Brecht Trucking, LLC

Driver Handbook and Safety Manual

Updated 3/20/2015
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Welcome to Brecht Trucking LLC

Congratulations and welcome to Brecht Trucking LLC. Brecht Trucking LLC is part of the Hartung Brothers Family which also includes Hartung Brother Incorporated and H & N Logistics LLC.

Our company values communication, safety, compliance and longevity.

We look forward to working with you!
Company Overview

Brecht Trucking was started in 1979 by Doug and Shirley Brecht. They started with one tractor and one grain trailer. A second tractor was purchased in 1980 along with a second trailer. Doug and Shirley hired another driver and contracted a few owner operators to assist with their operations. By the late 80’s they had acquired 3 tractors and 6 trailers.

They continued to grow their new found business and in 1995 they made the decision to expand to running operations over the road. At this point they decided they would no longer continue with the grain business. A new customer was acquired that was located in Marion IA. Brecht Trucking was responsible for the safe pick up and delivery of this company's freight and the goal was to get their drivers back in a timely fashion to keep up with volume of freight they were receiving. Brecht continued to grow as the customer grew.

In 2003 Brecht Trucking owned and operated 6 tractors and 12 trailers. They also hired two full time owner operators to lease on to Brecht. A part time dispatcher was hired to assist managing drivers and freight. Brecht rented a shop in Marion to help save on road expenses and repairs.

In 2004 Brecht signed with another customer. This gave them the ability to add more equipment and continue growing as a company. A full time dispatcher was hired to keep up with the new drivers and freight. In December of 2005 Brecht Properties LLC was created. Following this, Brecht purchased a piece of land and a commercial shop. An office next door was rented for convenience. Brecht Trucking currently still operates this office as one of our main terminals. Soon to follow, in 2006, a service technician was hired to perform minor maintenance and repairs. A full time mechanic was hired in 2008 to expand their shop capabilities. Also in this time frame, Brecht Logistics Inc. was created. Customer freight was abundant and this allowed Brecht to broker excess freight to outside carriers.

At this point Brecht Trucking Inc. was operating 8 company trucks and 10 owner operators and business continued to grow. Customer demand grew stronger and more equipment was added to bring the fleet to 15 company drivers and 14 owner operators.

In 2010 a new customer was added to the books. For this new freight 2 new refrigerated 53ft trailers were purchased. This new customer was very pleased with Brecht’s customer service and performance. They requested Brecht add more reefer trailers to accommodate them. By the end of 2010, Brecht’s equipment consisted of 15 tractors, 36 van trailers, 3 reefers and 14 owner operators that were leased on.
In January 2013 Brecht Trucking Inc. was purchased by H&N Logistics LLC/Hartung Brothers Inc. Brecht Trucking LLC with DOT 2358845 was created and is currently the DOT number Brecht operates under.

Brecht Trucking’s new parent company Hartung Brother Inc. (HBI), is one of the top 5 largest agricultural businesses in the country. Hartung Brothers has grown exponentially since its start in 1974. They produce many raw products such as cucumbers, sweet corn, snap beans, lima beans, carrots and more. They are also a big player in seed corn production and distribution. HBI’s growth required them to develop a logistics and transportation division. H&N Transport was incorporated in 1979 and in 2003 H&N Logistics LLC was born. H&N would control all of the logistics and transportation of HBI products. The purchase of Brecht Trucking would add to HBI’s logistics department as well as add equipment to assist in the rising demand to transport their products.

H&N Logistics has upgraded the Brecht Fleet with over 150 reefer trailers. H&N has also added more drivers including owner operators. Our current fleet is just under 50 power units and growing. An order was made in February 2015 for 25 brand new Freightliner Cascadia Evolutions. H&N has also upgraded its operations with a new system called TMW Suite, as well as PeopleNet communication systems. Also added was fleet maintenance software that works with TMW called TMT. H&N has purchased scanners that link with the PeopleNet systems to allow drivers to scan any documents from their truck. Being a Transflo based scanning system, it also allows driver to send paperwork via Transflo from any participating truck stop. All these systems were put in place to increase productivity and time management. For owner operators, these systems in place can help increase your bottom dollar. With PeopleNet you get accurate IFTA reporting and fuel mileage. Reports can be created to allow driver to see in short or long term what their performance and costs are. These systems will help with time management and overall driver performance.

Brecht Trucking and its parent companies are constantly updating and upgrading to improve overall employee and driver satisfaction. The success of these companies comes from the hard work from each and every driver and employee. We will continue to grow and improve along the way. We look forward to working with new people and will do everything in our power to create a positive and successful working environment.
Brecht Trucking Service Map for Crops

Access to Major Shipping/Receiving Locations:
- Bowling Green, OH (Both)
- Chatham, ON (Both)
- Gordon AL (Both)
- Imlay City, MI (both)
- Myakka City, FL (Both)
- Howe IN (Outbound)
- Chaska, MN (Inbound)
- Faison, NC (Inbound)
- Hurlock, MD (Inbound)
- Rosenhayn, NJ (Inbound)
- Siloam Springs, AR (Inbound)
- West Haven, CT (Inbound)

Very Little Active  Inbound  Outbound  Both
Brecht Trucking LLC Important Contacts List

Marion Office
755 49th St, Marion IA 52302
319-261-0474 (phone)
319-365-0748 (fax)

Matt Spafford, Chief of Operations extension 4762
Shirley Brecht, Office Manager extension 4761
Brad Newhard, Dispatch extension 4762
Jim Jaeger, Dispatch extension 4764
Rodney Manternach, Maintenance 319-389-5469
Dennis Martin, Maintenance 319-389-5469

Madison Office
708 Heartland Trail Suite 2000, Madison WI 53717
608-829-5100 (phone)
608-829-6061 (fax)

John Hartung, President extension 6004
Phil Seston, Business Operations Manager extension 6063
Brenda Hofer, Accounting extension 6068
Patricia Hinze, Dispatch extension 6073
Courtney Argbogast, Dispatch extension 6079
Waterloo Satellite Office
Waterloo, WI
920-478-8219 (phone)
888-573-3185 (fax)

Matt Williams, General Operations Manager/Dispatch  210-807-0251
Michelle Williams, Safety & Compliance Coordinator/DER  210-807-0287
Driver Handbook and Safety Manual Acknowledgment

I acknowledge I have received a copy of Brecht Trucking, LLC’s Driver Handbook and Safety Manual and it was reviewed with me during driver orientation.

I agree to comply with all policies in this handbook. I understand failure to follow any company policy may result in disciplinary action(s) up to and including termination.

I further understand that the employment policies and procedures are, at any time, subject to alteration, modification, revocation, suspension or termination by the company at their discretion. All updates will be made available to each driver in written form.

Equal Opportunities Employer

Brecht Trucking, LLC is an equal opportunity employer. The company does not discriminate based on race, color, sex, religion, national origin, age, disability, genetic information, marital status, military service or any classification protected by state, federal or local law.

In addition, this policy of equal opportunities is applied to all terms and conditions of employment. This includes, but is not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Probationary Period

Every driver employed by Brecht Trucking LLC enters a mandatory 90 day probationary period upon hire. Any infraction of company policies during this probationary period will be considered grounds for dismissal and until the probationary period is completed, the driver will not be considered a permanent hire.
Attitude and Expectations

Please remember that as a driver for Brecht Trucking LLC, you are a representative of the company while out in the community. Create a favorable image of Brecht Trucking LLC and yourself by following these principles:

• Abide by all customer safety rules, regulations and requests.
• Position your vehicle in a manner that will least likely interfere with a customer’s business and/or flow of traffic.
• Be friendly and greet their employees with a smile and a handshake.
• Never argue with a customer or their employees. If a problem arises, call your dispatcher and explain the situation in a courteous manner.
• Always be neat, clean, well groomed and in appropriate, non-offensive attire.
• Conduct yourself in a professional manner.

The above mentioned expectations are also required of drivers in regards to other Brecht Drivers and Brecht staff. When entering a Brecht office or shop, please remember to conduct yourself appropriately and be respectful of others. Insults, inappropriate language, rudeness and/or insubordination will not be tolerated.

Importance of Communication

Brecht Trucking LLC is a firm believer in communication and teamwork. Both are vital to driver retention and we as a company will make every effort to alleviate any unnecessary stressors for our team. If you have a valid concern or complaint, please voice it respectfully to your dispatcher. If you have a suggestion please follow the same process. Please do not “vent” to other drivers about your personal dissatisfaction with the company – this will not fix the underlying issue. If you feel you are not being heard by your dispatcher, please contact the Operations Manager to help resolve the issue.
Harassment Policy

Brecht Trucking, LLC does not tolerate harassment in any form. Each of us – drivers, dispatchers, managers, office staff, maintenance staff – are responsible for creating an atmosphere free of discrimination and harassment.

Any driver who has a complaint involving harassment, against any company or non company employee, is asked to immediately bring their complaint to their direct supervisor. If the complaint is in regards to someone in the driver’s direct line of command, the employee may go to another management person with the complaint.

Examples of prohibited conduct include, but are not limited to:

- racially motivated actions and behavior including inappropriate questioning about racial or ethnic origin, offensive graffiti and intimidating behavior such as threatening gestures.
- lack of tolerance of personal difference including making fun of personal circumstances or appearance
- unmerited criticism, isolation, gossip, changes to job duties that are detrimental, responsibilities delegated but without authority, essential information withheld, or behavior that is intimidating or demeaning
- homophobic remarks or jokes, threats to disclose sexuality and intimate questions about sexual activities
- discussion of the effects of a disability on an individual’s personal life, uninvited touching or staring, and inappropriate questioning about the impact of someone’s disability
- derogatory age-related remarks and unjustifiable dismissal of suggestions on the grounds of the age of the person
- leaving repeated or alarming messages on voice mail or e-mail, following people home, or approaching co-workers to ask for personal information

Brecht Trucking LLC will investigate and retain confidential documentation of all allegations of harassment in a prompt manner. All drivers and/or employees involved in the allegation remain cooperative during the investigation until it is completed.
Sexual Harassment Policy

Brecht Trucking LLC prohibits drivers and employees from doing anything that coerces or harasses another person (employed or not employed by Brecht Trucking LLC). This policy specifically prohibits a driver or employee from engaging in any intimidating, coercive or harassing behavior that is sexual in nature.

Examples of prohibited conduct include, but are not limited to:

- Spoken or written comments relating to a person’s gender or sexual orientation
- Any unwelcome advance or contact of a sexual nature
- Sexually oriented comments about a person’s body or behavior.
- Showing or displaying pornographic or sexually explicit objects or illustrations in the workplace or while performing duties on behalf of Brecht Trucking LLC

In addition, Brecht Trucking LLC prohibits unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduction of a sexual or otherwise offensive nature, when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of a person’s employment
- Submission to or rejection of such conduct by a person is used as the basis for employment decisions affecting the person
- Such conduct has the purpose or effect of unreasonably interfering with the person’s work performance or creating an intimidating, hostile, or offensive working environment

Brecht Trucking LLC will investigate and retain confidential documentation of all allegations of sexual harassment immediately. The company will take appropriate corrective action, including all drivers and/or employees involved in the allegation remain cooperative during the investigation until it is completed. The company will take appropriate corrective action, including disciplinary measures, up to and including termination, to remedy all violations of this policy.
Brecht Trucking, LLC strives to promote a safe and high quality driving environment. Therefore, each applicant is run through a driver qualification process before being employed with the company. All applicants per insurance guidelines must:

1. Must meet all Federal Motor Carrier Guidelines

2. Must have a valid Commercial Driver’s License with proper endorsements, or Chauffeur License (where applicable) in state of residence. No current license suspension or revocation. A work permit is not acceptable.

3. No serious or disqualifying traffic violations within the last three years as follows:
   a. Excessive speeding, involving any single offense for any speed of 15 mph or more above the posted speed limit.
   b. Reckless driving, as defined by state of local law or regulation, including but not limited to the offense of driving a motor vehicle in willful or wanton disregard for the safety of persons or property.
   c. Improper or erratic lane changes.
   d. Following the vehicle ahead too closely.
   e. Driving while intoxicated or under the influence of drugs.
   f. Hit and run, leaving the scene of an accident, or failure to report an accident.

4. No move than four moving violations in the past 36 months, and no more than two moving violations in the previous 12 months.

5. No preventable accidents involving a fatality, bodily injuries treated away from the scene, or disabling damage to a motor vehicle within three (3) years. (Disabling damage means damage that precludes departure of any motor vehicle from the scene of an accident in its usual manner in daylight after simple repairs. This includes damaged vehicles that are drive-able, but would incur further damage, if so driven). Any other accidents will be reviewed on a case by case basis.

6. A minimum of two years driving experience in the operation of tractor/trailer equipment. 12 months must be consecutive within the past 3 years.
7. Must be 23 years old (Drivers 25 years old and older are encouraged).

8. Previous employment must be consistent and accurate. Driver must have departed voluntarily from all previous employers (with the exception of a company closing). Applicants with 6 or more employers listed for a 12 month period will require special review for approval.

9. Limited amount of inspections listed on PSP report.

If at any time during employment, a driver falls into one of the categories above (for example is issued a citation for excessive speeding), the driver must notify their dispatcher immediately for review with the insurance company.
Driver Referral Bonuses

Applications can be found on our website www.brechttrucking.com or can be emailed from an agent or authorized Brecht Trucking LLC representative. If you are referring an applicant, please make sure to have applicant note on the top of the application who is referring them (first and last name) in order to be eligible for a driver referral bonus.

Bonuses are as follows:

For Owner Operators

Upon successful hire of applicant: $150
After 90 days of employment for applicant: $150
After 6 months of employment for applicant: $150

For Company Drivers

Upon successful hire of applicant: $100
After 90 days of employment for applicant: $100
After 6 months of employment for applicant: $100

*Please confirm with your dispatcher if the company is currently hiring for company drivers. We are always looking for owner operators.*

Canada Bonus

Additional bonuses will be offered to drivers who run Canada loads on a regular basis.

Load Supplies

Each driver is issued 2 load locks at orientation. Any further supplies needed such as but not limited to load locks, padlocks, chains, etc. are the Owner Operator’s financial responsibility.
Personnel Files

All personnel files are kept in a secure and locked location. Each driver is responsible for updating their dispatcher with their most current information – phone number, address, email, emergency contact, marital status, etc. Any updates should be given directly to your dispatcher, who in turn, will forward it on to the appropriate personnel. All driver information will be reviewed with each driver at their anniversary date for any additional updates.

Upon hire and on their anniversary date, drivers will have their MVR reports rerun to check for accuracy and to ensure a medical card is currently registered.

Yearly performance reviews will be conducted.

License Compliance

Please be aware all drivers are only allowed to possess one driver’s license. Any other licenses you may have in your possession must be surrendered to the Department of Motor Vehicles.

As a commercial motor vehicle driver, you will need to notify the company within 24 hours of receiving notification that your license has been suspended or revoked. You will also need to notify the company again within 24 hours of the conviction date if you receive any violations.

Also, note you are required to notify the company of any time spent performing work for another entity (motor carrier or not) for compliance with the hours of service requirements.

It is the driver’s responsibility to keep their license and medical card current as well as to register each medical card when issued in order to keep their CDL active.

Personal Property

Brecht Trucking LLC is not responsible for driver’s personal property. All personal property should remain in the driver’s truck and be locked at all times. No personal property shall be left in the shop or office area without prior written approval from the Chief Operations Officer.
Payroll and Weekly Settlements

Brecht Trucking LLC offers direct deposit or paper check. Paychecks will be direct deposited or mailed out every Friday. First check is held back 10-14 days depending on hire date.

Settlements are emailed to drivers weekly or can be viewed online through our website. All drivers are paid weekly (pending all paperwork is sent in properly) through Hartung Brothers.

Questions about payroll should be directed to Brenda Hofer in Accounting.

Comdata Fuel Card

Each driver is issued a comdata card upon hire. If this card is lost, damaged or stolen, the driver will be charged a $25 replacement fee. This card can be used for fuel and additives. Brecht Trucking LLC does not utilize comdata fuel cards for cash advances. If you need a cash advance you will need to request a comdata check.

Comdata Checks

Comchecks will be issued for load related expenses. Comchecks issued will be deducted from the driver’s next weekly settlement. Reimbursements will only be given with corresponding receipts.

Loan Agreements

Brecht Trucking LLC offers drivers the opportunity to take a loan or large cash advance if needed. We charge 10% of the loan amount as interest. Payments will be deducted from driver’s weekly settlements at 10% of gross line haul of every load hauled. Payments can be extended up to 6 months depending on the amount of the loan. Prior to receiving, a loan agreement must be signed and dated by driver and accounting.
Illness

No driver shall operate a motor vehicle while the driver’s ability or alertness is impaired through fatigue, illness or any other cause as to make it unsafe for their operation of a motor vehicle. If you feel ill or too tired to drive, notify your dispatcher immediately so the appropriate actions may be taken to ensure everyone’s safety.

Time Off

Brecht Trucking LLC requires drivers to give advanced notice when requesting time off for vacation or an appointment so that loads can be planned accordingly. A minimum of 14 days notice is required to be given to your dispatcher.

Please keep in mind, any fixed payments and/or weekly escrow amounts will still be owed during time off. Be sure to make arrangements with payroll prior to taking time off.

Truck and Trailer Insurance

Brecht Trucking LLC is insured through HNI with Bailee Liability Coverage. Limit $150,000 with $10,000 deductible. All accident policies and procedures located in Section 8 of this manual are to be followed at all times.

Owner Operator Agreements

All Owner Operators are responsible for reading, understanding and signing an Owner Operator Agreement and if applicable, a Lease Agreement. Drivers are legally bound to this agreement and are required to carry a copy of their lease agreement in their truck at all times.

Addendums to the Owner Operator Agreement as well as an updated Lease Agreement must be signed by both driver and the Chief Operations Officer every time there is a change or addition of equipment.
Termination Policy

Voluntary Termination – If any employee in good standing with the company decides to leave, Brecht Trucking, LLC requests an appropriate notice (2 weeks) be given to your supervisor to allow for a smooth transition. All employees are employed “at will” and have the right to terminate their employment at any time for any reason.

Lease operators who choose voluntary termination will forfeit the rights to the tractor they are leasing per the Owner Operator Agreement signed upon hire.

Involuntary Termination – Brecht Trucking, LLC reserves the right to terminate an employee at any time, with or without notice for the following (but not limited to):

- Unsatisfactory work performance
- Violating company policies
- Performing unsafe driving duties
- Positive drug or alcohol testing
- Failure to complete required drug or alcohol testing

Upon termination, all company equipment must be returned to the Brecht Trucking LLC Marion Terminal to avoid penalties.

Drivers will be charged for any recovery fees incurred in securing equipment not returned to the Marion Terminal.

Brecht Equipment and Property that must be returned:

- Tractor
- Trailer
- Base Plates
- Any keys issued
- Peoplenet Unit
- Prepass/EZ Pass Transponder
- TripPak Scanner
- Any outstanding paperwork (PODs, Receipts, Logs, Maintenance Reports, Etc)
- Comdata Card
- Load Locks
- Any other items issued that are the property of Brecht Trucking LLC
Alcohol and Drug Policy

All drivers, training personnel and all company employees subject to 49 CFR, Part 382 “Alcohol and Controlled Substances Testing” employed or leased to Brecht Trucking LLC and operating commercial motor vehicles shall submit to all alcohol and controlled substances tests administered in accordance with Part 382 and Part 40. Drivers are required to be in compliance during all periods of all working days.

Each employer has a Designated Employer Representative (DER) who receives test results from service agents and makes required decisions in testing and evaluation processes. The employer’s DER is authorized to take immediate actions for removing employees from safety sensitive functions when there is a violation of alcohol and controlled substance safety regulations. Questions concerning federal testing regulations, policies, procedures, educational materials, company materials and company policies should be directed to the DER.

Safety Sensitive Functions refers to the time a driver begins to work or is required to be in readiness to work until he/she is relieved from work and from all responsibilities of performing work for the employer.

Brecht Trucking LLC abides by a zero tolerance policy. The company will not tolerate any use of or possession of controlled substances and/or alcohol. If this policy is violated, the driver will be terminated immediately.

