

TRANSPORTATION MANAGEMENT PROGRAM

MANAGER'S REFERENCE MANUAL

DISCOUNT TIRE TRANSPORT, INC.

Rev. June 19, 2018

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INTRODUCTION

This manual is designed to be used as a reference guide by managers of Discount Tire Transport, Inc., a subsidiary of Reinalt-Thomas Corporation, to successfully complete their responsibilities and expectations related to the compliance requirements of the Federal Motor Carrier Safety Regulations, the enhancement of driver safety, and the reduction of accidents. This manual is part of the Transportation Management Program designed for Discount Tire Transport, Inc. and may be utilized by managers of other Reinalt-Thomas Corporation subsidiaries, though not all portions of this manual will be relevant. This manual does not replace nor supersede the Federal Motor Carrier Safety Regulations, but seeks to explain them as they relate to Discount Tire Transport, Inc. The Transportation Management Program strives to promote the Discount Tire Vision:

To be the BEST!
Our unique success is based on caring
for and cultivating people, delighting
our customers and growing responsibly.

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DRIVER QUALIFICATION FILES

Driver Qualification Files are a part of the Federal Motor Carrier Safety Regulations designed to ensure that a driver of a commercial motor vehicle is fully capable of safely operating the vehicle. This is accomplished through a series of record checks and documents that establish whether the person intended to operate a particular type of vehicle meets the qualification standards set forth in the Federal Motor Carrier Safety Regulations. **All forms referred to in this manual are provided in the Forms Folder of the Safety Page.**

NOTE: An employee MUST be completely qualified as a driver BEFORE operating a Commercial Motor Vehicle.

A Driver Qualification File is comprised of the following documents:

1. **Application** to become a driver
2. **3-Year Motor Vehicle Record** at the time of application
3. **Road Test Examination** and **Road Test Certificate** indicating the applicant successfully operated the type(s) of vehicle(s) intended to be assigned
4. **Annual Motor Vehicle Records** acquired each subsequent year to demonstrate the driver is still properly licensed for the vehicle(s) intended to be assigned
5. **Annual Review Note** indicating who reviewed the driver's annual Motor Vehicle Record for each subsequent year and whether the driver is still qualified to operate the vehicle(s) intended to be assigned
6. **Annual List of Violations**, provided by the driver each subsequent year, including all traffic-related violations the driver has been convicted of, forfeited a bond, paid a fine, or attended a traffic school in lieu of trial, covering the previous 12 months (not including parking tickets)
7. **Medical Examiner's Certificate**, obtained by the driver from a Medical Examiner listed on the National Registry of Medical Examiners, to indicate the driver meets all medical and physical standards found in the Federal Motor Carrier Safety Regulations. This Certificate must be renewed prior to the previous certificate's expiration.
8. **Skill Performance Evaluation (SPE) Certificate**, only required for certain drivers who do not normally meet the medical/physical qualification standards but qualify for a waiver.
9. **Medical Examiner's Certificate Note** indicating the Medical Examiner's Certificate provided by a driver has been verified to be valid with the National Registry of Medical Examiners
10. **Safety Performance History Records Check(s)** is completed for each employer of the applicant within the last 3 years, based on the Application's Employment History section
11. **Hours of Service Record for First Time or Intermittent Drivers** form (also known as the **7-Day Previous Work Hours** form) is completed by the applicant or a previously qualified driver who has not driven a Commercial Motor Vehicle within the last 30 days.

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Application

The Application to become a driver is a specific form with mandated information requirements. **The form must be completely filled out with no empty answer blocks.** If a particular question does not apply to the applicant, it should be completed by entering “Not Applicable” or “N/A”. Likewise, if the answer to a particular question would be zero or none, then “None” should be entered.

Not Applicable: The question does not apply to the applicant. Example, Driver Was Subject to Department of Transportation Alcohol and Drug Testing Requirements from (date) to (date) when applicant was not subject to DOT Testing requirements; “Not Applicable” should be entered.

None: The question is applicable, but there were no events during the time indicator. Example, Accident Record for Past 3 Years when applicant has not had any accidents in the past 3 years; “None” should be entered.

The Date of Birth and full Social Security Number entries at the top of the Application are required. The Hire Date at the top of the Application is referring to the date the applicant is assigned as a driver for Discount Tire Transport, Inc., not the date they were hired by a Reinalt-Thomas Corporation subsidiary company.

The Driving Experience section should be completed for each type of commercial motor vehicle the applicant has had previous experience driving. If the applicant has experience driving a commercial motor vehicle that is not listed, the applicant should add the vehicle type under OTHER and enter the applicable data. If the applicant has no previous commercial motor vehicle driving experience, the applicant should enter “NONE”.

The list of accidents needs to include all accidents, commercial vehicle or personal vehicle, within the last 3 years, they have been involved in regardless of whether they were at fault or not. All portions of the section should be completed as accurately as possible. If the applicant was not at fault for the cause of the accident, they may add a comment to indicate so. The “Chemical Spills” portion refers to whether any placarded hazardous material was released from its containment as a result of the accident.

The list of traffic convictions needs to include all instances, within the last 3 years, where they were convicted of a traffic violation, forfeited a bond, paid a fine, or attended a traffic school in lieu of trial. This list does not include any parking ticket convictions. All portions of the section should be completed as accurately as possible.

The Employment History portion of the Application needs to cover the last 3 years of employment, unless the applicant has or has had a Commercial Driver’s License (CDL), in which case the applicant needs to include all CDL employment within the last 10 years. If the

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applicant is currently an employee of a Reinalt-Thomas Corporation subsidiary company, that employment should be listed first under the Employment History portion of the Application. If a non-CDL applicant has been employed by only one Reinalt-Thomas Corporation subsidiary company for the last 3 years or more, only one entry is required for Employment History. For each employment entry, the two additional questions related to the subjectivity of Federal Motor Carrier Safety Regulations and Alcohol & Controlled Substance Testing requirements MUST be answered either YES or NO, indicated by circling the appropriate response.

NOTE: The applicant must sign and date BOTH statements at the bottom of the Application.

