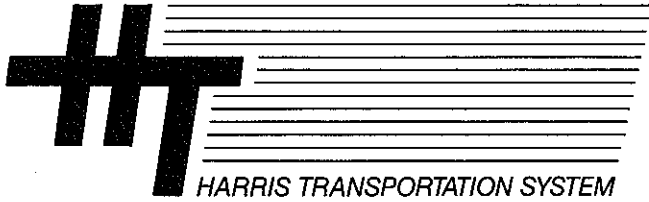


HARRIS TRANSPORT COMPANY
Policy and Safety Manual
Updated December 5, 2011

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MISSION STATEMENT

Harris Transport Company is committed to meeting customer expectations through safe, on-time delivery of freight.

1.0 INTRODUCTION

1.1 WELCOME NEW OWNER OPERATORS

Congratulations and welcome to Harris Transport Company. Harris Transport strives to promote and maintain a select group of highly trained professionals. Every owner operator at Harris Transport is an important member of the Harris team.

The policies contained in this manual outline the major rules to be followed by all owner operators.

It is impossible to cover every situation, which could develop with a manual of this nature due to the complexity of the operations performed by the company. Questions that are not answered in this manual should be addressed by the Safety Director.

Changes may be made to this manual without prior notice. Owner operators will be advised of any changes.

Neither this manual, nor any other communications by a management representative, either written or oral, made at the time of hiring or during the course of your lease is intended in any way to create an employment contract.

1.2 COMMITMENT TO SAFETY AND COMPLIANCE (UNITED STATES DEPARTMENT OF TRANSPORTATION)

Safety

It is the Company's policy that its operations be managed to protect the health and safety of our owner operators and the communities where Harris Transport does business. Sound operating practices will be followed to foster a safe working environment. At Harris Transport Company we are driving for safety.

Safety is **EVERYONE'S** responsibility. The success of any safety program depends on the cooperation and active support of **ALL**. The Company, therefore, expects owner operators to follow safe work practices in the interest of their own safety.

Compliance

It is the responsibility of all owner operators of Harris Transport Company to ensure compliance with the United States Department of Transportation (USDOT) rules and regulations affecting our business. Specific responsibilities are defined in various publications including, but not limited to, Title 49 – Transportation of the United States Code of Federal Regulations (CFR) Parts 100-199, 383, 387, and 390-399.

Federal regulations do not prevent motor carriers from imposing more stringent or additional qualifications, requirements, examinations or certificates. The Company will do so when necessary. It is the goal of the Safety Departments to be a forerunner in the trucking industry.

The following are statements of general responsibilities by owner operators and are not intended to be all-inclusive:

- **Drivers** – All drivers will receive copies of federal regulations and training on those regulations. Drivers are required to conform to the regulations and the various state laws in which they operate leased equipment.

Daily logs are to be submitted weekly along with trip sheets, fuel tickets, bill of ladings, and toll tickets. All logs should be completed according to USDOT and company instructions and requirements.

- **Maintenance** – Owner operators are responsible for complying with USDOT regulations, which require motor vehicles to be systemically inspected, repaired, and maintained.

1.3 RADAR DETECTORS

49 CFR 392.71 prohibits the use of radar detectors in commercial motor vehicles. Therefore, the Company prohibits the use of radar detectors in leased equipment.

The Company's leased equipment is required by federal and state law to operate in accordance with the posted speed limits per 49 CFR 392.2.

Violations of this regulation or any applicable state law may result in disciplinary action whether it is discovered by the company or through written violations.

1.4 SEATBELTS

No owner operator may drive leased equipment without being properly restrained by the seatbelt (49 CFR 392.16).

Failure to use seatbelts will result in disciplinary action. Repeated violations of this policy will result in further disciplinary action up to and including termination.

1.5 **HITCHHIKERS OR PASSENGERS**

The Company complies with 49 CFR 392.60 regarding those unauthorized persons that are not to be transported in commercial motor vehicles.

Unless specified in writing by a member of the Company's management, no owner operator shall transport any person or permit any person to be transported in any leased equipment.

1.6 **PETS**

This section has intentionally been left blank.

