This manual provides Company Drivers with an overview of ACT’s procedures and guidelines. It is the Company Driver’s responsibility to read and review the contents of this manual. Address any questions to your Business Leader or the proper department. This manual is a working document and is subject to change without notice. It is the Company Driver’s responsibility to be aware of and abide by the most current procedures, ACT and DOT guidelines and regulations while operating under American Central Transport, Inc.’s operating authority.
Welcome to American Central Transport, Inc. I am pleased you have joined our ACT team. You have joined an elite group of the most qualified, experienced and professional drivers in the industry. You have become part of what we consider the best trucking business in the nation.

You are our most important resource! Our industry-leading pay scale is proof of this. We provide the top pay to attract the top drivers. In addition, we offer an outstanding recruitment program. The design of this program is to recruit the drivers you would like to work with, and we offer generous rewards for participating. I encourage you to speak with our recruiting team.

We have been very successful in our business. We owe our continuing success to drivers like you - experts in their field. People who care make up our Company. ACT provides the service that exceeds our customers’ expectations!

Because of our open door policy, I have learned a lot from our drivers over the years. I urge you to give us your suggestions on how to improve our quality system. We refine our procedures and constantly look for ways to improve upon them. Since we continually work to improve our policies and procedures, ACT will revise this procedure and policy manual periodically.

Whether you have recently joined our team or have been with ACT for some time, carefully review this procedure and policy manual. Refer to it from time to time. This manual gives our day-to-day procedures. Please don’t hesitate to ask questions if anything is unclear. I hope you will find this manual interesting and informative, and suggest you keep it handy for future reference. Remember it is your responsibility to abide by ACT’s most current policies and procedures.

I am very confident that you will enjoy American Central Transport and the work environment. We hope that our association will prove to be a mutually pleasant, successful and profitable one - one that allows us to work together to build a better and stronger company.

Tom Kretsinger Jr.
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The Kretsinger Group, Inc.

American Central Transport, Inc.

It is the policy of our companies and staff to provide transportation and related services that will enhance the companies’ reputation for providing unsurpassed customer satisfaction and value-added services that meet or exceed our customers’ expectations; transport shipments safely and legally; and to deliver them on-time and in the count and condition the shipments were received by us.

This will be accomplished by:

- Identifying and then exceeding customer expectations with innovative services that contribute to the customers’ success;

- Developing and maintaining a shared commitment by all team members to continuously improve performance and achieve defect-free processes and services;

- Developing highly skilled team members with industry-leading abilities;

- Coordinating all disciplines to focus on being the highest quality, lowest cost company in our industry.

Approved:

Tom Kretsinger Jr.
Compliance Statement

It is our intention to comply with all federal and local safety regulations. We want to make certain that all drivers operating under the American Central Transport, Inc. operating authority know and understand the Federal Motor Carriers Safety Regulations (FMCSR). Our mission is to have safe and legal transportation of our customer’s goods by providing the following:

- Training in regulatory compliance at the management level;
- Ongoing driver education by taking advantage of multimedia resources available;
- Strict adherence to driver qualifications standards;
- Continual audits of driver safety records to ensure compliance;
- Never require drivers to operate a vehicle when fatigued and never require drivers to exceed the speed limit in order to meet a scheduled delivery;
- Train drivers in the proper and safe way to distribute and secure a load;
- Maintain drivers’ current physical exams, driving records, and licenses.

This procedure manual includes an emphasis on the unique issues found in our industry. The components of the program include awareness of the hazards, the use of appropriate equipment, safe operating practices, and evaluation of the Company Driver’s knowledge of safe operating practices. American Central Transport, Inc., has a formal orientation process and will cover additional topics in detail, which may not be included in this manual.
I understand and acknowledge I am required to abide by all Federal and DOT regulations and guidelines to maintain my employment as an over-the-road Company Driver.

I understand as a Company Driver, employed to drive under the American Central Transport, Inc. operating authority, I am required to abide by ACT’s procedures and policies for conducting a legal, ethical, customer service based business. I understand the procedures and policies in this manual are subject to change. It is my responsibility to maintain a working knowledge of all procedures and policies.

I understand my employment may be terminated at any time for cause or without cause. I also understand I may tender my resignation and end my employment with American Central Transport, Inc. at any time.

I understand as an American Central Transport, Inc., Company Driver I have the opportunity to procure insurance coverage that may include medical, dental, and vision coverage. Additionally, I may procure optional life insurance, short-term disability, and long-term disability coverage. I also understand to obtain the coverage I have chosen I may have a waiting period and am responsible for paying a portion of or the entire premium for the coverage selected.

I understand my rights and agree to abide by my obligations set forth in this Company Driver Procedure and Policy Manual.

Signature of Company Driver                        Date Signed

Printed Name of Company Driver

Company Driver's Copy

Original kept in ACT Company Driver File
ACT Safety Policy

ACT, its associates, drivers and contractors are committed to safety. Protection of the public with whom we share the road, our associates, drivers, contractors, and our customer’s cargo is our foremost responsibility.

We have a hard-earned reputation for doing business safely and “by the book.” Working together, we have earned one of the best safety records in the industry. This reputation has taken years of hard work and effort by our team. We all share the responsibility to preserve and enhance this reputation.

Our commitment means not only complying with the law but also abiding by the highest principles of safety, professionalism, integrity, honor and concern for one another and the motoring public. Indeed, we are committed to go beyond the letter of the law and comply with its spirit. On any occasion where a company driver or contractor due to weather, fatigue, health problems, equipment problems, traffic conditions or any other reason feel that they are or potentially may be in an unsafe situation, that driver has the authority and responsibility to pull over and shut the truck down until the conditions for driving are safe. ACT can easily handle any delays to the customer if you promptly communicate the problem to Operations when safety allows.

If any associate, company driver, or contractor knows of or suspects that any person is permitting or causing a driver to operate equipment under unsafe conditions, they must report that information to the Safety Department or the company’s legal counsel.

Tom Kretsinger Jr.
American Central Transport, Inc. has adopted safe work practices as a means to protect drivers, equipment, cargo, and the motoring public while still being a successful company. It is our policy to comply with all provisions of the Federal Motor Carrier Safety Administration’s Regulations (FMCSRs). American Central Transport, Inc. will not permit or require any operation of vehicles in violation of the safety regulations.

Working safely protects drivers, equipment and cargo and helps to ensure a smooth and safe trip.

Statistics show truck drivers experience the most work-related injuries and illnesses requiring recuperation away from work beyond the day of the incident. Therefore, to keep our Company Drivers healthy and able to continue to earn their livelihood, ACT has implemented injury prevention practices.
Safe Work Procedures

It is the intention of American Central Transport, Inc. to prevent accidents and to promote and provide safe operation of vehicles on the road. The design of the following procedures is to achieve this purpose:

• No driver shall operate a vehicle while under the influence or be in possession of any Schedule 1 drug, unless prescribed by a physician who has advised the driver that the substance will not affect their ability to operate a motor vehicle. All drivers, taking any drugs whether prescribed or OTC must report this use to the Safety Department. The Safety Department will make the final determination whether the driver will be dispatched while under the influence of prescribed or OTC drugs. Violation will result in immediate termination of employment.

• All drivers must obey all federal, state, and local highway laws.

• No driver shall knowingly falsify their logs. Violation of this will result in immediate termination of employment.

• No driver shall knowingly falsify their annual motor vehicle violation and review record. Violation will result in immediate termination of employment.

• As required by our insurer, in the event of an accident all drivers shall report all work-related accidents and/or injuries as soon as safety allows, regardless of how minor they seem.

• All drivers shall be knowledgeable of the Federal Motor Carriers Safety Regulations. We will provide a copy of the regulations to each Company Driver.

• Any driver found driving a company vehicle while under the influence of drugs or alcohol is subject to immediate termination of employment. Any non-work-related conviction or charge for being under the influence of drugs or alcohol will also result in termination of employment.

• Any driver who incurs three (3) moving violations within any 36-month period is subject to immediate termination of employment.

• All drivers shall operate their company vehicle in a safe and courteous manner at all times in order to provide a positive reflection of American Central Transport, Inc.

Prohibitions

To ensure that our goal of safe transportation is met, we strictly prohibit the following practices:

• Driving when alertness is impaired by fatigue or illness.
• Being in possession or under the influence of any narcotic, amphetamine or other substance, which could cause impairment;

• Transporting any person or permitting the transportation of any person in any company-owned vehicle without written permission from ACT (Refer to the Passenger Program for details.);

• Allowing any unauthorized person to drive a company-owned vehicle without notification and approval by ACT;

• Driving company-owned vehicle with the motive power disengaged from the drive wheels, no coasting down hills, etc.;

• Operation of flame-producing heater while the vehicle is moving;

• CELL PHONE USE while driving unless utilizing a hands-free device;

• Electrical additions or decorations to ACT owned equipment. ACT’s shop will remove of all such additions at the Driver’s expense;

• Alcohol, firearms, illegal weapons or controlled substances at anytime in any company-owned equipment or on any ACT property.

• Pets in company-owned equipment.

**Seat Belt Guideline**

ACT values the lives and safety of our associates and drivers. Seatbelts are proven to greatly reduce the risk of dying or being seriously injured in a motor vehicle crash and are required by federal regulation and our insurer. Seatbelt usage is a federal requirement for commercial drivers under FMCSR 392.16. Because of our commitment to driver safety and compliance with the law, ACT has adopted the following policy regarding seatbelt usage:

**All drivers and their passengers are required to use a seatbelt when traveling in any company vehicle.**

Failure to abide by this stated policy is a violation of our company policy. Any violation of this policy will result in termination of employment.

**Following Distance**

Driving in traffic poses many dangers. With so much going on around your truck, it can be difficult to concentrate on driving defensively. When Company Drivers lose their concentration a crash can occur. A greater following distance can mean the difference between life and death. Always maintain a safe distance between your vehicle and the vehicle ahead. The best method for determining a safe following distance is to follow the “Seven-Second Rule” in normal highway driving conditions.

Increase this distance for “adverse weather conditions, poor road conditions, and unique vehicle/cargo circumstances”.
When the vehicle ahead passes an object such as a mile marker, start counting: 1001, 1002, 1003, 1004, 1005, 1006, 1007. If your vehicle passes the mile marker before 1006, 1007 you are following too closely. In rush-hour traffic, we recommend you decrease your speed by 3-5 mph slower than the flow of traffic. This practice allows other vehicles to pull away and, increases your following distance. Driving slower is one of the easiest techniques to implement the goal of protecting the motoring public. Ensuring your brakes are in safe, working order is another proactive step you can take.

We expect our drivers to keep a safe following distance between other vehicles.

ACT prohibits the practice of following other vehicles too closely, known as tailgating. It is not acceptable as it endangers your safety, but also our customer’s cargo, our company equipment, and the motoring public. Violation of this policy or becoming involved in a preventable rear-end crash may result in immediate termination of employment.

If you feel your judgment is impaired because you are too tired to drive, pull off the road in a safe area as soon as safety permits and get some rest. It is your responsibility, as a professional driver, to protect other motorists on our highways. Remember your actions reflect on the entire ACT organization. Please drive as if your family was in the vehicle ahead of you!

**Speed Management**

Soaring fuel costs are causing everyone to think about fuel management. By managing your speed, you will be able to save more fuel and drive safer. Speeding is hard on equipment, can cause freight damage, and increases the damages and costs in a crash. Driving within the speed limits is not only the law but can make your drive less stressful and set a good example for other drivers. **American Central Transport, Inc.** follows the FMCSA mandate of not allowing radar detectors in commercial motor vehicles. Excessive speed violations will lead to termination of employment.

**U-Turns**

One of the most critical types of crashes is the run-under crash. The maneuver most commonly associated with a run-under accident is a U-turn. This type of crash is 100% avoidable by not performing U-turns. ACT policy prohibits U-turns.
Injury Prevention

History shows truck drivers are the highest class of injured workers. Let’s work together to keep you productive and safe.

Entering/Exiting the Vehicle

Something as simple as the way you get out of your truck can make a difference in your productivity. You may not think about the proper techniques for entering and exiting the truck since you do it so often. Drivers should utilize the proper 3-point stance when entering and exiting the tractors and trailers. Three-point contact allows the driver to maintain balance. Ensure your steps are fastened properly, take weather conditions into consideration, and be sure footwear tread is adequate for conditions.

Proper Footwear

American Central Transport, Inc. recommends all drivers wear adequate footwear when working in areas where there is a possibility of personal injury due to slips, trips, and falls. This includes foot injuries due to falling or rolling objects, objects piercing the sole, or when a person's feet are exposed to electrical or chemical hazards.

ACT defines adequate footwear as footwear that provides protection from hazards in the foot protection area.

Specific recommendations:

- Lace up shoe / boot is strongly encouraged.
- Minimum of 4” ankle support and steel toe protection footwear is encouraged, but not required.
- Lugged soft rubber / oil resistant soles are strongly encouraged.
- ACT strongly discourages wearing hard solid rubber, leather soled cowboy boots, athletic shoes, tennis shoes, or shoes of similar construction and material during hours of work.

It is the responsibility of all to protect themselves and others from the risk of personal injury.
Back Safety

Incorrect lifting can result in a variety of injuries including back strain. Overstretching the back muscles is the typical cause. Back injuries affect family, friends, and workers through lost hours from work and play. It is your responsibility to ensure proper lifting techniques and hazard avoidance is part of your everyday routine. Prevention is the key to avoiding those painful mistakes.

