



Driver Safety Manual

Keep this manual with you at all times

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POLICY STATEMENT

Safety on the job is of the utmost importance. Injury and illness losses are painful, costly and preventable. They can threaten the greatest asset we have: our people. Therefore, we must all work towards providing a safe work environment.

At Leavitt's Freight Service, we firmly believe that the protection of our employees and the general public is a core value and in response, this safety manual has been developed. All employees and management personnel are expected to follow these policies, procedures and guidelines.

NO JOB IS SO IMPORTANT AND NO SERVICE IS SO
URGENT THAT WE CANNOT TAKE TIME TO
PERFORM OUR WORK SAFELY

Terry Leavitt, PRESIDENT

Duane Leavitt, VICE PRESIDENT OF OPERATIONS

Ron Riddle, VICE PRESIDENT OF MARKETING

SAFETY ORGANIZATION AND RESPONSIBILITY

MANAGEMENT

Management is accountable for the prevention of workplace injuries and illnesses. Management must provide direction and full support to supervisors and employees regarding safety and health, job training, and hazard-elimination procedures. Management must be fully informed about safety and health issues throughout the company in order to review, on a continual basis, the effectiveness of our safety and health program.

SUPERVISION

Supervisors will be held accountable for all safety and health issues. They are directly responsible for supervising and training their workers to develop a “safety first” attitude. To achieve an injury and illness-free environment, this attitude must continually influence and be incorporated into all work practices and procedures.

Supervisors are responsible for enforcing company rules and must take immediate corrective action to eliminate hazardous conditions and practices. Supervisors must not allow safety to be sacrificed for any reason.

SAFETY COMMITTEE

Our company has established a Safety Committee designed to prevent injury and illness by promoting safety and health in the workplace. The Safety Committee consists of management and employee representatives who have an interest in safety and health issues at Leavitt's Freight Service. The Safety Committee is responsible for making recommendations for improving safety and health within our work environment. As such, the Safety Committee is accountable for defining problems and removing obstacles to accident prevention, identifying hazards and recommending corrective actions, identifying employee safety training needs, and establishing accident investigation procedures for our company. [The members and procedures are described later in this manual.]

ALL EMPLOYEES

Each employee, regardless of their position within the company, is expected to cooperate fully with the company's safety program. This includes these requirements:

- All employees must be in compliance with all established safety policies, procedures and guidelines.

- All accidents, injuries, and/or medical conditions arising out of your work activities must be reported immediately to your supervisor or any manager.
- All hazardous conditions or other safety and health concerns must be reported to your supervisor or any manager immediately.
- All employees must wear personal protective equipment when required.
- All employees are encouraged to participate in safety committee activities and to support safety committee membership.

ALL DRIVERS

In addition to the above, drivers are required to:

- Be in compliance with all appropriate federal, state and local laws, rules, and regulations.
- Actively support the company safety program by driving in a safe manner and immediately reporting any unsafe vehicle conditions, if they exist in your assigned truck or trailer or load, to the Fleet Maintenance Manager or to dispatch.
- Actively support the company safety program by regularly attending the Driver Safety Meetings.
- Pre-trip inspections: The DOT requires the vehicle to be inspected prior to starting on a trip. You, as a driver, must perform this inspection to correct unsafe defects prior to operation and determine if the required emergency equipment is in the vehicle and in working condition.
- Post- trip inspections: The DOT requires every driver to prepare a report in writing at the completion of the day's work. This lists any defects or deficiencies of the motor vehicle, discovered by or reported to them, which could affect the safety of operation or result in a mechanical breakdown of their vehicle. You must include on the report equipment number, date and signature. You must prepare this report even if no defects are found.

If everyone does their part to ensure workplace safety and health, we all benefit.

No job is so important that we cannot take the time to do it safely

SAFETY COMMITTEE

Current Safety Committee members

A list of the current Safety Committee members is posted in the main receptionist area, the Recruiter/Safety Manager's Office, the downstairs lunchroom, and the driver's lounge.

The Safety Committee meeting takes place once a month and lasts approximately one hour. Any employee who would like to attend is welcome to do so, and driver participation is especially welcome.

Any employee with safety questions or concerns is encouraged to speak with any Safety Committee member.

Committee Procedures

1. The Committee will meet on the second Wednesday of every month. A Notice of the Safety Committee Meeting followed by a Safety Committee Agenda will be prepared in advance of the meeting.
2. The minutes from last meeting will be read and the committee will review all outstanding items from previous meetings and/or inspections, updating the status of each outstanding item.
3. The Committee will review all incidents and accidents since the last meeting, discussing the probable causes and possible corrective actions, and making recommendations.
4. The Safety Committee will complete quarterly walk-through safety inspections of one or more areas utilizing the Self Inspection Checklist.
5. Open forum – New agenda items, presentations, etc.
6. The Safety Committee Minutes will be posted in the main reception area, the shop break room and driver lounge after each meeting so all employees can review safety committee meeting information.
7. A Progress Report will be completed to document the status of corrective recommendations & to follow up on committee suggestions & concerns.

SAFETY RULES FOR ALL EMPLOYEES

Injuries and/or medical conditions arising out of an employee's work activities are very costly to everyone. Each employee shall use proper reasoning and care to prevent injury to themselves and to others. To avoid personal injury, you must observe the following safety rules:

A. General Rules

1. It is the duty of all employees to promptly report unsafe physical or mechanical conditions to the Safety Manager or any manager. This includes unsafe work practices or activities that may jeopardize the safety of an employee or of any other individual.
2. If you see another worker performing any unsafe procedure or act warn them immediately and offer whatever assistance you can.
3. Promptly report all injuries and/or medical conditions arising out of your work activities to the Safety Manager or any manager, no matter how slight.
4. Comply at all times with all federal, state and local safety laws and the Leavitt's Freight Service safety program policies and procedures.
5. Comply at all times with Leavitt's Freight Service's Drug and Alcohol policy.
6. Horseplay, scuffling, practical jokes or any other dangerous acts are not acceptable behaviors and will not be tolerated in the workplace.
7. Never operate any equipment or machinery unless you are trained to do so and all guards and safety devices are in place and in proper operating condition.
8. Keep all tools in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to your supervisor or any manager promptly.
9. Do not borrow, use or operate any tools, machinery or equipment if you are not authorized to do so. (This includes but is not limited to the use of the pressure washer, drill press, chain saw, cutting torch/welder, and grinder.)
10. All non-shop employees must stay behind the ORANGE SAFETY LINE in the shop area unless asked by a mechanic to assist with a vehicle or in an emergency situation.
11. All employees are strictly forbidden to ride on moving forklifts, cranes or other mobile equipment that are not intended to accommodate passengers.

