Welcome to Rush Trucking Corporation

Starting a new job is exciting but can be overwhelming. This driver handbook is designed to answer your questions and point you in the right direction. Hopefully, most of your questions were answered in orientation however, by providing this book you will have a quick reference to help you as you learn about Rush Trucking Corporation, E.D.S., and R.D.S (collectively referred to Rush through this manual).

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

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

This handbook explains our procedures and policies, and provides all the necessary permits you will need. Since the inception of Rush Trucking in 1984, we have seen tremendous growth in our organization. As we grow and change it will be necessary to make changes to this book. We will keep you informed as these changes are made.

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

Rush Trucking’s mission is to be the ‘Best in Class’ Transportation Provider, with the highest level of customer satisfaction, at a competitive cost and the highest level of profitability for the stakeholders.

Management and employees will improve the quality of service, customer satisfaction, and cost through a process of continuous improvement and teamwork.

Quality Policy

Rush Trucking is focused on providing a full range of transportation services through continuous improvement and training. We will exceed our customers’ expectations with quality and dependability.
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Rush Trucking Company History

Rush Trucking was founded in 1984 by Andra M. Rush while attending the University of Michigan. The company was built on expedited and airfreight services. Through the years, the customers’ base has changed along with the focus of Rush Trucking.

We have expanded our services to include interstate truckload, logistics management, expedited service, and have become a single source transportation provider for our customers. We have developed opportunities with Ford, General Motors and Chrysler. Q-1 suppliers and various other companies like Honda and Toyota.

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

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

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

Driver responsibilities are listed below in order of priority.

Read and understand the contents of the Rush trucking manual. You are responsible for 100% of its content.

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

- Driver must comply with DOT regulations.
- Driver must be at least 23 years of age.
- Driver must have a commercial driver’s license Class A or B with air brakes.
- Driver must be able to pass a DOT physical and drug screen.
- Driver must maintain a valid CDL with no more than six (6) points or any speeding violation of 15 miles over speed limit or greater in the last twenty-four (24) months.
- Driver must have the ability to understand and accept directions.
- Driver must have a good understanding of using a map.

CDL Renewals

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

Driver Violations

Drivers are required to notify the state in which he/she is licensed of any violation of state or local law relating to motor vehicle traffic enforcement in another state. This does not include parking violations. FMCSR Part 383.31.a requires this notification must be made by the person either convicted or found to have committed the violation. Drivers are also required by this part to notify the motor carrier within 24-48 hours after the citation was issued.

Notification to the State

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

- Driver’s full name
- Driver’s license number
- Date of conviction
- Nature of violation
- Indication if the violation occurred while in a commercial vehicle
Notification to Rush Trucking

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

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

Annual Review of Driving Record

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

Physical Requirements

Every driver must be re-certified every 2 years by a physician. You will be given a reminder as to the expiration of your DOT physical and must have a re-certification prior to the expiration date. If we do not receive a copy of your DOT physical you will placed on suspension until we receive one. If you are having difficulty finding a clinic to get your physical renewed please contact the Safety Department at 800-990-7874.

Appearance and Attitude

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

Consequences for Lack of Communication

Communication is the most important function of a Rush driver. Rush trucking has secured contracts with automotive companies. In these contracts, rush has agreed to on-time pickups and deliveries. This means, in some cases, that if we shut down a plant, Rush trucking may be held responsible for the damages incurred for service interruptions.

These damages can run as high as $60,000.00 per minute that production is lost.

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

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

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

Payroll Policy

All drivers and trucks are paid weekly, after a two week hold back. Rush Trucking utilizes a computer generated mileage program to compute miles. Should you have any questions regarding payroll, please call 1-888-PAY-RUSH (729-7874). Remember all trip envelopes should be turned in daily via “Trippak”. Trippak boxes are available at truck stops throughout the country. We can not and will not pay for trips without the proper paperwork; this means a valid bill of lading that has proof of delivery.
Comcheck or One-Time Cash Advance

Rush Trucking’s policy is to provide a Comcheck or one-time cash advance only in emergency situations. Rush does not issue cash advances. A 10% fee will be charged for each personal advance or maintenance issued for repairs on equipment not owned by Rush Trucking. Fleet driver Comcheck requests are only issued with truck owner approval.
Protecting Company Information

Protecting your company’s information is the responsibility of every associate. We all share a common interest in making sure it is not accidentally disclosed. Please do not discuss Rush Trucking’s confidential information with anyone outside the company.
Corporate Address
Rush Trucking Corporation
P.O. Box 1011
Wayne, MI 48184
35160 E. Michigan Ave.
Wayne, MI 48184

Toll Free-Main 800-526-7874
Local-Main 734-641-1700
HR 734-641-4355

Wayne Operations Local
KC-Arlington 734-641-1701 Fax 734-728-7027
MI-Cdn-CR 734-641-1702 Fax 734-728-7027
Other 734-641-1703 Fax 734-728-0537
Expedite
RDS 734-641-1711 Fax 734-641-1478

Wayne Maintenance
Toll Free- 888-604-7874
Local 734-641-1848
Fax 734-728-8878

Payroll
Local 734-641-1849
Fax 734-641-4376

Safety
Toll Free- 800-990-7874
Local 734-641-1707
Fax 734-721-8070
Wayne Terminal

38500 Van Born Rd.
Wayne, MI 48184

Guard Shack  734-727-8016
Guard Shack Fax  734-728-8819

Permits-Fuel Tax

Phone  734-727-8044 or 734-727-8045
Fax  734-728-7223

Recruiting

Michigan

Toll Free  800-595-7874
Local  734-641-1850
Fax  734-729-0412

Missouri

Toll Free  800-787-4911
Local  816-231-5659
Fax  816-231-5665

Louisville

Toll Free  877-525-2937
Local  502-327-9028
Fax  502-327-9759

East St Louis IL (Washington Park)

Local  618-857-5000
Fax  618-397-1262
Operations

Bedford IL-CCD

C/O TAI Cross dock
5445 W. 73rd St.
Bedford, IL 60638-6503

Toll Free  888-299-7874
Local  708-728-0648
Fax  708-708-0676

Georgetown KY-GCD

1101 Cherry Blossom Way
Georgetown, KY 40324

Toll Free  800-299-5121
Local  502-867-7757
Fax  502-867-7681

Buffalo WV-Toyota

4590 Buffalo Rd
Buffalo WV 25033

Toll Free  888-262-7874
Local  304-937-2700
Fax  304-937-3434

Louisville KY-Dakkota

12510 Westport Rd.
Louisville, KY 40245

Toll Free  888-729-7874
Local  502-327-9749
Fax  502-327-9759
Kansas City MO

3501 Manchester Trafficway
Kansas City, MO 64129

Local  816-231-5656
Toll Free  800-787-4911
Fax  816-923-1611

East St Louis IL

1480 Warehouse Industrial Dr.
Washington Park, IL 62204

Local  618-857-5000
Fax  618-874-3274

For GPS directions use the following:

6251 Bunkum RD
Washington, Park, IL. 62204
Safety Guidelines Policy

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

Safety Guidelines Procedures

The safety philosophy of Rush Trucking Corporation reflects and communicates our proactive corporate attitude toward safety.

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

All employees are required to:

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

Disciplinary Procedure

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

- Verbal reprimand: An informal discussion concerning the incorrect safety behavior will take place as soon as possible after the supervisor becomes aware of it.
- Written reprimand: A written form that documents the safety misconduct will be presented to the employee and a copy will be placed in the employee's personnel file.

- Warning of probation: A written form will document the safety misconduct and warn the employee that another incident of the behavior will lead to probation. This form will be presented to the employee and a copy will be placed in the employee's personnel file.

- Probation: A period of time during which the employee is given specific rules and goals to meet, along with the advisory that if those rules and goals are not met satisfactorily, the employee will be subject to termination.

- Warning of suspension: A written form that documents the safety misconduct and warns the employee that another incident will lead to suspension. This form will be presented to the employee and a copy will be placed in the employee's personnel file.

- Suspension: A period of time during which the employee is prohibited from being in the workplace and during which the employee is not paid.

- Dismissal/Termination of Employment: The permanent separation of an employee from the company, initiated for disciplinary reasons.

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

Rush Trucking prides itself on being an industry leader in safety and service. We strive to continuously improve our performance in both of these areas. As a measure of continual improvement, Rush Trucking Corporation and its affiliated companies have revised and improved their log auditing process to better ensure that all drivers are operating within the guidelines of Federal Motor Carrier Safety Regulations and the Ontario Highway Traffic Act. The following information is provided to ensure your understanding of the attached policy.
Federal Motor Carrier Safety Regulation 395.8(k) 1 requires Rush Trucking to maintain all drivers’ records of duty status and all supporting documents for each driver it employs for a period of six months. Supporting documents include, but are not limited to, the following:

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

Each driver is required to ensure that these documents are supplied to Rush Trucking or its affiliated companies in a timely fashion via TRIP PAK within thirteen (13) days of occurrence. Drivers may retain originals of toll receipts for personal records.

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

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

To help carry out this commitment, Rush Trucking Corporation has implemented the following driver qualification procedures.

**Qualification Procedures**

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

**Hiring Standards**

For a current list of Rush’s hiring standards, please contact the Recruiting Department (numbers listed in section 2-2).

Rush Trucking Corporation's hiring standards require all driver applicants to be a minimum of 23 years of age, and have a minimum of 6 months verifiable tractor trailer driving experience within the United States and/or Canada in similar equipment. (FMCSR, Sec. 391.11 (1)). Candidates with more than six jobs in the last three years could be rejected.

Rush Trucking Corporation has a driver finishing program as well. Please contact the Recruiting Dept for details or see section (3-17).

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

- Preventable rollover
- Preventable jackknife
- Preventable rear-end collision

P.O. Box 1011  ●  Wayne, Michigan  48184

03-020-06 DQ and Hiring Policy.doc  1/16/15
• Preventable accident resulting in an injury or fatality
• Any driver with an accumulation of three preventable accidents of any nature within 3 years will not be considered. Any existing driver shall be terminated for the same.
• Any driver that drops a trailer with the landing gear in the raised position shall be terminated, subject to review for mechanical failure.

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

Rush Trucking Corporation will not consider for employment a driver applicant convicted of any drug or alcohol related offense involving the operation of a motor vehicle while within the past 5 years, or any history of an offense involving the operation of a commercial motor vehicle while impaired by alcohol or drugs, or any history of refusing to undergo drug or alcohol testing. Rush Trucking Corporation has a ZERO tolerance policy for drug and alcohol use, see section 7-2 for details.

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

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

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

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

• safely operate a vehicle operated under Rush Trucking Corporation authority
• determine and execute proper cargo securement procedures.
Application for Employment

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

Rush Trucking Corporation’s hiring standards require that driver applicants list all former employers for the past 10 years. Any gaps in employment for more than a one month period must be satisfactorily accounted for on the application. A candidate will be rejected for falsifying information on the application.

License

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

Motor Vehicle Record (MVR)

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

Rush Trucking Corporation’s Safety Department will review all MVR information to determine if driver applicant meets company hiring standards regarding driving record, and to compare against the application for employment to check for completeness and accuracy. (FMCSR, Sec. 391.23)

The MVR must clearly indicate the driver has self-certified with the active licensing state. If the report does not provide a self-certification date the driver will be required to provide proof of self-certification prior to being dispatched. This can be done by fax or online with most states.
Rush Trucking Corporation's hiring standards allows that only those driver applicants with no more than:

- 6 points in 3 years; or
- 3 moving violations in 3 years; or
- 0 speeding violations of 15 MPH or more over the posted speed limit

to be considered for hiring.

**Investigation of Previous Employment**

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

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

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

Rush Trucking Corporation's Safety Department will review all former and current employer information to determine if the driver applicant meets company hiring standards regarding past and current employment, and to determine if the applicant was truthful about information listed on the application for employment. (FMCSR, Sec. 391.23)

**Drug and Alcohol Test Information from Previous Employers**

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

All information from former employers regarding drug and alcohol test results must be in writing and will be retained in a separate file for the driver (if hired).
response is received from a former or current employer, a note stating this will be placed in the file. (FMCSR, Sec. 382.413)

For procedures on hiring of driver applicants who have failed an alcohol or drug test, or have refused to be tested, at a previous employer, see Rush Trucking Corporation's Drug and Alcohol Policy and Procedures (7-2).

Rush Trucking Corporation will not consider for employment any driver applicant who has refused a drug or alcohol test, failed a random, reasonable suspicion, post-accident, return-to-duty, or follow-up alcohol test, or tested positive for controlled substances while with a previous employer. Rush Trucking Corporation has a ZERO tolerance policy for drug and alcohol use, see section 7-2 for details.

Physical Examination and Certificate

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

Rush Trucking Corporation company drivers will not be responsible for costs incurred for pre-employment physical examinations. Rush Trucking Corporation owner/operators and their drivers shall be responsible for the costs incurred for pre-employment physical examinations.

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

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

Rush Trucking Corporation requires all applicants to submit to a DOT pre-employment drug screen to be conducted at a collection site designated by the company. These driver applicants shall not be offered employment until a negative test result has been reported. (See Rush Trucking Corporation Drug and Alcohol Policy and Procedures.)