3-Year Motor Vehicle Record

A 3-Year Motor Vehicle Record may be obtained from the applicant through the State's Motor Vehicle Driving Records Agency or from a manager through the Samba Safety system. In order to be acceptable, the Motor Vehicle Record must include the last 36 months or more and be dated current within the last 30 days. The Motor Vehicle Record is reviewed by the manager to ensure the applicant has a valid driver's license for the type(s) of vehicle(s) to be assigned and to assess the applicant's driving history for patterns of risky driving behavior.

Road Test

A separate Road Test Exam and Road Test Certificate should be used for each different type of vehicle that a driver will be assigned to operate. An example of different types of vehicles would be a box truck versus a pick-up truck pulling a trailer. A box truck made by Freightliner versus Hino or Peterbilt would not be different types of vehicles, but the same. Road Test Exam portions that are inherently not applicable, like the coupling and uncoupling of a trailer when the driver will not be towing a trailer, should be marked "N/A" for Not Applicable. The Road Test should be administered by a person who is competent to evaluate and determine whether the person who takes the test has demonstrated that he/she is capable of operating the commercial motor vehicle, and associated equipment, that will be assigned to them. The distance driven during the Road Test should be adequate to evaluate the ability of the applicant to properly operate the vehicle. The Road Test examiner shall sign both the Road Test Exam and the Road Test Certificate. The Organization and Address of Examiner, at the bottom of the Road Test Certificate, should be the name and address of the Reinalt-Thomas Corporation subsidiary that employs the examiner.

NOTE: The applicant's Social Security Number is NOT required on the Road Test Certificate.

Annual Motor Vehicle Records

Annual Motor Vehicle Records shall be obtained by the manager for each driver in their regional responsibilities. This may be accomplished by the driver obtaining a current 12-month or more Motor Vehicle Record from the state agency or by the manager obtaining a 12-month Motor Vehicle Record from the Samba Safety System.

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Annual Review of Annual Motor Vehicle Records

The manager shall review the Annual Motor Vehicle Record of each driver, accompanied by the driver's Annual List of Violations, and shall complete the Annual Review of Driving Record form. The manager shall consider all information provided in the Motor Vehicle Record and Annual List of Violations to determine if the driver meets the minimum requirements for safe driving or if the driver is disqualified pursuant to Part 391.15 of the Federal Motor Carrier Safety Regulations, as follows:

- 1) Loss of Driving Privileges due to a suspension, revocation, withdrawal, or denial
- 2) Convicted of a criminal or serious offense of
 - a. Operating a Commercial Motor Vehicle under the influence of alcohol
 - b. Operating a Commercial Motor Vehicle with an alcohol concentration of 0.04% or more
 - c. Driving Under the Influence while operating a Commercial Motor Vehicle, as determined by state law
 - d. Refusing to undergo alcohol or drug testing as part of a law enforcement DUI investigation while operating a Commercial Motor Vehicle
 - e. Operating a Commercial Motor Vehicle under the influence of any Schedule I narcotic or its derivative
 - f. Transportation or possession of illegal drugs or Schedule I narcotics while operating a Commercial Motor Vehicle
 - g. Leaving the scene of an accident while operating a Commercial Motor Vehicle
 - h. Any felony involving the use of a Commercial Motor Vehicle
- 3) Convicted of violating any Out-Of-Service order
- 4) Convicted of a second or subsequent offense of
 - a. Texting while driving a Commercial Motor Vehicle
 - b. Using a hand-held mobile telephone while driving a Commercial Motor Vehicle

NOTE: Any driver, who becomes disqualified as referenced above, shall immediately be removed from driver status and the manager shall notify the Transportation Management Director.

Annual List of Violations

Each driver shall submit to their manager an Annual List of Violations form for each Annual Review. The driver shall list all traffic violations they have been convicted of, forfeited a bond, paid a fine, or attended traffic school in lieu of trial. This list does not include any parking ticket convictions. All portions of the form should be completed as accurately as possible. The driver shall sign and date the form to certify its accuracy. The Reviewer needs to sign and date the form as well; the Motor Carrier's Name and address should be for "**Discount Tire Transport, Inc.**".

MANAGER'S REFERENCE MANUALMedical Examiner's Certificate

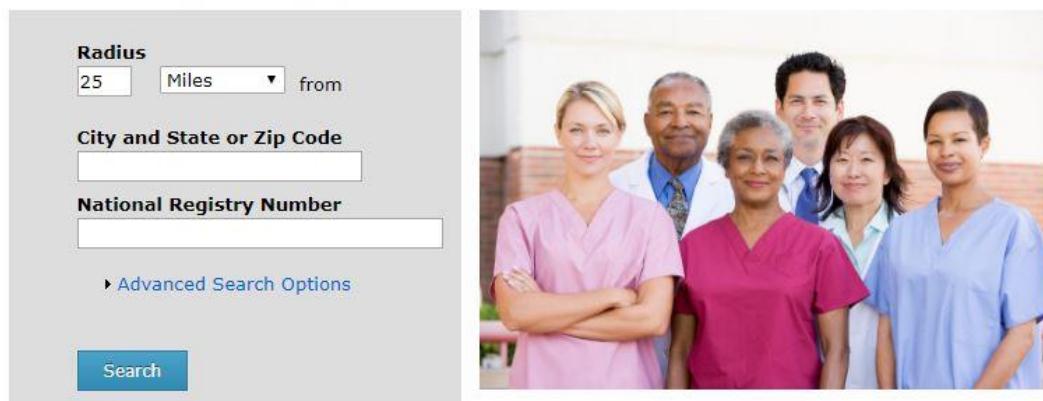
The Medical Examiner's Certificate is often referred to as a "Medical Card" or a "DOT Medical". Every driver of a Commercial Motor Vehicle is required to have a Medical Examiner's Certificate. The policy of Discount Tire Transport, Inc. is that all drivers, including those of non-CMVs (like Transit Vans), will obtain a Medical Examiner's Certificate.