12. All employees should be aware of and alert for forklift and truck traffic within and around our yard. Watch carefully for such traffic and heed all warning signals and horns.
13. All employees must drive slowly and safely in our yard. The posted yard speed limit is 5 mph.
14. There must be no smoking in the building, in the truck shop, or anywhere posted as a No Smoking area. All smoking must be outside the building and at least 10 feet from the entryways.

B. Specific Safety Rules

Housekeeping

1. Each Employee is responsible for housekeeping in their work area.
 - a) Put tools and supplies away when finished with the job.
 - b) Clean up spills as soon as possible. Immediately contact your supervisor or any manager if it is a hazardous materials spill.
 - c) Keep aisles and exits clear of debris, electrical cords, hoses, equipment, etc.
2. STORAGE AREAS: All materials should be maintained in neat stockpiles for ease of access. Keep aisles and walkways clear of loose materials and tools.

Manual Material Handling

1. Do not lift anything that you think may be too heavy or awkward. Do not perform any act you believe is unsafe. If you need help, ask for it.
2. Perform all manual lifts using proper methods. Bend your knees, get the load close to your body, grip firmly with your palms, get a secure stance, and perform the lift smoothly using your leg muscles.

Fuel Island

1. Never leave vehicles unattended while fueling.
2. Never smoke anywhere on or around the fuel island.
3. Make sure the nozzle and hose are hung up on the pump and out of the way before pulling away in a vehicle.

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4. Report any problems or malfunctions to the Fleet Maintenance Manger, the Parts Room Supervisor, or any shop staff.
5. In case of a major fuel spill:
 - a) Shut off the pump at the emergency fuel panelbox shut off switch located in the straproom.
 - b) Contact the Fleet Maintenance Manager (if its during a regular work day contact any shop personnel)
 - c) Wait by the spill until someone comes to begin clean up procedures.

Use of Tools and Equipment

1. All tools and equipment shall be maintained properly and kept in good condition.
2. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".
3. Only appropriate tools shall be used for the job.

Use of Chemicals

1. Do not use any chemicals unless you are authorized to do so.
2. When using chemicals avoid contact, ingestion or inhalation of the chemicals.
3. Always read and carefully follow all label directions and use proper protective equipment.
4. If you have any questions or concerns about the proper use and handling of or, in the event of exposure to, chemicals you must refer to the MSDS (Material Safety Data Sheets) which are located in the parts room.

Personal Protective Equipment (PPE) and clothing

1. Wear clothing that is appropriate for the work being performed and the anticipated conditions.
2. Protective helmets are required in areas where there is a possible danger of head injury from impact, flying objects, or from electrical shock or burns.
3. Personal Protective Equipment (PPE) is supplied in all areas requiring its use. This includes hard hats, safety glasses and orange safety vests. PPE must be properly worn and properly cared for.
4. Wear appropriate protective clothing at all times when performing your job duties:
 - a) Hard hats will be worn in all plants that have requested their use or whenever exposure to overhead hazards is present. Contact the Parts Supervisor if you do not have one.
 - b) Proper footwear must be worn at all times. No open-toed sandals, thongs or tennis shoes. Footwear should be non-skid in nature and should provide good ankle support. Drivers may wear tennis shoes and cowboy boots when driving, however, when you get out of the truck to perform any duty relating to the load or truck you must wear good sturdy work boots for foot and ankle protection.
 - c) Clothing should be appropriate for the tasks you are performing. Loose fitting clothing that can catch on protrusions is not acceptable.
 - d) Be certain during winter weather that your clothing is sufficient to protect you against the harsh weather conditions.

SAFETY RULES FOR DRIVERS

A. Employment and Public Safety

The company makes every effort to hire and retain safe drivers. When one of the following problems occurs, it is an extremely serious violation of our policies. Because it is so serious, the Company will take disciplinary action and may discharge a driver whenever a driver does one of the following:

1. Is charged with a DWI or DUI.
2. Intentionally damages or tampers with company property or equipment. This includes tampering with any engine electronics.
3. Fails to immediately report accidents, injuries, and/or medical conditions arising out of the employee's work activities, regardless of how minor.
4. Fails to fully comply with Leavitt's Drug and Alcohol policies as outlined in the Employee Handbook.
5. Verbally or physically threatens other employees or any of our customers' employees.
6. Makes a U-turn on any street, road, highway or interstate.
7. Falsifies information on records (includes logs, applications for employment, pay records / requests, etc.).
8. Willfully violates company safety rules or drives in a reckless manner.
9. Refuses to follow company directives regarding safety or compliance with the law.
10. Drops a trailer, loaded or empty, any place other than a terminal or a company authorized drop yard without the approval of dispatch or a manager.

It would be very difficult for the company to identify all of the situations where an employee's actions could cause harm to the public or the company. For that reason, this is not a complete list.

A driver is also expected to follow all of the other safety rules contained in this manual and the instructions and orders of their manager. All drivers must drive in a courteous and safe manner and represent the company as professionals. Drivers who cannot meet these obligations will be subject to discipline and may be discharged.