Road Test and Certificate

Rush Trucking Corporation requires all driver applicants to successfully complete a road test examination conducted by a Rush Trucking driver trainer prior to an offer of employment. The road test examination shall be performed in the type of vehicle the driver will operate for the company. The company's road test examination will be approximately 15 miles in length, and cover the following areas:

A complete pre-trip inspection

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

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

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

Rush Trucking Corporation will NOT accept a valid Commercial Driver's License from driver applicants in lieu of passing a pre-employment road test.
Pre-Employment Screening Report (PSP)

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

Driver Orientation

As a condition of employment all newly hired drivers will be required to successfully participate in and complete Rush Trucking Corporation's 1.5 day driver orientation program.
Driver Orientation and Training Policy

Rush Trucking Corporation is committed to having all drivers new to the organization participate in and successfully complete its driver orientation program. Our goal is to make certain that all new driver associates start their careers at Rush Trucking Corporation with proper training, the right tools and equipment, appropriate driver support systems, and a thorough understanding of company policies and procedures to perform all functions and duties of their job in a safe, legal, and professional manner.

Driver Orientation and Training Procedures

Welcome and thank you for choosing Rush Trucking Corporation for what we hope will be a safe, prosperous, and fulfilling career. The company you choose to drive for is an important and sometimes difficult decision to make. As a driver associate for Rush Trucking Corporation, we value you as a very important part of our organization. For this reason, we believe your decision to join us was the right one.

We also believe that by working together with honesty, respect, and trust, we can build a long lasting, mutually beneficial, and rewarding relationship.

Personal Appearance and Conduct

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

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

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

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

According to Federal Motor Carrier Safety Regulations (FMCSR), Sections 391.25, 27, 43, and 45, the following documents must be renewed on a regular basis: ANNUAL REVIEW OF DRIVING RECORD, CERTIFICATE OF VIOLATIONS, and DOT PHYSICAL EXAM CARD.

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

All our driver associates will have in their possession while operating a company vehicle, a valid and proper class license issued by the state of their residence. Per FMCSR, a driver whose license has been suspended, canceled, or revoked for any reason must report the incident to the Safety Department within 24 hours of the action. Drivers whose licenses are not valid will not be allowed to operate any company vehicle.

Any Rush Trucking Corporation driver will be disqualified from driving if they violate regulations as listed in Sections 383.51 and 391.15 of the FMCSR. The company will fully comply with these disqualification regulations, and under no circumstances will any exceptions be made.

Controlled Substances and Alcohol Overview

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

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

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

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

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

Safety Compliance Overview

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

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

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

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

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

State and Federal regulations, as well as Rush Trucking Corporation, requires the use of seat belts while driving any vehicle. Rush Trucking Corporation's seat belt policy is in P.O. Box 1011  •  Wayne, Michigan  48184
accord with federal regulations which require the use of seat belts while driving any commercial motor vehicle (FMCSR, Sec. 392.16).

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

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

**Reporting to Work**

Drivers are expected to have reliable transportation to get to and from their home terminals. Drivers may not use Rush Trucking Corporation vehicles for personal use or for transportation to and from home, unless permission to do so is specifically granted by an authorized Rush Trucking Corporation official.

**Dress Code for DRIVERS**

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

**Rush Trucking & EDS**

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

Always be professional in the way you appear & act.

In an effort to continue to maintain and improve the Company’s image with customers and the general public, we will continue to have a dress code for all drivers who are leased to Rush Trucking Corporation. The dress code is published, and available in the Safety or Recruiting Departments. Drivers also have it available in their “Red Book”, carried in the vehicle.

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

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

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

Drivers who have chargeable accidents will be required to complete post-accident online training that will include specific courses.

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

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

- light levels
- weather
- pavement condition
- traffic conditions
- mechanical condition
- operator condition
- good vision
- alertness
- sound judgment
- Quick reaction time

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

The core concepts of defensive driving are:

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

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

Intersection

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

Backing

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

Rear Collisions

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

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

Passing

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

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

Being Passed

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

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

Railroad Grade Crossings

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

Oncoming Traffic

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

Turning

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

Pedestrians

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

Extreme Weather and Road Conditions

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

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

P.O. Box 1011  •  Wayne, Michigan  48184

03-040-03 Defensive Driving Policy.doc 9/15/14
Fog

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

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

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

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

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

Road Hazards

Rush Trucking Corporation drivers should be aware of the potential danger of encountering various types of road hazards including:

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

Underpasses

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

**Fixed Objects and Special Intersections**

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

**Physical and Mental Condition**

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

**Following Distance**

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

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

**Driving Speed**

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

**Right of Way**

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

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

When merging onto a highway Rush Trucking Corporation drivers are expected to:

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

When exiting a highway Rush Trucking Corporation drivers are expected to:

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

Curves and Turns

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

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

Rush is not responsible for your personal belongings.

Thank you,
Rush Management
Driver Log Policy

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

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

Rush Trucking Corporation requires use of corporate logbooks provided by TripPak or e-logs within the Qualcomm system for company drivers when available.

Drivers should use only the forms provided by Rush Trucking Corporation to keep track of their time. Below you will find selected guidelines on what Rush Trucking Corporation expects in completion of the required documents.

Federal Requirements - United States

11-hour Driving Rule

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

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

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

- Sleeper Berth – Under the sleeper berth rule you can rest, accumulate off-duty time, make a safe run and still cover the miles in a reasonable time. You can accumulate your required 10 hours of rest by using the sleeper berth in two periods (and only two) of at least 2 hours each. Therefore, if you spend 2 hours in the sleeper berth during the first period, your must spend 8 consecutive hours there during the second period to meet the 10 hours off-duty requirement.
• In calculating your available driving time following your second sleeper berth period, you must be careful. You do not have 11 hours available, but rather 11 hours minus the driving time between the two sleeper berth periods. For example, you spend 4 hours driving between the two sleeper berth periods. Upon completion of the second sleeper berth time you can now drive for only 7 hours. This continues to be true following each sleeper berth period until you have 10 consecutive hours off duty.

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

**14 Consecutive Hours on Duty**

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

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

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

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

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

34-Hour Restart

The regulations include an optional “restart” provision. This allows you to “restart” your 70 hour clock after having at least 34 consecutive hours off duty. A 34 hour restart must include 2 periods between 1 a.m. – 5 a.m. home terminal time. This restart can only be used once per week, 168 hours must pass before another restart can be used.

Rest Break

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

Log Content

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

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

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

13-hour driving rule

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

15-hour on-duty rule

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

120-hour/14-day limit

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

70-hour/8-day limit

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

160-Kilometer Radius Drivers

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

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

The fact that a driver is no required to complete a log does not relieve the driver of any other requirement under the regulations.
A driver who is ordinarily exempted by this regulation shall, when driving a commercial motor vehicle in a circumstance that requires them to make a daily log, shall make a log for the day and enter in it the total period of time that the driver was on duty in the preceding seven or thirteen consecutive days.

**Adverse Driving Conditions**

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

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

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

**Sleeper Berth**

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

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

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

**Post/Pre Trip Inspections**

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

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

Each month drivers will receive a letter via e-mail with score card explaining what violations were issued and date / time. Awards will be given to each driver who receives an excellent score (after 90 days), by the Safety Department in accordance with the S.A.F.E. This program will be explained later in the ORIENTATION. All drivers who enter the unacceptable category on scorecard, 50 points or greater, will be subject to verbal or over the phone training, additional log training in one of our terminals, or Pro Tread online training sessions. Terminations will be issued in the event any driver does not comply with Rush Hours of Service Violation Policy.

Major Violations (Drivers will receive points):

(1) Hours of Service
   (a) 11 Hour rule
   (b) 14 Hour rule
   (c) 70 Hour rule
   (d) 8 consecutive hour rule

(2) Log Falsifications
   (a) Fuel / Tolls
   (b) Citations
   (c) Accidents
   (d) Bridge Crossings
   (e) Roadside Inspections
   (f) Satellite
   (g) DVIR
   (h) Speeding Based on Log Information

(3) Forgery
(4) Missing Logs

(5) Citations
   (a) Moving Non Speeding
   (b) Speeding 0 -9 MPH
   (c) Speeding 10-14 MPH
   (d) Speeding 15 MPH or more **TERMINATION**

(6) Accidents
   (a) Preventable
   (b) Non - Preventable

(7) Roadside Inspection
   (a) Driver Related
   (b) Equipment related

(8) Form and Manner

Minor Violations:
   (1) Incomplete or Illegible Information
   (2) Missing Information
   (3) ECT
Log Violation Policy

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

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

1st Offense – Verbal warning: A verbal warning will be issued to the driver, either by phone or in person.
2nd Offense – Written warning: A second warning will be issued to the driver, either by phone or in person, and will be followed by a letter that will be sent to the driver warning of future infractions.
3rd Offense – A $50.00 fine will be imposed and the driver will be brought into one of the terminals to meet with, or hold a conference call with, a representative of the log department. A Final Warning letter will be issued.
4th Offense – Termination

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

1st Offense – Verbal warning: A warning will be issued to the driver, either by phone, in person, or by Quall Comm Messaging.
2nd Offense – Verbal reminder: A reminder will be issued to the driver, either by phone, in person, or by Quall Comm Messaging
3rd Offense – Written warning: A letter will be issued to the driver reviewing the need to cooperate, and to complete all logs as is required by the D.O.T.
4th Offense – A $25.00 fine will be imposed and a second letter requesting compliance with this issue will be sent to the driver.
5th Offense – A $50 fine will be imposed and the driver will be brought into one of the terminals to meet with, or hold a conference call with, a representative of the log department, and a Final Warning will be issued.
6th Offense – Termination

*All drivers are subject to immediate discharge depending on the severity of the violation.
MULTIPLE DAY OFF-DUTY LOG

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

DATE: 1st day off duty (05-01-08)

NUMBER OF OFF-DUTY DAYS INCLUDING LOG DATE:
(Write 7 in box provided)

DRIVER NAME: (Joe Driver)

DRIVER PIN NUMBER: (JD001)

TRACTOR NUMBER: (B0001)

TOTAL HOURS: "Off Duty" : (24.00)

IN REMARKS SECTION: please indicated days off (Off duty from May 01, 2008 to May 07, 2008 in Wayne, Mi.)
**DRIVER'S DAILY LOG**

(One calendar day - 24 hours)

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>DRIVER'S PIN #</th>
<th>DRIVER MILES (US)</th>
<th>TEAM MILES (US)</th>
<th>TRACTOR NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>12</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If this log covers multiple off-duty days, enter here the number of days covered starting with the date shown above.

**RUSH TRUCKING**

EXPEDITED DELIVERY SERVICE

**COMPANY**

35160 E. MICHIGAN AVE. - WAYNE, MI 48184

**MAIN ADDRESS**

**REMARKS**

<table>
<thead>
<tr>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

**LOG IN EASTERN TIME ZONE**

**CHECK IF ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER DEFECTS - IF NO DEFECTS CHECK BOX AT RIGHT**

**DRIVER'S DAILY VEHICLE INSPECTION REPORT**

(COMPLETE AT END OF EACH WORK DAY)

I HAVE EXAMINED THE VEHICLES INDICATED ABOVE INCLUDING THE PARTS AND ACCESSORIES NOTED TO THE LEFT

**DEFECTS:**

<table>
<thead>
<tr>
<th>POST TRIP ITEM</th>
<th>POST TRIP ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERVICE BRAKE INCLUDING TRAILER BRAKE CONNECTION</td>
<td>HORN - WINDSHIELD WIPERS - SEAT BELT</td>
</tr>
<tr>
<td>PARKING (HAND) BRAKE</td>
<td>REAR VISION MIRRORS - OTHER GLASS</td>
</tr>
<tr>
<td>STEERING MECHANISM</td>
<td>COUPLING DEVICES</td>
</tr>
<tr>
<td>LIGHTING DEVICES AND REFLECTORS</td>
<td>TRAILER AND LOAD</td>
</tr>
<tr>
<td>TIRES - WHEELS AND RIMS</td>
<td>EMERGENCY EQUIPMENT</td>
</tr>
</tbody>
</table>

I CERTIFY I HAVE REVIEWED THE PREVIOUS D.V.I.R.

**COMPLETE WHEN REPAIRS ARE REQUIRED**

Signature of driver reviewing mechanic's repair

Signature of mechanic making repairs

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Example Driver Log
Rush Trucking Group S. A. F. E. Program Details

Eligible Drivers:
- Must be employed by or contracted to, Rush or EDS, or a combination of each for at least 90 days.
- Drivers will not be eligible for awards until their 4th Scorecard.
- Must be a full time OTR/LOCAL driver. Casual drivers/switchers are not eligible.
- Only drivers that receive an “Excellent” rating (0-4 points) on the monthly scorecard will be eligible for an award, as indicated by “Excellent Month Awards” on driver’s scorecard.
- Must have been available for dispatch a minimum of 20 days for the current monthly scoring period.
- Must be in an active duty status when scorecards are generated.

How it works:
The first time a driver becomes eligible he/she will receive a S.A.F.E. DRIVER hat, indicating that the driver has achieved the excellence in safety status.

The first time a driver obtains Six (6) months of excellent scorecards, the driver will receive a RUSH Trucking Safety Watch Award. (The six (6) months are cumulative and do not need to be received in six (6) successive months.)

The first time a driver obtains Twelve (12) months of excellent scorecards, the driver will receive a RUSH Trucking S.A.F.E. Driver Carhartt Jacket. (The twelve (12) months are cumulative and do not need to be received in twelve (12) successive months).

The first time a driver obtains Twenty Four (24) months of excellent scorecards, the driver will receive a Rush Trucking Mag-Lite, S.A.F.E. Driver Duffel bag, and Chrsytal (18 Wheeler) *Benchmark Award. (The twenty four (24) months are cumulative and do not need to be received in twenty four (24) successive months).

