



DRIVER SAFETY AND COMPLIANCE MANUAL

July, 2022

Welcome to Traveloko!

Starting a new job is exciting but can be overwhelming. This driver handbook is designed to answer your questions and point you in the right direction. Hopefully, most of your questions were answered in orientation however, by providing this book you will have a quick reference to help you as you learn about Traveloko and our Safety and compliance.

As a new driver at Traveloko, you are our most important resource. Our goal is to provide the highest level of Customer Satisfaction, which is greatly impacted by you. By satisfying our customers they will continue to do business with us and recommend us to other customers. This will benefit Traveloko and you by continued growth and availability of freight.

This process begins with you as a driver. Our reputation depends on your actions and the way you represent our company. Please be courteous and professional, as you directly affect the customer's perception of Traveloko.

This handbook explains our procedures and policies, and provides all the necessary permits you will need. Since the inception of Traveloko in 2010, we have seen tremendous growth in our organization. As we grow and change it will be necessary to make changes to this book. We will keep you informed as these changes are made.

We are glad you have decided to join the company and hope you will find it both challenging and rewarding.

Mission Statement

→ Our Mission

- ◆ Traveloko is an industry leader in transportation and shipping. Our goal is to maintain the highest possible standards of service in every aspect of our business. We are a team of highly motivated staff dedicated to providing the best service and freight shipping rates available in the industry. Our strength is generated from our commitment to our clients, our industry, and our employees.

→ Mission Statement to Our Clients

- ◆ Everything that Traveloko does is made to offer benefits to our customers. We have built our reputation by offering reliable, efficient, cost effective and flexible freight shipping services to meet the needs of shippers and customers both large and small. We strive to provide more for our customers than the ordinary freight brokers and we assure you that you will get more.

→ Mission Statement to Our Employees

- ◆ Traveloko is committed to hiring and developing the best agents and staff in our industry. We are dedicated to providing a working environment which allows each employee to have job satisfaction, at the same time meeting the expectations of the company to produce the best quality products and services available for our customers.

→ Mission Statement to Our Industry

- ◆ Traveloko is committed to maintain leading place in the transportation and freight shipping industry through its integrity, innovation, client satisfaction, and financial strength. We are dedicated to exceed overall standards within the industry and are devoted to maintain an active profile within industry organizations and associations. We are further committed to the development of strong ties with related industries, as well as the government, who greatly contribute to our success.

Quality Policy

Traveloko is focused on providing a full range of transportation services through continuous improvement and training. We will exceed our customers' expectations with quality and dependability.

Traveloko Company History

Traveloko was founded in 2010 by Eddie and his wife Vannesa. The company was built on providing dry van and temperature-controlled freight services. Through the years, the customers' base has changed along with the focus of Traveloko.

We have expanded our services to include interstate truckload, flatbed decks, expedited service, and have become a single source transportation provider for our customers. We have developed opportunities with multiple companies.

Our commitment to "controlled growth" and superior service is still the backbone of the company. Today, Traveloko holds general commodity authority in 48 states, as well as the U.S. D.O.T. Surface Transportation Board Contract Motor Carrier authority, and many other intrastate authorities.

Our central dispatch is the nucleus of our outstanding driver base, and is located in Antioch, California. It is highly innovative with superior computer and communication systems and skilled operations personnel. Traveloko will continue to excel and improve through the 21st century.

We don't only promise our customers and partners that we deliver, but we have also developed a revolutionary transport management software (TMS). This software provides management of any aspect of transportation. It can manage recruiting, safety, maintenance, documents, communication, dispatch, drivers, billing, payroll, load boards, smartphone app and so much more. We are certain that the way this software is packaged, it is like none other. Therefore, we promise that we will exceed today's expectations by delivering a TMS with state-of-the-art technology and game-changing innovation to manage your company.

Our primary goal has always been to build Traveloko into a premier transportation company that can compete with and surpass our competition in service and pricing. We offer innovative ideas, state of the art communication tools, quality equipment and dedicated employees. Again, welcome to the team!

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Your Responsibilities

Driver responsibilities are listed below in order of priority

- Read and understand the contents of the Traveloko manual. You are responsible for 100% of its content.
- Drive a tractor/trailer or straight truck in a safe and efficient manner.
- Load and Unload freight in a safe manner.
- Ensure that all freight picked up or delivered is:
 - Checked in and properly recorded
 - Secured properly
- Loaded according to vehicle size and weight restrictions
- Comply with all Traveloko safety standards including submitting all documents as requested.
- Ensure all overages, shortages, and damages are reported on time and properly to your Driver Manager, CSR or Load Manager
- Complete the following as needed according to our standards:
 - Standard forms
 - Pre/Post Trip Inspection
 - Logbooks
- Inspect and report the following Accidents
 - Incidents
 - Injuries
- Plant equipment damage
- Freight overage, shortage or damage
- In accordance with Traveloko procedures:
 - Please extend courteous behavior to the motoring public, shippers, plants, enforcement officers and fellow drivers.
- Be well acquainted with the Federal Motor Carrier Regulations and obey the provisions relating to drivers, equipment, and cargo being transported in states and municipalities in which you operate.
- Pick up and deliver freight on time without exception.
- Drive only when you are in good mental and physical health.
 - Always carry your medical examiner's certificate and CDL.
- Wear glasses or any other devices as required by your medical examiner or as required by your CDL.
- Never operate a vehicle while you are impaired by fatigue, illness or any other condition that may make it unsafe for you to drive.

Job Requirements (knowledge, skills and abilities)

- Driver must comply with DOT regulations.
- Driver must be at least 23 years of age.
- Driver must have a commercial driver's license Class A.
- Driver must be able to pass a DOT physical and drug screen.
- Driver must maintain a valid CDL with no more than four (4) points or any speeding violation of 15 miles over speed limit or greater in the last thirty-six (36) months.
- Driver must have NO preventable accidents in last thirty-six (36) months.
- Driver must have minimum of 2 years of OTR experience as owner operator and 3 years of OTR experience as lease operator.
- Driver must have the ability to understand and accept directions.
- Driver must have a good understanding of using a map.

CDL Renewals

A copy of the CDL must be submitted to the Safety Department on or prior to the expiration date. Failure to comply will result in suspension until a valid copy has been received.

Driver Violations

Drivers are required to notify the state in which he/she is licensed of any violation of state or local law relating to motor vehicle traffic enforcement in another state. This does not include parking violations. FMCSR Part 383.31.a requires this notification must be made by the person either convicted or found to have committed the violation. Drivers are also required by this part to notify the motor carrier within 24 hours after the citation was issued.

Occupational Accident Insurance

All our owner operators and lease operators are required to have occupational accident insurance which must include some non-occupational coverage as well. For more details please contact our Safety department.

NON-Trucking Liability or Bobtail insurance

All our owner operators are required to have non trucking liability or bobtail insurance.

Notification to the State

This must be done in writing and must contain the following information:

- Driver's full name
- Driver's license number
- Date of conviction
- Nature of violation
- Indication if the violation occurred while in a commercial vehicle

Notification to Traveloko

Notification to Traveloko may be in person or done by phone and the driver must provide a copy of the citation issued.

FMCSR Part 383.33 states that a driver is required to notify the motor carrier if their license has been suspended, revoked, or cancelled. This notification is required by the end of the business day following the driver's disqualification. Any driver who ignores this requirement will be terminated. Any driver found to be operating a commercial vehicle for Traveloko without a valid CDL will be terminated.

Annual Review of Driving Record

Each driver is required by FMCSR Part 391.27 to report to the motor carrier at least once each year all violations other than parking tickets that he/she has received in the last twelve months. We will provide a form to record this information on to you prior to the expiration date. This form must be completed, signed and sent in to the Safety Department. The Safety Department will then obtain a copy of your Motor Vehicle Report (MVR) to review your driving record.

TRAVELOKO MVR Guidelines

Major Violations	No major violations allowed for eligible drivers within the last 5 years.		
Minor Violations in Last 3 Years	At-Fault Accidents in Last 5 Years		
	0	1	2
0	Eligible	Borderline	Ineligible
1	Borderline	Ineligible	Ineligible
2	Ineligible	Ineligible	Ineligible
3	Ineligible	Ineligible	Ineligible

Maximum of 0 at-fault accidents OR 1 moving violations OR 2 minor moving violations and 0 at-fault accidents allowed.

Borderline: Drivers may be eligible based on consideration and review of other driving factors such as age, experience, vehicle and cargo.

Document any exceptions to these guidelines.

MAJOR Violations

Within the last 5 years:

- Driving under the influence of alcohol/drugs or chemical test refusal (1)
- Use of motor vehicle in committing of a felony (1)
- Vehicular manslaughter or homicide (1)
- Hit and run or leaving the scene of an accident (1)
- Fleeing, eluding a police officer or resisting arrest (1)

Within the last 3 years:

- Vehicle-related open container violations
- Reckless driving, careless driving or speed contests (2)
- Speed greater than 15 over limit (2)
- Texting or phone use violation (2)
- Passing a stopped school bus
- Violating out of service order (1)
- Operating with a suspended or revoked license (2)
- Railroad crossing violation (1)
- Violating traffic law in connection with a fatal accident (2)

MINOR Violations

- Speeding 15 or less over the posted limit
- Driving too fast for conditions
- Unsafe lane change (2)
- Failure to stop
- Failure to yield right-of-way
- Improper turn
- Following too closely (2)
- Illegal passing

Nonmoving violations

- Seatbelt or child restraint violations
- Texting or phone use violation (2)
- Operating without insurance
- Driving a commercial motor vehicle without a commercial driver's license, or without the proper class or endorsement (2)
- Equipment load, size, weight and similar safety related violations.

(1) CMV Major violation (2) CMV Serious Violation – refer to the Federal Motor Carrier Safety Administration resources for additional information and applicable suspensions. Commercial Motor Vehicle (CMV) drivers subject to FMCSA and EMC Driver Qualifications.

Driver Eligibility

Commercial Motor Vehicles

(Trucks > 10,000 lbs. or Hazardous Cargo)

1. Valid U.S. driver's license for vehicle type and cargo
2. Drivers ages 25-70 preferred
3. Meets all DOT, FMCSA, MVR and driver qualifications
4. MVR reviewed prior to hire and annually by employer
5. Driver experience: minimum 2 years with like-type vehicles
6. Commercial Driver qualification files in compliance with FMCSA/DOT guidelines maintained

Physical Requirements

Every driver must be re-certified every 2 years by a physician. You will be given a reminder as to the expiration of your DOT physical and must have a re-certification prior to the expiration date. If we do not receive a copy of your DOT physical you will be placed on suspension until we receive one. If you are having difficulty finding a clinic to get your physical renewed please contact the Safety Department at 925.494.2999 Ext.1.

Appearance and Attitude

Traveloko expects that all of our drivers be professional. Whether you are with a customer, talking to another driver or associate, or at a truck stop pumping fuel. Your attitude should reflect positively on the company. Traveloko also requires you to look professional. Drivers should always be clean and neat. You may wear a T-shirt and jeans, no sleeveless shirts or open-toed shoes such as sandals. You are not allowed to wear any open-toed shoes in the plants or suppliers facilities. Traveloko clothing is available for purchase should you choose to purchase shirt, jackets et cetera. You can contact your dispatcher to get more details.

Consequences for Lack of Communication

Communication is the most important function of a Traveloko driver. Traveloko reputation is built on our performance. With our performance, Traveloko has agreed to do on-time pickups and deliveries. This means, in some cases, that if we broke down, Traveloko may be held responsible for the damages incurred for service interruptions.

The only way that we can prevent a damages is by communication. If we are aware that a truck is running late, we can in turn notify our customers and they can make alternate arrangements. This notice allows them to continue with production without expensive delays. If we do not communicate that we are running behind or that a problem has arisen Traveloko will be held responsible for interruption in their production schedules.

If you have any problems at any time making your scheduled pick up or delivery you MUST notify your dispatcher IMMEDIATELY!!

Any liability Traveloko is held responsible for due to negligence will be recouped from the truck owner.

Any owner operator or lease operator that cancels load will be held responsible for any charges for the same.

Payroll Policy

All drivers and trucks are paid weekly. Traveloko utilizes a smartphone application to receive paperwork on each load. Should you have any questions regarding payroll, please call 925.494.2999 Ext.3 Remember all trip envelopes should be turned in weekly via trippak, you must use our labels from <http://traveloko.com/trippak> . Paper envelope must be used preferred manila envelopes, cardboard envelopes will delay payment process or it could result in non-payment for trips in envelope. Trippak is charged weekly to each driver \$2.00 per week. We cannot and will not pay for trips without the eligible and proper paperwork; this means a valid bill of lading that has proof of delivery. Any paperwork not sent to us weekly will delay your future payment. Remember we are getting you paid on copies but we need originals so we can get paid.

Comcheck, Loading Money to Card or One-Time Cash Advance

Traveloko's policy is to provide a Comcheck, Load Money to Card or one-time cash advance only in emergency situations. Traveloko does issue cash advances at set limit of \$100.00, and can be increased/decreased at any time without notice. A \$5.00 fee for each \$250.00 issued will be charged for each personal advance or maintenance issued for repairs on equipment not owned by Traveloko. In addition to Comcheck or loading money fee we could charge up to 15% fee for any advances. Fleet driver advance requests are only issued with truck owner approval.

Protecting Company Information

Protecting your company's information is the responsibility of every associate. We all share a common interest in making sure it is not accidentally disclosed. Please do not discuss Traveloko's confidential information with anyone outside the company.

Company Phone Directory

Corporate Address

Mailing address: 4464 Lone Tree Way #1044
Antioch, CA 94531

Physical address: 489 Lovers Lane Rd. SE
Calhoun, GA 30701

Phone Numbers

Local-Main	925.494.2999
HR	470.410.8885
Fax	925.494.2888
Safety	925.494.2999 Ext.1
Operations	925.494.2999 Ext.2
Accounting	925.494.2999 Ext.3
Recruiting	925.494.2999 Ext.6
Maintenance	925.494.2999 Ext.7
24/7 Support	925.494.2999 Ext.99

Safety Guidelines Policy

Traveloko is committed to maintaining a safe working environment for all its employees. Traveloko will comply with all applicable safety and security laws and regulations, such as those established by FMCSA, EPA, and OSHA and all other federal, state and local safety and health agencies. Traveloko will make every effort to assure that generally accepted safe practices are followed by all our drivers and employees.

