to have them transported in baskets, crates or boxes.
 - 2. Whenever possible, load them to the front of the trailer to minimize bouncing.
 - 3. Recheck the load after 25 miles and every change of duty status. **PALLETIZED**

SUBS

- Subs must be wedged, chocked, banded on pallet
- Shrink wrap overlapping the pallet is preferred
- Secure pallet to trailer with 2 straps over and 1 strap through pallet center
- Stripping (dunnage) should be placed at the front and rear of pallet

LOOSE SUBS

- Place subs on striping, just like pipe
- Belly wrap subs with straps
- Chock on all corners
- Trailer should use standard pipe pins, no channel iron to be used

MIXED SUBS

- Pipe/tubing should be on bottom layers with subs on top layer and on stripping
- Place long subs on stripping and follow all procedures from "loose subs" above
- Long subs must be tight against each other
- Shorter subs can be pyramided on top of the longer subs
- Belly wrap all subs with straps

When loading shorter lengths of tubular material, a minimum of four (4) or more individual stripping tiers will be used to prevent damage to the shorter lengths of material. Unless otherwise instructed, all Oil Country Tubular Goods shall be loaded with the mill end of the material to the rear of the trailer. Driver/Truck in hold or waiting in line at the delivery location shall perform NO unloading preparation while in this position. All prepping (i.e. Nylon strap and/or chock removal) for unloading is done only when positioned in the final assigned unloading location. Driver shall be alert and available during the unloading process to perform the nylon strap and chock removal as requested.

Pyramid Loading of Line Pipe

Line pipe with external coating will not be stripped by layer but will be transported in the pyramid fashion to protect the integrity of the coatings. The standards for pipe pins, strapping



and chocks as listed above still apply. A center chock should also be used. Pipe must be belly wrapped both in front and back. At least one strap must be used every 10 feet to secure the pipe to the trailer.

Minimum Pipe Requirements

Metal stakes covered with PVC pipe to prevent metal-to-metal contact; Minimum of 2 stakes per side, minimum 4' length above bed, or comparable dock stands.

Strips & Strap Tubing/Drill-pipe Casing

- **Minimum number of straps:**
- **Tubing – 6 over top, 2 over bottom**
- **Casing – 8 over top, 2 over bottom**
- **Must be 2"x 4" or 4"x 4" Hardwood (Oak) on top layer (4 per layer)**
- **Must be at least 4"x 4" Hardwood (Oak) on bottom layer**
- **Must have chocks on all 4 corners of each layer**
- **Straps only (NO chains)**
- **NO holes in decking (FMCSR 393.84 and 393.104 C)**

The first two (2) straps must be within the first 10 ft. of your load. Important: Place first strap within the first 5 ft. of the load.



Chapter 14

HAZARDOUS MATERIAL SHIPMENTS

14-1 MANDATORY PAPERWORK

Hazardous materials must not be transported without proper shipping papers, CDL license with the proper HAZMAT endorsements, D.O.T. Driver certification and proper placarding and/or markings.

14-2 DRIVER RESPONSIBILITIES

- Must be able to recognize discrepancies in documents, packaging, labeling, and compatibility.
- You must inspect all hazardous material shipments prior to loading and contact carrier management for instructions concerning any suspect shipments offered.
- Must refuse to accept hazardous material freight from shippers or interline carriers if the shipping documents are improperly prepared or do not check out with the freight involved or if the containers are leaking, damaged or otherwise improper. (Shippers must certify that the articles are packaged, etc. in compliance with D.O.T. regulations)
- Make sure that all hazardous material is properly blocked and secured and that the proper placard(s) are used when required.
- Make sure hazardous material containers will not be damaged by other freight, by nails or rough truck floor and sides.
- Required placards must be in place before departure.
- Must have in your possession, and available for immediate use, **proper shipping papers and SDS (Safety Data Sheet) and ERG Guide** covering all hazardous materials loaded on the vehicle. Before any non-routine task is performed, employees will be advised of methods and special precautions, PPE and the hazards associated with chemicals and the hazards associated with chemicals contained in unlabeled pipes in their work areas. In the unlikely event that such tasks are required, the Manager will provide SDS for the involved chemical.
- Know your responsibilities as to attendance requirements when transporting hazardous materials. (Reference FMSCR 397.5)
- Must understand the proper procedures for handling, disposal and/or decontamination in case of accident or incidents involving hazardous materials.
- Must know what to do and what information to pass on to firemen, police, and others should an emergency arise.
- You must report full details concerning any hazardous material incident to your Terminal Manager immediately, including detailed information as to the cause of container damage, specific container identification and corrective action taken.
- Sideboards and V-Boards should be used whenever possible for shipments of paints, drums, palletized and sack materials and other materials that are difficult to secure. We



cannot rely on the use of straps, chains, pallets, or light plastic shrink wrap alone, to prevent items from falling off our equipment.