1.7 **CELL PHONE USE/TEXTING**

Federal Motor Carrier Safety Administration's ban on handheld cell phones take effect December 22, 2011. The rule officially amends **Part 392.82** where the regulatory prohibition will be placed. The section will **prohibit a driver** from using a handheld telephone while operating a commercial motor vehicle (392.82(a)(1)) and further **prohibit a motor carrier** from allowing or requiring its drivers to use a handheld telephone while operating a commercial motor vehicle (392.82 (b)). Drivers who violate the rule will be subject to civil penalties up to \$2750.00 for each offense, and will be charged with a serious traffic violation which can impact their CDL license under the provisions of 49 CFR Part 383.

1.8 **Driving Qualifications**

All drivers must have and maintain a Class A CDL license and all certifications required by the Federal Motor Carrier Safety Administration.

2.0 **ORIENTATION PROCESS**

2.1 **ORIENTATION**

Each driver/owner operator will go through an orientation. This program will provide an overview of the Company's operating policies, safety rules and regulations, and required training programs as outlined by USDOT. This can be done online.

2.2 **DEPARTMENT OF TRANSPORTATION (DOT) DRUG/ALCOHOL TESTING**

The Company considers its owner operators to be its most valuable asset, and therefore has a vital interest in complying with the FMCSA regulations. An owner operator under the influence of drugs and/or alcohol while on duty poses serious, unacceptable risks not only to the user, but also to those who work with and around him/her. Accordingly, it is the intent of the Company to maintain a working environment, free of drugs and alcohol to protect personnel, property, equipment, and operations. Any violation of this policy will result in the termination of your lease.

The illegal use, possession, sale, or other transfer of illegal drugs or alcohol on Company premises or while conducting Company business is strictly prohibited. Owner operators are prohibited from working under the influence of drugs or other controlled substances, including alcohol, except under a doctor's order, when such use does not materially impair the owner operators performance, as determined by management. The use of or possession of any illicit or illegal drug including but not limited to, marijuana, cocaine, opiates, amphetamines, or phencyclidine (PCP) on or off duty is prohibited. Any violation of this policy will result in disciplinary action up to and including termination from Harris Transport Company.

For purposes of assuring compliance with the FMCSA and Company policy, all present owner-operators, and new applicants for owner operator positions, will be subject to drug screening as required by the Federal Motor Carrier Safety Administration.

Refusal to submit to a drug/alcohol test is entered as a "positive" test result and will disqualify any owner operator required under FMCSA regulations to take the test.

All owner operators that are required by federal regulations to comply with the DOT drug and alcohol testing will be issued a "Drug and Alcohol Testing Notification Handbook." The handbook contains the following awareness topics as required by the Department of Transportation.

- Introduction
- Owner Operators covered under DOT drug and alcohol rules
- Safety sensitive functions
- Drug and alcohol prohibitions
- Required tests and circumstances for testing
- Refusal to test policy
- How drug and alcohol testing is accomplished
- Policies regarding violation of drug and alcohol prohibition
- Effects of drugs and alcohol on the body
- Definitions

2.3 TRAINING

This section has intentionally been left blank.

2.4 ACCIDENT REPORTING – PHOTOGRAPHS

In every traffic crash two issues will have to be decided – **LIABILITY AND DAMAGES.**

1. Liability – Determining who caused the crash and
2. Damages – Determining the amount of property damage and seriousness of injuries, if they apply.

Most of the time these issues are decided between the insurance carriers of the vehicles involved. Some time the parties cannot agree on who's at fault or the amount of damages to be awarded. When this occurs, the case could end up in court before a judge and jury due to a lawsuit being filed by one of the parties involved.

Being involved in a traffic crash can be a very traumatic experience. If owner operators are involved in a traffic crash resulting in property damage and/or injury, it is important to maintain a calm and poised demeanor.