Safety Guidelines Procedures

The safety philosophy of Traveloko reflects and communicates our proactive corporate attitude toward safety.

All Traveloko employees have a responsibility to themselves and to the company for their safety and the safety of their coworkers.

All employees are required to:

- Comply with all federal, state and local laws and regulations relevant to their work.
- Observe all company rules related to the safe and efficient performance of their work.
- Integrate safety into each job function and live by this philosophy in the performance of job duties.
- Report or correct/repair unsafe practices and equipment.
- Report any accident that occurs while on the job.

Disciplinary Procedure

All safety rules, regulations, plans and procedures in effect at Traveloko must be followed. Upon violation of any company safety rule, the violating employee will be disciplined. The list of possible disciplinary actions includes the following:

- **Verbal reprimand:** An informal discussion concerning the incorrect safety behavior will take place as soon as possible after the supervisor becomes aware of it.
- **Written reprimand:** A written form that documents the safety misconduct will be presented to the employee and a copy will be placed in the employee's personnel file.
- **Warning of probation:** A written form will document the safety misconduct and warn the employee that another incident of the behavior will lead to probation. This form will be presented to the employee and a copy will be placed in the employee's personnel file.
- **Probation:** A period of time during which the employee is given specific rules and goals to meet, along with the advisory that if those rules and goals are not met satisfactorily, the employee will be subject to termination.
- **Warning of suspension:** A written form that documents the safety misconduct and warns the employee that another incident will lead to suspension. This form will be presented to the employee and a copy will be placed in the employee's personnel file.

- **Suspension:** A period of time during which the employee is prohibited from being in the workplace and during which the employee is not paid.
- **Dismissal/Termination of Employment:** The permanent separation of an employee from the company, initiated for disciplinary reasons.

Upon violation of any company safety guideline or rule, the employee will be disciplined. The severity of the disciplinary action will be in direct correlation to the severity of the safety violation.

Traveloko prides itself on being an industry leader in safety and service. We strive to continuously improve our performance in both of these areas. As a measure of continual improvement, Traveloko and its affiliated companies has revised and improved their log auditing process to better ensure that all drivers are operating within the guidelines of Federal Motor Carrier Safety Regulations and the Ontario Highway Traffic Act. The following information is provided to ensure your understanding of the attached policy.

Federal Motor Carrier Safety Regulation 395.8(k) 1 requires Traveloko to maintain all drivers' records of duty status and all supporting documents for each driver it employs for a period of six months.

Supporting documents include, but are not limited to, the following:

- Bills of lading
- Pros
- Freight bills
- Dispatch records
- Fuel receipts
- Fuel billing statements
- Toll receipts
- Cash advance receipts
- Delivery receipts
- Settlement sheets
- Documents related to carrier operations

Each driver is required to ensure that these documents are supplied to Traveloko or its affiliated companies in a timely fashion via TRACKED mail service within thirteen (13) days of occurrence. Drivers may retain originals of fuel and toll receipts for personal records.

All records of duty status must be accurately reflected. All records of duty status will be verified with supporting documentation for accuracy and legitimacy. Failure to submit supporting documentation, as required by the FMCSA, to Traveloko will result in disciplinary action, up to and including dismissal.

Safety Bonus Program

1. Safety Incentive Program

- a. All drivers are subject to "Safety Incentive Program"
- b. Any clean inspection will be a \$100 reward for each inspection.
- c. Any violation assigned as unsafe driving during DOT inspection will be \$200 for each violation. Any driver that has 2 unsafe driving violation will be subject for immediate termination.
- d. Any violation for HOS and Vehicle Maintenance will be fine \$100 for each violation. Any driver with repeatable HOS and Vehicle Maintenance violation will be subject to termination.

2. Safety Revenue Bonus

- a. To reward all our safe drivers, we will review all drivers quarterly and give revenue-based percentage rewards. This program is optional and if enrolled drivers will receive 50% discount on safety incentive program charges. To be enrolled driver must have DOT inspection for truck and trailer every 90 days (or at the end of every quarter). You may not enroll in the middle of the quarter, but before the start of the next quarter. When enrolled into the program you may not be removed from it until the **end** of the quarter, then you may contact us to be removed.
- b. Any driver that has no violations will receive 0.5% of their revenue for the last 3 months, or the current quarter.
- c. As an example, for a driver with no violations: with a high revenue of \$90,000.00 quarterly the driver would receive \$450.00, or \$1,800.00 per year, in safety rewards. However, if there is **any** violation in the quarter, they will pay **0.5%** of their quarterly revenue in fines for that quarter only.
- d. We will start to distribute the rewards 30 days after the quarter ends on your first settlement after 30 days. This is to allow the DOT enough time to post inspections.
- e. Any driver that has resigned without 90 days' notice will lose previous year Safety Revenue Bonus.
- f. Any driver that is terminated will lose up to last year's safety bonus from deposit.

Quarter dates

1st Start Date: 01/01 End Date: 03/31

2nd Start Date: 04/01 End Date: 06/30

3rd Start Date: 07/01 End Date: 09/30

4th Start Date: 10/01 End Date: 12/31

Driver Qualification and Hiring Policy

Traveloko believes that our employees are our most valuable assets, and that the success of the company is determined by the quality of its employees. Because of these beliefs, the personnel selections of the company are extremely important. The company is committed to hiring only the best and most qualified available drivers.

To help carry out this commitment, Traveloko has implemented the following driver qualification procedures.

Qualification Procedures

Traveloko's driver hiring qualification standards and procedures have been developed to achieve two goals. The first goal is for the company to meet or exceed all Federal Motor Carrier Safety Regulations (FMCSR) concerning driver qualification. The second goal is to select only the best available drivers: drivers who share Traveloko's values and goals of operating in a safe, legal, and professional manner.

Hiring Standards

For a current list of Traveloko's hiring standards, please contact the Recruiting Department.

Traveloko's hiring standards require all driver applicants to be a minimum of 23 years of age, and have a minimum of 24 months verifiable tractor trailer driving experience within the United States and/or Canada in similar equipment. (FMCSR, Sec. 391.11 (1)). Candidates with more than five jobs in the last three years could be rejected.

Traveloko's hiring standards require that only those driver applicants with 2 or fewer chargeable or preventable motor vehicle accidents within the past 3 years will be considered for employment. Because of Traveloko's commitment to safety, driver applicants who fail to meet the above standard will not be considered for employment by the company. Preventable accidents of the following nature will automatically disqualify any candidates:

- Preventable rollover
- Preventable jackknife
- Preventable rear-end collision
- Preventable accident resulting in an injury or fatality
- Any driver with an accumulation of two preventable accidents of any nature within 3 years will not be considered. Any existing driver shall be terminated for the same.
- Any driver that drops a trailer with the landing gear in the raised position shall be terminated, subject to review for mechanical failure.

An applicant who has incurred more violations than the above standard has demonstrated a pattern of unsafe driving behavior which Traveloko finds unacceptable in any prospective driver associate. (FMCSR, Sec. 383.51 and 391.15).

Traveloko will not consider for employment a driver applicant convicted of any drug or alcohol related offense involving the operation of a motor vehicle while within the past 5 years, or any history of an offense involving the operation of a commercial motor vehicle while impaired by alcohol or drugs, or any history of refusing to undergo drug or alcohol testing. Traveloko has a ZERO tolerance policy for drug and alcohol use.

Traveloko will not consider for employment a driver applicant who has been convicted of reckless or careless driving of a motor vehicle offense within the past 5 years. Drivers convicted of operating a motor vehicle with willful and wanton disregard for the safety of persons or property are considered to be unsafe by the company. This kind of behavior is unacceptable in any prospective Traveloko driver. (FMCSR, Sec. 383.5 and 383.51)

Traveloko will not consider any driver applicant who has been convicted of a felony involving the use of a commercial motor vehicle, or leaving the scene of an accident while operating a commercial motor vehicle. (FMCSR, Sec. 383.51 and 391.15)

Drivers will be expected to converse with other company employees, our customers, and the general public. Therefore, Traveloko requires all driver applicants to be able to read and speak the English language sufficiently to be able to perform all duties and functions of the job.

Driver applicants will also be required, because of experience, training, or both, to be able to:

- Safely operate a vehicle operated under Traveloko authority
- Determine and execute proper cargo securement procedures

Application for Employment

All driver applicants shall complete an application for employment furnished by Traveloko, with the application form containing all of the information required under section 391.21 of the FMCSR.

Traveloko's hiring standards require that driver applicants list all former employers for the past 3 years. Any gaps in employment for more than a one-month period must be satisfactorily accounted for on the application. A candidate will be rejected for falsifying information on the application.

License

Traveloko's Safety Department will obtain a legible copy of the license of all driver applicants. The Safety Department will conduct a review of the license to be certain it is valid, has not expired, is the appropriate class for Traveloko vehicles, has the appropriate endorsements, is issued by the applicant's current state of residence, and that the applicant possesses only one license. (FMCSR, Sec. 383.21, 23 and 391.11 (b)(7))

Motor Vehicle Record (MVR)

Traveloko will request an MVR for driver applicants being considered for employment after the company has received the completed and signed application for employment. A CDLIS report will also be ordered and a MVR will be requested from every state the report shows the applicants has held a license past 3 years. If an MVR request from a former state of residency comes back indicating 'no record found,' the MVR request will be placed in the driver's qualification file (if hired) as verification that Traveloko attempted to obtain the information.

Traveloko's Safety Department will review all MVR information to determine if driver applicant meets company hiring standards regarding driving record, and to compare against the application for employment to check for completeness and accuracy (FMCSR, Sec. 391.23). The MVR must clearly indicate the driver has self-certified with the active licensing state. If the report does not provide a self-certification date the driver will be required to provide proof of self-certification prior to being dispatched. This can be done by fax or online with most states.

Traveloko's hiring standards allows that only those driver applicants with no more than the following to be considered for hiring:

- 4 points in 3 years; or
- 2 moving violations in 3 years; or
- 0 speeding violations of 15 MPH or more over the posted speed limit; or
- Any speeding violations in school zone

Investigation of Previous Employment

Traveloko will contact all former and current employers of the driver applicant for the previous 3 years to verify as much of the following as possible:

- Dates of employment
- Type of work performed
- Type of vehicle(s) operated
- Extent of driving experience and verifiable miles
- Vehicle accident record
- Attendance and reliability
- Overall work history and performance
- Record of misconduct regarding employment policies.

All former and current employer information gathered from Traveloko's inquiries must be in writing and will be retained in the driver's (if hired) qualification file. In the event a former or current employer refuses to release information, a note stating this will be placed in the file.

Traveloko's Safety Department will review all former and current employer information to determine if the driver applicant meets company hiring standards regarding past and current employment, and to determine if the applicant was truthful about information listed on the application for employment. (FMCSR, Sec.

391.23)

Drug and Alcohol Test Information from Previous Employers

Traveloko requires all driver applicants to provide written authorization to the company to obtain drug and alcohol test information for each previous and current employer during the preceding 3 years.

All information from former employers regarding drug and alcohol test results must be in writing and will be retained in a separate file for the driver (if hired). In the event no response is received from a former or current employer, a note stating this will be placed in the file. (FMCSR, Sec. 382.413)

For procedures on hiring of driver applicants who have failed an alcohol or drug test, or have refused to be tested, at a previous employer, see Traveloko's Drug and Alcohol Policy and Procedures.

Traveloko will not consider for employment any driver applicant who has refused a drug or alcohol test, failed a random, reasonable suspicion, post-accident, return-to-duty, or follow-up alcohol test, or tested positive for controlled substances while with a previous employer. Traveloko has a ZERO tolerance policy for drug and alcohol use.

Physical Examination and Certificate

Traveloko requires applicants to be fully qualified physically to perform all duties and functions of driving and the safe operation of a commercial motor vehicle. Pre-Employment Department of Transportation (DOT) physical examinations will be performed by a Certified Medical Examiner listed on the National Registry. (<https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam>).

Traveloko company drivers will not be responsible for costs incurred for pre-employment physical examinations. Traveloko owner/operators, lease operators and their drivers shall be responsible for the costs incurred for pre-employment physical examinations.

Applicants who successfully pass the physical examination will be issued a Medical Examiner's Certification card. A copy of the Medical Examiner's certification card will be placed in the driver's qualification file, and the original will remain in the possession of the driver at all times while on duty or operating a company vehicle. (FMCSR, Sec. 391.41, 43, and 45)

Traveloko will accept un-expired valid physical cards from driver applicants that are less than eighteen months old. The medical examiner must be certified and on the National Registry or the applicant will be required to get a new physical by a certified medical examiner that is on the National Registry. Driver's possessing medical waivers shall also have in their possession medical examiner's certificates for pre-employment as well as while they are on duty.

Pre-Employment Drug Test

Traveloko requires all applicants to submit to a DOT pre-employment drug screen to be conducted at a collection site designated by the company. These driver applicants shall not be offered employment until a negative test result has been reported.

Road Test and Certificate

Traveloko requires all driver applicants to successfully complete a road test examination conducted by a Traveloko driver trainer prior to an offer of employment. The road test examination shall be performed

in the type of vehicle the driver will operate for the company. The company's road test examination will be approximately 10 miles in length, and cover the following areas: A complete pre-trip inspection

- Safe coupling and uncoupling procedures of a combination tractor and trailer
- Placing the vehicle in operation
- Using the vehicle's controls and emergency equipment
- Driving in traffic and passing other vehicles (if safely feasible)
- Turning
- Braking, and slowing by means other than braking
- Backing and parking
- Other slow-moving operations

Traveloko is required to provide a record of road test examination form on which the driver's skill in each operation listed above is to be rated. The form is to be signed by the company official conducting the test. The original of this record will be recorded and placed in the driver's qualification file.

