



# **EMPLOYEE/INDEPENDANT CONTRACTOR HANDBOOK**

**April 2025**

**Rev 3**

# PURPOSE

## INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with JDSB Trucking LLC and provides you with information about working conditions, employee benefits, and some of the policies affecting your employment. This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.

You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by JDSB Trucking, LLC to benefit employees. Some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information since this handbook only briefly summarizes those benefits. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

## DISCLAIMERS

**Neither this handbook nor any other Company document confers any contractual right, either expressed or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Company, or you may resign for any reason at any time.**

**No employee handbook can anticipate every circumstance or question about policy. As JDSB Trucking, LLC continues to grow or change, the need may arise, and JDSB Trucking, LLC reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes in our employment-at-will policy is that you or JDSB Trucking LLC to end our relationship for any reason at any time. Employees or Contractors will, of course, be notified of such changes to the handbook as they occur.**

# Employee Handbook Acknowledgment of Receipt

This Employee Handbook has been prepared to inform you of JDSB Trucking, LLC's ("JDSB") employment practices, policies, and procedures.

## FORM OF EMPLOYEE ACKNOWLEDGEMENT

The employee handbook describes important information about JDSB, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook.

I have entered my employment relationship with JDSB voluntarily and acknowledge that there is no specified length of employment. Accordingly, I or JDSB can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur, except for the JDSB employment-at-will policy. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Contractor's Name (Typed or Printed)

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

**\* A signed copy of this Acknowledgment will be retained by the Company and placed in the employee's personnel file.**

## **Goal**

To be a customer-centric transportation leader by providing the highest level of customer service while maintaining a safe environment for the community we live in. Always strive to be better than yesterday, and value our team members for their contribution to providing a positive customer experience through integrity and professionalism.

## **Mission Statement**

To be a Partner that spends every mile caring about its people, customers, and vendors through our core values of safety, integrity, and professionalism.

**SAFETY – INTEGRITY – PROFESSIONALISM**

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# **Chapter 1 – Workplace Environment**

## **Nature of Employment**

Employment with JDSB is voluntarily entered, and the Contractor is free to resign at will at any time, with or without cause. Similarly, JDSB may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Policies outlined in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between JDSB and any of its employees.

## **Equal Employment Opportunity Statement**

JDSB Trucking provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, citizenship, religion, age, gender, national origin, creed, genetic information or disability, amnesty, marital status, veteran status, or sexual preference or any other status per applicable laws. JDSB Trucking complies with all applicable local, state, and federal laws governing non-discrimination in employment, and assures EEO in all its policies and practices. This EEO statement applies to all terms and conditions of employment, including, but not limited to, hiring, application, placement, promotions, compensation, layoffs, transfers, leaves of absence, terminations, and access to the Company's benefits, programs, and training. Employees with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources department. Employees should also feel free to contact any officer of the Company, including the President.

## **Americans with Disabilities**

JDSB Trucking complies with the provisions of the Americans with Disabilities Act (ADA). The Americans with Disabilities Act (ADA) is a federal civil rights law covering individuals with physical and mental disabilities. The ADA broadly defines a person with a disability as an individual who has a physical or mental impairment that limits one or more of his/her major life activities (i.e., walking, speaking, seeing, hearing, working, etc.); has a record of such impairment; or is regarded as having such an impairment. The Company will not discriminate against any qualified employee or job applicant concerning any terms, privileges, or conditions of employment because of a person's physical or mental disability. Employees or applicants with a qualified disability (including life-threatening illnesses) may make requests for reasonable accommodations to the Human Resources department. We will endeavor to reasonably accommodate employees and applicants who are qualified individuals with a disability, but who can still perform the essential functions of the job.

## **Genetic Information Policy**

JDSB Trucking does not conduct any genetic testing on any applicant or employee under any circumstance and does not discriminate against any applicant or employee because of that individual's genetic information (including information from genetic tests, the genetic test of



family members, the manifestation of a disease or disorder in a family member, family medical history, or information about any employee's, applicant's or family member's request for or receipt of genetic services). Nor does the Company request, require, purchase, or deliberately acquire any genetic information.

To the extent JDSB Trucking receives information about an applicant's or employee's family medical history or other genetic information inadvertently (e.g. in the administration of a leave request or accommodation request), that information will not be used except as required for any legitimate purpose (e.g., to consider an employee's leave request relating to a family member's medical condition) and will be treated and maintained as a confidential medical record and will not be disclosed except as allowed or required by applicable law.

Testing for drug or alcohol use is not considered "genetic testing," and may be required by the Company in appropriate circumstances. Consistent with the general prohibition against genetic testing of any applicant or employee, any specimen(s) gathered for drug and alcohol testing will not be tested for any genetic information.

JDSB Trucking will not retaliate against any individual because the employee honestly and in good faith makes a complaint of discrimination based on genetic information, and/or participates or cooperates in an investigation of alleged discrimination based on genetic information. Employees who feel they have been retaliated against for making a complaint or participating in an investigation should report the circumstances or incidents to Human Resources immediately.

### **Open Door Communications - Our Promise to You**

The Open-Door policy exists at JDSB Trucking to encourage fair and prompt resolutions to problems and questions, and to do "what is right" regardless of "who is right." No employee will be discriminated against or retaliated against for the use of the Open Door Policy.

When an employee at any level in the company has a job-related problem, the employee should first approach his/her immediate supervisor on an informal basis and try to work out a solution. If the problem is not resolved at this level, the employee should approach his/her next higher level of management for review and response. An HR representative is available at any time throughout this process. This process will be repeated until either the employee has answered to his/her satisfaction, or a final and binding answer has been given by one of the following:

- The Company President or Owner(s)
- A Member of the Executive Team

# Harassment

All JDSB Trucking employees have a right to work in an environment free from any forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Respect and dignity should be afforded to every individual in our work environment. Consistent with this philosophy, all employees of JDSB Trucking are expected to always treat others with dignity and respect. It is the policy of the Company to provide and maintain a work environment free from all forms of harassment, including harassment based on sex, race, color, religion, citizenship, ancestry, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected under the law. Such behavior will not be sanctioned or tolerated.

Supervisors and managers are responsible for assuring that no employee, client, visitor, contractor, or vendor is subjected to conduct that constitutes sexual or any other form of harassment in the workplace environment. This policy applies to employees, clients, vendors, and other visitors who may have work-related interaction with JDSB Trucking employees inside and outside the workplace.

## Sexual Harassment

Sexual harassment of any form or nature will not be tolerated. Sexual harassment most frequently involves a man and a woman; however, it can also involve harassment between members of the same gender. Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Examples of sexually harassing behavior of a visual, verbal, or physical nature may include, but are not limited to:

- **Verbal:** unwelcome or offensive sexual innuendos, suggestive comments, insults, humor and jokes about sex, sexist remarks or jokes about a person's anatomy or gender-specific traits, sexual propositions, subtle pressure for sexual activity or coercion to date threats, or degrading remarks about other employees or their private life, regardless of whether they are present.
- **Non-verbal:** suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, catcalls, or smacking/kissing noises.
- **Visual:** posters, cartoons, drawings, graffiti, pin-up slogans, or other objects in the workplace that contribute to an intimidating work environment.
- **Physical:** unwelcome touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

### **Other Forms of Harassment**

Harassment is based on other factors such as race, color, religion, national origin, age, Citizenship, ancestry, veteran status, sexual orientation, or disability will not be tolerated. This prohibited conduct shall include, but is not limited to:

- Visual forms of harassment, such as markings, cartoons, graffiti, and drawings.
- Verbal harassment, such as racial remarks or slurs.
- Remarks and jokes related to a protected class; or
- Actions that set a person apart due to their association with a protected class.

### **Reporting Procedure**

If any individual believes that he or she is being harassed or discriminated against due to any of the above reasons, or is aware of such a situation, the individual should ask the offender to stop and immediately report the incident to the Human Resources department, your supervisor, or a member of the Executive Team. This harassment reporting procedure should also be used to report instances of harassment involving agents and supervisory personnel of JDSB Trucking, fellow employees, and non-employees, such as contractors, clients, visitors, vendors, and any other person involved in the workplace. Reports will be kept confidential to the maximum extent possible and should be made without fear of reprisal. Employees are expected to cooperate fully in any investigation.

Upon Company notification of a report of harassment, the Company will conduct a thorough and impartial investigation. After the investigation is completed, the company will formulate their conclusion and notify any individuals directly involved of the results of the investigation.

JDSB Trucking prohibits any form of retaliation or adverse personnel action against any employee who, in good faith, reports an alleged incident or cooperates in an investigation. Any employee who feels that he/she has been subject to a retaliatory or adverse personnel action for exercising or attempting to exercise any rights under this policy or any applicable law or regulation concerning the subject matter of this policy shall immediately inform the Human Resources department, which will promptly investigate the complaint. Any form of retaliation or adverse action may be subject to appropriate disciplinary action, up to and including termination of employment.

### **Employment Consequences**

Any individual found to have engaged in any prohibited form of harassment, either directly or indirectly, may be subject to appropriate disciplinary action, up to and including termination of employment.

## **Violation of the Harassment Policy**

- Sabotage or disrespectful conduct
- Violation of the substance abuse policy
- Repeated occurrences of related or unrelated minor violations, depending on the severity of the violation and the circumstances
- Disclosing personal or confidential information of an employee(s) to another employee or individual associated with the Company (personal cell phone number, home phone number, social security number, driver's license number, etc.)
- Carrying concealed or unconcealed weapons or explosives on Company property without Company knowledge and approval
- Threatening, coercing, intimidating, interfering or fighting
- Immoral, indecent, immodest, or obscene conduct

**\*Due to the serious nature of some situations, such as those listed above, although not an exhaustive list, immediate discharge with or without warning may be warranted.**

## **CONTRACTOR ACKNOWLEDGMENT AND CONSENT**

**I \_\_\_\_\_ hereby acknowledge that I have thoroughly read and understood the JDSB Sexual Harassment Policy. I recognize the importance of this policy in promoting a safe and respectful environment for all individuals within our community. I am committed to adhering to the guidelines and principles outlined in the policy and will ensure that my conduct reflects these standards at all times. I understand that it is my responsibility to contribute to a workplace and educational setting free from harassment and discrimination.**

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Date**

# Drug & Alcohol Policy

For JDSB Trucking to provide a safe, healthy, and efficient working environment, we prohibit the use, possession, sale, distribution, dispensing, or manufacture of alcohol, illegal drugs, or the illegal use of other controlled substances (as defined under state and federal law) while on company time, or company business. Drug and/or alcohol use during non-working hours should never affect the employee's performance on the job or subject others to danger. The overall goal of this policy is to ensure a drug-free and alcohol-free working environment and to reduce the risk of accidents, injuries, and fatalities.

The Omnibus Transportation Employee Testing Act of 1991 requires drug and alcohol testing of safety-sensitive transportation employees. These regulations cover all transportation employers, employees, and service agents. The DOT has specific rules on who must conduct drug and alcohol tests, how to conduct those tests, and what procedures to use when testing. JDSB Trucking will follow these procedures.

The following shall be considered "prohibited conduct" for purposes of this policy:

- No employee shall report for duty or remain on duty while having an alcohol concentration of .001 or greater.
- No employee shall be on duty while the employee possesses drugs or alcohol (alcohol manifested & transported as a shipment exempted).
- No employee shall use drugs or alcohol while performing their job duties.
- No employee shall perform safety-sensitive functions within eight (8) hours after using alcohol.
- No employee required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first.
- No employee shall report for duty, or remain on duty, when the employee uses any controlled substance, except when use is according to the instructions of a physician.
- An employee is to advise his/her immediate supervisor if they have been instructed by a physician to take medication that may affect their motor functions, thinking, speech, reflexes, or other concerns that may affect the quality of their ability to perform their job requirements or lessen their safety effort.
- Use, sale, purchase, transfer, possession, or presence in one's system of alcohol or any controlled substance, except when use is under the instructions of a physician, by an employee while engaged in company business, operating company equipment, or while under the authority of the Company is strictly prohibited and may result in immediate termination (under and subject to the requirements of the Federal Motor Carrier Safety Administration regulations).

### **Prescription Medications**

Report all prescription medicines to the Safety Department per regulations. If it does not affect your ability to drive, you may continue to work after being cleared through the safety department. Always carry medication in its container. Never mix pills or use unmarked “reminder” containers.

Engaging in prohibited conduct may result in removal from service and/or termination of employment.

### **Types of Testing**

In general, JDSB Trucking will conduct testing on the following basis: Pre-employment, post-accident/incident, Reasonable Suspicion, and Random. A refusal to test or the adulteration of a specimen may be grounds for disciplinary action up to and including separation of services. All testing is conducted by a certified laboratory using consistent standards and confirmatory testing, in conjunction with a medical review officer as appropriate. Your privacy is protected to the extent possible. The various testing options are defined as:

#### **Pre-Employment Testing**

All applicants for employment must submit to drug tests as a condition of employment. Any applicant who refuses a test or has a confirmed positive test result will be denied employment.

#### **Post-Accident/Incident Testing**

An employee must submit to drug and alcohol testing any time he or she is involved in a preventable, DOT, or OSHA recordable accident or incident where they are injured and seeking medical attention. This includes an accident involving: a company vehicle, a fatality, any party involved requiring treatment, the driver receiving a citation for a moving violation arising from the accident, or a vehicle incurring “disability damage” requiring a tow. The company must be contacted as soon as possible, following the company's procedures. If testing is required, submission to the testing must be as soon as reasonably possible, as determined by the Company. In the event of a serious injury to the employee, the injured employee will be required to provide authorization for the Company to obtain hospital records or other documents that would indicate the presence of a controlled substance or alcohol in the employee’s system at the time of the accident.

In the event federal, state or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, these tests may be requested by the Company and the employee will be asked to sign a release to allow the Company to obtain the results.