Procedures to follow when involved in an accident:

1. If injuries are involved, summon emergency assistance, render aid and comfort the injured persons. First Aid should be administered if qualified.
2. Protect scene by putting out reflectors and summon nearest law enforcement agency.
3. Notify the Company safety department IMMEDIATELY FROM THE SCENE by using the **SAFETY EMERGENCY PHONE NUMBER**. Information should include if there are any injuries, the location, and damage to vehicles
4. Cameras are issued to each owner operator and he/she is responsible for making sure that a camera and accident report kit is in the vehicle **Take photographs of the scene as instructed in the attached Appendix A. DO NOT TAKE PICTURES OF INJURED PEOPLE.**
5. Complete the accident report form. DO NOT leave blanks. Get all the information that can be obtained. DO NOT rely on the police officer to furnish the information. It is the owner operator's responsibility to obtain as much information as possible about the crash. The name, address, and telephone numbers of all witnesses should be documented.
6. DO NOT talk to anyone at the scene except the investigating officer about the crash.
7. DO NOT admit guilt under any circumstance.
8. Harris Transport Company has the responsibility to instruct its owner operators on their responsibility for being tested for drugs and alcohol following a reportable DOT crash, and will be held accountable if a driver fails to comply.

9. Accident Scene Do's and Don'ts Summarized

<u>Do's</u>	<u>Don'ts</u>
Maintain composure	Volunteer comments
Put out reflectors	Argue with anyone
Call for help	Involved in the crash
Gather facts	Admit liability
Take photographs	

KEEP BUSY, KEEP COOL, KEEP QUIET

2.5 Accident Reporting/Penalties

1. Unreported Accidents

All accidents, irrespective of severity, must be reported to the Safety Department immediately after occurrence. Failure to report any incident may result in immediate termination of your lease.

2. Accident Claim Settlement

No accident claim may be settled by any driver!

3. Accident During first 90 days.

Anyone involved in a preventable accident while in 90 day may be subject to automatic termination of lease.

4. Accidents (1 Year)

If an owner operator is involved in three (3) preventable accidents within any twelve (12) month period, your lease will be automatically terminated.

5. Any owner operator involved in a D.O.T. reportable accident may be suspended during the initial investigative process. Upon completion of an investigation a decision will be made regarding the continued relationship between the driver and the Company.

2.6 HIGH VALUE LOAD GUIDELINES

Pick-Up:

- Where applicable, before accepting a High Value Load assignment, owner operators must ensure they have sufficient hours and fuel available after pick up to drive at least 150 miles without stopping.
- Before accepting a High Value Load assignment, owner operators must complete a thorough inspection of the truck and trailer prior to pick-up to reduce the risk of breaking down in transit.
- Owner operators must check the seal to insure it has been properly applied prior to leaving a facility.
- Owner operators must use the safest and most direct route to their destination.

Transit:

- If the owner operator's have to stop while en route, they should park in a well lit area, back against a building or pole to prevent the rear doors from being opened, lock all doors, and remove all ignition keys.
- Certain truck stops pose a risk for drivers and their loads; therefore the safety of the driver and the shipment, owner operators are not to stop at locations previously identified by the company to pose a safety risk.
- The truck and trailer must remain hooked at all times until the load is delivered.
- At each stop, the owner operator should communicate with their dispatch and inspect the seal. He/she should check the seal number against their BOL paperwork.
- Should the owner operator notice anything unusual or suspicious, he/she should contact 911 and contact dispatch.
- High Value Load's are not be taken to the owner operators home (including relatives' homes, friends' homes)

Delivery

- All High Value Load's must be taken to a secured drop yard.

2.7 OCCUPATIONAL/ACCIDENTAL INJURIES

Harris Transport Company is committed to providing a safe and healthy atmosphere. Preventing injuries and illnesses is our primary responsibility.

All on-the-job injuries and illnesses are to be reported **IMMEDIATELY** to the Safety Department. This includes minor injuries that may only require first aid. Failure to report all injuries and illnesses may result in a delay in benefit payments or denial of benefits.

For medical treatment other than an emergency, treatment must be from the owner operator's physician.

Should the treating physician restrict an employee from regular duty because of an on-the-job injury or illness, the Safety Director must be provided with the doctor's form outlining the restrictions.

Fraud is a felony in most states. Any person who files or contributes to the filing of a false claim is committing a crime punishable by a fine and/or prison sentence.

2.8 TRANSITIONAL DUTY PROGRAM

When an owner operator suffers an on the job injury, the Company will return him/her to work only with a doctor's release stating there are no restrictions.

2.9 ENTERING AND EXITING TRACTORS AND TRAILERS

"Three Points of Contact"

Most injuries to owner operators occur while entering or exiting a tractor or trailer.