Upon successful completion of the road test examination, the Traveloko official who administered the test will complete a certificate of road test. A copy of the certificate will be given to the driver, and the original will be placed in the driver's qualification file. (FMCSR, Sec. 391.31 and 33)

Traveloko will NOT accept a valid Commercial Driver's License from driver applicants in lieu of passing a pre-employment road test.

Pre-Employment Screening Report (PSP)

All PSP reports must reflect a safe driving history. Each report will be examined on an individual basis to determine eligibility for employment.

Personal Appearance and Conduct

All drivers for Traveloko are expected to dress, look, and act like professionals. Maintaining a positive, professional, and safe public image is extremely important to Traveloko. Our drivers are our most visible company representatives to the general public and to our customers, and therefore, need to maintain the highest personal appearance and conduct standards.

Drivers for Traveloko are expected to follow all company policies and procedures, and abide by all customer plant safety rules. Our drivers will be trained in, and expected to obey, all federal and state laws and regulations.

All Traveloko associates are expected to conduct themselves in a professional manner while at work or on duty. Courtesy and mutual respect for others will be demonstrated at all times. All associates are expected to conduct themselves in this manner, and should expect the same treatment in return. Associates who feel they are not being treated in this manner are to contact their immediate supervisor or Human Resources for resolution of their concerns.

Traveloko does not tolerate sexual harassment by any employee, associate, or customer. Any employee who feels they are being subjected to, or are a victim of, any form of sexual harassment has the right to bring the complaint to their immediate supervisor, or to Human Resources, without fear of retaliation.

Dress Code for DRIVERS

This policy applies to all drivers, company, owner-operator, & fleet drivers:

- You must wear a full-length shirt with sleeves. T-Shirts and short-sleeves are permitted, as long as they are clean, and do not have any offensive wording, drawing, or pictures on them.
- (No tank tops)
- Shorts are allowed except at customers' sites, if neat in appearance. NOTE: Many sites require long pants. If you choose to wear shorts during driving, keep a pair of sweat pants or coveralls in the cab to pull on before getting out of your cab.
- (No cutoffs – Shorts be no shorter than your fingertips while your arms are fully extended at your side)
- You must wear shoes, and no open-toed footwear of any kind is allowed, such as sandals or flip-flops.
- Please exercise good personal hygiene.
- You must also be aware of plant specific requirements such as safety vests, safety glasses, and proper footwear.
- Safety vests and proper footwear are required in all truck traffic areas.

YOU are our Company's representative with our customers.

Always be professional in the way you appear & act.

In an effort to continue to maintain and improve the Company's image with customers and the general public, we will continue to have a dress code for all drivers who are leased to Traveloko.

The dress code is published, and available in the Safety or Recruiting Departments.

Should management find a driver in violation of the dress code, disciplinary action will be as follows:

- First Offense – Written warning, copy to driver's personnel file
- Second Offense – One Day Suspension, without pay
- Third Offense – One Week Suspension, without pay
- Fourth Offense – Driver is terminated with no right of recall

Driver Qualification

According to Federal Motor Carrier Safety Regulations (FMCSR), Sections 391.25, 27,

43, and 45, the following documents must be renewed on a regular basis: ANNUAL REVIEW OF DRIVING RECORD, CERTIFICATE OF VIOLATIONS, and DOT PHYSICAL EXAM CARD.

Our Safety Department will review these records and be responsible for monitoring compliance. They will notify drivers of upcoming expirations of documents. Upon notification, all drivers will be responsible for immediately updating these records before their expiration dates. Failure to keep these documents current will result in a driver being disqualified from driving a Traveloko vehicle until such time as the record is updated.

All our driver associates will have in their possession while operating a company vehicle, a valid and proper class license issued by the state of their residence. Per FMCSR, a driver whose license has been suspended, canceled, or revoked for any reason must report the incident to the Safety Department within 24 hours of the action. Drivers whose licenses are not valid will not be allowed to operate any company vehicle. Any Traveloko driver will be disqualified from driving if they violate regulations as listed in Sections 383.51 and 391.15 of the FMCSR. The company will fully comply with these disqualification regulations, and under no circumstances will any exceptions be made.

Controlled Substances and Alcohol Overview

Traveloko is committed to a drug and alcohol free environment. Use of alcohol or the use, sale, purchase, transfer, possession, or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on company premises, engaged in company business, while operating a company vehicle or other equipment, or while operating under the authority of Traveloko is strictly prohibited.

The Federal Highway Administration (FHWA) has issued regulations which require Traveloko to implement a controlled substances testing program. Traveloko will comply fully with these regulations and is committed to providing all of its employees with a safe and drug free workplace. (See Drug and Alcohol Policy)

Customer Service Overview

Customer service is our product. Traveloko is committed to achieving the highest level of customer satisfaction to ensure our continued success. Our goal is to consistently deliver zero defect customer service.

Our driver associates are expected to pick up and deliver on time, with no cargo loss or damage. Drivers are required to communicate all variances to scheduled pickup and delivery appointments promptly so the company can notify the customer and take any needed corrective action.

All paperwork and billing information is to be accurate, signed, and submitted promptly. Drivers are expected to be courteous, cooperative, and respectful at all times. If a conflict does arise at a customer location, the driver should not attempt to resolve the issue. In such cases the driver's immediate supervisor, or Traveloko customer service representative, should be contacted to handle the situation.

Safety Compliance Overview

All Traveloko driver associates are expected to perform all functions, duties, and assigned work in a safe, legal, and professional manner.

Any incidents of a Traveloko driver being instructed to operate in an unsafe or illegal manner should be reported to the driver's immediate supervisor or the Safety Department.

Traveloko drivers require a high level of skill and alertness to consistently operate their vehicles safely. Drivers who are, or are suspected of being, ill or fatigued will not be permitted to operate a Traveloko vehicle or other equipment until the condition no longer exists or proper rest has been taken.

Transporting of any unauthorized passengers is strictly forbidden in any Traveloko vehicle. If any of our drivers are reported, or is found to have an unauthorized passenger, is subject to termination of employment. (See Contraband Policy).

Traveloko driver associates are required to obey posted speed limits on all roads traveled. This policy correlates with our overall expectation that our drivers will operate in a safe, legal, and professional manner.

State and Federal regulations, as well as Traveloko, requires the use of seat belts while driving any vehicle. Traveloko's seat belt policy is in accord with federal regulations which require the use of seat belts while driving any commercial motor vehicle (FMCSR, Sec. 392.16).

Unauthorized modifications or tampering with any company vehicle or its equipment are strictly prohibited. This includes the unplugging of or tampering of GPS systems. Drivers caught tampering with company equipment will be subject to immediate dismissal.

All Traveloko vehicles will be kept neat and clean. It is the responsibility of the assigned driver to maintain the cleanliness and professional appearance of the vehicle.

Defensive Driving Policy

Traveloko is strongly committed to a sound and thorough defensive driving policy. While there are no regulatory requirements that mandate the existence of a Defensive driving policy, it makes excellent business sense to have such a policy in place. Underlying the policy is our corporation's strong commitment to safety on the highways.

While operating company vehicles, drivers should always drive in the safest and most professional manner possible. Likelihood of accidents will be minimized, and a positive image for the company will be promoted in the eyes of the general public. Specifically, our drivers must operate company vehicles in accordance with all provisions of Part 392 - Driving of Motor Vehicles of the Federal Motor Carrier Safety Regulations.

Many factors impact the operation of vehicles on the roadways. They include:

- light levels
- weather
- pavement condition
- traffic conditions
- mechanical condition
- operator condition
- good vision

- alertness
- sound judgment
- Quick reaction time

A successful defensive driver exhibits five main qualities: extensive knowledge, alertness, good judgment, foresight, and driving skill.

The core concepts of defensive driving are:

- Recognizing hazards
- Understanding of evasive and corrective action
- Reaction time

If these principles are followed carefully, the result will be safety on the highways, and a positive image for our company.

Defensive Driving Procedures Intersection

Skillful maneuvering through intersections without an accident is a mark of a good defensive driver. Besides the driver's own skill level, intersections also demand anticipation of the actions of other drivers and taking appropriate evasive action.

Backing

Backing is an extremely hazardous maneuver. If a driver cannot back a commercial vehicle properly they will not be considered for employment with Traveloko.

Rear Collisions

The primary way to avoid rear collisions is by maintaining a safe and adequate following distance. Drivers must be prepared for possible obstructions on the roadway, either in plain sight or hidden by curves or the crests of hills. Special consideration must be given to night driving, when speeds should be kept to a level that will allow the driver to stop within the distance illuminated by the headlights of the vehicle.

Drivers may risk being struck from behind if they do not maintain an adequate margin of safety in their own following distance. If enough space is not allowed in front of a vehicle, chances go way up that somebody can impact you from the rear.

Passing

Do not pass unless it is absolutely necessary. Failure to pass safely indicates faulty judgment on a driver's part, and failure to consider one or more of the following factors need to be considered:

- is there enough room ahead?
- is there adequate space to move back into your lane of traffic after passing?
- have you signaled your intentions?

Being Passed

Drivers must be aware of the actions of other drivers, and yield the right of way if another driver begins to sideswipe you or cut you off. A good defensive driver will avoid problems with this kind of accident situation.

Merging onto Traffic Lanes

Observant defensive drivers will not usually get trapped when other drivers change lanes abruptly. In the same manner, entrapment in merging traffic can be successfully avoided by a good defensive driver with a little preplanning and willingness to yield. Blind spots are not valid excuses for this kind of accident - allowances must be made in areas of limited sight distance.

Railroad Grade Crossings

Driving across railroad crossings, or in areas where there are rail vehicles of some sort demands special care. Careful observance of the traffic situation is your best defense. Never cross railroad tracks when the signal lights are flashing, or go around lowered gates. If hauling Haz-Mat you must stop no less than 15 feet and no more than 50 feet before crossing. Do not shift gears when crossing railroad tracks.

Oncoming Traffic

A defensive driver will avoid a collision with an oncoming vehicle at all costs. Even if the vehicle enters your lane of traffic, an accident must be avoided with evasive action.

Turning

Turning, like passing, is a dangerous maneuver, and demands special care and an observing eye from a defensive driver. Drivers should be aware of other vehicles in their paths, and of the configuration of the turn they are about to undertake, especially when making right hand turns.

Pedestrians

A sensible defensive driver will always assume that if there is a pedestrian (or small vehicle of some sort) involved, slowing down is the best defense. Be certain to give people and small vehicles the benefit of the doubt.

Extreme Weather and Road Conditions

Bad weather and other road hazards place special demands upon any defensive driver. The best rule in any kind of bad weather or extreme road condition is get off the road safely and as soon as possible. If the driver must continue, slowing way down and increasing following distance is the best defense, along with increased awareness. Leave early from origin to compensate for bad weather.

A Traveloko expectation that applies to all of the below situations is that drivers are required to contact their immediate supervisor or night dispatch in the event a delay caused by weather or other road conditions will affect pick up or delivery schedules.

Fog

Traveloko drivers will receive safety training in fundamental fog-driving techniques. Fog reduces drivers' visibility and impairs their distance perception, making it perhaps the most dangerous type of extreme weather conditions.

Because of this, it is Traveloko's policy that, whenever possible, drivers are to avoid driving in foggy conditions by pulling off the road and safely parking until such time as the fog dissipates. If drivers cannot safely pull off the road, the following procedures will be followed:

- Driver should never assume the depth or thickness of any fog. Fog can range from a momentary blurring of the windshield to being several miles thick.
- Drivers should slow the vehicle's speed. Reduction in speed should be done gradually in order to avoid becoming a hazard for other motorists. Determining the correct and safe speed depends on the thickness of the fog and will be left to the individual driver's best judgment.
- Drivers are to use low-beam headlights only when driving in fog. Low-beams serve two purposes. They help our drivers see the immediate roadway and allow other motorists to see our drivers.
- Drivers shall avoid the use of high-beam headlights while driving in fog. The water particles that make up fog will reflect more light back at the driver than on the roadway when high beams are used and will further reduce visibility for the driver.
- Drivers should make use of windshield wipers and the defroster when driving in fog. Driving in foggy conditions will cause a constant fine mist of water on the vehicle's windshield, reducing visibility in the process. Using the windshield wipers and defroster will alleviate this condition.
- Drivers are to avoid passing other vehicles while driving in fog.
- Drivers are to avoid stopping on any roadway while driving in foggy conditions unless absolutely necessary. If the driver must stop, use the emergency or breakdown lane, activate the emergency flashers, turn off the headlights, and follow Traveloko's breakdown procedures.

Road Construction

Traveloko realizes that chances are good that from time to time our drivers will be faced with having to drive on roadways that are being repaired or under construction. Road construction presents several hazards. Because of this, our drivers are expected to approach road construction work zones the same way they would any adverse driving situation and follow these procedures:

- Drivers will be expected to reduce speed and maintain a safe following distance.
- Drivers are expected to drive at or under all special or reduced posted speed limits while traveling through road construction work zones. Safe following distance will be left to the individual driver's best judgment.
- Drivers should be constantly aware of their immediate surroundings, anticipate the possible actions of other motorists, and expect sudden stops.
- Drivers should watch for construction workers or vehicles crossing the roadway.
- Drivers are expected to use the lane furthest from the construction zone when possible.
- Drivers are to avoid sudden lane changes and to use headlights and four-way flashers when traveling through construction zones.

Road Hazards

Traveloko drivers should be aware of the potential danger of encountering various types of road hazards including:

- Soft shoulders or severe pavement drop-offs that can cause rollover type accidents.
- Road debris such as tire re-caps, metal or lumber can cause severe damage to tires, tire rims, electrical systems, and brake lines. Drivers for Traveloko should be aware of the road ahead to identify potential road debris early and take safe and appropriate avoidance maneuvers.

Underpasses

Hitting a bridge, underpass, or viaduct is a danger our drivers need to be constantly aware of. This type of accident, often referred to as "topping" a trailer, is always preventable. Traveloko drivers need to be aware that the posted height of an underpass is not always accurate. Re-paving and pack snow can reduce the clearance of an overpass. In addition, an empty trailer will ride higher than when it is loaded. Drivers are expected to make thorough trip plans and when in doubt of the clearance of an underpass, to get out of and make a visual inspection or find an alternate route.