Prohibited Drive Conduct (Subpart B)

1. No driver shall report for duty or remain on duty while:
   a. Having an alcohol concentration of 0.04 or greater.
   b. Possessing alcohol and/or a controlled substance (unless it is manifested and transported as part of a shipment).
   c. Using alcohol in any form (Alcohol is defined as “any beverage, mixture or preparation, including any medication containing alcohol”)
   d. Using alcohol within 4 hours of reporting for duty.
   e. Use of alcohol for 8 hours following an accident or until undergoes a post-accident test, whichever occurs first.
   f. Refusal to submit to any required alcohol or controlled substance testing.
   g. Using any controlled substances.
   h. After testing positive for controlled substances.

Company policy is to terminate any driver who engages in any of the above prohibited conduct (no tolerance policy).
TESTING PROCEDURES UNDER GUIDELINES OF PART 40

Controlled substances testing will be performed using a urine specimen with split specimen collection conducted. Alcohol screen testing may be conducted using saliva swabs or breath for detection of alcohol. All confirmed alcohol testing shall involve the collection of breath and testing by evidential breath testing device (EBT). The EBT will provide immediate results with the driver and the employer receiving a copy of the breath test results. Analysis of urine specimen(s) is conducted in accordance with Part 40 standards to ensure validity, accuracy and confidentially for the driver. Only Department of Health and Human Services (DHHS) approved laboratories shall be used to test the urine specimen. All collections of urine specimen and breath samples are conducted by individuals trained according to DOT rules in 49 CFR, Part 40 regulations.

CIRCUMSTANCES UNDER WHICH A DRIVER WILL BE TESTED FOR ALCOHOL AND/OR CONTROLLED SUBSTANCES

1. **Pre-employment testing** - Prior to performing safety sensitive functions, a driver shall undergo a pre-employment controlled substances test and a negative result shall be received by the employer before the driver performs any safety sensitive functions.

2. **Post-accident testing** - Any driver involved in an accident in which there is a fatality shall submit to alcohol and controlled substances testing. Any driver who receives a citation for a moving traffic violation arising from an accident and with either event of (1) the accident resulted in bodily injury requiring immediate medical treatment away from the accident and/or (2) one or more vehicles received disabling damages in the accident requiring vehicle(s) to be transported or towed away from the scene shall cause the driver to be tested for alcohol and controlled substances.

3. **Random testing** - Every driver shall submit to random alcohol and controlled substances testing when selected. A sufficient number of drivers shall be randomly selected by a scientifically valid method during a calendar year for alcohol and controlled substances testing to meet the minimum federal requirements for testing. Each time the selection process is conducted each driver shall have an equal chance of being selected for testing. Alcohol random tests will only be conducted while the driver is on duty, just before going on duty or just having been on duty.

4. **Reasonable suspicion testing** - A driver shall submit to alcohol and controlled substances testing when an employer has reasonable suspicion to believe that a driver has violated the prohibitions of Subpart B. The employer’s determination
for reasonable suspicion testing must be based on specific observations concerning the appearance, behavior, speech or body odors from the driver.

5. **Return to duty and follow up testing**: Brecht Trucking LLC has a non retention policy. Please refer to the referral, evaluation and treatment section of this policy for how to obtain names, locations and numbers of substance abuse professionals to contact.

**ALCOHOL TESTING**

1. **Initial screening test** – Method used to detect the presence of alcohol. If the result is less than 0.02 no further testing is required and the test will be considered a negative test.

2. **Confirmation test** – When a screen test detects the presence of alcohol between 0.02 and 0.399 a confirmation test is required. If the confirmation test confirms alcohol concentration between 0.02 and 0.399 a driver cannot drive a commercial motor vehicle for 24 hours per federal regulations. A confirmed alcohol concentration test of 0.04 or greater is a positive test and the driver shall be removed from safety sensitive functions.

**CONTROLLED SUBSTANCES TESTING**

1. At least 45 ml of urine specimen is collected from the driver. The urine specimen is split into two containers (Specimen A and Specimen B) which are individually sealed in the presence of the driver. The urine specimen shall only be tested for marijuana, cocaine, opiates, amphetamines and phencyclidine per Part 40 guidelines.

2. The urine specimens (both containers) are sent to a Department of Health and Human Services certified laboratory where Specimen A is tested for the presence of controlled substances. If the presence of a controlled substance is detected, a confirmation test is conducted to confirm the detected controlled substance and its quantitative level(s). If the amount of confirmed controlled substance is at the quantitative cutoff levels, the specimen is deemed a positive test. The driver has the right to challenge their positive test and Specimen B is used for testing and will only be tested for the presence of the controlled substance(s) deemed positive in Specimen A.

Brecht Trucking LLC does not offer rehabilitation to drivers who test positive.
REFUSAL TO SUBMIT TO TESTING

No driver shall refuse to submit to a required alcohol or controlled substance test administered in accordance with Part 382. A refusal on a driver’s part to submit to testing shall be treated as a positive test and result in the driver being removed from safety sensitive function by the employer. “Refusal to submit” means that a driver:

1. Failed to appear for any test
2. Failed to remain at testing site until the testing process was complete.
3. Failed to provide a urine specimen, saliva or adequate breath for any drug test required by DOT agency regulations.
4. Failed to permit a direct or monitored collection observation of specimen provision when directed to do so.
5. Failed to provide a sufficient amount of urine or adequate breath when directed and it has been determined, through a required medical evaluation there is no adequate medical explanation for the failure.
6. Declined to take a second test the employer or collector has directed you to take.
7. Failed to undergo a medical examination or evaluation when directed to do so by a Medical Review Officer (MRO) as part of the verification process or as directed by the employer’s Designated Employer Representative (DER) as part of the “shy bladder” procedures.
8. Failed to cooperate with any part of the testing process.
   a. Refusing to empty pockets when directed.
   b. Behaving in a manner which disrupts the collection process.
   c. Medical Review Officer (MRO) reports your test as a verified adulterated or substituted test results, you have refused to take a drug test.

As an employee, Owner Operator or an Owner Operator’s driver, if you refuse to take a drug or alcohol test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations. You are subject to the requirements of CFR Part 40, Subpart O, which requires a Substance Abuse Professional (SAP) to perform an evaluation and treatment. You cannot perform safety sensitive functions (operate a commercial motor vehicle) until the SAP process is completed per the SAP recommendations.
REFERRAL, EVALUATION AND TREATMENT

Each driver who has engaged in conduct prohibited by Subpart B of Part 382 and in violation of Part 40 shall be advised of the resources available in evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances, including names, addresses, and telephone numbers of substance abuse professionals, counseling services and treatment programs. Employer has no obligation to provide this service to applicants for driving positions who either refuse to submit to pre-employment or test positive on a pre-employment controlled substance test.

The employee, Owner Operator or Owner Operator’s driver are responsible for all costs involved in getting treatment.

For questions regarding this policy or drug and/or alcohol concerns, contact the Brecht Trucking LLC Designated Employer Representative. The current DER is Michelle Williams, 210-807-0287, michelle.williams@hnlogisticsllc.com.
The Effects of Alcohol and Drugs

EFFECTS OF ALCOHOL

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for physical and mood altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and symptoms of use:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stupor like condition
- Slurred speech

(NOTE: Except for the odor, these are general signs and symptoms of any depressant substance).

HEALTH EFFECTS

The chronic consumption of alcohol (average of 3 servings per day of beer (12 ounces), whisky (1 ounce) or wine (6 ounces) over time may result in the following health hazards:

- Decreased sexual function
- Dependency (up to 10% of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54% of all birth defects are alcohol related)
PUBLIC HEALTH RECOMMENDATIONS

The best advice for pregnant women is to abstain from alcohol consumption during pregnancy. There is no evidence to establish an alcohol consumption level free of risks to the fetus. 9 states and 18 cities/counties require that signs warning of the dangers of drinking during pregnancy be posted wherever alcoholic beverages are served or sold.

Women who breastfeed should continue to abstain from drinking alcohol until their babies are weaned. Alcohol readily enters breast milk and heavy alcohol consumption has been shown to reduce lactation.

Fetal alcohol syndrome (FAS) is one of the top three known causes of birth defects with accompanying mental retardation and the only preventable cause among those three. FAS can be prevented by abstaining from alcohol consumption during pregnancy.

FAS is characterized by a cluster of congenital birth defects that develop in infants of some women who drink heavily during pregnancy. These defects include prenatal and postnatal growth deficiency, facial malformation such as small head circumference, flattened mid face, sunken nasal bridge and flattened and elongated phylum, central nervous system dysfunction and varying degrees of major organ system malformations.

Fetal alcohol effects (FAE) is a less severe version of FAS and is characterized by milder or less frequent FAS signs. Low birth weight, subtle behavioral problems or a partial display of physical malformations for example may be seen in newborns of women who consumed less alcohol during pregnancy than women with FAS newborns.

FAS/FAE Incidence and Risk Factors

- In nearly 5,000 babies, 1 in every 750 is born with FAS every year. FAE may affect up to 36,000 newborns each year.
- 1 in 6 women in the peak childbearing years of 18-34 may drink enough, either chronically or episodically, to present a hazard to an unborn infant.
- Alcoholic women are the highest risk of bearing children with FAS.
- FAS is prevalent in 9.8 of every 1,000 American Indians from a particular high risk culture. Other American Indian populations have rates ranging from 1.3 to 10.3 for every 1,000.
- A daily average of 1-2 reported drinks is linked to decreased birth weight, growth abnormalities and behavioral problems in the newborn and infant. Increase risk of spontaneous abortion has been found at an even lower dose (1-2 drinks weekly).
- There is no safe dose of alcohol during pregnancy. Although 90% of the public is aware that drinking during pregnancy may damage the fetus, one third of women interviewed admitting to drinking while pregnant.
ALCOHOL FACTS

It takes one hour for the average person (150 lbs.) to process one serving of an alcoholic beverage through the body.

Impairment in coordination and judgment can be objectively measure with as little as 2 drinks in the body.

A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

SOCIAL ISSUES

Two thirds of all homicides are committed by people who drink prior to the crime.

2 – 3% of the driving population is legally drunk at any one given time.

Two thirds of all Americans will be involved in an alcohol related vehicle accident during their lifetime.

The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.

40% of family court cases are alcohol problem related.

More then 60% of burns, 40% of falls, 69% of boating accidents and 76% of private aircraft accidents are alcohol related.

THE ANNUAL TOLL

24,000 people will die on the highway due to the legally impaired driver. 12,000 more will die on the highway due to the alcohol affected driver.

15,800 will die in non-highway accidents.

30,000 will die due to alcohol caused liver disease; 10,000 will die due to alcohol induced brain disease or suicide. Up to another 125,000 will die due to alcohol related conditions or accidents.
Alcoholism is a primary, chronic disease that is progressive and often fatal. It is characterized by impaired control over drinking, preoccupation with alcohol, use of alcohol despite adverse consequences and distorted thinking (most notably denial).

THE 9 SIGNS OF ALCOHOLISM

1. Increase in alcohol tolerance
   “I can drink them under the table.”

2. Occasional or partial memory lapses
   “Did I really do that last night?”

3. Drinking beyond one’s intentions.
   “Boy did I get smashed! I should have eaten something.”

4. Increased dependence on alcohol.
   “I need to get home and have a beer.”

5. Sneaking drinks
   “I needed that extra one…who’s to know?”

6. Preoccupation with alcohol.
   “Election day is tomorrow. Better go pick up a bottle today.”

7. Resentful whenever one’s drinking is discussed.
   “It’s none of their business. I can handle it.”

8. Futile, frustrating water wagon attempts.
   “This time I’ve just got to do it…just got to!”

9. Rationalizing loss of control
   “If they had my problems, they would drink to!”
ALCOHOL’S EFFECTS ON THE BODY

*Mouth and esophagus* - Alcohol is an irritant to the delicate linings of the throat and food pipe; it burns as it goes down.

*Stomach and intestines* – Alcohol has an irritating effect on the stomach’s protective lining, resulting in gastric or duodenal ulcers. This condition, if it becomes acute, can cause peritonitis (perforation of the stomach wall). In the small intestine alcohol blocks absorption of such substances as thiamin, folic acid, fat, vitamin B and amino acids.

*Bloodstream* – 95% of the alcohol taken into the body is absorbed into the bloodstream through the lining of the stomach and duodenum. Once in the bloodstream, alcohol quickly goes tot every cell and tissue in the body. Alcohol causes red blood cells to clump together in sticky wads, slowing circulation and depriving tissues of oxygen. It also causes anemia by reduction of red blood cell production. Alcohol slows the ability of white cells to engulf and destroy bacteria and also degenerates the clotting ability of blood platelet.

*Pancreas* – Alcohol irritates the cells of the pancreas, causing them to swell, thus blocking the flow of digestive enzymes. The chemicals, unable to enter the small intestine, begin to digest in the pancreas leading to acute hemorrhagic pancreatitis. 1 out of 5 patients who develop this disease die during the first attach. Pancreatitis can destroy the pancreas and cause a lack of insulin thus resulting in diabetes.

*Liver* – Alcohol inflames the cells of the liver, causing them to swell and block the tiny canal to the small intestines. This prevents bile from being filtered properly through the liver. Jaundice develops, turning the whites of the eyes and skin yellow. Each drink of alcohol increases the number of live cells destroyed, eventually causing cirrhosis of the liver.

*Heart* – Alcohol causes inflammation of the heart muscle. It has a toxic effect on the heart and causes increased amounts of fat to collect, thus disrupting its normal metabolism.
**Bladder and kidneys** – Alcohol inflames the lining of the urinary bladder making it unable to stretch properly. In the kidneys, alcohol causes increased loss of fluids through its irritating effect.

**Sex glands** – Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability to climax during intercourse.

**Brain** – The most dramatic and noticed effect of alcohol is on the brain. It depresses brain centers, producing progressive lack of coordination, confusion, disorientation, stupor, amnesia, coma and even death. Alcohol kills brain cells and brain damage is permanent. Drinking over a period of time causes loss of memory, judgment and learning ability.
EFFECTS OF DRUGS

MARIJUANA

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing, mood and perception altering effects it produces. Marijuana does not depress the central nervous system, altering the proper interpretation of incoming messages.

Usually sold in plastic sandwich bags, leaf marijuana will range in color from green to light tan. The leaves are usually dry and broken into small pieces. The seeds are oval with one slightly pointed end. Less prevalent, hashish is a compressed, sometimes tar-like substance ranging in color from pale yellow to black. It is usually sold in small chunks wrapped in aluminum foil.

Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense. Cigarette papers, roach clip holders and small pipe made of bone, brass or glass are commonly found with marijuana. Smoking "bongs" (large bore pipes for inhaling large volumes of smoke) can easily be made from soft drink cans and toilet paper rolls.

Signs and symptoms of use:

- Reddened eyes (often masked by eye drops)
- Slowed speech
- Distinctive odor on clothing
- Lackadaisical "I don’t care" attitude
- Chronic fatigue and lack of motivation
- Irritating cough and chronic sore throat

MARIJUANA HEALTH EFFECTS

When marijuana is smoked, it is irritating to the lungs. One cigarette (joint) of marijuana contains cancer causing substances equivalent to one half pack of cigarettes. Other effects:

- Chronic smoking causes emphysema-like conditions.
• One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.
• Marijuana is commonly contaminated with the fungus Aspergilla, which can cause serious respiratory tract and sinus infections.
• Lowers the body’s immune system response, making the user more susceptible to infection.
• Chronic smoking causes changes in the brain cells and waves.
• May cause long term brain damage.
• The active chemical tetrahydrocannabinol (THC) and 60 other related chemicals in marijuana concentrate in the ovaries and testes.
• Chronic smoking causes a decrease in the male sex hormone testosterone and an increase in the male sex hormone estrogen. The result can lead to temporary sterility.
• Pregnant women who are chronic marijuana smokes have a higher than normal incidence of stillborn births, early termination of pregnancy and higher infant mortality rates during the first few days of life.
• THC causes birth defects, including malformations of the brain, spinal cord, forelimb, liver, feet and hands. Also causes water on the brain or spine.
• Causes underweight newborn babies and also decreases infant visual functioning.

Mental Function Effects

• Delayed decision making
• Diminished concentration
• Impaired short term memory interfering with learning
• Impaired signal detention (ability to detect a brief flash of light)
• Impaired tracking (ability to follow moving objects with the eyes)
• Impaired visual distance measurement
• Erratic cognitive function
• Distortions in time
• Long term negative effects on mental function known as “acute brain syndrome” which is characterized by disorders in memory, cognitive function, sleep patterns and physical conditions.
Acute/Overdose Effects
- Aggressive behavior
- Anxiety
- Confusion
- Fearfulness
- Hallucinations
- Heavy Sedation
- Immobility
- Mental dependency
- Panic
- Paranoid reaction
- Unpleasant distortion of body image

MARIJUANA FACTS

The active chemical THC is stored in body fat and slowly released over time. Marijuana smoking has a long term effect on performance.

A 500-800% increase in THC potency in the past several years makes smoking 3-5 joints a week today the equivalent of smoking 15-40 a week in 1978.

Combining alcohol or other depressant drugs with marijuana can produce a multiplied effect, increasing the impairing effects of both.
COCAINÉ

Cocaine is medically used as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are tenser, the heart beats faster and stronger and the body burns more energy. The brain experiences an exhilaration caused by a large release of neuro-hormones associated with mood elevation.

The source of cocaine is the coca bush, grown almost exclusively in the mountainous regions of northern South America.

*Cocaine Hydrochloride* – “snorting coke” is a white to creamy granular powder that is chopped into a fine powder before use. It is snorted through the nose, rubbed onto gums or injected into veins. The effect is felt within minutes and last 40-50 minutes per “line” (about 60 to 90 mg). Common paraphernalia includes a single edge razor blade and a small mirror or piece of smooth metal, a half straw or metal tube and a small screw-cap vial or folded paper packet containing the cocaine.

*Cocaine Base* – “rock, crack or free base” is a small crystalline rock about the size of a small pebble. It boils at a low temperature, is not soluble in water and is up to 90% pure. It is heated in a glass pipe and the vapor is inhaled. The effect is felt within 7 seconds. Common paraphernalia includes a “crack pipe” (a small glass device for vaporizing the crystal crack) and a lighter, alcohol lamps or small butane torch for heating.

Signs and symptoms of use:

- Financial problems
- Frequent and extended absences from meetings or work assignments
- Increased physical activity and fatigue
- Isolation and withdrawal from friends and normal activities
- Secretive behaviors, frequent non business visitors, delivered packages, phone calls
- Wide mood swings
- Unusual defensiveness, anxiety, agitation
- Runny or irritated nose
- Difficulty in concentration
- Dilated pupils and visual impairment
- Restlessness
- Formication (sensation of bugs crawling on skin)
- High blood pressure, heart palpitations, irregular rhythms
- Hallucinations

Hyper excitability and overreaction to stimuli

- Sudden noises can cause a violent reaction
- Insomnia
- Paranoia
- Profuse sweating
- Dry mouth
- Talkativeness
- Unpredictable and sometimes violent behaviors

**COCAINE HEALTH EFFECTS**

- May upset the chemical balance of the brain. As a result it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson’s disease could also occur.
- Causes the heart to beat faster and harder. Rapidly increases blood pressure. Causes spasms of blood vessels in the brain and heart. Can lead to ruptured vessels causing stroke or heart attack.
- Strong psychological dependency can occur with one “hit” of crack. Usually, mental dependency occurs within days or within several months. Cocaine causes the strongest mental dependency of any known drug.

**COCAINE FACTS**

Extreme mood and energy swings create instability.

The high cost of cocaine frequently leads to workplace theft and/or dealing.

Treatment success rates are lower for cocaine than for any other chemical dependency.

Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are usually not reversible by medical intervention.
OPIATES

Opiates are narcotic drugs that alleviate pain, depress body functions and reactions. When taken in large doses they can cause a strong, euphoric feeling. They may be taken in pill form, smoked or injected depending on the type of narcotic used.

Natural and natural derivatives – opium, morphine, codeine, heroin

Synthetics – meperidine (demoral), oxymorphone (numorph), oxycodone (Percodan)

Signs and symptoms of use:

- Mood changes
- Impaired mental functioning and alertness
- Constricted pupils
- Depression and apathy
- Impaired coordination
- Physical fatigue and drowsiness
- Nausea, vomiting and constipation

OPIATE HEALTH EFFECTS

- IV needle users have a high risk of contracting hepatitis and AIDS due to the sharing of needles.
- Narcotics increase pain tolerance. As a result, people cold severely injure themselves of fail to seek medical attention after an accident due to lack of pain sensitivity.
- Narcotics effects are multiplied when used in combination with other depressant drugs and with alcohol, causing an increased risk for an overdose.
- Unwanted side effects such as nausea, vomiting, dizziness, mental clouding and drowsiness place the user and abuser at a higher risk for an accident.