The Medical Examiner's Certificate is issued by medical personnel who have registered with the Federal Motor Carrier Safety Administration as a "Medical Examiner". The examination is not geared towards evaluating a person's overall health, but to determine if a person's health meets the minimum standards listed in the Federal Motor Carrier Safety Regulations. Based on the Medical Examiner's findings, a Medical Examiner's Certificate may be issued with an expiration date of up to 2-years. Some medical conditions will decrease the Medical Examiner's Certificate's length of validity; some medical conditions will disqualify a person from receiving a Medical Examiner's Certificate. The typical lengths of validity are 2 years, 1 year, 6 months, and 3 months; in some rare cases, a driver may be issued a Certificate valid only for 30 days or 60 days.

To obtain a Medical Examiner's Certificate, an applicant or driver should locate a registered Medical Examiner using the search tool at

<https://www.fmcsa.dot.gov/national-registry-certified-medical-examiners-search>

Search for a Medical Examiner



Radius
25 Miles from

City and State or Zip Code

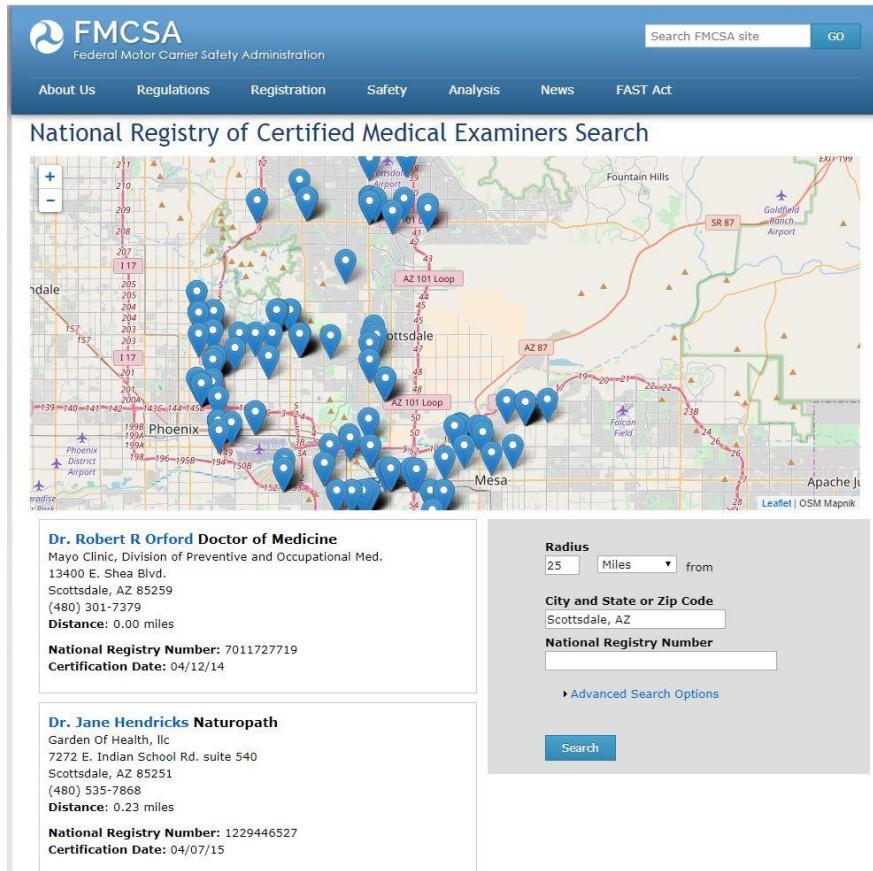
National Registry Number

Advanced Search Options

Search

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By entering the name of the city and state or zip code where the applicant or driver is located, a list and map of registered Medical Examiners will be displayed.



An applicant or driver may contact any of the Medical Examiners listed and make an appointment for a DOT Medical Exam. There will be a small fee associated with the exam. If a Medical Examiner advises an applicant or driver that they are disqualified or will receive a Medical Examination Certificate with an expiration date less than 2 years, they should discuss with the Medical Examiner the reason(s) and available options. If the applicant or driver is disqualified due to a missing or impaired appendage, they may consider obtaining a Skill Performance Evaluation Certificate; refer to the Skill Performance Evaluation (SPE) Certificate portion of this manual.

Once an applicant or driver obtains the Medical Examiner's Certificate, they should ensure that a copy is delivered to the state's motor vehicle record/licensing agency as well as to their manager. A driver should carry a copy of their current Medical Examiner's Certificate with them when operating a Commercial Motor Vehicle until such time the Medical Examiner's Certificate is added to their Motor Vehicle Record; it is recommended that a driver carry their Medical Examiner's Certificate with them even after it is added to their Motor Vehicle Record in case an officer or inspector is unable to access the motor vehicle records system during their inspection or traffic stop.

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Skill Performance Evaluation (SPE) Certificate

There are two circumstances for which a Skill Performance Evaluation Certificate may be issued:

- 1) Loss of a foot, a leg, a hand, or an arm; or
- 2) Impairment of
 - a. a hand or finger which interferes with prehension or power grasping; or
 - b. An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or
 - c. any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle

If an applicant or driver is denied a Medical Examiner's Certificate because of one or more of these reasons, the applicant or driver may apply for a Skill Performance Evaluation Certificate. The application process is found in 49CFR391.49 of the Federal Motor Carrier Safety Regulations and requires a letter addressing specific information be submitted to the FMCSA's Western Field Service Center for the state of Arizona at:

Western Field Service Center
 Federal Motor Carrier Safety Administration
 12600 West Colfax Avenue
 Suite B-300
 Lakewood, CO 80215

Medical Examiner's Certificate Note

When a manager receives a new or renewed Medical Examiner's Certificate from an applicant or driver, the manager will need to verify that it is issued by an authorized Medical Examiner. This is completed by visiting the FMCSA's National Registry for Medical Examiners at:

<https://www.fmcsa.dot.gov/national-registry-certified-medical-examiners-search>

Search for a Medical Examiner

Radius
 Miles from

City and State or Zip Code

National Registry Number



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Provided by: Safety
 Designed by: Safety

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By entering the National Registry Number of the Medical Examiner displayed on the Certificate, the Registry will display the registered information for the Medical Examiner.