Steps to a safe lift include:

- Size the load. If it is too heavy, get help!
- Plan before lifting;
- Use a base of support, your feet should be shoulder width apart;
- Bend your knees and keep your back straight;
- Tighten your stomach muscles; Keep the item close to your body.
- Lift with your legs.
- Pivot – Don’t Twist. “Keep your nose between your toes”.
- If you are straining, get help.

Dolly Legs

CRANKING TRAILER DOLLIES

- Always ensure you have proper footing and traction in the area in which you will be working.
- Use both hands to ensure the handle is properly seated on the shaft and in the proper gear.
- Never spin the crank with your fingers; keep one hand on the handle crank even when there is minimal resistance.
- As soon as you feel resistance, use both hands and switch to a low gear.
• Stand to one side of the crank and use both hands to crank. Approximately three to four revolutions in low gear should be sufficient.
• When possible, dump your tractor air bags before pulling out from underneath the trailer.
• When hooking up, back under the trailer with your air bags dumped. After the fifth wheel engages, air up your suspension to relieve some of the trailer weight before you attempt to crank up the dollies.
• If you run into a situation where you have to crank against extreme resistance, it is always better to push on the crank rather than pulling it.
• Proper maintenance and lubrication can reduce the potential for injury.

Don’t be afraid to ask for assistance. Taking turns turning a resistant crank minimizes the possibility of strain type injuries.

Fifth Wheel

PULLING 5TH WHEEL PIN

• Proper maintenance, adjustment, and lubrication of all 5th wheel parts are essential.
• Park on level ground before unhooking to minimize the chance of placing a bind on the 5th wheel.
• Establish a good stance with firm footing.
• It may be necessary to “rock” the unit to relieve pressure on the kingpin.
• Utilize a “pin-puller.”
• NEVER jerk on the handle to get it to release. If it is still “frozen,” it may be necessary to “rock” the unit again.
Tandems

SLIDING TANDEMS

- Establish a good stance with firm footing.
- The locking pins mechanism must be properly maintained.
- If this ends up being a two-person job, make sure the wheels are chocked to minimize the risk to the person pulling the pin.
- “Rocking” the unit to release pressure on the pins is usually required.
- NEVER jerk on the mechanism to release the pins.

Cargo Doors

- When opening trailer doors, consider the weight of the door as well as any potential cargo that may have shifted and could fall onto you.
- Be aware of the wind. Many drivers have been hurt when gusts of wind cause the trailer doors to strike the driver.
- Open the trailer doors with caution, use the door as a shield to protect yourself from falling or shifting cargo.
- Ensure the door latches are in proper working order. Be aware when pulling away from the dock that door latches may become disconnected.
Injury Reporting Procedures

EMERGENCY MEDICAL TREATMENT
Serious injuries such as profuse bleeding, broken bones, unconsciousness, shock, internal injuries, head injuries, etc., warrant immediate attention. Drivers who sustain such an injury should seek treatment at the nearest emergency medical facility.

WORKER’S COMPENSATION
As an ACT Company Driver, Worker’s Compensation Insurance is provided for you. If you sustain a work-related injury, Worker’s Compensation provides for partial wage reimbursement and reasonable and necessary medical care.

REPORTING THE INJURY
If a work-related injury has occurred which requires medical treatment and is non-life threatening in nature, the injured individual must immediately contact the Safety Department and give a status report on the nature and severity of the injury. If the injured individual is unable to reach the Safety Department for any reason, they may contact their Business Leader or Logistics Leader. All work-related injuries must be reported within 24 hours of the occurrence.

TREATMENT FACILITIES
When work-related injuries occur, which require medical attention the Safety Department will direct the injured driver to the nearest treatment facility during normal business hours. If the injured driver sustains a work-related injury during regular business hours and, by their own choice, seeks treatment from a facility not authorized by ACT the cost of the treatment may be at the driver’s expense.

TREATMENT AND POST TREATMENT REPORTS
American Central Transport, Inc. requires all injured drivers to provide work status reports to the safety department on a weekly basis. ACT must receive a “full duty release” for all work-related injuries. The release must state the driver is released to return to work as an over the road truck driver with no restrictions. The driver will not be dispatched until the Safety Department approves the return to work release.

FOLLOW-UP CARE AND REHABILITATION
American Central Transport, Inc. reserves the right to direct all aspects of Worker’s Compensation provided care. ACT will direct the injured driver to an approved facility for follow-up care if required.

MODIFIED DUTY
ACT reserves the right to require a driver placed on restrictive duty to perform modified duty assignments. Modified duty will stay in effect until ACT receives a full duty work release from the Worker’s Compensation physician.
JOB ABANDONMENT/ WORKER'S COMPENSATION

Job abandonment while on modified duty for work related injuries is defined as a failure to report for work for three (3) consecutive workdays while on modified duty. Job abandonment is cause for immediate termination from employment.

FULL DUTY WORK RELEASE

American Central Transport, Inc. requires all injured drivers to provide the Safety Department with the attending physician's "Full Duty Release" before the driver may return to work. The full duty release must include "released to return to work as an over-the-road truck driver with no restrictions" on the release form. This is a DOT requirement, which ensures the safety of both you and the motoring public.

A member of the Safety Department must approve the release.

YOUR BENEFIT RESPONSIBILITY

Under no circumstances is ACT obligated to pay your portion of your benefit cost. Your benefit cost is your sole responsibility. However, benefit coverage will be maintained during time off for worker's compensation or FMLA, provided you are still eligible for benefits through our benefit provider. The employer portion of the benefit premiums will continue to be paid while the Company Driver is on leave only if the Company Driver continues to pay their portion of the premiums.

Failure to make payment will result in cancellation of all benefit plan coverage.

Monthly payments must be received by the third business day of the month or the benefits will be terminated. Checks should be made out to American Central Transport Inc. and mailed to the HR Assistant at our Liberty location.

Address for premium payment checks: American Central Transport, PO Box 516, Liberty, MO 64069 Attention: HR Assistant.

POST INJURY ALCOHOL AND/OR DRUG SCREEN

American Central Transport, Inc., reserves the right to require any individual who sustains a work related injury to complete a post accident drug and/or alcohol screen. If a request is made, the cost of the post accident drug and/or alcohol screen will be at American Central Transport, Inc.’s expense. Failure to submit to the test will be automatic grounds for termination of employment.

WORKER’S COMPENSATION AND FMLA

You will be placed on FMLA if you meet the qualifications for FMLA coverage while off on Worker’s Compensation. The FMLA coverage will run concurrent with the Worker’s Compensation.

Address any questions concerning continuation of non-Worker’s Compensation benefits including FMLA to the HR Assistant.
PRESCRIPTION MEDICATIONS
Any driver required to take a prescription for any reason must report that medication to the Safety Department before operating a commercial motor vehicle.

FALSE CLAIMS
Any driver who falsely reports a work related injury or collaborates with a false work related claim is subject to disciplinary action up to and including termination of employment. Knowingly falsifying a reported work related injury is insurance fraud and may be grounds for criminal action.

Non Work-Related Injuries and Illnesses
Drivers must report all non-work related injuries or illnesses if recovery will interfere with standard dispatch procedures.

Available vacation must be used for non-work related injury or illness absences.
FMLA coverage application/coverage is required if the driver is eligible and if the absence would qualify. Contact the HR Assistant immediately, if your injury/illness will interfere with standard dispatch procedures.

A full duty work release must be presented to the Safety Department for approval prior to the drivers return to work.

Drivers must provide to the ACT Safety Department a list of all OTC drugs and prescribed medications, prior to operation of any ACT owned or provided for use equipment. Drivers may not be dispatched without the Safety Department’s approval.
Compliance Topics

American Central Transport, Inc., has adopted safe work practices as a means to protect drivers, equipment, cargo, and the motoring public while still being a successful company.

Operating in compliance with the government and ACT guidelines is required.

Driving Records

At American Central Transport, Inc., we use a stringent set of guidelines to select our Company Drivers, including a complete review of each Company Driver’s previous driving record. We take safety and risk management very seriously. ACT expects all our drivers to comply with all Department of Transportation regulations, plus our own rigorous driver safety standards and background checks. Poor driving records will lead to termination.

Company Drivers are to report to American Central Transport, Inc. IMMEDIATELY any revocation, suspension, or cancelation of their driver’s license. Further, report any citation to American Central Transport, Inc. within 30 days of conviction whether the infractions are in a personal vehicle or commercial motor vehicle. Any Company Driver receiving three (3) moving violations within a 36-month period is subject to disciplinary action up to and including termination of employment.

Drug and Alcohol Policy

American Central Transport, Inc. has zero tolerance for substance abuse and requires compliance with all DOT regulations. ACT prohibits the use of alcohol, unlawful drugs and other controlled substances. Additionally, ACT prohibits the manufacture, distribution, dispensation, presence of or use of alcohol, illegal drugs, or other controlled substances on or in company property or equipment operated under contract with ACT.
Drug and Alcohol Testing consistent with regulatory requirements ensures compliance with this policy. Testing for the presence of alcohol, unlawful drugs and/or controlled substances conforms to federal standards. Any Company Driver testing positive for alcohol or unlawful drugs or unapproved controlled substances will be subject to immediate termination of employment.

The ACT Drug and Alcohol Policy requires a drug and alcohol screen upon these occasions:

- Post Offer screening, prior to first dispatch
- Random selection
- Reasonable suspicion
- Post accident
- For cause

A positive drug or alcohol screen result, or refusal of testing will result in immediate termination of employment.

ACT may use, at its discretion, further investigative measures, including hair testing, designed for the prevention and detection of alcohol, illegal drug use, or trafficking on or in Company property or while employed by American Central Transport, Inc.

*ACT may revise this policy without notice.*

**Legal Drugs:** Legal drugs include alcohol, medications prescribed by a physician for you, and over-the-counter (OTC) medications. ACT prohibits the use of alcohol or other intoxicating substances during working (on duty) hours and at all times on or in company property. ACT also prohibits the use or abuse of other legal drugs to the extent that job performance or fitness for duty is affected. Drivers must provide to the ACT Safety Department a list of all OTC drugs and prescribed medications, prior to operation of any ACT owned equipment. Violation of this policy may lead to immediate termination of employment.

**Illegal Drugs:** Illegal drugs include the list of controlled substances under federal and state laws not authorized for sale, possession or use, and legal drugs, obtained or distributed illegally. Such drugs include, but are not limited to, marijuana, cocaine, crack, opiates, phencyclidine (PCP), amphetamines and methamphetamines. ACT strictly prohibits the manufacture, use, possession, sale, purchase or transfer of illegal drugs by any driver. Additionally, ACT strictly prohibits arriving for work on ACT property, or conducting the business of the company, while under the influence of, or impaired by, alcohol or an illegal drug.

*All drivers are required to notify ACT within five (5) days any conviction or charge for violation of a criminal drug statute or any felony crime. Notify the Sr. Vice President of Human Resources/Safety or the Director of Safety. Drivers are not authorized to operate any ACT owned equipment post charge or conviction for violation of a criminal drug statute or felony crime.*
ACT maintains a policy of full cooperation with law enforcement agencies, and reserves the right, and duty, to refer any suspected illegal drug activity to the proper authorities, including the Licensing Authority. Any driver convicted by a law enforcement agency and court of competent jurisdiction of a drug-related charge will be subject to immediate termination of employment. Upon arrest and awaiting resolution of a case, the company driver will be subject to suspension without pay or benefits subject to the outcome. If found “not guilty” or a dismissal of charges occurs ACT will restore the company driver to previous employment after a negative substance screen.

Any driver who tests positive for drugs or for any concentration of alcohol will be subject to immediate termination of employment.

**DRUG AND ALCOHOL TESTING**

**Post Offer/Pre-Employment:** As a part of the employment screening process, candidates will be required to test for illegal drug use.

**Random:** Subject to DOT regulations, legal guidelines, and ACT’s Drug and Alcohol Policy, the Company reserves the right to test a random sampling of drivers for alcohol and/or illegal drug use. As outlined in the Federal Motor Carrier Safety Regulations (FMCSR), all drivers must participate in a random screening program for both drugs and alcohol. The use of a computerized random selection program determines drivers selected for screening. ACT will not notify drivers until the day they are scheduled for testing. Any driver who refuses to submit to a random screen will be terminated from employment. Any driver who tests positive for drugs or for any concentration of alcohol will be terminated from employment.

**Reasonable Suspicion:** If a driver is, has been observed, or a supervisor receives reports concerning the appearance, behavior, speech patterns or body odors of a driver that would raise suspicion drug or alcohol use a drug/alcohol screen will be ordered. Those observations or reports may include, but are not limited to: drinking alcohol or using unlawful drugs or controlled substances; slurred speech; unsteady gait; unsafe conditions; odor of alcohol and/or residual odor particular to some chemical or controlled substance; inability to perform routine tasks; disorientation and confusion; and/or erratic behavior. Any driver refusing a screening requested due reasonable suspicion will be terminated from employment. A driver awaiting the result of a screening due to reasonable suspicion will be subject to suspension without pay. If the driver tests positive, the driver will be immediately terminated from employment. If the screening is negative, the driver will be reinstated with pay.

**For Cause:** Observed indication ability to perform work may be impaired. Factors which may establish cause include, but are not limited to; repeated failures to follow instruction or operating procedures; violation of safety policies; discovery of illegal drugs or controlled substances, paraphernalia or alcohol in an driver’s possession or truck; conviction for violation of a criminal drug statute or for DUI; and gross error in judgment. A Company Driver awaiting the result of a drug test for cause will be subject to suspension without pay. If the driver tests positive,
the driver will be immediately terminated from employment. If the screening result is negative, the driver will be reinstated with pay.

