

Safety Policy:

Hours of Service Policy:

HOS Rules	Description
11 Hours rule	you cannot drive again until you have completed a ten-hour break after driving 11 hours since your last ten-hour break.
14 Hours rule	you cannot drive again until you have completed a ten-hour break after having banned on duty for 14 hours since your last ten-hour break.
70 Hours rule	All drivers must follow the maximum of 70 hours On Duty in any 8 consecutives days. Once the driver reaches these limits, he/she cannot drive until they have
Falsification of logs	you cannot lie on your logs to hide an hour of services violations. All fuel and toll receipts as well as any other document with a date or time will be checked against the logs to prove accuracy

Hours of services requirements are detailed in CFR 49 part 395. These regulations were written to reduce accidents/injuries due to driver fatigue. The rules are as follows:

All drivers must complete a log or time record each day:

Dispatchers may not dispatch at driver on a move that will cause violation of these regulations. Drivers must refuse a move that will cause a violations drivers may not lie on their logs to hide hours of service violations. The company and its drivers will operate in compliance with these regulations.

Every week drivers must present drivers' record of duty status (logbooks) with bills of lading, freight bills, dispatch records, weight /scale receipts, fuel receipts, toll receipts and other documents.

Disciplinary Program for violations (Fines & Rewards):

Description Of the Violations	Fine
Out of services violation	\$300
Moving violation/seatbelt violation or warning	\$300
No logbook warning/moving warning	\$200
Any drug/alcohol related violation	\$1000
11 Hours rule violation	\$300(OOS)/\$200(W)
14 Hours rule violation	\$300(OOS)/\$200(W)
Falsification of driving record	\$300(OOS)/\$200(W)
8day/70 Hour's rule violation	\$300(OOS)/\$200(W)
Any other logbook violation	\$300(OOS)/\$150(W)
Failure to keep duty statues	\$300

initial_____

Rewards on clean inspections:

Level 1 will get bonus of \$200 /\$250 /\$300.

Level 2 will get bonus of \$150 /\$200 /\$250.

Level 3 will get bonus of \$100 /\$150 /\$200.

SAFE USE AND OPERATION OF VEHICLES:

Speed Limits:

Drivers must obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Seat Belt Use

All authorized drivers, while operating or travelling as a passenger in company vehicles, must always wear seat belt(s).

Drug and Alcohol Use

The possession and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs are strictly prohibited while drivers operate company vehicles and other equipment.

Defensive Driving

Authorized drivers must operate company vehicles in a professional and courteous manner. Drivers must be prepared to avoid collision causing situations by practicing and by promoting the principles of defensive driving.

For example, drivers must be aware of their surroundings and look ahead. Drivers should leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

Distracted Driving

As part of practicing the principles of defensive driving, authorized drivers must remain focused and follow all distracted driving laws. The following activities conducted while driving are considered distracted driving:

- using hand-held cell phones;
- texting or emailing (even when stopped at red lights);
- using electronic devices like laptop computers, video games, cameras, video entertainment displays, and programming portable audio players (e.g. MP3 players);
- entering information on GPS units;
- reading printed materials in the vehicle;
- writing, printing or sketching; and
- personal grooming (brushing teeth, putting on makeup, clipping nails, shaving, etc.).

Fines can be imposed if any driver found driving distracted

Cargo Securement

The carrier and driver must ensure that all any cargo transported is contained, immobilized or secured in according to National Safety Code Standard 10. The following are some general guidelines for ensuring cargo is secured in a safe manner. Generally, cargo transported on a commercial vehicle must not:

- leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle; or
- shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.

Drivers must inspect the cargo and its securing devices within the first 80 miles after beginning a trip. Drivers must re-inspect cargo when any one of the following occurs:

- change of duty status (e.g. from "driving" to "on-duty not driving");
- after driving for 3 hours; or
- after driving 240 Miles.

An employee or driver will not use any vehicle to transport goods unless.

- the vehicle is constructed to carry the goods, and
- there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

Drivers are not permitted to transport any cargo unless it is properly secured. For more detailed information, refer to the company cargo securement training program.