The left screenshot shows the search results for a valid National Registry Number. It displays the following information for Dr. Cary S. Gorman, Doctor of Medicine:

- Address: 20401 N 75th St, Suite 255, Scottsdale, AZ 85255
- Phone: (480) 323-1880
- Distance: 0.00 miles
- National Registry Number: 6780879567
- Certification Date: 01/06/15

The right screenshot shows the search results for an invalid National Registry Number (4114329793), resulting in the message: "No results match your search criteria".

If the Medical Examiner's information appears, as in the example on the left, then the Medical Examiner has been verified. If there is no information displayed, but instead says, "**No results match your search criteria**", then one of the following has occurred:

- 1) There is a typographical error in the National Registry Number. An Advanced Search should be completed using the name of the medical person. If still no results are found, contact the medical person by phone to clarify the National Registry Number.
- 2) The medical person did not register with the FMCSA and is NOT an authorized Medical Examiner.
- 3) The Medical Examiner was previously registered with the National Registry, but removed themselves from the Registry.
- 4) The Medical Examiner has been revoked by the FMCSA and removed from the National Registry.

NOTE: If a Medical Examiner cannot be verified through the National Registry, then the associated Medical Examiner's Certificate is invalid; the applicant or driver will need to search the National Registry for an authorized Medical Examiner and obtain a new Medical Examiner's Certificate which must be validated by the manager through the National Registry.

Once the Medical Examiner is validated, it is recommended that the manager print the website screen as evidence of validation. The manager shall write a Medical Examiner's

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Certificate Note which may be on a separate form or written directly onto the validation printout. A suggested and acceptable statement would be:

On (Date), I verified the Medical Examiner (Name), with National Registry Number (Number), with the National Registry.

(Signature)

(Title)

Safety Performance History Records Check(s)

For applicants to become a driver, a specific background investigation needs to be completed. This background is not like a typical criminal history background check, but is based on the specific requirements of the Federal Motor Carrier Safety Regulations. A specific 2-page form should be used for this requirement, found in the Forms Folder of the Safety Page, the Safety Performance History Records Request. A separate Safety Performance History Records Request form should be used for each employer within the previous 3 years listed in the Application's Employment History section.

NOTE: If the applicant has no previous DOT-regulated employment experience within the last 3 years, the Safety Performance History Records Request form should still be completed, reflecting the absence of DOT-regulated experience by marking the NO box in Part 2, Question 1 (as described below in Part 2).

The first section, Part 1, should be completed by the driver applicant as follows:

- 1) **Applicant:** The Name, Social Security Number, and Date of Birth are required in their entirety.
- 2) **Previous Employer:** The information should be as complete and accurate as possible. The date entered on the line for Employment Application Date is the same date as the Application to become a driver (not the date of hire for Discount Tire or other Reinalt-Thomas Corporation subsidiary).
- 3) **Prospective Employer:** The name and address of the Reinalt-Thomas Corporation Subsidiary the applicant is employed by, along with the name, phone number, fax number, and email address of the manager.
- 4) **Applicant's Signature:** The applicant needs to sign and date each Safety Performance History Records Request.

The second and third sections of the Safety Performance History Records Request form are to be completed by the previous employer. The manager should ensure the form is transmitted to the previous employer by whatever means will be most successful; often times, it is best to contact the previous employer by telephone to identify the best method of transmitting the form and the person to whom it should be sent. If the previous employer or current employer

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is a Reinalt-Thomas Corporation subsidiary, the manager should contact the Discount Tire Human Resources Department and complete Part 2 and Part 3 via telephone call.

Should the previous employer inquire about completing the form, or if the previous employer is a Reinalt-Thomas Corporation subsidiary, the following is information about completing Part 2 and Part 3:

- 1) Part 2
 - a. The previous employer should answer the question regarding previous employment (YES or NO) and enter the position and employment dates
 - b. Number 1: If the employee did not operate a commercial motor vehicle for the previous employer, then the previous employer should mark the box for NO, then sign and return the form; the remainder of Part 2 and Part 3 is not applicable. If the employee did operate a commercial motor vehicle for the previous employer, then the previous employer should answer Part 2 with all applicable information.
 - c. Number 2: There is no requirement for the previous employer to indicate the reason for the employee leaving, should the previous employer choose not to indicate such.
 - d. Accidents: If the employee operated a commercial motor vehicle for the previous employer, but was not involved in any accidents (by FMCSR definition), then the previous employer should mark the box “check here if there is no accident register data for this driver”, sign and proceed to Part 3. Otherwise, the previous employer is required to enter all information regarding the accident(s), sign and proceed to Part 3.
- 2) Part 3
 - a. If the employee was not subject to the Department of Transportation alcohol and controlled substance testing requirements, the previous employer should mark the box, enter the dates of employment, sign and return the form.
 - b. If the employee was subject to the Department of Transportation alcohol and controlled substance testing requirements, the previous employer needs to answer questions 1 – 5 regarding the testing program and results, include the name of the company or consortium who managed the alcohol and controlled substance testing program, sign and return the form.

The manager needs to track the Safety Performance History Records Request sent to previous employers to ensure they are returned within 30 days or less. If the previous employer has not responded within 20 days, the manager should complete a follow-up phone call to ensure the form will be returned on time. **If a previous employer is reluctant or refuses to complete and return the form, the manager should notify the Transportation Management Director for assistance.** All attempts and methods of contact with a previous employer should be documented, as part of demonstrating a Good Faith effort, should the Transportation Management Director be required to submit documentation to the Federal Motor Carrier Safety Administration. If the manager determines, or the applicant indicates, the previous employer is no longer in business, the manager shall document the means of determining such and attempt

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contact with the previous employer by all means available, including sending a copy of the Safety Performance History Records Request form via U.S. Post Office; the results of the attempts, including a returned letter from the Post Office indicating the letter was undeliverable, shall be maintained as evidence of a Good Faith effort.

Upon receiving the completed Safety Performance History Records Request form from a previous employer, the manager shall complete Part 4a and Part 4b. Part 4a indicates how the form was transmitted to the previous employer and Part 4b indicates how the form was returned from the previous employer. If the previous employer is no longer in business or refuses to complete the form, Part 4a is where the documentation of contact attempts should be listed. Any additional documentation, such as returned letters, refusal comments noted, or articulated explanations should be attached to the Safety Performance History Records Request form.