The first time a driver obtains Thirty Six (36) months of excellent scorecards, the driver will receive a $500.00 Safety Bonus or the equivalent value in Merchandise. (The Thirty Six (36) months are cumulative and do not need to be received in Thirty Six (36) successive months).

The first time a driver obtains Forty Eight (48) months of excellent scorecards, the driver will receive a $500.00 Safety Bonus and a S.A.F.E. Driver Leather Attaché Briefcase /Organizer. (The Forty Eight (48) months are cumulative and do not need to be received in Forty Eight (48) successive months).

The first time a driver obtains Sixty (60) months of excellent scorecards, the driver will receive a $500.00 Safety Bonus and the choice of one (1) Safety Award item (The Sixty (60) months are cumulative and do not need to be received in Sixty (60) successive months).

The first time a driver obtains Seventy Two (72) months of excellent scorecards, the driver will receive a $1000.00 Safety Bonus and a 72 Month Safety Performance recognition award Plaque (The Seventy Two (72) months are cumulative and do not need to be received in Seventy Two (72) successive months).

Future additional awards and milestones will be added as improvements to this program going forward. Rush Trucking reserves the right to modify and/or enhance this program without any advance notice.
Note: Rush Management may at times make adjustments to this program with the intent of continually improving the safety program and performance of the company.
On Line Driver Safety
ProTread Training Lessons

ProTread is extremely simple and allows for computer based training for all drivers. All you need is access to a computer with an internet connection and you can take one of the training sessions. (All public libraries have internet access). This allows you to take the training when it is convenient for you and not have to attend a work sponsored event during your personal time. (Pro Tread can also be accessed through the Rush website. Go to the driver login section and follow the link to Pro Tread.) Your direct supervisor should be able to help you with any questions as well.

DIRECTIONS: Log onto www.protread.com
1. Click on: Pro Tread USER LOGIN
2. User Name: Your Pin Number (5 digit alpha or 5 digit alpha with 2 digit numerical)
3. Password : Your Pin Number (5 digit alpha or 5 digit alpha with 2 digit numerical)
4. Site I.D. 200681 (Indicates you’re with Rush Trucking)
5. Identify group if asked. Use “o/o” if owner operator or fleet driver. Use “company” if company driver.
6. Click on lesson menu
7. Click on Driver Safety Lessons
8. Select lesson assigned
9. View the lesson, advancing as necessary & answering questions
10. When complete, click on stop (make sure the lesson is completed)

Rush Trucking assigns periodic lessons that will be required to be completed in a timely manner. You will receive notification by Qualcomm and or U.S. mail. Any driver is welcome to login at any time and proactively complete any lesson that hasn’t been specifically assigned. We also use Pro-Tread for follow-up training that is specific to an event. For example: If you get a citation or warning for a moving or equipment violation you will be required to take the Speed Management lesson within the specified timeline or you could be subject to suspension.

Thank you for your continued efforts and please DRIVE SAFE!
Accident Investigation Policy

Rush Trucking Corporation's policy is to fully investigate all accidents.

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

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

Driver On Scene Guidelines

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

P.O. Box 1011  •  Wayne, Michigan  48184
Comprehensive Driver Accident Guidelines are detailed on 03-13

**Accident Investigation Procedures**

A Rush Trucking associate completes FRM_SAF_09 with appropriate information and forwards it immediately upon completion to the Safety Department.

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

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

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

Other factors considered in determining continued eligibility are:

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

**Review the Rush Trucking Corporation Drug and Alcohol Policy to determine procedures for post-accident drug testing.**
Driver Accident History Record Policy

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

The goals of these records are:

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

Driver Accident History Record Procedures

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

Accidents

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

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

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

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

All records of corrective action entries should include the following:

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

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

To address this issue, the company has established a Log Policy which provides preventive counseling and remedial training opportunities to improve hours of service performance. The policy also provides a corrective action schedule for drivers who fail to correct their hours of service performance deficits. This corrective action program includes Verbal and Written Warnings to be given to drivers who do not comply with company standards and federal regulations. (See Log Policy)
In addition, the driver's file will include a record of any hours of service counseling, remedial training, or other corrective action taken by the company. All records of corrective action entries shall include the following:

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

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

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

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

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

- First motorist complaint: Written notification of complaint.
- Second reported motorist complaint within 3 months of the first: Written Warning and mandatory defensive driving retraining.
- Third reported motorist complaint within 3 months of the second: Final Written Warning and disciplinary action including suspension up to, and including, termination.
A record of all reported motorist complaints shall be entered in the driver's personnel file. All motorist complaints shall include the following information:

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

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

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

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

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

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

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

Re: CMV – Mandatory Seatbelt Usage

Rush Trucking is committed to providing and maintaining a safe working environment for all drivers as well as the general public. In as such, Rush Trucking will comply with all applicable Safety and Security laws/regulations such as those mandated by the FMCSA, as well as State and Local regulations, regarding the usage of a seatbelt while operating a CMV.

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

It is Rush Trucking policy that this law is adhered to at all times, regardless of the location of the vehicle, whether it is on a public roadway or private property. If the vehicle is in motion, the seat belt must be engaged properly across the Qualified driver and / or Qualified Team Driver’ lap and shoulder harness applied across the chest of the Qualified driver and / or Qualified Team Driver’ of the vehicle. Violation of this policy will result in the immediate termination of services.
Effective immediately, Rush trucking has decided to institute a new backing policy based on the rising frequency of recent backing incidents/accidents. We will refer to this program as “G.O.A.L.” which means GET OUT AND LOOK, before backing. One out of every four accidents is the result of poor backing techniques. Poor backing can result in damage to equipment, buildings, property, and pedestrians, and can cause serious injury and death.

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

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

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

G.O.A.L. – (GET OUT AND LOOK)
Driver Finishing Program
Student Driver Manual

The goal of our program is to train drivers new to this field how to not only ensure safe and timely deliveries of our freight, but to enjoy building a great career in the process. Congratulations on having graduated from a great CDL school! The career you’re choosing is both challenging, and rewarding. Because of these challenges, we need you to maintain communication with your Trainer, as well as with Recruiting, Safety, Operations, and any other department that may be involved at various points of the training.

**Communication is key!**

It is vital that you become proficient in the use of the Qualcomm throughout the course of your training. You have been provided with documentation in the Red Book, as well as hands on training. Cell phone use should be sparing, although it is at times necessary. Remember, we have a ZERO tolerance policy for both seat belt and cell phone violations. Please make sure you are familiar with these policies (found in your Red Book).
Program Overview
This program is designed with the goal of a safe and competent driver graduating at its completion. To enter the program, a Student must have graduated from a CDL training school accredited by Rush Trucking. Our program totals 280 observed hours operating the truck, plus 3 days in the classroom. Each of the four phases moves the Student along the path.

- **Phase One** – Classroom Training
  
  - Pass a road test administered by our Driver Trainer
  - Classroom, 3 days, Wednesday through Friday
  - Begin with standard 1.5 day class
  - Continue on with:
    - Logging
    - Trip Planning
    - Customer Site Safety
    - Backing exercises in the yard
    - Submitting / tracking paperwork
    - Communicating with Ops, Safety, PR
    - Completion of periodic online Pro-Tread training

- **Phase Two (behind the wheel training)** – Truck runs at 1 driver utilization
  
  - 100% Observed Drive Time (minimum 160 hours / 4 weeks)
    - Must be signed off by OTR Trainer along with progress report weekly
    - Student may not drive between the hours of midnight and 05:00 (Curfew)
  - Perform at least 20 observed docking maneuvers
    - May be performed in a parking lot, if a dock is not available
    - Must be signed off by OTR Trainer
• **Phase Three** (2 weeks) – Truck runs at 1.25 driver utilization
  
  o 50% Observed Drive Time (minimum 80 total hours, 40 observed hours - )
  
  o OTR trainer must be present during 100% of the time the vehicle is in motion
  
  o Perform at least 10 observed docking maneuvers
    
    ➢ May be performed in a parking lot, if a dock is not available
    
    ➢ Must be signed off by OTR Trainer

• **Phase Four** (1 week) – Truck runs at 1.75 driver utilization
  
  o 25% Observed Drive Time (minimum 40 total hours, 10 observed hours)
  
  o OTR trainer must be present during 100% of the time the vehicle is in motion
  
  o Perform at least 5 observed docking maneuvers
    
    ➢ May be performed in a parking lot, if a dock is not available
    
    ➢ Must be signed off by OTR Trainer
    
    ➢ After phase four is complete trainee must be moved to short haul operation (50-200 miles from terminal)
    
    ➢ If this portion is successfully completed a final assessment will be done. If the trainee passes a comprehensive skills test, he/she may be moved to a fleet position. If not, additional training may be required or termination if necessary.
Student Pay and Advances

Students, like all Rush Trucking employees, are subject to a 2 week hold back, and will then be paid weekly, just like all other qualified drivers. Because of the commitment we are asking you to make, pay will include orientation, at $450/week (prorated as appropriate for a Sunday through Saturday week).

Students may request and advance of up to $150 per pay week. Please adhere to the following guidelines:

- DO NOT discuss pay, or payroll problems with your Trainer
- DO NOT loan to or borrow from your Trainer
- Review and discuss budgeting on the road with your Trainer
- Review Aline cards (per documentation provided) and their use with your Trainer
- Review and discuss with your Trainer personal and entertainment expenses

Students may incur while staying in a hotel are their responsibility

Communication

Safety is First, but communication is a close second. You must help develop the habit of solid, timely communication.

Our primary form of communication is through the Qualcomm. You will also need to familiarize yourself with our policy regarding cell phone use. Although we allow limited cell phone use with a Bluetooth device for our qualified drivers, **Student Drivers are never allowed to use a cell phone while they are in control of a vehicle in motion.** Students must wait till the vehicle is parked before using their cell phones at all.

Communication is a two-way process! You must listen (not just hear) when you are communicating with others. This is very important, and requires practice to become proficient. Be careful of your “body language.” Your gestures and actions speak louder than words. Others will hear body language before hearing what you say.

Don’t prejudge your Trainer. Don’t let your personal opinion of the Trainer’s appearance or actions affect the way you respond to their leadership. If necessary, view it as a challenge for you to improve your personal skills.

Don’t ask your Trainer personal questions.

Make sure you get from your Trainer his (her) name, their truck number, their Driver Manager’s name and contact info, and the phone number to the Safety Department, so you can provide it to your family to use in case of emergency.

Another important discussion you’ll need to have with your Trainer is in regards to guidelines for sharing the truck. Some Student/Trainer Teams will be over the road, which requires additional communication. A few guidelines that you will need to talk through are:

- Daily cleaning chores and cleanliness of the cab
- Signals to identify when the other driver is out of the truck
- Sharing space, personal items, etc.
- Sharing workload (loading/unloading, washing truck, etc.)
With good communication, this can be a rewarding relationship for both you and your Trainer, but it will take some work. Here are a few other items to keep in mind, regarding communication:

- You will have different work experiences
- You may come from different cultural backgrounds
- Education levels may be very different
- Honesty and fairness go a long way in earning a person’s trust
- Don’t promise anything you don’t control 100 percent
- Be aware of your Trainer’s perception of what you say
- Be careful of your tone of voice
- Take care to control your temper and attitude
- Don’t yell or curse
- Treat others the way you’d want to be treated
Additional Notes
Your Trainer does not have the authority to “fire” any student, but they do have the responsibility to ensure safety on and off the road. As a result, they do have the authority to temporarily suspend your ability to drive or operate the equipment. *This temporary suspension of work functions will not affect your pay*, and MUST be communicated immediately to Safety and Recruiting.

Students are never allowed to stay in the tractor ALONE overnight.
A student may not drive, move or operate the tractor UNLESS YOUR TRAINER IS PRESENT. This includes moving the truck from the fuel island or customer’s dock while your Trainer is signing paperwork.
The company requires proper seat belt use at all times, and to use sleeper restraints if in the bunk while the truck is in motion.
The company’s PTO policy does not include time spent as a student in the calculations.

Picking Up and Starting Students
You may ONLY team up with a Trainer that has been specifically assigned to you.
Your Trainer will make contact and arrange a time to meet. Neutral locations such as a terminal, truck stop, or the hotel the Student is staying at make the best locations.
Be sure to talk through and set expectations right away, keeping in mind the items laid out in the Communications section and the Program Overview section of this document.
As a Student, it is allowed and expected that you will drive from the first day you get on the truck. Remember, you have a midnight to 05:00 curfew, and are expected to work on average at least 5 driving hours per day. Be careful not to push too hard at the beginning. Remember, driving a big truck is work, and something that each person needs to become accustomed to doing.
Keep in mind, your Trainer has two key responsibilities: *Safety*, and *timely deliveries*. 
Backing
Remember, G.O.A.L.! Talk it, train it. Before each backing maneuver, Get Out And Look. The only way you will learn how to back is to do it. If you are on a run with limited docking opportunities, you will need to schedule time in another yard, or even in a parking lot. If no docks are available, you and your Trainer can practice in any lot with appropriate space. Your Trainer must be present at all times when performing any backing operations. Make certain to learn the following:
1. Proper setup
2. Straight line back
3. 45 degree back
4. 90 degree back
5. Blind side back

Logs
ALL Students and Trainers are required to complete a daily log, and a vehicle inspection report, per FMCSA regulations.
In addition to the use of the e-logs on the Qualcomm, also make certain to learn how to review your logs online. Material regarding logging, electronic logs, vehicle inspections and how to access your e-logs online are available in the Driver’s Safety and Compliance Manuals (the Red Books).