14-3 EMERGENCY RESPONSE TO HAZ/MAT INCIDENTS

In the event of a spill or accident, immediately call the Incident Reporting Line at **1-855-323-4523**

PROTECT YOURSELF – KNOW YOUR LOAD!

- Avoid direct contact with the hazardous material. Do not inhale fumes or vapors.

CONTROL THE SCENE – REMAIN WITH THE VEHICLE!

- Keep people away, unless they are authorized to handle the accident.
- Keep fires, flame, and lighted cigarettes, cigars and pipes away from the scene.
- Set up warning devices (reflective triangles) to prevent further accidents.

If possible, contain the spread of the hazardous material. Prevent leaking liquids from draining on the highway or into sewers and streams by damming up the liquid or digging a trench.

- Contact your Terminal Manager.
- Have someone call the Police and Fire Department.
- Request that the police, fire department personnel or first responder protect the scene. You may be able to use their radio or portable cellular telephone.

MAKE AVAILABLE – Shipping papers and other documents on the load to authorized emergency response personnel.

COOPERATE WITH EMERGENCY RESPONSE PERSONNEL – (Police, Firefighter, and Emergency Response Contractor) but **do not discuss the accident with reporters or others not directly associated with the clean-up.** Refer them to Company Management.

14-4 HAZ/MAT SHIPPING PAPERS

The basic description of a Haz/Mat on a shipping paper **MUST** contain the following information in this order, REMEMBER “SHIP”:

- | | |
|-------------------------|--|
| • Shipping Name | <i>Alternate Sequence</i>
Identification Number |
| • Identification Number | Shipping Name |
| • Hazard Class | Hazard Class |
| • Packing Group | Packing Group |

Find this information in columns 2, 3, 4 & 5 of the Hazardous Materials Table. For other Haz/Mat Shipping Paper requirements consult (49 CFR) 172.205.

14-5 CHECKLIST FOR DRIVERS

SHIPPING PAPERS:

A Haz/Mat shipping paper **MUST** contain the following information:

- If a hazardous material and non-hazardous material is described on the same shipping paper, the hazardous material **MUST** be:



Listed first (or)

- A. Shown in a contrasting color (highlighted on a reproduction) (or)
 - B. Identified with and "X" or "RQ" before the proper shipping name in a column marked "HM"
- Copies of shipping paper must be turned in with waybill.
 - The entry must be legible and **printed or typed** in English.
 - The shipping paper **MUST** show an Emergency Response Telephone Number.
 - Unless specifically authorized or required, the description may **NOT** contain codes or abbreviations.
 - Additional information **MUST** follow the basic description.
 - If more than one page is required, the pages must indicate such. For example: "Page 1 of 4," etc.
 - The shipping paper must contain the Shippers Certification, if required.
 - It is important for the driver to keep and turn in a copy of the Haz/Mat shipping papers with the AET waybill. A copy (or electronic image) of ALL Haz/Mat shipping papers **MUST** be retained by the carrier (AET) for 365 days after the shipment is accepted/transported.

Except for empty packaging, total quantity (by weight or volume) must be shown before or after the basic description of the Hazardous Material.

PACKING MARKING: Shipper Responsibility

- Shipper must securely affix to package; near proper shipping name; unobstructed by any other markings.
- Represent hazard class or division (check on shipping paper). Multiple labels are required in special cases.
- No labels required for "Limited Quantity" shipments, except Class 6 (Poisons).

PLACARDS:

- Provided by shipper for proper category of material offered, unless already on unit.
- Represent category of material (See red and blue shaded areas of waybill book for general placarding requirements).
- On 4 sides of vehicle: Front placard may be on the front of the power unit or trailer.
- Unobstructed view, at least 3 inches from other marking, lettering, or display. Multiple placards must be near each other.
- Placards must be removed or closed after the material is unloaded..

IDENTIFICATION NUMBERS:

- Required on bulk packaging (such as cargo tanks, portable tanks, or IBC's) or vans carrying these bulk packaging.



- Required on vehicle or freight container loaded at one facility with 8,820 lb. or (4,000 kg) or more of non-bulk packages all having the same shipping name and ID number, and no other material (hazardous or non-hazardous) is on board.
- Required on vehicle or freight container loaded at one facility with 2,205 lb. or (1,000 kg) or more of non-bulk packages containing material that is poisonous by inhalation (Hazard Zone A or B), having the same proper shipping name and identification number.

IN TRANSIT:

- Shipping paper **MUST** be accessible in the event of an accident or (roadside) inspection. Clearly distinguish the (Haz/Mat) shipping paper, if it is carried with other papers of any kind by either having it appear first (on top of **ALL** other paperwork), or distinctively tabbing it.
- When the driver is at the vehicle's controls (behind the wheel), the shipping paper shall be within his/her **immediate reach while restrained by the seat belt** and readily visible to a person entering the driver's compartment or in a holder which is mounted to the inside of the door on the driver's side.
- When the driver is **NOT** at the vehicle's controls, the shipping papers shall be in a holder which is mounted to the inside of the door on the driver's side or on the driver's seat.
- NO smoking when transporting Class 1, Class 3, Class 4, Class 5 or Division 2.1 hazardous materials.