B. You and The D.O.T

As a driver, you must follow all Department of Transportation (D.O.T) regulations:

1. **Physical:** You must get a new physical every two (2) years or as directed by a doctor. Currently, our service provider is McKenzie-Willamette. You can arrange to get a physical with a doctor at McKenzie-Willamette at any time. You must provide a copy of the new medical card to the Safety Manager.
2. **Current Commercial Driver's License:** You must keep your Commercial Driver's License current. You must provide copies of all changes (address, phone, etc.) to the Safety Manager.
3. **Report ANY ticket, license suspension or revocation:** You are required by federal law to immediately report any ticket, license suspension or revocation to the state that issued you CDL within 30 days after conviction. You must immediately report tickets, license suspensions or revocations to the dispatch office and the Safety Manager.
4. **Medications That Impact Your Ability to Drive:** You must report all prescription medicines you take and the name, address and phone number of the doctor who prescribed them to the company Safety Manager if they affect your ability to drive safely. You are also required to report any over-the-counter medications that might impact your ability to safely drive (including antihistamines). Keep prescribed medicine in its original container.
5. **Regulations on Logbooks and Hours of Service:** Federal Motor Carrier Safety Regulations (FMCSR) prohibit motor carriers from allowing or requiring a driver to operate a commercial motor vehicle in violation of the FMCSR Part 395 Hours of Service Regulations. In addition, it is the responsibility, duty, and corporate policy of Leavitt's Freight Service, Inc. to establish policies and procedures that are consistent with government regulations and our civic duty to promote motor carrier and highway safety. This policy applies equally and without prejudice to all drivers who are dispatched by Leavitt's Freight Service and/or represent Leavitt's Freight Service in transportation of goods. ALL drivers must adhere to the 11-hour, 14-hour, 70-hour/8 day and all other applicable rules described in the current FMCSR Part 392 and Part 395. This includes the turning in of the original daily logs within the time frame prescribed by Part 395 and all record keeping requirements supplied there.

C. Time Management and Trip-Planning Tips

Plan your trip before you leave, not while you're driving.

- Know exactly what routes you will take.
- Know which fuel, food and rest stops you will use.
- Find out what the weather will be on the route you are taking, especially during the winter months.

- Calculate how long it will take you to drive from one point to another and check to make sure you keep that schedule.
- Get the correct and safest directions to your pickup and delivery locations. An on-schedule trip can be ruined because you got careless about a few miles at the beginning or the end.
- Attempt to obtain directions as early as possible in the trip. Do not wait until the last minute.
- Do a thorough pre-trip inspection. You are no safer than your equipment.
- Review your original trip plan. Have you been able to keep your point-to-point time schedule? Have you heard any weather or road condition information that might affect you? Adjust your plan if necessary.
- Drive legally “with” the traffic, leaving plenty of room for you and others.
- Realize that people make mistakes when they are driving. Do not let them upset you. They aren’t the professionals – you are.
- Plan your trip to arrive at the customer’s location when they open for business. Most customers allow overnight parking. Take advantage of this when possible. If you stay at a truck stop, remember to allow for rush hour traffic when meeting your scheduled ETA. Late arrival for a delivery may require rescheduling the unloading for the next day.
- If you have contact with the customer, confirm your pickup and delivery times.

D. Driving Safety

For the protection of each driver, Leavitt’s Freight Service has established these safety rules. All company drivers are required to follow these rules and to help make sure that the truck is operated safely and properly maintained. Violation of any company safety rule may result in disciplinary action up to and including employment termination.

The rules are as follows:

Speed

1. At all times, you must drive at or below the posted speed limit taking into consideration, the road, the load, traffic and weather conditions.

Right of way

1. Never use the size of your vehicle to assert your right-of-way. Always yield the right-of-way.

2. Keep right except to pass or turn left.
3. Approach intersections, driveways and other access points with caution.
4. Come to a full stop and do not block crosswalks.
5. Always yield right-of-way to emergency vehicles exhibiting a warning signal.

Tailgating

1. Always follow another vehicle at a distance sufficient for you to stop safely if the vehicle makes an unexpected stop.
2. Always follow another vehicle at a distance that allows traffic passing you to return to the right lane.

Passing

1. Pass only when possible to do so without risk.
2. Activate turn signal when changing lanes. Remember, the turn signal only indicates an intention to change lanes; it does not establish a right-of-way privilege or guarantee that the driver can change lanes safely.

Never try to pass when approaching a curve, hill, bridge, or place where vision ahead or to the sides is obstructed.

Being passed

1. When being passed, stay well to the right and reduce speed if necessary to allow the other vehicle to finish passing.
2. Never signal the driver of an overtaking vehicle that it is safe to pass. This transfers part of the responsibility for safe passing from the other driver to you.
3. Be alert for vehicles attempting to pass your vehicle.
4. Dim you lights at night after being passed to prevent glare in the other driver's mirror.

Meeting other vehicles

1. At night, dim headlights within 500 feet of an on-coming driver.
2. If you see a vehicle approaching in your lane, slow down and pull far to the right. Do not switch lanes to avoid a collision.

Emergency stopping and parking

1. Do not stop on the open highway unless necessary, but, if necessary, pull the unit as far right as you can, completely off the traveled portion of the highway, if possible.
2. Always set emergency warning signals out, ahead of and behind the vehicle at distances prescribed.

Placing Warning Triangles

1. If the view is obstructed by a curve, place triangles at 100 feet (40 paces) behind, 10 feet (4 paces) behind and 100-500 feet (40-200 paces) in front of the truck.
2. If the view is obstructed by a hill, place the triangles 100-500 feet (40-200 paces) behind, 10 feet (4 paces) behind, and 100 feet (40 paces) in front of the truck.
3. On a two lane straight road, place the triangles 100 feet (40 paces) behind, 10 feet (4 paces) behind, and 100 feet (40 paces) in front of the truck.
4. On four-lane road, place the triangles 200 feet (80 paces) behind, 100 feet (40 paces) behind, and 10 feet (4 paces) behind the truck.

Remember

- Avoid stopping in the traveled portion of the road. Get to the shoulder.
- Turn on 4-way flashers
- Set up reflective triangles as indicated above.
- Always work first toward the closest approaching traffic when pacing off distance for triangles.

Curves and turns

1. Follow the posted road signs.
2. Common sense dictates care and reduced speed when rounding turns or curves.
3. Stay in your own lane on curves.
4. Position your vehicle in the proper lane for the maneuver you are about to make in city traffic.
5. Signal your intention to turn for at least 100 feet in towns and 500 feet on the open road.
6. Watch you're off track. The rear wheels of any vehicle follow a shorter path than the front wheels in a turn.
7. Turn off your turn signal after turning.