#### **Reasonable Suspicion Testing**

Reasonable suspicion for requiring an employee to submit to drug and/or alcohol testing shall be deemed to exist when an employee manifests physical or behavioral symptoms or reactions commonly attributed to the use of controlled substances or alcohol. Such employee conduct must

be witnessed by at least one supervisor trained in compliance with § 382.603. Should a supervisor observe such symptoms or reactions, the employee must submit to testing.

### **Random Testing**

Random drug testing will be conducted for DOT-covered employees on a neutral selection basis with all employees having an equal chance of being selected. The Company will test employees for drugs and alcohol at a rate established by the DOT for the given year.

A company official will notify individuals of their selection and their obligation to report to a collection site as soon as possible. Once notified, every action the employee engages in must lead to collection. Any conduct in which an employee does not proactively move toward, or delays in any way, the collection may be considered a refusal to test. An employee selected for a random drug test while on leave of absence will be immediately tested upon returning to work.

### **Follow-up Testing**

Any employee who engages in prohibited conduct related to substance or alcohol abuse shall be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals (SAPs). If the employee desires to become re-qualified, they must be evaluated by an SAP and submit to any treatment the SAP prescribes. To become re-qualified following evaluation and treatment, if any, the employee must submit to and complete a return-to-duty drug and/or alcohol test. Such employees are also subject to follow-up testing for a period of up to 60 months following return to duty, which is separate from other types of testing described in this policy. Testing will be unannounced and following the instruction of the SAP, no fewer than six (6) tests shall be performed in the first twelve (12) months following return to duty. The full cost of the SAP evaluation and treatment is the responsibility of the contractor. ***There is no guarantee or promise of a position should the employee gain re-qualified status.***

### **Refusal to Test**

Refusal to submit to drug and alcohol tests as requested will be grounds for refusal to hire applicants and to terminate the employment of existing employees. A refusal to test is defined to be conduct that would obstruct the proper administration of a test. Refusing to sign the alcohol form is considered a refusal to test. A delay in providing a specimen could be considered a refusal. If an Employee cannot provide a sufficient specimen, he/she will be evaluated by a physician of the Company's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen, it will be considered a refusal to test. In that circumstance, the employee is subject to disciplinary action, up to and including termination.

### **Drug Urinalysis**

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances: (1) marijuana; (2) cocaine; (3) opiates; (4) amphetamines; and (5) phencyclidine (PCP). Other forms of testing may also be made available, such as hair.



The urinalysis procedure starts with the collection of a urine specimen. Urine specimens will be submitted to a SAMHSA-certified laboratory for testing. As part of the collection process, the specimen provided will be split into two vials: a primary vial and a secondary vial. The SAMHSA-certified laboratory will perform initial screening on all primary vials.

All laboratory results will be reported by the laboratory to a Medical Review Officer (MRO) designated by the Company. Negative test results shall be reported by the MRO to the Company.

Before reporting a positive test result to the Company, the MRO will attempt to contact the employee to discuss the test result. If the MRO is unable to contact the employee directly, the MRO will contact the Company management official designated in advance by the Company, who shall, in turn, contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. At the MRO's sole discretion, a determination will be made as to whether a result is positive or negative. If, after failing to contact the MRO after 5 days, or if the employee cannot be contacted at all within 30 days, the MRO may verify the test as positive. After any positive verification, the employee may petition the MRO to reopen the case for reconsideration at the expense of the employees.

Under DOT regulations, individual test results for employee applicants will be released to the company and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written requests.

An individual testing positive may request the MRO to have the secondary vial tested. The secondary vial must be tested by a different SAMHSA-certified lab than the one that tested the primary specimen. The individual requesting a test of the second specimen must pre-pay all costs associated with the test. The request for testing of a secondary specimen is timely if it is made to the MRO within 72 hours of the individual being notified by the Company of a positive result.

### **Alcohol Tests**

The Company will perform alcohol testing using a device that is on the National Highway Traffic Safety Administration's (NHTSA) Conforming Products List (CPL) and meets DOT's testing requirements. This may be a breath-testing device or a saliva-based testing device and may be provided through a vendor or agent. The device will be operated by a technician who is certified and trained on the specific device he or she will be operating. The employee shall report to the alcohol testing site as notified by the Company. The employee shall follow all the instructions given by the alcohol technician.

Any initial test indicating a blood alcohol concentration (BAC) of .02 or greater will be confirmed on an evidential breath testing device (EBT) operated by a breath alcohol technician (BAT). The confirmation test will be performed no sooner than 15 minutes and no later than 30



minutes following the completion of the initial test. In the event the confirmation test indicates a BAC of .02 to .0399, the employee shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer. Employees with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just before, during, or just after duty.

### **Training**

The Company shall ensure individuals designated to determine whether reasonable suspicion exists to require an employee to undergo testing under § 382.307 receive at least 60 minutes of training on recognizing alcohol misuse and at least 60 minutes of training on recognizing controlled substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

### **Educational Materials**

The Company will provide educational materials that explain the requirements of § 382.601, the consequences of violating the regulations, and the employer's policies and procedures for meeting these requirements. The materials supplied to employees may include information on additional employer policies concerning the use or possession of alcohol or controlled substances, for example, the consequences for an employee found to have specific alcohol or controlled substance levels based on the employer's authority independent of § 382.601. The Company shall ensure that each employee is required to sign a statement certifying that he or she has received a copy of these materials described in § 382.601.

### **Clearing House**

***Clearing house is required for all drivers and contractors. You will receive an email, and we will conduct queries throughout the year.***

The Federal Motor Carrier Administration (FMCSA) established the Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse (Clearinghouse). This new database contains information on violations of the U.S. Department of Transportation (DOT) controlled substances (drug) and alcohol testing program for holders of CDLs.

The Clearinghouse rule requires FMCSA-regulated employers, medical review officers (MROs), substance abuse professionals (SAPs), consortia/third-party administrators (C/TPAs), and other service agents to report to the Clearinghouse information related to violations of the drug and alcohol regulations in 49 Code of Federal Regulations, Parts 40 and 382 by current and prospective employees.

The Clearinghouse final rule requires the following:

- Employers must query the Clearinghouse for current and prospective employees' drug and alcohol violations before permitting those employees to operate a commercial motor vehicle (CMV) on public roads.
- Employers must annually query the Clearinghouse for each driver they currently employ.

The Clearinghouse provides FMCSA and employers with the necessary tools to identify drivers who are prohibited from operating a CMV based on DOT drug and alcohol program violations and ensure that such drivers receive the required evaluation and treatment before operating a CMV on public roads. Specifically, information maintained in the Clearinghouse enables employers to identify drivers who commit a drug or alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations). Records of drug and alcohol program violations will remain in the Clearinghouse for five years, or until the driver has completed the return-to-duty process, whichever is later.

### **Customer Related Events**

Certain employees may be involved in customer, vendor, or other work-related settings in which alcohol is customarily served. Employees should keep in mind their public image and that of the organization when involved with alcohol, and if they choose to drink, do so responsibly and appropriately. A cab service (Uber, LYFT, etc.) can be called at company expense to ensure safe transportation home if needed after a work-related function that involves alcohol. The offer of a cab may be extended to the customer if deemed appropriate. A violation of this policy is grounds for disciplinary action, up to and including termination of employment.

## **CONTRACTOR ACKNOWLEDGMENT AND CONSENT**

**My signature below acknowledges that I have read, understood, and agreed to the JDSB Trucking, LLC Drug and Alcohol-Free Workplace Policy. I also agree to submit to drug and alcohol testing as well as inspections of both JDSB Trucking, LLC property and my personal property when required by this policy. I understand that testing positive for illegal drugs or alcohol, or refusing to undergo testing or inspections when requested, may lead to disciplinary actions, which could include termination or mandatory completion of a drug and/or alcohol rehabilitation program.**

**Print Name** \_\_\_\_\_

**Contractor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# **Confidentiality, Non-Disclosure, and Non-Compete Policy**

## **Nondisclosure**

Both during and after my employment, I will not, without the company's prior written consent, disclose to anyone outside of the company or use in other than the company's business or permit any person to examine or make copies of documents that contain or are derived from any confidential information as defined below.

Confidential information is any information or material concerning the company's affairs whether business, technical, or otherwise, which is not known to the public at large. It includes, but is not limited to, information and material developed, collected, or used by the company's personnel; information engagements; and information disclosed by third parties with which the company had or may have a business relationship. Confidential information may relate to the past, present, or future and may concern, but is not limited to, business strategies, financial data, business plans, technology, contract provisions, client lists, customers, service providers, personnel, companies with which we do business, or personal data. It may be contained on paper records, computer printouts, disks, or other forms of documentation or media. However, it need not necessarily be reduced to a tangible form.

## **Media Contact**

Employees are not to talk to the media or anyone else trying to secure information about the Company or a particular situation that occurs on or off company property. Politely decline any interviews and refer the individual(s) to the President or Executive Team of the Company. JDSB Trucking's goal is to make sure information is not misstated or misrepresented.

## **Noncompetition**

For purposes of this covenant, competition is defined as soliciting or accepting employment by, or rendering professional services to, any person or organization that is or was a client of the company during the term of the employee's or contractor's work with the company.

I, as an employee or contractor of the company or its subsidiaries, agree to respect the confidentiality of the company's patents, trademarks, trade secrets, ideas, inventions, designs, technical or business innovation, customers, clients, computer programs, and related documentation, or any other work product developed, conceived or used by me, in whole or in part, that arises out of my employment or contract with JDSB Trucking, LLC, or that is otherwise made through the use of company's time, facilities, or materials, and not disclose them to anyone. I agree not to make use of research done in the course of work for the company while employed by a competitor. I agree not to set up the business as a direct competitor of the company for 3 years following the expiration or termination of the agreement.

Each employee is charged with the responsibility of safeguarding proprietary information and limiting access to authorized individuals. Unauthorized taping, photographing, recording,

copying, or taking of JDSB Trucking's property is not permitted. Do not send trade secrets or proprietary information via the Internet or other similar means or methods without approved encryption and authorization.

Our company believes in honest competition, but we take a very strong stand against the piracy of trade secrets and proprietary information. If an employee is approached by anybody.

This agreement can be modified at any time as long as the new agreement is in writing and signed by both parties. Otherwise, this agreement stands as written.

**I hereby acknowledge that I have thoroughly reviewed the JDSB Confidentiality, Non-Disclosure, and Non-Compete Policy and fully comprehend its provisions. Additionally, I affirm my commitment to adhering to the established protocols and policies as outlined in this document at all times.**

Company Name: \_\_\_\_\_  
Contractor (printed) : \_\_\_\_\_ SSN/EIN \_\_\_\_\_  
Contractor (signed): \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*AT-WILL EMPLOYMENT AGREEMENT**

**Employment with the company is voluntary. Employees have the right to resign at any time, with or without cause. Similarly, the company can terminate the employment relationship at any time, with or without cause, as long as it complies with applicable federal and state laws.**

## Chapter 2 – Pay Practices

### Employment Status

All positions will be appropriately evaluated for overtime eligibility per the Fair Labor Standards Act. There are 3 categories an employee of JDSB Trucking can be classified as. There are also additional FMCSA guidelines that classify certain employees who perform in a “safety-sensitive” capacity. These FMCSA employees are defined as “employees with duties that include the performance, either regularly or from time to time, of safety-affecting activities on a motor vehicle used in transportation on public highways in interstate or foreign commerce”. FMCSA employees are exempt from receiving overtime pay and include drivers, driver’s helpers, loaders, or mechanics whose duties affect the safety of operations.

### Personnel Records

Human Resources will maintain personnel records on each employee. All employee records, including personnel files, are considered property of JDSB Trucking and are confidential. Access to the files will be limited to those who have a valid reason to have the information. Disclosure of confidential information to anyone outside the company (i.e., salary, home address, or telephone number) will be released only if the employee permits in writing to do so, unless required for valid legal or regulatory purposes.

You may examine your personnel file in the presence of Human Resources. You may not remove material from your file. Reference inquiries from prospective employers or creditors for information on current or past employees should be forwarded to the Human Resources department for completion. The verification of employment will be done in writing. You must complete a waiver form to release additional information.

Accurate personnel records are important to you and the company. The administration of many of our benefit plans is dependent upon accurate information about you and your family members. It is your responsibility to maintain the following information with the Human Resources department and to immediately report all changes, including:

- Home address and telephone number (home and/or cell).
- Contacts(s) to be notified in case of an emergency.
- Legal change of your name.
- Marital status change for benefit plan purposes.
- Number of dependents on Federal and State Income Tax Withholding.
- Dependents on insurance coverage.
- Insurance and benefit plan beneficiaries.

**Job Openings**

When a position becomes available, the position will be posted on the company intranet. Interested candidates should contact Human Resources to request an interview. Management will consider various criteria such as company needs, seniority, and any relevant experience when filling open positions.

**Salary Pay:** Salaried employees of JDSB Trucking are considered exempt and are not eligible for overtime pay due to the exemption guidelines outlined in the Fair Labor Standards Act.

**Hourly Pay:** Drivers who are paid on an hourly pay scale are considered non-exempt and are eligible for overtime pay. FMCSA employees earn overtime pay at a rate of 1 ½ times the base pay rate (or as directed by state law) for actual hours worked more than 48 hours per week. Non-FMCSA employees earn overtime pay at a rate of 1 ½ times the base pay rate (or as directed by state law) for actual hours worked more than 40 hours per week. Any pay that is not actual work hours (PTO, sick, holiday, vacation) is paid as straight time and not calculated as overtime pay.

**Mileage Pay:** Mileage pay employees are compensated based on the miles driven during the pay period. These employees are FMCSA employees and are not eligible for overtime pay.

**Percentage pay: Paid on the net percentage of the load**

**Flat rates pay:**

Please contact the HR Department with any questions about classifications and pay rates.

**Employment Categories:**

**Regular Full-Time Employee:** An employee who works a standard workweek of 37.5 hours or more per week. Full-time employees are eligible for the full range of benefits as outlined herein.

**Regular Part-Time Employee:** An employee who is regularly scheduled to work less than 37.5 hours per week. Part-time employees are generally ineligible for benefits as outlined herein, except as required by law.