Harris Transport Company has instituted a "three points of contact" program to prevent these types of injuries. While entering a tractor or trailer, lease driver must have at least two hands and one foot, or two feet and one hand in contact with the ground or the piece of equipment at all times. This procedure gives a person more stability and prevents a slip or fall if the person accidentally loses grip with one hand or foot while entering or exiting the equipment.

2.10 SMOKE-FREE WORKPLACE

Use of any type of smoke producing tobacco products is prohibited in most facilities. Smoke producing tobacco products may be used outside the facilities or in designated smoking areas as long as customers, vendors, and other visitors are not exposed to the products during entry or departure of the facility.

USDOT regulations restrict smoking under certain conditions. These are found in 49 CFR 397.13.

Violation of this policy may result in disciplinary action. Repeated violations may result in further disciplinary action up to and including termination from the Company.

2.11 SAFETY INCENTIVE PROGRAM

Harris Transport Company is committed to being a leader in the industry. The Department of Transportation maintains a profile on all trucking companies. The profile is based on the professional actions of the drivers. It is critical in the industry to maintain a "Satisfactory" rating. A "satisfactory" rating is required by our insurance company and by most customers.

Harris Transport Company is committed to rewarding our drivers for their professionalism by complying with all Safety and DOT regulations. A base plate bonus will be rewarded for all owner operators that qualify. In order to qualify drivers must:

1. Remain free from violations when undergoing DOT road inspections in areas that fall within the drivers' control. This includes driver actions and equipment.
2. Obey all federal, state and local traffic laws.
3. Legally and properly maintain all time logs according to DOT regulations. (Time logs are reviewed by the Safety Department to ensure DOT compliance.)
4. Operate the vehicle in a professional manner at all times showing courtesy to all drivers and driving defensively in order to prevent accidents that could be caused by careless motorists.
5. Remain free of preventable accidents.

Any deviation from the requirements will be cause for the loss of part or the entire safety bonus.

A driver must be leased to Harris Transport Company to receive the base plate reward.

Any driver involved in a preventable incident or accident will lose the base plate bonus for that particular month.

2.12 CORRECTIVE DISCIPLINARY POLICY AND PROCEDURE

INTRODUCTION

In any well-ordained community, laws are necessary to protect the rights of the citizens as well as their lives and property. Each owner operator realizes that one person's misconduct may harm all the rest and all owner operators should expect standards of conduct to be set up and maintained. It is the responsibility of management to make and enforce reasonable rules to increase or maintain efficiency. To this end, Harris Transport Company has in effect, and will establish from time to time, such rules as it considers necessary.

RULES OF CONDUCT

We take for granted the fact that the majority of owner operators will maintain an acceptable standard of common honesty and decent human behavior. For the few expectations found in any large group, however, we list the rules of conduct that have been established. Any one of the following offenses or any self-evident breach of discipline not forbidden by any published policy or rule, but which is clearly harmful or which is against generally accepted standards of moral

conduct, will be grounds for disciplinary action varying from a verbal warning to dismissal, depending upon management's judgment as to the seriousness of the offense:

1. Falsification of any documents or records.
2. Violation of FMCSA Department of Transportation Hours of Service regulations.
3. Use of abusive, threatening or profane language to supervisors or customers.
4. Intimidation, harassment or coercion.
5. Violation of Drug and Alcohol Policy *
6. Illegal or unauthorized possession of weapons or violation of other penal laws. *
7. Acts of aggression.
8. Deliberate damage to, or destruction of, or removal or theft of the property of Harris Transport Company*
9. Immoral conduct or indecency.
10. Dishonesty, deception or fraud.
11. Inadequate or improper job performance.
12. Intentional abuse of interchanged equipment.
13. Playing of pranks, horseplay or practical jokes.
14. Carelessness or recklessness.
15. Smoking in prohibited areas.
16. Creating unsanitary conditions, or other violations of healthy rules or health or sanitary standards.
17. Failure to report an accident and/or injury **immediately** to a supervisor.
18. Violation of Safety Rules.
19. Toll receipts shall be turned in with logs when toll road is used.
20. Comdata fuel report will be used to audit driver daily logs.
21. Willful disobedience, insubordination or failure to carry out reasonable order.