Hours of Service Record for First Time or Intermittent Drivers form (also known as the 7-Day Previous Work Hours form)

The Hours of Service Record for First Time or Intermittent Drivers form is completed by the applicant (or a previously qualified driver who has not operated a commercial motor vehicle within the last 30 days) in order to indicate the number of hours worked within the last week. This information should be used to calculate the 60-Hour Rule for the availability of driving time for the applicant or previously qualified driver. Day 1 should be the most recent day (e.g. yesterday) and the other days are sequential. If the applicant, or previous driver, did not work on a particular day, they should enter “0” (zero) as the number of hours worked. The total hours should be added together at the bottom. The applicant, or driver, should then enter the date and start time, followed by the date and end time, of the last shift they worked, sign and date the form. The manager should be diligent in scheduling to ensure the new driver, or newly re-qualified driver, will not violate the 60-Hour Rule.

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Creating a New Driver Qualification File

NOTE: A new team member designated to operate a commercial motor vehicle SHALL NOT be assigned to operate such a vehicle until they are completely qualified as a driver.

When a manager is notified of a new addition to their team who will be operating a commercial motor vehicle, the manager needs to qualify the person to be a driver before allowing them to operate a vehicle. The first step is to provide the new team member with the initial documents to create a Driver Qualification File: an Application to become a driver, the Safety Performance History Records Request form, and the Hours of Service Record for First Time or Intermittent Drivers form. The manager should review the forms with the new team member to ensure they complete the forms correctly.

Once the new team member completes the forms and returns them, the manager should send them to a registered Medical Examiner (refer to the National Registry of Medical Examiners) to obtain a Medical Examiner's Certificate. The manager should also use the information in the Application, or a copy of the new team member's driver's license, to request a 3-Year Motor Vehicle Record through the Samba Safety System. Additionally, the manager should contact the previous employers within the last 3 years and transmit the Safety Performance History Records Request form to their contact person (contact Human Resources if the previous employer is a Reinalt-Thomas Corporation subsidiary).

Upon receiving a Medical Examiner's Certificate from the new team member, the manager should verify the validity of the certificate through the National Registry and instruct them to take a copy of the certificate to the state's motor vehicle licensing agency. The manager then needs to write the Medical Examiner's Certificate Note. **If the new team member cannot obtain a Medical Examiner's Certificate, then the new team member is disqualified as a driver and shall not operate a commercial motor vehicle.** If the reason the new team member cannot obtain a Medical Examiner's Certificate is due to a missing hand, arm, foot, or leg, or an impairment of a hand or finger that interferes with prehension or power grasping, the manager may discuss with the new team member the option of applying for a Skill Performance Evaluation.

Upon receiving a Motor Vehicle Record from the Samba Safety System, the manager should review the record to ensure the new team member has a valid driver's license and does not reflect indications of risky driving behavior. Any issues or concerns should be directed to the Transportation Management Director. **If the new team member's driver's license is suspended, revoked, or cancelled, or if the driving history demonstrates risky driving behavior(s), then the new team member is disqualified as a driver and shall not operate a commercial motor vehicle.**

If the new team member's driver's license and driving history are acceptable, the manager should schedule the new team member for a Road Test Examination(s) with someone who is competent to evaluate and determine whether the new team member is capable of

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operating the commercial motor vehicle, and associated equipment, that will be assigned to them. A Road Test Examination should be scheduled for each type of vehicle or vehicle combination the manager intends to assign to the new team member. **If the new team member should not successfully complete the Road Test Examination(s), then the new team member is disqualified as a driver and shall not operate a commercial motor vehicle.** The manager needs to evaluate whether training for the operation of the commercial motor vehicle(s) should be offered to the new team member. If the manager decides not to offer the training, then the new team member is disqualified as a driver and shall not operate any commercial motor vehicle. If the manager decides to offer such training, the new team member will need to successfully complete a Road Test Examination(s) prior to being allowed to operate a commercial motor vehicle. When a new team member successfully completes a Road Test Examination(s), the examiner shall complete a Road Test Certificate(s) for the type of commercial motor vehicle tested.

To create the new Driver Qualification File, gather all required documents. Scan the documents, if necessary, so they are in electronic format:

- 1) Application
- 2) 3-Year MVR
- 3) Road Test Exam(s)
- 4) Road Test Certificate(s)
- 5) Safety Performance History form(s) (if available)
- 6) Medical Examiner's Certificate
- 7) Medical Examiner's Certificate Note
- 8) Hours of Service Record

Naming or Renaming Driver Qualification File Documents

Before transferring documents into the Driver Qualification File(s), rename them to differentiate one from another. Each document should be named so they are easily located within their files. Should the Company be subject to an audit, this will greatly reduce the confusion and time requirement to complete the audit. Each document should be named or renamed to match the following format:

Driver's Name (LAST, FIRST)_Document Description_Date of Execution (YYYYMMDD)

Example: DOE, JOHN_Application_20180710

DOE, JOHN_Road Test Certificate_20180711

DOE, JOHN_Med Card_20180713

NOTE: Using an “_” (Underscore) between descriptors is suggested as a way to separate the three identifying characteristics of each document name.

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Name: Type the last name first and first name last, separated by a comma, in all CAPS. This identifies who the document is related to.

Document Description: By describing the document in the name, anyone will know what the document is without needing to open it first.

Date of Execution: Adding the date to the name of the document accomplishes two things: 1) it allows anyone to see when the document was placed into effect (executed) and 2) allows repetitive documents, like Medical Examiner's Certificates, to automatically fall into chronological order.

Accessing DOT Files / Creating New DQ Files / Adding Documents to DQ Files

Please refer to **Corporate Records Access to DOT Files** Appendix

Additional Responsibilities for Creating New Driver

After the Driver Qualification File for the new driver has been created, upload all of the required forms and notify the Transportation Management Director when completed. Ensure that the new driver is added to the Samba Safety System monitoring aspect. Follow the instructions from Samba Safety for adding a new driver. Be sure to upload copies of the documents and set the reminder dates for annual renewal notifications.