**Post Accident and Post Injury:** Any driver who is injured or involved in an accident while on duty will be subject to testing for alcohol and controlled substance use pursuant to this policy and per section 382.303 of the FMCSR. If unable to submit to screening due to injuries, the driver must provide American Central Transport, Inc. with any reports/screens which indicate whether drugs/alcohol were detected or not. Refusal to submit to drug/alcohol screening is grounds for immediate termination of employment. Any driver who tests positive for drugs or for any concentration of alcohol will be immediately terminated from employment. In addition, any driver returning to work after a prolonged absence may be subject to Drug and Alcohol testing. It is the responsibility of the company to have all examinations performed by a medical facility, which will collect, test, and retain the samples obtained from drivers to ensure the integrity, accuracy, and confidentiality of the testing process. For that purpose, ACT utilizes a certified clinic to administer tests. All testing administered by ACT’s medical provider meet N.I.D.A. standards. D.O.T. testing is also available through their services.

**Test results:** All drug test results are kept confidential. ACT will inform the driver of the results of the drug test. If the test is positive, the driver may request a retest of the same specimen. If the test is negative, the Company Driver will return to work, with pay for any time off. If the results are positive, the results are grounds immediate termination of employment. Any driver terminated under this policy will not be eligible for rehire.

**Positive Dilute:** Any driver who tests “Positive-Dilute” will be subject to termination of employment.

**Negative Dilute:** ACT will direct any driver “Negative-Dilute” to a clinic for recollection. Any Company Driver who tests “Negative-Dilute” a second time will be subject to termination of employment unless the driver can provide medical proof to justify the test result. ACT will not permit the driver to perform any safety-sensitive function until the driver provides medical proof. ACT refers drivers testing positive to an SAP.

**Anti Harassment Policy**

American Central Transport, Inc. has zero tolerance for harassment in the workplace. ACT will not tolerate offensive or harassing behavior by or against any driver or associate. This policy includes vendors, customers, or others who enter our workplace, as well as all associates and drivers. ACT communicates our policy against harassment to each driver, associate, mechanic and contractor in an effort to prevent sexual and other forms of harassment from occurring. **No one** is exempt from this policy.
Offensive conduct or harassment of a sexual nature, or based on race, color, religion, age, sex, national origin, disability, status as a veteran or any protected status is prohibited. This may include but is not limited to:

- Offensive physical actions, written or spoken, and graphic communication (for example, obscene hand or finger gestures or sexually explicit drawings);
- Any type of physical contact when the action is unwelcome by recipient (for example, brushing up against someone in an offensive manner);
- Expectations, requests, demands or pressure for sexual favors;
- Slurs, jokes, posters, cartoons, and gestures that are offensive;

ACT considers any such offensive conduct a prohibited form of harassment, especially when any of the following are true:

- There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.
- Such conduct has the effect of creating an intimidating, hostile, or offensive work environment, or unreasonably interferes with a person’s work performance.
- The sexual conduct or communication of others offends a third party.

Harassment is a form of misconduct. Any driver or associate engaging in this type of behavior is subject to disciplinary action up to and including termination of employment.

American Central Transport, Inc. will promptly investigate all reports of harassment and will take appropriate action, up to and including termination of employment, where harassment or inappropriate behavior has occurred. All reports are kept confidential during the investigation process.

A driver who is feeling harassed or witnesses such harassment, should report the occurrence to Human Resources, or any member of management with whom they feel comfortable discussing the situation. Drivers should also be aware false accusations would result in severe disciplinary action, up to and including termination of employment.

**Anti Violence Policy**

American Central Transport, Inc., Inc has zero tolerance for violence in or out of the workplace.

Prohibited conduct includes the following, but is not limited to:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior;
• Intentionally damaging property;
• Possession of a weapon in or on company property; and
• ACT strictly prohibits possession of a weapon while engaged in company business.

We are concerned with and committed to preserving our drivers’ safety and health. ACT will not tolerate any form of violence or threats of violence in the workplace and will make every effort to prevent violent incidents from occurring. In the event any driver believes that danger is imminent, the driver should call 9-1-1 immediately.

We ask that drivers promptly and accurately report all violent incidents or threats of violence, regardless of whether physical injury occurs. Drivers should make these reports to a Senior Officer, or the HR Department. ACT will promptly investigate all such reports and will keep such reports confidential when possible.

Drivers must not engage in verbal threats or physical actions, which may create a security hazard for others. Drivers are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in any investigation as requested.

Drivers and/or associates violating this policy will be terminated from employment. Contact a member of the Human Resources Department for ACT’s most current Anti Violence Policy.

RETAI LIA TION

ACT policy prohibits retaliation against any driver who makes a complaint of discrimination or harassment based on gender, race, religion, national origin, color, age, citizenship, ancestry, veteran status, or disability. ACT prohibits any retaliation against an individual for participating in an investigation of harassment or discrimination. If you experience retaliation in violation of this policy, please report the conduct to the HR Department. ACT does not tolerate any form of retaliation.

Conduct

All drivers shall operate their vehicle in a safe and courteous manner at all times. ACT will not tolerate any overt discourtesy or improper behavior to a shipper, consignee, associate or the public. If you encounter a problem when picking up or delivering a load, report the incident to your Logistics Leader immediately. Someone within ACT will handle the situation.

Any driver engaging in unlawful or inappropriate conduct, which could affect the goodwill of our customers, our community, and/or the reputation of American Central Transport, Inc.; is subject to disciplinary action up to and including termination of employment. Improper conduct may include, but is not limited to:

• Theft of company or customer property;
• Falsification of paperwork to collect unearned reimbursement;
• Falsification of the driver application;
• Negligence;
• Failure to maintain initial hiring qualifications;
• Failure to comply with DOT or other prudent medical professional requirements and recommendations;
• Failure to observe operational or safety policies;
• Falling asleep behind the wheel;
• Crossing a railroad track when the barricades are down;
• Making a U-turn;
• Backing across a roadway.

Company Driver Qualification

American Central Transport, Inc. wants to ensure our drivers meet the FMCSRs and abide by the requirements in place. Our driver guidelines exceed the requirements imposed on the industry by FMCSA.

Our drivers must meet the following guidelines:

• Be at least 22 years old;
• Able to read & speak the English language
• Have a current DOT physical by an ACT approved doctor
• A negative substance abuse result on all screenings
• Have experience as indicated in most current Driver Guidelines Document
• Live within the ACT hiring area
• Ability to pass an agility test by an ACT approved clinic demonstrating the driver can perform the duties listed on the ACT Driver Job Description
• Have only one valid commercial driver’s license with proper endorsements, in state of residence;
• Provide 10 years of past employment/contracts;
• NO disqualifying offenses/events as described in most current ACT Driver Guidelines Document
• Successfully complete a road test with ACT personnel
• Meet insurance company’s guidelines
• Have a certified copy of their Birth Certificate, Social Security Card and Drivers License
Drivers considered at risk for Sleep Apnea must provide a physician’s statement of testing and or treatment. Refer to the Safety Department for risk factor guidelines.

### Hours of Service

**ON DUTY ACTIVITY**

American Central Transport, Inc., prohibits any Company Driver from driving for another motor carrier while employed by ACT. Part 395 of the FMCSR outlines the definition of “on duty” activities. Performing any work for another motor carrier or any compensated work for any other person/business is considered “on duty” and is logged as “on duty”.

Compliance with the FMCSR regarding hours of service is mandatory, **American Central Transport, Inc.** is committed to being in absolute compliance at all times.

- As required by law, American Central Transport, Inc. will not require or permit Hours of Service violations. When planning and coordinating loads with drivers, ACT must rely on the driver, to communicate to their Logistics Leader an accurate number of hours available to deliver a load safely and legally. **Drivers must also communicate to their Logistics Leader any time circumstances exist which would prevent them from delivering the load safely and legally.**

- **Under no circumstance is it acceptable or permissible for a driver to violate the hours-of-service rules.** Such violations are serious and those violating the rule will be subject to disciplinary action up to and including termination of employment. Questions regarding hours of service should be addressed to the Safety Department.

### Log Procedures

During orientation, drivers will attend an overview of the American Central Transport, Inc. log procedures and regulations. Drivers are required to understand the proper procedures and to comply with FMCSA regulations. A driver in violation of log procedures and regulations may be subject to disciplinary action up to and including termination of employment.

Our intent is to give a brief overview of items scrutinized by ACT’s Safety Department as well as the D.O.T. Some violations may seem minor; they are, nonetheless, violations. Drivers must make every effort to stay within the guidelines set forth in section 395 of the FMCSR. American Central Transport, Inc. may cross-reference log information and all other information with our software programs to insure compliance with Federal Regulations. Every driver should carry a copy of the FMCSRs.

- ACT will audit all logs for compliance with Federal regulations.
- Drivers must obey and understand the hours’ limitations.
American Central Transport, Inc. maintains records, which include driver’s daily call-ins with location, time, available hours, and call back numbers.

The Safety Department is always available to answer any questions. Do not hesitate to call.

Complaints of the Federal Hours of Service Violations may be made to FMCSA Region Director at Olympia Fields, IL office at 708-283-3563. The address is: Regional Director, Federal American Central Transport, Inc. Safety Administration, 19900 Governors Drive, Suite 210, Olympia Fields, IL 60461 or by calling the Wisconsin FMCSA office at 608-829-7530.

**LOG VIOLATION REPORTS:**

ACT will send you a monthly log violation report. The report must be signed and returned to the Safety Department. Do not hesitate to call with any questions.

The Safety Department will issue notices to company drivers with log violations, which may include but not limited to a warning, counseling or termination of employment.

**Licensing and Permits**

**TRACTOR PERMITS**

When new permits are available a message will be sent via Qualcomm. Permits expire throughout the year; each trip to the Kansas City area should include a check for new permits issued since your last visit. It is your responsibility to insure the proper permits are with you at all times.

ACT is apportioned for all 48 states, however, New York or Oregon require a special permit BEFORE entering. Please notify the permit department as soon as dispatched into or through New York or Oregon so a permit can be ordered. Keep in mind government facilities are not always open, so the advance notice is very important.

If these documents/permits are not presented as required, an officer will issue you a citation. If this occurs, you will be held responsible for the fine.

**ACT will not pay FINES incurred for inadequate permits. It is the Company Driver’s responsibility to make sure all permits are current.**

A permit book for your tractor has been issued with current permits. Including the following:

- Liability Insurance Card
- Apportion registration OR 30 day temporary registration
- Kansas Cab Card will be provided once it’s received. You are legal for movement in Kansas at this time.
- Authority and Fuel Permits Packet (This packet contains all permits that are photocopied for distribution.)
- Single State Registration
- IFTA license
- Accident Report Kit
- Hazardous Materials Emergency Response Guidebook
- Annual Inspection (Please obtain this from the shop personnel if you have not already done so.)

**TRAILER PERMITS**

The trailer registration is kept in the nose box of the trailer. Trailer registration verification is part of your pre trip inspection. If the registration is missing, immediately notify ACT licensing. A copy of the registration will be faxed to you. If you discover a trailer is missing a plate, please contact ACT licensing immediately so a replacement can be ordered.

The Pre-pass device is a small battery-operated box that mounts on your windshield. This program allows bypass of participating state scales. If a scale is open and you are given a green light you are allowed to bypass. The Pre-pass system does not time you at scales nor do they time you between scales.

I-Pass / Easy Pass - This program allows Company Drivers to avoid paying tolls out of pocket. It is a small battery operated box that mounts to your windshield. It is valid for the following states: Maine, Massachusetts, New York, New Jersey, Pennsylvania, Maryland, Delaware, the Virginias and Illinois. ACT pays for this service for Company Drivers.
Passenger Program

The Passenger program is a privilege, not a right.
Pre-authorization is required!

It would be the preference of our insurance carrier for American Central Transport, Inc. to have a strict no passenger policy in place. However, we understand the importance of passenger programs to our drivers. Therefore, we have implemented the following guidelines and allow passengers on a limited basis.

Federal Motor Carrier Safety Regulations mandate no unauthorized persons to be transported.

FMCSR (392.60(a)):

Unless specifically authorized in writing to do so by American Central Transport, Inc. under 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. When such authorization is issued, it shall state the name of the person to be transported, the points where the transportation is to begin and end, and the date upon which such authority expires.

No unauthorized passengers are allowed in the trucks at any time! The passenger must be pre-approved by American Central Transport, Inc., and
insurance must be arranged. If a driver fails to get proper authorization for a passenger, the driver will be terminated and the driver and passenger will immediately be removed from the truck. The driver and passenger will be responsible for their own transportation home.

Drivers are eligible to participate in the passenger program immediately on or after their start date. The only exception is for minors under the age of 18; they are permitted to ride 30 days after the driver’s start date. Please review the following information.

- Only one passenger will be permitted in the vehicle at a time.
- Only one authorization will be issued per driver at a time.
- Passengers must be ten (10) years of age or older.
- Passengers between the ages of ten (10) and seventeen (17) must be immediate family only (son, daughter, grandson, granddaughter, nephew, niece, etc).
- Passengers between the ages eight (8) and nine (9) are eligible for the passenger program for no more than two weeks at a time between June 1 and August 31 annually. These passengers must be immediate family only (son, daughter, grandson, granddaughter, nephew, niece, etc).