U-turns

1. It is against Company policy for a driver to make a U-turn on any street, road, highway or interstate.
2. If you miss your turn or are lost, keep on going until you find a large parking lot to turn around in, or a place where you can go around the block.
3. If you are faced with a situation that makes it impossible for you to proceed forward (i.e., low clearance ahead, accident blocking roadway, low posted weight on bridge, etc.) and making a U-turn appears to be the only possible solution; you must get a police officer on the scene to observe and direct the U-turn. Having a police officer present that directs you to make a U-turn is the only exception to the U-turn policy.

Backing

1. THERE IS NO EXCUSE FOR BACKING ACCIDENTS.
2. You MUST "Get Out And Look," G.O.A.L.
3. NEVER back across an intersection without proper spotters.
4. Plan your route to keep backing to a minimum.

Railroad crossings

1. Always approach a crossing as if a train is coming.
2. Do not rely only on warning signals to warn of approaching trains.
3. Never cross the tracks unless you are sure there is enough room on the other side for your entire rig.
4. Never cross the tracks until you are sure your truck can safely cross completely over. Make sure there are not any hidden holes or ditches that can cause the truck or trailer to get stuck.
5. Slow down when crossing tracks to avoid damaging equipment.
6. When stopping at crossings, stop 15-20 feet from the nearest rail.

Clearance

1. Know your overall height. If a posted clearance exceeds the height of your unit by less than six inches, slow down to avoid bouncing into the obstruction on rough roads.
2. Road repairs, ice, snow, floods and empty equipment may cause difficulty where clearance is otherwise adequate.

Head & Tail Sweep

1. Know and understand the maneuvering requirements presented by loads that exceed the front and rear of the trailer.
2. At all times, be aware of your front and/or rear tail sweep.
3. At all times, maneuver your vehicle to avoid collisions involving front and rear overhang.
4. If there is any question about clearance, stop and walk around the area and be sure you have adequate room. Remember: GOAL (Get Out And Look).

Special precautions

1. Heed posted warnings.
2. Slow down for road crews.
3. Pull off the road if bad weather or other hazardous conditions are too serious for safe driving.
4. Keep exhaust noises to a minimum in quiet zones – around hospitals, schools, and residential areas.
5. Reduce speed in school zones and when passing through small towns.
6. Use your engine as a brake on long hills. Gear down at the top of the hill.

Avoiding fatigue

1. Maintain good physical condition.
2. Obtain proper rest before beginning a trip.
3. Avoid heavy foods.
4. Be aware of over-the-counter medications or prescribed drugs and their effect on driving such as drowsiness and dizziness.
5. Keep your eyes moving; don't allow your eyes to become fixed on the road.
6. Wear good quality sunglasses when necessary.
7. Stop periodically for rest (at least every two hours) and light exercise.
8. Listen to the radio, have light conversation, sing, chew gum, keep your vehicle ventilated, etc.
9. If you become drowsy, the choice is clear- STOP AND SLEEP!

Recognizing Driver Physical Conditions

Temporary physical impairment of your ability to drive or do other jobs occurs more often than permanent physical defects. These conditions should be avoided. They include:

1. Fatigue. This condition is usually the result of not resting when you have the opportunity. Occasionally, however, during bad weather and road conditions, you are required to work long hours without rest, causing fatigue. Serious accidents have occurred primarily because the driver was fatigued, continued to drive, and fell asleep which caused an accident.
2. Mental Alertness. The time to prevent an accident is before you get into an accident- causing situation. Maintaining mental alertness, which depends on proper rest, is one of the best ways to recognize and avoid emergency situations.
3. Temporary Illness. Illness is another temporary physical condition that reduces your ability to drive safely. You should never begin to drive if you are ill. If you become ill after you start to drive, contact your dispatcher and follow their instructions. If you are so ill that it is unsafe for you to continue driving, you must park your vehicle as required by the Federal Motor Carrier Safety Regulations.
4. Attitudes. Your mental and emotional condition influences your attitudes and can change from time to time. In general, good attitudes encourage a willingness to learn and result in doing a better job. Bad attitudes enforce resistance to instruction and suggestions and produce an unwillingness to learn.

Anything a driver has on their mind (other than driving) while they are in control of the equipment can cause them to have an accident. A bad attitude can cause trouble between a driver and the people with whom they work, and almost invariably will result in taking out their frustrations on other drivers on the streets and highways. This situation usually results in drivers making unsafe decisions and/or equipment abuse.

5. Emotional and Mental Disturbance. Emotional disturbance and mental conflict can cause a driver to be less aware of dangerous situations so that they find themselves in an emergency situation before they notice. Then it is often too late to avoid a resulting accident.

E. Personal Safety

- Do not jump from the equipment, platform or loading dock to the ground, regardless of height.
- Entering and Exiting the Cab:
 - 1) Look before exiting. Know where you are going to step before you do it.
 - 2) Exit in the same direction you got in. If you face the cab getting in, face the cab getting out.
 - 3) Always use the hand holds when climbing into or out of the cab.
 - 4) Use the “three point” method. Have three (3) limbs in contact with the cab at all times. Two hands and one foot or two feet and one hand.
 - 5) Do not climb in or out of the cab while holding anything, such as papers, clipboards, or baggage, etc. Keep hands free to get the best grip possible.

Wear appropriate protective clothing at all times when performing your job duties:

- 1) Hard hats will be worn in all plants that have requested their use or whenever exposure to overhead hazards is present. Contact the Parts Supervisor if you do not have one.
- 2) Proper footwear shall be worn when working on or around your truck or in the yard. No open-toed sandals, thongs or tennis shoes. Footwear should be non-skid in nature and should provide good ankle support. Tennis shoes and cowboy boots may be worn when driving, however, when you get out of the truck to perform any duty relating to the load or truck you must wear good sturdy work boots for foot and ankle protection.
- 3) Clothing should be appropriate for the tasks you are performing. Loose fitting clothing that can catch on protrusions is not acceptable.
- 4) Be certain during winter weather that your clothing is sufficient to protect you against the harsh weather conditions. Do not get caught chaining up in a windbreaker.