**Temporary Employee:** An employee working in a position of limited duration arising out of special projects or other abnormal work demands. Temporary employees are not eligible for benefits. Temporary employees do not transition to regular employee status without an official offer to do so.

**Contractor:** An independent contractor is not an employee of the company and does not qualify for the benefits listed. A contractor is responsible for maintaining his or her power unit and is responsible for repairs and maintenance on any chassis that has been pulled or is being pulled by him or her. Equipment must always be maintained and there must be records of repair available

at any time of a request. Contractors are paid from the net of the load and are paid percentage-based pay. 1 week of pay is held upon starting with the company, then paid weekly after that. Any disputes in pay must be in writing, within 7 days of the settlement. There will be no corrections made after 7 days

### **Overtime Compensation**

Overtime for non-exempt employees must be pre-approved by the immediate supervisor. All overtime must be pre-approved by management *prior* to working it. Only actual hours worked are used for the calculation of overtime hours, which excludes paid time off or paid holidays.

Overtime is required when scheduled so the Company can respond to our clients' needs effectively; however, every effort will be made to provide you with as much advance notice as feasible, so you can adjust your schedule. Salaried employees who are not eligible for overtime pay may be required to work beyond normal scheduled work hours. Failure to work mandatory overtime may result in disciplinary action including termination of employment.

### **Re-employment**

If you should leave employment with the Company for any reason, you may be eligible for re-employment upon review. Upon application for re-employment, your skills, knowledge, and abilities will be reviewed along with your previous performance history with JDSB Trucking. Re-employment eligibility will be based upon the individual circumstances surrounding the termination of employment and your skill set in comparison to open positions available at that time. Individuals rehired within 30 days of the termination date may qualify to retain the original hire date if approved by a member of the Executive Team

### **Resignation**

Employees who decide to leave JDSB Trucking are asked to give their supervisor written notice of their resignation as far in advance as possible, however, a minimum of two weeks' notice is requested. It is at Management's discretion whether the two-week notice will be required. Paid time off is not granted during the notice period and does not count toward fulfillment of the notice. The last day worked with JDSB Trucking is to be a full day of service. Before their last day of employment, employees are requested to visit Human Resources for information related to their separation.

### **Performance Improvement**

We understand our employees are critical to the success of our organization. Therefore, we attempt to provide performance counseling and ongoing feedback throughout their employment in a manner that allows our employees to develop within the organization. We believe that through communication, most employee issues can be resolved; however, on occasion, performance or disciplinary situations arise to a level where further action is required for resolution. Management reserves the right to amend this policy at any time.

- ***Counseling and verbal warning*** – Counseling creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct, or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem. The supervisor will prepare written documentation of the meeting for the employee's file.
- ***Written warning*** – A written warning involves more formal documentation of the performance, conduct, or attendance issues and consequences. The immediate supervisor and a manager will meet with the employee to review any additional incidents or information about the performance, conduct, or attendance issues, as well as any prior relevant corrective action plans. The warning will outline the consequences for the employee of his/her continued failure to meet performance or conduct expectations. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.
- ***Suspension and final written warning*** – Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state, and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute for or use an accrued paid vacation or sick day in place of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the Driver if an investigation of the incident or infraction absolves the contractor.

### **Involuntary Termination**

The involuntary termination notice is prepared by the Supervisor with review by the HR Department. The employee is notified of the termination by his/her direct supervisor with HR or Executive Manager involvement and will be directed to report to the HR Department for completion of termination documentation.

The following definitions and classifications of violations for which corrective counseling, performance improvement or other disciplinary action may be taken, are merely illustrative and not limited to these examples. A particular violation may be major or minor depending on the surrounding facts or circumstances.



## Chapter 3 – Attendance & Time Off

### Attendance/Punctuality Policy

To ensure a consistent level of productivity and effectively planned daily activities, regular attendance at work is essential and expected. While some absences are unavoidable, we have established guidelines and policies to help manage absenteeism.

Each employee at the Company is assigned to carry out a specific assignment. The overall efficiency of the Company's operations is contingent upon employees adhering to their scheduled appointments and fulfilling their designated responsibilities. Any absence necessitates delays at work or the reassignment of tasks to other personnel. Therefore, it is imperative that all employees demonstrate punctuality and maintain regular attendance.

If you must be late or absent, you must ***personally*** notify your immediate supervisor/manager **prior to your scheduled shift**. In the event of an unexpected illness or emergency, you must ***personally*** speak to your immediate supervisor or manager, providing the reason for your absence and your expected return time. If your manager is unavailable, you should leave a voicemail message stating the reason for your absence and a phone number where they can reach you. Management will not accept a call from anyone other than the employee, except in extreme cases.

Excessive time away from assigned duties, for whatever reason, adversely impacts the overall performance of the Company and cannot be tolerated. Excessive and/or non-scheduled absences and tardiness, including time taken after PTO has been exhausted, will be subject to disciplinary action, up to and including termination.

An absence of three or more days due to illness or injury may be viewed as scheduled, provided it is supported by a physician's statement and your immediate supervisor was contacted during the absence. More than three ***nonscheduled absences*** in any twelve months is considered excessive. No Call/No Show on three consecutive workdays will result in immediate termination. However, all attendance incidents that do not allow an employee to regularly fulfill their role will be evaluated on an individual basis. Employees may be terminated for excessive absence.

Falsification of time records qualifies for immediate termination. All manual adjustments made on timecards/sheets require the initials of supervision or management.

### Minor Violations

These are less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within the company. They typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Here are some examples of minor violations:

- Excessive tardiness
- Unsatisfactory job performance
- Defacing company property
- Interfering with another employee's job performance
- Excessive absenteeism
- Failure to observe working hours, such as the schedule of starting time, quitting time, rest, and meal periods
- No Call/No Show for three days
- Insubordination (refusal to carry out a direct work order or request from a supervisor)
- Deliberate destruction, tampering with Company property, or theft
- Falsification of timekeeping, personnel, or other company records
- Violation of Safety Procedures as outlined in the Driver Information Handbook
- Misuse, altering, failing to report misuse, or failure to use proper safety devices
- Failure to report personal injuries or accidents to supervisors immediately
- Having a serious or potentially serious accident that could have been avoided (preventable) while in a Company vehicle
- Unauthorized use of Company materials, equipment, time, or property
- Misuse or waste company time during scheduled working time, including but not limited to loitering and sleeping
- Performing unauthorized personal work on company time
- Failure to notify the Manager of intended absences before the start of a shift
- Unauthorized use of the company telephone, internet, or equipment for personal business

### **Family Medical Leave of Absence**

Following applicable law, JDSB Trucking may grant a leave of absence under the Family Medical Leave Act (FMLA) to eligible employees who have completed at least one full year of service with JDSB Trucking and have worked at least 1,250 hours in the twelve months preceding the leave.

### **Occurrences covered under FMLA leave**

Employees meeting the requirements mentioned above may request leave of absence for any of the following reasons:

- Birth of a child (including prenatal care), and care for the newborn child.
- Placement of a child for adoption or foster care.
- To care for a spouse, child, or parent of an employee with a serious health condition.
- To deal with the employee's serious health condition that renders the employee unable to perform the essential functions of the employee's job; and/or
- To respond to "qualifying exigency" when an employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) "covered active duty" in the Regular

Armed Forces and/or for the Reserve Armed Forces to a foreign country or active-duty contingency operations under the act.

An eligible employee may take up to 12 weeks of unpaid leave during 12 months for any of the abovementioned situations. An employee who is the spouse, child, parent, or next of kin of a covered service member may be entitled to up to 26 weeks in a single 12-month period to care for the service member. The 12-month period in which the covered work weeks of FMLA leave may be taken is a rolling 12-month period measured backward from when an employee commences any FMLA.

### **Substitution for paid leave**

JDSB Trucking will require employees to substitute available PTO time for part or all of the unpaid leave, under the FMLA. While on approved FMLA leave, the employee cannot work for another employer.

### **Intermittent Leave**

Leave may be taken on an intermittent or reduced schedule basis for a serious health condition, either the employee's or a family member as defined under FMLA; qualifying exigencies; or to care for an injured service member when such leave is certified as medically necessary. If the intermittent leave or reduced schedule leave is for a serious health condition or to care for an injured service member, the Company may require the employee to transfer to a temporary, alternative job for which the employee is qualified and better accommodates the intermittent or reduced schedule leave than the employee's regular job. The temporary position will have pay and benefits equivalent to the employee's regular job. Intermittent leave for childbirth (and to care for such a child) or placement may only be taken with JDSB Trucking approval.

### **Employee/Contractor and Spouse Co-workers**

If the employee/contractor and the employee/contractor's spouse are employed by the Company, they are entitled to combined leave of up to 12 weeks in 12 months for birth, adoption, or placement for foster care of a child; to care for a sick parent; or for a qualifying exigency and are entitled to a combined total of 26 weeks of leave to care for an injured service member as well as leave for other FMLA-qualifying reasons during the applicable 12-month period.

### **Requests**

Employees/Contractors should request FMLA leave from Human Resources based on the following guidelines:

- If leave is planned, employees should provide notice at least 30 days in advance of the requested leave.
- If leave is unexpected, the employee/contractor shall notify the Company as soon as possible of the need to take leave (ordinarily within one or two business days).

JDSB Trucking will notify the employee regarding the eligibility of this leave to be designated as FMLA leave.

### **Medical Certification**

A request for leave due to the employee/contractor's serious health condition, the serious health condition of a covered family member, or the need to care for a covered service member must be accompanied by medical certification. The physician must supply the statements directly to the Company for review to determine the employee's leave status.

Employees seeking leave for any medical purpose will be required to submit the appropriate medical documentation at the following times:

- Initial request (to be returned within 15 days).
- Before returning to work (following a serious health condition to certify fitness for duty)
- If the employee is not returning to work following a leave during which the employer has paid health care premiums, and/or
- Re-certification regularly during leave, every 60 days.

### **Interim Benefits**

All group health benefits will continue during approved leave. The employee must submit their normal premium amounts during the leave as if at work.

### **Reinstatement**

Employees or Contractors off for a personal serious health condition must receive a release from their physician to return to work. Eligible employees or contractors are entitled on return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (i.e., if the employee's position is no longer available due to job elimination). Exceptions may also apply to certain highly compensated (as defined in FMLA regulations) employees.

### **Military Leave**

JDSB Trucking supports employees or Contractors engaged in military activities and will comply with any federal and state laws and regulations regarding an employee's participation. Notice should be given to the Company as soon as possible by providing a certificate of orders to report for military duty. Employees who are called up for duty or who enlist in the Military, Reserve, National Guard, or other federally designated uniformed services will be placed on military leave. Employees may choose, but are not required, to use any available paid time off entitlement.

All employees on military leave have the right to be fully restored to their jobs under the provisions of the Uniformed Services Employment and Reemployment Rights Act. Upon returning from military service, employees must make a timely request for reemployment to qualify for reinstatement. Requests are considered timely if they are submitted within:

- 1 day from the discharge date, whose military duty lasted 30 days or less.
- 14 days from the discharge date, whose military duty lasted 31 days to 180 days.
- 90 days from the discharge date whose military duty lasted longer than 180 days.

In addition to making a timely reinstatement request, employees returning from military duty must meet the following general conditions to be considered qualified for reemployment:

- They must have received an honorable or general discharge.
- They must not have voluntarily remained in the military for five years; and
- They must be qualified to perform the essential duties of the position.

An employee returning from a military leave of absence will be compensated at the rate of pay the employee would have received had the employee continued working during the period of leave. This means employees returning from military duty will receive any length-of-service pay increases they would have received if they had not been placed on military leave. Employees will also be restored to full participation in benefit plans as soon as they return from military service. Absences on unpaid military leave will count in computing an employee's length of service under the retirement plan and determining the rate at which an employee earns vacation.

### **Discretionary Leave of Absence**

At the discretion of JDSB Trucking, extended discretionary leave of absences without pay (not otherwise covered by applicable law) may be granted to regular, full-time employees under compelling circumstances. Such leaves have the effect of preserving the employee's continuity of service and allowing continuation of certain benefits.

To take leave, you must submit a written request. The company can deny personal leave requests. While you are on leave, keep your supervisor or manager updated about any changes that might affect your leave or when you plan to return. JDSB Trucking will try to bring you back to your old job or a similar one if it is available and you meet the qualifications. However, we cannot guarantee you will be reinstated in the exact position you left. If you do anything during your leave that goes against the purpose of the leave, like taking another job without company approval, it may lead to your leave being canceled and your employment ending.

PTO will be substituted for unpaid leave to the extent possible, however, PTO will not affect the total approved time for leave of absence. For example, if any individual has been approved for six-week leave of absence he/she will use two weeks of PTO pay and receive four weeks of unpaid leave for a total of six weeks of leave of absence.

### **Bereavement Leave**

The Company will provide unpaid time off for employees to attend the funerals of family members and friends. Your manager will approve at whatever time is necessary and appropriate under the circumstances.

### **Jury Duty/Court Appearances**

Time off for mandatory jury duty or court appearances required as a result of a valid subpoena or court order is excused, however, pay is not covered for this process, nor the extent of the selection process, and/or court jury service as required (state or federal). Employees are expected

to report for work when it does not conflict with court obligations. It is the employee's responsibility to keep his or her Manager and the HR Department informed about the amount of time required for jury duty or court appearances.

### **Paid Time Off (PTO)**

Time off from work is very important and all employees are encouraged to take advantage of their earned time off. Regular full-time employees are awarded paid time off (PTO) after 12 months of consecutive employment. PTO is comprised of sick time, vacation time, and personal time. PTO will be paid for regularly scheduled workdays only and can be used in minimum half-day increments. Driver PTO pay is calculated based on the employee's average miles per day for the last 12 months of employment. PTO will be awarded based on the employee's most recent hire/anniversary date (past service with the Company does not count toward this benefit) as follows:

### **Tenure Vacation Days**

1 year – 5 days

2 to 4 years – 10 days

5 to 19 years – 15 days

20 years – 20 days

PTO must be scheduled directly with your immediate supervisor and will be approved subject to 1) Company scheduling needs, 2) the date the request was submitted, and then 3) employment seniority. The Company recommends taking a minimum of 5 consecutive days off during the year. Employees are asked to give as much notice as possible, with a minimum of one week's notice for non-emergency time.