The driver requesting a passenger authorization must have the authorization in their possession prior to the passenger entering the vehicle. Arrangements can be made to fax authorizations if necessary.

- The passenger must provide American Central Transport, Inc., with identification prior to entering the vehicle. This may be a driver’s license, photo work I.D., birth certificate, etc.
- No authorization will be valid for more than 30 days.
- Both the driver and the passenger must sign the request form and return a copy to the Safety department. A guardian’s signature is required for passengers under the age of 18. The authorization is not valid without the required signatures.
- All passenger authorizations are issued by the Safety Department.
- ACT’s Safety Department is responsible for insuring the driver and their passenger have met all criteria.
- All Passengers are required to follow all state and federal seat belt laws.
- Upon approval the Safety Department will issue the driver a copy of the authorization to be carried in the vehicle and a copy to be retained in the Company Drivers file.
Unauthorized passengers will be removed from the vehicle and sent home at their expense.

**PASSENGER GUIDELINES**

- Passengers are restricted from driving.
- No passengers allowed on customer’s dock and or assist in loading or unloading.

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**Accident/Crash Procedures**

*In the event of an accident, it is important that you follow ACT’s procedures for your protection, the protection of the public, and the protection of ACT.*

**COMPASSION FOR THE INJURED**

American Central Transport, Inc., does not encourage Company Drivers to perform any medical treatment, unless you have First Response CPR or medical aid training. However, it is acceptable to provide aid or comfort to any person injured as long as it can be done without jeopardizing yourself or the injured party.

**SECURE THE SCENE**

- Set up flares and/or triangles as outlined in part 392.22 of the FMCSR.
• Unless it poses a danger do not move the tractor until the authorities arrive.

• CONTACT OR HAVE SOMEONE CONTACT THE AUTHORITIES EVEN IF YOU ARE ON PRIVATE PROPERTY.

• Be sure to obtain the name, phone number, and report number of the responding authority.

It is always a traumatic experience if you are involved in an accident, especially if there are fatalities or injuries. However, **DO NOT ADMIT FAULT UNDER ANY CIRCUMSTANCE.** If the situation warrants a criminal investigation, any statement given may be used against you in a criminal proceeding. All statements should be limited as much as possible.

**Call the ACT Safety Department immediately so the necessary representatives can be sent to the accident scene to help protect you and the company’s best interest.**

All breakdowns, accidents or incidents must be reported to your Logistics Leader or the Business Leader on duty.

**Afterhours**

The Operations Night Team will notify the Safety Department.

The Company Driver is required to provide a detailed statement to the Safety Department concerning the incident or accident on the next business day.

Failure to report an occurrence could result in termination.

**DOCUMENTATION OBTAINED AT THE SCENE**

Take pictures of the damage to American Central Transport, Inc.’s equipment or your equipment including any cargo damage. **American Central Transport, Inc.** provides a disposable camera for use at accident scenes. Document the situation with photographs from various angles.

**PICTURES**

• Take pictures giving a clear understanding of how the accident occurred. Make sure to include any view obstructions or signs and contributing factors.

• Take pictures of the other party’s damage and anything else that may be of importance in regards to the other party.

• Use the entire roll of film.

• Include landmarks and permanent fixtures.

• Take several photos of each view.

• Use the flash in the dark.
• Include all vehicles in the photos even if no damage.

• Indirectly get participants in the photos but do not take pictures of the injured/deceased.

ALL TRAFFIC ACCIDENTS AND VIOLATIONS ARE TO BE REPORTED IMMEDIATELY! Failure to report will result in immediate dismissal. All repairs will need to be repaired. Any vehicle damage will need to be documented on the Company Driver’s vehicle inspection report.

INFORMATION YOU MAY OFFER

• Your name, address, and license number.

• American Central Transport, Inc.’s address and phone number.

• Description of your tractor and trailer.

• Insurance information

WARNING DEVICE PLACEMENT

The placement of warning devices at the scene is critical, to warn other motorists of trouble and to prevent additional accidents from occurring.

The following general principles apply for accidents or breakdowns on two-lane roads or undivided highways.

• On the traffic side of the stopped vehicle, 10 feet from the rear.

• Place another device 100 feet from the rear of the vehicle.

• Place a third device 100 feet in front of the vehicle.

Accidents or breakdowns on divided highways or one-way roads:

• Place all devices on the traffic side of the vehicle, facing oncoming traffic.

• Place devices at 10 feet, 100 feet, and 200 feet from the rear of the vehicle.
Accidents or breakdowns occurring within 500 feet of a curve or crest of a hill:

- Place one of the devices between 100' and 500' from the stopped vehicle in the direction of the curve or hill to give motorists ample time to react.
- Place two of the warning devices to the rear of the vehicle at 100' and 200'.

Parking of a tractor or trailer on the public highways or right of way is strictly prohibited except in the event of an emergency. When circumstances require parking of a tractor-trailer on the public highway or right of way, safety triangles or emergency road flares should be deployed as required by DOT Regulations.

**Post-Accident Requirements**

American Central Transport, Inc. policy and the Federal Safety Regulations (382.303) require drivers of commercial motor vehicles to submit to DOT drug and alcohol tests as soon as practicable following any accident in which a driver:

1. Was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life; or

2. Received a citation, citation & tow, or citation & injury under State or local law for a moving traffic violation arising from the accident.
An “accident” (390.5) is defined as an occurrence involving a commercial motor vehicle operating on a public road which results in:

- A fatality; or
- Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Company Drivers are strictly prohibited from using alcohol for eight hours following an accident or until the post-accident testing requirements are carried out, whichever occurs first.

Failure or refusal to follow these instructions, including the use of alcohol prior to the required post-accident alcohol test, will be considered a refusal to submit to a test, which will result in immediate termination of employment.
Company Drivers are reminded excessive claims due to driver negligence or not following procedures leads to unnecessary cost for the company as well as damaging customer relations. Such claims will lead to the driver’s termination.

Loading and Unloading Procedures

LOADING

Count and Condition

Drivers are required to be on the dock at the loading location, to view and supervise the loading process. Confirmation of the count and condition of the freight being loaded is vital. Viewing the loading procedures to make sure the load is secure will help to prevent damage or shifting.

If the driver is not allowed on the dock, view the freight before the doors are shut and sealed, then confirm the correct count and the freight is free of damage to the best of your ability. Do not sign for the exact piece count if the load consists of a large quantity of pieces. Indicate the number of pallets or the number of units instead.

If you detect an incorrect piece count or damaged freight, DO NOT SIGN FOR THE SHIPMENT!!! Contact your Logistics Leader immediately and arrangements will be made to correct the problem, or the proper notation will be placed on the shipping document.

Secure it
Against Movement: Per FMCSR 392.9 (a)(1) the cargo must be properly distributed and adequately secured. If the shipper will not adjust the cargo distribution accordingly, call your Logistics Leader immediately for instructions. The following loading patterns must be addressed.

- **Gap in the bulkhead**: There must not be a gap between the nose of trailer and the cargo, which would allow the cargo to shift forward. This problem may be remedied by using dunnage to fill the void.

- **Gap in the rear**: There must not be a gap between the cargo and the rear of the trailer, which would allow the cargo to shift to the rear. Using load locks, friction mats, straps, or blocking may remedy this problem.

- **Combination Double/Single stacked loads**: The cargo must not be double stacked and single stacked without the double-stacked cargo being secured against forward and back motion. This problem may be remedied by using dunnage, load locks, or straps.

- **Singles down the middle**: Single pallets must not be loaded down the center of the trailer. This problem may be remedied by using dunnage on the sides to fill the void or by blocking.

### Sealing the Trailer

- If the load is in good condition, counted, and properly loaded and secured, your next step is to seal the trailer. You or the shipper may apply the seal, but you must confirm the trailer is sealed. The seal number must be recorded on all copies of the Bill of Lading. Carry seals with you, incase the shipper does not provide one. Notify your Logistic Leader immediately before accepting the load if no seal is available. All loaded trailers must be sealed.

  - After the load is sealed, place a padlock on the trailer. Each loaded trailer is required to be padlocked while in your possession.

  - If you use your load lock(s) or straps to secure the load and have to drop the trailer at some location other than destination, **DO NOT BREAK THE SEAL**. Instead, notify your Logistics Leader, which trailer you left your securing device(s) in. They will facilitate getting them returned to you at the Maintenance Facility.

### Bill of Lading (loading)

- **Shipper, Load, & Count (SL&C)**: are required to be documented on the BOL for all loads where the shipper was in charge of the loading and counting of the product.

- **Seal Number**: all loads are required to be sealed and the seal number noted on both the shipper’s and the driver’s copy of the BOL.

- **3 ‘T’s**: document the tractor, trailer, and the trip number on the BOL.
• Driver’s Signature: If you are convinced you have the correct count, the shipment is in good condition, and properly loaded, secured, and sealed, then sign the BOL. Your signature on the BOL is your statement that you have received the load in good condition and that the piece count is correct.

Weigh the Trailer
• Make sure the weight and weight distribution are within legal limits. Contact your Logistics Leader with any problems. You, not ACT, are responsible for overweight fines.

UNLOADING
Count and Condition
• If your dispatch instructions require you to count freight, then it is important to do so. The shipper is depending on the correct product count arriving at the receiver.
• Supervise the unloading of the trailer, if required, carefully watching for damage caused by forklift operators and other causes. Our objective is to obtain a delivery that is free of any notations or exceptions

Bill of Lading (unloading)
• Note the seal number by writing “Seal # __________ Intact at Delivery” on the BOL. It is important the seal number is recorded on the documents at arrival.
• Obtain the consignee’s signature certifying acceptance that the shipment is in good order and of proper count.

OS&D
• If the consignee refuses to sign for the load or notes exceptions on the delivery documents contact your Logistics Leader or someone in the Operation or Safety Departments immediately and while you are still at the consignee.
• In the event of an overage, shortage, or damage, the OS&D report will be filled out over the phone with you. This report will be kept on file with the remainder of the load information in the event a cargo claim is filed against ACT. Do not leave the customers facility until the OS&D report is complete.

Refusals
• Ask the Customer why the load is being refused and relay that information to your Logistics Leader or the Safety Department.

Damaged Freight
Contact your Logistics Leader or the Safety Department immediately. Take a picture if possible.
WORKING SAFELY

You must be able to answer these questions.

- Where in the trailer was the freight?
- Was the freight on pallets?
- Was the damage concealed in a pallet?
- Load shift during transit? If so why?

Theft

- Contact your Logistics Leader immediately if the seal is broken or missing.
- Do not move the truck or trailer.
- Your Logistics Leader will advise if police should be called.

SAMPLE BILL OF LADING

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<td>ALL PIECES ON THIS SHIPMENT ARE IDENTIFIED WITH MARK #00020634</td>
</tr>
<tr>
<td>CALL FOR DEL APPT 404/762-4944</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEALING</th>
<th>1599701</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE GOODYEAR TIRE &amp; RUBBER CO., SHIPPER</td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td>11/10/05</td>
</tr>
<tr>
<td>1144 E. MARKET ST., AKRON, OH 44316-0000</td>
<td></td>
</tr>
<tr>
<td>MAIL ORIGINAL FREIGHT BILL TO:</td>
<td></td>
</tr>
<tr>
<td>FREIGHT ACCOUNTING DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>P.O. BOX 1709 AKRON, OH 44309-1709</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECEIVED IN APPARENT GOOD ORDER - EXCEPTIONS NOTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARRIER PER:</td>
</tr>
<tr>
<td>DATE: 11/11/05</td>
</tr>
<tr>
<td>Lead#, 269907</td>
</tr>
<tr>
<td>Prt#: 0002</td>
</tr>
</tbody>
</table>

Proper BOL notation
Freight Security

The trucking industry is a potential threat for terrorists and cargo thieves. Due to a high likelihood of theft, loaded trailers should never be parked un-tethered from the tractor unless the trailer is left at an approved drop lot or you receive permission from your Logistics Leader. All company equipment should be parked in a well-lit, secure area while away from our terminal and should never be left unattended for extended periods of time. Ideally, back up to a light pole or fence to minimize the chances that someone will break into the back of your trailer. Here are a few suggestions for Company Drivers to avoid being victimized while on the road.

- Have proper photo identification and shipping documentation. Be prepared, law enforcement officials may stop your truck frequently.
- Maintain regular communications with your Logistics Leader and Operations Department.
- Report any suspicious activities to the local police - - if an emergency, contact 911.
- Vary the route when possible.
- Park in areas where other truckers are present.
- Do not stop on dark roadways or in deserted areas while waiting to make deliveries.
- Use reputable truck stops along the route.
- When possible, go directly to the delivery point without making any stops.
- Don’t take your load home or park in an unsecured area such as a parking lot or mall.
- Be aware of vehicles that are following your truck and of strangers asking you questions.
- Be suspicious, of individuals having you stop as a result of an alleged traffic accident. If unsure, whether an accident has occurred, drive to a police station or to a well-lit busy location before stopping.
- Always lock the tractor doors and make sure all trailer and containers doors are secured with a heavy-duty padlock.
- Keep your tractor windows rolled up.
- Don’t talk about your load on the CB radio.
- Do not pick up hitchhikers.
- Remain aware of your surroundings at all times.
- Stay alert!
- Company equipment should always be parked at the Maintenance Facility when in the Kansas City area.
• Never advertise to anyone where you are picking up your load, where you are delivering, or what product you have on your trailer.