- Before putting your body to work at full speed, take a few minutes to "warm up." Simple bending and stretching exercises will accomplish this and succeed in allowing your muscles to work up to the tasks you are about to present them.
- Lift heavy objects by standing as close to the object as possible, lifting with a straight back, bending your knees and using your leg muscles.
- Long, heavy or awkward articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent accident and injury.
- Whenever it becomes necessary to perform adjustments to your tiedowns, tarps or you must chain up in the snow, etc., take every possible precaution to position yourself completely away from any danger.
- When setting dunnage or bunks, take all necessary precautions to prevent injuries to yourself or others.
- Do not work under objects that could accidentally fall until such objects are properly blocked or secured.
- Do not work underneath or over the top of others where doing so will create a hazard until proper safeguards or precautions have been taken.
- If you see another worker performing any unsafe procedure or act warn them immediately and offer whatever assistance you can.
- The use of intoxicating liquor, controlled substances, or medication that would impair your ability to function properly is strictly prohibited on the job or immediately prior to reporting for duty.
- There must be no horseplay, scuffling, practical jokes, or any other activity of a similar nature on or around our equipment, loads, or at any customer site.
- Good housekeeping methods shall be the rule of thumb at all times. If there is a slipping or tripping hazard, eliminate it. If there is a sharp or pointed object projecting into the work area, move it or make it harmless. These and all other hazards should be addressed and eliminated as soon as possible.
- Scrap, waste material, or debris shall not be permitted to accumulate in work areas in a manner that could cause or contribute to a hazard. Flammable waste, such as oily rags, shall be removed to a safe place or be placed in containers suited for such use. Clean up any oil spots on the trailer decks.
- Use only tools or tie down devices suited for the task you are performing and make sure the tools are in good repair.

- It is expressly and specifically against company policy for any of our drivers to carry weapons of any kind in their trucks.
- The above rules regarding personal safety apply to ALL work areas (i.e., the shop, the yard, the fuel or wash islands, the cab of your trucks, on, around, or under your load or trailer).

F. Passenger Safety

- The company requires that all passengers in any company vehicle properly use seat belts
- Passengers are to remain in the vehicle, or in an appropriate waiting area, during loading or unloading.
- Passengers are never allowed to operate any equipment or vehicles.
- Passengers cannot assist drivers with the performance of any of their job duties.
- If your passenger becomes ill during the trip, park your vehicle and contact dispatch immediately.

G. Truck Safety

Due to congestion, our yard, like most truck stops, is a high-risk place for an accident. In order to protect the cabs of our trucks when parking at our terminal the following guidelines must be followed:

1. The slabbed area is for dropping trailers. No tractors should be in those slots, and loaded trailers are to be dropped on drop slabs only.
 2. Tractors are to be “head in” parking only on the 42nd street line. No tractors should be backed in with loaded trailers, exposing cabs to load swing damage.
 3. Directly in front of the office, no tractors should be parked behind another loaded tractor. Loads are to be parked tail to tail.
 4. Long loads are to be parked at the Northeast corner of the drop area.
 5. Bobtails are to be parked in the Bobtail area only.
- It is the responsibility of both the driver and the company to ensure that the equipment is in good working order. Inspect your vehicle and equipment before starting the workday, while waiting to load or unload, at three-hour intervals while in transit, and again when completing the workday.
 - Check all vital aspects including: brakes, steering, oil (level and pressure), water, suspension system, windshield wipers and pressures, frame (cracks and defects), front axle, tires and wheels, air pressure and air leaks, fifth wheel, lights, mirrors, warning devices, glass (cracks

and defects), horns, check under the truck for oil and water leaks, bleed air tanks, check all cargo tie down equipment, camera, seat belts, and tarps. All these items should be in good working order before you leave.

- If you do not have sufficient straps, chains, tarps, binders, etc., get them out of the tarp room. DO NOT REMOVE THEM FROM ANOTHER TRUCK. In addition, do not be a "pack rat." In other words, take what you need and leave the rest.
- Never remove a fire extinguisher installed in the shop, on the forklifts, on other trucks, or on other shop equipment. **DOING SO ENDANGERS OTHER EMPLOYEES.** If you need a replacement fire extinguisher our Parts Room Supervisor will issue it, upon your request.
- At the end of your turn on any particular truck, you must fill out a Daily Vehicle Inspection Report (DVIR) with details of any defects in the remarks section. Describe any corrective maintenance you feel is needed even if it has been written up previously and not repaired. This must be done daily and the reports are to be turned in to the Fleet Maintenance Manager so he can schedule the repairs. During office hours, turn these reports into the shop personally. Otherwise, there is a drop slot in the door to the maintenance office where the Inspection Reports should be placed. Emphasize safety items when turning in the inspection reports (i.e., brakes, steering, lights, air system, load securing equipment, mirrors, etc.). If a defect has been written up prior and not addressed by the shop, notify the Fleet Maintenance Manager or Lead Mechanic on duty.
- Never start your truck unless you are inside the cab and behind the wheel. Remain in the cab and watch the oil pressure and all instruments to check for proper engine operation.
- During the winter months, travel on two lane highways should be avoided as much as possible. The Interstate will almost always be in much better condition, plus you have the added safety factors of no oncoming traffic and two lanes to travel in. All loads 70' or longer are required to travel I-5 except in cases when your origin or destination requires you to be elsewhere. When the winter months approach, re-think your winter safety skills. Make sure you have adequate equipment on board, including chains, flares, fire extinguisher, and good wiper blades.
- Manually bleed all moisture out of your air tanks WEEKLY (check with the shop if you have questions).
- Chain up and unchain wisely. Any accident as a result of negligence in not using chains is grounds for dismissal.

Before you leave

- Pre-trip your vehicle.
- The cab's exterior, tanks, box & wheels of your tractor should be clean.
- You must have the **REQUIRED LOADING & SAFETY EQUIPMENT** as described on the card of the same name issued from our office. These are available in the recruiting office if you need one.

- Leave with as much fuel as you can legally weigh.
- In cold weather make sure you have packed warm clothing, emergency blankets, food and water in case you are stranded or broke down in an out of the way location.
- Existing tire damage must be noted.
- You must leave early enough to allow ample time to legally drive to your destination, take your 10 hours off, and deliver your load on time, depending on the customer's schedule.
- In addition, on weekend pulls, you are expected to adhere to the following guidelines:
 - 1) ALL Los Angeles loads will be required to leave the yard no later than 4:00pm on Saturday.
 - 2) ALL bay area loads will be required to leave the yard no later than 12:00pm noon on Sunday.
 - 3) ALL Seattle loads will be required to leave the yard no later than 7:00pm on Sunday.