### **Holidays\*\***

Hourly and salary-classified employees are eligible for the following holidays:

- Thanksgiving Day
- Christmas Day
- New Year's Day
- 4<sup>th</sup> of July

To be eligible for holiday pay, each employee must work the full regularly scheduled workday immediately before the holiday and after the holiday to receive holiday pay, unless approved in advance by your supervisor (unexcused absences on either of these two days will disqualify you from Holiday pay).

**\*\*Drivers are not eligible for Holiday pay. Only internally hired employees are eligible for Holiday pay.**

## Time Off Requests

Time off requests must be made at least 2 weeks in advance. Drivers and contractors must put a request in writing via email to [dispatch@jdsbtrucking.com](mailto:dispatch@jdsbtrucking.com) with the subject line reading “time off request, date(s), and driver or contractor’s name. We do our best to accommodate these requests and understand that there are times when life events may cause short notice. Doctor appointments, vacations, and other personal matters will require 2 weeks’ notice of time off. We may ask to reschedule to a different day.

If you must be late or absent, you must ***personally*** notify your immediate supervisor/manager **before your scheduled shift**. In the event of an unexpected illness or emergency, you must ***personally*** speak to your immediate supervisor or manager, providing the reason for your absence and your expected time. If your manager is unavailable, you should leave a voicemail message stating the reason for your absence and a phone number you can be reached at. Management will not accept a call from anyone other than the employee except in extreme cases. **Requests may be denied; if requests are denied, the driver or contractor is required to show up for dispatch.**

If the contractor or driver does not show up for their dispatch, then the following consequences will apply:

- 1<sup>st</sup> – Written Warning
- 2<sup>nd</sup> – Verbal Warning
- 3<sup>rd</sup> – Fee of \$100 for every late arrival of pick-up time, or NC/NS.

\* Certain exceptions may be granted under specific circumstances. In the event of an emergency, such as mechanical issues with a truck, medical emergencies, or fire hazards, it is imperative that you promptly inform your manager. Additionally, you are required to provide either a physician's note or a receipt from a truck repair service to substantiate your claim.

## ACKNOWLEDGMENT AND CONSENT

I, \_\_\_\_\_, hereby acknowledge that I have thoroughly reviewed the JDSB Attendance Policy and fully understand its provisions. I recognize that failing to follow the established protocols may result in penalties, including a fine. Furthermore, I affirm my commitment to adhering to the protocols and policies outlined in this document at all times.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date



## Chapter 4 – Benefits

Benefits comprise an important component of your overall compensation package. Please note that JDSB Trucking reserves the right to modify and/or discontinue the benefits it provides, premium amounts it pays, eligibility rules, and other provisions of these benefit plans, for any reason. When possible, we will try to notify you in advance of such changes or additions.

The benefit information included in this guidebook is merely an overview; a more detailed description of the specific provisions of the various plans can be obtained by reviewing the Summary Plan Description booklets. **The exact provisions of the Plans may only be determined by reading the actual Plan Documents.** Any questions should be directed to Human Resources.

### Eligibility for Group Benefits

Employees of JDSB Trucking who are regularly scheduled to work at least 37.5 hours per week are eligible for the following insurance benefits on the first of the month following 30 days of employment. Below you will find a summary of the benefit plans offered by JDSB Trucking. Information regarding these benefit programs is reviewed during orientation. In the case of conflicting information or questions, review the full plan documents located in Human Resources. Premiums for the plans are paid via payroll deduction. The following insurance plans are available under group coverage for Medical, Dental, Vision, Life, STD, LTD, Accident and Critical Illness. Contact the HR Department for more information.

### 401(k) Plan

Full-time employees are eligible to participate in the JDSB Trucking 401(k) retirement plan, provided the employee is at least 21 years old and works at least 1,000 hours per year. You may elect to contribute a portion of your pay on a pre-tax basis after 1 year of service with JDSB Trucking. The OWE matching contributions are Safe Harbor Contributions. This means that employees are 100% invested in these amounts immediately. The OWE Safe Harbor Contributions are:

- OWE matches 100% of the first 3% of employee contribution
- OWE matches 50% of the next 2% of employee contribution

Employees are 100% vested in the OWE Safe Harbor Contribution immediately.

OWE, at its own discretion, may make additional contributions to the 401k plan. These discretionary contributions are subject to the following vesting schedule.

Years of Service	1	2	3	4	5	6
Percentage Vested	0%	20%	40%	60%	80%	100%

**\*\*Please review the plan documents and/or contact the HR Department for more details.**



## COBRA

Federal law requires the continuation of health benefits coverage for a specified time for employees and dependents when any of the qualifying events occur, as described below:

- A covered employee's separation of employment for any reason other than gross misconduct.
- A covered employee who is made inactive due to illness or personal issues.
- Reduction of work hours to fewer than the number required for participation.
- A covered employee's death.
- A covered employee's divorce or legal separation from the spouse (COBRA is then offered to the spouse and dependent children, if any);
- A covered employee's entitlement to Medicare under Title XVIII of Social Security; or
- A covered child's loss of dependent status under the plan

If you resign or are terminated from JDSB Trucking's employment or if your work hours are reduced, and if this event makes you or your dependents no longer eligible to participate in one of our group health insurance plans, you and your eligible dependents may have the right to continue to participate for up to eighteen (18) months at your (or your dependents') expense. If you are determined to be disabled under the Social Security Act at the time your termination or reduction in hours occurs, you may be entitled to continuation coverage for up to twenty-nine (29) months. Your eligible dependents may also extend coverage, at their expense, for up to thirty-six (36) months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the Plan. The 18-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to 36 months for your spouse and dependent children if, within those 18 months, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the 18-month period, your spouse and dependent children may be entitled to extend their continuation period by 36 months, starting on the date that you become eligible for Medicare.

Continuation coverage may end, however, if any of the following events occur:

- Failure to make timely payments of all premiums.
- Assumption of coverage under another group health plan, which does not exclude, or limit coverage provided to you on account of a preexisting medical condition; or
- JDSB Trucking's termination of its group health plans.
- If you enroll for Medicare, you will no longer be eligible for continued coverage, but, as noted earlier in this statement, your spouse and dependent children may be entitled to extend their continuation coverage.

If you would like additional information regarding COBRA, please contact Human Resources.

**HIPAA**

The Health Insurance Portability and Accountability Act (“HIPAA”) may assist you in the transition of coverage to a new plan. Certificates of coverage will be provided as appropriate to assist with such a transition. Additionally, HIPAA provides certain protections regarding the privacy of health information maintained by the group health plans sponsored by JDSB Trucking. JDSB Trucking intends to ensure compliance with the HIPAA privacy regulations issued by the Department of Health and Human Services.

**Status Changes**

Please notify Human Resources within 30 days when changes occur in your status, such as a change of address or telephone number, dependent status, insurance beneficiaries, emergency contact, or other relevant information. This information is critical to properly administer your benefits. It is your responsibility to notify the employer within 30 days of your divorce, separation, a change in a dependent’s status, or determination of disability by Social Security. If no action is taken by the employee, any change(s) to benefits will be delayed until the next benefit enrollment period.

## Chapter 5 – General Rules of Conduct

### Personal Appearance

JDSB Trucking expects employees to project a professional image by maintaining a neat, well-groomed appearance always. All clothing should be clean, wrinkle-free, and odor-free. Avoid clothing that is too revealing or tight, or ill-fitting. If in doubt, leave it out or check with your supervisor.

All employees are expected to be neatly groomed and bathed, especially before entering a customer's location. Remember – you represent the Company. Employees should talk with their supervisors if they have questions. Supervisors have the authority to send an employee home to change clothing if needed. Subsequent time away from work is unpaid.

**\*\*Office attire is work casual Monday through Thursday. On Friday and weekends is acceptable to wear jeans and T-shirts. Open-toed shoes are not allowed.**

### Cleanliness

Respect your workplace and co-workers. Always keep sanitation and cleanliness in mind while practicing good housekeeping. Throw your trash away, clean up after yourself, do not put holes in walls, and respect the appearance of the Company buildings, property, and equipment.

### Tobacco

Smoking is prohibited inside the Company's buildings. Cigarettes and e-cigarettes (vaping) should be used only during your break or lunch in designated areas outside the buildings. All smoking-related items (i.e. cigarette butts, chewing tobacco, etc.) must be disposed of properly.

### Outside Work Activity

Employees are permitted to participate in outside work activities unless the activities conflict with the Company's interests. In general, outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which he/she is employed at the Company, including overtime assignments.
- Involve organizations that do, or seek to do, business with or compete against the Company, including actual or potential vendors.
- All company-owned vehicles are to be used for JDSB Trucking-related business purposes only. No personal use of vehicles is allowed at any time except for commuting purposes.

### Gifts and Gratuities

Any gifts or gratuity tendered by a vendor or a customer to an employee must be rejected unless of nominal value (under \$25).

### **Solicitation/Distribution/Bulletin Board Use**

To reduce disruption in the workplace, JDSB Trucking prohibits any kind of solicitation or distribution of literature, pamphlets, or materials during work hours by employees. Working time is defined as that time during an employee's workday when he/she is devoted to work tasks and does not include such times as breaks, mealtimes, or other similar periods.

## **General Driver Compliance Checklist**

### **Company Vehicle Policy**

All company-owned vehicles are to be used for business purposes only. These vehicles should not be used for personal use at any time unless authorized by the President. Employees with Company vehicles are subject to all policies of Company drivers.

All employees operating a vehicle on Company business are encouraged to comply with the following rules:

- To maintain valid liability and property insurance on a privately owned vehicle with limits as specified by the Company.
- To consent to motor vehicle (MVR) checks.
- To abide by all safety regulations.
- To abide by all traffic regulations, laws, and ordinances while driving for the Company.
- To drive courteously and to practice defensive driving techniques.
- To always wear seat belts when driving on Company business.
- No employee will drive after having consumed alcohol and/or drugs, including legal drugs, which may impair his/her ability to operate a motor vehicle on Company business.
- No employee will carry in his/her vehicle a firearm or other weapon either when on the premises, while on duty, or after duty if the employee is still on Company property or Company business.
- No employee will smoke or use vapor products inside a company vehicle.
- The Company is not responsible for traffic citations incurred by employees while on Company business.

### **CDL License**

The driver's CDL must always be kept current! Changes in address and new copies of the license must be provided to the Safety Department within 30 days of moving or a change of address. We will monitor your expiration, but it is your responsibility to keep it current and up to date.

### **General Liability Insurance**

All drivers are required to possess and maintain valid Liability Insurance at all times. When applying, they must provide their current insurance details to the safety department for verification. Furthermore, drivers must ensure that their insurance information is promptly updated upon expiration and submitted to [dispatch@jdsbtrucking.com](mailto:dispatch@jdsbtrucking.com) without delay. This adherence to insurance protocols is crucial for maintaining safety standards and compliance.

**Annual DOT License Review**

All drivers are required to fill out an Annual Review every 12 months per DOT Regulations. During this time, we will review your driving record, accidents, logging procedures, operations review, payroll items, maintenance issues, and other safety items.

**Tickets**

Drivers are required by Federal Law to report any ticket, license suspension or revocation to both the State that issued your CDL and to JDSB Trucking. Immediately. Drivers are responsible for tickets and fines.

**DOT Physicals**

It is your responsibility to keep track of this. JDSB will help by monitoring this, but it is still your responsibility to keep track of your physical requirements. Drivers are required to use JDSB Trucking DOT doctors for all physicals, which are available at both terminals. Safety will make the appointments with our doctors. This is free of charge to full-time JDSB Trucking drivers. It is also the driver's responsibility to share the required information with their home state for maintaining their driver's license. JDSB Trucking, Inc. will accept no other physicals performed elsewhere.

**DOT Roadside Inspections**

Drivers must immediately notify the safety of all DOT and state inspections performed on JDSB Trucking equipment during normal business hours. Drivers should also notify the safety of the inspection on the date of occurrence by utilizing macro 40 on the Omnitrac system. Turn in all DOT Inspections to the office immediately, "no exceptions". JDSB Trucking pays \$100.00 to the driver for all roadside inspections that reveal no defects, issues, or CSA violations once the original is received in safety.

**Permits and Licensing of Units**

All permits (prorate, fuel, and operating authority) will be issued by the Safety and Compliance Department. The driver must sign for each permit received and is responsible for its proper display. The driver or contractor is responsible for notifying dispatch of any permit that is expired 24 hours before the permit expires.

If the driver fails to pick up his/her permits or notify dispatch of an expired permit and is fined for "failure to display", it will be the driver's responsibility to pay the fine. Permit requirements are changing year-to-year, meet with the management to become familiar with the changes and be sure your new assignment has the required permits.

All new contractors leasing onto JDSB Trucking, for the first time or who have a newly purchased tractor, will be given a permit list when their original permit packet is issued. All states where your tractor is not legal will be noted with instructions for you to follow to be legal should you need to travel into or across that state. New York, New Mexico, and Oregon require a wire before entering those states. If you are in doubt about any permit requirement, please

contact the management. It will save both of us from possible grief. Contractors are responsible for any fines issued if they drive without a permit.