14-6 HAZ/MAT TRANSPORTATION SECURITY

Due to new U.S. Security Standards, Schlumberger (and other shippers) require any driver carrying Class 1 Explosives and Class 7 Radioactive Materials to comply with security requirements:

- Chained and locked to the vehicle/trailer with a (keyed) lock supplied by the driver.
- Drivers must have a valid Commercial Driver's License with a Haz/Mat endorsement.
- Driver must have immediate communication (cell phone) to summon assistance (e.g. breakdown or attempted theft) or inform shipping location with the fewest possible stops.
- Driver must remain with or maintain constant surveillance of the vehicle (may not leave) unless the vehicle is immobilized (e.g. steering wheel locking device, wheel boot, pedal lock on clutch, and fuel cut off switch).
- The driver should immediately notify the shipping location when delivery is completed.
- **NO** texting is allowed while at the controls of a motor vehicle.

ON THE ROAD

- Be alert when leaving. Criminal surveillance often begins at, or within, a mile of your origin. Do not discuss your cargo, destination, or other trip information on open channels or near people you do not know.
- If you believe you are being followed, call 911 and your dispatcher immediately.
- Avoid being boxed in. Where possible, leave room in front and behind your truck.
- Look for vehicles following you, especially if there are 3 or more people in a car.



STOPPING

- Always leave your truck in a secure parking lot or truck stop.
- If transporting explosives, consult FMCSR 397.7.
- If team driving, one person must always be with the truck.
- Never leave your vehicle running with the keys in it; shut off the engine and lock the doors.
- Do not stop in unsafe or high crime areas.
- Always lock the cargo door(s) with padlocks.
- Use seals to prevent and identify tampering.

14-7 NORM POLICY

If a shipment containing NORM (Naturally Occurring Radioactive Material) or any other hazardous material is rejected by the consignee at the time of delivery, the driver must go to an area from which he/she can properly use a telephone and immediately call the terminal. The driver must wait in place for further instruction from the terminal. The terminal must call the shipper/generator immediately for further instructions regarding delivery of the shipment. The terminal should also call the AET Safety Department and notify them of the situation in case the shipper is not easily contacted or the shipper needs help in finding a receiver of the shipment. Re-consignment and diversion charges will apply, in addition to waiting time charges if delays are excessive. If it is necessary to dispatch a driver with a CDL/Hazardous Materials endorsement to complete delivery, additional charges will apply.

14-8 UIC – 28 LOUISIANA (E&P) WASTE SHIPPING CONTROL TICKET

Generators of non-hazardous waste transported intra-state Louisiana are required to complete a UIC-28 manifest. Part of the form is required to be completed by the transporter/driver in the presence of the generator/shipper. See below for information on the How-to Completion of Part II – Transporter Information:

- PSC Permit –
- Transporter: American Eagle Transport, LLC
- Telephone Number: Home Terminal Phone
- Number of Truck Driver
- Address: 1247 Petroleum Parkway
- City/State/Zip: Broussard, LA, 70518
- Trailer License Number: Plate number of trailer



Chapter 15 HOURS

OF SERVICE

15-1 WHY IS THE DRIVER'S LOG IMPORTANT?

The reason for the hours-of-service regulations, (which includes the logging requirement) is safer trucking operations. In simple terms, a tired driver is not a safer driver! Mandating limits on time you can spend behind the wheel before you are required to have a period of time off, makes sense.

15-2 WHO REGULATES HOURS OF SERVICE?

On the federal level, hours of service of drivers are part of the Federal Motor Carrier Safety Regulations (FMCSR), issues and enforced by the Office of Motor Carrier Standards in the Federal Highway Administration of the Department of Transportation. (D.O.T.)

Specifically, Part 395 of the FMCSR covers Hours of Service of Drivers and gives the requirements and exceptions that apply to the area. You should become familiar with its rules. In addition, many of the individual states have hours of service requirements that apply to operations within their jurisdictions. These requirements often match the federal requirements in whole or in part.

15-3 WHAT ARE YOUR RESPONSIBILITIES?

These regulations place responsibility for accurate time recording on the individual driver. Federal Motor Carrier enforcement personnel can issue citations for hours-of-service violations and fines can be levied on you, the driver. A driver can also be placed "out of service" for logging violations.