22. Tampering with Company property.
23. Not reporting cargo damages.
24. Violation of personnel policies.
25. Violation of company policies.
26. Any major preventable accident.*
27. Two preventable accident/incidents (regardless of damages) within a six month period.
28. Any bond forfeiture or conviction of driving while under the influence of drugs and/or alcohol. *
29. Unlawful possession of a controlled substance. *
30. Owner operator's found to test positive for an alcohol and/or controlled substance test will be terminated immediately. *
31. More than three (3) moving violations in any three year period.
32. Continued failure to:
 - A. Make a daily check call.
 - B. Make appointed pickup/delivery time without just cause.
 - C. Unauthorized use of steamship line containers out under our SCAT code.
33. Flagrant disregard for Federal, State, Local Laws, regulations or ordinances.
34. Failure to maintain qualifications as required by the Federal Motor Carriers Safety Regulations. *
35. Tampering with or making false entries on receipts or making false representations. Obtaining monies not actually due the owner operator is ground for termination. *
36. Handheld cell phones are prohibited.
37. Intentionally left blank.
38. Intentionally left blank.
39. Possession of a firearm.

* - Denotes offenses that will result in immediate termination.

DISCIPLINE

It is our belief that the highest type of discipline is that which originates within the individual owner operator. Self-discipline in the owner operator group is Harris's goal. However, for those occasional instances where self-discipline and mutual cooperation do not prevail, supervisors will take corrective action.

TYPES OF DISCIPLINARY ACTION

It is Harris's policy to recognize and apply the following forms of disciplinary action:

1. Verbal warning
2. Written warning
3. Suspension or Probation
4. Termination

A supervisor may discuss as a matter of information and training a violation however such warning will not be considered as formal discipline.

ALL matters listed above including "discussions" will be documented and placed in the owner operator's file.

Initial discipline for a particular offense is normally a verbal warning, followed by a written warning, followed by suspension and finally termination for recurrence of the same or similar offense.

Discipline may progress from either probation or suspension or another suspension or to termination, depending on the circumstances and the offenses.

Whether or not the owner operator has received any prior disciplinary action, any level of disciplinary action may be imposed when the seriousness of an individual offense and/or the owner operator's record indicates that such action is required including suspension and termination from Harris Transport Company.

RESIGNATION

Resignation is a voluntary act initiated by the owner operator to terminate his/her lease with Harris Transport Company although advance notice is not required. Harris requests at least two week's written resignation notice from all owner operators.

Prior to an owner operator's departure, an exit interview may be scheduled to discuss the reasons for resignation.

2.13 Dress Requirements

To assist in preventing accidents and maintaining the image of the Company we should dress accordingly.

2.14 Privacy Expectations

This section has intentionally been left blank.

2.15 Outside Employment

Harris Transport Company is committed to ensuring the safety of our owner operators and that they operate legally at all times. The Federal Motor Carrier Safety Administration holds the company accountable to ensure owner operators are in compliance with all DOT regulations.

In order to ensure owner operators are in compliance with section 395 (Hours of Service) of the FMCSA regulations, all owner operators are required to notify the company of any work outside of Harris Transport Company they are compensated for. Owner operators will be required to notify safety in writing the following information:

- 1. the name of the employer**
- 2. the number of hours worked each week, (completed log showing hours) and**
- 3. the name of a supervisor who can verify the amount of time worked.**

Failure to notify the company of this information will result in disciplinary action up to and including termination.

We greatly appreciate your commitment to safety and excellence as we continue to make Harris Transport Company a top performer in the trucking industry.

2.16 Resigning Under Dispatch

If an owner operator elects to abandon his/her load or leaves the unit in an unauthorized location, the owner operator will be responsible for the cost of all "out of route" recovery miles, fuel surcharge plus expenses for recovery and return of the equipment. The cost will be deducted from the owner operator's final settlement.

SCHEDULING AND EQUIPMENT

3.1 TERMINAL LOCATIONS

This section has intentionally been left blank.

3.2 DISPATCH – ROAD DRIVERS

Central Dispatch is located at the Company's home office in Monroe, NC. Deliveries and pick-ups usually run on a tight schedule. Time is of essence in this industry. It is imperative owner operators report clear, complete, and accurate information to their dispatcher when communicating with them.