• When hauling a valuable load, ideally don’t stop for the first 100-150 miles. This practice will discourage someone from following after load pick up.

If you ever feel as though your safety is in jeopardy, LET SOMEONE KNOW, either contact the police or notify your Logistics Leader. Your safety takes priority over everything.

Haz Mat

The most important step in the proper handling of hazardous materials is identification. This is the foundation for carrying out all other phases of the program. Identification will vary from shipment to shipment according to packaging, marking, labeling and information provided on the shipping documents. The means of identifying hazardous materials are as follows:

IDENTIFICATION

• Container Type: Containers such as cylinders, battery cases and drums are an indication that a shipment might involve hazardous materials. However, non-hazardous materials may be shipped in very similar containers. Whether or not the shipment is hazardous must be verified by additional means.

• Container Labels: The presence of diamond-shaped labels on packages usually indicates a shipment includes hazardous materials. These labels must be read in order to distinguish them from other shipping labels, which might appear on the package. Absence of these labels does not necessarily mean that a shipment is not hazardous. Many hazardous materials are exempt from labeling requirements but not from other regulatory requirements.

• Marking: Packages containing hazardous materials must be marked with the proper shipping name and identification number (U.N. Number) of the contents unless shipped under a “Small Quantity” or “Limited Quantity” exception or when “Consumer Commodity” is indicated.

• Hazardous Substances: If a material meets the definition of a hazardous substance, the letters “RQ” should appear on the package along with the proper shipping name. For such shipments the letters “RQ” must also appear on the shipping documents. Do not confuse Hazardous Substances with Hazardous Materials. Hazardous Materials are regulated by DOT; the EPA regulates Hazardous Substances. When a material is determined to pose an unreasonable risk to the environment in a specific quantity, then the letters “RQ” must be added to the shipping description on the package and the shipping document. You must check Schedule A of the regulations to determine the quantity in one container required before the “RQ” designation is assigned.
**SHIPPING PAPERS**

The shipper is responsible for properly completing the shipping documents. The carrier (Company Driver) is responsible for ensuring the shipper has completed the shipping documents in a proper fashion. When a hazardous material is to be shipped with a material that is non-hazardous, the hazardous material description entries must:

- Be entered first or,
- Be entered in a color that clearly contrasts the color used to describe the non-hazardous material.
- Descriptions on a reproduction or duplicated copy may be highlighted rather printed in contrasting color.
- Be identified with an “X” placed before the proper shipping name in the column captioned “HM.” The “X” may be replaced by “RQ” if the hazardous material also meets the definition of a Hazardous Substance in the quantity in one container.

**Other Required Items:**

- If a shipping document consists of more than one page, each page must be consecutively numbered and the first page must bear a notation specifying the number of pages included in the document. For example: “Page 1 of 4 pages.”
- The total quantity of the material covered by one description must appear either before, after, or both before and after the description of the material. It is acceptable to use abbreviations to specify the unit of measure. For example: “10 ctns. (cartons) Acetone, 3, UN1090, PG II, 1336 lbs.”
- The shipper must provide a 24-hour emergency response telephone number (including the area code or international access code) for use in the event of an emergency. This number must be:
  1. Monitored at all times.
  2. The number of a person who is knowledgeable of the hazardous material being transported and is familiar with emergency response.

The shipper’s certification must appear on the bill and should read as follows:

- “This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.”

**NOTE:** A motor carrier may not transport a hazardous material unless it is accompanied by a shipping document prepared in accordance with 172.200, 172.201, 172.202, 172.203 and 172.204 of CFR49.
DESCRIPTION OF HAZARDOUS MATERIALS ON SHIPPING DOCUMENTS

The shipping description of a hazardous material on the shipping document must include the following:

- The identification number preceded by "UN or “NA” as appropriate must appear.
- The proper shipping name prescribed for the material as outlined in 172.101 of 49CFR.
- The hazard class prescribed for the material must also appear on the document immediately after the proper name of the material except when the proper shipping name contains the key word(s) of the hazardous class of the material, such as Flammable Liquid, Poison B or Corrosive Liquid N.O.S. This information can be located in the same section of 49CFR indicated in "1" above.
- The identification number (preceded by “UN” or “NA” as appropriate).
- The proper packaging group.
- The total quantity by weight or volume, including the unit of measure, of the hazardous material must be indicated. For example: “800 lbs.” or “55 gal.”

NOTE: The basic description specified in 1, 2, 3, 4 and 5 above must be shown in sequence. For example: UN1090, Acetone, 3, PG II, 1336 lbs.

CONTACT THE SAFETY DEPARTMENT IMMEDIATELY if you have any questions or concerns after you receive the shipping documents. ACT will verify the shipping documents have been properly completed and the correct placards used. In addition, a quick review of the general knowledge rules regarding hazardous materials shipments will be done.

HAZ MAT LOADING AND UNLOADING

- No hazardous material shall be loaded into or unloaded from any motor vehicle unless the hand brake is securely set and all other reasonable precautions have been taken to prevent motion of the vehicle during the loading and unloading process.
- Make a careful check and count of the hazardous materials packages (when possible). Inspect packages and/or containers for leakage or damage. Do not accept any shipment if packages or containers do not appear to be in proper condition, including labels and marking.
- Smoking on or about any motor vehicle while loading or unloading any explosive, flammable liquid, flammable solid, oxidizing material or flammable compressed gas is forbidden.
• When loading or unloading any explosive, flammable liquid, flammable solid, oxidizing material or flammable compressed gas, extreme caution must be taken to keep fire away from the vehicle. This includes prohibiting people in the vicinity from smoking, lighting matches or carrying any flame, lighted cigar, pipe, or cigarette.

• Any package or container that is not permanently affixed to the motor vehicle must be secured against movement within the vehicle upon which it is being transported.

• Apply a placard (supplied by the shipper) to the front, rear, and both sides of the vehicle for each hazardous material that requires a placard. (Extra placards should be carried in the vehicle.) Make sure the writing on the placard is horizontal and that the placard is mounted at least three (3) inches from any other writing on the vehicle. After reaching the consignee, the placards cannot be removed until the unloading process is complete. However, placards must be removed, before traveling to your next destination.

• The Company Driver will also be aware of the characteristics of the hazardous material(s) being transported, as well as, the emergency response information. This is accomplished with the Hazardous Materials Emergency Response Guidebook that is assigned to each vehicle. Each Company Driver will know the guide number(s) for any hazardous material(s) contained in the shipment.

HAZ MAT IN TRANSIT

• The Company Driver shall have the shipping paper(s) within immediate reach while restrained by the seat belt while driving. The only location American Central Transport, Inc., considers acceptable is the pouch that is mounted in the driver’s door.

• The shipping paper shall be either on the seat on the driver’s side of the vehicle or in the pouch that is mounted on the driver’s door when the Company Driver is not actually driving.

• DO NOT SMOKE or carry any lighted smoking materials on or within 25 feet of marked or placarded vehicles containing any explosive, flammable liquid, flammable solid, oxidizing material or flammable compressed gas.

• When fueling a placarded vehicle, the engine must be off and the driver or pump attendant must stay at the nozzle.

• When transporting placarded amounts of hazardous materials, the Company Driver must stop at all railroad crossings. The stop must be made within 50 feet of the nearest rail but no closer than 15 feet. If all sets of tracks are clear the driver may proceed but do not shift gears until clearing all sets of tracks per part 392.10.

• Shipments containing any quantity of hazardous materials may not be transported through any vehicular tunnel. Turnpikes are also prohibited.
The only exception is when Federal, State and, local laws permit such travel.

- Pass open fires only when it is safe to do so and there is no alternative route. Do not park within 300 feet of an open fire.
- Vehicles transporting hazardous materials cannot be parked on or within 5 feet of the traveled portion of a public street or highway except for brief periods when the necessities of operation require the vehicle to be parked and it is impracticable to park the vehicle in any other place.
- A vehicle containing hazardous materials that is parked on or within 5 feet of a public street or highway must be attended by the driver at all times. Attending the vehicle means the driver is in the vehicle, awake, and not in the sleeper berth, or is within 100 feet of the vehicle and has a clear and unobstructed view of it.

BREAKDOWNS WITH HAZ MAT

- Reflective triangles will be placed around the vehicle in accordance with 392.22 to 392.25 of the FMCSR.
- Special effort shall be made to remove the vehicle to a place where the hazards of the shipment may be protected against exposure.
- Contact the Maintenance Department to facilitate repairs of the vehicle. It is imperative for the driver to notify the Maintenance Department of the nature of the cargo being transported.

ACCIDENTS AND INCIDENTS WITH HAZ MAT

- Reflective triangles will be placed around the vehicle in accordance with 392.22 to 392.25 of the FMCSR to prevent additional accidents.
- Contact the authorities. The driver may not leave the vehicle to make the notification. It will be necessary to have someone else make the notification.
- Do not let people congregate in the vicinity unless they are authorized to be there. Secure the area.
- Contact the Safety Department be prepared to give the following information:
  1. Your name and the number where you can be reached.
  2. The emergency response telephone number.
  3. Exact location of the accident or incident.
  4. The name of the shipper and the consignee.
  5. The name(s) of the hazardous material(s) contained in the shipment.
• Assist the authorities in any way possible but do not speculate on the nature of the material or the cause of the accident or incident.

• Using the accident reporting kit in the vehicle, prepare a full report and submit it to the Safety Director immediately.

TRAINING AND TESTING
Due to the limited amount of hazardous materials transported by American Central Transport, Inc., the training will be accomplished through three methods.

1. CDL testing for the Haz Mat Endorsement
2. Coverage of the material in this manual during orientation
3. American Central Transport, Inc. will test each driver on the content of the Haz Mat section of this manual.

HAZARDOUS MATERIALS ENDORSEMENT POLICY
Request the most current HAZ MAT endorsement policy from the Safety Department.

ACT Practices and Procedures

Consistent use of uniform procedures saves time and money.

American Central Transport, Inc. has built a reputation for delivering 100% quality on-time service. Our goal is to do it right the first time and we are measured as a team effort. This theme of quality and service serves as the foundation that directs all our daily activities to our customers. Expert and professional drivers are absolutely essential for the company’s success. Each Company Driver must be committed to:

• Pick-up and deliver freight on time, safely, and legally.
Team effort is the key to ensuring our ability to provide quality service to all of our customers. We live and operate in a de-regulated environment. There are four significant statements that we must remember every day:

- **The customer is in control and determines who gets the freight.**
- **We don’t control the market.**
- **There are many competitors in the truckload market.**
- **Working together is critical to our/your success.**

Company drivers may not refuse loads offered, provided the load offered allows the company driver to deliver the freight within the company driver’s legal hours of service and does not interfere with preplanned home time.

**Operating Procedures**

**GENERAL GUIDELINES**

ACT services the Midwest, Ohio Valley, Southeast, and Northeast regions. There are circumstances that may warrant our drivers delivering outside these areas when spot freight is available.

Communication is a critical item in the smooth running of any business. It is very important that you communicate with your Logistics Leader on any issues or problems that may impact on-time delivery. The Operations Department is constantly working and planning ahead to keep each Company Driver moving as much as possible.

**HOURS OF OPERATION**

Logistics Leaders are available Monday – Friday, between the hours of 7:00 a.m. - 6:00 p.m. and Saturday 7:00 a.m. - 4:00 pm. During all other hours, a small team is available to assist you with emergency situations.

If you need to speak with either the Safety or Maintenance Department after hours, contact the after-hours team using your normal contact number. A team member will then put you in touch with the appropriate department representative.

- Reminder: The computer is shut down from 1:00 a.m. to 4:00 a.m. for system backup.
CHECK CALLS
Each Company Driver is required to update hours and availability between 6:00 a.m. & 10:00 a.m., seven days a week if you are under dispatch or available for a load. Use Qualcomm message # 11.

DISPATCH PROCEDURES
First In - First Out

- All loads are offered or assigned based on the following criteria: Availability, empty miles, PTA and time off.
- Company Drivers are offered several loads options if available, and provided on-time delivery is not in jeopardy.
- Live loads and time sensitive loads will be offered first, then pre-loaded or drop/hook freight is offered.
- Dispatch confirmations and offerings are sent via Qualcomm.

Drop and Hook

Drop all empty trailers in good condition (swept, nails pulled, any damage reported, etc.). If a trailer doesn’t meet the customer’s expectations, you, the Company Driver may be charged the cost incurred by ACT to have the trailer corrected. When picking up an empty trailer, ensure that it is clean and any damage has been reported. If you are dropping or picking up a loaded trailer, make sure the seal is in place, and recorded on the Bill of Lading. The BOL should be left/ found in the nose box of the trailer.

Directions

Directions will be available through Qualcomm. If directions are not available through Qualcomm, ACT will get directions for you, call your Logistics Leader.

QUALCOMM

Qualcomm is a satellite communication and tracking program. Its basic purpose is to make communication between ACT and our drivers less complicated and time consuming. Constant awareness of where each unit is located also puts ACT in a better position to update customers on the whereabouts of any given unit at a moment’s notice.

Use Qualcomm to send in all check calls. When you receive a Qualcomm message, press the reply key. This will pull up the return macro message associated with the forward macro from ACT. If no return macro appears with the forward macro, the free-from message will appear.

Instructions

The use of canned messages speeds up communication and helps Company Drivers get their choice of loads as quickly as possible. This is a time and money saving tool for both you and the company.
It is critical that your Qualcomm transmissions are received by Operations. View your Qualcomm screen for any notification of an error and contact your Logistics Leader if assistance is needed. An empty call not received due to a transmission error could result in a delay of your next load choices.