Fixed Objects and Special Intersections

A good defensive driver will observe items in the area around the vehicle which might cause problems. Checking to be certain there is adequate clearance is the primary thing to watch. In the areas of driveways, alleyways or plant entrances, the effective defensive driver will analyze the situation carefully, slow down, sound a warning when appropriate, and be ready to yield to the other driver involved.

Physical and Mental Condition

The company expects its drivers to maintain their physical and mental condition. This includes keeping a positive attitude when behind the wheel, and taking good care of their physical health. Fatigue is an especially dangerous factor that drivers must be aware of.

Following Distance

Tailgating is probably the single most common complaint lodged by the general driving public against truck drivers. Here are some specific following distance guidelines:

- 3-second interval at speeds up to 40 m.p.h.
- 4-second interval at any speed over 44 m.p.h.
- add extra time in bad weather or poor road conditions
- add extra following distance if you are being tailgated.

Driving Speed

Drive consistent with posted speed limits, with due regard given to existing traffic, weather and highway conditions. Never overdrive your headlights at night. That means you should be able to stop safely in the distance you can see clearly in your headlights.

Right of Way

A defensive driver should never attempt to exercise the right of way principle. Let the other driver go first. Keep to the right except to pass, or when getting into position for making a left turn. In town, when you enter a main thoroughfare from a side street, alley, driveway or a highway ramp, make a full stop at any crosswalk, then another full stop before actually moving into traffic.

Meeting Other Vehicles

Keep to the right when meeting other vehicles on a roadway. If a vehicle approaches on your side of the road, slow down and pull to the right as far as you safely can. If you have to take this kind of evasive action, and have actually gone off the highway onto the shoulder, be certain you slow the vehicle down sufficiently before you attempt to come back onto the highway. Never pull to the left to avoid an oncoming vehicle.

When merging onto a highway Traveloko drivers are expected to:

- signal early
- be patient and watch for an opening
- build speed and merge smoothly
- check mirrors constantly

When exiting a highway Traveloko drivers are expected to:

- signal and change into the right-hand lane early and safely
- signal intentions to exit early
- check mirrors constantly
- reduce speed and exit

Curves and Turns

The biggest thing to remember in successfully negotiating curves and turns is to slow down. That way you will be able to make any needed adjustments in steering, etc. as required.

Notice to Company Drivers

Please do not leave personal or valuable belongings in your truck. You may be required to change trucks at any given time.

Traveloko is not responsible for your personal belongings.

Thank you,

Traveloko Management

Driver Log Policy

A driver's hours of service are regulated by both federal and state agencies. On the federal level, hours of service of drivers are part of the Federal Motor Carrier Safety Regulations (FMCSR). They are issued and enforced by the Federal Motor Carrier Safety Administration (FMCSA) of the Department of Transportation (DOT).

Traveloko is strongly committed to full compliance with the current federal Hours of Service Regulations, as well as any additional local regulations which may apply. The Hours of Service Regulations are part of the Federal Motor Carrier Safety Regulations, specifically contained in Part 395 of the FMCSR and the Ontario Highway Transportation Act.

Below you will find selected guidelines on what Traveloko expects in completion of the required documents.

Electronic Logging Devices

The Electronic Logging Device (ELD) requirement went into effect December 18, 2017. The ELD mandate was passed in the MAP-21 federal highway funding bill in 2012. This rule applies to any driver currently required to maintain records of duty status (log books) for hours of service. Vehicles subject to the hours of service rules are defined as: vehicles involved in interstate commerce and weigh 1.) 10,001 or more lbs., 2.) has a gross vehicle weight (GVW) or GV combination rating of 10,001 lbs. or more, or 3.) is transporting hazardous materials in a quantity requiring placards.

The ELD rule does not change or add to the hours of service regulations already in place. It only requires drivers subject to hours of service to have Automatic On Board Recording Devices (older devices already installed by many motor carriers) if it was installed prior to December 18, 2017 or registered ELDs (newer devices registered by the manufacturer to meet FMCSA specifications of the new rule.) After December 16, 2019 all drivers must use registered ELDs.

Proper documentation in the vehicle will be mandatory beginning Dec. 18, 2017. If drivers are already using ELDs, documentation should be present in their vehicle.

Mandatory items are:

- ELD user manual go here: <https://samsara-industrial-user-manual.scrollhelp.site/site/>
- Instruction sheet for [transferring HOS records](https://kb.samsara.com/hc/en-us/articles/360043843751-Transfer-Logs-for-a-Roadside-Inspection) to safety officials go <https://kb.samsara.com/hc/en-us/articles/360043843751-Transfer-Logs-for-a-Roadside-Inspection>

- Instruction sheet on <https://kb.samsara.com/hc/en-us/sections/360011338551-Manage-HOS-Corrections-and-Malfunctions> during ELD malfunctions
- Supply of paper tracking forms (grid graphs) to last 8 or more days, in case of ELD malfunction

ELD deposit is \$360.00 for year of service in addition to deposit \$200.00 device fee will be charged for any lost, damaged, incompletely returned or not returned.

Federal Requirements - United States 11-hour Driving Rule

All time spent behind the wheel is considered driving time. After 11 hours of driving time, you must have 10 consecutive hours off duty before you can drive again.

The regulations provide two ways a driver may extend his/her driving time:

Adverse Driving Conditions – If you encounter “adverse driving conditions” such as snow, sleet or fog, or unusual road or traffic conditions on a run that could normally be completed in 11 hours, you are allowed an additional 2 hours of driving to complete the run. However, you must not have known or been able to foresee the situation at the time you began your run. Also, if you are at the 14th consecutive hour after coming on duty, you cannot use this exception. This exception is not an excuse for you to get in 13 hours of driving.

Sleeper Berth – Under the sleeper berth rule you can rest, accumulate off-duty time, make a safe run and still cover the miles in a reasonable time. You can accumulate your required 10 hours of rest by using the sleeper berth in two periods (and only two) of at least 2 hours each. Therefore, if you spend 2 hours in the sleeper berth during the first period, you must spend 8 consecutive hours there during the second period to meet the 10 hours off-duty requirement.

In calculating your available driving time following your second sleeper berth period, you must be careful. You do not have 11 hours available, but rather 11 hours minus the driving time between the two sleeper berth periods. For example, you spend 4 hours driving between the two sleeper berth periods. Upon completion of the second sleeper berth time you can now drive for only 7 hours. This continues to be true following each sleeper berth period until you have 10 consecutive hours off duty.

The sleeper berth can also be used when accumulating 10 consecutive hours of off-duty time. Sleeper berth time can be combined with any legitimate off-duty time, but, the periods must be consecutive and not broken with and on-duty or driving activities.

14 Consecutive Hours on Duty

You cannot drive after 14 consecutive hours after coming on duty. You cannot drive again until you have 10 consecutive hours of rest.

Lunch breaks or other off-duty times do not extend the 14-hour period. The 14 hours are consecutive from the time you start your tour of duty.

On-duty time is defined as all-time from the time you begin work or are required to be ready for work until you are relieved from work and all responsibility for doing work. Including the following:

- Waiting to be dispatched
- Inspecting, servicing, or conditioning a commercial motor vehicle
- Driving (at the controls of your vehicle)
- In or on your vehicle (except time spent in the sleeper berth)
- Loading or unloading your vehicle
- Repairing, obtaining assistance, or attending to a disabled vehicle
- Performing any other work for a motor carrier
- Complying with drug or alcohol testing requirements
- Performing compensated work for any other employer

70 Hours of Service Rule

Traveloko operates every day of the week, and therefore running under the 70 hours in 8 days rule. This means that you must not drive after accumulating 70 hours on-duty time in any 8 consecutive days. You may, however, continue to perform non-driving duties after reaching these limits and not be in violation.

34-Hour Restart

The regulations include an optional “restart” provision. This allows you to “restart” your 70 hour clock after having at least 34 consecutive hours off duty.

Rest Break

May drive only if 8 hours or less have passed since end of driver’s last off-duty period of at least 30 minutes.

Log Content

It’s important to remember that the logging requirements do not change depending on whether you are using paper or electronic. The only change is how the data is recorded. Please be certain to log correctly, and ask if there are any questions. All of these must be logged:

- Completion of the grid and remarks section
- The date
- Starting and ending odometers
- Total miles driving during that 24 hour period
- Truck or tractor and trailer numbers
- Name of the Carrier
- Carrier’s main office address
- Home terminal address
- Driver’s printed name
- Driver’s signature
- Driver’s PIN

- Co-driver's printed name
- Co-driver's PIN
- Total hours
- Shipping document numbers

Canadian Requirements

While operating in Canada, all drivers are expected to comply with Canadian regulations.

13-hour driving rule

A driver cannot drive for more than 13 hours following 8 consecutive hours off duty. All time spent at the driving controls of a commercial motor vehicle is considered driving time.

15-hour on-duty rule

A driver cannot drive after having been on duty for a total of 15 hours (no more than 13 of which can be driving). After 15 hours on duty a driver cannot drive again until he/she has 8 consecutive hours of rest.

120-hour/14-day limit

A driver cannot drive after having been on duty for 120 hours during the period; and shall not drive unless the driver has been off duty for at least twenty-four consecutive hours before the driver totals seventy-five hours on duty during the period.

70-hour/8-day limit

A driver cannot drive after having been on-duty for 70 hours in any 8 consecutive days. 160-Kilometer Radius Drivers

A driver is not required to make out a log if the following criteria are met:

- driver is instructed to drive within 160-kilometer radius of the place he or she reports to work;
- driver returns to the work reporting location and is released from work within
- 15 hours of leaving it and immediately goes off duty;
- Motor carrier maintains records of the times the driver goes on and off duty and the total time the driver is on duty.

The fact that a driver is not required to complete a log does not relieve the driver of any other requirement under the regulations.

A driver who is ordinarily exempted by this regulation shall, when driving a commercial motor vehicle in a circumstance that requires them to make a daily log, shall make a log for the day and enter in it the total period of time that the driver was on duty in the preceding seven or thirteen consecutive days.

Adverse Driving Conditions

A driver who encounters adverse driving conditions and cannot safely complete his/her run within the 13-hour maximum driving time may drive for an additional 2 hours.

Adverse driving conditions mean snow, sleet, fog, or unusual road and traffic conditions which were not apparent to the person dispatching the run at the time it started.

Adverse driving conditions do not include loading or unloading delays or conditions that were apparent before the run was dispatched.

Sleeper Berth

The sleeper berth can be used to accumulate required off duty time, as long as the driver follows prescribed guidelines.

A driver may divide the off duty period into two rest periods if all of the following conditions are met:

1. The two rest periods total at least eight hours.
2. Each rest period is actually spent in the sleeper berth.'
3. Each rest period is at least two hours long.
4. Time driven before and after a rest period does not total over 13 hours

Post/Pre Trip Inspections

Both must be shown on log as "on-duty not driving". A minimum of 15 minutes must be shown for each inspection. Your Post-trip inspection must be completed under the Samsara electronic logs, or on the inspection section of your paper logs. You are required to submit, in writing any findings of damage or mechanical problems found during both the Pre-trip and Post-trip inspections.

Hours of Service Violation Policy

All logs both on and off duty logs must be turned in on a DAILY or TRIP basis. All violations both major and minor will be documented and copies of will be retained in the DRIVERS file.

Each month drivers will receive a letter via e-mail with score card explaining what violations were issued and date / time. All drivers who enter the unacceptable category on scorecard, 50 points or greater, will be subject to verbal or over the phone training, additional log training. Terminations will be issued in the event any driver does not comply with Traveloko Hours of Service Violation Policy.

Major Violations (Drivers will receive points):

1. Hours of Service
 - a. 11 Hour rule
 - b. 14 Hour rule
 - c. 70 Hour rule
 - d. 8 consecutive hour rule
2. Log Falsifications
 - a. Fuel / Tolls
 - b. Citations
 - c. Accidents

- d. Bridge Crossings
 - e. Roadside Inspections
 - f. Satellite
 - g. DVIR
 - h. Speeding Based on Log Information
3. Forgery
4. Missing Logs
5. Citations
 - a. Moving Non Speeding
 - b. Speeding 0 -9 MPH
 - c. Speeding 10-14 MPH
 - d. Speeding 15 MPH or more TERMINATION
6. Accidents
 - a. Preventable
 - b. Non – Preventable
7. Roadside Inspection
 - a. Driver Related
 - b. Equipment related
8. Form and Manner

Minor Violations:

1. Incomplete or Illegible Information
2. Missing Information
3. ECT

Log Violation Policy

Logs need to be turned in on a weekly basis at a minimum (including off-duty logs). The following policy will be applied to a 6-month time period. If a driver accumulates one or more of the following violations within a period of 6 months the appropriate disciplinary action will be taken.*

Major Violations:

- Falsification of Logs
- Driving over hours
- Failure to submit logs (in a timely manner)
- Log violation(s) resulting in an Out of Service Order

1st Offense – Verbal warning: A verbal warning will be issued to the driver, either by phone or in person.

2nd Offense – Written warning: A second warning will be issued to the driver, either by phone or in person, and will be followed by a letter that will be sent to the driver warning of future infractions.

3rd Offense – A \$100.00 fine will be imposed and the driver will be brought into one of the terminals to meet with, or hold a conference call with, a representative of the log department. A Final Warning letter will be issued.

4th Offense – Termination

Minor Violations: Incomplete logs, duplicate logs, illegible logs, etc. All minor violations will be addressed when they become repetitive, and/or consistent on an individual's daily logs, and reflect numerous violations on their monthly report.

1st Offense – Verbal warning: A warning will be issued to the driver, either by phone, in person, or by SMS Messaging.

2nd Offense – Verbal reminder: A reminder will be issued to the driver, either by phone, in person, or by SMS Messaging

3rd Offense – Written warning: A letter will be issued to the driver reviewing the need to cooperate, and to complete all logs as is required by the D.O.T.

4th Offense – A \$50.00 fine will be imposed and a second letter requesting compliance with this issue will be sent to the driver.

5th Offense – A \$100.00 fine will be imposed and the driver will be required to hold a conference call with, a representative of the log department, and a Final Warning will be issued.