When communicating with dispatch, owner operators are to advise of their location; whether they are loaded or empty; if there are any hours of service concerns in accordance with U.S. DOT Hours of Service regulations; and any other pertinent information necessary at that time. Dispatch will then determine how to handle the next assignment.

3.3 DISPATCH – LOCAL DRIVERS

Local drivers are dispatched from their respective agency.

3.4 HOURS OF SERVICE – EXEMPTIONS

49 CFR 395 outlines the rules and regulations regarding driver's hours of service. Every Owner operator is charged with the responsibility of knowing and complying with these regulations.

Logs will be checked for accuracy and compliance with the regulations. Any owner operator found to be falsifying his/her logs will be disciplined. Continuous violations of 49 CFR 395 will result in further disciplinary action up to and including termination.

All owner operator' logs are to be turned in every time the driver submits billing paperwork.

3.5 CARGO

Owner operator's are to assure themselves the cargo they are about to haul is safe for transporting. Before accepting a load, the trailer is to be checked to make sure the cargo is properly secured and distributed properly on the axles. If a trailer is picked up that is already loaded and has a seal on it, dispatch should be notified before breaking the seal.

If there is a question regarding the weight of the vehicle, drivers should immediately contact a dispatcher.

3.6 PICKUPS AND DELIVERIES

Each owner operator is to check with dispatch if the time of pickup or delivery is not known. Once the time is known, the trip should be planned accordingly.

If for any reason something happens (accident, sickness, breakdown, etc.) and pickup or delivery will not be made, dispatch **MUST** be notified of the circumstances. A member of the Company will contact the customer. Dispatch will notify the owner operator of any changes in pickup or delivery times.

3.7 FUEL TICKETS/CARDS

FUEL TICKETS – Fuel tickets must be turned in for every purchase with your pertinent paperwork, including record of duty status showing fuel purchase. These fuel purchases will be downloaded from Comdata and used to drivers daily logs.

DO NOT WALK AWAY FROM A TRACTOR WHEN FUELING.

FUEL CARDS – Owner operators are issued Comdata fuel cards for all fuel purchases. These fuel purchases will be downloaded from Comdata and used to audit the drivers daily logs.

3.8 INCLEMENT WEATHER

Weather conditions including but not limited to ice, snow, fog, and rain may cause delays in the transportation industry. These conditions can change rapidly and will be monitored as needed.

In the event an owner operator determines that driving conditions are unsafe to operate or dangerous conditions are approaching, he/she should immediately seek a safe haven to wait until it is safe to operate the vehicle. He/she should also contact a dispatcher to report the condition and the location. He/she is required to keep management updated on driving conditions and work out a plan of action related to delivering the load. When an owner operator is out of service due to weather conditions he/she will notify a dispatcher at the beginning and end of the required DOT break.

When weather conditions prohibit owner operators from getting started on time he/she is to notify a dispatcher. Notifying a dispatcher does not relieve the owner operator from work for the entire day. If the inclement weather dissipates, i.e. temperatures warm up and ice thaws, fog clears, etc., the owner operator is expected to be available for dispatch.

4.0 EQUIPMENT

4.1 TRACTOR SERVICE

The owner operator is responsible for ensuring that the tractor's service schedule is completed as required.

4.2 INSPECTIONS – TRACTORS

49 CFR 396 outlines the regulations regarding the inspection of tractors.

Pre-trip Inspection – Before beginning each shift, owner operators are to perform a pre-trip inspection of the tractor and trailer.

Post-trip Inspection – The post-trip inspection is to be conducted per 49 CFR 396.11 that requires every owner operator to report in writing at the completion of each day's work a vehicle inspection. Any defects or repairs that are needed for tractors and trailers should be repaired before the next shift and noted on the Vehicle inspection report. The "Vehicle Inspection Report" at the bottom of each log, is to be completed at the end of each day's work.

Report content - The report shall identify the vehicle and list any defect or deficiency discovered by or reported to the owner operator which would affect the safety of operation of the vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the owner operator, the report shall so indicate. In all instances, the owner operator shall sign the report.