OPIATE FACTS

Narcotics have a legitimate medical use in alleviating pain but may cause impairment of physical and mental functions.
AMPHETAMINES

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration of higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the U.S or are manufactured in crude laboratories in the U.S.

Amphetamine – “speed” is sold in counterfeit capsule or as white, flat, double scored “mini bennies.” It is usually taken by mouth.

Methamphetamine – “meth”, “crank” or “crystal” is nearly identical to amphetamine. It is often sold as a creamy, white and granular powder or in lumps. It is usually packaged in aluminum foil wraps or sealable plastic bags. Methamphetamine may be taken orally, injected or snorted through the nose.

Signs and symptoms of use:

- Hyperactivity or restlessness
- Dilated pupils
- Increased heart rate and blood pressure
- Heart palpitations and irregular beats
- Profuse sweating
- Rapid respiration
- Confusion
- Panic
- Talkativeness
- Inability to concentrate

AMPHETAMINE HEALTH EFFECTS

- Regular use produces strong psychological dependence and increasing tolerance to the drug.
- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce heart attack or stroke due to spiking of blood pressure.
- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
• The euphoric stimulation increases impulsive and risk taking behavior, including bizarre and violent acts.
• Withdrawal from the drug may result in severe physical and mental depression.

AMPHETAMINE FACTS

Low dose use will cause a short term improvement in mental and physical functioning. With greater use or increasing fatigue, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression.

Since amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness because of unusual time demands or failure to get rest.
PHENCYCLIDINE (PCP)

Phencyclidine (PCP) was originally developed as an anesthetic but the adverse side effects prevented its use except sometimes as a large animal tranquilizer. Phencyclidine acts as both a depressant and hallucinogen and sometimes as a stimulant. It is abused primarily for its variety of mood altering effects.

A low dose produces sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare with the eyelids half closed. Sudden noises or physical shocks may cause a “freak out” in which the person has abnormal strength, extremely violent behavior and/or an inability to speak or comprehend communication.

PCP is sold as a creamy, white, granular powder and is often packaged in one inch square aluminum foil or folded paper packets. It may be mixed with marijuana or tobacco and smoked. It is sometimes combined with procaine, a local anesthetic and sold as imitation cocaine.

Signs and symptoms of use:

- Impaired coordination
- Severe confusion and agitation
- Extreme mood shift
- Muscle rigidity
- Nystagmus (jerky eye movements)
- Dilated pupils
- Profuse sweating
- Rapid heartbeat
- Dizziness

PHENCYCLIDINE HEALTH EFFECTS

- The potential for accidents and overdose emergencies is high due to extreme mental effects combined with the anesthetic effect on the body.
- PCP is potentiated by other depressant drugs including alcohol, increasing the likelihood of an overdose reaction.
- Misdiagnosing the hallucinations and treating with Thorazine can cause a fatal reaction.
PHENCYCLIDINE FACTS

PCP is abused less today than in recent years. It is also not generally used in a workplace setting due to the severe disorientation that occurs.

There are four phases to PCP abuse.

1. Acute toxicity – can last up to 3 days and can include combativeness, catatonia, convulsions and coma. Distortions in size, shape and distance perception are common.
2. Toxic psychosis – visual and auditory delusions, paranoia and agitation occur.
3. Drug induced schizophrenia – may last a month or longer and can include severe paranoia and hallucinations
4. PCP induced depression – suicidal tendencies and mental dysfunction can last for several months

OVERVIEW - METHODS OF INTERVENTION

If you suspect another driver of being under the influence of alcohol and/or drugs, alert your Designated Employer Representative (DER) immediately so the driver in question can be removed from safety sensitive functions. Tell the DER any facts you have gathered such as odor, behavior, why you suspect alcohol and/or drug use. Also alert the DER to where the driver is currently located.

Any driver reporting suspected alcohol and/or drug use will remain anonymous to their co-worker. Brecht Trucking LLC asks that the driver reporting to the DER keep the information confidential as well and speak to no one other than the DER about the situation/co-worker.
Dispatch

Your dispatcher will always be your first point of contact regarding any issues, concerns, questions or information that needs to be updated (other than payroll).

For non emergency situations, please give your dispatcher appropriate time to resolve the issue. If you have not heard back from your dispatcher within 24 hours regarding your issue, please remind them again of your request. If the issue still remains unresolved, contact the Operations Manager.

For emergency requests, if you cannot get ahold of your dispatcher, contact the Operations Manager. If you cannot get ahold of the Operations Manager either, contact the Chief Operations Officer.

Operations

If a driver is not satisfied with their dispatch for any reason (e.g., pay, locations, days, mileage, etc.) please express your concerns to your dispatcher to work on a solution. If a solution cannot be reached and the situation remains unresolved, contact the Operations Manager.

Shipping and Receiving

It is critical you notify your dispatcher if you are going to be late for delivery or pickup of a load. Failure to arrive on time could result in losing your reload because of delays in loading/unloading. If a driver feels that they cannot make the set appointment time, they should tell their dispatcher before accepting dispatch. When load planning, allow extra time for unexpected occurrences (e.g., acts of God, construction, traffic, etc.).

The driver is responsible for keeping the load secure from the time it is loaded onto trailer until it is unloaded. It is the driver’s responsibility to properly secure and protect cargo. This may include but is not limited to: using load locks, chains, binders, nylon web straps and other equipment to secure load to the trailer. Protecting cargo may also include using canvas tarps to completely cover the cargo. Drivers are required to oversee the loading and unloading of freight from trailers (when allowed). Immediately report any overage or shortage of product to your dispatcher.
Prepass

Every truck is equipped with a prepass transponder. These transponders do not require any effort on the part of the driver. If your transponder is not working correctly (for example it will not allow the arm to rise at a toll) notify your dispatcher immediately so it can be repaired or replaced.

Please see the training section immediately following this page on using and understanding the prepass transponder. Please review regularly. If at any time you need further training, have questions or the unit is not working correctly, please contact your dispatcher.
Transponder Mounting

Reminder: Do not remove your transponder or place it in a different vehicle without first notifying the PrePass Service Center.

PrePass Device: 2-3” clearance below cab header

Transponder mounted 2” right of the center of the windshield

PrePass Plus Device: 2-3” clearance above dash

Reminder: You should have no more than one PrePass-issued device installed. Please return all unused devices to PrePass.
The transponder is designed to be mounted directly onto the interior windshield where it can be observed by the driver without obstructing their view of the road. As shown in the diagram, installation for each type of device is as follows:

**PrePass Device:** The transponder must be mounted at least two inches (but not more than three inches) from the top center of the windshield and positioned so that the PrePass label and red and green lights face the driver.

**PrePass Plus Device:** The transponder must be mounted at least two inches (but not more than three inches) from the bottom center of the windshield and positioned so that the PrePass Plus label and lights are visible to the driver.

**Mounting Procedure**

Before securing the transponder onto the windshield, make sure the area has been thoroughly cleaned. Remove the backing tape from the adhesive strips and then firmly press the transponder onto the interior windshield surface so that the adhesive affixes to the glass.

**Important Notes**

Proper mounting of your transponder is critical! A transponder mounted incorrectly can lead to problems reading the device and may result in your vehicle not bypassing or being issued violations at PrePass Plus facilities. Do not remove the adhesive strips from your windshield or transponder and reuse them. If you need additional adhesive strips or have any questions or problems installing your transponder, please call the PrePass Service Center at 1-800-PrePass (773-7277).
**Telematics PrePass Transponder**
When a signal is received, the red or green LED flashes:
- Once per second for the first 30 seconds, then
- Twice every 15 seconds for 14.5 minutes.

**Mark IV PrePass Plus Transponder**
When a signal is received, the red or green LED flashes:
- Continuously for 5 seconds, then
- Once every second for 25 seconds, then
- Once every 10 seconds for 14.5 minutes.
Note: No light will display at toll facilities.

**Mark IV PrePass Transponder**
When a signal is received, the red or green LED flashes:
- Continuously for 5 seconds, then
- Once per second for 25 seconds, then
- Once every 10 seconds for 14.5 minutes.
Notes: Transponder number on front. Certain models feature battery test button.
RULES FOR WEIGH STATION BYPASSING (PrePass)

- Drivers must operate their vehicles safely, adhere to the size and weight regulations of each state, and carry valid operating credentials at all times.
- Drivers must pull into any weigh station, inspection facility, or port-of-entry when their vehicle’s PrePass transponder displays a red light or fails to emit a signal as they approach. All vehicles are subject to random pull-ins.
- Drivers must pull into all open weigh stations, inspection facilities, and ports-of-entry if their vehicle’s cargo satisfies any of the bypass restrictions for the state in which they are travelling. Failure to comply may result in fines and increased pull-in rates. A copy of these bypass restrictions is included with your transponder; additional copies may be obtained by contacting the PrePass Service Center at 1-800-PrePass (773-7277) or accessing the PrePass website at www.PrePass.com.
- Drivers must have no more than one PrePass-issued transponder installed in their vehicle. The transponder installed must match the transponder assignment on record with the PrePass Customer Service Center.
- Drivers must use the lanes designated for PrePass users when approaching a PrePass facility.
- Drivers must pull into all open weigh stations, inspection facilities, and ports-of-entry that do not participate in PrePass.

RULES FOR ELECTRONIC TOLL COLLECTION (PrePass Plus)

- Drivers must follow all toll signs, signals, and messages.
- Drivers must proceed through toll facilities at the required lane speed of 5 MPH or less.
- Drivers must use the lanes designated for E-ZPass when approaching toll facilities, or else pay the toll in cash.
1 As your truck approaches the weigh station, it is electronically identified and at some weigh stations weighed.

2 A PrePass computer located in the weigh station verifies truck credentials.

3 A green light and audible signal give the go-ahead to bypass the weigh station. If weight and credentials cannot be verified, a red light and a different audible signal instruct the driver to pull in.

4 Compliance sensors provide validation of PrePass bypass.
As you slowly pass through the toll lane (5 MPH), your PrePass Plus transponder is read instantly by an antenna and the proper toll is billed to your PrePass Plus account.

At some facilities, there are gates that will go up when a valid transponder is read.

A video enforcement system is in place to identify violators.

A traffic signal and message is immediately displayed to you just beyond the toll booth.

NOTE: The transponder will not light up or provide an audible signal at toll facilities.
How will I know I am approaching a site that has PrePass?

States have placed signs on the highway to advise when you are nearing a PrePass-equipped or “Automated Vehicle Identification (AVI)” facility. Always stay in the right lane one mile prior to approaching the facility to ensure an accurate reading of your transponder.

If you are enrolled in PrePass Plus, your transponder can also be used to pay tolls at sites equipped with E-ZPass. Look for the distinctive purple and white E-ZPass signs at these toll plazas to direct you to the correct lane.

Please see the PrePass and PrePass Plus Service Maps for a complete list of sites or visit www.PrePass.com.

Do I ever have to pull in at a PrePass facility?

You are required to pull in at inspection facilities if you fail to receive a signal from your transponder or if the transponder displays a red light as you approach. All carriers will be pulled in a small percentage of the time for random inspections. If you continually receive red lights, there may be a problem with your account; we suggest contacting the PrePass Service Center at 1-800-PrePass (773-7277).

If you haul any of the load types specified in the enclosed Bypass Restrictions by State, you are required to pull in at the facility even if you receive a green light on your transponder. Failure to do so may result in citations.

Can I use someone else’s transponder?

No, you should only have one transponder in your vehicle at a time. The vehicle information associated with each transponder in PrePass must coincide with the vehicle in which it is actually installed, or else you may be subject to citations or higher pull-in rates. If you have questions about transponder assignments, please contact the PrePass Service Center.
**FAQs**

**What should I do if my Transponder is not working properly?**

You must always pull in if you do not receive a signal from your transponder.

Ensure the transponder is properly mounted on the windshield. Some facilities may have some slight variation in the setup of their overhead antennas, so you may try to adjust the placement of the transponder slightly to see if it improves communication. If you continue to have problems, please call the PrePass Service Center at 1-800-PrePass (773-7277).

**What if my Transponder is lost, stolen, or damaged?**

There is a processing fee of $100 for each lost, stolen or damaged transponder. To report a lost, stolen or damaged transponder, visit www.PrePass.com, select ‘My PrePass’ and log into your account. If you need assistance, please contact the PrePass Service Center at 1-800-PrePass (773-7277).

**How do I bypass Florida agricultural interdiction facilities?**

Carriers must apply for PrePass Ag service in order to bypass at these sites. Applications are submitted to the Florida Department of Agriculture and Consumer Services (FDACS) and notification is sent by mail. Until your carrier is approved, your vehicles will receive red lights at these sites and must pull in for inspection.

**How do I update my account information?**

To make changes to your account, call 1-800-PrePass (773-7277) or email PrePassUpdates@PrePass.com. For faster processing, we recommend you visit www.PrePass.com and use the ‘My PrePass’ link to access and update your account information online.

For answers to additional questions, please visit www.PrePass.com
PrePass® is provided through a not-for-profit, public-private partnership called Heavy Vehicle Electronic License Plate (HELP), Inc. established to deploy intelligent transportation systems that benefit the government and motor carrier industry.

To ensure that HELP, Inc.’s activities balance the needs of both parties, HELP’s board of directors is comprised of an equal number of government and industry directors.

Using its unique public-private approach, HELP, Inc. is able to deliver advanced transportation technologies faster and more cost effectively than traditional government approaches. Public and private officials on the board play the critical role of authorizing HELP, Inc. services, pricing and related policies while ensuring safety and regulatory compliance.

For more information about HELP, Inc., please visit www.helpinc.us.

To find out more about the PrePass suite of services, please visit www.PrePass.com.
**Contact Us**

**Customer Service**

Phone: 1-800-PrePass (773-7277) Option 6

Fax: 1-801-352-3633

Email: PrePassUpdates@PrePass.com

Mail: 510 Parkland Drive
     Sandy, UT 84070

**Billing and Payment**

Phone: 1-800-PrePass (773-7277) Option 5

Mail: PrePass
     P.O. Box 52774
     Phoenix, AZ 85072-2774

Email: PrePassInvoicing@prepass.com

**Transponder Returns**

Customers are responsible for all transponders shipped to them, whether assigned to a vehicle or in held in account inventory. Unassigned transponders should be reassigned or returned to PrePass within 30 days to avoid a $100 fee. If you need to maintain an inventory of unassigned transponders for longer periods, please contact Customer Service.

Send transponders to:

PrePass Transponder Returns
510 Parkland Drive
Sandy, UT 84070
PeopleNet

Every truck is equipped with a PeopleNet unit. PeopleNet is how your dispatcher will communicate important information to you, track your mileage for IFTA reporting and eventually, how you will submit all of your paperwork. It is not to be unplugged under any circumstance. The penalties for unplugging a PeopleNet unit are as follows:

First offense - $100 fine
Second offense - $200 fine
Third offense - $300 fine
Fourth offense – termination

*Fines will be deducted out of next weekly settlement.*

The website used to dispatch through peoplenet allows the user to see if a unit is not able to receive communications (aka unplugged). If at any time the PeopleNet unit in your truck is not working properly, you must notify your dispatcher within 24 hours of the first sign of malfunction. If you fail to notify your dispatcher that the unit is not working properly, it will count as an “unplugged” offense.

Please see training section immediately following this page on using and understanding the PeopleNet unit. Please review regularly. If at any time you need further training, have questions or the unit is not working correctly, please contact your dispatcher.
**Start of the Day**

- You may be prompted to start your trip. You can start your trip now or go to B. Start Automated Workflow after login and start your trip.

**A. Login**
1. Enter your “Driver ID” - Press Tab on soft keyboard
2. Enter your “Password” – Press OK – Unit will place a call to retrieve driver information

**B. Start Automated Workflow**
1. You will be prompted to start your trip. If you are ready to start your trip Select Yes (If you select Yes skip to B. 4, / if not Select No. (If you select No you will need to start your trip from the Workflow shortcut prior to actually starting your trip)
2. From the Workflow shortcut verify that your Load Number is correct
3. Select Start
4. You will also receive messages in your INBOX from ITMW
5. Select the unread message you would like to view
6. Select View to see dispatch details
7. Review your Load Assignment stops
8. Load Assignments can be saved in your SAVED BOX to view at a later time
9. **If you are missing data in Workflow – Contact Dispatch!**

**C. Drive**
1. You can now depart for your first stop
2. If you are starting your dispatch at your first stop you must arrive at your first stop first

**During your Day**

**A. Workflow Stops**
1. When you arrive at a stop the BLU2 will prompt you to arrive
2. Select “Yes”
3. **If you are not prompted – Go to Workflow and manually arrive**
4. The appropriate form will appear
5. When the form is displayed you may not have the information needed to complete the form (If time is needed to gather form data select “Suspend” to postpone filling out the form for 3 minutes. Forms may be suspended multiple times. If you have access to form data prior to the 3 minute expiration you can find the suspended form in the Drafts box, press Edit to enter form data)
6. All ORANGE form fields MUST be completed
7. Gray and Comments fields are Optional form fields
8. Press SEND once completed
9. The BLU2 display returns you to the Message screen. Press the HOME shortcut to return to the HOME screen
10. Drive to your next stop

**End of the Day**

**A. Driver Logout**
1. From the Home screen – Select Driver shortcut
2. Select LOGOUT shortcut
3. Select YES to logout and leave the truck

**BLU2 Tips & Tricks**

**A. Returning to Home Screen**
- To get back to the Home screen, you can return by:
  a. If in “HOT KEYS” Select ALT-9 to return to the home screen
  b. Press the HOME shortcut in the top left hand corner

**B. Assigned Hot Keys**

<table>
<thead>
<tr>
<th>Hot Keys</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>Corporate Freeform</td>
</tr>
<tr>
<td>F2</td>
<td>DVIR Truck Trailer</td>
</tr>
<tr>
<td>F3</td>
<td>Accident</td>
</tr>
<tr>
<td>F4</td>
<td>Breakdown</td>
</tr>
<tr>
<td>F5</td>
<td>Trailer Info</td>
</tr>
<tr>
<td>F6</td>
<td></td>
</tr>
<tr>
<td>F7</td>
<td></td>
</tr>
<tr>
<td>ALT-0</td>
<td></td>
</tr>
</tbody>
</table>

**C. Screen Overview**

**D. Safe Mode Screen – When Truck Reaches 3 mph**
Expand your fleet’s capabilities and efficiencies with PeopleNet Display.4. Increase safety and compliance, driver productivity, and streamline operations from in-cab to back office. Utilize the configurability and flexibility of PeopleNet’s open platform to integrate and run powerful fleet-enhancing applications. With the intuitive interface design putting efficiency at your drivers’ fingertips and the ability to automate communication across the supply chain, you’ll have the know-how and the peace of mind to bring your operation to the next level.

- Access powerful applications with speed and ease
- PeopleNet’s open platform allows system configuration to match your fleet’s needs
- An intuitively designed interface allows for easy driver interaction

PeopleNet Display.4
Access the efficiencies.

Technical Specifications

Processor
• i.MX535 – ARM Cortex – A8 Core @ 1 GHz

RAM Memory
• 512MB DDR3

Storage Memory
• 16 GB iNAND flash memory + SD Card expansion

Operating Temperature
• -20º to +70ºC

Operating System
• Windows Embedded Compact 7 operating system

Connectors
• Two high-speed USB 2.0 ports (1 on the unit and 1 on the cable)
• Audio jack for external speaker
• Microphone Jack

Networking
• WiFi 802.11 b/g/n and Bluetooth v4.0 + EDR standard

PeopleNet Display.4 System Includes:

- PeopleNet Display.4
- PeopleNet Onboard Computer
- Optional 83-key QWERTY Keyboard (not pictured)
Software

Windows Embedded Compact 7

PeopleNet Display.4 runs on the Windows Embedded Compact 7 operating system.

Applications and Features

Standard PeopleNet Applications

- **Locating & Messaging** helps you keep track of your fleet, monitor customer loads, predict delivery times, print mileage and routing reports—and more.

- **Automated Workflow** automates communication across the supply chain, from pick-up to delivery. You get more efficient pick-ups and drop-offs, higher compliance and lower communication costs along with improved customer service, safety and revenue.

- **Text to Speech** allows you to play an audio version of the message on screen.