6th Offense – Termination

*All drivers are subject to immediate discharge depending on the severity of the violation.

MULTIPLE DAY OFF-DUTY LOG

All MULTIPLE day off-duty logs must be completed per the example below

The following criteria are cause for immediate dismissal in chargeable accidents:

1. Rollover
2. At fault and in possession or under the influence of drug or alcohol
3. Unauthorized rider in vehicle
4. Leaving the scene of an accident without authorization from Traveloko personnel
5. Cited by Authorities for not having log up to date
6. Careless or reckless citation
7. Any driver that drops a trailer with the landing gear in the raised position shall be terminated, subject to review for mechanical failure.
8. Any driver determined to be at fault for a preventable rear-end collision.

Driver On Scene Guidelines

- Pull vehicle as far off the roadway as safely possible
- Turn on four-way flashers
- Call 911
- Set out emergency warning devices as required by 49 CFR Sec. 392.22 (b) (1) and in the prescribed positions on the roadway. The FMCSR require that emergency warning devices be set out within ten (10) minutes of stopping.
- Take note of any fluids leaking or spilling
- Contact Traveloko Safety and Operations Department
- Fill out accident report www.traveloko.com/accident
- Be courteous and cooperative with authorities
- Never admit guilt, liability at the scene of an accident
- If time allows, write as much information about the accident as possible
- Never leave the scene of an accident unless there is no one else to make the necessary calls
- Be prepared to undergo post-accident drug and alcohol testing as required Federal Motor

Accident Investigation Procedures

A Traveloko associate completes accident form with appropriate information and forwards it immediately upon completion to the Safety Department

Traveloko personnel or an insurance adjuster representing Traveloko may be sent to the accident scene to assist in on site investigation and handling of the accident details.

Safety Department personnel will review the following driver related data to determine the continued eligibility of the driver:

- Chargeable status for current event
- Previous Accident Record
- Motorist Complaint Record
- Term of contract with Traveloko
- General performance factors
- Training history

Other factors considered in determining continued eligibility are:

- Liability exposure (Bodily Injury, Physical Damage, Property Damage, Cargo, Fuel or Hazmat spill)
- Physical Damage exposure (cost to repair equipment)
- Drivers in accidents that are determined as chargeable are required to complete safety training. Training must be completed within three (3) weeks. Traveloko reserves the right to determine whether an accident is chargeable. This decision is not subject to appeal.
- Owner Operators and Fleet Owners are subject to the terms of the contractor agreement regarding financial responsibility associated with physical and liability losses.
- After a complete investigation has been conducted, the company will determine contractual status of the driver.

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

Driver Accident History Record Policy

As part of Traveloko's overall commitment to operating in a safe and legal manner, an accident history record will be kept on each driver. These records will be chronological listings of all accidents and incidents involving individual drivers.

The goals of these records are:

- to take a proactive stance in detecting patterns of unsafe driving behavior,
- to take immediate corrective action with all drivers operating in an unsafe manner, or who are involved in accidents or incidents, and
- To recognize those drivers who consistently demonstrate the ability to operate safely and within the regulations.

Driver Accident History Record Procedures

The prevention of accidents and incidents is an important part of Traveloko's safety program, but when an accident or incident occurs, the company will take appropriate corrective action and document the event. The driver's supervisor, along with Traveloko's Safety Department personnel, will be responsible for keeping the driver accident history record current and up to date by recording all accidents and incidents described below.

Accidents

All accidents involving a driver, regardless of preventability or cost, shall be recorded on the driver's accident history record. The company believes the tracking of non-preventable, as well as preventable, accidents can provide valuable information on individual driving behavior and trends. Drivers who show a pattern of 'being in the wrong place at the wrong time' and incurring multiple non-preventable accidents may need additional or remedial defensive driving training.

The cost of the accident shall not be a consideration in whether or not the accident is recorded on the driver's accident history record. Cost is a determinant of accident severity, but the company regards all accidents as serious, regardless of cost. An accident involving \$200 in vehicle damage can easily turn into a \$20,000 accident if a personal injury is claimed. The driver who incurs two or three minor, slow moving accidents is demonstrating a pattern of unsafe or careless driving behavior, and is at higher risk of being involved in a major accident. Accident history records are intended to identify these patterns, and alert the company to take corrective action.

All record of accident entries should include the following minimum information:

- Date and time of the accident.
- Personal injuries involved (if applicable).
- Other vehicle(s) involved (if applicable).
- Property damage involved (if applicable).
- A brief description of the accident.

In addition, a driver's file will include any records of accident counseling, remedial training, or other corrective action taken by the company. This could include things like defensive driving training, slow maneuver operations, backing, etc.

All records of corrective action entries should include the following:

- Type of action taken.
- Date and time of counseling, remedial/additional training, and/or corrective action.
- Signatures of the driver, supervisor, and/or Safety Department representative involved.
- Hours of Service.

Traveloko expects all of its drivers to consistently complete and submit accurate, true, neat, and legible daily logs. Drivers who submit logs with excessive violations are demonstrating unwillingness or inability to meet company standards or comply with federal regulations.

To address this issue, the company has established a Log Policy which provides preventive counseling and remedial training opportunities to improve hours of service performance. The policy also provides a corrective action schedule for drivers who fail to correct their hours of service performance deficits. This corrective action program includes Verbal and Written Warnings to be given to drivers who do not comply with company standards and federal regulations. (See Log Policy)

In addition, the driver's file will include a record of any hours of service counseling, remedial training, or other corrective action taken by the company. All records of corrective action entries shall include the following:

- Type of action taken.
- Date and time of counseling, remedial/additional training, and/or corrective action.
- Signatures of the driver, supervisor, and/or Safety Department representative involved.
- Motorist Complaints.

Conveying the image that Traveloko is a safe and responsible organization to our customers and to the general motoring public is critically important. Drivers have the most direct influence on this image, since they are the company's most visible public representatives.

In order to maintain and enhance our company's image, drivers for Traveloko are expected to drive in a defensive manner and exercise road courtesy at all times. Reported road observations that are either phoned in or written, are taken seriously.

A reported negative road observation has an adverse impact on the company's image. Reports of drivers operating in aggressive, careless, or reckless manners shall be investigated. Although these complaints are only alleged, Traveloko shall monitor these reports to establish a history of possible poor driving behavior.

Drivers involved in repeated motorist complaints over a span of time are demonstrating a pattern of poor driving behavior contrary to company policy. Such drivers will be subject to the following schedule:

- First motorist complaint: Written notification of complaint.

- Second reported motorist complaint within 3 months of the first: Written Warning and mandatory defensive driving retraining.
- Third reported motorist complaint within 3 months of the second: Final Written Warning and disciplinary action including suspension up to, and including, termination.

A record of all reported motorist complaints shall be entered in the driver's personnel file. All motorist complaints shall include the following information:

- Date, time and location of the observation.
- GPS vehicle position history (if equipped)
- The original letter (if the motorist complaint was in written form).
- A brief description of driving behavior observed.

Traveloko expects its drivers to operate in a safe, legal, and professional manner at all times. Drivers convicted of moving traffic violations jeopardize their livelihood and the company's safety standards. All drivers for Traveloko are expected to maintain an acceptable driving record. Moving traffic violations include speeding, improper lane changes, driving too fast for conditions, following too close, failure to yield, etc. They do not include parking or equipment violations.

Traveloko Cell Phone & Texting Policy

Numerous studies have shown that the use of hand-held phones while driving significantly increases the risk of being involved in a crash related incident. According to the National Highway & Traffic Safety Administration (NHTSA), nearly 6,000 people died in crashes involving a distracted driver in 2008.

Based on FMCSA guidelines and Traveloko (Internal Policy), the only time a driver may exercise the option of using a hand-held device for the purpose of communicating, is when the CMV unit is parked and off the roadway in a safe place.

Drivers should practice the following steps before and during the operation of a CMV operating under the authority of Traveloko:

1. Turn Cell phones off or put on silent before starting the CMV
2. Modify your voice mail to indicate that you are unavailable to answer calls or return messages while driving.
3. Check Call your dispatcher on schedule. Calls are required every six (6) hours.
4. Call when you stop for a break.
5. If your unit is installed with an EOBR, Qualcomm or similar system, this is the primary and preferred means of communicating. You must be parked to use this equipment.
6. Per the regulation, the hands-free device must be separate from the cell phone unit, such as a Bluetooth device. Do not depend on the hands-free speaker on the cell phone.
7. When you receive a call from Traveloko, find a safe place to park and return the call within fifteen (15) minutes of the inbound call.

Traveloko is committed to and concerned about the safety of its drivers as well as the general public. It is the goal of our company to lead by example in hope that others will follow our lead by also not using a handheld device during the operation of any motor vehicle. For this reason, Traveloko will not tolerate any violation of the above policy. Violations of this policy WILL result in either a minimum 7-day suspension OR termination of services.

Traveloko Check Call Policy

Drivers are required to submit in the TMS Falcon app, call, text or email immediately after each location is completed. Dispatchers and after hours will make up to 5 attempts reaching out to driver for each check call.

Following information needs to be provided for every load stop.

Shipper

1. If reefer load – confirm temperature
 - a. Confirm is it cycled or continuous
 - b. Pulp temperature (if there is document must be filled out)
2. Quantity counted
 - a. Confirm weight and pallet count (discrepancy must be confirmed by customer)
 - b. If counting is requested and not allowed, we must inform customer, we cannot leave shipper before is approved by customer.
3. In and out times
4. ETA and hours
 - a. How many hours you have available to drive for this trip
 - b. What is ETA to delivery?
5. Seal number (if there is no seal, we must put one and provide seal number, must be noted in check call)
6. Is load secured properly (minimum 2 load bars)

Consignee

1. If reefer load -confirm temperature
 - a. Confirm is it cycled or continuous
2. In and out times
3. Is BOL clean or is there any notes for OSD or any other notes.
4. How many pages of BOL you have (including packing lists or any documents given by Shipper)

Temperature must be in written format from customer. If is not on confirmation than must be emailed or faxed than uploaded by dispatcher as Other document and support must attach into load.

Any verbal temperature verification will not be accepted. If in confirmation says to follow BOL than we need to make sure temperature is written on BOL. If not typed in on BOL shipper needs to write temperature and initial and write name who wrote it. Otherwise we cannot leave shipper.

Following will be imposed to driver, dispatcher and after hours support for violating check call policy.

First Offense verbal warning

Second Offense verbal warning

Third Offense written warning

Fourth Offense Terminated

Check call template to send by email or text: www.traveloko.com/call

Traveloko Corporate Policy

CMV – Mandatory Seatbelt Usage

Traveloko is committed to providing and maintaining a safe working environment for all drivers as well as the general public. In as such, Traveloko will comply with all applicable Safety and Security

laws/regulations such as those mandated by the FMCSA, as well as State and Local regulations, regarding the usage of a seatbelt while operating a CMV.

Pursuant to FMCSA Reg. 392.16, it is stated that... A commercial motor vehicle which has a seat belt assembly installed at the driver's seat, shall not be driven unless the driver has properly restrained himself/herself with the seatbelt assembly.

It is Traveloko policy that this law is adhered to at all times, regardless of the location of the vehicle, whether it is on a public roadway or private property. If the vehicle is in motion, the seat belt must be engaged properly across the Qualified driver and / or Qualified Team Driver' lap and shoulder harness applied across the chest of the Qualified driver and / or Qualified Team Driver' of the vehicle. Violation of this policy will result in the immediate termination of services.

BACKING SAFELY G.O.A.L. (GET OUT AND LOOK)

Effective immediately, Traveloko has decided to institute a new backing policy based on the rising frequency of recent backing incidents/accidents. We will refer to this program as "G.O.A.L." which means GET OUT AND LOOK, before backing. One out of every four accidents is the result of poor backing techniques. Poor backing can result in damage to equipment, buildings, property, and pedestrians, and can cause serious injury and death.

Skill is required to be a safe driver. Professional drivers know the daily challenge of avoiding collisions with fixed objects while backing. Although a driver's ability to see toward the rear is limited, this handicap can be overcome through the use of extra care and caution.

Backing accidents are almost always preventative if the driver is properly trained and uses the following skills:

- If you must back up, look, think and plan ahead
- Avoid backing if at all possible, or pick spots that reduce backing to a minimum
- Walk around your rig and check for clearance – GET OUT AND LOOK!!
- Make sure your trailer doors are properly hooked
- Watch for people, vehicles, forklifts, overhead wires, tree limbs & other objects
- Use your mirrors and back up slowly using the driver's side whenever possible
- Watch your clearance on both sides through your side mirrors or Use a spotter if the backing maneuver could be hazardous
- Turn on your four-way flashers before backing
- Tap your horn periodically as a warning
- If it is dark, get out and check the unlighted areas with a flashlight

G.O.A.L. – (GET OUT AND LOOK)

Equipment Policy

Traveloko is committed to ensuring that all equipment meets or exceeds the minimum specifications of the Federal Motor Carrier Safety Regulations. Each driver is therefore expected to ensure that their vehicles are maintained in accordance with those regulations.

Appendix G of the FMCSR (in the back of the green Pocketbook), lists the standard for which the Department of Transportation and local authorities use to determine an unsafe vehicle known as the CVSA Out-of-Service Criteria. If these violations are detected during a roadside inspection, it is possible that your vehicle will not be able to proceed until those violations are corrected, or the vehicle is towed.

Please familiarize yourself with the content of Appendix G, as well as the content of the Seven Step inspection method described in "Vehicle Inspections, Driver Handbook," by J.J. Keller. You are expected to complete this inspection (or equivalent) during each of your vehicle inspections.

Also, familiarize yourself with the C-TPAT (Customs-Trade Partnership Against Terrorism) 17Point inspection if your route takes you across the border. This inspection method additionally includes checks for cargo security and checking natural compartments for items hidden (under /in the bumpers, fenders, above the fifth wheel glide plate...).