**Dispatch must be notified if a permit is needed, and the route the contractor plans to take, to see if it is an eligible route. Contractors are responsible for all permit costs, fines, and fees.**

**\*\*All contractors are responsible for their fuel and mileage taxes quarterly.**

All Federal Highway Use Tax (2290) payments are the sole responsibility of the contractor. JDSB Trucking. Must be furnished with receipts of payments every year before ordering your base plate. **\*\*Permit books are not to be removed from trucks for any reason.**

### **Zip Ties**

Zip ties are required to be attached to all containers mounted onto a chassis. At JDSB Trucking, the use of zip ties is mandatory for every load. Each twist lock must be secured with a zip tie while under load and mounted to the chassis. Contractors are responsible for providing their own zip ties. **\*\* Failure to comply will result in a safety violation and a \$500 deduction per container that is hauled without zip ties.**

### **IRP Plates**

All plates must be securely mounted on the truck at all times. It is imperative that the plates remain free from any grease or contaminants, as this can compromise safety and functionality. **\*\*Please be aware that a fine of \$1,000 will be imposed for any violation regarding grease presence on your plates.**

### **Seals**

Truck seals serve an important role in enhancing security and maintaining the integrity of cargo during transportation. When a seal is broken or damaged, it serves as a clear indication that the cargo may have been accessed or tampered with, which is vital for addressing disputes or claims that may arise. These seals are typically utilized to secure doors and latches on trailers and containers.

In the event of trucking accidents, trailer seals play a critical role in verifying the integrity of the cargo. A broken seal can signal potential theft or tampering, making it essential for truck drivers to report any broken seals immediately. Documenting the incident with photographs can further assist in resolving any issues. Maintaining the integrity of shipments is key to ensuring the efficiency of the supply chain and preventing potential delays or losses.

Additionally, while truck seals themselves do not directly cause accidents, their presence and the possibility of them being damaged or falling off can create road hazards that may contribute to accidents on the road.

For example:

- If a trailer seal is broken or not secured correctly, it poses a significant risk as cargo may fall off the truck and onto the roadway, creating dangerous conditions for other drivers. The loss of cargo in this manner can lead to sudden obstacles, requiring other vehicles to react quickly to avoid potential collisions.
- Moreover, even if the seal remains intact, improperly secured cargo can shift during transit due to various factors such as sudden braking or uneven road surfaces. This shifting can lead to cargo falling off unexpectedly, further increasing the chance of accidents.
- Drivers faced with falling objects or debris may need to make abrupt maneuvers, such as swerving to avoid impact, which can result in collisions with nearby vehicles or roadside infrastructure. Such evasive actions may not only endanger the driver and their passengers but can also affect other motorists in the vicinity.
- The prevalence of road debris, particularly from commercial trucks, is a serious concern that elevates the overall risk of traffic accidents. Companies must prioritize the secure loading and meticulous sealing of cargo to help mitigate these hazards and ensure the safety of all road users.

The shipper is usually responsible for sealing the trailer once the cargo is loaded. They must ensure that the container is completely packed and sealed before handing it over to the shipping line. Additionally, the driver should check the seal both before and after loading to confirm that it is intact and has not been tampered with.

Keep seals intact when hauling a loaded container. Wear eye protection when cutting seals. Do not discard seals on the ground; place broken seals in the back of the container when unloading.

**If a driver or contractor is found to be throwing seals on the ground, there will be certain Disciplinary actions that will be imposed:**

- **1<sup>st</sup> time – Verbal Warning**
- **2<sup>nd</sup> time – \$100 fine with written warning.**
- **3<sup>rd</sup> time – Termination**

**\*\*In the event that you are not deemed at fault or if the situation arises from factors beyond your control, you will be subject to an automatic suspension pending the completion of a thorough investigation. This protocol is in place to address occurrences such as accidents or other related issues.**

### **Manual Gates**

When closing manual gates at a trucking yard, follow these important safety guidelines:

1. **Clear the Area:** Before closing the gate, ensure that the path is free of obstructions, including debris, vehicles, and personnel.
2. **Check for Obstructions:** Make sure nothing is blocking the gate itself, as this could cause it to bind or snag during operation.

3. **Verify Latching:** Ensure that the gate is securely latched and locked to prevent any accidental opening.
4. **Follow Safety Protocols:** Adhere to any specific safety procedures or protocols regarding gate operation established by the yard or company.
5. **Regular Maintenance:** Conduct regular maintenance on the gate, which includes lubricating the hinges and rollers to facilitate smooth operation.
6. **Inspect for Damage:** Regularly check the gate, hinges, and latch for any signs of damage or wear that could affect functionality.
7. **Consider Self-Closing Mechanisms:** If possible, implement a self-closing mechanism to ensure the gate remains closed when not in use.
8. **Prioritize Safety:** Always prioritize safety when operating gates, and never cross the path of a moving gate.

By following these guidelines, you can help ensure a safe and efficient gate operation. **\*\*Please note they must be closed between 19:00 and 07:00 am. Failure to do so will result in a \$100 fine.**

### **Speed Limits/ Maximum Speed**

Obey all posted speed limits. While driving for JDSB Trucking, under no circumstances would it justify disobeying posted speed limits. The maximum company speed limit for JDSB Trucking trucks is 70 mph. Allowing the truck to exceed posted or company speed limits is strictly prohibited. Planning and maintaining speed during steep mountain descents and hills is critical to your and the general public's safety.

### **Chassis and Trailers:**

Contractors and drivers are required to do a pre-trip inspection. Contractors are responsible for all damages caused while attached to the chassis or trailer. Any damages that are found will be charged back. This includes flat spots, missing lights, cracked brakes, bent or damaged bumpers, frames, floors, beds, wood, tires, etc., and any damage. Report damage before leaving with a chassis, the trailer, etc., to prevent being charged for damage not caused by you.

When picking up containers, always make sure to spread a chassis to accommodate a 20-foot container when loaded. When loading a 20-foot container on a 40-foot chassis, the slider allows the container to be positioned further back, shifting the weight and distributing it more evenly over the chassis' axles.

This spreading helps ensure that the gross vehicle weight (GVW) and axle weights stay within legal limits, especially when traveling across bridges and roads. The slider mechanism enables the operator to position the container on the chassis in a way that optimizes weight distribution and complies with regulatory requirements.



**\*\*In failure to follow the chassis protocols, the following disciplinary actions will be imposed:**

- **1<sup>st</sup> – Verbal Warning**
- **2<sup>nd</sup> – \$500 fine and Written Warning**
- **3<sup>rd</sup> – Termination**

### **Owner Operator Quarterly & Annual Equipment Safety Inspections**

Every month a “safety” inspection must be done by our shop on all units leased to Bedford Park Contract Carriers. This inspection is at no charge to the contractor. In place of this inspection, a contractor may choose to provide a monthly detail of all maintenance performed. (Refer to your contractor agreement.) Any repairs can be performed elsewhere if the unit fails to pass. No dispatch will be done with these units until the required inspections and repairs are made. During this inspection, your tie-down equipment will also be checked.

### **Yearly Federal DOT Inspections**

- Contractors must turn in proof of the DOT Inspection to the shop and the Safety Department. **This is a requirement.**
- Company trucks' decals for proof of a DOT Inspection are located on the door jamb post, with a copy of the inspection report located in the permit book.
- Company trailer DOT Annual Inspection decals are located near the dolly leg crank handle.

### **Time Sheets and Paper Logs**

Time sheets and paper logs must be turned in each month to [dispatch@jdsbtrucking.com](mailto:dispatch@jdsbtrucking.com). If you are running within 150 air miles of our Bedford Park yard, a timesheet may be used. If you ever run out of 150 miles, you will have to fill out a paper log. If you run farther than 150 miles more than 7 days a week, an ELD must be used if your truck is newer than 1999. If these are not turned into a driver settlement, maybe held until they are turned in.

### **Turning in Load Paperwork**

All drivers must turn in the paperwork associated with their loads on a recurring basis in order to get paid and provide JDSB with the proper documentation.

Load paperwork includes, but is not limited to, all of the following documents:

- Load bills
- BOLs
- Delivery Receipts
- PODs
- TIRs
- Cargo Manifest
- Lumper Receipts

Know that the amount of paperwork varies by customer, receiver, etc., and the driver must send all the paperwork he/she feel may be applicable. If the driver is still unsure, they should call their Manager for clarification.

**\*\*For a driver to be paid for a load worked on a particular week, he/she must send in their load paperwork before Monday at 8 AM of the following week. Note that the pay week goes from midnight on Saturday to 11:59 PM Friday.**

### **Hours of Service Compliance and Electronic Logs**

All drivers are required to adhere to all DOT regulations, compliance is a condition of your employment. JDSB Trucking does not operate illegally or unsafely at any time. Although not all-inclusive, the following is an overview of current regulations and company policies at the time of the revisions to this manual. Any questions in this section should be directed to the safety department.

### **Electronic Logs (ELOGS)**

JDSB Trucking runs electronic logs at all times. Every mile driven in every truck you drive must be logged and logged under your Driver ID. Hours of Service logs are unique to the driver and not the truck. You can drive multiple trucks in one day, just simply log into the next truck, and your logs will follow you and be correct. Driving another truck and failing to log miles or driving a truck while not logged into it is subject to corrective action. Any miles driven by a driver while not “logged in” are recorded by Omnitrac, investigated by safety, and then assigned to that driver.

**Note:** If you are not in control of the vehicle at any time, meaning repairs and going home while parked at a terminal, please log off. That way, if the shop drives it, your logs and breaks will not be affected. Remember when you log in or out of a vehicle, select the correct duty status needed.

Log edits: Drivers can edit their logs when a driver error has occurred. The most current status can't be corrected until a new status has been selected. Example: A driver left themselves on duty all night and needed to change to a sleeper berth. The driver must change the current duty status from on-duty to another status (off duty, sleeper, on duty), Once completed, they may now edit their on-duty time from the night before and change to the correct status. Once corrected, the system will require logs to be certified.

If you are unable to edit or have issues correcting logs, contact the safety department during business hours for assistance.

Drivers are required to use electronic logs to provide law enforcement officials with instructional, or sometimes referred to as visor cards, upon request. JDSB Trucking provides each driver with a folder during orientation that contains these instructional sheets.

**\*\*Note:** The folder stays with the driver from truck to truck as it has his/her passwords in it. The purpose of these cards is to instruct the officer on how to get into and view your logs and DOT-required vehicle inspection reports (VIR). Failure to produce these upon request can result in fines and CSA points. Drivers are also required to have a non-used paper logbook in their possession; if the Omnitracs unit fails, the driver must immediately start logging their hours on the paper log. Drivers must maintain a recap until the Omnitracs system can be repaired.

All paper logs must be submitted as soon as possible to comply with DOT and company requirements. They should be legal, legible, and complete, and must not exceed 10 days from the time they are written. Paper logs are compared to GPS during audits. Electronic logs should be reviewed daily and approved by the driver every 24 hours. Omnitracs devices must not be tampered with, disconnected, or altered in any way other than for the intended use as designed.

### ***What Are the Hours-of-Service Regulations?***

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As the driver of a large, heavy truck, you have a lot of responsibility as you drive down the road. The biggest concern is safety. That brings us to the main reason for the hours-of-service regulations – to keep fatigued drivers off the public roadways. These regulations put limits in place for when and how long you may drive, to ensure that you stay awake and alert while driving, and on a continuing basis to help reduce the possibility of driver fatigue.

The hours-of-service regulations are found in Part 395 of the Federal Motor Carrier Safety Regulations. These regulations are developed and enforced by the Federal Motor Carrier Safety Administration, which is part of the United States Department of Transportation. (States may have identical or similar regulations, as we will explain later.)

### ***What Are the Hours-of-Service Limits?***

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The hours-of-service regulations focus on when and how long you are allowed to drive by placing specific limits on the amount of time you drive your truck and how many total hours you can work before you are no longer permitted to drive a commercial motor vehicle. You must follow three maximum duty limits at all times. They are the 14-hour “driving window” limit, 11-hour driving limit, and 60-hour/7-day and 70-hour/8-day duty limits.

### 14-Hour Driving Window

This window is usually thought of as a “daily” limit even though it is not based on a 24-hour period. You are allowed a period of 14 consecutive hours in which to drive up to 11 hours after being off duty for 10 or more consecutive hours. The 14-consecutive-hour driving window begins when you start any kind of work. Once you have reached the end of this 14-consecutive-hour period, you cannot drive again until you have been off duty for another 10 consecutive hours, or the equivalent of at least 10 consecutive hours off duty.

Your driving is limited to the 14-consecutive-hour period even if you take some off-duty time, such as a lunch break or a nap, during those 14 hours.

**\*\*NOTE\*\*** If you have a sleeper berth in your vehicle, you may be able to use it to get the required rest and to extend the 14-hour limit. Sleeper berth provisions will be discussed later in this section.

**Example:** You have had 10 continuous hours off and you come to work at 6:00 a.m. You must not drive your truck after 8:00 p.m. that evening, which is 14 hours later. You may do other work after 8:00 p.m., but you cannot do any more driving until you have taken another 10 consecutive hours off, or the equivalent of at least 10 consecutive hours off duty.

This regulation is found in Section 395.3(a)(2).



### 11-Hour Driving Limit

During the 14-consecutive-hour period explained above, you are only allowed to drive your truck for up to 11 total hours. A driver may drive a total of 11 hours during the 14-hour period, however, after June 30, 2013, driving is not permitted if more than 8 hours have passed since the end of the driver's last off-duty or sleeper-berth period of at least 30 minutes. Once you have driven a total of 11 hours, you have reached the driving limit and must be off duty for another 10 consecutive hours (or equivalent) before driving your truck again.

**Example:** You have had 10 consecutive hours off. You come to work at 6:00 a.m. and drive from 7:00 a.m. until 2:00 p.m. (7 hours driving). You take a 30-minute break to meet the new hours-of-service requirements (after 7/1/2013), and then can drive for another 4 hours until 6:30 p.m. You must not drive again until you have at least 10 consecutive hours off duty. You may do other work after 6:30 p.m., but you cannot do any more driving of a commercial motor vehicle on a public road.

This regulation is found in Section 395.3(a)(3).