- **Shortcuts** allow for single touch access to commonly used Onboard Computer functions.

Available Advanced Applications

- **eDriver Logs** takes the paperwork out of traditional Hours of Service (HOS) log book process—saving drivers and dispatchers up to 20 minutes per day. HOS compliant and meets all Federal regulations in the U.S. and Canada, US Federal oilfield regulations and state regulations in Texas, Florida and California.

- **Vehicle Management** monitors your vehicle and driver performance to help maximize MPG, reduce operating costs and ensure your fleet operates efficiently.

- **Onboard Event Recording** gives you access to second-by-second recorded data. Fleets can monitor driver habits, alter behavior, take corrective action and potentially prevent accidents.

- **In-Cab Navigation** makes it easier than ever for drivers to control their routes. Integrated with dispatch for automated stop-to-stop directions, In-Cab Navigation helps drivers reduce out-of-route miles and avoid excessive fuel, labor and equipment expenses.

- **In-Cab Scanning** enables drivers to scan in paperwork from any location, attach indexing and doc type data, send wirelessly to back office systems and quickly close out billing and payroll for major ROI gains.

- **In-Cab Training** provides your drivers with detailed self-paced lessons. With twice the processing power of the competition, drivers have access to training anytime and anywhere.

Quick Specifications

- **Display**
  - Size: 7” diagonal wide screen
  - Color TFT LCD
  - Resolution: 800 x 480

- **Dimensions**
  - 9.5” w  x 7.0” h  x 2.5” d
  - 2.5 lbs

- **Audio**
  - Dual 1.5W front facing speakers fed from a single mono channel, one external audio output accessible via PeopleNet Display 4 cable

- **Keyboard**
  - A USB-enabled 83-key QWERTY keyboard is supplied as an optional separate component

HAVE IT ALL, RIGHT NOW.

PeopleNet Display.4 is your interface to an amazing world of applications. With robust hardware extensibility, surplus memory and the power to run future, advanced applications—PeopleNet Display.4 has what you need now and the ability to give you what you need next.
Software

Windows Embedded Compact 7
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Expand your fleet’s capabilities and efficiencies with PeopleNet Display.4. Increase safety and compliance, driver productivity, and streamline operations from in-cab to back office. Utilize the configurability and flexibility of PeopleNet’s open platform to integrate and run powerful fleet-enhancing applications. With the intuitive interface design putting efficiency at your drivers’ fingertips and the ability to automate communication across the supply chain, you’ll have the know-how and the peace of mind to bring your operation to the next level.

- Access powerful applications with speed and ease
- PeopleNet’s open platform allows system configuration to match your fleet’s needs
- An intuitively designed interface allows for easy driver interaction

**PeopleNet Display.4**
Access the efficiencies.
OVERVIEW

1. Home Button  The Home button brings you back to the Home Screen.
2. Status Icons  The status icons are located in the lower left corner of the on screen display.
3. Information Bar  The information bar includes the current date and time, as well as content provided by applications such as Automated Workflow, or the Login Manager. For instance, the information bar may display distance and direction to a location, or the name of the active user.
4. Soft Keyboard Button  The Soft Keyboard button is displayed to the right of the Information Bar. Selecting this brings up the on screen soft keyboard.
5. TABLET Keypad Buttons  The TABLET buttons are used for data input, controlling settings, power on/off, and other functions.
6. Back Button  The Back button brings you back to the previous screen.
7. TABLET LEDs  The TABLET LEDs (Light Emitting Diodes) are located along the top edge of the TABLET device.
8. BLU.2 Device Buttons  The BLU.2 buttons are used for accessing the soft keyboard, triggering panic alerts, and power on/off.

STATUS ICONS

- GPS Signal Present
- No GPS Signal Available
- Cellular Present (flashing during data call)
- No Cellular Available
- Satellite Communications Active
- No OBC Communication
- New Message Notification
- Wi-Fi Network is in Range
- Failed Data Call

TABLET DOCKING STATION LEDS

1st LED: Power LED
- On – The Dock Station has power.
- Off – Power is not being supplied to Docking Station.

2nd LED: Connection LED
- On – The Dock is connected and supplying power to TABLET.
- Flashing – The Dock is attempting to establish a connection with TABLET.
- Off – The Dock is NOT connected with TABLET.

SOFT KEYBOARD

The soft keyboard can be displayed by selecting the Keyboard icon to the right of the Information Bar or by selecting the keyboard key on the TABLET keypad or the bottom far right BLU.2 device button.

The user can toggle between alpha characters and numbers by selecting the far right key in the middle row.

Selecting the red X key (lower right key) will close the soft keyboard, as well as pressing the keyboard key on the TABLET keypad or the bottom far right BLU.2 device button.

The soft keyboard display can be moved up and down across the screen by pressing any space between the keys and then sliding up or down across the screen. This can be useful to view data that may be covered up on the screen by the soft keyboard.
TABLET KEYPAD BUTTONS

<table>
<thead>
<tr>
<th>ICON</th>
<th>NAME</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Button</td>
<td>Turns device on/off.</td>
<td>(Hold for 5 seconds to turn off display.)</td>
</tr>
<tr>
<td>Yellow Button</td>
<td>Reserved for future use.</td>
<td></td>
</tr>
<tr>
<td>Numeric Keys</td>
<td>Provides numeric data input</td>
<td></td>
</tr>
<tr>
<td>Decimal</td>
<td>Provides data input into</td>
<td></td>
</tr>
<tr>
<td>Point Key</td>
<td>forms.</td>
<td></td>
</tr>
<tr>
<td>Backspace</td>
<td>Backspace function when</td>
<td></td>
</tr>
<tr>
<td>Button</td>
<td>editing.</td>
<td></td>
</tr>
<tr>
<td>Enter Button</td>
<td>Enter/carriage return when</td>
<td></td>
</tr>
<tr>
<td>Tab Button</td>
<td>Tab function when editing.</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>Access to secondary operation of some buttons (see Function Button requirements below).</td>
<td></td>
</tr>
<tr>
<td>Button</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue Button</td>
<td>Returns display to PeopleNet application, when 3rd party application is running (e.g. In-Cab Scanning, ITI Training, or Navigation).</td>
<td></td>
</tr>
<tr>
<td>or Return to ICAP Button</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plus Button</td>
<td>Provides data input when editing forms. (+)</td>
<td></td>
</tr>
<tr>
<td>Minus Button</td>
<td>Provides data input when editing forms. (−)</td>
<td></td>
</tr>
<tr>
<td>Up/Down / Left / Right Buttons</td>
<td>Arrows allow navigation while in forms.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Holding the Function Button and pressing these buttons will adjust BRIGHTNESS and VOLUME of the device.</td>
<td></td>
</tr>
<tr>
<td>Keyboard Button</td>
<td>Opens and closes the on-screen soft keyboard.</td>
<td></td>
</tr>
</tbody>
</table>

TABLET LEDS

The TABLET LED indicators indicate the following:

<table>
<thead>
<tr>
<th>ICON</th>
<th>LIGHT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>No light</td>
<td>WLAN is Not powered and Bluetooth is Not powered.</td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td>WLAN or Bluetooth is enabled.</td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td>TABLET PC is reading from or writing to the built-in hard disk.</td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td>Battery is fully charged.</td>
<td></td>
</tr>
<tr>
<td>Orange</td>
<td>Battery is being charged.</td>
<td></td>
</tr>
<tr>
<td>Flashing Red</td>
<td>Battery is at slow-power state.</td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td>Power is on.</td>
<td></td>
</tr>
<tr>
<td>Flashing Green</td>
<td>System is in standby mode.</td>
<td></td>
</tr>
</tbody>
</table>

BLU.2 DEVICE BUTTONS

<table>
<thead>
<tr>
<th>DEVICE BUTTON</th>
<th>OPERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left: Top</td>
<td>Button Disabled</td>
</tr>
<tr>
<td>Left: Second</td>
<td>Button Disabled</td>
</tr>
<tr>
<td>Left: Third</td>
<td>Button Disabled</td>
</tr>
<tr>
<td>Left: Fourth</td>
<td>Button Disabled</td>
</tr>
<tr>
<td>Left: Fifth</td>
<td>Button Disabled</td>
</tr>
<tr>
<td>Left: Sixth</td>
<td>Panic Alert Button</td>
</tr>
<tr>
<td>Right: Top</td>
<td>Button Disabled</td>
</tr>
<tr>
<td>Right: Second</td>
<td>Button Disabled</td>
</tr>
<tr>
<td>Right: Third</td>
<td>Button Disabled</td>
</tr>
<tr>
<td>Right: Fourth</td>
<td>Button Disabled</td>
</tr>
<tr>
<td>Right: Fifth</td>
<td>Button Disabled</td>
</tr>
<tr>
<td>Right: Sixth</td>
<td>Opens/Closes the on-screen Soft Keyboard</td>
</tr>
<tr>
<td>Bottom: Green</td>
<td>Button Disabled</td>
</tr>
<tr>
<td>Bottom: Red</td>
<td>Power Button, will reboot the device if held down for greater than 5 seconds</td>
</tr>
<tr>
<td>Bottom: Directional</td>
<td>Keyboard Arrow Keys</td>
</tr>
<tr>
<td>Bottom: Round</td>
<td>Keyboard ENTER Key</td>
</tr>
</tbody>
</table>
When TABLET is removed from the docking station, the system provides access to the following applications:

- Messaging
- eDriver Logs
- Device Settings & Diagnostics

Other areas of the product which require communication with the Onboard Computer may not be accessible and the shortcuts will be grayed out.

**NOTE:** The device must in the docking station in order for the driver to Logout of the system, or perform a Duty Status change.

**IMPORTANT NOTE:** The vehicle should not be moved while device is out of the docking station. If the vehicle is moved, **ALL** drive time is recorded by the Onboard Computer and will be assigned to the driver when TABLET is back in the docking station.

If the vehicle moves without TABLET, the LED lights on the docking station will flash as a warning to the driver to replace the device. In addition, an Un-docked Movement Alarm will be immediately sent to the PeopleNet Fleet Manager by the Onboard Computer, indicating TABLET is not docked while the vehicle is moving.

When re-docking TABLET, data is synchronized between the Onboard Computer and the TABLET device. During this process, TABLET should remain in the docking station.

The display’s graphical touch screen provides quick access to any feature by touching items on the screen. The following segments describe how to use the touch screen to navigate.

**HOME SCREEN**

The **Home** screen is the default screen, with ten shortcuts to menu categories. You return to the Home screen whenever you press the Home button at the top left.

**SCREEN HEADER**

Every screen has three features. From left to right they are:

1. **HOME screen button** – press **HOME** to return to the Home screen.
2. Current menu or screen name to identify where you are currently at.
3. **BACK button** – press **BACK** to return to the previous screen or menu.

**ACTION BAR**

Many screens also have an action bar across the bottom, providing quick access to related screens. This is in addition to the standard navigation buttons.
CUSTOM FLEET HOME SETUP

You can replace the default Home screen by customizing the buttons on the Fleet Home screen for one-touch access to your most commonly used applications, screens, and functions.

1. **Select the FLEET HOME SETUP shortcut from the System menu to begin setup of the Fleet Home.**

2. **Check the Enable Fleet Home box to configue your preferred shortcuts.**

3. **Select SHORTCUTS from the list on the right and press the LEFT ARROW to remove them from your custom Fleet Home screen.** Shortcuts with an asterisk (*) are feature menu items.

4. **Select SHORTCUTS from the list on the left and press the RIGHT ARROW to add them to your custom Fleet Home screen.**

   **NOTE:** You may have up to 8 custom buttons on your Fleet Home screen.

5. **Select OK to save your changes. Now, when you press the HOME button, you will be brought to your custom Fleet Home screen.**

RETURNING TO DEFAULT HOME

You may decide you want to have access to the default shortcuts. The bottom right shortcut on your custom Fleet Home screen is Default Home, which brings you to the Default Home screen.

To only use the Default Home screen,

1. **Uncheck the Enable Fleet Home box in Fleet Home Setup.**

2. **Select OK to save your changes.**

SAFE MODE

Safe Mode limits driver interaction with the system while the vehicle is moving. Safe Mode is activated by the fleet administrator who configures the unit from the PeopleNet Fleet Manager and sets the parameters for use.

When Safe Mode is activated the services available are:

- In-Cab Navigation
- Change User
- Border Cross
- Onboard Event Recorder
- Safe Mode Messaging
**SAFE MODE**

**eDRIVER® LOGS**

If the driver utilizes eDriver Logs, **Drive Time Available**, **On-Duty Time Available**, **Cycle Time Available**, and **Off-Duty (PC)** for **Personal Conveyance** will be visible in Safe Mode.

**INSTANT FUEL EFFICIENCY**

Safe Mode displays the instant fuel efficiency, which can be configured for Miles per Gallon (MI/GAL) or Liters per 100 Kilometers (L/100KM) through the **Settings** screen.

**TRIP AVERAGE**

Safe Mode displays the trip average fuel efficiency. This measurement can be configured for Miles per Gallon (MI/GAL) or Liters per 100 Kilometers (L/100KM) through the **Settings** screen.

*Reset the TRIP AVERAGE from the Engine Data screen.*

**MILES TODAY**

Safe Mode displays the distance travelled for the current day, which can be configured for Miles or Kilometers through the **Settings** screen.

**BRIGHTNESS CONTROL**

Control bright and dim settings in **Safe Mode** screen using the soft buttons.

By default, screen brightness is at the maximum brightness level. For this reason, the **DIM** soft button is visible on the **Safe Mode** screen.

Unless previously adjusted in the **Settings** screen or from a previous Safe Mode change, this setting in Safe Mode dims from the maximum down two more levels. Once the dimmest setting is reached, the soft button becomes a **BRIGHT** key, allowing you to brighten the screen until the maximum brightness level is reached.

The brightness setting set from the **Safe Mode** screen holds as the setting in the **Settings** screen once Safe Mode is no longer active.

**SAFE MODE MESSAGING**

For additional hands-free safety in the cab, play messages from Safe Mode while driving.

If there are any new unread messages in the Inbox before or while the truck is moving and Safe Mode is active, then the new message quantity displays in the on-screen **New Message Indicator** box, and the **PLAY** function will appear.

1. **Select PLAY** by pressing the **PLAY** soft button.

2. The oldest unread message will be played from the Inbox.

**NOTE:** Only **new** messages are read oldest to newest from the Inbox.

**NOTE:** **Messages that have already been read from the Inbox or any other mailbox will not be available in Safe Mode.**

**NOTE:** In order to aid the driver, tapping anywhere on the screen (other than another soft key) will also **PLAY** the message.

3. **PAUSE** is available using the same soft button at any time a message is being played.

4. **Select the PAUSE** soft button at any time and resume when ready by reselecting **PLAY**.

5. Once the message has been played completely through, the message becomes available for **REPLAY**.

6. **Select the REPLAY** soft button, to replay the last message that was just completely played.

7. Once the next new message has been played completely, then it is available for **REPLAY**, and so forth.

**NOTE:** Make sure the device’s volume is not set to Mute before entering Safe Mode and playing messages.
The **Current Driver** is the user that is associated with the engine data collected, including miles driven.

For vehicles using eDriver Logs, determination of the **Current Driver** is based on the following:

1. The driver in Driving duty status.
2. If no drivers are in Driving status, the **Current Driver** is the user that was last in the Driving status.
3. If neither of the above statements is true, the first user to login into the device is the **Current Driver**.

**NOTE:** Change Current Driver will appear only if there are two drivers logged in and you are a non-eDriver logs user.

The **Active User** differentiates which user is currently interacting with the device. For vehicles using eDriver Logs, the **Active User**’s information will be shown when viewing eDriver Logs data, graphs, and summary information.

**LOGGING IN**

**TABLET** starts up automatically with the truck’s ignition switch and displays the **Login** screen.

1. If no drivers are currently logged in, the **Login** screen will appear.

2. If another driver is already logged in, **select the LOGIN** shortcut from the **Driver** menu to display the **Login** screen.

3. **Enter DRIVER ID AND PASSWORD.**

4. **Press the OK** button to initiate a data call to receive driver information.

**NOTE:** If a second user needs to log in at the same time, **press the DRIVER2** button to redisplay the **Login** screen. Repeat steps 3 and 4.

**CHANGING CURRENT DRIVERS**

**NOTE:** Change Current Driver will appear only if there are two drivers logged in and you are a non-eDriver logs user.

1. **Select the CHANGE DRIVER** shortcut in the **Driver** menu to display the **Switch Current Driver** screen.

2. **Press the SWITCH** soft button to make the other logged-in user the current driver.

**NOTE:** The **Switch Current Driver** screen remains visible until you **press the BACK or HOME** buttons.

**CHANGING ACTIVE USERS**

1. **Select the CHANGE USER** shortcut in the **Driver** menu to display the **Switch Active User** screen.

2. **Press the SWITCH** soft button to make the other logged-in user the active user.

**NOTE:** The **Switch Active User** screen remains visible until you **press the BACK or HOME** buttons.
**LOGGING OUT**

1. **Select the LOGOUT** shortcut in the Driver menu to display the Logout screen. The Active User will be displayed as the logout recipient.

   - To log out and leave the truck, press the YES soft button.
   - To just log out, press the NO soft button.

**MESSAGES**

**READING A NEW MESSAGE**

A new message is indicated in four ways:

- The New Message icon in the lower left corner flashes.
- A “You have a new message” pop-up appears.
- An audible chime is heard.
- A blue dot is shown next to the new message in the Inbox.

3. All mailboxes are accessible from the Inbox: **Saved**, **Outbox**, **Sent**, and **Drafts**. Each mailbox provides a counter indicating how many messages are in the mailbox.

   - Press the SCROLL UP and SCROLL DOWN arrows to scroll through the list of messages.
   - Orange brackets indicate the selected message.
   - A blue dot to the left of the message in the Inbox indicates the message has not been viewed, replied to, or listened to using text to speech.
   - An exclamation point (!) next to a message indicates that the message only allows a reply option. The message reply must be sent before doing other tasks.
MESSAGES

- The shortcut buttons at the bottom of the screen allow the driver to:
  - **PLAY/PAUSE** a message using text to speech.
  - **SAVE** a message in the Saved folder.
  - **REPLY** to a message.
  - **DELETE** a message.
  - **VIEW** a message.
  - **EMAIL** creates a new Email Message.
  - **FORM** creates a new Form Message.
  - **CONTACTS** opens the Address Book.
  - **HOT KEYS** opens the Hot Keys form selection.

4. To see the full text of a message:
   - **Touch the MESSAGE PREVIEW** on the screen.
   - **Press the VIEW** button, or
   - **Double-click on a MESSAGE** to open it.

5. While viewing the message, the driver may select **PLAY**, **SAVE**, **REPLY**, or **DELETE**.

SENDING A NEW MESSAGE

1. Create a new email by either selecting the CREATE EMAIL shortcut on the Messaging screen or by selecting the EMAIL shortcut on the Inbox screen.

2. Select the TYPE OF EMAIL to be sent:
   - Personal Email
   - Standard Email

   **NOTE:** Personal email must be enabled from the PFM. Contract your fleet administrator for questions about this feature.

3. On the Select Recipients screen, select the recipient's name, then press SELECT.

   **NOTE:** Up to 20 recipients may be selected for a single email.

4. Press the OK button when all recipients have been selected.

5. Enter the MESSAGE TEXT (up to 2000 characters).

6. Press the SEND button to send the message.

7. Press the DRAFTS button to hold the message until it is completed.

8. Press the CANCEL button to cancel the message.
MESSAGES

SENDING A FORM

1. Create a new form by either selecting the CREATE FORM short cut on the Messaging screen or by selecting the FORM short cut on the Inbox screen.

2. Select the FORM from the Forms List screen, then press the OK button.

3. On the Select Recipients screen, select the RECIPIENT’S NAME, then press the SELECT button.

NOTE: Up to 20 recipients may be selected for a single message.

4. Complete the FORM FIELDS.

NOTE: A field highlighted in orange indicates a required field.

NOTE: Use the red “X” to completely delete an entry in a field.

5. Press the SEND button.

NOTE: The SEND button functions when all required fields have been completed.

6. Send options are determined by the form. A pop-up message may appear showing what options are available.

7. To accept the default send option, do nothing. The pop-up screen goes away after 15 seconds and the form is moved to the Outbox until the next data call.

USING THE ADDRESS BOOK

The Address Book contains personal and corporate contacts for the driver. Personal contacts are available only when Personal Messaging is enabled from the PFM. Contact your fleet administrator for more information on the Personal Messaging feature.