Access the Electronic Logging Device data base and add the new driver. Follow the instructions provided by the ELD provider, to include creating a login and password for the new driver. Ensure the new driver downloads the ELD app into their work phone.

Schedule training for the new driver, including Federal Motor Carrier Safety Regulations, the ELD system, and company policies and procedures. This training should consist of a variety of sources, including online and in-person. It is suggested that the manager assign a mentor to the new driver to assist in developing a thorough understanding of the Regulations, Policies & Procedures, and operational requirements.

Managing Driver Qualification Files

Once the Driver Qualification Files are created for each driver, there is only the requirement to maintain them, or keep them current. When a manager fails to keep the Driver Qualification Files current, every driver, at some point, will become disqualified because their File is not up-to-date. All of the required updates are date/time sensitive, thus having a deadline tracking system is important. Some examples of date/time tracking systems are written paper list, electronic list, and calendar reminders. There are three periodic updates that are required:

- 1) Driver's License expiration date
- 2) Medical Examiner's Certificate (and SPE Certificate, if applicable) expiration date
- 3) Annual updates:
 - a. Annual Motor Vehicle Record acquisition
 - b. Annual List of Violations from the driver
 - c. Annual Review of a driver's qualification status

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Tracking these important dates is vital to ensuring the drivers remain qualified as drivers.

When a Driver's License is due for renewal, ensure the driver obtains a renewed license from the state's driver's licensing agency BEFORE it expires. If a driver is unable to or fails to renew the driver's license before the expiration date, the driver MUST be removed from driving status until they can produce a valid driver's license. Once a driver produces a renewed driver's license, update the date/time tracking system to ensure the next renewal is completed on time.

The Medical Examiner's Certificate is typically issued with a 2-year expiration date, but can be issued for a shorter amount of time based on medical conditions. Thus, it is important to monitor the expiration dates for the drivers' Medical Examiner's Certificates to ensure a driver does not drive with an expired Medical Card. When a driver's Medical Examiner's Certificate is due for renewal, ensure the driver obtains a renewed Medical Card from an authorized Medical Examiner BEFORE it expires. If a driver is unable to or fails to renew their Medical Card before the expiration date, the driver MUST be removed from driving status until they can produce a valid and verified Medical Examiner's Certificate. Once a driver produces a renewed Medical Card:

- 1) Verify the Certificate through the National Registry of Medical Examiners,
- 2) Complete the Medical Examiner's Certificate Note,
- 3) Upload the renewed Medical Examiner's Certificate and Medical Examiner's Certificate Note to the driver's electronic Driver Qualification File,
- 4) Update the Samba Safety System information for alerts, and
- 5) Update the date/time tracking system to ensure the next renewal is completed on time

The Annual Review process is used to ensure the driver still meets the driver qualification standards on an annual basis. During the Application process, the company is required to acquire a 3-year Motor Vehicle Record and the driver is required to answer questions regarding their involvement in motor vehicle accidents and traffic violations. The Annual Review requires the company to acquire a new and current Motor Vehicle Record of at least 12-months and review the record for license validity, involvement in accidents, and risky driving behaviors. The driver is also required to complete an Annual List of Violations form listing all citation/ticket violations for which the driver has been convicted or paid a fine/forfeited a bond, not including parking tickets. The manager, after reviewing these documents, is required to complete an Annual Review Form indicating whether the driver is still qualified as a driver or whether the driver is disqualified as a driver.

The Motor Vehicle Record of each driver should be acquired through the Samba Safety System. Understanding the Motor Vehicle Record from some states may be difficult because they enter state codes to identify violations, accidents, or driver's license status changes. If there are any portions of the Motor Vehicle Record that are incomprehensible, contact the Transportation Management Director or the state's driver's licensing agency for assistance.

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The Annual List of Violations form should be given to the driver to complete. The driver should not be provided with the Motor Vehicle Record as a reference to complete the form. The driver should return the form to the manager after completing it.

The manager shall review the Annual Motor Vehicle Record of each driver, accompanied by the driver's Annual List of Violations. The manager shall consider all information provided in the Motor Vehicle Record and Annual List of Violations to determine if the driver meets the minimum requirements for safe driving or if the driver is disqualified pursuant to Part 391.15 of the Federal Motor Carrier Safety Regulations, as follows:

- 1) Loss of Driving Privileges due to a suspension, revocation, withdrawal, or denial
- 2) Convicted of a criminal or serious offense of
 - a. Operating a Commercial Motor Vehicle under the influence of alcohol
 - b. Operating a Commercial Motor Vehicle with an alcohol concentration of 0.04% or more
 - c. Driving Under the Influence while operating a Commercial Motor Vehicle, as determined by state law
 - d. Refusing to undergo alcohol or drug testing as part of a law enforcement DUI investigation while operating a Commercial Motor Vehicle
 - e. Operating a Commercial Motor Vehicle under the influence of any Schedule I narcotic or its derivative
 - f. Transportation or possession of illegal drugs or Schedule I narcotics while operating a Commercial Motor Vehicle
 - g. Leaving the scene of an accident while operating a Commercial Motor Vehicle
 - h. Any felony involving the use of a Commercial Motor Vehicle
- 3) Convicted of violating any Out-Of-Service order
- 4) Convicted of a second or subsequent offense of
 - a. Texting while driving a Commercial Motor Vehicle
 - b. Using a hand-held mobile telephone while driving a Commercial Motor Vehicle
- 5) Convicted of quantity or type(s) of traffic violations that would indicate the driver has risky driving behaviors or a disregard for the safety of others

NOTE: Any driver who becomes disqualified, as referenced above, shall immediately be removed from driver status and the manager shall notify the Transportation Management Director.