Know the requirements and follow them. Ignorance of the rules and regulations is no excuse for non-compliance. You can be cited just the same as if you are willfully violating the rules. So, know the hours-of-service regulations, and then make it a practice to fill out your daily log carefully, neatly and correctly – **KEEP IT LEGAL AND KEEP IT CURRENT.**

15-4 TURN IN TIME FOR DRIVERS' LOGS

Logs must be turned in on a weekly basis. Drivers are required to carry more than 14 days of original logs with them or be put OOS by AET. The terminal must record all logs and turn them into the Corporate Office; therefore, the turn in time **MUST BE FOLLOWED.**

STAYING AWAKE – How to keep from dozing at the wheel

Fatigue is one of the greatest dangers in the trucking industry. A drowsy driver is an unsafe driver. It's extremely important that you learn to deal with sleepiness and monotony.



Warning Signs

You should begin to take steps as soon as the first stages of fatigue get to you. It may be difficult to keep your eyes open. Your neck muscles may feel stiff, and you may have trouble concentrating or remembering what you drove by in the last mile or two of driving. Get off the road at once when this starts to happen and take a rest break.

Regain Alertness

Get out of your cab and do some simple exercises. It should help you regain your alertness. Deep breathing can also be helpful. Try walking, bending or stretching to get your circulation going. These routines will provide additional oxygen to your brain to combat drowsiness. If none of this helps, it might be time for some sleep. Do not put it off. It is far too dangerous to you and others to drive while fatigued. Often a 10-to-15-minute nap will restore your sense of alertness.

Make Yourself Comfortable

Aching muscles, particularly your back, contribute to road fatigue. It is best to drive with a straight back and a firmly supported lower back. Keep your cab at a comfortable temperature. Most authorities say air conditioning is the best way to achieve this. A well-ventilated cab reduces the danger of carbon monoxide – especially if you smoke. But remember, the noise and wind from an open window can increase your drowsiness if you are not well rested.

Eyes Right

Eyestrain is a big factor in fatigue. Good sunglasses are a must to cut down on daylight glare. Move your eyes in a sweeping pattern, from one side of the road to the other, and then back to the center. This helps you keep an eye out for hazards along your route and keeps your eyes from getting tired. It also helps you avoid another self-induced danger, highway hypnosis. This can happen often on long, dull, stretches of highway when your mind may wander from driving. By keeping your eyes moving and away from a fixed point, you can avoid this.

Don't Take Chances

Staying awake and alert is too important to your safety and the safety of others to take chances. You are the only one who can avoid accidents caused by fatigue. You should know your limits of endurance and take appropriate steps when your body starts telling you it is tired.

15-5 WHO MUST LOG?

Hours of service regulations apply to all drivers. Any vehicle that has manufactures GVW rating or gross combination weighs more than 10,000 pounds or any trucks pulling a trailer.

Haz/Mat

If you must placard your truck due to the type of cargo being hauled, then you must log. This applies even to lightweight vehicles.



15-6 MAXIMUM HOURS OF SERVICE

11-Hour Driving Rule

After 11 hours behind the wheel, you must have at least 10 consecutive hours off duty before driving again (you can continue to work, but you may not drive).

10-Hour Off-Duty Rule

You are required to take a 10-hour off-duty break; this off-duty time must be consecutive.

14-Hour On-Duty Rule

You may not drive beyond the 14th consecutive hour after coming on duty following 10 consecutive hours off duty. The important thing to note about this rule is that the 14 hours are consecutive, so they include all driving, on-duty and off-duty time after coming on-duty after a 10-hour break. Of those 14 hours, 11 may be spent driving.

34- Hour Restart

A driver may "restart" an 8-consecutive-day period after taking 34 or more consecutive hours off duty. This is a voluntary provision which allows a driver to reset his or her 70-hour clock after taking 34 hours off. A driver may use a sleeper-berth for all or a portion of the 34 hour and still qualify for the 34-hour restart option, but all off-duty and sleeper-berth time must be consecutive and not be broken by any on-time duty time. A driver who is on call for 34 hours but is not called into work also qualifies for this restart.

15-7 MEAL STOP

AET drivers are relieved from all duty when making meal or routine stops while enroute to a destination. The meal or routine stop may be logged as "OFF DUTY" time.

All drivers MUST log all meal stops and rest stops "ON DUTY" when:

- The shipment contains division 1.1, 1.2, or 1.3 commodities (Explosive Material).
- The truck cannot be properly secured and/or left in a safe place thus requiring the driver to stay in attendance.

15-8 LOGGING FUEL STOPS, ACCIDENTS, AND VEHICLE INSPECTIONS

Any time spent fueling your truck is logging "ON-DUTY, NOT DRIVING."

The time used to drive to/from the fueling station is "ON-DUTY DRIVING." This **MUST** be logged even if you were not working that day.

Any accident, cargo claim, or injury must be noted on your log. It does not matter who was at fault and your notation is **NOT** an admission of fault.

Any roadside vehicle inspection by a governmental authority must be noted on your log.



15-9 THE DRIVER'S LOG AND OTHER PAPERS

Although the driver's log is not directly related to other paperwork, there is often an indirect relationship. This shows up most often as a discrepancy between the log and papers such as shipping papers, accident reports, the accident register, roadside inspections, fuel stops, etc. The implication is that there has been a log falsification, but it may also indicate the driver is not keeping the log current. Not only to the last change of duty, but even daily and is therefore relying on memory.