1. Select the ADDRESS BOOK by choosing the short cut from the Messaging screen or from the bottom of any mailbox screen.

2. Contacts are displayed in the following order:
   - Special characters (example: !Dispatch)
   - Numbers (00, 01, 02...10, 11)
   - Alphabetically (A-Z)

NOTE: Email addresses will only be displayed for personal contacts, not corporate contacts.

3. Press the ADD button to add a new contact to the Address Book.

NOTE: Use the red “X” to completely delete an entry in a field.
4. **Enter the CONTACT’S NAME AND EMAIL ADDRESS**, then **press SUBMIT**.

5. **Press the EDIT button** to make changes to a personal contact.

   **NOTE:** Corporate contacts are not editable.

6. **Press the DELETE button** to delete a personal contact.

**HOT KEYS**

Hot Keys enable the driver to access commonly-used forms by pressing a function key (F1, F2…). Hot Keys are configured by the fleet administrator.

1. **Select the HOT KEYS short cut** on the Messaging screen, or

2. **Select the HOT KEYS short cut** at the bottom of any mailbox screen.

**TEXT TO SPEECH**

1. **Press the PLAY button** at the bottom of the View Message screen to hear an audio version of the message on screen.

2. While the message is playing, the PLAY button will change to a PAUSE button, and revert back to PLAY when PAUSE is selected.

**NOTE:** The Hot Keys short cut will not appear if Hot Keys have not been configured by the fleet administrator.
**USING THE CAMERA**

**NOTE:** Image Capture is only available with TABLET.

Forms can contain image capture fields to attach pictures in the form. Selecting or highlighting the image capture field in the form will expand the picture field.

1. **Select the CAMERA** button to activate the Camera Viewing screen.

2. Focus the camera on the subject and **click the YELLOW BUTTON** on TABLET to take the picture.

3. You can edit the Image Name by highlighting the Image Name field and entering a new name.

4. If you wish to retake the picture, clicking **the Camera** button will bring you back to the Camera Viewing screen and you can take another photo.

5. **Click SAVE** to add the image to the form. A thumbnail picture of the image will appear in the image capture field on the form.

6. If you wish to remove the picture from the form, **highlight the IMAGE CAPTURE field** and **click the CLEAR button**.

**IMPORTING AN IMAGE**

Images can be imported to the form from a USB device that contains pictures.

1. **Select the IMPORT** button to import an image from an external USB device or a previously saved image on the TABLET.

2. Plug the external USB device into the TABLET and **select the EXTERNAL SOURCE** button.
3. All photo images on the external USB device will be displayed.

4. Highlight the desired image to import to the form and **click the OK** button.

5. A thumbnail picture of the image will appear in the image capture field on the form.

---

**NOTE:** Signature Capture is only available with **TABLET**.

Forms can contain signature capture fields to attach signatures in the form. Selecting or highlighting a signature capture field in the form will expand the field.

1. **Select the Capture** button to enter a signature on the form.

---

**SIGNATURE CAPTURE (TABLET)**

2. Enter the signature and **click the OK** button to save the image to the form.

3. **Click the CLEAR** button to erase the signature if you wish to re-sign in the field.

   **NOTE:** Once the signature has been saved, it can no longer be changed or edited by the user.

4. A thumbnail picture of the image will appear in the signature capture field on the form.

---

**USING THE BAR CODE SCANNER (TABLET)**

While the cursor is located on any data entry field, the bar code scanner can be activated.

**NOTE:** Requires **TABLET premium with built in bar code scanner**.
USING THE BAR CODE SCANNER (TABLET)

1. Place the cursor on a data entry field.
2. Click the YELLOW button on TABLET to activate the bar code scanner.

IN-CAB PRINTING & PDF VIEWING (TABLET)

NOTE: In-Cab Printing and PDF viewing are only available with TABLET.

PDF files can be attached to incoming forms as attachments that can be viewed and printed in the cab. Selecting or highlighting the attachment field in the form will expand the field.

1. Select the VIEW button to open the PDF viewer and review the attached document.

2. Clicking Zoom In or Zoom Out will resize the display of the attached document.

3. Click the PRINT button to send the document to an attached USB printer.

NOTE: To setup the system to print, go to System, Settings screen and ensure the Default Printer has been setup correctly.

ENGINE DATA

View real-time engine performance information for a trip, leg or any report duration from the Engine Data screen.

1. Select the ENGINE DATA shortcut from the Vehicle menu to display the engine data assigned to the Active User.

2. Press the VEHICLE button to view vehicle engine data for all drivers.

DURATION: Accumulated time since the last reset.

NOTE: Use the CLEAR button to reset your in-cab averages and trip information (hours : minutes).

ODOMETER: Odometer reading.

MPG: Average Miles Per Gallon.

AVG SPEED: Average speed.

MAX SPEED: Highest speed recorded.

MILES: Number of miles traveled.

ENGINE: Time engine has been running.

IDLE: Time spent idling (hours : minutes).

MOVE: Time spent moving (hours : minutes).

OVER RPM: Time spent exceeding company RPM goals. The number after RPM is the company target (hours : minutes).

OVER SPEED: Time spent over company speed goals. The number after Speed is the company target (hours : minutes).

EXCESS SPEED: Time spent exceeding what your company has determined to be an unsafe speed. The number after Speed is the company limit (hours : minutes).

LONG IDLE: Time spent idling longer than the threshold set by your company (hours : minutes).

LONG IDLE %: Percentage of time spent in long idle.

NO. LONG IDLES: Number of times vehicle idled longer than the company-set threshold.

IDLE THRESHOLD: Number of minutes used to split long and short idle events.
ENGINE DATA

SHORT IDLE: The amount of time you have idled less than the company goal (hours: minutes).

SHORT IDLE %: Percentage of time spent in short idle.

NO. SHORT IDLES: The number of times you have idled less than the company goal.

SEAT BELT USE %: Percentage of time vehicle is in motion that the driver’s seat belt has been buckled.

HEADLIGHT USE %: Percentage of time vehicle is in motion that the headlights were in use.

FUEL TANK LEVEL %: Percentage of fuel remaining in the primary and secondary fuel tanks.

DIESEL EXHAUST FLUID TANK %: Percentage of diesel exhaust fluid remaining.

DIESEL PARTICULATE FILTER STATUS: Status of the diesel exhaust particulate filter.

AMBIENT TEMPERATURE: Current temperature outside the truck (F for Fahrenheit, C for Celsius).

SPEED GOVERNOR SETTING: Maximum speed the vehicle’s ECM will allow.

ONBOARD EVENT RECORDING (OER)

Onboard Event Recording must be enabled by the fleet administrator in order to record events. Please contact your fleet administrator for more information about OER.

Three types of vehicle events can be recorded while driving:

Sudden acceleration (SA): records 60 seconds before and 30 seconds after vehicle accelerates beyond a pre-set threshold.

Sudden deceleration (SD): records 60 seconds before and 30 seconds after vehicle decelerates beyond a pre-set threshold.

Manual trigger (MT): records 170 seconds before and 30 seconds after the event. This capability must be activated by the safety manager. A notification of the manual event appears.

Stability Control (SC): records 60 seconds before and 30 seconds after the event. This capability requires the Vehicle Management Multi-bus Adapter and a stability system such as Bendix or Meritor/WABCO.

View a listing of recorded events from the OER screen.

ENGINE DATA

Option 1: Recording Events (manual trigger)

1. Select the OER short cut from the Home screen.

2. Press RECORD to manually trigger an OER event.

FAULT CODES

Fault codes are assigned MIDs/PIDs triggered by the ECM.

1. Select the FAULT CODES shortcut from the Vehicle menu to display the fault codes that have been triggered (if applicable).

NOTE: When collecting vehicle data with the Vehicle Management Multi-bus Adapter, the user will have the option to display either J1708 or J1939 fault codes from this screen.

2. Select the J1708 and J1939 buttons to switch the data bus displayed.
SYSTEM DIAGNOSTICS

System diagnostics displays the information relating to the Onboard Computer (OBC) and the display.

1. **Select the SETTINGS** shortcut from the System menu to display options for configuration for the system.
   
   ![Settings Menu Screenshot](image)

   **NOTE:** To change the language displayed, select from the dropdown in SETTINGS. The display will reboot and run in the new language until changed again.

For OBC diagnostic information:

1. **Select the OBC DIAGNOSTIC** shortcut from the System menu for OBC menu options.
   
   ![OBC Diagnostic Menu Screenshot](image)

   For device diagnostic information:

1. **Select the INFORMATION** shortcut from the System menu for display information.
   
   ![Information Menu Screenshot](image)

SYSTEM DIAGNOSTICS

2. **Press SERVICES** to access troubleshooting options for the display and In-Cab Scanning, Training, and Navigation.

3. **Select REFRESH** to reboot the display.

4. **Select CLEAR TRIPPAK TRANSACTION** to clear a pending scanned document transaction that has been sent.

   **NOTE:** Use this option if TripPak remains in a Pending state and cannot be resolved. TripPak must be in a Ready state to scan and submit documents for In-Cab Scanning.

5. **Select the VERSION** shortcut from the System menu to display device software versions.

   ![Version Menu Screenshot](image)

AUTOMATED WORKFLOW

Users can take advantage of Automated Workflow and viewing of dispatches directly from the in-cab device. The Automated Workflow feature requires no driver interaction and has three configurable geo-fences for pre-defined stops within a dispatch:

**Approaching:** Date, time, and location information is recorded and transferred either urgent or deferred, and no driver prompt is provided. The approaching event occurs automatically as the device detects distance from the stop location as configured by dispatch.

**Arrived:** You are notified upon arrival at the stop. If you have reached the destination and have not been prompted to arrive, manually arrive the stop. Some dispatches may require confirmation of arrival; others are configured to automatically arrive.

**Departed:** Date, time, and location information is recorded and transferred either urgent or deferred. Some dispatches may require confirmation of departure; others are configured to automatically depart.

Messages may accompany the dispatch(es). All dispatch messages should be saved, these messages may or may not be presented upon arriving at the stop and a response may be required. You will be prompted upon arrival of a stop configured with an Automated Workflow message.
NOTE: There are many options available to dispatch for Automated Workflow and how stop actions for Arrive and Depart are presented. Please consult your fleet administrator for information.

1. Select the WORKFLOW shortcut from the Home screen to display current dispatches (trips), or

NOTE: If there are no dispatches the WORKFLOW menu option will not be available.

2. Automated Workflow trips may start automatically at a pre-configured time set by your dispatcher. If this happens, proceed to your first stop.

NOTE: To start the trip prior to the appointed start time, press the START button from the Trips screen.

3. A prompt displays once the vehicle is within the location geofence. Press YES to confirm arrival.

NOTE: If not prompted automatically, press the ARRIVE button for the stop to manually arrive.

4. If there is a message to be prompted, it will display immediately after arriving at the stop.

5. Depart actions occur automatically without a prompt.

NOTE: To depart manually press the DEPART button.

WORKFLOW ROUTING WITH IN-CAB NAVIGATION

PeopleNet provides routing functionality with Automated Workflow to subscribers of In-Cab Navigation in partnership with Telogis NaviGo™ or ALK CoPilot Truck. This is made available once In-Cab Navigation is launched and running.

NOTE: Press the INFORMATION BAR on the display or press the BLUE BUTTON of TABLET to send In-Cab Navigation to the background.

1. Press the ROUTE button from the Automated Workflow Stops screen to have In-Cab Navigation route you to the selected stop on the Stop List screen.

2. Or, once arrived at a stop location, Automated Workflow may prompt you to route to the next stop automatically using In-Cab Navigation.

3. Press YES or after 15 seconds of no response the route will NOT be requested and the pop-up will close.

4. Alternately, if your fleet is configured for full Trip routing, press the ROUTE button from the Automated Workflow Trip screen to pass all dispatched stops to In-Cab Navigation for routing.
**CONNECTING TO A WI-FI NETWORK**

Wi-Fi must be enabled through the PFM before you begin these steps.

1. **Select the WI-FI SETUP** shortcut from the System menu.

2. On the left side of the screen you will see a list of available wireless networks that the device can see. If your network doesn’t show up **press the REFRESH** button.

3. **Select the network** that you wish to connect to and the details of that network should appear on the right.

4. On the 5th line down enter the password for the network if there is one.

5. **Click ADD**, and then **press REFRESH**.

6. **Highlight** the network that you just added and **click CONNECT**.

7. **Press REFRESH** until you see a gold star next to the network you are connecting to.

The table below defines all of the Wi-Fi icons and their meaning:

<table>
<thead>
<tr>
<th>ICON</th>
<th>Represents</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="signal_strength_icon.png" alt="Signal Strength" /></td>
<td>Signal Strength</td>
</tr>
<tr>
<td><img src="infrastructure_mode_icon.png" alt="Infrastructure Mode" /></td>
<td>Infrastructure Mode</td>
</tr>
<tr>
<td><img src="connected_icon.png" alt="Connected" /></td>
<td>Connected</td>
</tr>
<tr>
<td><img src="profile_exist_icon.png" alt="Profile exist for this connection" /></td>
<td>Profile exist for this connection</td>
</tr>
<tr>
<td><img src="ad-hoc_mode_icon.png" alt="Represents Ad-Hoc Mode" /></td>
<td>Represents Ad-Hoc Mode</td>
</tr>
<tr>
<td><img src="peoplenet_guest_icon.png" alt="PEOPLENET GUEST" /></td>
<td>Profile Name</td>
</tr>
</tbody>
</table>

**BROWSING THE INTERNET**

You must be connected to a Wi-Fi hotspot that has Internet connectivity before you can browse the Internet.

1. **Select the INTERNET** shortcut from the Driver menu to open a browser.

**NOTE:** If you have not connected to a Wi-Fi hotspot, the **INTERNET** menu option will not be available.

2. The Internet browser will open.

3. **Click on the DROPDOWN** in the address bar to show the list of prepopulated webpages.

**NOTE:** The prepopulated webpages are set by your company and cannot be changed from the device.

4. **Click on the WEBSITE NAME** to go to that webpage.
BROWSING THE INTERNET

5. The system will allow access to any websites setup in your PFM white list by your administrator. Attempting to access a webpage that is not white listed will result in the following screen.

DEVICE TRAINING VIDEOS

1. Select DEVICE TRAINING from the Driver menu to view the PeopleNet device training videos.

2. The list of available training videos will be displayed.

3. Highlight a video title and click the PLAY icon.

4. The video will begin to play. Click the PAUSE button to pause the video, or the STOP button to exit and return to the list of available videos.

IN-CAB NAVIGATION In Partnership with NaviGo™

1. Select NAVIGATION from the Home screen.

NOTE: In-Cab Navigation in partnership with NaviGo™ is an optional service. Please contact your fleet administrator to see if your fleet has activated this service for your fleet/vehicle.

NOTE: If the NaviGo menu options do not become active (colored), but are grayed out, please contact your fleet administrator to see if you are authorized to use this service.

SEARCHING A LOCATION

1. Select WHERE TO? on the NaviGo menu screen.

2. Select LOCATION SEARCH to search for a new location.

NOTE: Select RECENT ADDRESSES for a searchable list of addresses recently searched for. A blue icon indicates locations that have been routed to previously.

3. Type the destination address in the FIND field.

4. Press SEARCH. A data call begins to confirm the location search. Or,
5. **Select POINTS OF INTEREST** from the NaviGo menu screen to search by category, such as restaurants or truck stops.

6. **Choose** where along the route to search for the Point of Interest.

7. **Select the CORRECT LOCATION** from the CANDIDATE(S) FOUND list and press GO.

8. The *Navigation View* screen is displayed with the vehicle’s current position indicated on the map.

9. **Press the PREVIEW ROUTE button** on the *Navigation View* screen or *Safety View* screen to preview maneuver steps for the route.

10. **Route line** with indicator of selected step’s maneuver.

11. **Route steps** with maneuver indicator and distance from prior maneuver. Select a specific step to display on the map.

12. **Navigation View Button**

13. **Scroll steps list up or down by 1, by 5, and to the start or end.**

14. **Destination, including total steps and distance. Click to display the entire route on the map.**

15. **Location of selected step.**
**SAFETY VIEW**

1. *Press the SAFETY VIEW* button on the *Navigation View* screen or *Preview* screen to hide the map and increase the size of the Next and Then (Next + 1) maneuvers for greater visibility.

**EXIT**

1. *Press the INFORMATION BAR* across the bottom of the screen or *press the BLUE BUTTON* on the face of TABLET to send In-Cab Navigation to the background.

**FEEDBACK FOR LOCATIONS (TO NAVIGO)**

1. *Select FEEDBACK* on the *NaviGo Menu* screen to submit feedback to NaviGo about your experience with NaviGo.

2. Locations previously marked from the *Navigation View* screen will be listed with both address and the time they were marked. *Select GENERAL FEEDBACK* or one of the marked locations from the list.

3. *Select NEXT* to access the feedback entry screen. Type feedback in the text box provided.

4. *Select SEND* to deliver feedback information to NaviGo.

**NOTE:** Use this feature to send NaviGo information on road construction in a specific area, inaccurate road data, or an inconvenient route. Your feedback helps to make the NaviGo experience even better!

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**SEARCHING A LOCATION**

1. *Select ADD NEW DESTINATION* on the *CoPilot Truck Map* screen or, if a previous route is still up.

2. *Select MY ROUTE* from the *CoPilot Truck* menu and *select EDIT* to delete stops and create a new trip.

3. *Select ADDRESS* to enter in a destination by address. CoPilot Truck suggests options based on what you type, with recent searches at the top. Or,

4. *Select POINTS OF INTEREST* to search by category, such as truck services, restaurants, or hotels.
5. Select GO to accept the suggested route, or

6. Select ALTERNATE to have CoPilot Truck suggest up to three alternative routes.

7. The navigation screen is displayed with the vehicle’s current position indicated on the map.

PREVIEW ROUTE

1. Select MY ROUTE from the CoPilot Truck menu and select the PREVIEW camera icon to preview your route.

2. Select ROUTE DEMO to have CoPilot Truck simulate driving the route in the map view, or

3. Select VIEW TURN MAPS or VIEW TURN LIST to review the route turn by turn.

EXIT

1. Press the INFORMATION BAR across the bottom of the screen or press the BLUE BUTTON on the face of TABLET to send In-Cab Navigation to the background.
To access In-Cab Training with Pro-TREAD:

1. **Select the DRIVER TRAINING** shortcut in the Driver menu.

   **NOTE:** In-Cab Training in partnership with Pro-TREAD is an optional service. Please contact your fleet administrator to see if your fleet has activated this service for your fleet/vehicle.

2. **Enter the DRIVER ID** associated with your Pro-TREAD login.

   **NOTE:** Contact your fleet manager for Driver ID assignment. PeopleNet Customer Support does not have access to this information.

3. **Confirm DRIVER ID** by entering it again.

4. A data call will be placed to validate login and receive lesson progression from Pro-TREAD’s web portal.

5. Once login is complete, **select** the lesson category PRO-TREAD or OSHA.

6. **Select the LESSON** to play from the menu.

7. From the lesson you can **PLAY**, **PAUSE**, go **BACK**, and **STOP** anywhere within the lesson.

   **NOTE:** The Pro-TREAD application will cease playing any lesson if vehicle movement is detected.

8. To quit the application, **press STOP** and Pro-TREAD will place a data call to submit lesson progression to the Pro-TREAD web portal.

9. Once **STOP** is selected you will be prompted with a confirmation “Are you sure you want to quit?” **Select YES** to exit Pro-TREAD.
To access In-Cab Scanning:

1. **Plug the TRIPPAK SCANNING SCANNER DEVICE** in the display’s USB port.

2. **Select the SCANNING** shortcut from the **Home** screen to access TripPak scanning.

   **NOTE:** In-Cab Scanning is an optional service. Please contact your fleet administrator to see if your fleet has activated this service.

3. **Calibrate the SCANNER**, if needed, by inserting the calibration paper from the TripPak scanner package.

   **NOTE:** If the calibration paper is not available, use any document that is not blank.

4. **Scan the DOCUMENT.**

5. **Select the DOCUMENT TYPE** from the pop-up list.

   **NOTE:** Document type options are not configurable. Please choose from this list as provided.
6. **Repeat STEPS #5 AND #6** for each document for the stop location.

7. **Press SUBMIT** once all documents have been scanned and doc typed.