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After reviewing the driver's Motor Vehicle Record and Annual List of Violations form, the manager shall complete the Annual Review Form. The form has the following certification statement:

This day I reviewed the driving record of the above named driver in accordance with 391.25 of the Federal Motor Carrier Safety Regulations. I considered any evidence that the driver has violated applicable provisions of the Federal Motor Carrier Safety Regulations and the Hazardous Materials Regulations. I considered the driver's accident record and any evidence that he/she has violated laws governing the operation of motor vehicles, and gave great weight to violations, such as speeding, reckless driving, and operation while under the influence of alcohol or drugs, that indicate that the driver has exhibited a disregard for the safety of the public. Having done the above, I find that

- the driver meets the minimum requirements for safe driving, or*
- the driver is disqualified to drive a motor vehicle pursuant to 391.15*

If the driver meets the minimum requirements for safe driving and remains a qualified driver, then the manager shall complete the following steps:

- 1) Complete and sign the Annual Review Form
- 2) Upload the Motor Vehicle Record, Annual List of Violations, and Annual Review form into the driver's electronic Driver Qualification File in the DQ File Data Base
- 3) Update the Samba Safety System information for alerts
- 4) Update the date/time tracking system to ensure the next Annual Review is completed on time

If the driver does NOT meet the minimum requirements for safe driving and is disqualified as a driver, then the manager shall complete the following steps:

- 1) Complete and sign the Annual Review Form
- 2) Remove the driver from driver status
- 3) Notify the Transportation Management Director
- 4) Discuss with the driver and the Transportation Management any options and recourses for returning to qualification status
- 5) Upload the Motor Vehicle Record, Annual List of Violations, and Annual Review form into the driver's electronic Driver Qualification File in the DQ File Data Base
- 6) Remove the driver from the Samba Safety System information
- 7) Remove the driver from the ELD System

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Removing a Driver

In the course of events, there may come a time when a driver needs to be removed from the status of being a driver. Some of the reasons for removing a driver include:

- 1) Retirement
- 2) Change of employment
- 3) Reassignment or promotion (no longer operating commercial vehicles)
- 4) Disqualification as a driver
- 5) Death

In the case of a disqualified driver, where there is a clear and attainable pathway to re-qualification as a driver, the driver **SHALL** be removed from driver status until re-qualification is completed. If it becomes apparent that the driver will not be able to accomplish re-qualification, or in cases where there is no path to re-qualification, the following process should be followed:

- 1) Notify the Transportation Management Director
- 2) Remove the driver from the Samba Safety System
- 3) Disable the driver's login to the ELD System (do **NOT** delete records)
- 4) Upload a statement or appropriate documents to the driver's electronic Driver Qualification File in the DQ File Data Base indicating the reason(s) the driver will no longer be operating a vehicle (retirement, change of employment, disqualification, etc.)

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DQ File Quick Reference Guide

- I. CREATE A NEW DRIVER QUALIFICATION FILE
 - a. Provide new driver with DQ File Documents to complete
 1. Application form
 2. Safety Performance History Records form(s)
 3. Hours of Service Record form
 - b. Review forms for completeness and correctness
 - c. Acquire 3-Year MVR from Samba Safety System & review for validity and risky driving behaviors
 - d. Send new driver for Medical Examination Certificate
 - e. Complete Safety Performance History Records Check(s) with all employers in the last 3 years
 - f. Verify Medical Examiner's Certificate with National Registry of Medical Examiners
 - g. Write Medical Examiner's Certificate Note
 - h. Administer Road Test Exam & issue Road Test Certificate if successfully completed
 - i. Notify the Transportation Management Director to create a new DQ File Folder for new driver in electronic DQ File Data Base, then upload documents
 - j. Add new driver to Samba Safety System annual alert system
 - k. Add new driver to your due date tracking system for Driver Qualification File Management
 - l. Create login & password in ELD System for new driver; have new driver download ELD app into work phone
 - m. Notify the Transportation Management Director of new driver electronic DQ File records upload completion
 - n. Provide training for new driver on:
 1. Federal Motor Carrier Safety Regulations
 2. Pre-trip & Post-trip Inspections
 3. ELD System
 4. Policies & Procedures
 5. Operations & Responsibilities

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II. MANAGE DRIVER QUALIFICATION FILES

- a. Have a system (e.g. paper list, electronic list, calendar reminders) for tracking driver information and important dates:
 1. Driver's License expiration date
 2. Medical Examiner's Certificate expiration date
 3. Due date for Annual Motor Vehicle Record acquisition, Annual List of Violations, and Annual Review
- b. When a Driver's License is due for renewal, ensure the driver goes to the state motor vehicle licensing agency to renew it before it expires; update due date tracking system with new due date
- c. When a driver's Medical Examiner's Certificate is due for renewal, ensure the driver goes to a Medical Examiner listed on the National Registry before the Certificate expires
 1. Upon receiving a renewed Medical Examiner's Certificate, verify its validity with the National Registry of Medical Examiners
 2. Write a Medical Examiner's Certificate Note
 3. Upload Medical Examiner's Certificate and Med Card Note into the driver's electronic DQ File Data Base
 4. Update Samba Safety System information for alerts
 5. Update due date tracking system with new due date
- d. When a driver is due for an Annual Review:
 1. Acquire a 12 month or more Motor Vehicle Record of the driver through the Samba Safety System
 2. Have the driver complete the Annual List of Violations form
 3. Review MVR and List of Violations for qualification standards:
 - A. Valid Driver's License
 - B. Does not have indications of risky driving behaviors
 4. Complete Annual Review Form
 5. Upload MVR, Annual List of Violations, & Annual Review forms into the driver's electronic DQ File Data Base
 6. Update Samba Safety System information for alerts
 7. Update due date tracking system with new due date

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VEHICLE MAINTENANCE FILES

Vehicle Maintenance Files are a part of the Federal Motor Carrier Safety Regulations designed to ensure that a commercial motor vehicle is safe enough to be operated on the roadways. This is accomplished through a proactive, preventative maintenance program and documentation that demonstrates the vehicle meets the safety standards set forth in the Federal Motor Carrier Safety Regulations. **All forms referred to in this manual are provided in the Forms Folder of the Safety Page.**

NOTE: A vehicle MUST first meet all safety requirements BEFORE being operated.