Submitting Documents
Almost all documents are to be submitted electronically. It doesn’t matter which electronic method is utilized, just ensure that you are familiar with and uses one of the approved methods. These methods are described fully from the Online Tools section of the Rush Trucking website, along with other useful information.
Getting off your Trainer’s Truck
Just as you and your Trainer must have permission before you are allowed ON a truck, you must receive approval before being allowed to leave a truck. Valid reasons for leaving a truck are a leave of absence, PTO, or to graduate. **Unless there is an emergency, we will not approve any of these events if they jeopardize a load’s on-time delivery.**

Progress Reports
During the training period, your Trainer will be continuously evaluating your progress, monitoring for safe driving practices, and monitoring for timely delivery and document submission habits.
On a weekly basis, your Trainer will be required to submit a Student Driver Progress Report. You will also be asked to assist us in evaluating your Trainer’s performance through the use of the Trainee’s Evaluation of Trainer form. **You are not required to show this report to your Trainer.**
Additionally, it is always a good idea to keep your own notes.
Completing Training – Graduating the to a Qualified Driver

When your Trainer has determined you know and can properly perform the necessary skills to advance to qualified driver status, they must:

1. Verify the student has accumulated the required driving hours
2. Certify on the progress report whether or not you have attained a competent skill level for each task and then complete a road test. There is a section on the back of the progress report for the final trainer to fill out. In it there is a question asking if the Student has successfully completed all aspects of training. **This question must be answered.** If the answer is “Yes,” then the Student must have passed a road test. If the answer to the question is “No,” the Trainer needs to briefly state in the space provided the areas where the Student needs additional training so the Safety Department can determine the best plan of action.
3. Approval is obtained from the Recruiting Department to drop the Student at the terminal for final processing
4. The Driver Manager determines routing to a terminal
5. All paperwork is turned in

The Student’s final processing does not start until we receive and review the completed final progress report.
The final decision on your competency and eligibility to become a qualified solo driver is the joint responsibility of your Trainer and the Safety personnel administering the final tests.
Equipment Policy

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

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

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

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

Where present and open, in-bound Safety Inspection lanes are required to be used by drivers arriving at our terminals. Penalties for passing the Safety Lanes can include $150 and/or termination.
Annual Vehicle Inspection Policy

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

Annual Vehicle Inspection Procedure

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

Inspector qualifications

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

Vehicle inspection criteria

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

They include:

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

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

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

Annual inspection documentation

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

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

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

**Documentation on vehicle**

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

**Bi-Annual Owner Operator and Fleet Owner Inspections**

In order to increase the safety and reliability of our Owner Operator fleet, effective **July 1, 2012**, all owner operators will be required to have a DOT inspection on their tractors every six months. At Rush we understand how an extra expense affects your bottom line; accordingly, Rush Trucking will pay the cost of these bi-annual DOT inspections. All repair costs are still the responsibility of the owner.

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

Another part of this is the benefit of the UltraONE Club rewards program offered
by TA, with points rewarded to the cardholder for the amount billed for the inspection. All UltraONE program information is available on TA’s website: www.tatravelcenters.com. You may still have this inspection completed for free at our Wayne, MI terminal.

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

- Have TA/Petro/Wingfoot call Rush Trucking Maintenance BEFORE the inspection. (Maintenance: 734-641-1848 between the hours of 8:00am-10:00PM).
- Have TA/Petro/Wingfoot request a PO (purchase order) for an Owner/Operator Annual DOT Inspection, letting maintenance know which location is doing the inspection.
- Your inspection will be billed to Rush.
- If your unit fails inspection, you have 24 hours to be re-inspected at no charge (Please allow enough time for repairs as this must be done at the same location). All repair costs are still the responsibility of the Owner Operator.

*Remember to sign up for the TA UltraONE Club and have your card swiped so you can receive points for the purchase.

If you have any questions, please call the Safety Department at: 800-990-7874.

As stated above, this program goes into effect on July 1, 2012. Rush Trucking thanks all of you for your hard work & dedication.

**All inspections MUST be completed at TA, Petro, Wingfoot centers or Rush Wayne, MI terminal.**
Maintenance
M.D.I. (Maintenance Department, Inc.)

Drive through Bays
All trucks are required to drive through the inspection bay at terminals with maintenance facilities. At that time, both tractor and trailer (if applicable) will be inspected, for things such as lights, brakes, tires, et cetera. Any needed repairs must be made to the equipment. Any driver who purposely and willfully avoids the drive through inspection bay may be fined up to $150.00 per occurrence.

Repairs and Maintenance to Owner-Operator Equipment
Our Wayne, Michigan shop does not do repairs on Owner-Operator equipment. Please do not ask we reserve our time for company equipment only.

Pre Trip and Post Trip
A thorough pre trip and post trip inspection is essential to the safe operation of equipment. We require a report of damages to all company equipment be made when the damage is first noticed. Failure to report damages could result in being charged for damage whether you were at fault or not.

On-Road Repairs
All repairs made by facilities other than M.D.I., must be approved by the maintenance department. A purchase order (PO) must be issued for repairs prior to any work being approved or paid. We have accounts set up at various vendors throughout our operating area, rather than having to pay for such repairs via cash or money transfers. If you do pay for repairs in cash or via money transfer on company equipment, make sure you get a receipt. You must provide a receipt in order to be reimbursed.

Maintenance Records for Owner-Operators
You must forward a copy of any repairs or maintenance to your tractor(s) to the maintenance department. It is required by the Department of Transportation (DOT) that we keep maintenance files and records on all vehicles running under our operating authority.

Trailer Washing
Should you have a company trailer washed you must get a receipt and forward it to the maintenance department. No reimbursements will be made without a receipt.

Comcheck
The maintenance department does not authorize money transfers of any kind, except in extreme emergency situations, and so please do not ask.
Maintenance
M.D.I. (Maintenance Department, Inc.)
Standard Fees

Hourly rate    Call for current rate
Qualcomm Installation    Free of charge
Qualcomm Removal    $175.00
Apply Signs to Truck    $40.00
Remove Signs from Truck    $40.00
Annual DOT Inspections    $65.00
Qualcomm Components    Call for pricing

If you leave the company:
You will be charged for any missing or damaged Qualcomm components, such as missing or cut cables, keyboards et cetera. Should you leave, be sure to return all components in their original condition or be subject to charges related to damage.

M.D.I. Hours of Operation
Monday through Saturday    12:01 a.m. to 3:30 p.m.
M.D.I. Phone number    1-888-604-RUSH (7874)
Trailer Damage

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

The report must be on the authorized form of the company at which the damage was found, (Ford, GM, or Chrysler) and it must contain the following:

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

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

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

If on the electronic log system, message 36 (shown below) must be sent in. This will assist in documenting specific information, and provide immediate notification to our Claims department.
Rush Trailer Recovery Program

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

Thank you for making these programs a success.
Rush Management
Fueling & Tolls

Fuel at Pilot/Flying J, Love's or as directed by your Fuel Solution

Comdata Fuel Cards

*As much as possible, direct fuel related questions to the Rush Fuel Desk, 734-641-4362.*

The total daily limit for purchases is **$950/day**.

This limit is based on a calendar day, midnight to midnight, even though the system may not update exactly at midnight.

The limit includes $50/day for additives (eg, $900 in fuel and $50 in additives)

- DEF purchases fall under the "additives," and are subject to the $50/day limit.
- Other "additives" include oil, anti-gel, wiper fluid
- idleAIR parking service is limited to $75/day, coming out of the driver's total daily limits

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

Please note that DEF (Diesel Exhaust Fluid, required for new trucks) is generally available at the Wayne terminal, so top off your DEF tank while in the yard

Fuel cards do not allow a 2nd transaction within a 2 hour window.

*For Owner/Operators & their Fleet Drivers*

There is a $.04 per gallon discount off the cash price to O/O's, when fueling at Pilot/Flying J.

There is also a $.02 per gallon off the cash price to O/O's, when fueling gallon discount at Love's.

*Owner operators fueling inside our Pilot/Flying J/Love's network will not see the extra $1.19 Comdata charge per stop.*
Fuel Efficiency Incentive Program

Fuel expense is a significant component of Rush’s cost structure. The Company is facing increasing pressure from its customers to improve its fuel economy. Fuel efficiency has four primary components: (1) equipment; (2) load weight and terrain characteristics; (3) weather; and (4) driver behavior. The purpose of the Fuel Efficiency Incentive Program (“FEIP”) is to affect the fourth factor – driver behavior – and, thereby, improve the fuel efficiency achieved with company trucks.

Data received from our customers suggests that Rush’s fuel efficiency lags behind that achieved by our competitors. This is supported by data internally generated by Rush which indicates that Rush’s owner/operators achieve better fuel economy than company drivers. Accordingly, the leadership team intends to improve fuel efficiency by providing an economic incentive to company drivers who achieve superior fuel efficiency.

Factors Affecting Plan Design

It is not feasible to set a benchmark baseline fuel efficiency threshold because temperature changes between the seasons can have a dramatic impact on fuel economy. Likewise, it is not reasonable to set a benchmark baseline fuel efficiency threshold “by month” throughout the year as March in one year can be very different from March in another year. Accordingly, the plan design will compare individual driver performance to the performance of his or her peers.

The age and condition of tractors also can have a significant influence on fuel efficiency. It is therefore reasonable to group tractors of similar vintage for fuel efficiency comparison purposes. Load weight and terrain characteristics may vary; however, for lanes run by both company drivers and owner/operators sufficient data exists to effectively benchmark significant differences which should be taken into consideration in evaluating driver fuel efficiency performance.

The final factor – driver behavior – is the subject of this incentive program. Many factors under the control of individual drivers can significantly impact fuel economy achieved (idle time, rate of acceleration/deceleration, and speed to name a few). It is the company’s intention to provide all reasonable tools necessary for drivers to improve fuel efficiency. These tools include specialized training and real-time performance measuring and monitoring equipment to assist drivers in achieving the highest possible fuel efficiency.

Plan Specifics

1. The FEIP is open to all company drivers.
2. To start, tractors will be grouped into 2 categories for measurement purposes: 2010 and newer in one group and all models up through 2009 in the other group. Groupings may subsequently be revised to further refine the plan to achieve the company’s fuel efficiency goals.
3. Participating drivers must operate company trucks equipped with functioning Qualcomm units containing appropriate performance measuring/monitoring features.
4. The plan will be effective January 1, 2012.
5. Participating drivers must drive a minimum of 8,000 miles during the measurement month (excluding July and December).

6. **Participating drivers will earn an additional $0.01/mile for each 5 percentage points achieved in excess of the average fuel efficiency achieved for that participating driver’s equipment group.**

7. Payments to participating drivers receiving fuel efficiency incentive award payments will be made in the following month once fuel and mileage data are finalized. Such payments will be made via a separate check.

8. Driver teams are eligible to participate in the FEIP; however, any incentive award earned will be divided equally between drivers.

The leadership team has been studying fuel efficiency patterns of the Rush fleet for several months as Rush has installed more and more performance measuring and monitoring equipment in our tractors. Our analyses suggest that there are drivers who would earn as much as $0.04/mile incentive payments. For a 10,000 mile month, this amounts to $400 – for a single month. The leadership team believes that the FEIP represents a very meaningful opportunity to help improve company profitability while at the same time being rewarded financially for those contributions.

**EXAMPLE:**

- Equipment group average fuel efficiency for month = 5.0 mpg
- Participating driver logs 9,000 miles during measurement month
- Participating driver average fuel efficiency for month = 5.5 mpg
- Participating driver FEIP award mileage rate = $0.02/mile (5.5 mpg = 10% improvement over 5.0 mpg)

- Participating driver receives FEIP payment for $180 (9,000 miles x $0.02/mile)

For all company drivers, this program gives an opportunity to earn extra money every mile. Taking into account your truck age, each driver is put into a group. For every month that the driver does better than their assigned group, an additional $0.01/mile will be added to all miles for that month for each 5 percentage points above the group's average. For example, if a driver does 10% better than that group, they would earn an extra $0.02 for all miles in that month.

The FEIP is available to all company drivers.

**Expert Fuel® and Routing - Company Drivers**

Drivers here at Rush Trucking are provided optimal travel routes, and a specific plan for fueling along the way, providing Rush the best daily value on one of the company's largest expenses; fuel.
Example solution:

** Fuel Solution ** Pro: 3800520
PILOT OIL #299 I 55 Gal: FILL
BLOOMINGTON , IL EX: 160A
LOVES COUNTRY # I 40 Gal: FILL
SANTA ROSA , NM EX: 277

** ROUTE SUGGESTION**

** LOAD# 3800520**

<table>
<thead>
<tr>
<th>HIGHWAY</th>
<th>DIR/Est Distance</th>
</tr>
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<tbody>
<tr>
<td>US 12</td>
<td>W 11.0</td>
</tr>
<tr>
<td>I 94</td>
<td>W 2.0</td>
</tr>
<tr>
<td>US BR 12</td>
<td>N 1.0</td>
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<tr>
<td>US BR 12</td>
<td>S 1.0</td>
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<tr>
<td>I 94</td>
<td>W 232.0</td>
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<td>I 80</td>
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<td>I 55</td>
<td>S 252.0</td>
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<tr>
<td>I 44</td>
<td>W 485.0</td>
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<tr>
<td>J KILPATRICK TPK</td>
<td>W 25.0</td>
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<tr>
<td>I 40</td>
<td>W 414.0</td>
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<td>US 54</td>
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<td>I 10</td>
<td>W 266.0</td>
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<td>I 19</td>
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</table>

It is important to note that these solutions follow several rules, including:

1. It will not ask you to stop for less than 50 gallons, but may ask you to get only enough fuel to allow fueling at a more economical location.
2. The solution will not plan on the vehicle getting below 25% fuel.
3. It will plan on the truck completing its current run with at least 40% fuel.