Corrective action - Prior to operating a vehicle, the owner operator must repair any defects written on the previous day's logs.

4.3 ELECTRONIC CONTROL MODULES (ECM)

This section has intentionally been left blank.

4.4 EQUIPMENT CARE

In order for tractors to provide the best operating service, the following guidelines will be adhered to

1. Unit cleanliness – Every driver shall make a diligent effort to maintain a clean and neat unit.
2. Only state/federal required stickers are allowed on the windshield.
3. All fluids shall be checked as part of the pre-trip inspection.
4. Pre-trip inspections are conducted and documented on line four of the time logs prior to leaving on each trip

4.5 INSPECTION –TRAILERS

All trailers must pass an annual and 3 periodic inspections.

4.6 TAKING EQUIPMENT HOME

1. Receiving approval from dispatch,
2. Parking at least **50** feet from any road, street, or highway
3. Parking the vehicle in a location that ensures the safety and security of equipment and cargo.
4. Receiving permission from the property owner/proprietor to park on private property.
5. Leaving the owner/proprietor contact information if the need arises to move the equipment.
6. The owner operator will be responsible for any parking fines, towing charges, jump starts, etc. that is parked at any location

5.0 SAFETY AND HEALTH - OSHA PROGRAMS

The Occupational Safety and Health Administration (OSHA) mandate programs to ensure safety and health in the workplace. Specific OSHA standards are defined in various publications including, but not limited to, Title 29 – Labor of the United States CFR Part 1910 “Occupational Safety and Health Standards.

APPENDIX A

PHOTOGRAPHS

In many accidents, photographs provide the most telling details of what exactly happened. From a photograph, an Accident Reconstructionist can often determine how an accident occurred. Photographs need to be taken as soon as possible after an accident in order to protect the owner operator and the Company.

Even after the accident scene has been cleared, there may still be value to pictures of the scene, which show the terrain, traffic signals and other traffic control devices, and road conditions.

The pictures must be taken properly **and safely**. Pictures should never be taken in a roadway where there is moving traffic or in any area that puts the owner operator at risk of injury. Pictures taken at the scene should include:

- A shot from the solid white edge line of the road looking toward the area of contact in the roadway and the final rest of the vehicles involved.
- Shots taken from the centerline of the roadway toward and away from the accident scene, and showing the final rest of the vehicles.
- Shots from all four sides and all four corners of all vehicles involved showing damages of all kind.
- Close up shots of damage to vehicles. (This can be done even when vehicles are removed from the scene.)
- Shots of other property damage, fence, post, mailbox, buildings, etc.
- Shots of any debris, skid marks, gouge marks, etc.

The photographer should be able to explain the contents and reason of each photograph taken if called upon to do so.

The Company provides each owner operator with a disposable camera. This camera must be available at all times in the event of property damage claims, cargo claims, or other situations where a photograph would be helpful in explaining a situation.

Once a camera is used it must be turned it into the Safety Department. **OWNER OPERATORS ARE NOT TO HAVE THE PICTURES DEVELOPED!** The Safety Department will replace the camera with a new one.

APPENDIX B

HARRIS TRANSPORT COMPANY Instructions for OWNER OPERATOR'S

PICK UPS

- A. All loads are to be checked for blocking and bracing prior to movement. Some seals cannot be broken. If there is any question about breaking a seal or the securement of the load, contact dispatch or a terminal manager.
- B. All trailers must be inspected for defects, **swept clean, and nails removed to insure acceptance at the loading point.**
- C. All bills of lading must show the complete name and address of the shipper and consignee and any other pertinent information critical to timely freight handling, delivery, and billing. This is extremely critical on export and import shipments (booking numbers, sailing dates, final destination port, etc.).
 - (1) The owner operator is responsible to verify the trailer or container number on the bill of lading is the one that is picked up.
 - (2) The owner operator is also responsible to verify the commodity listed on the bill of lading is the commodity in the trailer that is picked up.
- D. Owner operators are still required to call in any exceptions to dispatch before leaving the consignee. If there is any refused freight, a dispatcher should be notified immediately so that a disposition can be obtained. When there is a seal on the trailer the consignee should break the seal or advise the owner operator to break the seal. He/she shall have the consignee sign the bill of lading as seal intact.
- E. When picking up a trailer, which has been loaded by the shipper, the bill of lading should be marked "preloaded and sealed trailer." The seal number should be documented on the bill.
- F. When picking up palletized shipments, sign for the number of pallets received and NOT the number of pieces.
- G. **LOAD LOCKS** – Owner operators are to refer to D.O.T. regulations relating to securing loads and ensure that loads are properly secure prior to leaving a shipper when possible. A notation should be made on the shipping papers if the load has been sealed and not able to be inspected.