Our Equipment Maintenance

All maintenance for our trucks we will follow "Regional Haul" section. www.traveloko.com/volvo.pdf For our trailers please follow manufacturers recommendation, which is for every 3,000 hrs. to do full PMI. Based on today's markets and industry, it costs about \$90.00 a week to run a trailer (only including normal wear and tear). To see a rundown and explanation, visit traveloko.com/trailer_maintenance

Inspection Rewards and Charges

Drivers who receive a clear DOT inspection (no violations and no warnings) will be rewarded with an inspection bonus of \$100.00 pending proof of inspection documentation. Also drivers who receive violations will be charged \$100.00 for each violation.

Annual Vehicle Inspection Policy

Traveloko is committed to following an annual commercial vehicle inspection program. Department of Transportation (DOT) regulations require commercial motor vehicles to undergo a thorough inspection at least annually. All equipment items not meeting the minimum standards must be repaired before the vehicle is put back into service. Our annual inspection procedure will help avoid DOT penalties and provide support for a sound inspection and maintenance program.

Annual Vehicle Inspection Procedure

All vehicles subject to Traveloko's control must be inspected at least annually. This includes each vehicle in a combination. For example, for a tractor semi-trailer, full trailer combination, the tractor, semi-trailer, and the full trailer (including the converter dolly) must each be inspected.

Inspector qualifications

Only inspectors qualified under Sec. 396.19 of the FMCSR are allowed to perform an annual inspection.

Vehicle Inspection Criteria

The components that are to be inspected are listed in Appendix G to the Federal Motor Carrier Safety Regulations (found in the back of the green Pocketbook).

They include:

- brake system
- coupling devices
- exhaust system
- fuel system
- lighting devices
- safe loading
- steering column
- suspension
- frame
- tires
- wheels and rims
- windshield glazing
- windshield wipers.

Each of these major component areas has subsidiary components that are required to be inspected as part of the annual vehicle inspection.

Any equipment items not meeting minimum standards must be repaired before the vehicle can be put back in service.

Annual inspection documentation

The qualified inspector performing the inspection must prepare a report which includes the following information:

- the inspector's name
- the name of the motor carrier operating the vehicle
- the date of the inspection
- vehicle identification
- a list of the components inspected and designation of any components not meeting inspection standards
- certification that the inspection is accurate, complete, and complies with the regulations.

The original or a copy of the annual vehicle inspection report will be retained at the Traveloko facility. The inspection report will be retained for 14 months. Owners of vehicles who are leased to Traveloko are required to submit updated Annual Inspection Reports to the Traveloko Facility within 7 workdays following the completion of its yearly inspection.

Documentation on vehicle

A copy of the annual inspection report or decal must be carried on the vehicle.

Bi-Annual Owner Operator and Fleet Owner Inspections

In order to increase the safety and reliability of our Owner Operator fleet, effective October 1, 2016, all owner operators will be required to have a DOT inspection on their tractors every six months. At Traveloko we understand how an extra expense affects your bottom line; accordingly, Traveloko have negotiated the cost of these bi-annual DOT inspections done at Loves Travel Stop. All repair costs are still the responsibility of the owner.

We have an agreement in place with Loves Travel Centers to have the inspections completed at any of their nationwide centers that perform this service, as a convenience to our owner operators. As you know, these centers are found along most of our routes and many of our drivers have spent break time at these centers. Part of this agreement is for direct billing for this service, at no cost to the truck owner!

When you receive notice of your inspection coming due, please follow these instructions:

Have Loves call Traveloko Maintenance BEFORE the inspection.

(Maintenance: 925.494.2999 Ext.7 between the hours of **8:00 AM - 5:00 PM EST/EDT**).

- Have Loves request a PO (purchase order) for an Owner/Operator Annual DOT Inspection, letting maintenance know which location is doing the inspection.
- Your inspection will be billed to Traveloko.
- If your unit fails inspection, you have 24 hours to be re-inspected at no charge (Please allow enough time for repairs as this must be done at the same location). All repair costs are still the responsibility of the Owner Operator.

If you have any questions, please call the Safety Department.

****All inspections MUST be completed at Loves centers****

Trailer Damage

Drivers who discover a damaged trailer in customer facilities and obtain a signed report of damage as outlined below are eligible for a \$25.00 (U.S.) bonus.

The report must be on the authorized form of the company at which the damage was found, and it must contain the following:

1. Date
2. Time
3. Trailer Number
4. Name of Company decal on the trailer
5. Company Name
6. City and State
7. Nature of Damage (puncture, crease, dent, scrape etc.)
8. Your Name
9. Signature of plant personnel
10. A photo of the damaged trailer (if possible)

Important note: Reporting must be done prior to leaving the facility with the damaged unit!

You need to turn in the original document to the Safety.

As many of you know missing equipment is always a major problem for the company. With a company the size of Traveloko we have many Owner-Operators and Company drivers. Sometimes as drivers drop equipment and are moved from place to place equipment is forgotten about. In an effort to get the correct locations on equipment we are offering a trailer recovery bonus to drivers that find equipment that has been idle. Make sure you have the trailer number and the exact location of the unit so we can recover it.

Thank you for making these programs a success.

Traveloko Management

Fueling & Tolls

Fuel at Pilot and Flying JK or as directed by your Fuel Solution

Comdata Fuel Cards

The total daily limit for purchases is **\$1,000.00**

This limit is based on a calendar day, **12:00 AM – 11:59 PM**, even though the system may not update exactly at midnight.

The daily limit includes **\$50.00** for additives (e.g. \$950.00 in fuel and \$50.00 in additives)

- DEF purchases fall under the "additives," and are subject to daily limit
- Other "additives" include oil, anti-gel, wiper fluid

Receipts are **NOT** required for any Comdata purchases. If fuel is purchased with any **other** form of payment, a receipt is required to be submitted to Traveloko. (Fleet drivers and Owner/Operators - the truck owner determines their need for receipts)

Fuel cards do **NOT** allow a 2nd transaction within a **2-hour** window.

For Owner/Operators & their Fleet Drivers

There is a current discount of up to **\$1.50** per gallon off the cash price to O/O's, when fueling at selected Pilot and Flying J stops. The price and discount amount, as well as your price, will be displayed in the TMS Falcon app in the sidebar and under fuel. Here you can go to the Stations tab and search in your radius at a location of your choosing, and on a route with a distance from it you choose as well. Once you make the search you can sort by top discounts or view all.

Extra **\$3.00** will be charged charge per each fueling.

Payroll Policies

1. Traveloko's pay week ("Payroll Week") runs from Tuesday at 12:01 AM to Monday at 11:59 PM Pacific Time Zone (PST). This means any runs that you complete within this time frame will be paid during the above week's pay period. If you are in the middle of a trip, or have not delivered yet, it will be added to the following week or upon delivery.
2. After each trip you must send in all your paperwork associated with that load, including miscellaneous documents like scale tickets. All paperwork must be received via our smartphone application within **24 hours** from delivery.
3. Every Friday, you **MUST** mail in all original paperwork using UPS' TripPak Express system.
4. Any illegible or missing paperwork can and will delay payments.
5. If there is any discrepancy in your paperwork or load, you will be contacted. If you do not return the call within **15 minutes** you could incur a possible delay on your payment for that load.
6. Payments are sent by ACH every Thursday and, depending on your bank, you will receive it the same day or Friday.

If using the TripPak envelopes, please verify the address on the envelope prior to dropping it in the box.

Payroll Processing

Remember, YOU can't get paid, if WE can't get paid!

1. We need signed/stamped documents to get paid by our customers.
2. Your paperwork must be in good condition! Please do not send in paperwork that is saturated in coffee or other liquids. Not only will it ruin your paperwork, but it is also often illegible and cannot be processed causing delays on payment.
3. When uploading copies with our application make sure not to crop out page numbers or part of a document that has any text on it.
4. If your paperwork is not sent because you do not have the internet or simply our application is not compatible with your phone you must submit a **scan** of the paperwork by email with any to dispatch@traveloko.com, and we will not accept **pictures**.
5. We audit trips that fall within specific pay periods. Again, your pay week runs from Tuesday at 12:01 AM to Monday at 11:59 PM Pacific Standard Time (PST). So, get your paperwork in as soon as possible!
6. If you do anything out of the ordinary, for example if you have a change in your scheduled run or are told by your dispatcher to run extra miles, get layover pay or they change your rate of pay, you will need to make sure that the new rate confirmation is received and posted in the load.
7. Owner-Operators, if there is a shortage or any other type of discrepancies due to an error in your settlement check, please contact us immediately. If you cannot wait for the correction to be made the following week, please advise us. Comcheks are issued on Fridays. All Comcheks issued will be deducted from your next settlement, as the discrepant amount is added. Company drivers will be advised as to how their payroll will be handled.

Settlement Sheets

Remember, we can't pay you, if we can't get paid!

1. After each trip you must send in all your paperwork associated with that load number. All paperwork must have load number written in order to guarantee your settlement is processed.
2. The payroll department is responsible for auditing your pay and entering any deductions. They also handle all reimbursements. You must submit all paperwork or receipts for reimbursements with the rest of your load paperwork. Make sure your load number is on every page. We would like to avoid the need to research old information and we will only go back 30 days for such research. An Operations Manager will need to confirm any discrepancies prior to any reimbursements.
3. All payroll information is confidential. No driver unless he or she is the Owner of the truck will be given Owner-Operator pay information. So please do not ask your driver(s) or relatives to call us, we will not give them any information. If you need your settlement amount prior to receiving it this information will be available on our website or in smartphone application. It is safe and secure and only you can access it. Visit www.mytms.us, chose to login as Driver or Carrier than enter your user name (located on page one of your packet and that is truck number and first three letters of your name but first letter is capital) and password (your password is the last 5 digits of your driver's license.)

Quick Pay Policy

Remember, we can't pay you, if we can't get paid!

1. In order to be enrolled into this program, you must do the following:
 - a. Complete all your deposits
 - b. Have a good standing with company (e.g., satisfactory safety record, deliveries on time, no load cancellations, no claims, etc.)
2. This program functions in the following way:
 - a. 2% of gross revenue is taken as fees.
 - b. All your deductions and expenses will be deducted from the first load in the Payroll Week.
 - c. All loads completed and eligible paperwork including all receipts, BOLs, etc. by midnight will be paid the next working day.
3. Once enrolled, you may NOT come off repeatedly. You must choose to have all loads on Quick Pay or not at all.
4. Starts on first day of next Payroll Week when you enroll.

****If you are having difficulties, please contact your payroll representative****

Submitting Documents with our TMS Falcon App**Remember, we can't pay you, if we can't get paid!**

We need documents submitted by **11:59 PM Pacific Time**. Monday to be considered for payment for current week's work.

Smartphone application process

- Logging in and Document Sending
 - Download the application "TMS Falcon" from the App or Play Store
 - Log in with your credentials on first page of packet –only one device is allowed
 - Capture document as close as possible and if you cannot read all please don't send it, will be rejected
 - Every page of every document sent **MUST** have our load #
 - Please separate all documents and do not picture stapled documents
 - When cropping documents do not cut corners of documents, if there is any written info, do not leave the background of the picture and send the document crop only.
 - When sending documents, you must use correct the load number in the application
 - Send documents to dispatch, the fax option is to send documents to any fax if needed.
 - All documents must be received the same day as when the load is delivered. Late charges may apply.
 - Any receipt not received same day could be subject non-reimbursement
 - All drivers must always use the TMS Falcon application
- Document History
 - On this page will be all documents (last 10) submitted to us
 - If you see on the line next to it say "**sending...**", this means it is not sent and you must press the refresh button
 - Statuses:
 - Yellow-Pending we did not review
 - Green-Accepted
 - Red-Rejected need to send again

Our smartphone application can be found in Appstore for iOS devices or Play Store for Android devices just search for app "TMS Falcon"

Drug and Alcohol Policy

Traveloko is dedicated to the health and safety of our drivers. Drug and/or alcohol use poses a serious threat to driver health and safety. Therefore, it is the policy of Traveloko to prevent the use of drugs and abuse of alcohol from having an adverse effect on our drivers.

The federal government has recognized the serious impact of drug use and alcohol abuse. The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations, which require all motor carriers to implement an alcohol and controlled substances testing program.

The purpose of the FMCSA issued regulations is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles.

Traveloko will comply with these regulations and is committed to maintaining a drug-free workplace.

It is the policy of Traveloko that the use, sale, purchase, transfer, possession, or presence in one's system of alcohol or any controlled substance (except medically prescribed drugs) by any person while on the company premises, engaged in company business, operating company equipment, or while under the authority of Traveloko is strictly prohibited. Disciplinary action will be taken as necessary.

Neither this policy nor any of its terms are intended to create a contract of employment or contain the terms of any contract of employment. The company retains the sole right to change, amend, or modify any term or provision of this policy without notice. This policy is effective October 1, 2016, and will supersede all prior policies and statements relating to alcohol or drugs.

Drug and Alcohol Procedures Regulatory Requirements

All drivers who operate commercial motor vehicles that require a commercial driver's license under 49 CFR Part 383 are subject to the FMCSA's drug and alcohol regulations, 49 CFR Part 382.

Non-Regulatory Requirements

The (FMCSA) set the minimum requirements for testing. The company's policy in certain instances may be more stringent. This policy will clearly define what is mandated by the Federal Motor Carrier Safety Regulation's (FMCSR) and what company procedure is.

Who is Responsible?

- It is the company's responsibility to provide testing for the driver that is in compliance with all federal and state laws and regulations, and within the provisions of this policy. The company will retain all records related to testing and the testing process in a secure and confidential matter. Traveloko's alcohol and drug program administrator who is designated to monitor, facilitate, and answer questions pertaining to these procedures is located at:
 - Drug and Alcohol Compliance Administrator
4464 Lone Tree Way #1044, Antioch, CA 94531
(925) 494-2999 - Office

The driver is responsible for complying with the requirements set forth in this policy. The driver will not use, have possession of, abuse, or have the presence of alcohol or any controlled substance in excess of established threshold levels while on duty. The driver will not use alcohol when preparing to perform a 'safety-sensitive' function, while performing a 'safety-sensitive' function, or immediately after performing a 'safety sensitive' function.