Be advised that prices you see at the truck stops are not the prices that Rush pays. The value from our discount is created through our strong partner relationships with Pilot/Flying J & Love's.

When drivers are reporting their "Leaving Stop" information (message 6), either through the Qualcomm or, in some instances, directly by your Driver Manager, a "Fuel Solution" is generated and provided to you.

**Company drivers are expected to follow their "Fuel Solutions" 100% of the time.**

Please use these tools, and do your part to help keep our costs down.
Payroll Policies

1. Rush Trucking’s pay week runs from Sunday at 12:00 a.m. to Saturday at 11:59 p.m. This means any runs that you complete within this time frame will be paid during the above week’s pay period. If you are in the middle of a trip or have not delivered yet it will be added to the following week or upon delivery.

2. After each trip you must send in all your paperwork associated with that pro number. All paperwork must be received no later than the following Tuesday after the pay period ends in order to guarantee your settlement is processed. All paperwork must be sent in per the policies outlined in section 6-2 of this manual.

3. There is a two week holdback. You will receive your first settlement check on the third Friday after your first run.

4. Rush Trucking pays you by the delivery date of your load as it falls in the pay period. If you write an incorrect date on your pay sheet or scan cover page and our system shows another date, we will be using our system date. If you are not in agreement with this date you must contact your Driver Manager. We in Payroll cannot change data in the system as it relates to dispatch. Any changes in pay must be approved by an Operations Manager, only they can authorize us to override a trip. So without speaking to a manager, please do not ask Payroll to make changes.

5. All checks for company drivers are mailed out on Fridays. If you have a change in your address, or how you want to receive your checks please notify us immediately.

Trip Cover Sheets or Envelopes

1. Please complete all empty spaces. Sometimes, there are questions involving one of your trips which can be easily answered if you filled it out properly.

2. These are your pay sheets; make sure they done correctly.

3. A bill of lading must accompany each pro number listed on your trip envelope. Each bill of lading you turn in must have a (POD) proof of delivery. Proof of delivery can be a signature or a stamp by the facility you are delivering to, and must be legible.
Document Submission (reference 6-2)

1. Rush Trucking has established several methods of submitting documents to ensure your paperwork arrives on time. This is a benefit for both Rush and you. Getting your paperwork in on time ensures you receive payment and Rush can bill our customers. All drivers are required to follow the procedures outlined in section 6-2.

2. **If you do not get your paperwork submitted by Tuesday, it will be paid in the next scheduled pay period.**

3. There will be a fee charged to the owner of the truck to cover our costs of document submission. If you have more than one truck leased with the company your trucks will be charged individually. The fee is $5.43 per truck per week.

4. If using the TripPak envelopes, please verify the address on the envelope prior to dropping it in the box. Our correct address is: Rush Trucking P.O. Box 1011 Wayne, Michigan 48184.

Payroll Processing

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

1. We need signed/stamped documents to get paid by our customers.

2. Your paperwork must be in good condition! Please do not send in paperwork that is saturated in coffee or other liquids. Not only will it ruin your paperwork, it is often illegible and can not be processed.

3. We audit trips that fall within specific pay periods. Again, your pay week runs from Sunday at 12:01 a.m. through Saturday at 11:59 p.m. So get your trip paperwork in as soon as possible!

4. If you do anything out of the ordinary, have a change in your scheduled run or are told by your dispatcher to run extra miles, get layover pay or they change your rate of pay, you will need an exception report. All exception reports must be signed by a Rush Operations Manager or are considered invalid. If for some reason an exception report is denied by a Manager you can submit in writing the events that took place and what you were told. We will review this on a case by case basis and give you a determination.

5. Owner-Operators, if there is a shortage or any type of discrepancies due to an error in your settlement check, please contact us. If you can not wait for the correction to be made the following week please advise us. Comchecks are issued on Fridays. All Comchecks issued will be deducted from your next settlement, as the discrepant amount is added. Company drivers will be advised as to how their payroll will be handled.
Settlement Sheets

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

1. After each trip you must send in all your paperwork associated with that pro number. All paperwork must be received no later than the following Tuesday after the pay period ends in order to guarantee your settlement is processed. All paperwork must be sent in per the policies outlined in section 6-2 of this manual.

2. An empty move or empty pro# is a 6-digit number. When you are given an empty pro number it will not show on your settlement sheet. The empty mileage will be added to the next loaded move. Look for the EM on your settlement.

3. The payroll department is responsible for auditing your pay and entering any deductions. They also handle all reimbursements. You must submit all paperwork or receipts for reimbursements with the rest of your trip paperwork. Make sure your truck number, name and contractor name is on the receipt. We would like to avoid the need to research old information and we will only go back 30 days for such research. An Operations Manager will need to confirm any discrepancies prior to any reimbursements.

4. All payroll information is confidential. No driver unless he or she is the Owner of the truck will be given Owner-Operator pay information. So please do not ask your driver(s) to call us, we will not give them any information. Check amounts will NOT be given over the phone. If you need your check amount prior to receiving it this information will be available on our website. It is safe and secure and only you can access it. Visit www.rushtrucking.com, click on “Online Tools” then on “Contractor Login.” You will enter your user name (located on your last settlement sheet right before your name and address in all capitals) and password (your password is the last four digits of your social security number or your federal id.)

*If you are having difficulties please contact your payroll representative at 734-641-1849.

5. Company drivers can access their pay information using the same process. You will need your driver pin (this will be your user name) and your password (the last four digits of your social security number). If you experience any difficulties please contact your payroll representative at 734-641-1849.
Submitting Documents

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

We need documents submitted by midnight Tuesdays to be considered for payment with the prior week’s work.

Rush has several methods for drivers to submit documents. We have been and still are using TripPak Express envelopes. However other methods result not only in a cost savings to the company, but also quicker payouts and settlements. Full instructions and links for each method are available at rushtrucking.com, under “Online Tools/Driver Tools/Submitting Documents.”

Regardless of submission method, please make certain there is PROOF OF DELIVERY (POD) showing clearly on the shipping document.

TRANSFLO Terminal Scanners

Rush has scanners posted at most of our terminals for drivers to submit documents. Where present, this is the preferred method. Instructions are posted near each scanner, and include how to prepare and scan, review and send the documents. Drivers keep the originals (unless the documents need to remain with the load), and are given a printed receipt with instructions regarding viewing the documents online.

TRANSFLO Express Truck Stop Scanning

Available at most of our fuel locations, TRANSFLO Express is a convenient way to send in all documents. Drivers submit their documents typically in under a minute, using these steps:

1. Drivers tape smaller receipts to a letter sized paper.
   a. The fuel desk cashier can provide tape and paper.
2. The driver hands trip documents to a trained cashier.
3. The cashier scans the trip documents.
4. The cashier prints a confirmation receipt, staples it to the trip documents and hands all of the paperwork back to the driver.
5. The scanned trip documents are transmitted to the data centers, and delivered electronically to Rush.
Again, drivers keep the originals (unless the documents need to remain with the load), and are able to immediately viewing the documents online, using the information on the receipt.

TRANSFLO Mobile

Drivers can now submit documents using their Android or iPhone smartphones. This also results in the ability for the driver and management to immediately view documents online. Here are the instructions:

1. Download the TRANSFLO Mobile application for free at the Apple App Store, or Google Play. (Review the phone requirements prior to download, to ensure compatibility).
2. Register the Recipient using Rush’s code, RSHQ, and your 5 digit driver PIN.
3. Prepare the documents to be submitted, including the e-doc Cover Sheet, shown in this section as a reference but available for printing from the online driver tools referenced earlier.
4. Using the application, take photos of each document using the following tips:
   a. Place document on a flat, dark or contrasting non-glare surface
   b. Take picture in a bright, well lit environment
   c. In dim environment, use flash
   d. Bright light is required for poor quality documents, multi-part forms, carbon copies or documents on colored paper
   e. Take a picture of the whole document filing the screen with the entire document
   f. To make barcodes more readable, you need to be about 14 inches away from the document and in some cases you may need to turn on the flash
   g. Wait for autofocus, then take the picture and wait until the picture is displayed on the screen
5. After taking the photos, drag the orange cropping hand tool to frame the document.
6. Once documents are submitted, a unique confirmation number and email is sent to the driver.

Documents can be viewed online at transfloexpress.com for 14 days after submission. Drivers again keep the originals unless they need to remain with the load.
TRANSFLO NOW!

Drivers can submit documents using their home or in-truck computers, so long as they have a compatible scanner, and a computer with internet access. You can get more information and download the software to your computer by going to this website:

www.pegasustranstech.com/products/transflo-now

TripPak Express Envelopes

Although we would like to move away from the envelopes and to the electronic options as much as possible, this is still available. Envelopes are available from each of our terminals, and may be mailed by Safety to those drivers who do not run through/near terminals. The face of the envelope is shown below. All available information should be included.
It’s important to follow these guidelines when using the envelopes:

1. Fill in with as much information as is known
2. Remember to include the four pieces of information from the top line (Pro #, Tractor #, Driver PIN # and Driver Name) on the face of every document submitted
3. MAKE COPIES of documents submitted, and maintain the copies until payment has been received
This is the cover sheet to be used when submitting documents electronically. Please do not copy this, or use copies of other print outs. Because of the barcode, please only print and use original documents.

Again, full instructions and links for each method are available at rushtrucking.com, under “Online Tools/Driver Tools/Submitting Documents.”
Hazardous Materials Policy

Rush Trucking Corporation’s policy is to comply fully with all federal Hazardous Materials Regulations as found in 49 CFR Parts 106 through 180, and in FMCSR Part 397, regarding the handling and transportation of hazardous materials. We believe that compliance and safety begin with the driver. Therefore, Rush Trucking Corporation is committed to providing all driver associates with proper and complete hazardous materials training. All drivers are expected to have a thorough understanding of, and follow, the company's hazardous materials procedures.

Hazardous Materials Procedures

Rush Trucking Corporation's hazardous materials procedures have been developed to insure the safety of drivers, customers, and the motoring public; to minimize the risks associated with hazardous materials handling; and to avoid fines and penalties for noncompliance. All driver associates will be trained in safe and proper handling and transporting of hazardous materials.

At the Shipper

Rush Trucking Corporation drivers are expected to check each hazardous materials shipment for proper shipping papers, labels, markings, and placards (if applicable). Even though these items are requirements assigned to the shipper, the driver is responsible for checking, accepting and signing for all hazardous materials shipments.

A Rush Trucking Corporation driver should not accept or sign for any hazardous materials shipment unless it is in complete compliance with the Hazardous Materials Regulations governing such shipments.

Shipping Papers

Most hazardous materials shipments must be accompanied by proper shipping papers. The shipper is responsible for providing the shipping papers, but Rush Trucking Corporation drivers are responsible for making certain that shipping papers are complete, accurate, and appropriate for shipment, before accepting or signing for any hazardous materials shipment.
Shipping papers must contain the following information:

- The proper shipping description of the material(s) in question, including proper shipping name, hazard class, identification (ID) number, packing group (if required), and total quantity of the shipment.

- Emergency Response Telephone Number.

- All pages of the shipping paper must be numbered as 1 of 3, 2 of 3, 3 of 3, etc., if multiple pages are involved in the document.

- All shipping papers for hazardous materials shipments handled by Rush Trucking Corporation must have a signed Shipper's Certification, with the signature of an authorized shipper's employee.

- All hazardous materials included on the same shipping paper with non-hazardous items will be listed first, be in a color (usually red) which is not the color of the non-hazardous entries, or have an X or RQ (Regulated Quantity) in a column designated HM (Hazardous Material). Rush Trucking Corporation drivers must not accept or sign for any hazardous materials shipment if discrepancies, inaccuracies, or incomplete entries are found on the shipping papers.

- All shipping papers will be maintained on file at Rush Trucking’s corporate office.

Labels

The shipper is responsible for determining the need for and application of all required primary and (if necessary) secondary labels to packaging containing hazardous materials. These labels provide critical information about package content, and warn of potential hazards associated with the materials contained. Labels are to be placed on the same surface as the proper shipping name marking, and must be placed on a surface contrasting in color to the label. An alternative is for the label to have a dotted or solid line outer border.

Rush Trucking Corporation drivers will make certain that all hazardous material labels match the hazard class(es) or divisions entered on the shipping papers, and will only accept those packages that are properly labeled.

Rush Trucking Corporation drivers will not accept packages if labels are missing, applied improperly, obscure, torn, unreadable, or otherwise defective.
Marking

The shipper is responsible for properly marking all non-bulk and bulk packages. Rush Trucking Corporation drivers are required to check all package markings for compliance. Most non-bulk packages must be marked with the proper shipping name, ID number, and consignors or destination's name and address. The Hazardous Materials Regulations (HMR) defines non-bulk packaging as packaging which has:

- A maximum capacity of 450 L (119 gallons) or less, as a receptacle for a liquid.
- A maximum net mass of 400 kg (882 pounds) or less, and a maximum of 450 L (119 gallons) or less as a receptacle for a solid.
- A water capacity of 454 kg (1000 pounds) or less, as a receptacle for a gas.