3. UNLOADING OR STRIPPING

When unloading freight from a trailer:

- (1) Note any discrepancy on the back of the delivery receipt. Be specific as to commodity description and details of damages (location, cause and disposition).
- (2) Notify a dispatcher of any freight without bills and of all discrepancies.
- (3) When a trailer is emptied it must be swept clean and inspected for nails in the floor, holes in the roof or sides, and for any other defects.

4. DELIVERY

- A. Checking of equipment and freight on board before leaving customer to deliver: All owner operators are to check equipment thoroughly before leaving, (tires, lights, tandems locked, etc.). Unless load is secured by a shippers seal that owner operators are not authorized to break (check with dispatch or a terminal manager if there are any questions regarding seals), the doors are to be opened and the load inspected for proper blocking and bracing, and to insure it is in proper condition for delivery to our customer. If any problem exists, notify dispatch for corrective procedures.
- B. If the load is moving under the shipper's seal, have consignee mark **SEAL INTACT**.
- C. All shipments must be counted and checked against freight bill at the time of delivery.

Instructions for Owner Operators and Terminal Personnel

- A. Keep a tally if pertinent. Fill out required information and turn in tally with signed delivery documents.
- B. **NO OVERAGE** is to be delivered to a customer. Identify the overage and follow the received directions from dispatch or claims personnel.
- C. Any shortage must be identified by the commodity and/or carton number and so noted on the bill of lading.
- D. Damaged and/or refused freight must have a detailed explanation of the action taken written on the bill of lading (location, cause and disposition, etc.).
- E. Be sure bill of lading and customer's copy of the freight bill show the same exception notations. The bill of lading **MUST** be signed and dated by the customer receiving the freight.
- F. The owner operator must contact dispatch to obtain authorization for any re-consignment, diversion of freight prior to moving the load from the loading dock. Dispatch will be

responsible for obtaining authorization and compensation for any re-consignment or delivery of freight. Dispatch must be notified of any additional duties requested by customers.

- G. If problems arise on delivery, contact dispatch for instructions. Dispatch must be notified prior to leaving the customers sight of any exceptions (shortage, overage, damage) at time of delivery.

5. TERMINAL HOUSEKEEPING & LOT MAINTENANCE

6. NOTIFICATION OF LOCATION AND/OR PROBLEMS

- A. Owner operators are to keep dispatch advised of their status and location. Dispatch must be contacted before leaving a pick-up or delivery location and for excessive delays (over one hour).

7. WEIGHING OF TRAILERS

- A. Every unit must be weighed and made legal Notify dispatch if a load is over on gross or axle weight.

8. MAINTENANCE

- A. Owner Operator's are responsible for the maintenance and servicing of their equipment. All maintenance records should be kept at the owner operators location and made available upon request.

9. DISTRIBUTION OF INSTRUCTIONS

- A. Safety is to review these instructions with each owner operator. The owner operator is to acknowledge receipt and understanding of these instructions by signing below.

This information is vital for freight control and the efficient operation of the Company. Any questions should be referred to safety.

APPENDIX C

HARRIS TRANSPORT COMPANY PREVENTIVE MAINTENANCE SCHEDULE

*** "A" Inspection:**

Tractors: Annual inspection and 3 periodic inspections
Trailers: Annual inspection and 3 periodic inspections

Lube Service:

Road Tractors: Preventative Maintenance inspection and service will be performed every 10,000 – 18,000 miles.

Service and Inspection as required by the Federal Highway Administration will be performed as needed.

Safety Policy Manual Signature Sheet

I, _____ acknowledge that I have reviewed, received appropriate instruction on, and fully understand Harris Transport Company Policy and Safety Manual.

Signature of Owner Operator

Date

Signature of Safety Director

Date