### Thirty-Minute Break

Effective July 1, 2013, the hours of service regulations will require that if more than 8 consecutive hours have passed since the last off-duty (or sleeper-berth) period of at least half an hour, a driver must take an off-duty break of at least 30 minutes before driving. For example, if the driver started driving immediately after coming on duty, he or she could drive for 8 consecutive hours, take a half-hour break, and then drive another 3 hours for a total of 11 hours. In another example, this driver could drive for 3 hours, take a half-hour break, and then drive another 8 hours, for a total of 11 hours. Because of this new short break provision, drivers will be able to work 13.5 hours in the 14-hour period (if they are driving after the 8<sup>th</sup> hour on duty). The driver must be off duty for at least a half hour. Meal breaks or any other off-duty time of at least 30 minutes qualifies as a break. This time does count against the 14-hour driving window, as allowing off-duty time to extend the work day would allow drivers to drive long past the time when fatigue becomes extreme. In addition, FMCSA has also added an exception for drivers of commercial motor vehicles carrying Division 1.1, 1.2, or 1.3 explosives to allow them to count on-duty time spent attending the commercial motor vehicle, but doing no other on-duty work, towards the break. This 30-minute break is further explained in greater detail throughout this document, particularly as it relates to the 11-hour driving rule.

### 60/70-Hour Duty Limit

An addition to the limits that are explained above is the 60/70-hour limit. This limit is based on a 7 or 8-day period, starting at the time specified by your motor carrier for the start of a 24-hour period.

This limit is sometimes thought of as a “weekly” limit. However, this limit is not based on a “set” week, such as Sunday through Saturday. The limit is based on a “rolling” or “floating” 7-day or 8-day period. The oldest day’s hours drop off at the end of each day when you calculate the total on-duty time for the past 7 or 8 days. For example, if you operate on a 70-hour/8-day schedule, the current day would be the newest day of your 8-day period and the hours you worked nine days ago would drop out of the calculation.

DAY	HOURS
1. Sunday	0
2. Monday	10
3. Tuesday	8.5
4. Wednesday	12.5
5. Thursday	9
6. Friday	10
7. Saturday	12
8. Sunday	5
TOTAL	67 hours

As an example, in the table shown above, the driver has accumulated a total of 67 on-duty (driving and on-duty) hours in an 8-day period. If this driver is operating on the 70-hour/8-day rule, he/she would be in compliance with the HOS rules in this example. Once the driver reaches the 70-hour mark, the driver cannot drive the commercial motor vehicle until he/she has taken enough off-duty hours to operate again. In this particular example, when the driver reaches the 9<sup>th</sup> day of the cycle (the second Monday), the hours from Day 1 of the cycle (the first Sunday) would drop off, and the driver would then be calculating his or her hours for Days 2 through 9 (Monday–Monday). These same principles apply for the 60-hours in 7-day HOS rule as well.

### 34-Hour Restart

The hours-of-service regulations allow you to “restart” your 70-hour clock calculations after having at least 34 consecutive hours off duty.

**Note: 34-hour restarts are an exception allowed by the DOT and are not required at any time. You are expected to run the 70/8-day rule and run by your recap and available hours. While we encourage you whenever it is feasible to get a 34-hour restart, we will not delay pick-ups and deliveries or sit a truck for the purpose of achieving a 34-hour restart.**

### *What Is On-Duty Time?*



The 60-hour/7-day limit and 70-hour/8-day limit are based on how many hours you work over a period of days. Just what kind of work is included in on-duty time? It includes all time you are working or are required to be ready to work, for any employer. It includes the following activities:

- All time at a plant, terminal, facility, or other property of a motor carrier or shipper, or on any public property, waiting to be dispatched, unless you have been relieved from duty by the motor carrier;
- All time inspecting, servicing, or conditioning any truck, including fueling it and washing it at any time;



- All time loading, unloading, supervising, or attending your truck; or handling paperwork for shipments;
- All time taking care of your truck when it is broken down;
- All time spent providing a breath, saliva, or urine sample for drug/alcohol testing, including travel to and from the collection site;
- All time spent doing any other work for a motor carrier, including giving or receiving training and driving a company car; and
- All time spent doing paid work for anyone who is not a motor carrier, such as a part-time job at a local restaurant.

The bottom line is that on-duty time includes all time you are working for a motor carrier, whether paid or not, and all time you are doing paid work for anyone else.

The definition of on-duty time is found in Section 395.2.



### **Personal Conveyance (PC) or “Off Duty Driving” Policy \*\***

JDSB Trucking allows the use of our trucks for personal business while out on the road conducting business for our company under very specific company and DOT guidelines. Below are the guidelines for using PC. (PC is not allowed when a driver is home on personal time off; the truck should be parked until dispatched.)

- Maybe used for personal use, not under dispatch, shopping, going to restaurants, laundry mat, etc. The driver may not leave the town or the vicinity where they are currently.
- Drivers are not paid for miles driven in PC.
- 2-hour limit per day.

PC cannot be used for: (Examples)

- Going to a shipper or receiver under dispatch
- To avoid starting your 14-hour clock.
- To advance your position when out of hours
- To avoid taking your 10-hour break as required
- A driver placed out of service exceeding the requirements of the hours-of-service regulations may not drive a CMV to any location to obtain rest.

**\*\*Inappropriate or illegal use of the PC is considered falsifying your log and will result in corrective actions, and continued abuse will result in loss of privilege by that driver.**

### **ACKNOWLEDGMENT AND CONSENT**

I, \_\_\_\_\_, hereby acknowledge that I have thoroughly reviewed the JDSB Driver Safety Compliance Checklist and HOS Policy. I fully understand the provisions outlined in this document and acknowledge that any violation of these protocols may result in fines or termination. Additionally, I commit to consistently following the established protocols and policies at all times.

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Date**

## Chapter 6 - Workplace Safety

### Safety

The prevention of accidents, injuries, and illnesses is of primary importance to JDSB Trucking. Therefore, safety is everyone's responsibility and must become an integral part of every work function. No job or service shall be more important than the safety and health of our employees and customers.

A proper attitude of respect for safety and the development of good safety awareness will benefit everyone. The Company will make every effort to provide a safe and healthy working environment for all employees as well as do their best to keep our drivers safe. Working together as a team, we can help eliminate accidents and achieve our goal of being among the safest trucking companies in the world.

Safety requires personal action! Each of us must learn to “automatically” perform and focus our daily actions and thoughts on the fact that the safety of all drivers and employees is number one. Only then will **SAFETY** be a reality for operations and drivers. **REMEMBER – ACCIDENTS AND INJURIES CAN BE PREVENTED!**

- All injuries can be prevented. Observe all safety rules on the road and at work, and do not take chances. Do not risk an injury to yourself or your fellow workers or drivers. Do not take any action that may damage the equipment you work with or our customers' equipment/freight.
- Be Alert. Each employee has the responsibility of safeguarding themselves and their fellow workers. Safety rules provide you with the necessary information, but you are the key to ensuring the rules are followed.
- Unsafe acts cause injuries. All unsafe acts must be reported to your supervisor immediately.
- Be alert for fire hazards. Know the location of fire extinguishers and the proper method of operation.
- Emergency equipment, exits, stairways, and corridors must be maintained in good condition and must not be obstructed or blocked. Immediately report damage or any other discrepancy with such equipment or conditions.
- Use all safety gear (hard hats, goggles, earplugs, shields, etc.) as necessary to ensure you are protected.
- Immediately report any unsafe condition or hazard to management that prohibits you or another from safely completing your work.

Whatever the emergency, the Company's primary objective is your safety and well-being. However, this can only be achieved with your cooperation in learning the Company's emergency policies and procedures and acting under them should an emergency occur.



# Driver & Contractor Safety Policy

## Safety Office Visits

As a driver for JDSB Trucking, you are required to check in with Safety anytime you are at the Bedford Park terminal during business hours. This is critical so Safety can keep drivers informed on safety, compliance, monthly driver audits, and numerous other items as they arise. Also, check your email frequently at the GI terminal for informative information not requiring face-to-face conversations with safety department personnel.

## Personal Protective Equipment (PPE)

All drivers are expected to maintain and utilize appropriate PPE for their safety to meet all company, customer and federal policies and standards. Drivers are issued a hard hat, chinstrap, safety glasses, hearing protection, and a fluorescent safety vest during the orientation process. All non-company-issued PPE must meet the ANSI standards as required by OSHA. Please contact Safety for further guidance or questions.

- **Safety Boots:** Safety Steel-toe boots are required in some positions and at some customer locations and are required to always be with OTR drivers at all times to meet customer requirements. JDSB Trucking pays up to \$130.00 annually toward a quality pair of ANSI-approved safety toe boots. You can turn in a receipt annually to safety or purchase locally in Bedford Park, and they will be charged to JDSB Trucking. Please contact Safety for more information.
- **Prescription Eyeglasses:** Employees wearing prescription eyewear are required to wear safety glasses designed to fit over their prescription glasses when safety glasses are required, or may opt to purchase ANSI-approved prescription safety glasses, which must meet ANSI standard ANSI Z87.12003 as required by OSHA. These standards state that the glasses shall have safety frames, lenses, and side shields designed for the frame. It is not permitted to add side shields to ordinary glasses to meet this standard. JDSB Trucking will pay up to \$100.00 annually towards safety prescription eyewear. The receipt must be turned into Safety for reimbursement.
- **Hard Hat:** It is JDSB Trucking policy that hard hats are to be worn anytime you are working with straps, chains, and binders to secure or unsecuring your freight or if you are near another driver performing securement or unsecured activities. Hard hats are proven to prevent injuries to the head during these types of activities and are therefore required.

## Powered Industrial Equipment

Drivers are not certified and are not permitted to operate forklifts and other industrial equipment, even if they have received training/certification at another company. OSHA 1910.178 is very specific in the requirements in which you may operate industrial equipment. Contact Safety for more information.

### **Inclement Weather**

Generally, all employees are expected to report to work unless major thoroughfares have been closed due to extreme weather conditions. Anyone who feels they cannot safely report to work during inclement weather should contact their supervisor to discuss alternative schedules or transportation. Absences for inclement weather will be counted against an employee's Paid Time Off (PTO) balance.

### **Snow Chains**

Snow chains are required in some states during winter driving conditions. While you will have to choose whether to use them or not, some states require that they be carried on the truck regardless. JDSB Trucking's policy is to have a set of snow chains on every tractor year-round, so they do not have to be bought on the road or forgotten during the winter. They will be assigned to you and part of the truck's inventory. Broken or damaged chains should be exchanged at the shop in Bedford Park.

### **Tornado/High Winds**

The National Weather Service will provide an alert confirming the tornado/high winds and its location. The warning siren is a five-minute steady blast from the office of emergency preparedness. If you hear the siren or are informed of the warning by management, take the following precautions to help ensure your safety:

- Close the blinds or drapes if time permits and move away from all exterior glass, atrium perimeters, and the perimeter of the building.

### **Fire**

Statistics show that when a fire breaks out, people's responses in the first few minutes are most critical. Knowing exactly what to do during this phase can help prevent confusion and panic, which are the most common causes of injury in the early stage of an emergency.

JDSB Trucking's emergency planning is designed to help you avoid panic and injury and to move you rapidly away from danger.

If you smell smoke or see flames, dial 911 and give the operator the address and the fire's exact location, then notify management. You are expected to be aware of where all the fire extinguishers are located and know the closest exit around you. When you begin evacuating the building, move at a steady pace and help any disabled person. Remain quiet so you can hear instructions. In addition, follow these instructions:

- Be sure to close all the doors behind you as you leave the building to help contain a fire.
- If smoke or gas fumes are present, stay as close to the floor as possible.
- Once outside, assemble with your co-workers at the nearest Reunion Point in the parking lots. Remain with this group until the Fire Marshal or management notifies you it is okay to return to the building.

- If members of the media ask you questions, refer them to members of the fire department or JDSB Trucking management following the Media policy. Do not answer any questions asked by reporters or other outside sources.

If a fire breaks out and you are **unable to evacuate** the building, the following suggestions may help ensure your safety and survival:

- Move away from smoke or flames. Drop to your hands and knees and crawl along the floor. Stay close to the wall, identifying doors as you move along so you can determine whether you are headed for a fire exit.
- Before opening a door, touch it. Do not open the door if it is hot. If it is not hot, open it carefully, but be prepared to quickly shut it.
- If possible, enter an office with an outside wall and close the door behind you. Seal the bottom of the door with wet towels or clothing to prevent smoke from entering the room.
- Do not break the outside windows unless it is necessary. Smoke from the outside may enter, or fresh air may cause the fire to spread.
- Try telephoning for help. If the phones are dead, stand near a window and wave a piece of bright-colored clothing or another bright object to attract attention.
- Do not try to fight a fire unless you have been trained to use firefighting equipment and can do so without risk to yourself or others.

### ***What Is the Adverse Driving Conditions Exception?***

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If unexpected adverse driving conditions slow you down, you may drive up to 2 extra hours to complete what could have been driven in normal conditions. This means you could drive for up to 13 hours, which is 2 hours more than allowed under normal conditions. Adverse driving conditions mean things that you did not know about when you started your run, like snow, fog, or a shut-down of traffic due to a crash. Adverse driving conditions do not include situations that you should have known about, such as congested traffic during typical “rush hour” periods.



Even though you may drive 2 extra hours under this exception, you must not drive after the 14<sup>th</sup> consecutive hour after coming on duty, and you must comply with the minimum 30-minute short break provisions effective July 1, 2013.

This regulation is found in Section 395.1(b).

## **Cold Weather Operation**

Winter fuel gelling and freeze-ups cost THOUSANDS of \$\$\$\$ to thaw trucks, which equals downtime & no miles! Cold weather is considered below +32°F, the point at which water freezes, day or night. Additives must be used not only to prevent gelling, but also to disperse water accumulated in the fuel. Be smart...know the temperature conditions where you are going or will be parked for the night.

All approved additives are available at both the Bedford Park and Chicago transload locations. Ask for them. In cold weather, **always operate on the top half of the fuel tank**. This means you should be refueling when the truck fuel gauge is close to ½. Do not run the fuel level to ¼ or below...trouble will result!

**\*Fuel additive is added to the tank *PRIOR* to refueling.**

Also, purge air from the air tanks twice daily to remove any accumulated moisture in the air tanks to prevent the truck and trailer air lines from freezing up!