- All times are to be entered as military time (i.e. 1337 for 1:37 p.m.)
- All dates are to be entered in two digits (i.e. 01/14/98)
- On Check Call canned message, when asked for “PTA Final” and “Hrs available when MT”, put in the time and date you will be empty and/or available for a load and how many hrs you have before your next 10 hour break.
- Once you send an Empty Call, please wait at least 30 minutes before calling Operations.
- Use the Qualcomm system only when your unit is safely parked.

Sending Messages:

- Press the Create Message key.
- Then, press the “+” or “-” to scroll through canned messages.
- Or type in number to canned messages
- Press the SEND key to actually transmit the message.

Canned Messages:

- 01 - Arrived at Shipper
- 02 - Loaded Call
- 03 - Arrived at Additional Stops
- 04 - Loaded/Unloaded call for Additional Stops
- 05 - Arrived at Consignee
- 06 - Empty Call
- 07 – T-Call
- 08 - Directions request
- 09 - Payroll Information
- 10 - Preplan Commit
- 11 - Check Call
- 40 – Company Equip Emergency repair
- 38 - Email

Freeform Message
• 00 – Freeform

Use the freeform message when no other message format will adequately cover your needs. Use of this format is slow and expensive, so use it only when absolutely necessary.

**Qualcomm Acceptable Uses**

Qualcomm communication is to be used only for conducting the business of ACT. Replying, answering or sending any messages must be done while the truck is stopped/parked.

**Qualcomm Unacceptable Uses**

Company Drivers are responsible for the content of all messages sent via their Qualcomm. Fraudulent, harassing or obscene messages are prohibited. No abusive, profane or offensive language is to be transmitted. No messages with derogatory or inflammatory remarks about an individual or group’s race, religion, national origin, physical attributes or sexual preferences will be transmitted. Using Qualcomm for personal messages and replying, answering or sending any messages while the vehicle is in motion is unacceptable. The company is billed for each character sent. Using it for personal messages is the equivalent of making unauthorized, long distance phone calls at the company’s expense.

**Customer Service**

This culture of customer service allows ACT to attract and retain some of the best freight and customers in the industry. This, in turn, allows ACT to pay for the increased costs of providing a top quality service, including the costs of top driver per mile rates. Because of the importance of customer service ACT cannot afford to be associated with Company Drivers who do not share our commitment to quality service. Accordingly, ACT has a low tolerance for service failures consistent with our dedication to excellent customer service, on time delivery and safety.

**Communication is a must!!!**

**GENERAL INFORMATION**

• Customer Service is responsible for customer satisfaction.

• Customer Service finds the loads, makes all pick up and delivery appointments, and enters all the necessary information in the computer.

• Broker freight is only taken as a last option and you may be required to contact the broker to obtain additional information. All information from the broker must be relayed back to customer service.

• **Be sure to read the all comments on the loads.** This is Customer Service’s way of communicating with you.

• Comments are not necessarily in chronological order due to the automatic comments on repeat customers.
• Any load that has 1111 or 1231 in the date or time field means we do not have the appointment set yet.

• Communication is a must!! If you are having any type of problem, contact your Logistics Leader and have them relay the information to the Customer Service Representative.

If you need information, call between 7am - 4pm to ensure Customer Service can reach the customer to get the information you need.

On time delivery of all loads is of the up most importance service is the only thing we sell!

Many customers have special needs and requirements, be sure to review all notes and comments. Examples:

• Extremely time sensitive OE freight.
• We cannot just show up late.
• A late delivery can shut down the plant.
• Never leave your trailer unattended.
• High value load.
• Contact your Logistics Leader immediately of any delays. We are required to alert the customer.
• Do not contact the shipper/consignee directly.
• Contact your Logistics Leader if you are told to bobtail in.
• Do not deliver early some customers charge us for a service failure.
• Call your Logistic Leaders immediately if asked to do anything not stated on the order comments. If additional duties are not approved, you may not be compensated (i.e. help unload, re-consign to a different place, etc.) Lumpers are available at most facilities.

Refer to the appendix for most current “special needs” customer requirements.

**Detention**

Detention involves a situation when a customer detains a Company Driver for a period of time for whatever reason. In order to be compensated for down time, the Company Driver must ensure the following steps are completed:

Circle of Service must be completed. This means sending all the required messages (arrived shipper, loaded, etc) timely and accurately.

• Must be on time for pickup and delivery.
• Must get the BOL signed with time in and time out.
• Must put the three ‘T’ on your BOL (tractor, trailer, trip #).
Detention is subject to audit. If an audit reveals that you have made errors or missed any of the steps, detention will not be paid.

**Service Failure Policy**

ACT is unique among transportation companies because of our dedication to high quality customer service. We have worked very hard over the years to establish a reputation as the best in class for service.

Our goal is simple. The company’s strategic plan states: “To be recognized as the #1 carrier in the dry van truck-load industry for safety and service.”

ACT has established quality policies and procedures to correct any service issues to better serve our customers. If a service failure occurs, we conduct a review to determine the cause. A Corrective and Preventive Action Report traces the root cause and directs a course of action to prevent the failure from reoccurring.

As such, a Service Failure Policy has been implemented to ensure we work towards the goal of on time service everyday.

Upon the event of a Company Driver related service failure, the Logistics Leader and the Company Driver will meet face to face to determine the root cause of the failure. Once this meeting has been conducted, the Logistics Leader and the Company Driver will review ACT’s service expectations, gain commitments to ensure there are no future occurrences, and set a follow-up meeting date within 30 days to review the agreed upon expectations and the probability of employment continuance.

If a second Company Driver related service failure occurs within one year, the Logistics Leader and the Company Driver will meet face to face to determine the root cause of the failure. A follow up meeting will be held within 30 days. The Driver will be given a written warning of possible termination that states:

- Any further Company Driver service failures within the next 12 months will impact their employment with ACT and may lead to their immediate termination.
- A Company Driver with (2) two driver related service failures within **one month** will **not be dispatched** any further.
- A Company Driver with (3) three driver related service failures within **one year** will **not be dispatched** any further.

Please note: Employment may be terminated at any time American Central Transport, Inc. determines service failures or customer service have become an issue with the Company Driver.
Maintenance and Vehicle Specifications

Equipment operating on America’s roadways must be in safe operating condition to protect the motoring public.

Company Drivers must be aware of all new regulations with reference to maintaining your Commercial Driver’s License. Booklets are available from the Motor Vehicle Department.

It is the Company Driver’s responsibility to see that all DOT required safety equipment is in the unit. If you are missing a Fire Extinguisher, Flares, or any other safety equipment, please notify the ACT Maintenance Department, replacement equipment is available.

Company drivers are assigned to a vehicle that is in good physical and operating condition. Drivers are responsible for anything affixed to or located in the vehicle. Drilling holes inside or outside the vehicle, or otherwise altering or tampering with items inside or outside the vehicle is not permitted. Drivers will be responsible for any charges incurred by American Central Transport associated with restoring the vehicle to its condition when assigned. The need for restoration of any tractor is a direct result of violating company policy. Violation of company policy will lead to termination of your employment. This includes negligent abuse of company equipment (i.e. tractors and trailers).

Drivers are responsible for the cleanliness of the inside of the assigned vehicle. The truck must be cleaned before it goes to any dealer for service, before you take time off, or before you terminate your employment with ACT. If the tractor has to be cleaned out by the Maintenance Department, you will be charged for cleaning.
The tractor and trailer assigned must to be returned to the ACT Maintenance Facility if employment is terminated. All equipment must be returned in the same condition in which it was assigned. If the tractor or trailer is not returned to the ACT Maintenance Facility the driver will be charged any expenses incurred by American Central Transport, Inc. to recover the vehicle(s).

American Central Transport, Inc. is not responsible for any personal items left in the vehicle. This includes any item(s) stolen from the vehicle; items left in the vehicle at a repair facility, or items left in the vehicle after termination.

ACT has installed a truck wash at our ACT Maintenance Facility. The same card you use to access the front gate will also activate the truck wash. Washes are limited. In order to maximize the productivity and cost efficiency of the wash, trailers MUST be pulled thru when tractors are washed. **NO ENGINE WASHES.**

**NOTE: WE DO NOT ALLOW PETS OF ANY KIND IN COMPANY OWNED VEHICLES!**

**Tractor Markings**

You are authorized and required to use identification decals provided by ACT. Company drivers are not authorized to create or paint your own ACT logos or markings. Decals provided by the company must remain on the tractor.

**Trailer Specifications**

Dry Vans

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>53' and 53' Air</th>
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<tr>
<td>Length (L)</td>
<td>53'</td>
</tr>
<tr>
<td>Width (W)</td>
<td>102&quot;</td>
</tr>
<tr>
<td>Height (H)</td>
<td>*13.6&quot;</td>
</tr>
<tr>
<td>Inside L</td>
<td>52'9&quot;</td>
</tr>
<tr>
<td>Inside W</td>
<td>98 5/8&quot;</td>
</tr>
<tr>
<td>Rear Door Opening W</td>
<td>98 5/8&quot;</td>
</tr>
<tr>
<td>Inside Front H</td>
<td>110&quot;</td>
</tr>
<tr>
<td>Inside Rear H</td>
<td>110&quot;</td>
</tr>
<tr>
<td>Rear Door Opening H</td>
<td>110&quot;</td>
</tr>
<tr>
<td>Weight</td>
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<tr>
<td>Suspension</td>
<td>Spring Ride, Air Assist &amp; Air Ride</td>
</tr>
</tbody>
</table>

* Overall Height of Trailer was specified for a 47.5" Fifth Wheel.

Be Aware of Overhead Obstructions. (Bridges, overpasses, electrical and telephone lines)

Always Check Air in Tire before Calling Anyone.
Hub Oil - 90 Weight Gear Oil.

**Required Items**

Company Drivers are required to have the following items available to them at all times when on duty.

- ACT Photo ID Badge
- Driver Procedure Manual
- Two Load Locks*
- Current Hazardous Materials Emergency Response Guidebook
- Fuel card
- Permit Book, which must contain current issues of:
  - Contract/Lease
  - Insurance ID Card
  - Apportionment Identification Card
  - Applicable State Permits
  - Annual Inspection
  - Trailer Certification packet
- Federal Motor Carrier Safety Regulations
- Up-to-Date and current Log Books
- CDL with HAZMAT Endorsement
- Fully Charged Fire Extinguisher
- One (1) Box Emergency Triangles
- Qualcomm in working condition
- Camera
- Kingpin Lock
- Combination Lock
- Accident Report Kit

If securing devises are left in a sealed trailer, the Company Driver must contact their Logistic Leader. The Logistic Leader will arrange for a return or exchange with the Maintenance Department.

**Pre-trip Inspections**

Federal Motor Carrier Safety Regulation 396.3 requires “every motor carrier to systematically inspect, repair, and maintain or cause to be systematically inspected, repaired and maintained, all motor vehicles subject to its control.”
Pre-trip inspections are a vital part of keeping your tractor in good operating condition. These should be performed on a daily basis. The inspection must be flagged. In addition, the D.O.T. requires a second inspection at the completion of each day's activity.

**Roadside Inspections**

Roadside inspections are very important and affect American Central Transport, Inc.’s SafeStat score. These inspections affect whether your truck will be pulled into the scale house to be inspected.

- All roadside inspections must be submitted immediately to the Safety Dept. They are signed and returned to the state that issued the inspection.

- Pursuant to part 396.9 (2) of the FMCSR, American Central Transport, Inc., does not require or permit any person to operate nor shall any person operate any motor vehicle declared and marked “out of service” until all repairs required by the “out of service notice” have been satisfactorily completed.

- If placed “out of service,” documentation of repairs must be submitted with the inspection. Company Drivers must coordinate all repairs with the ACT Maintenance Department. An original invoice is required to show proof the repairs have been made for any maintenance item listed on an inspection.

**INSPECTION REQUIREMENTS** (refer to CVSA Vehicle Inspection Sequence Guide)

**Tractors:**

- Each driver must perform a pre-trip inspection on a daily basis. Federal Regulation also requires a written report of the inspection at the completion of each day.

**Trailers:**

A thorough pre-trip inspection must be completed each day, report any and all damage to the ACT Maintenance Department immediately. Federal Regulations require a written report of the inspection at the completion of each day.

- Before dropping a trailer at any facility notify the Maintenance Department of any needed repairs. No one appreciates hooking to a trailer that needs attention.

- Report any major damage to the ACT Maintenance Department and the Safety Department.

- A walk-around inspection should be done each time the trailer is parked. These inspections are designed to fill the void between the pre-trip and vehicle condition report completion at the end of each day. Any and all damages should be reported to the ACT Maintenance Department immediately.
• Drop the trailer, in good condition. The inside clean and free of nails. The tandems slid completely to the rear and properly locked. The safety pin in place on the slider handle. Report all defective items to the ACT Maintenance Department.

• Do a complete inspection each time you pick up a trailer. If a problem is detected, contact the ACT Maintenance Department immediately. Fresh damage could be the responsibility of the shipper. A report must be on file before you leave the shipper so ACT can collect for damages from the responsible party.

INSPECTION PROCEDURES

Tires:
It is your responsibility to inspect the tires and to report any defects to the Maintenance Department.