Remember, keeping the log current to the last change of duty is required by law. Failure to do so is a violation.

15-10 LOG COMPLIANCE

It has always been AET's policy that we meet the FMCSR Hours of Service requirements as stated in Section 395. NO ONE has the authority to authorize a driver to exceed his or her hours of service for any reason. This concerns the drivers' 11 hours driving time. 14 hours consecutive on duty and driving, as well as the 70 hours in 8 days rule.

Your logs are compared for accuracy against the following items:

1. Waybills
2. Fuel Receipts
3. Traffic Citations
4. Local, State or Federal Roadside Inspections
5. Accident Reports
6. Com-Data Reports
7. GPS Tracking

These items must be logged accordingly. If the times are inconsistent, the log will be in violation. Consideration is given various time zones.

Drivers with repeated or excessive log violations will be subject to the following corrective action schedule:

1. Any driver who has over 10 percent in log violations for 2 months in a row will have to attend a log training session.
2. Any driver who has over 10 percent in log violations for 3 months in a row will face disciplinary action including suspension and possible termination.



Chapter 16

POLICY AGAINST SEXUAL HARASSMENT

16-1 POLICY AGAINST SEXUAL HARASSMENT

It is the policy of AET to not tolerate verbal or physical conduct by any employee, male or female which harasses, disrupts, or interferes with another employee's work performance or which creates an intimidating, offensive or hostile environment.

While all forms of harassment is prohibited by this company, it is AET's policy to emphasize that sexual harassment is specifically prohibited.

AET will not tolerate sexual harassment in any form by any employee, regardless of sex or sexual orientation. Conduct of any kind which could be constructed as sexual harassment is illegal and prohibited by State and Federal law.

Sexual harassment is a form of sexual discrimination, which can be defined as verbal or physical acts that create a hostile or offensive working environment, or where an employment or economical advantage is conditioned upon granting or receiving sexual favors. This prohibition applies to the conduct of all employees, and extends to all workplace interactions, i.e. manager/worker, worker/worker, male/female, female/female, male/male, female/male.

- Unwelcomed sexual flirtations, touching, advances or propositions.
- Verbal abuse of sexual nature.
- Graphic or suggestive comments about an individual's dress or body.
- Sexually degrading words to describe an individual.
- A display in the workplace of sexually suggestive objects or pictures, including nude, semi-nude, or scantily clad photographs.
- Other similarly offensive conduct, such as foul language, suggestive jokes, suggestive faxes, etc.

Sexual Harassment Complaint Procedure

Any employee, male or female, who believes the action or words of a manager, employee or customer, constitutes unwelcomed harassment as a responsibility to report and file a complaint as soon as possible with a Managing Partner of AET.

All complaints of harassment will be investigated promptly, impartially and confidentially.

Any employee who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to appropriate disciplinary action depending upon the circumstances, up to and including termination.

An employee who feels they have been sexually discriminated against or sexually harassed should immediately report this conduct to a Managing Partner.



Chapter 17

ALCOHOL AND SUBSTANCE ABUSE POLICY

17-1 POLICY STATEMENT

It is the goal of AET to provide a safe workplace by eliminating the hazards to health and job safety created by alcohol and other controlled substance abuse. We believe this goal to be in the best interest of our drivers, or employees, and our customers.

AET will not tolerate or condone substance abuse. It is the policy of AET to maintain a workplace free from drug use or alcohol misuse for its employees, commission agents, vendors and customers, and to always follow the Federal Motor Carrier Safety Regulations and other applicable laws and regulations in this regard. To achieve and assure that this environment is maintained, AET drivers shall be subject to pre-employment, random, post-accident, and reasonable suspicion-controlled substance and alcohol testing under the requirements of the Federal Motor Carrier Safety Regulations. Any driver/applicant for employment of qualification as a driver who test positive for controlled substance shall be disqualified for employment for service at AET. Any driver or applicant who refused to be tested in compliance with this policy shall be disqualified for employment or service at AET.

Drivers will be tested for alcohol as required by Federal Motor Carrier Safety Regulations for random, post-accident and reasonable suspicion. Drivers whose confirmed BAC is between .02 and .039 percent will be placed out of service for 24 hours. Qualified drivers who test .02 to .039 percent BAC a second time will be immediately disqualified.

17-2 SCOPE

This policy applies to all drivers for AET while on the job, and to situations where a driver's off-the-job work impairs work performance or undermines public confidence or harms the reputation of AET.

Although the company has no intention of intruding into the private lives of its drivers, we recognize that involvement with alcohol or other controlled substance off the job eventually takes its toll on the job performance. Drivers must be able to perform their duties safely and efficiently in the interest of the motoring public and customers as well as themselves.