Fueling:

Before fueling, the driver must:

- shut off engine.
- not smoke.
- check for fuel leaks.
- not overfill the tank.
- not leave nozzle unattended; and
- replace filler cap when finished fueling.

Shipping Documents:

Bills of Lading

Where applicable, a Bill of Lading shall be identified by a numerical code or other means of identification and shall set out at least the following:

- name and mailing address of the consignor.
- date of the consignment.
- point of origin of the shipment.
- name of the originating carrier.
- names of connecting carriers, if any.
- name and mailing address of the consignee.
- destination of the shipment.
- particulars of the goods comprising the shipment, including weight and description.
- a space for the signature of the consignor or his agent.
- a provision stipulating whether the goods are received in apparent good order and condition.
- a space in which to show the declared value of the shipment.
- where charges are to be prepaid or collected.
- a space in which to indicate whether the charges are prepaid or collect.
- a space in which to show whether the C.O.D. fee is prepaid or collect.
- a space in which to show the amount to be collected by the carrier on a C.O.D. shipment.
- a space in which to note any special agreement between the consignor and the carrier.
- a statement in conspicuous form indicating that the carrier's liability is limited by a term or condition of the applicable schedule of rates or by other agreement, if such a limitation exists.

The person who is the originating carrier of the goods being shipped shall, on the bill of lading issued for those goods:

initial_____

- acknowledge receipt of the goods by signing the bill of lading, and
- indicate the condition of the goods and give details of any defect.

Weigh Slips

The company will obtain accurate vehicle weights and weigh slips for vehicles that are required to be weighed under the *Bill Of Lading*

COMPLIANCE WITH THE LAW:

safety laws” means, as the context requires,

- i) the Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) the *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- iii) the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

Safe Vehicles

Vehicle Condition:

Drivers will not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

USE OF SAFETY EQUIPMENT:

Use of Warning Devices:

- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at approximately 30 meters behind and in front of the commercial vehicle.
- the hazard lights are alight if functional

initial_____

When there is insufficient light or conditions where objects are not clearly discernable at 150 meters, commercial vehicles will not be stationary outside of the limits of an urban area unless.

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at approximately 75 meters behind and in front of the commercial vehicle.

During the daytime a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless.

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at approximately 75 meters behind and in front of the commercial vehicle.

Warning triangles and hazard lights are used to make other traffic aware of parked commercial vehicles.

Use of Fire Extinguishers

If the need to use a fire extinguisher arises:

Remember the word PASS

- **Pull** - Pull the safety pin by breaking the seal;
- **Aim** – Aim the nozzle, horn or hose at the base of the fire;
- **Squeeze** - Squeeze the handle;
- **Sweep** – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

Safety instructions:

- remove the fire extinguisher from its bracket;
- approach the fire from upwind if possible;

- hold the extinguisher in an upright position;
- continue to use until the fire is out and the fire extinguisher is empty;
- replace the safety pin and return it to your compartment;

- have extinguisher recharged immediately or replaced before your next run;
- report use of fire extinguisher to supervisor.

DRIVER CONDUCT AND DISCIPLINE:

Driver Conduct:

Drivers must practice good conduct by keeping the following policies in mind:

- safely operate vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead. Leave a safe distance between vehicles and be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- report all significant events on road to the company safety officer, including violations, near misses, etc.

Disciplinary Procedures (STEPS):

All action including verbal warnings, will be documented. Disciplinary action may be taken with employees for any:

- regulatory violations (identified on the Carrier Profile, driver's abstract or through internal evaluations/audits).
- significant company policy violations (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

As appropriate, disciplinary action may include:

- written warnings;
- suspension; or
- termination.

The disciplinary process may also require corrective measures, such as re-training. For severe violations that pose a significant risk to public safety, the company may take disciplinary action at any stage based on the severity of the violation.

Where any form of disciplinary action is taken against a driver, this action must be documented and recorded in the driver's file

initial_____

OWNER OPERATOR (TRUCK OWNER'S)

I, (_____) have read understood and accept the Company terms and conditions and safe driving policies procedure

Owner operator /driver Signature: _____

Date: _____

CARRIER (KALON TRUCKING LLC)

By _____

Signature _____

Date: _____

initial_____