Tire Size:
• Dry Vans: 275R22.5 Low Profile Radial, 90 PSI.
• Tractors: 275R22.5 Low Profile Radial, 100 PSI.
• Rule of Thumb - Always check the tire size before making any calls.
• ALWAYS CHECK THE LUGS AFTER A TIRE IS CHANGED.

All tire carcasses must be returned to the ACT Maintenance Facility. Failure to return old tires, regardless of the shape they may be in, may result in a charge to you for a new carcass.

Brakes:
• Lining should have a thickness of 1/4" or more at center.
• All company equipment is equipped with self-adjusting brakes.
• Check for cracked or broken drums.
• Check air-lines to determine if they are chafing or rubbing on each other or on other parts of the trailer.

Axles:
• Oil Level: must be maintained between the “add” and “full” marks.
• Check frequently. Only 90-wt. gear oil.
• Oil Leaks: check for leaking oil seal on interior part of the axle and hubcap leaks on the outside of the wheel.
• Check Alignment: does the trailer dog track?

Suspension:
• Check for broken springs.
• Check for broken spring hangers.
• Check torque arms.
• Use time to also check for cracked or broken frame-cross members.
• Listen for leaks in air-lines and brake chambers as well as air bags on equipment with air suspension.
• Check to see that slider pins are locked and that the safety pin is engaged in the slider handle.

Lights:
• Make sure all lights are operational.
• Wipe off lens covers for better visibility.
• Check turn signals and emergency flashers.
• Look for exposed wiring.

Body:
• Check floor for holes, nails, and loose lumber.
• Look for damage to the exterior, interior, roof, and doors.
• Report any areas that have been recently taped or painted in an effort to conceal damage.

Miscellaneous:
• Check glad hand connections.
• Inspect landing gear.

OBSTRUCTIONS
Always be aware of overhead obstructions (bridges, overpasses, electrical and telephone wires). State height markings are not always correct. If an overhead object looks too low, it probably is too low. It is also important to pay close attention to ground clearance. There could be extensive damage done to landing gears and fuel crossover lines as a result of driving under objects the tractor and trailer won’t clear.

DAMAGE
Damage to company equipment as a result of Company Driver negligence is the Company Driver’s responsibility. This includes, but is not limited to: body damage, tires that are ruined from running them flat or striking a fixed object, axle damage resulting from running hubs low on oil, undercarriage damage from running over a fixed object and interior damage caused by improperly secured cargo.
Routine Maintenance Requirements

INSPECTIONS
The inspection program requires that all equipment be inspected at the ACT maintenance facility on a quarterly basis. Annual inspections are required. The annual inspection will count for the quarterly inspection for the quarter it occurs in.

COMPANY DRIVER MAINTENANCE PROCEDURES
Tractors
Pre-trip inspections are essential to keeping the tractor in good operating condition. This should be done on a daily basis and any noted defects should be communicated to the Maintenance Department.

Routine maintenance is done every 32,500 to 35,000 miles. While exceeding 35,000-mile intervals isn’t recommended, on occasion circumstances may require us to do so. The Maintenance Department will notify the driver when their unit is due for services via Qualcomm. Once the notice is received the truck is due for service, contact your Logistics Leader to be routed to Kansas City for scheduled service.

It is ACT’s goal to complete 100% of all routine maintenance in our shop. With that in mind, there are a limited number of PM slots available each day. It is best to PLAN AHEAD 24 hours when scheduling maintenance. The following is how the ACT shop will prioritize work:

1. DOT out of service under load or assigned to a load.
   Severe driver comfort item under load or assigned to a load
   Example: AC failure
   Heater failure
   Seat failure

2. Scheduled PM
3. Scheduled Non DOT/Non PM that could if left un-repaired could cause progressive damage to equipment.
4. Unscheduled PM’s
5. Non scheduled/Non PM/Non DOT repair

ON THE ROAD MAINTENANCE REPAIR PROCEDURES
Road Repairs
During Shop Hours: Coordinate all repairs for company equipment with the Maintenance Department. It is important the original invoice for repair be submitted along with a completed reimbursement form as soon as possible to accommodate reimbursement. No generic invoices will be accepted.

It is vital the driver contact their Logistics Leader as soon as possible if a delay will cause them to be late delivering the freight.
After Hours: In the event road repairs are necessary after hours and they are minor (with minimal charges), such as flat tires, lights, or oil for hubs, there is no reason to call unless you do not have the money to pay for the repair.

In the event road repairs are necessary and they are major (significant charges), call the After Hours Team. It is important the driver informs the After Hours Team as soon as possible if a delay will cause them to be late in delivering the freight.

For all emergency maintenance repairs after regular shop hours the After Hours Team on duty may instruct you to call --- Paccar (KW) Premier care Roadside Assistance 1-800-592-7747 or you may use your Qualcomm to contact them.

**REIMBURSEMENT FOR REPAIRS**

The driver **must** turn in the original receipt and reimbursement form for reimbursed of repairs. The receipt and form must have the following items on it:

- Your signature.
- Your unit number.
- Your trailer number.
- Your trip number.
- Position of replacement (if for a tire) or the name of the repaired or replaced part.

All tires and other replaced parts must be returned to the Maintenance Department.

**Normal Wear and Tear Items:** These items are the responsibility of American Central Transport, Inc.

Company Drivers are charged with the responsibility of taking care of company equipment and property we entrust to you. ACT will charge you for any damage to company property caused by your negligence.

*Drivers may not affix any items to the interior or exterior of the company truck assigned to them without permission from ACT. Drivers who willfully damage ACT equipment will be terminated and the cost of repairs for any and all damage will be charged to the driver and deducted from the driver’s payroll/settlement.*
General Information

**ACT is recognized as one of the best premium carriers in the United States.**

ACT recruits the best Company Drivers and Contractors along with a “best in class” support system. ACT’s per mile compensation is ranked among the highest in the industry. ACT rewards excellent service and safety with our quarterly and annual awards.

**Fuel/Fuel Cards**

All Company Drivers are required to purchase fuel through the ACT fuel network. Company Drivers will be charged a service fee for purchasing fuel from off network vendors unless approved by your Logistics Leader. The minimum fill for in network should be 100 gallons.

The company will provide a fuel card for your use. There is a transaction fee charged to ACT each time you use the card. You will not be charged this fee unless you get an advance without purchasing fuel.

Additives are not allowed without prior approval of the Maintenance Department.

All windshield washer fluid must be obtained at the ACT Maintenance Facility, or you may get approval from the Maintenance Department to purchase it on the road. You cannot charge it to your fuel card.

When fueling:

- Show Proper I.D.
- Put unit number on the receipt.
- Show HUB meter reading (the correct reading).
- Sign fuel ticket and obtain an original
Settlements

SETTLEMENT OPTIONS

Direct Deposit – Your settlement deposit will be in your account no later than Monday following your settlement week. The settlement statement will be mailed to your contact address on Thursday after 4p.m.

Check – Your settlement check along with your settlement statement will be mailed Thursday after 4p.m. to your contact address.

Please note it is imperative, ACT has your most current contact information. Contact the HR Assistant immediately with any contact information changes.

Payroll Deductions

ACT is required to deduct Federal Withholding Tax and State Withholding, as applicable. The number of dependents indicated on the W-4 form along with your earnings determine the amount of the tax deduction. Each year you will receive a W-2 slip showing your total earnings for the year and the amount of taxes withheld. Social Security payments are also deducted from your pay at the rate established by law. The Company pays an amount equal to your deduction to Social Security.

SETTLEMENT REQUIREMENTS

All paperwork must be received prior to Tuesday for a Friday settlement. Paperwork due days will be adjusted to accommodate Federal and bank holidays, to ensure settlements are available on their regular days.

Settlement number is 800-445-5235 extension 345

To help ensure completion of the settlement process, please refrain from calling the Settlement Clerk on Thursday unless asked to call in.

Truck #, Trailer # and Trip # must be on all paperwork. Submit all paperwork for each load together.

Trip Sheets: Trip sheets must be completed for each load. When a load is dropped somewhere other than the destination or swapped with another driver, the change must notated on the trip sheet.

Shipping Order/BOL: The Bill of Lading is required to have:

- BOL “Seal #_____ intact at delivery” written on it.
- If the Company Driver unloads or assist unloading, the BOL must be marked “Driver Unload” or “Driver Assist”. Contact your Logistics Leader for load assist compensation approval.
- The lumper receipt on the trip sheet must be filled out when a lumper is hired. The lumper’s signature is required.
- All pages of BOL must be scanned.
- Must be signed by the consignee or the Company Driver will NOT be paid.
Reimbursements: The reimbursement portion of the trip sheet must be completed and submitted along with receipts prior to reimbursement. The original receipt for each item must be kept for at least 30 days.

Repair Receipts: All repair receipts on company equipment must be submitted along with the completed reimbursement portion of the trip sheet. Receipts must be submitted even if a copy was faxed to the maintenance department. The tractor, trailer & trip number is required on all receipts. Comchecks will not be reimbursed without an original receipt. Retain all receipts for at least 30 days after reimbursement.

Tolls: Drivers will be reimbursed for authorized tolls with a P.O.# obtained from your Logistics Leader. Company Drivers must write their tractor, trailer, trip and P.O. number on the FRONT of EACH ticket. The reimbursement portion of the trip sheet must be completed and submitted for reimbursement.

Detention Pay: On time delivery is required. Arrival and departure times must be completed on the BOL with the consignee’s signature. Arrival and departure time will be audited with the Qualcomm system.

Garnishment of Settlements

American Central Transport, Inc. is required by law to enforce any settlement garnishments ordered by a court or other government authority.

Performance Reviews

Reviews are conducted on a semi-annual basis. The focus of the review is overall driver performance in the areas of idle, over speed, mpg, on-time delivery, safety, and customer service. Each performance area has established company standards and the driver’s results will be reviewed in a one on one discussion with their Business Leader. Drivers with performance issues may be reviewed more often.

Compensation Adjustment

Annual compensation increases are not guaranteed. Increases in compensation will be based on individual merit, achievement, attitude, performance, safety, and on time delivery ratio, as well as the overall economic condition of the company. Your Business Leader will have the most current guidelines for compensation increases.

Confidential Information

All information concerning Company Driver pay and pay structure, terms of employment, performance appraisals, discipline procedures, and terminations are considered highly confidential. These items should only be discussed with HR, the Payroll Department or your Business Leader. Discussion among Company Drivers of these subjects may lead to disciplinary action up to and including termination of employment.
**Scheduling Time Off**

- Notify your Logistic Leader at least 7 days prior to time off.
- The goal is to get drivers through their home every 7 - 14 days under a load.
- Notify your Logistics Leader at least 7 days in advance if you need more than 3 consecutive days off. An expected return date must be agreed upon with your Logistics or Business Leader.
- If you do not return as expected, the tractor and trailer may be recovered at your expense.

**Vacation Scheduling**

Company Drivers earn vacation on an annual basis. All vacation time is use or lose. It is the drivers’ responsibility to contact their Business Leader well in advance for approval of vacation time, and to assure the proper forms have been completed for the driver’s settlement. For the most current ACT Company Driver Vacation Policy contact your Business Leader or HR.

**Security ID Badge**

As a vital part of our national security and the security of the ACT corporate and maintenance facilities each Company Driver is given a Security ID Badge, (photo identification badge). This badge is required to be worn at all ACT facilities and at our customers’ facilities. The Security ID Badge is also the key to enter the Maintenance Facility gate. A Security ID Badge acknowledgement form signature is required.

**Recognitions**

To recognize the “best of the best”, American Central Transport, Inc., established an associate/driver/contractor/mechanic recognition program in the fall of 2006. Award winners will be posted in the ACT newsletter and on our website at www.AmericanCentral.com.

- Safety Awards, (quarterly and annual)
- Class ACT Award, (quarterly)
- Heart of ACT
- Presidential Award, (annual)
- Service
- Atta Boy
- Million Mile
- 7+ MPG, (quarterly)
- Driver of the Month
Recruiting Bonus

We understand you know the best drivers on the road. ACT only wants to recruit the best drivers on the road. For every recruit that joins ACT and completes orientation, you will get a bonus. We offer different programs throughout the year which may include extra prizes along with the per mile bonus. You can bank on earning extra money for every recruit that completes our orientation program. Please contact the Recruiting Department for the most current program being offered and start earning that extra money.

Returning to ACT

An eligibility committee reviews each driver termination. The committee reviews all the facts, including but not limited to the miles driven, conduct, communication, safety and log compliance. Upon review, the committee determines if a Company Driver is eligible for rehire, if requested.

Proper Appearance

All Company Drivers are representatives of American Central Transport, Inc., in such; we request you present a professional driver appearance. We expect your appearance, including your body, hair and clothing to be clean and neat. Tattoos that may be found offensive must to be covered. Face, lip and eyebrow piercings are not considered part of a proper professional appearance, and are unacceptable. Piercings or offensive tattoos must be covered or removed prior to representing yourself as an ACT Company Driver. Company Drivers must wear their Security ID Badge at all times, while representing ACT.

Tobacco-Free Workplace

The elimination of tobacco products from all ACT properties (except outside the buildings in designated areas) is to help promote an environment of health and comfort for our associates, drivers and visitors. Under no circumstances should anyone smoke or use smokeless tobacco inside our company facilities.