In addition, AET may take any or all the following actions:

- Inspect persons and their property in our contract or doing business with AET.
- Cooperate with outside law enforcement agencies.
- Take any other actions deemed necessary and appropriate by AET.



17-3 REFERRAL, EVALUATION, AND TREATMENT

Each qualified driver who tested positive for a controlled substance or whose confirmed alcohol test results were .04 percent BAC or higher shall be advised of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substance, including the name, address and telephone number of a Substance Abuse Professional (SAP).

The choice of a substance abuse professional or any costs associated with evaluation or a treatment program shall be the responsibility of the driver.

17-4 COMPANY RESPONSIBILITY

As a responsible company and member of the community, AET will:

- Create awareness in employees and drivers, and their families of the impact of substance abuse.
- Administer programs that consider employee and driver's rights, are positive in their intent, and are within legal boundaries.
- Utilize all channels and resources available to educate and increase the awareness of employees and drivers, as well as the motoring public in the misuse of alcohol and use of controlled substances.
- Support local and national efforts to combat alcohol and other drug abuse and its effects.

17-5 DRIVER RESPONSIBILITY

AET believes that each driver has the responsibility to:

- Always report to work free of alcohol or other drugs and their effects.
- While on customer property, possessing or using prescription drugs or over-the-counter medication that may cause impairment, except when all the following conditions have been met:
 - 1) Prescription drugs have been prescribed by a licensed physician for the person in possession of the drugs.
 - 2) The prescription is not expired and was filled by a licensed pharmacist for the person in possession of the drugs.
 - 3) The individual notifies his/her supervisor that he/she will be in possession of, or using, impairment-causing prescription drugs or over-the-counter medication and appropriate steps are taken to accommodate the possibility of impairment, including but not limited to, remove from work for the period of possible impairment.
- Searches and inspections on customer property, at any time, customer supervisors, company supervisors, and/or authorized search and inspection specialists, including scent-trained animals, may conduct unannounced search and inspection of company and/or AET leased vehicles. That property may include, but is not limited to, wallets, purses, lockers, baggage, office, desks, toolboxes, clothing and vehicles.
- Support AET efforts to eliminate alcohol and other drug abuse among drivers where it exists.



17-6 PERSON IDENTIFIED TO ANSWER QUESTIONS

As part of a continuing policy to ensure fair and equal treatment of our drivers, we understand that there may be questions and concerns involving our controlled substance and alcohol testing policies and programs. To answer your questions regarding alcohol and drug testing programs call the Safety Department.

17-7 SAFETY SENSITIVE FUNCTIONS

A driver shall not use alcohol when performing safety-sensitive functions within four hours of using alcohol. Most 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 such functions.

A driver shall not report for duty or remain on-duty when his or her job requires performing safety-sensitive functions if he or she has been using drugs or has tested positive for drug use. A driver is performing safety sensitive function when:

- Waiting at a terminal, facility, or other property to be dispatched, unless the driver has been relieved from duty by the motor carrier.
- Performing pre-trip inspections or servicing the motor vehicle.
- Driving a motor vehicle.
- Loading or unloading the vehicle, supervising the loading or unloading, giving receipts for the load, or remaining in readiness to operate the motor vehicle.
- Performing duties and services at an accident scene, or repairing obtaining assistance, or remaining in attendance of a disabled vehicle.

17-8 PROHIBITED CONDUCT

A driver shall **NOT**:

- Report for or remain on duty performing a safety-sensitive function while having a blood alcohol concentration of 0.02 or greater.
- Use alcohol while performing in safety-sensitive functions.
- Use of any drug, except by doctor's prescription, and then **ONLY** if the doctor has advised the driver that the drug will not adversely affect the driver's ability to safely operate the commercial motor vehicle.
- Be on duty or operate a commercial motor vehicle while possessing alcohol unless the alcohol is manifested and transported as part of the shipment; this includes the possession of medicines containing alcohol (prescription or over the counter), unless the packaging seal is unbroken.
- Perform safety-sensitive functions within four hours of using alcohol.
- Alcohol may not be used for at least 8 hours following an accident unless the driver has been given a post-accident test.
- Refusal to submit to a required alcohol and/or drug test involving post-accident, random, reasonable suspicion, or follow-up testing.



17-9 WHEN A DRIVER MUST BE TESTED

The Federal Motor Carrier Safety Regulations are very specific regarding when a driver must submit for a drug or alcohol test. The drug test will use urine, and the alcohol test will use breath.

17-10 TESTING PROCEDURES – DRUG TESTING PROCEDURES

The drug testing programs required by the regulations include a federal (D.O.T.) panel which tests for the following drug classes: Amphetamines, Extended; Benzoylcegonine (Cocaine Metabolite); Opiates; Phencyclidine; Tetrahydrocannabinol (Marijuana Metabolite); and 6Acetylmorphine. AET uses the Initial and Confirmation Test Levels as mandated by the Federal Motor Carrier Safety Regulations for both D.O.T. and non-D.O.T. panel test.