8. When prompted, **Select TRIP AND STOP** from the pop-up list, or if no trips/stops are available, enter the trip and stop information manually. **Press the GREEN CHECKBOX** to submit.

9. A data call will begin to send the documents to your fleet.

**NOTE:** Depending on the number and size of the documents scanned, the data call can take up to several minutes, but should not disrupt your ability to use other applications.

10. The application will provide a **PENDING** status until TripPak confirms that the transaction has been successfully received, and a reference number provided.

11. Once the transaction is confirmed successful, the application will go back to a **READY** state and the next documents can be scanned.

12. **Go to TRANSACTION HISTORY** to view previous submissions.

13. **Use the REFERENCE ID** provided in the transaction history to view documents online at: [https://www.trippak.com/DriverView/](https://www.trippak.com/DriverView/)
Transflo System and Scanner

Every truck is equipped with a scanner used to transflo paperwork to the office. Drivers are expected to submit accurate, legible and complete paperwork at all times. Paperwork that is not accurate, legible or complete will be requested to be redone by the driver. **Failure to turn in paperwork as requested will result in paycheck and/or dispatch interruption.**

All PODS with receipts must be scanned within 24 hours of delivery. No reimbursements will be paid without proper receipts.

Receipts for trailer washouts, lumpers, truck/trailer repair, etc. must be scanned in within 24 hours of purchase. Failure to scan in receipts to correspond with a comcheck issued will result in the comcheck amount issued being deducted out of the next weekly settlement.

All logs must be scanned in by Friday at 5pm. It is required that all drivers use a ruler to complete logs. Please remember drivers are responsible for having the last 7 days of on duty logs in their truck at all times.

Monthly Maintenance Reports are to be scanned in by the 5th of the following month (e.g., March Maintenance Report would be due by April 5th).

*Please see training section immediately following this page on using and understanding the Transflo system and scanner. Please review regularly. If at any time you need further training, have questions or the unit is not working correctly, please contact your dispatcher.*
Welcome to TRANSFLO Express®
<Your Company> has contracted with TRANSFLO Express® to get your documents in easier and with more certainty than in the past. With this new service, you will be able to get your trip information to us in a matter of minutes instead of days.

Benefits to You:
- Total control of your documents.
- You no longer have to hand your documents off to someone hoping they do not get lost.
- Keep your original paperwork until the time comes to discard it properly.
- Ability to confirm that your bills made it to payroll by the payroll cut off date.
- You get a confirmation number immediately after scanning so you know your documents have been sent.
- You no longer have to make copies before sending your documents in.

Here are the simple procedures that need to be followed in order for you to get paid promptly. Please read BOTH sides of this document and make sure you understand what you are supposed to do. If you have any questions, do not hesitate to ask your fleet manager.

1. Do not mark on or near the bar codes. This will cause the truck stop to request additional information from you. If there is a mark of any kind on the bar codes, use a new Transflo Express® Trip Sheet.
2. Be sure to fill out the entire TRANSFLO Express® Trip Sheet.
3. Please write clearly to ensure no delays in payroll.
4. If you have reimbursable expenses, be sure to list them here. Also note any other costs or expenses as listed.
5. THIS PAGE SHOULD BE SCANNED FIRST EACH TIME. All other documents should be scanned in the order provided in the instructions.
Download & Registration

Android Users: Visit Google Play to download TRANSFLO Mobile for FREE.

Android Phone Requirements: Must have Android 2.2 or higher, a 5MP Camera or better and Auto-Focus camera with flash.

iPhone Users: Go to the iTunes App Store to download TRANSFLO Mobile for FREE.

iPhone Requirements: Requires iOS 5.0 or later. Compatible with iPhone, iPad mini and the latest iPad. The app is optimized for iPhone 4 and above.

The app does not work on Blackberry or Windows phones.

Quick Tips for optimal images: Focus, Lighting, Angle

(These tips are located on the main menu screen within the app itself. Click on Quick Tips at any time.)

- Place document on a flat, dark or contrasting non-glare surface
- Take picture in a bright, well lit environment
- Using flash, in conjunction with good surrounding light is preferred. If the document is on glossy paper, it may be better to turn flash off.
- In dim environment, tap the auto flash button on the top left camera screen
- Bright light and flash are required for poor quality documents, multi-part forms, carbon copies or documents on colored paper.
- Take a photo of an original document, not a copy.
- Take a picture of the whole document with some background still visible for edge detection
- To make barcodes more readable, the camera needs to be at about 14 inches away from the document.
- Keep your hands steady and remain stable when taking the picture.
- Wait for the blue auto-focus square to appear, then take the picture. You can also tap the screen to trigger the auto focus, then take the picture.
- After taking photo, if the edge detection miscalculates you can drag corners with orange crop tool to frame document
- To make light text appear clearer after cropping, press the “Darken” feature at the bottom of the screen.

Note: drivers are responsible for making sure images are usable quality. Numbers, barcodes, and signatures must be clear and legible. Review image quality before sending.
Quality Check the Image

Drivers should check the quality of the image PRIOR to transmitting it to the fleet.

1. An “Image Quality Alert” will pop up for Images that may not be readable, or appear blurry.
   a. You have the choice to Review or Retake the Image
   b. Double tap the image to zoom in to check text and numbers are legible.
   c. You can lighten or darken images to make them more legible.

2. An “Image NOT in Focus” alert will pop up on your screen if the image is definitely not in focus and not readable. You must retake the picture in better lighting or with better focus in order to send.
   a. If you are using an Android phone and having issues with the picture quality, you may need to change camera apps.
      i. Go to the app and tap the settings gear in the upper right corner.
      ii. Near the bottom of the screen is a check box for “Use External Camera.”
      iii. If that box is NOT checked, tap it to select. If it is already selected, tap to unselect.
      iv. Tap the Done button.

Adding a Fleet

1. In the first registration screen, under “Add Recipient ID” you will need to add your fleet’s code: BHKW

2. A Driver ID is then required to be entered

Indexing & Document Typing Images

1. If fleet requires indexing, the required data fields will appear after images are added
2. Fill in all data fields and tap Next
3. If fleet requires document typing, the first image you added will be displayed
4. You will be prompted to tap the Tap here to Document Type button on the top of the screen to select document type.
5. Choose document type from list
6. Review document and click Next
7. Repeat steps 3 – 5, until all images are document typed

Reviewing Documents after submission

1. Once documents are submitted through TRANSFLO Mobile, a unique Confirmation Number is displayed on screen and an email confirmation also is sent to the driver.
2. Driver can visit transfloexpress.com and click View Documents in upper right hand corner.
3. Driver enters Confirmation Number and can then view document as a PDF or TIFF image.
4. If you are viewing from the link in the email confirmation using a smart phone, view them as a PDF in order to see all images. If you choose TIFF using the smart phone, each image can be viewed individually. Select the image you want to view from the drop down menu.
5. Documents can be viewed online for 14 days after submission.
TRANSFLO Express FAQ’s for Drivers

1. What’s the benefit of using TRANSFLO Express

Drivers benefits in several ways:
• Ability to get paid faster
• Reduce worries about lost paperwork – drivers get a receipt with a unique confirmation # for every load scanned.
• Easy and quick to use

Our fleet benefits:
• Improved cash flow – fleets have same day access to delivery documents
• Improved productivity – no more sorting through mountains of paperwork.
• Improved customer service – shippers can have access to the documents faster so they can bill their customers.

2. What documents should I scan?
Scan: All load related documentation, Driver Expenses, Logs, and any items related to the particular load number.

3. When and Where should I scan?
As soon after delivering a load as you can. TRANSFLO Express scan stations are available at over 850 truck stops including Pilot, Flying J and Love’s and many independent truck stops. To see a complete list visit www.TransfloExpress.com.

4. What do I do with the documents once they are scanned?
Drivers should retain documents for at least 60 days.

5. Do I have to pay at the truck stop?
No money will be requested of truck drivers at the truck stop.

6. How do I know what pages were scanned?
Drivers receive a receipt that lists the number of pages scanned with a unique confirmation number on it. Keep your receipt with the original paperwork. Use the unique confirmation number to access your documents online for 14 days at www.TransfloExpress.com.

7. How do I know that the company received my paperwork?
Drivers can view images online for 14 days at www.TransfloExpress.com. Click at the top link that says, “View Document.” Type in the confirmation number into the boxes and view the status (Delivered) as well as review the actual document images.

8. Do documents need to be scanned in any certain order?
Your Trip Sheet should be filled out completely and it must be the top document. The order of the rest of the documents does not matter.

9. What happens if the scanner breaks down?
The scanners, which are more reliable than fax machines, are maintained and proactively monitored for quality. If the scanner does need repair, another scanner will be sent over-night to the truck stop and the service will be interrupted until the next day at that stop. Drivers usually stop several times a day and can use the service at the next participating truck stop they reach.

10. Can TRANSFLO Express scan all sizes of documents?
The documents must be no larger than 8.5” x 14”. Small documents, such as toll receipts should be taped by the driver to a sheet of paper.
Date: ____________________________  Driver: ____________________________

Tractor/Trailer No: _____________________  Brecht Order #: ___________________

BL/ Load #: ____________________________  # of pages: ________________________

Instructions

1) Go to a TRANSFLO Express™ Truck stop Scan location. You can find a list of scan locations at www.transfloexpress.com. Any Pilot or Loves locations have the truck stop scanning capability.

2) One tripsheet per load and one load per scan which should be done as soon as practical after the trip is completed. Truck stop scanning will drive the Billing and Driver Payroll process, so please do not keep in your possession more than one trip at a time which has not been truckstop scanned.

3) Proceed to the fuel desk and hand your documents to the cashier. You won’t need any cash. Put this tripsheet on top, and make sure documents are all facing the same direction, tops are lined up correctly, and all staples and paperclips are removed.

4) If you have small receipts that you will be submitting, they should be grouped with like document types and taped to a regular sized sheet of paper. You can get paper and tape at any TRANSFLO Express™ Truck stop scan location. Cashier will scan documents for you. It should take about one minute.

5) Cashier may ask you for the fleet ID. If asked, tell the cashier the fleet ID is found under the barcode on this page. The cashier will then enter the fleet ID.

6) Upon completion of the scan process, the cashier will return your original documents, AND a confirmation receipt.

7) Review the confirmation receipt to ensure that the page count is correct.

8) You may view the images on the TRANSFLO Express™ Confirmation Viewer by logging on to www.transfloexpress.com and clicking the “View Documents” link in the top right corner. Once there, simply type the confirmation number in the 4 boxes as it appears on your receipt. You can document delivery, view the images, and save or print the images from this website.
Driver Name: ____________________________ Date: ____________________________

Driver ID: ____________________________ Notes: ____________________________

Instructions

1) Go to a TRANSFLO Express® Truck stop Scan location. You can find a list of scan locations at www.transfloexpress.com. Any Pilot/Flying J, Travel Center of America (TA) or Loves locations have the truckstop scanning capability.

2) One tripsheet per load and one load per scan which should be done within 24 hours after the trip is completed. Truckstop scanning will drive the Billing and Driver Payroll process, so please do not keep in your possession more than one trip at a time which has not been truckstop scanned.

3) Proceed to the fuel desk and hand your documents to the cashier. You won’t need any cash. Put this tripsheet on top, and make sure documents are all facing the same direction, tops are lined up correctly, and all staples and paperclips are removed.

4) If you have small receipts that you will be submitting, they should be grouped with like document types and taped to a regular sized sheet of paper. You can get paper and tape at any TRANSFLO Express® Truck stop scan location. Cashier will scan documents for you. It should take about one minute.

5) Cashier may ask you for the fleetid. If asked, tell the cashier the fleetid is found under the barcode on this page. The cashier will then enter the fleetid.

6) Upon completion of the scan process, the cashier will return your original documents, AND a confirmation receipt.

7) Review the confirmation receipt to ensure that the date and page count is correct. Also, verify the fleetid to ensure that the documents were sent to in correctly.

8) You may view the images on the TRANSFLO Express® Confirmation Viewer by logging on to www.transfloexpress.com and clicking the “View Documents” link in the top right corner. Once there, simply type the confirmation number in the 4 boxes as it appears on your receipt. You can document delivery, view the images, and save or print the images from this website.
Driver Vehicle Inspection Report (DVIR)

Before going on duty, a 15 minute pre-trip inspection of the unit(s) that will be operating must be performed. Any defects or possible defects found must be noted on the Driver Vehicle Inspection Report (DVIR) and also relayed to your dispatcher so that maintenance can be scheduled. If defects are found, mark the appropriate box with an “X” on the DVIR form. If no defects are found, DO NOT COMPLETE A DVIR.

As required by Sec 396.11 of the Federal Motor Carrier Safety Regulations, at the completion of each day’s work you must complete a post-trip inspection on the unit(s) you have been operating. Any defects or possible defects found must be noted on the Driver Vehicle Inspection Report (DVIR) and also relayed to your dispatcher so that maintenance can be scheduled. If defects are found, mark the appropriate box with an “X” on the DVIR form. If no defects are found, DO NOT COMPLETE A DVIR.

It is the driver’s responsibility to carry a copy of the vehicle condition report that is completed and signed. If there are items marked as “requiring correction,” you must carry it with you in cab of the truck. This report can be inspected at any time by enforcement personnel and may result in a ticket if not completed.

Monthly Maintenance Reports

Brecht Trucking LLC requires all drivers to complete a monthly maintenance report at the end of the month to reflect all repairs that have been completed. Reports are to be scanned in through transflo by the 5th of the following month (e.g., March Maintenance Report would be due by April 5th).

PLEASE SEE NEXT PAGES FOR EXAMPLES OF DVIR, PRE-TRIP INSPECTION AND MONTHLY MAINTENANCE REPORT
Driver’s Vehicle Inspection Report

Check Any Defective Item and Give Details Under "Remarks."

DATE: ____________________________

TRUCK/TRACTOR NO. __________________

☐ Air Compressor ☐ Horn ☐ Springs
☐ Air Lines ☐ Lights ☐ Starter
☐ Battery ☐ Head – Stop ☐ Steering
☐ Brake Accessories ☐ Tail – Dash ☐ Tachograph
☐ Brakes ☐ Turn Indicators ☐ Tires
☐ Carburetor ☐ Mirrors ☐ Transmission
☐ Clutch ☐ Muffler ☐ Wheels
☐ Defroster ☐ Oil Pressure ☐ Windows
☐ Drive Line ☐ On-Board Recorder ☐ Windshield Wipers
☐ Engine ☐ Radiator ☐ Other
☐ Fifth Wheel ☐ Rear End
☐ Front Axle ☐ Reflectors
☐ Fuel Tanks ☐ Safety Equipment
☐ Heater ☐ Fire Extinguisher
☐ Flags-Flares-Fusees
☐ Spare Bulbs & Fuses
☐ Spare Seal Beam

TRAILER(S) NO.(S) __________________

☐ Brake Connections ☐ Hitch ☐ Tarpaulin
☐ Brakes ☐ Landing Gear ☐ Tires
☐ Coupling Chains ☐ Lights – All ☐ Wheels
☐ Coupling (King Pin) ☐ Roof ☐ Other
☐ Doors ☐ Springs

Remarks: __________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

☐ CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER’S SIGNATURE ___________________________________ DATE __________

☐ ABOVE DEFECTS CORRECTED

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

MECHANIC’S SIGNATURE ___________________________________ DATE __________

DRIVER’S SIGNATURE ___________________________________ DATE __________
OWNERS NAME_______________________DRIVERS NAME_________________________

In compliance with ICC Regulations concerning the inspection, maintenance and care of equipment, I do hereby and affirm that the following work was done to my truck/tractor during ____________ ___________.

(Month)               (Year)

TRACTOR#_______SERIAL#_________________LICENSE#_________TIRE SIZE________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>MILEAGE/DATE</th>
<th>WHERE/NAME OF SHOP</th>
<th>NATURE OF WORK COMPLETED</th>
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<td>ENGINE</td>
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<td>TUNE UP</td>
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<td>PM SERVICE</td>
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<td>FUEL FILTER</td>
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<td>NEW MOTOR</td>
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<td>SAFETY EQUIP.</td>
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<td>FIRE EXTINGUISHER</td>
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<td>FUSES</td>
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<td>BULBS/LIGHTS</td>
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<td>FLAGS</td>
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<td>BREAKAWAY</td>
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<td>VALVE</td>
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<td>OTHER</td>
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</table>

I do hereby certify that this is a true and complete record of maintenance and are of the described unit for the month indicated.

DATE____________SIGNATURE________________________________
Pre-Trip Inspection Procedure

Stations 1,3,6,10 and 12  Wheels and Brakes

- Inspect wheels for cracks, bent rims and broken studs, clamps and lugs. Check the inflation and valve stems, look for cuts, bulges, tread wear and signs of misalignment.
- Inspect wheel bearing and hub for leaking.
- Dual wheels should be evenly matched with the same type of tires.
- Check the condition of the brake drums, hoses, air chamber mounting and slack adjusters.

Station 2  Front Cab

- Check steering wheel system for damaged parts, inspect windshield and wiper blades, check lights, signal indicators and reflectors.

Stations 4 and 14  Saddle Tanks

- Fuel tanks and caps should be secure and not leaking.
- Check for leaks from the rear of the engine, transmission, drive shaft and exhaust system.
- Air lines and electrical wiring should be secure.
- Check frame and cross members for damage
- Battery and battery box should be secure: check battery fluid and cell caps.

Station 5  Trailer Front

- Glad hands should be properly mounted, undamaged and not leaking.
- Check the seating and safety catch on electrical plugs and secure air and electrical lines against tangling, snagging and chafing, with sufficient slack for turns.

Station 7  Rear of Tractor

- Cross members should not be bent or cracked.
- Lights and reflectors should be clean and operating.
- Secure air lines to frame.

Station 8  Fifth Wheel

- The fifth wheel should be securely mounted to the frame with no missing or damaged and no visible space between the upper and lower fifth wheel.
- Locking jaws should secure the shank, not the head of the kingpin, and the release lever should be properly seated and the safety lock engaged.

Stations 9 and 13  Trailer Sides

- Landing gear and dollies should be raised.
- Check for air or hydraulic leaks.
- Check the spare tire rack for damage and secure the wheel after checking its inflation level.
- Lights should be clean and operating.
- All placards should match.

Station 11  Trailer Rear

- Cargo and tailboard should be secured and canvas or tarp lashed down.
- Latch and lock rear doors and check the underguard.
Repairs

It is the driver’s responsibility to notify their dispatcher if the tractor and/or trailer are in need of any repairs (this includes current plates and stickers). Repairs can be done at the Marion terminal or at an outside location as approved. Drivers should request an estimate at time of repair and request a comcheck upon completion of repair. All repairs will be deducted out of weekly settlements. Please contact accounting to set up a payment plan after repairs are completed.

Breakdowns

We are currently revising our breakdown policy and procedures. Upon completion, information will be distributed to all drivers.

Cleanliness

Drivers are responsible for maintaining a clean truck both inside and out. Regular tractor washes and trailer washouts are required.

Any leased trucks returned to Brecht Trucking LLC that are in an unsatisfactory condition will result in a $250 “housekeeping fee” deducted from the driver’s final settlement. Examples of unsatisfactory conditions are but are not limited to:

- Items left behind in truck that need to be removed
- Dirt, grease, grime and dust on seats, dash, doors and/or carpeting
- Odor of smoke
- Damages obtained by smoking (e.g., holes in truck or carpet)
- Stained, torn or missing mattress
- Trash or rotting food left behind
- Evidence of any bugs and/or rodents
- Rips, tears, scratches or dents inside or outside of the cab
- Broken or missing pieces inside or outside of the cab
- Graffiti inside or outside of the truck
Decals and Modifications

The decals and marking on all Brecht Trucking LLC equipment is uniform. No additions (e.g., bumper stickers, window decals, etc.) may be added without prior written approval of the Chief Operations Officer. Management reserves the right to have any decals and/or markings removed at their discretion.

No modifications or drilling of holes may be done to equipment without prior written approval from the Chief Operations Officer.

Any driver who willingly, purposely or knowingly damages or destroys any Brecht Trucking LLC equipment will be subject to immediate termination and will be required to provide all reimbursement costs.
**DOT Regulations and Local Hauling**

The operation of Brecht is governed by the rules and regulations of the Department of Transportation. Brecht, through its management team, believes in and strongly endorses these regulations. The management team and drivers shall adhere to these regulations. Furthermore, it is expected that every driver will familiarize themselves with those regulations that apply to the operation their vehicle. If you have any questions, please contact your dispatcher for clarification.