Bulk packages must be marked with the proper ID number displayed on a placard, an orange panel, or a plain white square-on-point configuration. The HMRs define bulk packaging as packaging, other than a vessel or barge, that has no intermediate form of containment and which has:

- A maximum capacity greater than 450 L (119 gallons), as a receptacle for a liquid.
- A maximum net mass greater than 400 kg (882 pounds), and a maximum capacity greater than 450 L (119 gallons) as a receptacle for a solid.
- A water capacity greater than 454 kg (1000 pounds), as a receptacle for a gas.

Additional markings may be required for non-bulk and bulk shipments, depending on the type of hazard and type of packaging. Drivers shall refuse any shipment if it is improperly marked.
Placarding

The shipper must provide the driver with any required placards for the hazardous material(s) indicated on the shipping papers, unless the vehicle is already placarded correctly. Rush Trucking Corporation drivers will refuse any shipment or load in which the correct number and type of placards is not provided by the shipper when required.

Once received, Rush Trucking Corporation drivers are to place placards on the vehicle: one on each side, one on the back, and one in front (ref. HMR, Sec. 172.504). The driver will maintain the integrity of the placards during all phases of transportation. At no time will a driver transport a hazardous material requiring placards without proper placards being affixed to the motor vehicle.

Loading/Unloading Instructions

Before doing any loading or unloading, the driver should secure the vehicle from moving. Only after a driver is satisfied that the vehicle is safe from moving should loading or unloading be allowed to begin.

Rush Trucking Corporation drivers will make certain the shipment is secured to prevent shifting and cargo movement during transit.

Smoking on or near a vehicle while loading/unloading is forbidden. Do not park within 300 feet of an open flame (includes matches) or smoke within 25 feet of a vehicle containing hazardous material.

After loading and before transport begins, Rush Trucking Corporation drivers will make certain the shipment is secured to prevent shifting and cargo movement during transit, and is within legal weight limits.

Drivers will not unload or allow the unloading process to begin until the consignee or destination representative has accepted and signed for the shipment.

Accidents and Incidents

Rush Trucking Corporation drivers must report all accidents and incidents as soon as possible after they occur. With the added health and environmental risks associated with transporting hazardous materials, this requirement becomes even more important.

The company has developed procedures for accidents and incidents involving hazardous materials. Purpose of these procedures is to minimize risk to the driver's personal safety, the health and safety of the general public, and the environment. All Rush Trucking Corporation drivers, dispatch personnel, and management are expected to know and follow these procedures.
If an accident or incident involving hazardous materials occurs, the following procedures are to be implemented by the driver:

- Secure the scene. Keep people away from the accident and/or spill.
- Do not touch or walk into or through any spilled material.
- Avoid inhalation of all gases, fumes, and smoke. (Remember that some gases are odorless and colorless. Do not assume fumes are not present simply because no odor or visible cloud is present.)
- Consult the Emergency Response Information provided with the shipment or the Emergency Response Guide and follow the guidelines.
- Contact the local police and/or fire department, and Emergency Response Authorities immediately at 911.
- Call the Emergency Response Telephone Number provided on the shipping papers for additional guidance, if the spill is significant enough to impact public or property.
- Report the accident/incident to your dispatcher and the Safety Department immediately.
- Stay with the vehicle and assist in the cleanup procedures.
- Complete a company accident report and submit it to the Safety Department in person or by facsimile at (734) 721-8070.

Dispatch Operations

- After receiving the accident/incident report from the driver and assessing the situation, dispatch operations will provide any necessary immediate guidance, and contact the Safety Department per ISO instructions.
Safety Department

- After initial notification by the driver or dispatch operations, the Safety Department is responsible for the coordination of all aspects of the accident/incident response.

- The Safety Department establishes contact with the driver and any official at the scene. If possible, the Safety Department will send a representative to the scene.

- The Safety Department will comply with and fulfill any requirements placed on Rush Trucking Corporation by law enforcement officials.

- After verification that all the above items have been completed, the Safety Department will do all required notifications and required reports.
Drug and Alcohol Policy

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

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

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

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

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

Neither this policy nor any of its terms are intended to create a contract of employment or contain the terms of any contract of employment. The company retains the sole right to change, amend, or modify any term or provision of this policy without notice. This policy is effective January 1, 2000, and will supersede all prior policies and statements relating to alcohol or drugs.

Drug and Alcohol Procedures

Regulatory Requirements

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

Non Regulatory Requirements

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

- It is the company's responsibility to provide testing for the driver that is in compliance with all federal and state laws and regulations, and within the provisions of this policy. The company will retain all records related to testing and the testing process in a secure and confidential matter. Rush Trucking Corporation's alcohol and drug program administrator who is designated to monitor, facilitate, and answer questions pertaining to these procedures is located at:

- Drug and Alcohol Compliance Administrator
- 35160 E. Michigan Ave., Wayne, MI 48184
- (800) 990-7874 - Office

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

Definitions

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

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

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

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

• Marijuana
• Cocaine
• Opiates
• Amphetamines
• Phencyclidine (PCP).

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

• Disabling damage means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.
  • Inclusions-
  • Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
  • Exclusions-
  • Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
  • Tire disablement without other damage even if no spare tire is available.
  • Headlight or taillight damage.
  • Damage to turn signals, horn, or windshield wipers which make them inoperative.
Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner operator contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle at the direction of or with the consent of an employer.

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

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

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

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

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

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

Prescription Medications means the use (by a driver) of legally prescribed medications issued by a licensed health care professional familiar with the driver's work related responsibilities.
Refuse to submit (to an alcohol or controlled substances test) means that a driver:

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

Safety-sensitive functions shall include:

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

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

Alcohol Prohibitions

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

This alcohol prohibition includes:

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

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

Drug Prohibitions

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

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

A driver applicant, who has refused a drug or alcohol test, failed a random, reasonable suspicion, post accident, returns to duty, follows up alcohol test, or tested positive for controlled substances will not be considered for employment with Rush Trucking Corporation. Rush Trucking Corporation has a ZERO tolerance policy for drug and alcohol use.

Circumstances for Testing

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

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

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

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

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

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

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

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

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

Per FMCSRs, if the driver tests 0.02 or greater, but less than 0.04, for alcohol the driver will be removed from all safety-sensitive functions, including driving a commercial motor vehicle for at least 72 hours.
If an alcohol test is not administered within two hours following a reasonable suspicion determination, the program administrator will prepare and maintain a record stating the reasons why the test was not administered within 2 hours.

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

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

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

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

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

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

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

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

The drug test must be administered within 32 hours of the accident. If the test could not be administered within 32 hours, all attempts to test the driver will cease.

The Safety Department will prepare and maintain a record stating the reasons why the test was not administered within the allotted time frame.
Rush Trucking Corporation shall provide drivers with necessary post accident information, procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with FMCSR, Section 382.303-Post accident drug/alcohol testing.

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

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

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

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

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

**DOT Interpretations ---- 382.305 # 17**

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

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

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

Confidentiality of the selected drivers is essential and strictly monitored.
Refusal to Submit

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

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

Alcohol Testing Procedures

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

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

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

The driver may ask the technician for identification.

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

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

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

Once the test is completed, the BAT must show the driver the results. The results may be printed on a form generated by the EBT or may be displayed on the EBT. If the EBT does not print results and test information, the BAT is to record the displayed result, test number, testing device, serial number of the testing device, and time on the breath alcohol testing form. If the EBT prints results, but not directly onto the form, the BAT must affix the printout to the breath alcohol testing form in the designated space.
If the reading is less than 0.02, both the driver and the BAT must sign and date the result form. The form will then be confidentially forwarded to Rush Trucking Corporation.

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

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

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

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

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

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

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

Drug Testing Procedures

Drug testing will be conducted at the nearest approved collection facility. Specimen collection will be conducted in accordance with 49 CFR Part 40, Subpart B, and any applicable state law. The collection procedures have been designed to ensure the security and integrity of the specimen provided by each driver. The procedures will strictly follow federal chain of custody guidelines.
A drug testing custody and control form will be used to document the chain of custody from the time the specimen is collected at the testing facility until it is tested at the laboratory.

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

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

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

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

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

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

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

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

Within 4 minutes after obtaining the specimen, the collection site person will measure its temperature. The acceptable temperature range is 90 to 100 degrees Fahrenheit. The collection site person will also inspect the specimen for color and look for any signs of contamination or tampering. Unusual signs must be noted on the collection form. Whether the specimen is suspected of being tampered with or not, it must be forwarded to the lab for testing.
If the collection site person believes the specimen was tampered with, a higher level supervisor of the collection site person, or a designated employer representative, shall review and concur with the collection site person that a second specimen will be collected immediately under the direct observation of a same gender collection site person.

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

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

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

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

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

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

Results: According to FHWA regulation, the laboratory must report all test results directly to Rush Trucking Corporation’s medical review officer (MRO) within an average of 5 working days. All results, positive and negative, must be reported. Only specimens confirmed by the GC/MS as positive are reported as positive.
The MRO is responsible for reviewing and interpreting all positive results. The MRO must determine whether alternate medical explanations could account for the positive test results. The MRO must also give the driver who tested positive an opportunity to discuss the results prior to making a final determination that the test was positive. After the decision is made, the MRO must notify Rush Trucking Corporation.

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

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

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

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

Rush Trucking Corporation will not pay for the testing of the split specimen.

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

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

Confidentiality/Recordkeeping

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

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

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

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

Driver Assistance

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

Supervisor Training (Sec. 382.603): According to FMCSR, selected Safety and Recruiting personnel of Rush Trucking Corporation will receive training on this program. The training will include at least 60 minutes on alcohol misuse and 60 minutes on drug use. The training content will include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use. The training allows personnel to determine reasonable suspicion that a driver is under the influence of alcohol or drugs.

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

Discipline

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

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

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

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

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

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

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

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

1. **Radar Detectors.** FMCSR Sec. 392.71.

2. **Controlled Substances.** Controlled Substances, as defined under FMCSR 382.107, are prohibited from possession or use unless a licensed medical practitioner specifically prescribes it to the driver as medication. However, this does not apply to the possession or use of a substance administered to a driver under the instructions of a licensed medical practitioner and who has advised the driver that the substance will not affect the driver’s ability to safely operate a vehicle. FMCSR Sec. 392.4.

3. **Alcohol.** Alcohol, as defined under FMCSR 382.107, cannot be used within 4 hours of going on-duty. Nor shall a driver be in possession of alcohol while in physical control of a commercial motor vehicle. Alcohol cannot be transported on a commercial vehicle unless it is manifested as part of a load. Alcohol cannot be used for 8 hours following an accident that requires post-accident drug and alcohol testing. FMCSRs Sec. 392.5, 382.209.

4. **Police Scanners.** Any device capable of receiving police frequencies is illegal in Michigan and several other states. MCLA 750.508.

5. **Firearms, Tasers, Stun guns, Stilettos, Switchblades.** MCLA 750.227.

6. **Unauthorized Passengers, Unauthorized Drivers.** Written authorization from Rush Trucking Safety Department is required to transport any person who is not a Rush Trucking employee. Any person who operates a vehicle under Rush Trucking authority must have attended orientation and have met all qualifications of FMCSR Sec. 391.11 and 392.60.

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

Step 1: Login to System

- From **HOME** use **LOGIN** screen.
- Enter **DRIVER ID**.
- Enter **PASSWORD** (last 4 of SSN).
- Check the **ACTIVE** box if you are a solo driver. If you are on a team, check **ACTIVE** when you are the driver and **INACTIVE** when you are not the driver.
- If a prompt box appears, be sure to read it in full before answering.
- Your name will appear on the screen if you entered your information correctly.

Step 2: Login to Dispatch

- From **HOME** use **MESSAGING** screen.
- Use **COMPOSE** tab.
- Press **CANCEL** or **CHANGE MACRO** if macro list does not appear.
- Scroll to and select **DISPATCH LOGIN**.
- Enter and send your info.
- Messages take 10 minutes to come through.

Step 3: Pre Trip Inspection

- From **HOME** use **HOURS OF SERVICE/VIR** screen.
- Use **STATUS** tab.
- Inspection must be shown as **ON DUTY**.
- Tap **REMARKS** from the bottom right of screen.
- Tap the arrow in the left message box that appears.
- Scroll to and select **PRE TRIP INSPECTION** and select okay at the bottom right of the screen.
- Tap the **VIR** tab at the top right of the screen under the **DOT** clock.
- Select and read previous tractor and trailer inspections.
- Select and complete your own tractor and trailer inspections.
- Do a complete, 15 minute level two inspection.
- Report any issues to your driver manager and call them into maintenance.
- You are required to submit **DVIR** documentation of any damage or mechanical problems found during inspection.

A thorough pre trip and post trip inspection is essential to the safe operation of equipment. We require a report of damages to all company equipment be made when the damage is first noticed.

Failure to report damages could result in being charged for damage whether you are at fault or not.
Step 4: Retrieve Load Information

- From **HOME** use **MESSAGING** screen.
- Use **INBOX** tab.
- Scroll to and select **LOAD HEADER** and subsequent messages.
- Tap **LOAD HEADER** and hit **REPLY** twice.
- Enter and send the information the screen is asking for.
- Load header is the first message dispatch will send and will be on the bottom of the other load messages.
- All other messages will be above load header in chronological order
- Tap **PUP-A** and hit **REPLY** twice.
- Enter and send the information the screen is asking for.
- Tap **PUP-D** and hit **REPLY** twice.
- Enter and send the information the screen is asking for.
- Tap **DRP-A** and hit **REPLY** twice.
- Enter and send the information the screen is asking for.
- Tap **DRP-D** and hit **REPLY** twice.
- Enter and send the information the screen is asking for.
- Arrivals tell dispatch you are at the right place.
- Departs tell dispatch you are leaving your location.