Definitions

When implementing and interpreting the drug and alcohol policies and procedures required by the FMCSA as well as the policies and procedures required by the company, the following definitions apply:

- Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
- Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
- Breath Alcohol Technician (or BAT). An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).
- CFR means Code of Federal Regulations.
- Collection site. A place designated by the company, where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.
- Commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
 - Has a gross combination weight rating of 26,001 or more pounds (11,794 kilograms) inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds (4,536 kilograms); or
 - Has a gross vehicle weight rating of 26,001 or more pounds (11,794 or more kilograms); or
 - Is designed to transport 16 or more passengers, including the driver; or
 - Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

Consortium means an entity, including a group or association of employers or contractors, that provides alcohol or controlled substances testing as required by this part, or other DOT alcohol or controlled substances testing rules, and that acts on behalf of the employers.

Controlled substances have the meaning assigned by 21 U.S.C. 802 and includes all substances listed on Schedules I through V and any subsequent revisions to the list. The list can be found in 21 CFR 1308. In accordance with FHWA rules, urinalyses will be conducted to detect the presence of the following substances:

- Marijuana

- Cocaine
- Opiates
- Amphetamines
- Phencyclidine (PCP).

Detection levels requiring a determination of a positive result shall be in accordance with the guidelines adopted by the FMCSR in accordance with the requirements established in 49 CFR, Section 40.29(e)(f).

- Disabling damage means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

Inclusions

- Damage to motor vehicles that could have been driven but would have been further damaged if so driven.

Exclusions

- Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
- Tire disablement without other damage even if no spare tire is available.
- Headlight or taillight damage.
- Damage to turn signals, horn, or windshield wipers which make them inoperative.

Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner operator contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle at the direction of or with the consent of an employer.

Drug means any substance (other than alcohol) that is a controlled substance as defined in this policy and 49 CFR Part 40.

EBT (or evidential breath testing device). An EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's 'Conforming Products List of Evidential Breath Measurement Devices' (CPL), and identified on the CPL as conforming with the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.

FMCSA means Federal Motor Carrier Safety Administration, U.S. Department of Transportation.

Licensed medical practitioner means a person who is licensed, certified, and/or registered, in accordance with applicable federal, state, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

Medical Review Officer (MRO). A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

Performing (a safety-sensitive function) means a driver is considered to be performing a safety-sensitive function during any period in which he or she is performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Prescription Medications means the use (by a driver) of legally prescribed medications issued by a licensed health care professional familiar with the driver's work-related responsibilities.

Refusal to submit (to an alcohol or controlled substances test) means that a driver:

- fails to provide adequate breath for alcohol testing as required by part 40 of this title, without a valid medical explanation, after he or she has received notice of the requirement for breath testing in accordance with the provisions of this part,
- fails to provide an adequate urine sample for controlled substances testing as required by part 40 of this title, without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing in accordance with the provisions of this part, or
- engages in conduct that clearly obstructs the testing process.
- Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

Safety-sensitive functions shall include:

1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
2. All time inspecting equipment as required by Secs. 392.7 and 392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle, except time spent resting in a sleeper berth (a berth conforming to the requirements of Sec. 393.76 of this subchapter);
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

7. Screening test (also known as initial test) In alcohol testing, it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.
8. Substance abuse professional. A licensed physician (Medical Doctor or Doctor of Osteopathy); or a licensed or certified psychologist, social worker, or employee assistance professional; or an addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse). All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

Alcohol Prohibitions

FMCSR (Part 382, Subpart B) prohibits any alcohol misuse that could affect performance of a safety-sensitive function.

This alcohol prohibition includes:

- use while performing safety-sensitive functions;
- use during the 4 hours before performing safety-sensitive functions;
- reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.04 or greater;
- use of alcohol for up to 8 hours following an accident or until the driver undergoes a post-accident test; or
- refusal to take a required test.

NOTE: Per FMCSR, a driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.

Drug Prohibitions

The regulations (Part 382, Subpart B) prohibit any drug use that could affect the performance of safety-sensitive functions, including:

- use of any drug, except when administered to a driver by, or under the instructions of, a licensed medical practitioner, who has advised the driver that the substance will not affect the driver's ability to safely operate a commercial motor vehicle. (The use of marijuana under California Proposition 215 or the use of any Schedule I drug under Arizona Proposition 200 is not a legitimate medical explanation. Under federal law, the use of marijuana or any Schedule I drug does not have a legitimate medical use in the United States.);
- testing positive for drugs; or
- refusing to take a required test.

Condition for Employment

A driver applicant, who has refused a drug or alcohol test, failed a random, reasonable suspicion, post-accident, returns to duty, follows up alcohol test, or tested positive for controlled substances will not be

considered for employment with Traveloko. Traveloko has a ZERO tolerance policy for drug and alcohol use.

Circumstances for Testing

Pre-Employment Testing (Sec. 382.301): All driver applicants will be required to submit to and pass a urine drug test as a condition of employment.

Driver applicant drug testing shall follow the collection, chain-of-custody, and reporting procedures set forth in 49 CFR Part 40.

A driver who tests positive for controlled substances will not be considered for a driving position, or safety-sensitive function, for a period of 2 years following a positive test.

Reasonable Suspicion Testing (Sec. 382.307): If a company official designated and trained under FMCSRs (Sec. 382.603) believes a driver is under the influence of alcohol or drugs, the driver will be required to undergo a breath test and/or urinalysis.

The basis for this decision will be specific, contemporaneous, particularly observations concerning the appearance, behavior, speech, or body odors of the driver.

The driver's supervisor or another company official will immediately remove the driver from any and all safety-sensitive functions and take the driver or make arrangements for the driver to be taken to a testing facility.

The person who makes the determination that reasonable suspicion exists to conduct an alcohol test may not administer the alcohol test.

Per FMCSRs, reasonable suspicion alcohol testing is only authorized if the observations are made during, just preceding, or after the driver is performing a safety sensitive function.

UNDER NO CIRCUMSTANCES SHALL A DRIVER BEING TESTED FOR ALCOHOL OR A CONTROLLED SUBSTANCE, BASED UPON REASONABLE SUSPICION, TRANSPORTS THEMSELVES TO A TESTING FACILITY.

Per FMCSRs, if the driver tests 0.02 or greater, but less than 0.04, for alcohol the driver will be removed from all safety-sensitive functions, including driving a commercial motor vehicle for at least 72 hours.

If an alcohol test is not administered within two hours following a reasonable suspicion determination, the program administrator will prepare and maintain a record stating the reasons why the test was not administered within 2 hours.

If the test was not administered within 8 hours after a reasonable suspicion determination, all attempts to administer the test shall cease. A record of why the test was not administered must be prepared and maintained.

A written record of the observations leading to a controlled substance reasonable suspicion test, signed by the supervisor or company official who made the observation, will be completed within 24 hours of the observed behavior or before the results of the controlled substances test are released, whichever is first.

A driver awaiting the results of a reasonable suspicion drug test will be suspended from driving or acting in a safety-sensitive position, until test results are obtained from the testing facility.

Post-Accident Testing (Sec. 382.303): Drivers are to notify the Operations Department and the Safety Department as soon as possible if they are involved in an accident.

According to FMCSA regulations (Sec. 382.303), if the accident involved:

- a fatality, bodily injury with immediate medical treatment away from the scene and the driver received a citation, or
- disabling damage to any motor vehicle requiring tow away and the driver received a citation;
- then the driver will be tested for drugs and alcohol as soon as possible following the accident.
 - The driver must remain readily available for testing. If the driver isn't readily available for alcohol and drug testing, he/she may be deemed as refusing to submit to testing. A driver involved in an accident may not consume alcohol for 8 hours or until testing is completed.

If the alcohol test is not administered within two hours following the accident the Safety Department will prepare a report and maintain a record stating why the test was not administered within two hours.

If the alcohol test is not administered within eight hours following the accident, all attempts to administer the test will cease. A report and record of why the test was not administered will be prepared and maintained. The drug test must be administered within 32 hours of the accident. If the test could not be administered within 32 hours, all attempts to test the driver will cease.

The Safety Department will prepare and maintain a record stating the reasons why the test was not administered within the allotted time frame.

Traveloko shall provide drivers with necessary post-accident information, procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with FMCSR, Section 382.303-Post accident drug/alcohol testing.

Random Testing (Sec. 382.305): Traveloko will conduct random testing for all drivers as follows:

- Traveloko will use a consortium. The consortium will use a selection process based on a scientifically valid method, prescribed by FHWA regulations.
- The consortium will administer the random testing program, maintaining all pertinent records on random tests administered.

At least 10 percent of the company's average number of driver's positions will be tested for alcohol each year. At least 50 percent of the company's average number of drivers' positions will be tested for drugs each year.

The random testing will be spread reasonably throughout the calendar year. All random alcohol and drug tests will be unannounced, with each driver having an equal chance of being tested each time selections are made.

A driver may only be randomly tested for alcohol while he/she is performing a safety-sensitive function, just before performing a safety-sensitive function, or just after completing a safety-sensitive function. DOT Interpretations ----- 382.305 # 17

Part 382 does not prohibit an employer from notifying a driver of his/her selection for a random controlled substances test while the driver is in an off-duty status. If an employer selects a driver for a random controlled substances test while the driver is in an off duty status, and then chooses to notify the driver that he/she has been selected while the driver is still off duty, the employer must ensure that the driver proceeds immediately to a collection site.

Once notified that he/she has been randomly selected for testing, the driver must proceed immediately to the specified collection site.

Operations Managers and Terminal Managers shall ensure that the drivers selected for random tests contact the Drug and Alcohol Administrator. Under no circumstances shall Operations Managers or Terminal Managers wait more than 10 days to inform the selected drivers to contact the Drug and Alcohol Administrator.

Confidentiality of the selected drivers is essential and strictly monitored.

Refusal to Submit

According to FMCSR 49 CFR Sec. 382.211, a driver may not refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substances test required by the regulations. A driver who refuses to submit to such tests may not perform or continue to perform safety-sensitive functions and must be evaluated by a substance abuse professional as if the driver tested positive for drugs or failed an alcohol test.

Refusal to submit includes failing to provide adequate breath or urine sample for alcohol or drug testing and any conduct that obstructs the testing process. This includes adulteration or tampering with a urine or breath sample.

Alcohol Testing Procedures

Alcohol testing will be conducted at the nearest approved collection facility by a qualified breath alcohol technician (BAT), according to 49 CFR Part 40 Subpart C procedures. Only products on the conforming products list (approved by the National Highway Traffic Safety Administration (NHTSA)) will be utilized for testing under this policy.

The testing will be performed in a private setting. Only authorized personnel will have access, and are the only individuals who can see or hear the test results.

When the driver arrives at the testing site, the breath alcohol technician (BAT) will ask for identification.

The driver may ask the technician for identification.

The BAT will then explain the testing procedure to the driver. The BAT may only supervise one test at a time, and may not leave the testing site while the test is in progress.

A screening test is performed first. The mouthpiece of the evidential breath testing device (EBT) used in the test must be sealed before use, and opened in the driver's presence.

The driver must blow forcefully into the mouthpiece of the testing device for at least 6 seconds or until an adequate amount of breath has been obtained.

Once the test is completed, the BAT must show the driver the results. The results may be printed on a form generated by the EBT or may be displayed on the EBT. If the EBT does not print results and test information, the BAT is to record the displayed result, test number, testing device, serial number of the testing device, and time on the breath alcohol testing form. If the EBT prints results, but not directly onto the form, the BAT must affix the printout to the breath alcohol testing form in the designated space.

If the reading is less than 0.02, both the driver and the BAT must sign and date the result form. The form will then be confidentially forwarded to Traveloko.

If the reading is 0.02 or more, a confirmation test must be performed. An EBT must be used for all confirmation tests.

The test must be performed after 15 minutes have elapsed, but within 30 minutes of the first test. The BAT will ask the driver not to eat, drink, belch, or put anything into his/her mouth. These steps are intended to prevent the buildup of mouth alcohol, which could lead to an artificially high result.

A new, sealed mouthpiece must be used for the new test. The calibration of the EBT must be checked. All of this must be done in the driver's presence.

If the results of the confirmation test and screening test are not the same the confirmation test will be used.

Refusal to complete and sign the testing form or refusal to provide breath will be considered a failed test, and the driver will be removed from all safety-sensitive functions until the matter is resolved.

Results: According to FMCSRs, the BAT will transmit all results to the employer in a confidential manner. The results will be transmitted via written documentation, telephone, or fax, and must be done in a timely fashion so Traveloko can prevent the driver who fails an alcohol test from performing any safety-sensitive functions.

If the initial transmission is not in writing, the BAT must send a copy of the driver's breath alcohol testing form as soon as possible.

Drug Testing Procedures

Drug testing will be conducted at the nearest approved collection facility. Specimen collection will be conducted in accordance with 49 CFR Part 40, Subpart B, and any applicable state law. The collection procedures have been designed to ensure the security and integrity of the specimen provided by each driver. The procedures will strictly follow federal chain of custody guidelines.

A drug testing custody and control form will be used to document the chain of custody from the time the specimen is collected at the testing facility until it is tested at the laboratory.

As well as the use of a custody and control form, test preparation includes:

- Use of a clean, single use specimen bottle that is securely wrapped until filled with specimen.
- Use of a tamperproof seal system designed in a manner that the specimen bottle can be sealed, revealing any unauthorized tampering (including unauthorized opening of the bottle). The system must allow for identification of the test subject, either by number or some other confidential mechanism.
- Use of a shipping container for transporting the specimens and associated paperwork which can be sealed and initialed to prevent undetected tampering.
- Written procedures and instructions for the collection site person.

The collection of specimen must be conducted in a suitable location and must contain all necessary personnel, materials, equipment, facilities, and supervision to provide for collection, security, and temporary storage and transportation of the specimen to a certified laboratory.

When the driver arrives at the collection site, the collection site employee will ask for identification. The driver may ask the collection site person for identification.

The driver will be asked to remove all unnecessary outer garments (coat, jacket) and secure all personal belongings. The driver may keep his/her wallet.

The drivers will then wash and dry his/her hands. After washing hands, the driver must remain in the presence of the collection site person and may not have access to fountains, faucets, soap dispensers, or other materials that could adulterate the specimen.