All drug testing must be done from urine specimens collected under highly controlled conditions. Specimen collection procedures require a designated collection site; security for a collection site; chain of custody documentation; use of authorized personnel; privacy during collection; integrity and identity of the specimen; and transportation to the laboratory. Driver protection is built into testing procedures. To meet the federal requirements, the only laboratories that can be used are those that have been certified by the Federal

Government. After the urine specimen has been collected and forwarded to the laboratory, two tests may be performed. The initial test is the immunoassay test. This is a screening test to determine drug usage for the five classes of drugs. The second test is a confirmation test. If the results of the initial test are negative, the testing laboratory will advise the motor carrier's Medical Review Officer (MRO) that the drug test for the driver was negative. No additional tests on the specimen will be done.

If the results of the initial test are positive, that is if the results exceed the test levels for any of the five drug classes, a second (confirmation) test is performed. This test is done in an entirely different manner from the initial one. All specimens identified as positive on the initial test must be confirmed using gas chromatography/mass spectrometry techniques.

Only specimens that are confirmed positive on the second confirmed test are positive reports to the Medical Review Officer for review and analysis.

A split specimen collection will be done. That is, the urine is divided into two specimen bottles. If the test result of the primary specimen is positive, you may request the Medical Review Officer to send the second (or split) specimen to a different certified lab for testing. The testing of the split specimen will be for the presence of drugs with no cut-off levels. If the result of the test of the split specimen is "negative", the MRO shall cancel the test. If you want the split specimen tested, you must advise the MRO within 72 hours of being notified of the positive test result of the primary specimen.



17-11 ALCOHOL TESTING PROCEDURES

Alcohol testing is done by testing breath because breath is the most easily obtained bodily substance and the results are known within minutes of testing. The test results are displayed and printed in terms of grams of alcohol per 210 liters of breath. The testing device is called an Evidential Breath Testing Device (EBT). The EBT is a scientific instrument which determines the concentration of alcohol expressed as "percent by weight". It does this by analyzing a specific volume of expired breath. The weight of alcohol in the breath sample is determined and the quantity of the alcohol converted to its equivalent value in blood. A BAC (Blood Alcohol Concentration) of 0.10 means one tenth of a gram of alcohol per 210 liters of breath. The EBT will print three copies of each test result, and the results are numbered. A test may have two separate parts. The first test is the initial test. If the initial test shows a reading less than 0.02, the test is recorded as "negative". If the initial test results are 0.02 or greater a confirmation test will be done. The alcohol testing will be done in a site that affords privacy to the drivers being tested. This site could be a room, van, or a partitioned-off area. Only one breath test will be done at one time. The person giving the test will not leave the testing sight during your test.

The first part of the testing process is to make sure that the EBT is operating properly. In the driver's presence, the technician runs an "air blank" test to make sure the EBT is working correctly, and the reading is zero. Next, a sealed mouthpiece is opened and placed into the EBT. The driver is requested to blow into the mouthpiece for at least 6 seconds or until the EBT indicates that an adequate amount of breath has been obtained. The EBT will immediately read the results of test, and a copy of the printed results will be given to the driver. Printed results are not required for the initial test. When the initial test results show a reading of 0.02 BAC or greater, a confirmation test is necessary. Before the confirmation test, a 15-minute waiting period is to ensure that the presence of mouth alcohol from recent use of food, tobacco, or hygiene products does not artificially raise the test result. As the confirmation test is done on the same EBT as the first test, the testing procedure will be the same.

When the confirmation result is different from the initial test, the lower of the two test results will be used to determine the consequences. A breath alcohol testing form will be prepared with a copy for the tested driver.

17-12 PRE-EMPLOYMENT TESTING

This policy applies to all driver/applicants for employment or qualified as a driver for AET. A negative test result must be received before the driver makes the first trip.

17-13 REASONABLE SUSPICION TESTING

Reasonable suspicion means that the motor carrier believes that the driver's appearance or conducts are indicative of the use of alcohol and/or drugs. The actions or observations of the driver must occur while the driver is on duty or just preceding the work period. The conduct



appearance, or official must have received training in detection of probable alcohol and/or drug use.

In the case of suspected drug use, the driver must be taken immediately to a collection site, and a urine sample must be obtained. The driver's action that causes the motor carrier's supervisor or official to require the test must be documented and signed by the witness within 24 hours after the behavior is noticed.

In the case of suspected alcohol use, the test must be done as soon as possible. The supervisor who makes the determination that reasonable suspicion exists, shall not conduct the breath test on the driver.

17-14 RANDOM TESTING

Random testing ensures that every driver has an equal chance of being tested. Random tests are unannounced. AET performs its testing once a quarter.

Per regulations a minimum of 50% of the driver pool is to be drug tested during a 12-month period. For alcohol testing, the random rate is 10% of drivers.