Step 5: Post Trip Inspection

- From **HOME** use **HOURS OF SERVICE/VIR** screen.
- Use **STATUS** tab.
- Inspection must be shown as **ON DUTY**.
- Tap **REMARKS** from the bottom right of screen.
- Tap the arrow in the left message box that appears.
- Scroll to and select **POST TRIP INSPECTION** and select okay at the bottom right of the screen.
- Tap the **VIR** tab at the top right of the screen under the **DOT** clock.
- Select and complete tractor and trailer inspections.
- Report any issues to your driver manager and call them into maintenance.
- You are required to submit DVIR documentation of any damage or mechanical problems found during inspection.

Step 6: Edit and Approve Logs

- From **HOME** use **HOURS OF SERVICE/VIR** screen.
- Find and use the **APPROVE** tab which is in the same line as **STATUS**.
- Scroll through your day. If all is correct hit **APPROVE**.
- If something is incorrect, tap the entry and select **edit** at the bottom right of your screen.
- You can **EDIT** anything except drive time.
- Double check accuracy and **APPROVE** your logs.
Step 7: Change Duty Status

- From HOME use HOURS OF SERVICE/VIR screen.
- Use the STATUS tab.
- Tap the arrow on the message box that will appear on your screen and scroll to OFF.
- Send the information and make sure your duty status is set to OFF.

Step 8: Logout of Dispatch

- From HOME use MESSAGING screen.
- Use COMPOSE tab.
- Press CANCEL or CHANGE MACRO if macro list does not appear.
- Scroll to DISPATCH LOGOUT.
- Enter and send your info.

Step 9: Logout of System

- From HOME use LOGIN screen.
- Select LOGOUT from the bottom of the screen.
- Select OKAY from the prompt box.

Miscellaneous Items

Buttons may be different on your screen, depending on the model you have in your truck. All information will be the same.

Home Screen Options

- The HOUSE icon at the top will bring you to the home page at any time.
- The KEYBOARD icon at the top will bring up your keyboard.
- The GRAPH icon at the top is your signal strength.
- The EXCLAMATION POINT icon at the top, when lighted, is informing you of an urgent message in your inbox.
- The ENVELOPE icon at the top, when lighted, is informing you of a regular email.
- The DOT clock at the top tells you how much time you have before you are in violation of HOS.

- The ARROW LEFT at the bottom takes you to the previous screen.
- The TOOLS icon at the bottom is your settings.
- The QUESTION MARK icon at the bottom may help if you are stuck.
- Other buttons will appear depending on the screen you are on, usually in the bottom right corner. You may see OKAY, CANCEL, EDIT, CHANGE, REMARKS, etc.
Duty Statuses

- **OFF** = Off Duty.
- **SB** = Sleeper Berth.
- **DRV** = Driving.
- **ON** = On Duty, Not Driving.
- **ODD** = Off Duty Driving.

- **HOS** automatically puts the active driver in **DRV** when the truck is in motion for 2 miles or when speed reaches 25 mph.
- **HOS** automatically puts the active driver in **ON** when the truck has been stopped for 5 minutes.
- All other duty statuses must be changed manually.
- Minimum duty status time is 5 minutes. If status changes within 5 minutes, previous status is eliminated.

HOS Rules

- **Driving time** - 11 hours.
- **Off duty time** – 10 consecutive hours.
- **Driving window** – no driving after 14 consecutive hours after starting the day, but on duty time can continue after that time is reached.
- **Duty cycles** – 70 hours/8 days.
- **Break requirements** – may drive a CMV only if it has been 8 hours or less since the last break of at least 30 minutes.
- **Restart** – a 34-hour off duty period will reset the 70 hour clock if it includes 2 periods from 0100 to 0500.
- **Restart frequency** – a reset can only be started if 168 hours (exactly one week) have passed since the start of the last reset period.

Safety Department – 800-990-7874
Welcome to electronic logging! All Rush drivers are required to use the e-log system from the time they enter a truck equipped with the e-log Qualcomms, but we do provide training and ongoing support. Please contact the Safety Department (800-990-7874) if you have any questions.

Most of our systems use the cellular service (some still access the satellites), so it should be rare that it cannot communicate.

Anytime you press the Home button (looks like a house in the upper left sections of the screen and face), you return to the Home screen. This screen allows you to Login, access your Messaging and your Hours of Service. It is a touch sensitive screen, so each selection can be made with either your finger tip, or with a soft blunt stylus. Please do not use other objects, such as a pen! Do not use anything that will mark or cut the screen!
Beginning to use the system

To start using the system, you need to **Login** as a driver and make yourself **Active**. You will use your driver ID, and the last 4 digits of your social security number. For instance if your driver ID was AB123, and the last four digits of your social security number was 1234, your Login screen would look like the picture below on left:

Team drivers will need to change back and forth between Active drivers. This is done on the **Login** screen, as shown above on the right. To change from one Active driver to the other, highlight the inactive driver, then select the **Change** button. To complete the change, you will need to enter the password (last four of the social security number) of the driver to be made active. The only time it is necessary to logout, is if you will not be in the truck any longer. Teams switching from one driver to the next will only use the **Change** option.

**Hours of Service**

The section you are likely to use most often is the **Hours of Service**. This area allows you to view available hours, make changes to your duty status, and then to submit or approve your hours. When changing your duty status, first make sure that your name is displayed over the tabs (for example, “TEST DRIVER WAYNE” as shown in the screen shots below). Each function or display will be specific to the driver shown in this field.
To change or view the **Hours of Service** of a different driver, simply select the green down arrow to the right of this field, then select the desired driver from the pull down list. *This does not change the active driver*, only the information shown and used in this area! Events like fueling and tolls will still be compared to the Active driver, regardless of what changes are made in this area.

To view the available hours and current status, select **Hours of Service** from the **Home** screen, then the **Status** tab. When you select the **Change** button, you will be able to change your status. The **Note** field has a number of pre-set descriptions of duty, such as Pre-Trip Inspection, or Fueling. If you need to enter another description, touch in the field, then select the **keyboard** icon in the upper left portion of the screen, right next to the **Home** button. When done with the keyboard, select the keyboard icon in the lower right of the screen, or select the red **X** to close that tool out.

After entering your data, and selecting **OK**, you can view the electronic equivalent of your paper log’s grid, by selecting the **Graph** tab. To finally approve your logs and submit them, select the **Approve** tab. If you do not need to make any edits, select Approve All. Once you’ve selected the **Approve All**, any changes have to go through the Safety Department.
As a driver, you can edit your own logs to correct inaccuracies, such as leaving yourself on duty over a break. From the Approve tab, select the inaccurate line, then select Edit in the lower right of the screen to make the edit. You will need to either enter your initials or the correct note in the Note field.

You should not manually change Duty Status to or from line 3, D. The system will automatically change to line 3 if the truck is driven, and it will change to line 4, ON, when the truck is at rest. You will have to change to line 4, ON, from an off duty status (e.g. when you start your day or shift). You will also need to change to line 1, OFF or line 2, SB, when you are going off duty.

Loads
To add or change load information, select the Load tab under Hours of Service, then select the New Load button. From this selection, you’ll get the screen below on the left, at which point you can add the Pro # (Load ID), Bill of Lading (B/L #), and the Trailer info, as well as Start and End
dates for the load. Remember that each load is specific to a driver, like the other Hours of Service screens. So when reviewing the Load History, as shown below on the right, you need to use the pull down at the top of the screen to change the view from “TEST DRIVER WAYNE” to the other driver.

**Messaging**

You can send and receive the same messages you have used with the other Qualcomm system. The message numbers are the same, and the information required for each message is the same. You can scroll through messages using the scroll bar on the right side of the screen.

To create a message, select the **Compose** button, scroll to the desired message or the Freeform message, and enter the data:
Any fields that are outlined in red are required, and will not allow you to Send the message till they have been filled in.

**Vehicle Inspection Report – Message 35**

After completing your shift and the Post Trip Inspection, a report MUST be filed. To file this report using the e-logs, you will select Compose under Messaging, then scroll down and select 35, Driver Vehicle Inspection Report.

The shaded fields are required.
Reviewing e-logs

To access your e-log record, you can log into the following site:

http://dhos.myqualcomm.com/dhm

specifying the following:

Company Name: Rush Trucking
Driver ID: your ID, such as ZZ999
Password: last 4 digits of your SSN, i.e. 9999
Last Name: i.e. Driver Wayne

Additional Training

The units have additional training built into them. From the Home page, select the arrow in the middle right of the screen. This will take you to the second page.

From this page, if you select the MCP Training option, you have the opportunity to go through additional training right on the unit.
There are many other features that are functioning, or that are expected to be added at some point. It comes with an Alarm Clock that can be used right now. If you have a USB keyboard, it can be plugged into the left side of the unit for data entry.

If you need additional help, you can call Safety, at 800-990-7874. If there is an after hours problem with the Qualcomm itself, you can contact Qualcomm Tech Support, at 800-541-7490, option 1.
Permits

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

II. Single State Registration
    a. This is a form you will need and must have in the truck.
    b. The SSR expires every year on 12/31
    c. Contact Peggy Yunk to get a new copy

III. Hazardous Material Certificate
     a. This form you will need and must have in the truck.
     b. The Hazardous certificate expires 6/30 each year.
     c. Contact Peggy Yunk to get a new copy

IV. NY Hut Permit
    a. This decal and cab card is required for every truck that goes through New York
    b. The NY Hut expires every two (2) years
    c. These permits are ordered per truck or as needed.
    d. Contact Peggy Yunk she will order a temporary permit and the permanent will be
       mailed.
    e. This permit is at no cost to the owner-Operator

V. MPSC Decal
   a. This decal is to be placed on your truck and the cab card available at all times.
   b. It is required for every truck that is running Intra-state in Michigan. This includes a pick
      up and delivery in the state of Michigan.
   c. It is also required for all trucks that have a Michigan base plate.
   d. The MPSC decal expires on 12/31 every year.
   e. Contact Peggy Yunk to order.
   f. You will be charged $100.00 the cost of the permit.

VI. US Customs Permits
    a. This is a window decal
    b. This decal is required for every truck that is crossing into Canada.
    c. If you do not have a decal it will cost $5.00 for each crossing.
    d. This decal is available at a cost of $100.00.
Important Documents

Operating Authority
Canadian Authority
Single State Registration (RS3)
Liability Insurance
Hazardous Material Certificate
IFTA Permit
Copy of Lease
GM SAFETY PROCEDURES

The following are safety procedures set by all GM facilities. These procedures are to be followed by any driver that brings a load into their plant.

1. All trailers delivering to a GM plant must be scaled.
2. Drivers must be wearing a safety vest before entering plant. Driver must have safety glasses handy. Safety glasses are not required in the shipping area, but may be required in certain areas of the plant.
3. Whenever you hook a trailer, you need to check 3 things: First, locate the paper registration, located in the holder on the front of trailer, second, locate the manufacture plate on the trailer to be sure it matches the paper registration, (no trailers older than 10 years are allowed in any GM plante), and thirdly, locate the PM/DOT inspection sticker. The trailer inspection sticker must be current, that is inspection less than 1 year old.
4. GM requires head lights to be on for safety, no passengers or pets, (Rush Policy as well as GM), obey all posted speed limits (not to exceed 25 mph) and signs. Passing is forbidden, and trailer doors must be closed when the trailer is moving.
5. Slide tandems to the rear position and lock.
6. See receiving clerk for dock door.
7. Back trailer into assigned door, set brakes on trailer, lower dolly legs, unhook tractor from trailer, (unless instructed otherwise by clerk on duty), place wheel chocks under right rear and left rear of trailer. Place 2 jack stands under front of trailer, adjust jack stand plate to snug position on trailer frame.
8. Stay in assigned driver area, or vending area, (ask if you don’t know where vending area is) otherwise, plant is off limits to drivers. Surrender keys to tractor to dock personnel.
9. When fork lift driver replaces safety chain, pull trailer out of dock (remove chocks and jack stands), close doors, pull out of dock area, then see receiving clerk for paperwork. Wait for green light.
10. Exit the plant.
11. Fines for failure to comply: 1st offense - $500.00, 2nd offense - $750.00, 3rd offense – Termination
May 16, 2014

Dear GM Logistics Service Provider:

I want to call your attention to GM’s truck safety procedures, and request that this is urgently communicated to all of your personnel entering GM facilities. Please ensure all of your drivers always comply with the following policies intended to ensure safety at all GM delivery locations:

- Under no circumstances should any driver assist another driver in removing equipment such as wheel chocks, jack stands, or opening trailer doors
- Drivers must stop at all railroad crossings and stop signs
- Drivers must wear a high visibility vest in all designated areas
- All sets of driver’s keys must be surrendered in compliance with the GM Key Surrender Policy
- Sliding rear axles must be engaged in rear most position
- Jack stands are to be properly placed under the nose when dropping a trailer. Stands should be raised to maximum 1 inch gap of the trailer.
- A minimum of two trailer wheels, one on each side, must be properly chocked prior to unloading
- Drivers must remain in the designated waiting area, and should not enter the dock or production area without prior authorization
- Drivers are not to re-enter their tractors until released by dock personnel

Failure to comply with the above requirements is a safety violation and may result in a ban from GM facilities. As safety remains top priority for all of us, your urgent and thorough communication of these procedures to all affected personnel is expected and greatly appreciated. These procedures are intended to ensure the safety of all individuals on GM premises, and must be complied with at all times.