When you unload

- Check your empty trailer for any debris and equipment. Sweep your trailer deck clean of wood chunks or any other debris that could fly off during your next trip.

Upon your return

- Remove excess loading equipment (tarps, chains, etc.) and place this equipment neatly in the designated storage locations.
- Wash the cab's exterior, fuel tanks, side box and tractor wheels.
- Fuel the truck.
- Remove and dispose of trash from the cab.
- Clean the cab's interior.
- Post-trip your vehicle.
- Turn in DVIRs, Logbooks, Freight Bills, Load Sheets, and all other paperwork.
- Notify the Fleet Maintenance Manager of any maintenance and tire work needed.

H. Load Safety

Site Control

- Perhaps it can best be described as "control the site." Many drivers feel like they have no control over what happens at a customer's facility and in some circumstances this is true. However, as it pertains to safety, you are authorized and expected to maintain control of the situation. This means that if a customer, or their representative, is asking you to do something in an unsafe manner, it is your responsibility to explain the proper procedure. If they refuse,

call dispatch and together we will work with the customer to resolve the situation. You should NEVER feel obligated to perform an unsafe act, or work in unsafe conditions, or drive with an unsafe load.

- You must be present whenever your truck is being loaded or unloaded and supervise that loading or unloading process. Keep a tally throughout the process so you do not sign for products that are not there. You are the expert when it comes to loading or unloading your truck.
- Wherever you are loading you should stay within sight of the person loading or unloading your truck. Make sure you do not get in the equipment operator's "blind spot".

I. Tarping/Untarping Safety

1. Warm up before putting your body to work at full speed. Simple bending and stretching exercises will allow your muscles to warm up and prepare for the tasks you are about to perform.
2. Proper lifting, pulling, twisting procedures should be used whenever handling tarps. If you need instructions and/or training in these procedures, direct your request to the company Safety Manager.
3. Whenever possible use power equipment (ex: a forklift) to lift the tarps from the drom to the top of the load when tarping, then from the top of the load to the drom when untarping.
4. Use a ladder whenever climbing from the ground to the top of a load. NEVER lift or carry a tarp while climbing a ladder.
5. Exercise extreme caution when working on top of any load, regardless of the height. Be aware of uneven surfaces under the tarp created by the load, and possible tripping hazards created by chains & straps hidden from view underneath the tarp.
6. Be aware that if the tarps are wet or icy, they will be extremely slick.
7. Avoid pulling the entire tarp to shift its position over a load. This can cause both bodily injury as well as damage to the tarp. Work the tarp to its desired location by pulling gently from various points on the tarp until it is in the correct position.
8. All reasonable care must be taken to ensure that the tarps cover the entire load and are tied down securely.
9. Tie Down: Exercise extreme caution when using rubber rope to tie down the tarp. Always keep yourself positioned to avoid injury should a section of rubber rope break under tension.
10. Tarp removal: Remove tarps from your load in such a manner as to avoid injury to yourself as well as damage to the tarp. Do not attempt to remove the tarp by pulling from only one corner. This can cause both bodily injuries (sprains/strains) as well as damage to the tarp. Example: fold one side of the tarp up onto a coil, then fold the other side up, then slide the tarp off.

11. When storing tarps on the drom deck be aware of possible damage to the tarps by excessive front overhang of the load.

J. Cargo Damage Prevention

- If the commodity or the loading configuration does not seem right to you in any way, address the problems BEFORE you sign for the load and leave the yard. (That includes the way the dunnage is placed, if the product is rusty or damaged in any way, if it is not what you expected to get, if it looks like something of value that would exceed the limits of our insurance policy, etc.) Be aware. Ask questions. Alert dispatch. Take pictures, if necessary.
- Secure and tarp loads properly. All reasonable care must be taken to ensure that the tarps cover the entire load and are tied down securely. If you have any questions as to the best way to secure a load to be legal or to avoid damage, call dispatch and ask. If you are concerned about whether or not it is necessary to protect the load from inclement weather, call dispatch and ask. If you are told by dispatch to tarp a load, it is mandatory that you do so.
- Be aware of any tail sweep or forward sweep created by your load. The company is always responsible for damage caused by either of these factors.
If there is any question about clearance, stop and walk around the truck. Remember: G.O.A.L (Get Out And Look).
- If you arrive at the delivery point and there is any question about the condition or quality of the product you are delivering, call dispatch immediately. Do not leave their premises until you have talked to someone in dispatch.
- The camera in your truck should be used to provide documentation of the condition of your load anytime you feel this is necessary.

K. Cargo Damage Reporting Procedures

Our customers have two primary expectations when they hire us. The first is that we will pick up and deliver on their requested schedule. The second is that we will deliver their cargo undamaged. When damage occurs it is imperative that we deal with the situation professionally and timely.

Loading: When you sign for a pickup, unless otherwise noted on your freight bill, the cargo is given to you in good undamaged condition. You must inspect your cargo every time you load. If ANY damage exists, (dents, rust, water damage, etc.) you must address the situation prior to leaving.

Alert dispatch, take pictures, discuss it with the customer and note it on your freight bill. If you are not familiar with the cargo, ask questions.

Enroute: If damage to the cargo results from a vehicle accident, follow the instructions provided in this manual for "Accidents".

Delivery: If damage is discovered upon arriving at the delivery point, alert dispatch and the Leavitt's Safety Manager, take pictures and note it on your freight bill. If the damage occurs during the unloading process follow the above steps but clearly note on our freight bill how the damage occurred.

DO NOT LEAVE THE DELIVERY SITE WITHOUT NOTIFYING OUR OFFICE.

Photographs of all the damage should be completed with the company supplied camera and film. Photos should be specific and show the details of the damage, location on the trailer, and any other markings identifying the load and material.

When the receiving customer rejects cargo, we become responsible for the material. Do not leave it on the jobsite unless you are directed to do so by the Leavitt's Safety Manager.