The driver is then instructed to provide his/her specimen in the privacy of a stall, or otherwise partitioned area that allows for privacy.

The specimen must consist of at least 45 ml of urine. The sample must then be split in front of the driver into a primary specimen of 30 ml and a second specimen (used as the split) of 15 ml. Both bottles must be shipped in a single shipping container.

Within 4 minutes after obtaining the specimen, the collection site person will measure its temperature. The acceptable temperature range is 90 to 100 degrees Fahrenheit. The collection site person will also inspect the specimen for color and look for any signs of contamination or tampering. Unusual signs must be noted on the collection form. Whether the specimen is suspected of being tampered with or not, it must be forwarded to the lab for testing.

If the collection site person believes the specimen was tampered with, a higher level supervisor of the collection site person, or a designated employer representative, shall review and concur with the collection site person that a second specimen will be collected immediately under the direct observation of a same gender collection site person.

The specimen must be kept in the view of the collection site person and driver at all times prior to the specimen being sealed and labeled. The specimen must be sealed and labeled by the collection site person in the presence of the driver. The identification label must be placed securely on the bottle and must contain the date, the individual specimen number, and any other identifying information required.

The driver must initial the identification label on the specimen bottle, certifying the specimen collected was his/hers.

All identifying information must be entered on the custody and control form by the collection site person.

The form must be signed, certifying collection was accomplished in accordance with the instructions provided. The driver must also sign this form indicating the specimen was his/hers.

Laboratory analysis: As required by FHWA regulations, only a laboratory certified by the Department of Health and Human Services (DHSS) to perform urinalysis for the presence of controlled substances will be retained by Traveloko. The laboratory will be required to maintain strict compliance with federally approved chain-of-custody procedures, quality control, maintenance, and scientific analytical methodologies.

All specimens are required to undergo an initial screen followed by confirmation of all positive screen results. The confirmation process is done by gas chromatography/mass spectrometry (GC/MS), revealing a specific, scientific level of drug contained in a collected specimen.

Results: According to FHWA regulation, the laboratory must report all test results directly to Traveloko's medical review officer (MRO) within an average of 5 working days. All results, positive and negative, must be reported. Only specimens confirmed by the GC/MS as positive are reported as positive.

The MRO is responsible for reviewing and interpreting all positive results. The MRO must determine whether alternate medical explanations could account for the positive test results. The MRO must also give the driver who tested positive an opportunity to discuss the results prior to making a final determination that the test was positive. After the decision is made, the MRO must notify Traveloko.

If the MRO, after making and documenting all reasonable efforts, is unable to contact a tested driver, the MRO shall contact the Drug and Alcohol Compliance Administrator in the Safety Department. This company official will arrange for the driver to contact the MRO before going on duty.

The MRO may verify a positive test without having communicated with the driver about the test results if:

- The driver expressly declines the opportunity to discuss the results of the test;
- Neither the MRO or employer has been able to make contact with the driver for 14 days; or
- Within 5 days after a documented contact by the designated company official instructing the driver to contact the MRO, the driver has not done so.

Split Sample: As required by FMCSR, the MRO must notify each driver who has tested positive that he/she has 72 hours to request the test of the split specimen. If the driver requests the testing of the split, the MRO must direct (in writing) the lab to provide the split specimen to another certified laboratory for analysis.

Traveloko will not pay for the testing of the split specimen.

If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing, or unstable, the MRO must cancel the test and report the cancellation and the reasons for it to the DOT, Traveloko, and the driver.

Specimen Retention: Long term frozen storage will ensure that positive urine specimens will be available for any necessary retest. Traveloko's designated drug testing laboratory will retain all confirmed positive specimens for at least 1 year in the original labeled specimen bottle.

Confidentiality/Recordkeeping

All driver alcohol and controlled substance test records are considered confidential (Sec. 382.401). For the purpose of this policy/procedure, confidential recordkeeping is defined as records maintained in a secure manner, under lock and key, accessible only to the program administrator.

If the compliance administrator is unavailable, the Director of Safety will have access to the alcohol and controlled substance records.

Driver alcohol and controlled substance test records will only be released in the following situations:

- To the driver, upon his/her written request;
- Upon request of a DOT agency with regulatory authority over Traveloko;
- Upon request by the United States Secretary of Transportation;
- Upon request by the National Transportation Safety Board (NTSB) as part of an accident investigation;
- Upon request by subsequent employers upon receipt of a written request by covered driver;
- in a lawsuit, grievance, or other proceeding if it was initiated by or on behalf of the complainant and arising from results of the tests; or
- Upon written consent by the driver authorizing the release to a specified individual.

All records will be retained for the time period required in Sec. 382.401.

Driver Assistance

Driver Education and Training (Sec. 382.601): All drivers will be given a copy of this policy.

Supervisor Training (Sec. 382.603): According to FMCSR, selected Safety and

Recruiting personnel of Traveloko will receive training on this program. The training will include at least 60 minutes on alcohol misuse and 60 minutes on drug use. The training content will include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use. The training allows personnel to determine reasonable suspicion that a driver is under the influence of alcohol or drugs.

Referral, Evaluation, and Treatment (Sec. 382.605): According to FMCSR regulation, a list of substance abuse professionals will be provided to all drivers who fail an alcohol test or test positive for drugs.

Discipline

According to FMCSR, no person who has failed an alcohol or drug test, or refused to test, will be allowed to perform safety-sensitive functions until the referral, evaluation, and treatment requirements have been complied with. The following company disciplinary measures apply to all reasonable suspicion, post-accident, and random tests.

Controlled Substance Positive Test Result: Upon notification that a driver tested positive for a controlled substance, the driver will be given the option of requesting a test of the split sample within 72 hours. If the driver has requested a test of the split sample, the driver will be suspended without pay until the results of a split sample test are obtained.

If the driver doesn't request a split sample test or the split sample test confirms the initial positive result, the driver will be terminated.

If the split sample testing disputed the initial test results or if the initial test results are designated invalid, the driver will be reinstated.

Refusal to Test: A driver's refusal to test for alcohol or controlled substances will be considered a positive test result. Adulteration or tampering with a urine or breath sample is considered conduct that obstructs the testing process and will also be considered a refusal to test. A driver whose conduct is considered a refusal to test will be terminated.

Failed Alcohol Test Result: Upon notification that a driver has failed an alcohol test (0.04% BAC or greater), the driver will be terminated.

Upon notification that a driver tested 0.02% BAC or greater, but less than 0.04% BAC in initial and confirmatory tests for alcohol, the driver will be removed from being involved in safety-sensitive functions, and suspended for 72 hours without pay.

Contraband Policy

The following items at no time will be permitted to be transported in a commercial motor vehicle as long as the commercial motor vehicle is being operated as, for, or on behalf of Traveloko and/or its subsidiaries:

1. Radar Detectors. FMCSR Sec. 392.71.
2. Controlled Substances. Controlled Substances, as defined under FMCSR 382.107, are prohibited from possession or use unless a licensed medical practitioner specifically prescribes it to the driver as medication. However, this does not apply to the possession or use of a substance administered to a driver under the instructions of a licensed medical practitioner and who has advised the driver that the substance will not affect the driver's ability to safely operate a vehicle. FMCSR Sec. 392.4.
3. Alcohol. Alcohol, as defined under FMCSR 382.107, cannot be used within 4 hours of going on-duty. Nor shall a driver be in possession of alcohol while in physical control of a commercial motor vehicle. Alcohol cannot be transported on a commercial vehicle unless it is manifested as

part of a load. Alcohol cannot be used for 8 hours following an accident that requires post-accident drug and alcohol testing. FMCSRs Sec. 392.5, 382.209.

4. Police Scanners. Any device capable of receiving police frequencies is illegal in Michigan and several other states. MCLA 750.508.
5. Firearms, Tasers, Stun guns, Stilettos, Switchblades. MCLA 750.227.
6. Unauthorized Passengers, Unauthorized Drivers. Written authorization from Traveloko Safety Department is required to transport any person who is not a Traveloko employee. Any person who operates a vehicle under Traveloko authority must complete orientation and have met all qualifications of FMCSR Sec. 391.11 and 392.60.

Drivers found transporting any of the above contraband will be subject to disciplinary action up to, and including, immediate dismissal.

Permits

1) IFTA Decals

- a) Decals must be on each side of the truck
- b) You must carry a corresponding copy of the IFTA license
- c) IFTA expires every 12/31 each year
- d) Contact Traveloko Office if you do not receive your new IFTA by 12/31

2) NY Hut Permit

- a) This decal and cab card is required for every truck that goes through New York
- b) The NY Hut expires every two (2) years
- c) These permits are ordered per truck or as needed.
- d) Contact Traveloko Office we will order a temporary permit and the permanent will be mailed.
- e) This permit is \$1.50 plus per mile rate which could change without notice.

3) OR Permit

- a) Cab card is required for every truck that goes through Oregon
- b) The OR permit expires every year on 12/31
- c) These permits are ordered per truck or as needed.
- d) Contact Traveloko Office we will order a permit and email or fax to you.
- e) This permit is \$8.00 for each trip plus per mile rate which could change without notice.

4) US Customs Permits

- a) This is a window decal
- b) This decal is required for every truck that is crossing into Canada.
- c) If you do not have a decal it will cost \$5.00 for each crossing.
- d) This decal is available at a cost of \$100.00.

Important Documents, Permits & Forms

(MUST BE IN TRUCK)

Operating Authority

Motor Carrier Permit

CAB Card

Trailer Registration

Liability Insurance

IFTA Permit

Lease Agreement

Schedule A

Truck Annual Inspection

Trailer Annual Inspection

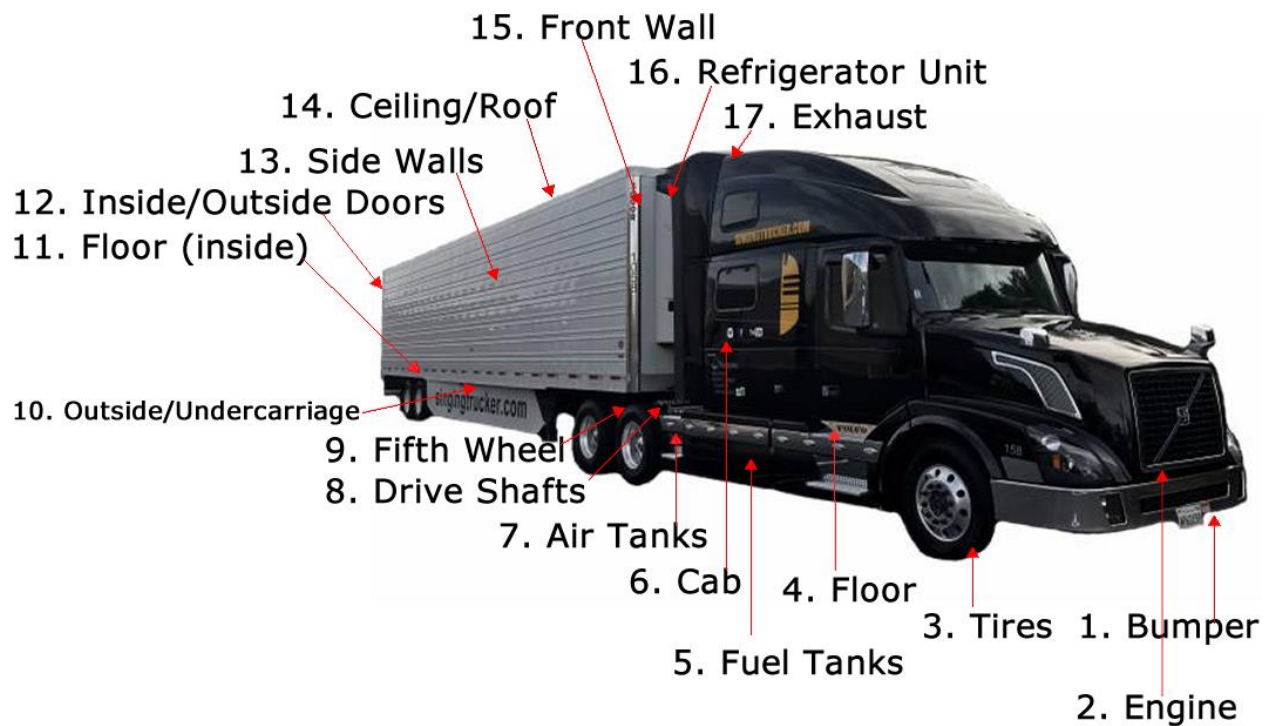
Drug Test Form

Accident Report Form

ELD DOT Reference Card

17-Point Tractor & Trailer Inspection

1. Bumper	10. Outside/ Undercarriage
2. Engine	11. Floor
3. Tires (truck & trailer)	12. Inside/ Outside Doors
4. Floor	13. Side Walls
5. Fuel Tanks	14. Ceiling/ Roof
6. Cab/ Storage Compartments	15. Front Wall
7. Air Tanks	16. Refrigerator Unit
8. Drive Shafts	17. Exhaust
9. Fifth Wheel	



Social Media Policy

At Traveloko, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all associates who work for Traveloko, or one of its subsidiary companies in Traveloko. Managers and Dispatchers should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Traveloko, as well as any other form of electronic communication. The same principles and guidelines found in Traveloko policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of Traveloko or Traveloko's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, the Traveloko Statement of Ethics Policy, the Traveloko Information Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of Traveloko. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Traveloko, fellow associates, members, customers, suppliers, people working on behalf of Traveloko or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of Traveloko trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website or other social networking site to a Traveloko website without identifying yourself as a Traveloko associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for Traveloko. If Traveloko is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Traveloko, fellow associates, members, customers, suppliers or people working on behalf of Traveloko. If you do publish a blog or post online related to the work you do or subjects associated with Traveloko, make it clear that you are not speaking on behalf of Traveloko. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Traveloko.”

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use Traveloko email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

Traveloko prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Associates should not speak to the media on Traveloko’s behalf without contacting the Corporate Affairs Department. All media inquiries should be directed to them.

If you have questions or need further guidance, please contact your HR representative.