Property Search

To help safeguard the security and property of all our associates, visitors, company drivers, contractors and American Central Transport, Inc., we reserve the right to question all persons, including associates, drivers and vendors entering and leaving our premises. This may include the right to conduct searches for controlled substances, alcohol, firearms, weapons and company property when reasonable suspicion is involved. These searches may include, but are not limited to, any packages, parcels, purses, handbags, briefcases, lunchboxes, toolboxes, or any other possessions or articles carried to and from the company’s property. In addition, the company reserves the right to search any driver’s truck cab (sleepers) or any other area or article on our premises. Inspections may be conducted at any time at the discretion of the company. Any item brought onto company property may be inspected.
Tipping

Under no circumstances are tips to be accepted or solicited. If it is determined that a person has accepted or solicited a tip, appropriate disciplinary action will be taken up to and including termination.

Parking

Designated parking is provided. Do not block the gate, handicapped parking spaces or driveway. ACT is not responsible for possible damages to your car or its contents while on Company property or when carrying out ACT business. Company Drivers should not park in the designated visitors or reserved spaces.

Internet & E-Mail

Computers are available at company facilities to enhance ACT’s training program access ability. The computers are not to be used for non-approved web surfing or email. Company Drivers found in violation will be terminated from employment.

Showers, Laundry and Lounge Facilities

Showers are available for Company Drivers’ use at both the Liberty office and at the Maintenance Facility. Drivers must provide their own shower necessities.

Laundry facilities are available for Company Drivers’ use at the Liberty office. Drivers must provide their own laundry detergent and dryer sheets.

ACT has lounge facilities at both the Liberty office and the Maintenance Facility. Please be respectful of other drivers’ needs. Clean up after yourself!

- Wipe out the microwave.
- Wipe off your table or the counter after use.
- Monitor your clothing in the laundry.
- Remove your items from the washer and dryer promptly.
- Leave the shower cleaner than you found it.
- Do not remove any item you did not purchase.
- Dispose of your own trash.
It is our goal to provide our Company Drivers with a safe and comfortable working environment. We encourage and facilitate open communication at all levels.

Open Door Policy

Company Drivers are welcome at the corporate office. Feel free to come in and speak directly with your Business Leader, Logistics Leader, Safety, Payroll, HR, Licensing and Permits, or any other ACT associate.

If at any time you have a question, comment, idea or concern please bring it to the attention of your Business Leader or the HR Department. No issue will be considered too small or too large to be addressed.

Don’t forget the Driver Hotline is a great place to leave your concerns or suggestions.

Personnel Record

The Human Resource Department in accordance with state and federal laws as well as Company needs, must maintain up-to-date records on all Company Drivers. To keep our records current and correct, it is your responsibility to inform the HR Department of any changes in the following personal information:

- Your current mailing address
- Telephone Number
- Marital status
- Name and telephone number of your emergency contact
- Beneficiary or dependents listed in your insurance policy
- Number of dependents for withholding tax purposes
- Any information that is relative to your employment
This information is kept in a permanent and confidential file. Keeping this information up-to-date is important to you as it ensures your paycheck, benefits and taxes are correct. The HR Assistant must be notified to make personal information changes in all files. All personnel files are the property of ACT.

**Resignation**

ACT is committed to addressing and correcting performance problems through our corrective action initiatives. Company Drivers are welcome to speak with any HR representative concerning problems or needs they have that are not being met.

In order to ensure uniform and consistent procedures for Company Driver terminations, ACT has established guidelines applicable to all such terminations.

**Voluntary Resignation** occurs when a Company Driver resigns, and is separated from their position at ACT through the Company Driver’s request. Company Drivers that wish to separate employment from ACT are requested to give a two (2) week advance notice, in writing, to their Business Leader indicating the last day worked.

**Involuntary Resignation** occurs when a Company Driver is unable to perform job duties in a satisfactory manner, for any failure to meet the expectations in the Company Driver Handbook, Code of Conduct, or any other reason the Company deems appropriate. Company initiated terminations (involuntary resignations) must be approved by the Sr Vice President of Operations and Human Resources. However if a Business Leader is present when serious misconduct occurs, the Business Leader may immediately suspend the Company Driver, pending an investigation and notification to Human Resources. Reasons for an involuntary termination may include but are not restricted to:

- Misrepresentation on employment application
- Performance related problems (service failures, communication, logs)
- Chronic absenteeism
- Misconduct
- Theft
- Insubordination
- Intentional, wrongful, or unlawful misconduct.
- Violation of any company policy

**Job Abandonment**

If a Company Driver is out of contact with their Logistics Leader for (3) three consecutive days without prior approval, the driver is deemed to have quit and will be terminated immediately. An appeal may be made in writing to the Business Leader. If it is determined that there were extenuating circumstances for the absence and failure to notify, the driver may be reinstated.
Outstanding Debt

ACT will determine if a terminated Company Driver has any outstanding debt owed the company and whether the individual has in their possession any company property (e.g. credit cards, tools, ID badge, insurance premiums, company store purchases, Hazmat reimbursement, etc). Outstanding debt will also include the expense of ACT and DOT required pre-employment screenings if the driver resigned within 90 days of hire. After a full accounting is made and all trips are processed a final check will be issued. **Final settlement will be made in the form of a check to the driver’s on file home address.**
ACT intends to comply fully with all federal and state-mandated employment policies. Appropriate notices outlining full policies and your rights are posted as required by law.

Employment of Minors Policy

State and Federal laws regulate the work hours of all workers who are under the age of eighteen (18). State and Federal laws are posted in our facilities. The Company strictly follows these laws and expects the cooperation of all Company Drivers. ACT will hire no one under the age of eighteen.

Equal Employment Opportunity Policy

It is the Company’s policy to fully comply with all laws and regulations to assure nondiscriminatory employment practices. We will recruit and select applicants for employment solely on the basis of their qualifications. Our personnel practices and procedures, including those related because of race, color, religion, sex, sexual orientation, age, national origin, veteran status or disability. Report any concerns regarding discrimination promptly to a Human Resources representative. We are committed to this policy and we will take appropriate action to ensure equal opportunity for employment is provided with regard to all personnel actions, including but not limited to recruiting, hiring and promoting in all job categories. Decisions regarding employment, and all other personnel actions such as compensation, benefits, terminations, transfers, job opportunities, layoffs, recalls, training and education, will be administered without discrimination and according to company policy.
Employment at Will Policy

The employment relationship that exists between the Company and its Company Drivers is “employment at will”. This means employment may be terminated, at will, with or without cause and with or without notice, at any time by the Company or the Company Driver. This manual supersedes and negates any prior statements, agreements, practices, policies, and representations, oral or written, that the Company would provide employment to an individual on any premise other than an at-will basis or for any period other than an indefinite term. None of the policies or practices described in this manual constitutes or can be construed as a contractual obligation of the Company to employ an individual for any specific term or discharge only for cause. Nothing in this manual limits or modifies the right of the Company to terminate, at-will, its employment relationship with any Company Driver. The Company reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this manual, except for the policy of employment at will. The employment at will policy can only be changed in a signed writing, executed by the Chief Executive Officer.

Immigration and Employment Eligibility

In compliance with the Immigration Reform and Control Act of 1986, the Company will hire only those individuals who are authorized to work in the United States. All individuals will be required to submit documentary proof of their identity and employment authorization. You must prove employment eligibility with in three (3) days, in order to maintain your employment status. You are required to complete and sign, Immigration and Naturalization Service Form I-9, which attests your authorization to work in the job for which you are hired and that the documents you submit are genuine.

Americans with Disabilities Act/
Reasonable Accommodation

ACT will not discriminate against individuals on the basis of disability. The Company will make employment decisions based on the ability of a person to perform the essential functions of a job and not the person’s disability or limitations. Further, it requires management to reasonably accommodate individuals with disabilities, if possible.

In this regard the Company will evaluate whether a person with a disability is qualified to perform the essential functions of his or her position with or without accommodation and determine whether a reasonable accommodation can be made for a qualified individual.

If you believe you need some type of accommodation, please notify your Business Leader or the HR Department as soon as possible. ACT will then work with you to determine if a reasonable accommodation is necessary or possible.
The company also provides reasonable accommodation upon request for company drivers' religious practices and observances unless undue hardship to ACT would result. Company drivers must meet ACT and DOT standards to be considered for employment.

**Family and Medical Leave Act (FMLA) and National Defense Authorization Act (NDAA)**

ACT grants leave in accordance with all Federal and State regulations of the Family Medical and Leave Act (FMLA) that took effect on August 5, 1993, and the National Defense Authorization Act (NDAA) that took effect on February 28, 2008.

If a Company Driver has been employed by ACT for at least 12 months and worked at least 1,250 hours during the previous 12 months, they may qualify for FMLA or NDAA leave. FMLA/NDAA are federally regulated programs. Please contact the HR Department for complete and current guidelines.

American Central Transport requires drivers who qualify for FMLA/NDAA to complete the required paperwork for the protected time off. A driver who needs time off for an FMLA/NDAA qualifying event is also required to use any available vacation time concurrently. A driver placed on Worker’s Compensation will also be placed on FMLA, if they qualify. The FMLA will run concurrent with the Worker’s Compensation.

Under no circumstances is ACT obligated to pay your portion of your benefit cost while you are on FMLA or NDAA leave. Your benefit cost is your sole responsibility. The employer portion of the benefit premiums will continue to be paid while the Company Driver is on leave only if the Company Driver continues to pay their portion of the premiums.

Failure to make payment will result in cancellation of all benefit plan coverage.

Monthly payments must be received by the third business day of the month or the benefits will be terminated. Checks should be made out to American Central Transport Inc. and mailed to the HR Assistant at our Liberty location.

Address for premium payment checks: American Central Transport, PO Box 516, Liberty, MO 64069 Attention: HR Assistant.

Any questions you may have concerning FMLA/NDAA should be addressed the HR Department.
Benefits and Insurance Information

401(k) – Retirement Savings Plan

A 401K gives you the opportunity to invest in your retirement savings in a tax-deferred account. Contributions to your 401K from ACT are dependent on the company’s financial profile, no contribution is guaranteed.

You are eligible if you:

- Have completed 6 months of service with the company
- Are a fulltime Company Driver, age 21 or older
- Work at least 1,000 hours per year

Eligibility will begin on the 1st day of the month following the first year of employment and completion of paperwork and processing.

Insurance Benefits

Company Drivers may elect benefits for themselves and their eligible dependents. All enrollment paperwork must be complete within 30 days of employment. **Benefit Coverage will be effective the 1st day of the month following the completion of the required waiting period.** Premiums will be deducted weekly from the Company Driver’s settlement pay. Benefit premiums are paid one month prior to the effective date of the benefit.

Benefits offered to Company Drivers and their eligible dependents include:

- Medical Insurance Coverage
- Vision Insurance Coverage
- Dental Insurance Coverage
- Short Term Disability Coverage
- Long Term Disability Coverage paid by ACT
- Optional Life Insurance Coverage
- Flex Spending Plan
**Company Driver Time Off**

All company drivers are allotted 6 days of time off each month for personal at home use. Doctor appointments, and special celebrations or events should be scheduled during this time.

Time off is scheduled through the Business Leader at least 7 days in advance.

Time off is scheduled for a minimum of 2 days and a maximum of 4 days during the month. Unused days do not carry over to next month.

Drivers are required to call their Business Leader by 16:00 on the day prior to their return to discuss potential dispatches. Failure to do so will result in disciplinary action.

No advances are given to drivers while on a time off status.

To view the most current time off policy, please contact your Business Leader or the HR Department.

**Company Driver Vacation**

The Company Driver Vacation Policy at ACT is tenure based. The longer a driver is with ACT the more vacation they are eligible for.

Vacation Schedule

<table>
<thead>
<tr>
<th>Tenure</th>
<th>Vacation Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1yr</td>
<td>0 vacation available</td>
</tr>
<tr>
<td>After 1 yr</td>
<td>1 week of vacation available</td>
</tr>
<tr>
<td>After 2 yrs</td>
<td>2 weeks of vacation available</td>
</tr>
<tr>
<td>After 7 yrs</td>
<td>3 weeks of vacation available</td>
</tr>
</tbody>
</table>

Vacation time is available upon your anniversary date. Unused vacation does not during the blackout periods.

To view the most current vacation policy, please contact your Business Leader or the HR Department.

**Holiday Pay**

Company drivers receive holiday pay ($100) for the following holidays, provided the driver is not off work on Workers Compensation or FMLA. Drivers working on the paid holiday will be paid holiday pay plus miles driven on that day.

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
Bereavement Leave

Up to 3 days including the day of the funeral may be taken as bereavement leave, upon the death of an immediate family member, with your Business Leader’s approval. Your HR Department will have the most current guidelines for Bereavement Leave.

Military Leave of Absence

It is the policy of ACT to grant a leave of absence without pay to Company Drivers who participate in U.S. Armed Forces Reserve or National Guard training programs in accordance with the provisions of the Universal Military Training and Service Act.

ACT will comply with all its obligations under USERRA and all other applicable federal, state and local laws.

Voting

The Company will comply with the law requiring unpaid time off to vote in Federal, State and Municipal elections. You should make this request through your Business Leader. We encourage all associates to vote. Absentee ballots are also a good option for OTR drivers.

Jury and Witness Duty

In the event you are required by the court to appear for jury service or subpoenaed as a witness, you will be granted time off from work, however, you must make arrangements with your Business Leader in advance. You are expected to keep your Business Leader informed at least daily of your schedule when you are out of the office for jury or witness duty since requirements of the various courts are different.

Unemployment Insurance

You are entitled to benefits under this plan if you become unemployed through no fault of your own. As a Company Driver, state and federal unemployment insurance cover you. The contribution to this benefit is provided by ACT and requires no payroll deduction on your part.