- When parked at JDSB Trucking yards, always plug your truck in.
- If you have questions about using additives or find yourself without additives on the truck and must purchase on the road, check with the Shop Manager and review Winter Operations – Additives located at the end of this section. Warming up before moving. In cold weather, it is important to warm the engine up before moving.
- If the engine has been shut down for a long period, during extremely cold temperatures, always let the engine idle for at least 30 minutes, then proceed at a low RPM until the operating temperature is reached. This will also allow other fluids to warm up in the axles, transmission, etc.
- Use the APU except in periods of extreme cold (-30 degrees and colder). Never refer to “wind chills” when determining outside temperature.
- All trucks are equipped with air tank drain valves with cables attached to release accumulated water in the air tanks. A short 2-3 second pull of the cable twice a day will help get rid of this water and prevent airline freeze-ups to trailers and rusting out of air tanks. Should the valve stick “open” when releasing the cable, pull the cable quickly a few times to reset the valve and stop the airflow.

**\*\*DRIVER USE OF STARTING FLUID OR POWER SERVICE 9-1-1 IS PROHIBITED AT JDSB Trucking!**

# Safety Procedures in Case of Emergencies

## Ladders

16-foot ANSI-approved ladders are provided to each driver on every truck to provide a safe way to get on and off the trailer. These ladders are designed and required to be used to get safely on and off the trailer, but are not to be used to carry tarps and gear onto the trailer.

## Bungee Cords

Bungee cords are not permitted to secure items; they do not have a working load limit rating and are only to be used for securing tarps under DOT regulations. If you need to secure small items to catwalks, we provide one-inch straps to our drivers. Our company policy is to never use them for anything other than securing tarp flaps to trailers.

## Injuries

Report, immediately, any work-related injuries. You must also report any off-duty accidents that affect your ability to perform your job safely or that prevent you from meeting DOT requirements. For injuries requiring medical attention, you cannot drive or work without a full written release from the attending doctor, which must be in writing. All work-related injuries are to be reported to the safety department at the time of occurrence, no matter how minor.

## Medical Emergencies

In the case of a medical emergency, such as a heart attack, that has occurred and immediate medical assistance is required, dial 911 and contact Human Resources or a member of management. Be sure to give the 911 operator the exact address of the building and the location of the injured party.

Stay with the person who requires assistance, but send someone to the door to escort the medical personnel back to the victim. Attempt to keep the patient calm and comfortable and protect their privacy to the degree possible, but do not move them.

When assistance arrives, be prepared to provide the following information:

- Your name and the name and address of the injured party (if you know it)
- Your telephone number
- The name of your company

## Accident Prevention Strategies and Reporting Procedures

Accident prevention is key to any motor carrier's success, as well as that of the driver. Accidents are **not** an unavoidable part of driving, and good driving records are not a matter of luck. Good driving records come from always driving defensively and thinking ahead to avoid dangerous situations.

## Accident Prevention Strategies

- Perform proper pre-trip and in-route inspections. Make needed repairs to ensure safe travel. Perform frequent checks of the load and equipment during the trip.
- Always utilize defensive driving techniques. Avoid distractions.
- Drive professionally and non-aggressively.
- Plan trips. An exhausted driver is a dangerous driver. Leave early enough, take proper breaks, and watch your speed.
- Drugs and alcohol. We expect all drivers to comply with Part 382 of the Federal Motor Carrier Safety Regulations. Abuses in these areas can result in automatic termination.
- Backing. Back accidents can be prevented. Never go back into an area without first checking for hazards. Always use a spotter when blind-side backing and backing into or across traffic. Never depend totally on a spotter. YOU are still responsible. Remember **‘GOAL’** – (**Get Out And Look!**)
- Parking on road shoulders and entry/exit ramps is prohibited.
- Get directions. If unsure of the delivery/pick-up point, get directions from a safe area, i.e., a truck stop or rest area. Do not park in areas where your unit may pose a hazard to the flow of traffic. If lost, do not forget the rules of driving. Lost drivers, at times, take too many chances trying to correct errors.
- Always give yourself plenty of space. Allow, if possible, 6 to 8 seconds between you and the vehicle ahead of you at a minimum. When entering construction zones, allow for anything, changes in traffic patterns, speed, and possible stoppage of traffic. Obey all traffic and speed regulations.

## Accident Reporting Procedure

- Secure the scene. Take all necessary precautions to prevent further accidents.
- Call 911- All vehicular accidents are to be reported to the police, and a police report is required.
- Give all reasonable assistance to injured people. However, do not move them unless their location is life-threatening, or they are in imminent danger.
- Notification of the company. Call safety immediately, if after hours, use emergency numbers.
- Cooperate with local authorities for investigation at the scene. This includes accidents occurring on private property (truck stops, shipper or consignee facilities, etc.). **DO NOT ADMIT FAULT FOR THE ACCIDENT.**
- Exchange information with the other party(s) involved in the accident. **DO NOT ADMIT FAULT FOR THE ACCIDENT.** Fill out the accident report book located in your permit book.

The following checklist is the information you must write down at the scene of the accident:

- **License plate number of the other vehicle(s).**
- **Driver’s name, address, phone number, and driver’s license number.**
- **Owner’s name, address, phone number.**
- **Name, address, and phone number of any passengers.**
- **Name, address, and phone number of any witnesses.**
- **Other party(s) insurance carrier and policy number.**
- **Description of other vehicle(s) – i.e., year, make, model, and vehicle license number.**



- If the other vehicle(s) are a tractor/trailer, the unit numbers.
- Description of property damage incurred by all vehicles – i.e., left fender, headlight, etc.
- Investigation of the officer's name, badge number, and whether they are local, county, or state officials. Ask for the officer's department's address and phone number, and the accident report's case number.

**\*\*YOU SHOULD BEGIN THIS EXCHANGE OF INFORMATION EVEN BEFORE AUTHORITIES ARRIVE AT THE SCENE**

### **Progressive Safety Coaching & Training Process**

Violation of Company policies or procedures may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct.

However, the Company is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of the employee's work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

### **Maintenance Procedures:**

#### **After-Hours Write-up & Repair Order Process**

If you arrive after hours or on weekends, the written DVIR for the trailer and/or truck, if repairs are needed, is located on the dispatch counter. Write up the trailer and/or truck and sign it. Place in the trip

#### **Tire Policy\*\***

In the event of a tire flat or a blown tire, you must contact your dispatcher. Please be prepared with the following information:

- Your location
- Are you near, or do you recall, a tire store or truck stop you recently passed?
- Which tire is flat or blown?
- Is the tire next to it ok?
- What is the tire size (trailer)?
- Has the blowout affected anything else? (airlines, lights, cross-members, ICC bumper)

**\*\*Contractors are responsible for any time or equipment damage due to a tire blowout. The cost of the repair will be deducted from the settlement. We will provide the invoice for the repair. Please check the equipment before trips.**

## Care and Cleanliness of Equipment

- Remove trash, pop bottles, etc., each time you stop to fuel and before shop repairs. \
- No holes drilled in the dash or any part of the cab or cabinets.
- No extra signs, lights or decals added to the unit without proper authorization by the Shop Manager. JDSB Trucking has restrictions as well.
- Window obstructions. In keeping with FMCSR's Part 393.60 (c), do not allow objects hanging from the visor or anywhere in the cab to hinder the driver's vision (other than factory-installed equipment, Prepass units, I-Pass units, or required equipment attached to the windshield).
- No large piles of envelopes or other paper between the dash and the windshield.
- No tinting of windows.
- Truck washes. Keep the exterior of your units clean. Use common sense when washing the truck – limit washes to every 15th day. We want our equipment to look good, but please do not overdo this. Any drivers with washes above every 15th day will be charged for the washing and will be taken out of the driver's payroll on the next check after the discovery of the violation wash. Most of our network truck wash facilities will not authorize washing within 15 days of the previous wash.

***Note: We do not wash trailers or engine compartments unless authorized by management.***

- We have an open account for truck washes only at all Blue Beacon Truck Washes. JDSB Trucking does not pay for engine compartment washes or use of brighteners... If you experience problems with a particular stop taking our truck on an open charge, please call and report. Driver signature and unit number required.

## Loads with Claims

Anytime a load is signed anything other than free and clear, the following procedure must be adhered to process the claim and determine who is liable for the claim.

### Procedure

1. Notify dispatch immediately of the issue and explain what happened. Was the damage shipper-related, in route, or did the receiver cause the damage? We must provide evidence as to where the damage occurred. Bills must reflect this with notations and be signed by the customer.
2. Take pictures of the load as soon as you realize there is an issue or have been notified of a potential problem. It is preferred that the load is still on the trailer, but, if necessary, take pictures of the product(s) on the ground. Take multiple pictures from different angles.
3. Cellphone pictures may be used; however, they must be emailed and or texted to dispatch within 24 hours of the event.



4. Notify the operations and safety department of the claim before leaving the customer. If this occurs during the weekend or while the offices are closed, please contact safety the next business morning.
5. In case of an emergency after-hours or on the weekend call the after-hours number to operations and or safety.

### **How to protect yourself against Claims**

- Check the load for damage and proper loading, report, or have the shipper fix any issues before departing. Focus on rust, bends, paint damage, or lack of dunnage to support the load. Do not depart with load issues without checking with dispatch/operations.
- Assure that you have read and met all requirements in the shipping notes in your Omnitracs load notes. These items, such as **loads that must be tarped, require plastic, blocking, etc.**, will help prevent liability to you and the chief. They are noted because the customer requires these steps to ensure a quality load is received without damage.
- Perform load checks throughout the trip as required by JDSB trucking and DOT. Address security issues as they are discovered during the trip.

### **Passenger Policy**

JDSB Trucking does not offer a rider program at this time. No passengers are allowed in any company or leased vehicle at any time without written consent.

### **Violence in the workplace**

We want to provide a work environment free of violence or the threat of violence. Threats, coercion, intimidation, interference, or fights while on company property or engaged in company business are strictly forbidden and are grounds for disciplinary action, up to and including immediate termination. Any such threats or acts of violence should be promptly reported to management, and no employee will be retaliated against for such reporting.

### **Bomb Threats**

If you receive a bomb threat call, ask the caller to give his or her message to a manager or supervisor. If the caller refuses to be transferred, try to keep the caller on the line as long as possible. Try to find out the exact location of the bomb, its type, and the time it is set to go off. If the caller does not volunteer this information, ask for it.

Remain calm. Listen carefully and take notes or record the conversation. Note whether the caller is male or female, whether he or she has an accent, and any other voice characteristics that may later help identify the caller. Listen for background noises that may help police locate the caller and pay attention to any speech problems, such as slurring words, which may indicate a particular medical condition or substance abuse.

After the caller hangs up, notify your supervisor or management. Take no further action and wait for additional instructions from your supervisor.

### **Security**

If you see non-employees or strangers on JDSB Trucking property, request identification and verify that their presence is authorized. As appropriate, either escort them off company property or escort them to their proper destination. If you feel uncomfortable addressing the visitor, contact management immediately and do *not* put yourself in harm's way.

### **Internal Investigations, Searches, & Personal/Company Property**

Occasionally, JDSB Trucking may be required to conduct internal investigations on security, auditing, and work-related matters, or retrieval of company property. Employees are expected to cooperate and assist with the investigation if requested.

JDSB Trucking reserves the right to conduct searches of company premises and equipment, employee work areas, and personal belongings and to utilize audio or video surveillance. JDSB Trucking will conduct searches only when it deems there is a legitimate business reason to do so; searches will be conducted in a selective and nondiscriminatory manner and only when there is a reasonable suspicion of a violation of policy. An effort will be made to search in as unobtrusive a manner as possible. An employee who fails to cooperate with such research will be subject to disciplinary action, up to and including termination of employment.

Personal Property (i.e., belongings, tools, and equipment) maintained on company premises should be marked as personal property to avoid potential problems. Incidents of theft or damage involving personal or company property should be reported to your supervisor or Human Resources department; However, JDSB Trucking will not bear any responsibility. To prevent Theft, all employees must secure all records and equipment at the end of their working time.

## **CONTRACTOR ACKNOWLEDGMENT AND CONSENT**

**I \_\_\_\_\_ hereby acknowledge that I have thoroughly reviewed the JDSB Driver Safety Procedure and Protocols Policy and fully comprehend its provisions. Additionally, I affirm my commitment to adhering to the established protocols and policies as outlined in this document at all times.**

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Date**

# Technologies and Equipment

## Technologies

JDSB Trucking provides employees with the tools to do their jobs. All equipment remains the property of JDSB Trucking. The email system, fax machines, computers, Internet, and telephones are mainly for company business, with some personal use allowed during breaks. Employees should not expect privacy when using these tools, such as phones, text messages, and email. JDSB Trucking monitors all communications through cameras, IT systems, and other methods, and may share this information if needed.

Drivers must use company technology responsibly. They should not use it in unethical, discriminatory, disruptive, threatening, or offensive ways, or in a way that could harm workplace morale. Drivers must not spread computer viruses or harmful software using company technology. They also cannot use company Internet services to disable or overload systems or bypass security meant to protect users' privacy.

All messages sent through company technology must follow our policies on harassment and discrimination. Employees cannot display, store, or share sexually explicit images or harassing documents on company systems. Since some materials can offend others, do not store, view, print, or share any document or graphic not related to your job or JDSB Trucking's business.

JDSB Trucking owns its email, fax, computer, and phone systems. All messages created, sent, or received using these systems belong to JDSB Trucking. Nothing stored or created on these systems is private. The company can review, access, and share all messages. Even with passwords, there is no guarantee of confidentiality for any messages sent or received through email or instant messaging.

Passwords are important for our company's security. Each employee must use their own assigned password for computers, email, phones, programs, Wi-Fi, and other systems. Do not share your password with anyone. If someone asks for it, direct them to your supervisor or HR. Report any compromised accounts or passwords right away.

JDSB Trucking can access, read, and delete any emails or messages sent through its system to ensure compliance with company policies. Generally, you should not keep emails in the system for more than a month, unless required for legal reasons or other business needs. Do not use the company's internet and computers to break any laws in the U.S. or anywhere else. Using company resources for illegal activities can lead to immediate dismissal, and we will work with law enforcement as needed. The company must report any child pornography found on its equipment to the authorities.