*Local Hauling* - The DOT does not require drivers hauling within a one hundred (100) mile radius of the base of operations to fill out log sheets unless they cross a state line.

**Safe Following Distance Policy**

All drivers operating under Brecht’s authority are expected to maintain safe following distances at all times. Preventable collisions that result due to unsafe following distance will result in drivers being subject to termination. Any driver cited for unsafe following distances or following too closely will be terminated with no exceptions.

Company policy requires all drivers to keep at least a 6 seconds following distance at all times under normal driving conditions. Under severe conditions, such as inclement weather or road construction, all drivers must increase this following distance at least 1 second for each 10-mph.

**Speed Limits**

Brecht’s maximum speed limit is 68 miles-per-hour. In addition, all state, county, and municipal speed limits will apply. Convictions on any speeding tickets issued by law enforcement will result in the following penalties:

- **First offense** – written warning, insurance probation contract
- **Second offense** – termination

Speeding tickets of 15 mph or greater will result in immediate termination.
Moving Violations

The following moving violations will result in the penalties listed below:

- One moving violation - written warning, insurance probation contract
- Two moving violations within a 12 month period - written warning, insurance probation contract and suspension
- Three moving violations within a 12 month period - termination

The following moving violations will result in immediate termination:

- Conviction of DWI or DUI
- Conviction of Hit and Run
- Conviction of homicide, manslaughter, or assault arising out of the operation of a motor vehicle
- Possession of an open alcoholic container
- Attempting to elude an officer
- Conviction of Careless or Reckless Driving (as defined by CDL)
- A preventable accident which was due to driver negligence.

Note: Any accidents experienced prior to employment with Brecht will be carried over and counted in the above listed criteria.

General Vehicle Safety

If you feel you cannot drive safely for any reason (equipment, personal, illness, weather, traffic, other), immediately park your vehicle and notify your dispatcher.
Weather

Inclement weather may arise when driving. Certain states require you to have within your possession chains for your vehicle. It is the responsibility of the driver to provide chains for the vehicle. Make certain that you have the specific requirements for each state that you will be traveling through before entering that state.

Lights

To promote safety, all lights should be on at dusk and during any adverse weather conditions (rain, snow, fog, etc.). It is the driver's responsibility to check that all lights are clean and working properly during pre trip inspection and at each stop.

Parking

The trailer hand brake must never be used as a parking brake.

Be aware of no truck parking signs.

Watch for low clearance and any overhangs.

Make sure you have a safe way out and/or to turn around.

Never park in the middle of a roadway.

Never park on a ramp.

If possible, always pull off an exit to stop rather than on the side of a highway.

Precautions

Observe and be aware of all speed, clearance, weight limit and truck route signs at all times.
Radar Detectors

Radar detectors are not permitted in any vehicle operating under Brecht Trucking LLC’s authority.

Firearms

Firearms are not permitted in any vehicle operating under Brecht Trucking LLC’s authority.

Vehicle Operators

Brecht Trucking LLC equipment is only to be operated by Brecht Trucking LLC authorized drivers.

Emergency Supplies

Every truck is equipped with a fire extinguisher, reflective triangles, flares and an accident kit. If at any time any of these items need to be replaced, it is the driver’s responsibility to contact the safety department to obtain a replacement. These items are vital for safety and should be present in every truck at all times.
Passenger Policy

Under FMCSA 392.60, unless specifically authorized in writing to do so by the motor carrier whose authority the commercial motor vehicle is being operated, no driver shall transport any person or permit any person to be transported on any commercial motor vehicle other than a bus.

When such authorization is issued, it shall state the name of the person to be transported, the points where transportation is to begin and end, and the date upon which such authority expires. All passenger requests must go through the Chief Operations Officer.

Brecht Trucking LLC does not allow children under the age of 12 in their commercial motor vehicles.

No unauthorized passengers are allowed in the equipment. Failure to abide by the passenger policy will result in termination.

Seat Belt Policy

All drivers as well as any authorized passengers inside a Brecht Trucking LLC vehicle are to wear seatbelts at all times per company policy and federal regulations. If you or an approved passenger are issued a citation for not wearing a seatbelt the penalties are as follows:

- **First offense** – verbal warning
- **Second offense** – written warning
- **Third offense** – written warning
- **Fourth offense** – suspension
- **Fifth offense** – termination

This policy does not reset after a year – we value your safety and well being!
Cell Phone Policy

Drivers are not permitted to use a hand held cell phone while in operation of a commercial motor vehicle unless the device can be used hands free.

Drivers are not permitted to read or respond to emails or text messages while operating a commercial motor vehicle.

While driving, calls cannot be answered and must be let go to voicemail if the hand held device is not enabled for hands free use. If a driver must make an emergency call (911), the driver must pull over and park in a safe location before making a call.

The Department of Transportation prohibits the use of hand held cell phones by commercial motor vehicle drivers. Drivers who violate the restriction will face federal civil penalties of up to $2,750 for each offense and disqualification from operating a commercial motor vehicle for multiple offenses. Commercial truck and bus companies that allow their drivers to use hand held cell phones while driving will face a maximum penalty of $11,000.

If a driver is cited by any enforcement agency for cell phone use violations or is observed using a hand held device by one or more supervisory or management employees, the driver will be subject to disciplinary action up to and including termination.

Please see additional information on the next pages in regards to distracted driving and cell phone laws.
What You Need to Know

New texting and mobile phone restrictions for commercial motor vehicle (CMV) drivers

The FMCSA and the Pipeline and Hazardous Materials Safety Administration (PHMSA) have published rules specifically prohibiting interstate truck and bus drivers and drivers who transport placardable quantities of hazardous materials from texting or using hand-held mobile phones while operating their vehicles. The joint rules are the latest actions by the U.S. Department of Transportation to end distracted driving. Violations can result in fines and/or driver disqualifications and will impact a motor carrier’s and/or driver’s Safety Measurement System (SMS) results.

No texting while driving

CMV drivers are prohibited from texting while driving. So what qualifies as texting? Texting means manually entering alphanumeric text into, or reading text from, an electronic device. This includes, but is not limited to, short message service, e-mailing, instant messaging, a command or request to access a Web page, or pressing more than a single button to initiate or terminate a voice communication using a mobile phone or engaging in any other form of electronic text retrieval or entry, for present or future communication. (Click here for final rule).
Do not type or read a text message while driving a CMV!

Use of mobile phones is restricted for CMV drivers

This rule restricts a CMV driver from reaching for or holding a mobile phone to conduct a voice communication, as well as dialing by pressing more than a single button. CMV drivers who use a mobile phone while driving can only operate a hands-free phone located in close proximity. In short, the rule prohibits unsafely reaching for a device, holding a mobile phone, or pressing multiple buttons.

How can drivers use a mobile phone and still obey the rules?

- Locate the mobile phone so it is operable by the driver while restrained by properly adjusted safety belts.
- Utilize an earpiece or the speaker phone function.
- Use voice-activated or one-button touch features to initiate, answer, or terminate a call.

What happens if a driver is caught using a hand-held phone or texting while driving?

The rule imposes sanctions for driver offenses, including civil penalties up to $2,750 and driver disqualification for multiple offenses. Motor carriers are also prohibited from requiring or allowing their drivers to text or use a hand-held mobile phone while driving and may be subject to civil penalties up to $11,000. Violations will impact SMS results. Texting and calling on a hand-held phone carry the maximum violation severity weighting in SMS!
What are the risks?

Besides penalties and possible driver disqualification, recent research shows that the odds of being involved in a safety-critical event (e.g., crash, near-crash, unintentional lane deviation) are 23.2 times greater for CMV drivers who text while driving than for those who do not. Texting drivers took their eyes off the road for an average of 4.6 seconds. At 55 mph, this equates to a driver traveling the approximate length of a football field — without looking at the roadway! For CMV drivers who dial a mobile phone while driving, the odds of being involved in a safety-critical event are six times greater than for those who do not. Why take chances?

Bottom Line: Using a hand held device while driving is a serious traffic violation that could result in a driver disqualification.

No call, no text, no ticket!

Updated: Thursday, December 18, 2014
New Mobile Phone Restriction Rule
For Commercial Motor Vehicle Drivers

Overview and Background

A new FMCSA rule restricts the use of all hand-held mobile devices by drivers of commercial motor vehicles (CMVs). This rulemaking restricts a CMV driver from holding a mobile device to make a call, or dialing by pressing more than a single button. CMV drivers who use a mobile phone while driving can only use a hands-free phone located in close proximity.

Research commissioned by FMCSA shows that the odds of being involved in a safety-critical event (e.g., crash, near-crash, unintentional lane deviation) are 6 times greater for CMV drivers who engage in dialing a mobile phone while driving than for those who do not. Dialing drivers took their eyes off the forward roadway for an average of 3.8 seconds. At 55 mph (or 80.7 feet per second), this equates to a driver traveling 306 feet, the approximate length of a football field, without looking at the roadway!

What is the definition of using a mobile telephone?

- The use of a hand-held mobile telephone means:
  - Using at least one hand to hold a mobile phone to make a call;
  - Dialing a mobile phone by pressing more than a single button; or
  - Reaching for a mobile phone in a manner that requires a driver to maneuver so that he or she is no longer in a seated driving position, restrained by a seat belt.

What does this rule mean to drivers and carriers?

- **Fines and Penalties** – Using a hand-held mobile phone while driving a CMV can result in driver disqualification. Penalties can be up to $2,750 for drivers and up to $11,000 for employers who allow or require drivers to use a hand-held communications device while driving.

- **Disqualification** - Multiple violations of the prohibition of using a hand-held mobile phone while driving a CMV can result in a driver disqualification by FMCSA. Multiple violations of State laws prohibiting use of a mobile phone while driving a CMV is a serious traffic violation that could result in a disqualification by a State of drivers required to have a Commercial Drivers License.
• **What are the risks?** - Using a hand-held mobile phone is risky because it requires the driver to reach for and dial the phone to make a call. Reaching for a phone out of the driver’s immediate area is risky as well as dialing because these actions take the driver’s eyes off the roadway.

• The rule applies to drivers operating a commercial motor vehicle on a roadway, including moving forward or temporarily stationary because of traffic, traffic control devices, or other momentary delays.

• A mounted phone is acceptable as long as it is mounted close to the driver.

• **Impact on Safety Measurement System (SMS) Results** – Violations negatively impact SMS results, and they carry the maximum severity weight.

**Compliance**

• Make sure the mobile telephone is within close enough proximity that it is operable while the driver is restrained by properly installed and adjusted seat belts.

• Use an earpiece or the speaker phone function.

• Use voice-activated dialing.

• Use the hands-free feature. To comply, a driver *must* have his or her mobile telephone located where he or she is able to initiate, answer, or terminate a call by touching a single button. The driver must be in the seated driving position and properly restrained by a seat belt. Drivers are not in compliance if they unsafely reach for a mobile phone, even if they intend to use the hands-free function.

**No Call, No Text, No Ticket!**
NO TEXTING RULE
FACT SHEET

New rule: No texting while operating a CMV

Overview and Background

FMCSA has published new rules that restrict texting and the use of hand-held mobile phones by truck and bus drivers while operating a commercial motor vehicle (CMV).

Research commissioned by FMCSA shows the odds of being involved in a safety-critical event (e.g., crash, near-crash, unintentional lane deviation) are 23.2 times greater for CMV drivers who text while driving than for those who do not. Texting drivers took their eyes off the forward roadway for an average of 4.6 seconds. At 55 mph, this equates to a driver traveling 371 feet, or the approximate length of a football field (including the end zones)—without looking at the roadway!

What exactly is “Texting”?

- Texting means manually entering text into, or reading text from, an electronic device.

- Texting includes (but is not limited to), short message services, e-mailing, instant messaging, a command or request to access a Web page, pressing more than a single button to initiate or terminate a call using a mobile telephone, or engaging in any other form of electronic text retrieval or entry, for present or future communication.

What does this rule mean to you?

- **Fines and Penalties** – Texting while driving can result in driver disqualification. Penalties can be up to $2,750 for drivers and up to $11,000 for employers who allow or require drivers to use a hand-held communications device for texting while driving.
• **Disqualification** – Multiple convictions for texting while driving a CMV can result in a driver disqualification by FMCSA. Multiple violations of State law prohibiting texting while driving a CMV that requires a CDL is a serious traffic violation that could result in a CDL driver being disqualified for up to 120 days.

• **What are the risks?** – Texting is risky because it causes the driver to take his/her eyes off the roadway. Dispatching devices that are part of a fleet management system can be used for other purposes, but texting on a dispatching device is indistinguishable from texting on another text-capable device, and is therefore prohibited.

• **Impact on Safety Measurement System (SMS) Results** – Violations negatively impact SMS results, and they carry the maximum severity weight.

**Compliance**

• *Simply do not type or read a text message while driving a CMV!*

**No Call, No Text, No Ticket!**
Compliance Policy

Brecht Trucking LLC values driver safety. All drivers are expected to operate in strict compliance with all DOT regulations regarding hours of service. It is the driver's responsibility to inform their dispatcher of their available hours and keep in constant communication regarding available hours.

Log Book Policy

All drivers are expected to operate in strict compliance with all DOT regulations regarding hours of service. It is the driver's responsibility to inform their dispatcher of their available hours and keep in constant communication regarding available hours.

No falsified, late or incomplete logs will be tolerated. Drivers will receive warnings if any of the following violations are found:

- Falsifying logs
- Missing driver ID, date, tractor and trailer numbers
- Going over hours of service
- Not taking required breaks
- Not showing 15 min for a pre trip inspection
- Going over 14 hours combined (driving and on duty) on duty status
- Driving for more than 11 hours without a consecutive 10 off duty
- Not showing a consecutive 10 hours off duty
- Showing sleeper birth when you don't have a sleeper
- Covering more miles than your time driving will allow
- Not showing a consecutive 7 days off duty prior to getting started
- Going over 70 hours in a 8 day period
- Not showing a safety check within the first 100 miles or two hours of driving
- Being more than 4 hours out on your log book
- Not showing BOL number or shipper and commodity on your log book
- Fuel receipts not matching dates (and time if shown on the receipt)
- Not filling out and or signing your inspection (usually on the back of log)
- Every change of duty status must match all fuel stops
- Log it as you do it!
For each violation, the following system will be followed:

First offense – verbal warning

Second offense – written warning

Third offense – written warning and electronic logs will be turned on

Fourth offense – suspension

Fifth offense – termination

Log book policy violations reset after 1 calendar year of receiving first violation.

Inspections

Drivers are to report immediately to dispatch if they receive a DOT Out of Service inspection. Documentation must be scanned within 24 hours of receiving OOS.

Any driver who is receives a citation/violation or a written warning while operating a commercial motor vehicle must:

   a. Notify their dispatcher and safety department within 1 hour of receiving the citation/violation/warning.
   b. Must submit within 24 hours a copy of the citation/violation/warning.
   c. Must submit copy of court ruling on citation/violation/warning within 24 hours of court date.

Inspection Bonus

Drivers who receive a clear inspection (no violations and no warnings) will be rewarded with an inspection bonus pending proof of inspection documentation. Bonuses are as follows:

   Level 1 - $100
   Level 2 - $50
   Level 3 - $50
Accident Policy and Procedures

All accidents must be reported as soon as safety allows to your dispatcher no matter what time of the day or night it may be. Your dispatcher will help guide you through the process of what needs to be filled out and what steps will need to be followed. Please allow your dispatcher to notify the safety department and operations of the accident. (If you cannot get ahold of your dispatcher, please leave them a voicemail and continue to try to get ahold of them. If you still cannot get ahold of your dispatcher, contact the Operations Manager).

As a reminder, each driver is issued an accident kit at orientation. The driver is responsible for ensuring a replacement accident kit is obtained from an authorized Brecht Trucking LLC representative as needed.

What to do if you are in an accident involving another vehicle/person:

1. REMAIN CALM
2. If possible, pull over to the side of the road and park in a safer location
3. Call 911 or local 10 digit police number for law enforcement/medical assistance
4. Do not discuss accident details with anyone but law enforcement
5. Do not admit fault
6. If anyone needs medical assistance, attend to the person(s) needs until emergency services arrive
7. Call your dispatcher to report the accident
8. Remain at the scene of the accident - Do not leave the scene unless you are in immediate danger
9. Obtain identification information from everyone involved – drivers, passengers, witnesses (usually in a police report)
10. Obtain insurance information from owner of other vehicle(s) involved (usually in a police report)
11. Get a copy of the police report or police report number
12. Complete a crash write up (see pages 89 and 90 in this handbook)
13. Follow through with any instructions given to you by your dispatcher and/or law enforcement.

*If there is an injury requiring medical attention, fatality or disabled vehicle, driver must submit to DOT alcohol and drug testing per Federal Regulations - Please refer to flowchart on the following page for time limitations and test specifics*
DOT Post-Accident Testing

Was there a fatality, injury, or tow-away?

Yes

Enter the information into an accident register

No

Was it a fatality?

Yes

Perform DOT DS & BAT**

No

Was there a citation issued to your driver? If so, was there any bodily injury or did a vehicle require a tow-away?

Yes

Perform DOT DS & BAT**

No

Non DOT test*

* If your company doesn’t have a NON-DOT testing program then there would be no test necessary.

** Controlled Substance Tests must be conducted within 32 hours.

** Alcohol Tests must be conducted within 2 hours, but can be extended to 8 with documents stating reason. Do not conduct test after 8 hours.

If test not performed within these timeframes, you must provide documents stating the reason.
Non Crash Procedures

What to do if you are in an accident NOT involving another vehicle/person:

1. REMAIN CALM
2. If able, pull over and park in a safe location
3. Do not discuss accident details with anyone but law enforcement
4. Do not admit fault
5. If you have damaged someone’s personal property (e.g., a fence), damaged state property (e.g., hit a telephone pole) or hit an animal, call the local 10 digit police number to report the incident.
6. Call your dispatcher to report the accident. Your dispatcher will call the appropriate personnel.
7. Remain at the scene of the accident - Do not leave the scene unless you are in immediate danger
8. Get a copy of the police report or the police report number.
9. Complete a non crash write up (see pages 91 and 92 of this handbook)
10. Follow through with any instructions given to you by your dispatcher and/or law enforcement.
HOW TO USE A CAMERA AT A CRASH SCENE

1. Make sure that photos are taken of all vehicles involved, including yours.

2. Attempt to take several photos of each view in case one has a glare, etc.

3. Make sure to use flash if it’s dark.

4. Refrain from taking photos of injured or deceased parties.

5. Take photos in any and all crashes.

6. Take photos even if other parties agree that there is no damage. This can help you later.

7. Take panoramic photos of the scene.

8. Avoid taking photos of friends, etc.

9. Use all the film. Take as many pictures as possible. Cameras are not reusable.

10. Return camera to the safety department as soon as possible

11. Make sure that you get a replacement camera.

REMAIN CALM: Do not let your emotions cause you to do or say something that you will later regret. You are the professional on the scene and you are still on duty. It is important that you remain calm and do the right things on the scene. Never admit fault to anyone! Who’s at fault will be determined later.
Accident Reports

Brecht Trucking LLC utilizes 2 types of accident reports. You will find a copy of both following this page.

A Crash Report is to be filled out for any accident that involves another vehicle or person. This crash will be reflected on your individual PSP report, insurance, MVR and in the Federal DOT Crash Database.

A Non Crash Report is to be filled out for any accident or incident that does not involve another vehicle or person. This can be used for property damage or hitting an animal. This report is for the company’s records. Depending on the severity of damage or extenuating circumstances, the company may determine the accident/incident needs to be reported to the insurance.

Filing A Claim

After completing the above steps, your dispatcher may ask you to call in to the insurance company to explain first hand what happened. We are currently insured through HNI and their 24 hour hotline is 800-228-8040.