Upon returning to the office forward the camera, freight bills and other information about the damage immediately to the Safety Manager or Terry Leavitt if the Safety Manager is unavailable. Leavitt's Freight Service will report the cargo damage to our insurance company.

ACCIDENTS

A. On the Premises

In case of an accident or injury to an employee or other persons while on company premises, office personnel will immediately contact an emergency medical unit and first aid help will be dispatched as required. Anyone aware of the accident or injury is to immediately report the matter to the Safety Manager or any manager.

The injured person is to be made comfortable and appropriate first aid procedures implemented by those skilled in first aid. As a general rule, do not raise or move the head and/or neck of an injured person. Cover the injured person with blankets to help prevent shock.

If the accident is of a serious nature, office personnel will contact those individuals selected by the injured person to be notified in case of an accident.

B. Vehicle Accidents

The reporting and investigation of all accidents and incidents is a very important part of Leavitt's commitment to safety. It enables Leavitt's Freight Service to identify the cause or causes of the accident/incident, at which time corrective action can be taken to prevent the accident/incident from reoccurring. There are numerous benefits associated with an effective accident investigation program. Some of them are as follows:

- To prevent accident/incident reoccurrence.
- Eliminate the distress and suffering caused by injury.
- Demonstrate management concern for employee and vehicle safety.
- Uninterrupted production and reduced costs.
- Increase employee safety awareness and training.
- Identify areas within the Safety Program that need to be strengthened.
-

Mandatory Rules to follow

1. In the event of an accident in which physical damage, property damage, cargo damage and/or bodily injury occurs, the employee must make telephone contact with one of the company officials as soon as the accident scene is secured and injured parties have been assisted. Failure to contact company officials may be grounds for immediate termination. (Bodily injury procedures are further explained later)

2. The Leavitt's employee agrees to provide detailed and accurate information about the accident to the Safety Manager or any manager. Completed accident report forms will be submitted as part of the official paperwork.
3. The Leavitt's employee agrees to proper accident reporting procedures as established by the insurance carrier. These procedures include, but are not limited to the following:
 - a) securing the accident scene
 - b) assisting any injured or non-injured parties
 - c) minimize and control any diesel or oil spills
 - d) contacting law enforcement authorities
 - e) contacting dispatch/company officials
 - f) completion of the accident investigation report
 - g) do not discuss or admit liability

General Guidelines

- Telephone law enforcement officials immediately. Let them know your location and if there are any injuries.
- Telephone Leavitt's immediately. You report the accident to the company. Leavitt's will be responsible for reporting the accident to our insurer.
- Obtain information for the accident report.
- Be sure to obtain all names, addresses and telephone numbers, including those of witnesses (if any).
- Photographs of all the damage (our vehicle, other vehicle or trailer and cargo) should be completed with the company-supplied camera and film. Photos should be specific and show the details such as license plates, skid marks, road markings or other relevant information. Take close up photos of any damage and also long shots of the whole accident scene.
- Obtain the name and telephone number of the other party's insurance company or agent.
- Be polite, but offer no opinion as to the cause of the accident. Do not, under any circumstances, accept responsibility for the accident or admit liability.
- Remain at the scene until excused by the investigator.
- Obtain a DMV accident report form from the police and complete it within 72 hours of the accident. This is especially important if there are injuries or damage and the law requires it. Our insurance company will use this information to determine the degree of liability.

- Cooperate with the adjuster assigned to handle the loss on our behalf.
- Cooperate with the post-accident drug screening procedures when necessary.
- Fill out the Leavitt's accident report form and police report form as soon as possible after the accident. Give the information to the Safety Manager or Terry Leavitt if the Safety Manager is unavailable.

Things to Remember:

- TAKE A DEEP BREATH AND CALM DOWN
- SET OUT WARNING DEVICES NOTIFY THE COMPANY
- DON'T JUST HOP BACK IN YOUR TRUCK AND DRIVE AFTER AN ACCIDENT. TAKE YOUR TIME AND GET YOUR THOUGHTS STRAIG
- HT, THEN PROCEED DRIVING

ACCIDENT INVESTIGATION

All accidents and injuries are to be fully investigated using the following procedures:

1. Employees must immediately report all accidents, injuries, near misses and property incidents to the Safety Manager. If the Safety Manager is unavailable, report to any manager.
2. Upon report of injury, the Safety Manager and the Accident Committee will then:
 - A. Conduct the accident investigation
 - 1) Interview the employee and any other relevant party
 - 2) Interview the witnesses (if any)
 - 3) Survey the accident scene
 - 4) Reconstruct the accident if necessary
 - 5) Report: Who-What-When-Why-Where-How
 - 6) Correct any unsafe conditions as soon as possible
 - 7) Make recommendations to prevent reoccurrence
 - 8) Follow-up with corrective action
 - B. During each month's meeting, the Safety Committee will review all accidents. Recommendations for corrective actions will be developed. Target dates will be established for implementation.
 - C. All recommended corrective actions will be reviewed by the Safety Manager to ensure the proper action has been taken.

Periodically (a minimum of once annually), the Safety Manager will complete a trend analysis of all accidents and injuries to determine if trends are developing and determine the ability to impact these trends.

In Summary

We want every driver to be safe and free from injury. Not only because injuries and accidents are costly, but also because we care about each individual driving for us. There is nothing more disheartening than to receive a call about an injury or accident no matter how slight. Accidents and injuries affect so many people; your family, other people's families, the company, etc. Therefore it is imperative that we practice safety in everything that we do. Please follow the guidelines and procedures outlined in this booklet to ensure that we will keep accidents and injuries to a minimum. Leavitt's Freight Service has a long-term goal of zero accidents and injuries. IT CAN BE DONE.

Remember: Safety is No Accident.

BODILY INJURIES

If you are ever involved in an accident that results in bodily injury, or are injured during the course of performing your work duties; we at Leavitt's Freight Service make it our highest priority to ensure that you are taken care of in all aspects of your physical recovery.