If you notice any misuse of technology systems, please report it to Human Resources or the President immediately. Breaking this policy may lead to disciplinary action, including termination of employment.

### **Email System**

Company email and instant messages are for work purposes only. Do not use them for illegal, harassing, or inappropriate activities. These messages are private and should only be accessed by the intended recipient unless permission is granted. Avoid sending highly confidential information, as messages can be mistakenly shared. Personal matters should not be included, as there is no privacy in communications on the Company's system.

### **Facsimile, Copy Machines & Other Office Equipment**

Facsimile and copy machines are primarily to be used for the JDSB Trucking business. Prior approval should be obtained for any personal use. All equipment of the firm should be used in a manner that is consistent with all company policies, including harassment and violence.

### **Computers**

All information stored in the computer system, data files, or word processing documents is to be treated as confidential information of a proprietary nature to JDSB Trucking. Employees should not:

- Disclose any confidential information to persons outside the organization except on a "need-to-know" basis.
- Use this information for their benefit or the profit or benefit of persons outside of JDSB Trucking.
- Copy (except where necessary to perform duties on behalf of the Company while employed at JDSB Trucking) any of this information.
- Retain any of this information upon leaving the Company's employment; or
- Maintain any personal information on Company computers, as such information is considered the property of the Company.

JDSB Trucking has selected software that aligns with its business requirements and will be licensed to the organization. Employees are prohibited from making copies of any company-supplied software for use outside of company facilities. Duplicate copies of licensed software are a violation of Federal Copyright Law and constitute the act of "computer theft."

All computer software must receive approval from upper management. Employees are not permitted to install personal software packages, public domain software, shareware, or non-business applications (such as games) on the organization's computers.

### **Laptop or Remote Computer**

In certain circumstances, laptop computers and related technology may be assigned to employees, or home computer systems may be linked to the JDSB Trucking system. Such equipment must be secured adequately when off-site to ensure the confidentiality and integrity of the information. Employees are expected to safeguard the equipment from loss, damage, or theft. Upon resignation, separation from employment, or at any time upon request, employees may be required to return or provide the computer for inspection. Should an employee fail to present the computer in good working condition within the requested timeframe of 24 hours, they may be held responsible for the costs associated with obtaining a replacement.

### **Internet, Social Media/Networking, & Wi-Fi**

The Internet facilities provided by JDSB Trucking are only for work-related purposes. Employees must not send or receive any material that breaks laws, including copyrighted content, threatening or explicit material, or trade secrets. All Internet activity may be shared with law enforcement, government officials, or others via legal requests. Accessing inappropriate websites, such as those with sexually explicit, racially derogatory, or obscene content, is strictly prohibited. Employees should not use Company equipment for personal purposes, and all work-related electronic communications must be accurate, appropriate, and legal.

Employees cannot use JDSB Trucking's Internet facilities to spread viruses, worms, or malicious programs. It is also illegal to disable or overload any computer system or network or to bypass security measures meant to protect other users.

Social media platforms such as blogs, Facebook, and Twitter can facilitate employee communication. However, employees must not represent JDSB Trucking or use the Company's name in usernames or contexts that may confuse others about their identity. Accessing social media on Company equipment needs prior approval from Management.

JDSB Trucking owns the rights to its trademarks, including its name and logos, which cannot be used or shared without permission. Employees should know that anonymity is not guaranteed on social media; identities can be revealed even with pseudonyms. All social interactions on these platforms should be truthful and respectful, as these communications are public and not private. For questions about this policy, employees can contact the Human Resources department.

Wi-Fi access is available to employees using personal devices (like computers and phones) at their own risk. Users should understand how to connect their devices to the wireless network. The Company doesn't guarantee a successful connection and will not offer technical help for personal devices.

Using the Company's Wi-Fi does not guarantee privacy. Others may intercept information sent or received. The Company advises against transmitting sensitive personal information (like credit card numbers or passwords) on its wireless network. The Company is not responsible for any

personal information compromise or damage to devices from electrical surges, security issues, or viruses. Users should ensure their devices have up-to-date virus protection.

Access to the Company's wireless network is guided by the JDSB Trucking Technologies policy. Users must use the Wi-Fi legally and responsibly, as intended for business. They cannot violate federal, state, or local laws, such as sending or receiving child pornography, engaging in fraud, harassment, or discrimination, or downloading copyrighted materials (like movies or music). Additionally, using peer-to-peer file-sharing applications is not allowed.

### **Cell Phone Policy**

The U.S. Department of Transportation (DOT) has implemented a ban on handheld cell phone usage effective January 3, 2012. This new regulation affects all drivers operating commercial motor vehicles in interstate commerce and state vehicles hauling hazmat loads for now, but most states are expected to apply the ban to all commercial vehicles in the upcoming months. Under the new rule, CMV drivers will not be able to hold, dial, or reach for a hand-held cell phone, including those with push-to-talk capability. Hands-free phone use is allowed, as is the use of CB radios and two-way radios.

The following will be the JDSB Trucking policy to comply with the new regulation. Any vehicles that are regulated by DOT, regardless of type, load, or use, that display a DOT number on the vehicle will not be allowed to use a cell phone except under the following conditions while driving.

- Cell phones must be used in a hands-free mode, which can be accomplished through a Bluetooth or headset-type device. CMV drivers will not be able to hold, dial, or reach for a handheld cell phone including those with push-to-talk capability.
- Dialing or answering a phone call must be accomplished by no more than the pressing of one button (Consider speed dial setting to accomplish this), and:
- CMV drivers must not reach for a phone in such a manner that requires the driver to maneuver into a position where he/she is no longer seated, belted, or taken out of a safe driving position.
- Texting or reading text is not permitted under any circumstances.
- Drivers may "not" use a handheld cell phone at stoplights or temporary delays such as construction or trains. Handheld use would only be allowed when safely parked and out of the flow of traffic.

### **Company Cellular Telephones**

Individuals may be issued a Company cell phone for business use. Usage of these phones must follow company policies. The phones and the associated records are Company property, and

there should be no expectation of privacy associated with their use. These phones are to be returned to the company upon request or the employee is responsible for the replacement cost. As cell phones can be a serious distraction when driving, we ask you to park your vehicle before using your phone to make calls or using a one-touch hands-free device.

### **Personal Mobile Devices**

Use of personal phones or other mobile devices for calls or text messages during work hours is discouraged unless it is during your break or lunch. Contact your immediate supervisor for those events that require the use of your mobile device during working hours.

### **Text Messages**

Text messages sent from the Company or personal cellular phones for business purposes should conform to general business communication standards. These communications, like all other company communications, should conform to the Company's harassment and violence avoidance policies. All messages sent and/or received on company-owned equipment are the property of the Company and can be monitored and reviewed. Further, text messages are not to be sent, received, or read while driving.

### **Note: CB radios and two-way radios are not covered by this policy.**

Violation of this company policy will be subject to JDSB Trucking, corrective action policies. In addition, violations of this regulation can result in state or federal issued civil penalties of \$2,750 for each offense to drivers and up to a maximum penalty of \$11,000 per occurrence to the company or motor carrier. Violations will also result in negative scoring on the CSA scores for the motor carrier as well as the driver.

## **ACKNOWLEDGMENT AND CONSENT**

I, \_\_\_\_\_, hereby acknowledge that I have thoroughly reviewed the JDSB Cell Phone Policy and fully understand its provisions. Furthermore, I affirm my commitment to following the established protocols and policies outlined in this document at all times.

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Date**

# Dash Cameras

The primary functions of dash cams encompass a range of vital applications that contribute to the Protection and Safety of Individuals and Property, the Prevention or Detection of Criminal Activities, the Defense of Legal Claims, and, most importantly, Driver Training. It is important to note that JDSB does not intend to utilize dash cams for the purpose of monitoring employee performance or assessing compliance with organizational policies and procedures.

To uphold a culture of safety and accountability within our operations, we have established comprehensive guidelines governing the use of dash cams in company vehicles. These guidelines are designed to ensure that the technology serves its intended purposes while promoting a safe and secure environment for both the drivers and the public.

- **Mandatory Installation and Access:** Each employee must maintain a dash cam installed in their truck at all times. This dash cam is to remain functional and accessible for review by the employer during pickups and for other operational needs related to trucks and tractors.
- **Privacy Considerations:** Dash cams must be configured to minimize any invasions of personal privacy. However, should any intrusion occur, it must be justifiable and well-documented to maintain transparency. Employees are required to inform JDSB about the presence of the dash cam in their vehicle and submit the manufacturer's overview sheet, along with a detailed explanation of its functionalities. An acknowledgment form will be provided for drivers to sign during their orientation, ensuring that all new members of the driving team are aware of these requirements.
- **Data Retention Policy:** Recorded data will only be stored in connection with relevant incidents. The dash cams are designed to retain footage of up to 12 seconds following an incident. However, in cases where fault needs to be established—such as a complaint, citation, or event not saved as an incident—it may be necessary to review up to 100 hours of video footage. Please note that the footage is limited to external views only.
- **Authorized Access:** Access to any retained images and data will be strictly managed and granted solely to a designated responsible person (DRP) who has the authority to view the footage.
- **Driver Responsibility:** Employees are fully accountable for their actions when operating a company vehicle, as well as the actions of any passengers. Drivers must ensure all passengers comply with applicable laws, such as wearing seatbelts. Violations can occur at any time when in a company vehicle, whether during working hours or afterward.



Thus, both drivers and passengers must adhere to all local and federal regulations consistently.

- **Monitoring Restrictions:** The dash cam is not to be accessed covertly to evaluate the quality or volume of work performed by drivers, nor should it be used solely to observe what the driver is doing at any given moment. However, if an incident occurs that reveals misconduct, JDSB reserves the right to take action in the interest of the business. This may involve grievance procedures, disciplinary actions, legal defense, or driver retraining. When appropriate, dash cam footage may be retained for future use in health and safety training programs aimed at enhancing safety standards and improving driver training quality. Employees will be consulted for their consent if footage is intended for this training purpose.
- **Security Measures:** Recorded data will be protected with stringent security measures to prevent unauthorized access and misuse, ensuring the integrity of the information collected.

By adhering to these guidelines, we can foster a culture of safety and accountability within our driving team.

### **Drivers**

The primary functions of Dash Cams extend beyond mere recording; they play a crucial role in the Protection and Safety of individuals as well as Property, serve in the Prevention or Detection of Criminal Offenses, support the Defense of Legal Claims, and contribute to Driver Training programs. However, the deployment of Dash Cams often results in the inadvertent capture of images featuring employees and workers, which necessitates careful consideration of privacy and ethical standards.

In scenarios where management has a reasonable belief that misconduct has occurred or that there has been a violation of Health and Safety protocols, Dash Cam footage may be utilized as part of an internal employee investigation. Any request for the footage must come from the Human Resources Manager to ensure proper oversight.

When this recorded footage is employed in disciplinary proceedings, it is essential to uphold transparency. Consequently, drivers will have the opportunity to view the images captured and respond to them, reinforcing the importance of fairness in the process. Employees also retain the right to request a copy of the footage, which must be supplied within one month of the request.

Furthermore, under specific circumstances where criminal activity is suspected, the footage may be shared with law enforcement or other pertinent authorities to aid in the prosecution of offenses. Additionally, the footage may be made available to our legal representatives to bolster legal claims or facilitate civil recovery efforts within the judicial system. This comprehensive

approach underscores our commitment to accountability, transparency, and adherence to legal standards while prioritizing the well-being of our workforce.

### **Non-Drivers**

In incidents involving a third party, it is standard procedure for the relevant insurance companies to be notified with all pertinent details of the event. While the third party may be informed that there is recorded evidence available, specifically in the form of Dash Cam footage, it is important to note that a copy of this material can only be released if formally requested by the individual or entity directly involved, known as the subject.

Additionally, third parties should be aware that, under certain circumstances, the Dash Cam footage may be shared with law enforcement agencies or other competent authorities. This could occur in situations where criminal offences have been committed, and the evidence is necessary for prosecution. Furthermore, in the context of legal claims or civil recovery actions, this footage may also be provided to our legal representatives. This is being done to ensure that accurate evidence is presented before the courts to support our position in any legal proceedings.

It is crucial for all parties involved to understand the limitations and protocols regarding the access and dissemination of recorded footage, to ensure that rights are respected and legal regulations are upheld.

### **Disciplinary Action**

Disciplinary action, which may extend to and include termination of employment, will be implemented for any employee found engaged in the following prohibited actions:

- **Tampering with Camera Equipment:** This includes destroying, dismantling, or unplugging any camera devices installed in the vehicle. Such actions compromise safety and hinder our ability to monitor and ensure compliance with safety protocols.
- **Obstructing Camera Views:** Employees are prohibited from deliberately blocking the view of any cameras, both inside and outside the cab of the vehicle. This includes, but is not limited to, covering the cameras with clothing items, tape, or adjusting sun visors in a manner that obstructs their operation. Such interference prevents accurate monitoring and can have serious safety implications.
- **Exhibiting Unsafe Behavior:** Any behavior that poses a risk to the safety of fellow workers or the general public will not be tolerated. This includes reckless driving, ignoring safety regulations, or any actions that may jeopardize the well-being of others on the road.

These measures are in place to maintain a safe working environment and ensure the safety of all employees and the public. Compliance is mandatory, and violations will result in appropriate disciplinary measures.

**\*\*A fine of \$500 will be imposed if any of the actions listed above are violated. This penalty serves to emphasize the importance of adhering to the guidelines, and those found in breach will face this financial consequence. It is essential to remain aware of these rules to avoid any unnecessary charges.**

#### **ACKNOWLEDGMENT AND CONSENT**

**I, \_\_\_\_\_, have read JDSB's Trucking Dash Camera Policy and agree to adhere to it. I understand that violating any of the terms, including dismantling, destroying, or altering the camera's view inside or outside the truck, may result in disciplinary action, fines, or even termination.**

\_\_\_\_\_  
**Contractor Signature**

\_\_\_\_\_  
**Date**