17-15 POST-ACCIDENT TESTING

Testing must be done if the accident results in a death. If the driver receives a citation and someone receives medical treatment away from the scene. If the driver receives a citation and any one of the vehicles involved in the accident must be towed away from the scene.

You will be notified by AET when and where to take the test. It is your responsibility to remain available to and in contact with AET. Drivers are subject to termination if they are not available for or refuse to perform post-accident testing.

17-16 REFUSAL TO SUBMIT TO A TEST (TERMINATION)

The Federal Motor Carrier Safety Regulations provide that a driver shall not refuse to submit to a post-accident test, reasonable suspicion test, random selection test, or follow-up 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 on the form is regarded as a refusal to take the test. Not providing an adequate amount of breath, under certain conditions will be regarded as a refusal to take a test.

In drug testing, failure to provide sufficient urine may constitute a refusal.



17-17 CONSEQUENCES FOR DRIVERS OF AN ALCOHOL TEST OVER 0.02 BAC BUT LESS THAN A 0.04 BAC

Drivers with a BAC of 0.02 or greater but less than 0.04 shall not perform safety sensitive functions until the start of the driver's next scheduled duty period, but not less than 24 hours following the test. Must undergo a return to duty alcohol test with a negative test result.

17-18 CONSEQUENCES FOR DRIVERS WHO TEST 0.04 BAC AND ABOVE

A driver who tests 0.04 or above will be terminated.

17-19 CONSEQUENCES OF A POSITIVE DRUG TEST

A driver who tests positive for drugs will be terminated.

17-20 THE EFFECTS OF ALCOHOL AND DRUGS ON HEALTH, WORK AND PERSONAL LIFE

The hazard of misuse of alcohol and illegal drugs extend far beyond the individual user. Impaired employees endanger themselves, fellow workers, and other users of our highways. Employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other people in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, loss of trained personnel, theft, and treatment and deterrence programs. Also, medical costs are higher and are passed on to the employer in the form of higher health insurance rates. Alcohol and drug abuse cost both the employer and the employee. Alcohol remains the number one drug abused in the country. Alcohol consumption causes several changes in behavior. Even low doses can impair the judgement and coordination required for driving. Low moderate doses increase the incidence of variety of an aggressive act. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with depressant drugs, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver.

17-21 SIGNS AND SYMPTOMS OF AN ALCOHOL OR DRUG PROBLEM

Drugs can show their effects in many ways. Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chill and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance and confusion.

17-22 METHOS OF INTERVENTION FOR SUSPECTED ALCOHOL OR DRUG PROBLEMS

Alcohol and substance abuse is a complex problem calling for specialized supervision and care. Do not help or aid a person who you think has an alcohol or drug abuse problem. Do not make excuses for them, do not do their work for them, and do not look the other way. The problem is not going to go away. Do not enable the person to continue the alcohol or drug abuse.



Leave the treatment and counseling of a person with an abuse problem to the professional. The D.O.T. in the regulations require that the person with a problem be evaluated by a professional such as, a physician, psychologist, other people with knowledge of abuse and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.

Chapter 18

DISCIPLINARY ACTIONS

The following violations will subject the driver to disciplinary actions, including probation, suspension or termination:

- Failure to report any violations, accidents or incidents to the Terminal Manager.
- Having an unauthorized passenger.
- Drinking alcohol on duty, on company property, or in an AET leased vehicle. Driving while intoxicated or under the influence of alcohol or drugs, including your personal vehicle.
- Possession of illegal drugs, alcohol or firearms while on duty, on company property or in any AET leased vehicle.
- Failure to take a random drug or alcohol test. Failure to submit to a post-accident alcohol/drug test or failure to submit to alcohol or drug test at the request of a law enforcement agency.
- Use, possession or positive test for controlled substance or alcohol.
- Violating an out-of-service order.
- Leaving the scene of an accident.
- Manslaughter, negligent homicide, negligent or reckless operation of a commercial motor vehicle.
- Driving while license is suspended or revoked.
- Attempting to elude an officer of the law.
- Any act of dishonesty or theft from AET.
- Physical or verbal assault on another employee or customer of AET.
- **ANY VIOLATION OF THE SAFETY POLICY OF AET.**



Chapter 19

SAFETY AWARD PROGRAM

19-1 SAFETY AWARD PROGRAM

The purpose of this program is to recognize those drivers with safe work experience and D.O.T. compliance.

\$300 BONUS will be paid for a CLEAN Level 1 inspection (Hazmat Load to pay additional \$100)

\$200 BONUS will be paid for a CLEAN Level 2 inspection

\$100 BONUS will be paid for a CLEAN Level 3 inspection

These Safety Award Bonuses are paid weekly if truck and trailer have a current 90-Day Safety Inspection. If inspection is not current, bonus will not be paid until compliance is verified.

The administration of this program is uniform throughout the company without prejudice or partiality toward any individual or group of employees.