When you call you will be ask the following questions and need to have the answers readily available:

- Policy number    MCP14514A
- Company insured   Brecht Trucking LLC
- Phone number      319-261-0474
- Fax number        319-365-0748
- Driver name       ________________________
- Your Phone number  ________________________
- Any passengers     ________________________
- Day and time of accident   ________________________
- What happened       ________________________
- What highway/road on ________________________
- What direction you were traveling ________________________
- How many lanes ________________________
- What lane you were in ________________________
- Weather condition   ________________________
- Was a police report made ________________________
• Police report number ________________________
• Officer name and badge # ________________________
• Any injuries ___________________________________
• Any witnesses __________________________________
• Any other parties involved ________________________
• Damage to truck/trailer/load ______________________
• Truck year, model, make, VIN ______________________
• Trailer year, model, make, VIN ____________________
• Loaded/Empty? Hauling? __________________________

If there are any questions you do not know the answer to, be honest and let the insurance representative know. You can always call back at a later time with the appropriate information. Be sure to write down the accident number the representative gives you at the end of the call in case you need to call back and for the company to check the status of the claim.
CRASH FILE CHECKLIST

1. Company receives a call from driver informing Company of situation (get answers to questions on “Crash Write-up” form).
   - Is DOT drug or alcohol testing required? (See “DOT Post-Accident Decision Chart” for assistance.) If so, determine site for collection(s).

2. Contact insurance company if driver hasn’t already called it in.
   - Request adjuster to scene.
   - Obtain claim # from insurance carrier.
   - Contact HNI Risk Services of the claim.

3. Follow any instructions from insurance carrier.

4. Inform Operations for load handling and driver/unit return if necessary.

5. Crash File Creation & Contents
   - Driver Initial Report
   - Witness statements
   - Police Reports
   - Insurance Company Report/On-Scene Adjuster Notes
   - Company Investigation
   - Claim Dollar Records/Invoice Receipts
   - Pictures/Negatives
   - Review Board Discussion Notes/Findings
   - All notes on accidents (whatever documentation is recorded on the case, napkins, post-its, envelopes, especially initial handwritten comments from time of first call)
   - Vehicle Computer Analysis
   - Driver Alert Calls (Call-ins regarding driver’s road actions)
   - Vehicle OOS/Driver OOS/DOT Recordables for this driver
   - BOL and any permits
   - If accident file is in a locked and secured location include copy of post-accident drug or alcohol results.
   - Post Accident Review Form
     - Company recommendations/Management Analysis
       - Probation
       - DDC at Fox Valley
       - Non-Driving Capacity

6. Add accident to the company crash (accident) register that is to be retained for 3 years.

7. If serious claim, make copies of logs for current and previous month.

8. Complete the Post-Accident Review Form (with the driver where applicable).
CRASH WRITE-UP
For office staff utilization when driver calls in with a vehicular incident. Use back side if needed.

<table>
<thead>
<tr>
<th>Driver Name</th>
<th>Terminal</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City &amp; State</th>
<th>Crash Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tractor #</th>
<th>Trailer #</th>
<th>Any HM spill (other than fuel)?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Any fatalities?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Any injuries requiring immediate medical attention away from the scene?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Any vehicle towed due to disabling damage?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Witnesses (name &amp; info)</th>
<th>Was your driver cited?</th>
<th>Yes</th>
<th>No, If yes charge?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Anyone else receive a citation?</th>
<th>Yes</th>
<th>No, if yes charge?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is adjuster needed from our insurance carrier?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Police Dept?</th>
<th>Officer Name/Badge #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Driver Details</th>
<th>Company</th>
</tr>
</thead>
</table>

| Relevant Info (DOT#, truck/trailer #, Ins. Carrier) | |
|------------------------------------------------------| |

<table>
<thead>
<tr>
<th>Reported to</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Damages</th>
<th>(give brief description &amp; approximate value)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tractor</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trailer</td>
<td>$</td>
</tr>
<tr>
<td>Cargo</td>
<td>$</td>
</tr>
<tr>
<td>Vehicle 2</td>
<td>$</td>
</tr>
<tr>
<td>Property</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitted to insurance carrier?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

| Claim #s | |
|----------| |

<table>
<thead>
<tr>
<th>On accident register?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Crash file created?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Police report requested?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>File closed date:</th>
</tr>
</thead>
</table>

If this was a DOT crash* with a fatality or your driver was cited, was a DOT alcohol test done? | Yes | No |
|-----------------------------------------------|-----|----|

Was it completed within 2 hours? | Yes | No |
|---------------------------------|-----|----|

Within 8 hours? | Yes | No |
|-----------------|-----|----|

If the test wasn’t done within the timeframes, include failure documentation in the file.

If this was a DOT crash* with a fatality or your driver was cited, was a DOT drug test done? | Yes | No |
|-----------------------------------------------|-----|----|

Was it completed within 32 hours? | Yes | No |
|---------------------------------|-----|----|

If the test wasn’t done within the timeframe, include failure documentation in the file.

*A DOT Crash = ANY fatality, ANY vehicle involved in the crash is towed due to disabling damage, or ANY person sustains an injury requiring immediate medical attention away from the scene.
THE ACCIDENT
Indicate below the Points of Collision

N ( ) Draw arrow to show North.

ROAD SURFACE (concrete, gravel, blacktop, etc.)

ROAD CONDITIONS (dry, snowy, wet, icy, etc.)

WEATHER CONDITIONS (Fair, raining, fog etc.)

LIGHT CONDITIONS (daylight, dusk, etc.)

Explain in your own words what happened:

REPORT ALL ACCIDENTS IMMEDIATELY

Date and Time of Call ____________________________

Great West Claim Processor _______________________

Accident Report Number _________________________

SECURE THE SCENE
☐ Stop; turn on your emergency flashers and shut down your vehicle; do not move your vehicle until the police arrive.
☐ Set out warning devices; protect the scene. Assist the injured but do not move anyone; wait for medical assistance.

NOTIFY THE AUTHORITIES
☐ Call the police and your company; request medical assistance if needed. (Use a phone or CB or ask a passerby to make the call for you.)
☐ Call Great West (available 24 hrs. a day) to report accident.
☐ Stay at the scene. Be polite and courteous. Do not admit guilt or apologize.

DOCUMENT THE ACCIDENT
☐ If the other driver admits fault, ask them to complete the "Exoneration Card".
☐ Give your name, address, company name and address, vehicle license number, operator's license and insurance information to the police and other party involved.
☐ Fill in the Accident Report at the scene and if possible, take pictures of the general scene, the vehicles, and your cargo.
☐ Don't sign anything or make any statements except to the police, your company or Great West.
☐ Secure your vehicle from theft and further damage; remain at the scene until all requirements are met.
☐ Review post - accident testing requirements - FMCSR 382.303

GREAT WEST CASUALTY COMPANY
The Difference is Service

Call Day or Night (800) 228-8040
INSURED DRIVER & VEHICLE OPERATING

Insured Name
City________________________ State_________ Zip_________
Phone______________________
Insured Driver's Name__________
Phone______________________
Tractor #___________________ Year_________ Make__________
Serial #______________________
Trailer #____________________ Year_________ Make__________
Serial #______________________
Commodity Hauling
Policy Number(s)______________

THE ACCIDENT

Date______________________ Time________
Location____________________
City________________________ State_________

#2 Driver's Name____________________ Address____________________
License No.__________________ Yr/Make VEH____________
City________________________ State_________ Zip_________
Phone______________________
Owner_______________________
Address______________________
Insurance Company____________
Policy Number______________

#3 Driver's Name____________________ Address____________________
License No.__________________ Yr/Make VEH____________
City________________________ State_________ Zip_________
Phone______________________
Owner_______________________
Address______________________
Insurance Company____________
Policy Number______________

INJURED PERSON(S)

1. Name____________________ Phone____________________
   Address____________________ Age________
2. Name____________________ Phone____________________
   Address____________________ Age________
3. Name____________________ Phone____________________
   Address____________________ Age________
4. Name____________________ Phone____________________
   Address____________________ Age________

DAMAGE TO PROPERTY
(Other than vehicle)

Owner_______________________
Address______________________
What property is damaged?

WITNESSES

1. Name____________________ Phone____________________
   Address____________________
2. Name____________________ Phone____________________
   Address____________________

Police Department____________
Officer____________________ Badge#________
Phone______________________

Was anyone given a citation or arrested?________
If yes, what were the charges?______________

Did Police make a report? Yes or No Report#________
Did Police take photos? Yes or No

(On reverse side - indicate how the accident occurred and explain the circumstances)
GUIDELINES FOR COMPLIANCE OF COMMERCIAL MOTOR VEHICLES (CMV) AND CMV DRIVERS ENGAGED IN CROSS-BORDER TRAFFIC

MAY 2012
Guidelines for Compliance of Commercial Motor Vehicles (CMV) and CMV Drivers Engaged in Cross-Border Traffic

Summary

The following provides general information for the movement of goods and immigration requirements for commercial motor vehicles (CMV) and CMV operators engaged in cross-border traffic. Operators in violation of applicable requirements or who cannot provide the appropriate documentation may be in violation of the North American Free Trade Agreement (NAFTA), and other U.S. laws. Suspected violations should be reported to U.S. Immigration and Customs Enforcement (ICE) or U.S. Customs and Border Protection (CBP).

Cabotage General Principles

- Cabotage refers to the point-to-point transportation of property or passengers within one country.
- Goods transported by commercial vessel, vehicle or aircraft across the United States border must be entering or leaving the United States, and remain in the stream of international commerce.
- Drivers may be admitted to deliver or pick up cargo traveling in the stream of international commerce, i.e., the cargo is entering or leaving the United States.

Immigration Requirements

Foreign national truck drivers may qualify for admission as B-1 visitors for business to pick up or deliver cargo traveling in the stream of international commerce as explained more fully below.

1. Truck drivers must meet the general entry requirements as a visitor for business (B-1 classification). Thus, the truck driver must:

   a) Have a residence in a foreign country which he or she has no intention of abandoning;
   b) Intend to depart the United States at the end of the authorized period of temporary admission;
   c) Have adequate financial means to carry out the purpose of the visit to, and departure from, the United States; and
   d) Establish that he or she is not inadmissible to the United States, including for health-related reasons, criminal convictions, or previous immigration violations.

2. Truck drivers may only transport cargo traveling in the stream of international commerce within the meaning of U.S. immigration law. The intent of the transportation operator provision of NAFTA is to allow the free movement of goods across the border, an activity that is international in scope, but not to facilitate access to the domestic labor market. Set forth below are examples of the distinction between domestic and international movements.

   Permissible movements for the driver:
• Drivers may deliver a shipment from Canada/Mexico to one or more U.S. locations.
• Drivers may then pick up a return shipment from one or more U.S. locations for delivery to Canada/Mexico (generally must be pre-arranged).
• Drivers may deliver a shipment from Canada/Mexico to a U.S. location, deadhead with the same trailer to another U.S. location, and live load that trailer for delivery to Canada/Mexico.
• Drivers may deliver a shipment from Canada/Mexico to a U.S. location, deadhead with the same trailer to another location, drop the empty trailer and pick up a second loaded trailer for delivery to Canada/Mexico.
• Drivers may deliver a shipment from Canada to a U.S. location, pick up the empty trailer and deadhead that trailer to another U.S. location where the trailer is live loaded for delivery to Canada/Mexico.
• Drivers may also drop a loaded trailer from Canada/Mexico at one location in the U.S., and drive an empty tractor to another location to pick up a loaded trailer for transport to Canada/Mexico.
• Relay drivers may drive entirely domestic segments of an international delivery if the driver the delivery meets two conditions: 1) the driver must be employed by the same company as the delivery; and 2) the domestic portion of the trip is a necessary incident to the international nature of the trip. Relaying is permitted in order for drivers to comply with Federal regulations regarding the number of consecutive hours an individual is permitted to drive. They need not enter with the vehicle, but must enter within a reasonable period.
• Drivers may perform activities that are “necessary incidents” of international commerce, such as loading and unloading international cargo.

In each situation above, each trailer must be used only in delivering goods either to or from the United States.

Movements not permitted for the driver:

• Drivers may not pick up a shipment at one U.S. location and deliver that shipment to another U.S. location.
• Drivers may not reposition an empty trailer between two points in the United States when the driver did not either enter with or depart with that trailer.
• Drivers may not “top up” an international shipment with U.S. domestic shipments.
• Drivers may not solicit shipments for domestic deliveries while in the United States.

3. All truck drivers must go through the normal inspection process at the port of entry. Every driver/passenger must have the requisite immigration documentation.

In addition to the particularized requirements for the entry of their vehicles (discussed below), drivers must also meet the documentary requirements under the Western Hemisphere Travel Initiative (or, to the extent applicable, those requirements applicable to aliens who are not citizens of Canada or Mexico).
a) **Canadian citizens** entering the United States as visitors for business at a land port of entry must present one of the following: a Canadian passport, an enhanced driver’s license or enhanced identification card, or an enrollment card from a DHS trusted traveler program (NEXUS, FAST/Expres or SENTRI). There are certain limited exceptions for individuals such as children or boaters which are not generally applicable here. Canadian citizens are not required to obtain a B visa prior to seeking admission in that status at a U.S. port of entry.

b) **Mexican citizens** entering the United States as visitors for business are required to present a valid passport and nonimmigrant visa. Mexican citizens may present either a traditional B-1/B-2 visa or a Form DSP-150 Border Crossing Card, which also may be used as a B-1/B-2 visa.

All trucks and all drivers entering the U.S. are inspected and screened by CBP Officers at each and every crossing. This inspection may include a number of elements including document verification, radiation portal monitoring and/or x-ray inspections of certain cargo. In addition, all vehicles are subject to inspection by the U.S. Department of Transportation (DOT) or State CMV enforcement agency at any time.

4. Federal statutes require that commercial drivers licensed in Canada or Mexico may not transport hazardous materials (hazmat), including explosives, within the United States unless they have undergone a background check similar to that required for U.S. operators with a hazmat endorsement (HME).¹

In order to comply with Federal statutes, drivers licensed in Canada or Mexico are required to undergo a background check similar to the one required of U.S. licensed operators who have an HME on their commercial drivers’ licenses.² Canadian and Mexican drivers may satisfy this requirement by either having a valid **Transportation Worker Identification Credential (TWIC)** card³ or satisfactorily completing a background check under the U.S. Customs and Border Protection’s (CBP) **Free and Secure Trade (FAST) program**.⁴ Any driver must comply with this requirement before crossing the border and transporting placarded amounts of hazmat⁵ in the United States.

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¹See the Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users Act (SAFETEA-LU), Pub. L. No. 109-59 (2006). In 2004, TSA initiated the Hazmat Threat Assessment Program, which requires commercial truck drivers applying to obtain, renew or transfer the hazardous materials endorsement (HME) on their state-issued commercial drivers licenses (CDL) to undergo security threat assessments conducted by TSA. To obtain an HME, applicants must provide biographical and biometric information.

²See 49 CFR 1572.201.

³TWIC was established by Congress through the Maritime Transportation Security Act of 2002 (MTSA), Pub. L. No. 107-295, and is administered by the Transportation Security Administration (TSA) and U.S. Coast Guard. TWICs are tamper-resistant biometric credentials issued to workers who require unescorted access to secure areas of ports, vessels, outer continental shelf facilities and all credentialed merchant mariners. Over 1 million workers including longshoremen, truckers, port employees and others are required to obtain a TWIC.

⁴The FAST program is a cooperative effort among CBP and the governments of Canada and Mexico to coordinate processes for the clearance of commercial shipments at the border. Northern and southern border FAST driver cards are valid at any CBP land border crossing where the technology currently exists. Information on the application process may be found on the CBP Web site at www.cbp.gov.

⁵See 49 CFR part 172.
If a Mexican or Canadian commercial driver is transporting placarded quantities of hazmat and does not have a FAST card or TWIC in his/her possession, in addition to the Canadian or Mexican equivalent of an HME, the driver should be treated the same as a domestic commercial driver who is operating without the appropriate permits or credentials.

More information on the TWIC or FAST program is available at:

- TSA’s Transportation Worker Identification Credential
  http://www.tsa.gov/what_we_do/layers/twic/index.shtm

- CBP’s Free and Secure Trade Program

**DOT Requirements**

The DOT log book is a daily calendar that is divided up in half-hour increments showing the point-to-point driving of the driver. This includes the Hours of Service Rules:

- May drive 11 hours, following 10 hours off-duty.
- May not drive beyond the 14th hour after coming-on duty, following 10 hours off-duty.
- May not drive after 60/70 hours on-duty in 7/8 consecutive days.
- A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off-duty.

**16-Hour Exception For Property-Carrying Drivers**

Drivers may extend the 14-hour on-duty period by 2 additional hours IF THEY:

- Are released from duty at the normal work reporting location for the previous 5 duty tours; AND
- Return to their normal work reporting location and are released from duty within 16 hours; AND
- Have not used this exception in the previous 6 days, except following a 34-hour restart of a 7/8-day period.
- Total hours driving may not exceed 11 hours.

For additional information see:

**Noncompliance Reporting**

State and local law enforcement personnel should contact federal authorities to report noncompliance with cross-border trucking law. Law enforcement and members of the public should report suspected noncompliance to the following authorities:
• Immigration and Customs Enforcement’s tip line either online at www.ice.gov/tips or by call to 1-866-347-2423;
• Customs and Border Protection’s tip line either online at http://www.cbp.gov/xp/cgov/trade/trade_programs/e_allegations/ or by call to 1-800-BE-ALERT (232-5378).

Frequently Asked Questions

Q. A Canadian driver is taking a shipment from Canada for delivery to a point in the United States. The dispatcher has been notified of a shipment destined to Canada that is located in another state. May the driver take an empty trailer (deadhead) from the delivery point to the other state to pick up the shipment and deliver it to Canada? Consider also the same scenario for a Mexican driver traveling from Mexico.
A. A driver may deadhead a trailer from one location to another within the United States PROVIDED the deadhead trailer is either the one the driver came in with or the one he or she is departing with. The driver may not haul an empty trailer from one location to drop it off at another location.

Q. Under what circumstances may a driver enter the United States with an empty tractor?
A. 1) A driver may be admitted to the United States with an empty tractor to pick up a trailer for delivery to Canada or Mexico.
A. 2) The driver may be admitted to the United States with an empty tractor to pick up a loaded trailer but may not enter with an empty trailer, pick up goods at any point in the United States (including those goods not yet cleared through Customs) and deliver them to points within the United States.

Q. Does the driver have to depart with the same trailer with which he or she entered the United States?
A. No. If a truck driver is admitted to the United States as a B-1 visitor for business, the driver may drop a trailer at one location and pick up a loaded trailer for delivery back to Mexico or Canada. However, he may not simply transport an empty trailer from one point to another within the United States.

Q. May a foreign driver taking a shipment from the United States to Canada also take merchandise destined to another point in the United States since it is on the way?
A. Not if the driver is admitted as a B-1 nonimmigrant. A driver may not enter with an empty trailer, pick up goods at any point in the United States (including those goods not yet cleared through Customs) and deliver them to points within the United States. The driver may only take goods loaded in the United States to Canada or Mexico. However, a driver may take goods loaded in Canada or Mexico and deliver them at multiple points throughout the United States.

Q. May a driver perform associated functions such as loading and unloading cargo?
A. The driver may perform a function that is a necessary incident to international commerce.
Loading and unloading international cargo that is merely incidental to the primary purpose of transporting goods into or out of the United States is permitted.

Q. May a U. S. carrier employ foreign drivers?
A. The question of who employs a foreign driver seeking admission as a temporary visitor for business is one of many factors to consider in evaluating whether the driver may be admitted for immigration purposes. Such a driver must have an established foreign residence that he or she does not intend to abandon and must otherwise be admissible. If the truck driver is admitted as a temporary visitor for business he or she may not engage in point to point hauling within the United States, irrespective of who employs him.

**Federal Motor Carrier Safety Administration’s**
**U.S.-Mexico Cross-Border Trucking Pilot Program**

- The Department of Transportation is conducting a three year-long pilot program that expands cross border trucking operations with Mexico. The program began October 14, 2011.
- This pilot program was designed to simplify a process that currently requires Mexican truckers to stop and wait for U.S. trucks to arrive and transfer cargo.
- U.S. trucks will get to make deliveries in Mexico while a select group of Mexican trucking companies will be allowed to make deliveries beyond the 20-25 mile commercialized zone currently in place along the Southwest border.
- The DOT has put in place a rigorous inspection program to ensure safe operation of Mexican trucks crossing the border.
- Approximately 540 federal and state inspectors will conduct in-person safety audits and inspections to make sure participating Mexican companies comply with U.S. safety regulations as well as be insured with a U.S. licensed firm.
- The regulations require all Mexican truck drivers to hold a valid U.S. or Mexican commercial driver’s license and comply with all U.S. hours-of-service rules and be able to understand questions and directions in English.
- Companies that meet these standards will be allowed to make international pick up and deliveries only and will not be able to move goods from one U.S. location to another, haul hazardous material or transport passengers.

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