Please email any questions or concerns with this notice to gm_carrier_administration@ryder.com.

Thank you for your continued support of our business.

Sincerely,

Elliot Swiss
Director, North American Inbound Logistics
Ford requires that tandems be slid to the rear position before dropping any trailer at one of their assembly plants.

Failure to follow this and any other company or customer safety rule may result in a written correction being recorded in your safety file, and/or reassignment of area of operation, and/or termination of services.
Date: October 4th 2012

Subject: Tandem Axle Positioning Requirements for over-the-road Trailers

The purpose of this bulletin is to remind and reinforce current policies with respect to the requirements for positioning of tandem axles to the rear-most position on over-the-road trailers servicing Chrysler.

Corporate Logistics requires that axles on trailers with sliding tandems be at least 41’ from the king-pin (the swivel joint between the tractor and trailer) on trailers with a maximum length of 53’. Some carriers, including Chrysler transport, have non-sliding (fixed) tandems positioned at the 41’ mark which meet these minimum requirements on 53ft trailers.

The requirement applies to all over-the-road trailers delivering to Chrysler locations, before being spotted at the dock or dropped in the marshaling yard. It is the responsibility of the carrier to ensure 100% compliance with its driver workforce.

To assist in the proper placement of tandems, Corporate Logistics requires that carrier’s place a mark 41’ from the king pin on all trailers. This will assist the driver in identifying the minimum distance tandems should be placed prior to dropping a trailer or backing into a Chrysler facility dock. Such markings will allow for a quick visual inspection for linkers, guards, switchers, fork lift drivers and others who may be impacted by tandem placement.

Carrier compliance with these requirements assists in the prevention of “tail diving” and other related safety issues during unloading.

Reference: Automotive Industry Action Group (AIAG), M-6, Optimum Shipping and Receiving Systems Handbook, “Sliding axle trailers that are delivered to automotive sites shall have the axles moved to the rear most position, and pins securely locked”

Thank you in advance for your compliance.

Inbound Transportation Management Team
WWL&C
Chrysler Group LLC
P.O. Box 1011 • Wayne, Michigan 48184
1 Rush Trucking Security Program - Vehicle Security Checks

1.1 When to perform it
1.1.1 Perform this inspection whenever you leave a shipper and/or stop off in Canada that is US bound.
1.1.2 Perform this inspection wherever you stop when you leave the vehicle unattended prior to crossing the border.

1.2 Where to find it
1.2.1 The 17 points that need to be performed are printed as an insert in the front of your logbook.

1.3 What to look for if the trailer is not preloaded and sealed
1.3.1 You must help Rush Trucking to be sure that the load is legitimate and that there is no loading of contraband at the loading dock or manufacturing facility. You must also ensure that there is no loading of contraband while on your way to the border even if you have unexpected stops and especially when you leave the vehicle unattended. You are also looking for any hidden compartments on the trailers or tractor where contraband or unauthorized people can be hidden.
1.3.2 You must perform all of the 17 point inspection to include the inside of the trailer.
1.3.3 Seal the trailer with a bolt seal that was issued by Rush Trucking on the door handle of the right hand door ensuring the other door can not be opened. These seals are high security bolt seals that are PAS ISO 17712 compliant.
1.3.4 Record the seal number on your logbook
1.3.5 Inform dispatch of the seal number via Qualcomm if you have it and if not then inform them when you call in your load information.

1.4 What to look for if the trailer is preloaded and sealed
1.4.1 You must help Rush Trucking to be sure that the load is legitimate and that there is no loading of contraband at the loading dock or manufacturing facility. You must also ensure that there is no loading of contraband while on your way to the border even if you have unexpected stops and especially when you leave the vehicle unattended. You are also looking for any hidden compartments on the trailers or tractor where contraband or unauthorized people can be hidden.
1.4.2 You must perform all of the 17 point inspection except for the inside of the trailer.
1.4.3 Make sure that the bolt seal has the same serial number on both ends of the seal and that it has not been tampered with
1.4.4 Make sure that the shipper has documented the seal number on the bill of lading and that it is correct
1.4.5 Ensure that there is no other way to gain access to the trailer
1.4.6 Record the seal number on your logbook
1.4.7 Inform dispatch of the seal number via Qualcomm if you have it and if not then inform them when you call in your load information

1.5 What to do if you find something
1.5.1 Contact dispatch and inform them of what problems you found
1.5.2 Contact local authorities by calling 911 if you feel it can not wait for dispatch or
endangers yourself or others

1.6 How to record the inspection has been performed
1.6.1 Sign the DVIR/Security section of your log book in the bottom right hand corner
1.6.2 You may also send a Qualcomm message to dispatch if you have a Qualcomm device

1.7 If you discover any security breaches during any other inspections or
observation you must report them.

2 How to identify if a shipment has potential of being a security risk
2.1 The following situations would make a shipment a security risk
2.2 Make sure the piece count and weight are accurate to the best of your knowledge
2.3 Paperwork is legible, complete, accurate and preferably not hand written
2.4 Ships from a location that appears to not have good yard security
2.5 Ships from or to unusual locations
2.6 Paid by cash or certified check
2.7 Has unusual routing method
2.8 Exhibit unusual shipping/receiving practices
2.9 Provides vague, generalized or poor information
2.10 All instances of suspicious cargo is to be reported to your dispatcher which will notify
    Customs if necessary

3 High Security Bolt Seals
3.1 Where to get them from
3.1.1 If you are getting low on bolt seals you can check out up seals from the guard shack at
    the Van Born yard in Wayne, MI.
3.2 How to store them in your tractor
3.2.1 You must keep your bolt seals in a secure location on your person or inside of your
    tractor
3.3 What if the seal is removed and replaced
3.3.1 If the seal is removed in-transit to the border, even by the government officials, a
    second seal must be placed on the trailer, and the seal change must be documented
3.3.2 You must notify dispatch immediately and you must document the seal change on your
    bill of lading and log book
3.3.3 Dispatch will notify the shipper, the customs broker and/or the importer that the seal
    was replaced.

4 If you have any questions you must notify your dispatcher for clarification
January 7, 2004

United States Customs

RE: US Customs Bond #389502993  
Carrier Code # 2993  
RIN # 100-337-001  
MC # 201657  
DOT #369138  
Canadian Bond # 248330

To Whom It May Concern:

Please be advised that Rush Trucking is the parent company for the following companies:

   Raycan Transport, Inc.: RIN #104-035-752, MC # 318095, DOT # 683905  
   Expedited Delivery Service, Inc. RIN#137-407-9996, MC 314338,  
   DOT684289  
   Blazer Truck Lines: RIN # 079-964-486, MC # 151557, DOT 613090

Each of these subsidiary companies has Power of Attorney to utilize our US Customs Bond to move shipments between the US and Canada. The Rush Trucking bond is $25,000.00 which enables us to grant this permission. If you need any other information, please feel free to contact me.

Sincerely,

Peggy Yunk  
Safety Dept.
Seal Inspection…

Seal Verification and Inspection Process:

- A seal inspection process should be implemented throughout the supply chain. The V.V.T.T. Seal Inspection Process is a good example of one:

  **V** – View seal & container locking mechanisms.

  **V** – Verify seal number for accuracy.

  **T** – Tug on seal to make sure it is affixed properly.

  **T** – Twist & Turn seal to make sure it does not unscrew.
Seal Inspection…

Seal Verification and Inspection Process:

- View seal & container locking mechanisms. Excessive damage to the seal or locking mechanisms must be reported to a Supervisor before opening the container.
Seal Inspection…

Seal Verification and Inspection Process:

- **Verify** seal number for accuracy. Compare with shipping documents, and look for alterations to the seal numbers!
Seal Inspection…

Seal Verification and Inspection Process:

- **Tug** on seal to make sure it is affixed properly. Seals that come apart must be reported to a Supervisor before opening the container. Human error might cause this to happen, or the container might have *contraband* inside!
Seal Inspection…

Seal Verification and Inspection Process:

- **Twist & Turn** seal to make sure it does not come off. Seals are threaded, so they can be unscrewed. These altered seals are reusable throughout the supply chain for multiple attacks!
# 17-Point Tractor & Trailer Inspection

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Bumper</td>
</tr>
<tr>
<td>2.</td>
<td>Engine</td>
</tr>
<tr>
<td>3.</td>
<td>Tires (truck &amp; trailer)</td>
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<tr>
<td>4.</td>
<td>Floor</td>
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<tr>
<td>5.</td>
<td>Fuel Tanks</td>
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<tr>
<td>6.</td>
<td>Cab/ Storage Compartments</td>
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<td>7.</td>
<td>Air Tanks</td>
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<tr>
<td>8.</td>
<td>Drive Shafts</td>
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<tr>
<td>9.</td>
<td>Fifth Wheel</td>
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<td>10.</td>
<td>Outside/ Undercarriage</td>
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<tr>
<td>11.</td>
<td>Floor</td>
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<tr>
<td>12.</td>
<td>Inside/ Outside Doors</td>
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<tr>
<td>13.</td>
<td>Side Walls</td>
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<td>14.</td>
<td>Ceiling/ Roof</td>
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<td>15.</td>
<td>Front Wall</td>
</tr>
<tr>
<td>16.</td>
<td>Refrigerated Unit</td>
</tr>
<tr>
<td>17.</td>
<td>Exhaust</td>
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</tbody>
</table>

**Image:** Supply Chain Security in a New Business Environment

**Logo:** C-TRAT (Customs Trade Partnership Against Terrorism)
17-Point Tractor & Trailer Inspection

1. Bumper
2. Engine
3. Tires
4. Floor
5. Fuel Tanks
6. Cab
7. Air Tanks
8. Drive Shafts
9. Fifth Wheel
10. Outside/Underride
11. Floor (inside)
12. Inside/outside doors
13. Side walls
14. Ceiling/Roof
15. Front wall
16. Refrigerator Unit
17. Exhaust

Supply Chain Security in a New Business Environment
CONVEYANCE INSPECTIONS PROCEDURE

1 17 Point Driver Inspection
   1.1 Drivers are trained on the 17 point inspection, typically during driver orientation.
   1.2 Driver performs a 17 point inspection at load origin and after every scheduled or unscheduled stop.
   1.2.1 Tractor’s - Bumper/tires/rims
   1.2.2 Tractor’s - Doors/tool compartments
   1.2.3 Tractor’s - Battery box
   1.2.4 Tractor’s - Air breather
   1.2.5 Tractor’s - Fuel tanks
   1.2.6 Tractor’s - Interior cab compartments/sleeper
   1.2.7 Tractor’s - Faring/roof
   1.2.8 Trailer’s - Fifth wheel area - check natural compartment/skid plate
   1.2.9 Trailer’s - Exterior - front/sides
   1.2.10 Trailer’s - Rear - bumper/doors
   1.2.11 Trailer’s - Front wall
   1.2.12 Trailer’s - Left side
   1.2.13 Trailer’s - Right side
   1.2.14 Trailer’s - Floor
   1.2.15 Trailer’s - Ceiling/Roof
   1.2.16 Trailer’s - Inside/outside doors
   1.2.17 Trailer’s - Outside/Undercarriage

1.3 Unsuccessful 17 Point Inspection triggers Security Breach Process.
1.4 Driver Documents successful inspection into Driver Log Book.
1.5 All Driver logs are scanned and checked for successful 17 point inspections.

2 All loaded U.S.-bound containers and trailers must have a PAS ISO 17712 high-security seal affixed.
   2.1 Attaching and Reattaching Security Seals
   2.1.1 Check Security Seal is Securely Affixed.
   2.1.2 Security Seal number is the same on both sides of the Security Seal
   2.1.3 Document the current Security Seal number on the BOL (Bill Of Lading) once

2.2 Check Security Seal is securely affixed. At every stop.
US/Canadian Border Crossing Quick Reference
4/13/11

Into Canada with Racks
- Enhanced Driver’s License or Passport \(\leftarrow\) presented to Border Patrol

Into Canada with Freight – drivers without FAST Card
- Enhanced Driver’s License or Passport \(\leftarrow\) presented to Border Patrol
- A49 form \(\leftarrow\) presented to Border Patrol
- Customs Invoice \(\leftarrow\) presented to Border Patrol
- Bills \(\leftarrow\) hold on to unless asked

Into Canada with Big 3 Freight - Drivers with a FAST Card
- FAST Card \(\leftarrow\) presented to Border Patrol
- CSA Card \(\leftarrow\) presented to Border Patrol
- Customs Invoice and bills \(\leftarrow\) hold on to unless asked
- NCAP/FAST Barcode \(\leftarrow\) hold on to unless asked

Passing Through Canada
- Enhanced Driver’s License or Passport \(\leftarrow\) presented to Border Patrol
- 7512B form \(\leftarrow\) presented to Border Patrol

Into US with Freight
- PAPS barcode on Customs Invoice \(\leftarrow\) fax to dispatch or broker 2 hours prior, then call to get confirmation number
- PAPS barcode and confirmation number \(\leftarrow\) presented to Border Patrol on Customs Invoice
- Enhanced Driver’s License or Passport \(\leftarrow\) presented to Border Patrol

Into US with Racks
- Enhanced Driver’s License or Passport \(\leftarrow\) presented to Border Patrol
- Inward Cargo Manifest or ACE \(\leftarrow\) presented to Border Patrol
- Customs Invoice and bills \(\leftarrow\) hold on to unless asked

Either way with Empty
- Enhanced Driver’s License or Passport \(\leftarrow\) presented to Border Patrol

C-TPAT 17 Point Inspection on all tractors and trailers.