As an employee of Leavitt's Freight Service, you have a responsibility to follow the procedures listed below:

- Report all accidents, injuries, and/or medical conditions arising out of your work activities, no matter how slight, to the Work Comp. Administrator or any manager immediately. Reporting on your next work shift is not acceptable.
- If you need to see a doctor, complete the "worker" portion of the Workers' Compensation Claim form (form 801). The Work Comp. Administrator will give you the form and, if needed, help you complete this form.
- Report your physician's findings immediately following your visit. The "Return to Work Evaluation" must be completed by your physician at each visit and returned immediately to the Work Comp. Administrator.
- You must report to your next scheduled shift once the doctor releases you to work (part-time, temporary, modified or regular).
- If you are unable to return to work, it is your responsibility to contact the Work Comp. Administrator on a weekly basis.
- If you have any questions or concerns regarding your claim or medical care, please contact the Work Comp. Administrator.

I have read the above responsibility requirements. I have been given the opportunity to ask questions about my responsibilities. I agree to follow all these requirements and understand that failure to do so may result in termination of, or may adversely affect my workers' compensation benefits. I have been given a copy of this document.

Employee's Signature

Date

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I have been provided a copy of Leavitt's Freight Service Driver Safety Manual. I understand that if I have any questions, I may have them clarified by my supervisor or any manager.

Employee Name: (Please Print) _____

Employee Signature: _____ Date _____

These rules were fully explained. I understand that personal safety and accident prevention are my responsibility and the responsibility of all employees. I will actively participate in accident prevention. I understand that I will be held accountable for my safety performance.

Employee Signature: _____ Date _____

Safety Trainer/Recruiter: _____ Date _____

I agree to abide by the accident reporting procedure as outlined below:

- A) In the event of an accident in which physical damage, property damage and/or bodily injury occurs, the employee will make telephone contact with one of the company officials once the accident scene is secured and injured parties have been assisted. Failure to contact company officials will be grounds for immediate termination.
- B) The Leavitt's employee agrees to provide detailed and accurate information of the accident to the company officials representing the Carrier and completed accident report forms will be submitted as part of the official paperwork.
- C) The Leavitt's employee agrees to proper accident reporting procedures as established by the insurance carrier. These procedures include, but are not limited to the following; 1) securing the accident scene, 2) assisting any injured or non-injured parties, 3) contacting law enforcement authorities, 4) contacting dispatch/company officials, 5) completion of the accident investigation report, and 6) do not discuss or admit liability.

Employee Signature: _____ Date _____



Regulations on Logbooks and Hours of Service

Federal Motor Carrier Safety Regulations (FMCSR) Prohibit motor carriers from allowing or requiring a driver to operate a commercial motor vehicle in violation of the FMCSR Part 395 Hours of Service Regulations. In addition, it is the responsibility, duty, and corporate policy of Leavitt's Freight Service, Inc. to establish policies and procedures that are consistent with government regulations and our civic duty to promote motor carrier and highway safety. It is the purpose of this Progressive Discipline Policy to accomplish these goals. This policy applies equally and without prejudice to all drivers who are dispatched by Leavitt's Freight Service and/or represent Leavitt's Freight Service in transportation of goods. ALL drivers must adhere to the 11 hours driving, 14 hours on-duty, 10 hours off-duty, 70 hours/8 days, and all other applicable rules described in the current FMCSR Part 392 and Part 395. This includes the turning in of the original daily logs within the time frame prescribed by Part 395 and all record keeping requirements listed there.

Violations of these regulations shall result in the following consequences:

First Violation: Logs which have violations of the 11 hours driving, 14 hours on-duty, 10 hours off-duty, or 70 hours/8 days rule without an allowable exception [Part 395 1(b)(2)], or driver failure to turn in logs; or a driver falsified log shall result in a documented verbal warning which shall be placed in the driver's log violation file and a meeting with the Safety Manager for discussion, log training, and hours of service review.

Second Violation: Within 6 months of being notified of the first violation, logs which have violations of the 11 hours driving, 14 hours on-duty, 10 hours off-duty, or 70 hours/8 days rule without an allowable exception [Part 395 1(b)(2)], or driver failure to turn in logs; or a driver falsified log shall result in a written warning which shall be placed in the driver's log violation file..

Third Violation: Within 6 months after receiving a written warning, logs which have violations of the 11 hours driving, 14 hours on-duty, 10 hours off-duty, or 70 hours / 8 days rule without an allowable exception [Part 395 1(b)(2)], or driver failure to turn in logs; or a driver falsified log shall result in a written warning, with a last chance to comply paragraph, which shall be placed in the driver's log violation file...

Fourth Violation: Within 6 months after receiving the written warning with a last chance paragraph, logs which have violations of the 11 hours driving, 14 hours on-duty, 10 hours off-duty, or 70 hours / 8 days rule without an allowable exception [Part 395 1(b)(2)], or driver failure to turn in logs; or a driver falsified log shall result in suspension of loads and compensated work for a minimum of 7 days and/or termination of employment/lease. Leavitt's Freight Service reserves the right to delay dispatch or withhold loads until an investigation can be completed any time, if in its judgment; there is sufficient reason to believe that a driver is driving without regard for public safety.

My signature on this form indicates my understanding of Leavitt's Freight Service Hours of service and Record of duty status policies and procedures and my acknowledgement that I am responsible for following all of these policies and procedures.

Signed _____
Print Name _____

Date _____



Vehicle Parking Policy and Memo of understanding

Leavitt's Freight Service has grown to the capacity of our yard therefore it is important that we make the best use of the parking available. The purpose of this policy and procedure notice is to help organize the parking and to prevent vehicle damage at the Springfield terminal.

Truck Parking

When parking along the entire fence-line parallel to 42nd Street park head in. Please line up with the lines painted on the timbers and park as straight as possible to maximize the available space. The purpose of this is to avoid cab damage from tail sweep.

Bobtail Parking is along the fence line of Marcola RD. Please park within the yellow lines.

Please avoid parking standard loads in the following area whenever possible.

Long load parking

- a. NE corner of the yard near the entrance
- b. NW corner of the yard.

Truck and Trailer parking is south of the fuel island

Personal Vehicle Parking

1. No personal vehicles along the 42nd ST fence line
2. Marcola road fence line from the bobtail area west to the locked gate
3. The south fence line from 42nd ST to Steve Holley's motor home.

I have read and understand the above policy and procedure notice and from this date on I will comply with it.

Name (print)

Date

Signature