A Vehicle Maintenance File is comprised of the following documents:

- 1. Vehicle Identification requirements**
- 2. Preventative Maintenance Schedule**
- 3. Vehicle Maintenance Log**
- 4. Annual or 90-Day BIT Inspection(s)**
- 5. Evidence of Annual Inspector's Qualifications form(s)**
- 6. Supporting Documentation**
- 7. Driver Vehicle Inspection Reports (DVIRs)**

Vehicle Identification

The Vehicle Maintenance File is required to contain specific information about the vehicle, in accordance with the Federal Motor Carrier Safety Regulations. The purpose of the information is to ensure that the vehicle is not confused with any other vehicle in the fleet or country. Each Vehicle Maintenance File must identify the vehicle with the following information:

- 1) Unit Number – The vehicle number assigned by the company and used to identify the vehicle within the fleet
- 2) Year Manufactured – Year of manufacture as indicated by the manufacturer
- 3) Make – Name of the manufacturer
- 4) VIN – The Vehicle Identification Number assigned by the manufacturer
- 5) Tire Size(s) – The full tire size description, as found on the sidewall of the tire; if the vehicle uses more than one type of tire, the tire size of each type of tire shall be listed
- 6) Name of the vehicle owner – The name of the company or person who owns the vehicle

This information can be placed into the Vehicle Maintenance File on a Word document. The document should be titled “Vehicle Identification”. Alternatively, the Vehicle Identification information may be placed at the top of the Preventative Maintenance Schedule or Vehicle Maintenance Log. The Vehicle Maintenance Log has fillable fields for this information (see the Forms Folder of Safety Page).

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Preventative Maintenance Schedule

A comprehensive Preventative Maintenance Schedule is required for each vehicle. Preventative maintenance includes more than just oil changes and tire rotations. It should be similar to the Manufacturer's Suggested Maintenance Plan, which may be used as the Preventative Maintenance Schedule for the vehicle. The Preventative Maintenance Schedule may include maintenance requirements by both mileage and time factors. The ELD provider may include in their program a method of identifying a Preventative Maintenance Schedule platform, which may be utilized.

Vehicle Maintenance Log

The Vehicle Maintenance Log is an Excel form downloadable from the Forms Folder of the Safety Page. **A SEPARATE FORM MUST BE USED FOR EACH VEHICLE, EACH YEAR.** This form should be used for tracking all preventative maintenance completed, all inspections conducted upon, and all repairs completed for the vehicle. This form is a chronological history of all maintenance issues for the vehicle. The top lines are designed to include the Vehicle Identification required for each vehicle. Be sure to enter the calendar year for the form. When saving the document into the Vehicle Maintenance File, be sure to name it by the vehicle number and service year, example: **AZPW01_2018**. This will ensure that the records are easily located and accessed, should there be an audit.

Each time a maintenance task, inspection, or repair is performed on the vehicle, the details of the event should be entered on a separate line, chronologically. If the event is a maintenance task, for instance, place an "X" in the box under M, for Maintenance, enter the date, vehicle mileage, explanation of service completed, and when the next scheduled service is due. If the event is an inspection, place an "X" in the box under I, for Inspection, enter the date of the inspection, vehicle mileage, explanation of the inspection type, and when the next inspection is due. If the event is a repair, place an "X" in the box under R, for Repair, enter the date of the repair, vehicle mileage, explanation of the repair, but leave the Next Due box empty. If there are multiple events for the same mileage (for instance, a scheduled maintenance task was completed along with an Annual Inspection), they may be grouped together by placing an "X" in the appropriate boxes and entering the details about each event; be sure to enter both dates and/or mileages when the next of each event would be due.

NOTE: Be sure to SAVE the document after each update.

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Annual or 90-Day BIT Inspection(s)

The Annual Inspection, also known as a Periodic Inspection, is an inspection to ensure the vehicle meets the minimum safety standards listed in the Federal Motor Carrier Safety Regulations. This inspection is not just a standard “safety inspection”, but a specific inspection to evaluate whether the vehicle’s parts and accessories meet the standards and tolerances set forth in the Federal Regulations. In the State of California, the Annual Inspection is replaced by the 90-Day BIT Inspection, which covers the same standards as the Annual Inspection, but must be completed every 90-Days or less, per state law.

The Annual Inspection MUST be completed each year BEFORE the expiration of the previous Annual Inspection. If a vehicle's Annual Inspection expires before a renewed Annual Inspection can be completed, **the vehicle must NOT be operated** until the renewed Annual Inspection is completed. Evidence of a current Annual Inspection, a sticker or copy of inspection, must be in or on the vehicle when operated on the roadways. Operating a vehicle with an expired Annual Inspection is a violation of the Federal Regulations.

The 90-Day BIT Inspection MUST be completed each 90 days BEFORE the expiration of the previous 90-Day BIT Inspection. If a vehicle's 90-Day BIT Inspection expires before a renewed 90-Day BIT Inspection can be completed, **the vehicle must NOT be operated** until the renewed 90-Day BIT Inspection is completed. Operating a vehicle with an expired 90-Day BIT Inspection is a violation of the California State Laws.

The Annual Inspection Form should look similar to this image:

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Evidence of Annual Inspector's Qualifications

The Annual Inspection must be completed by someone who meets the standards listed in the Federal Motor Carrier Safety Regulations. Any inspection completed by someone who does not meet the qualification standards is invalid. The Federal Regulations requires companies to obtain, and retain, documentation (known as "Evidence") that the person who completed the Inspection meets the qualification standards. The best "Evidence" for meeting this requirement is the Annual Inspector's Qualifications form.

The Annual Inspector's Qualifications form outlines the standards for the inspector to meet. The inspector should complete the form by marking the appropriate boxes and filling in the related experience locations and dates. The inspector must be able to mark the first 3 boxes and either box I or box II in order to meet the qualification standards; if box II is marked, the subsequent boxes of 1 – 4 should be marked and completed as appropriate. The inspector must certify the form with his/her signature. **There is no requirement for Inspector's Qualifications evidence for the CA 90-Day BIT Inspections.**

The Evidence of Annual Inspector's Qualifications form should look similar to this image:

<p style="text-align: center;">INSPECTOR QUALIFICATIONS Certification 49 CFR Part 396.19</p> <p>Motor carriers are responsible for ensuring that individual(s) performing an annual inspection under 396.19 are qualified as follows:</p> <p><input type="checkbox"/> Understands the inspection criteria set forth in Part 393 and Appendix G and can identify defective components</p> <p><input type="checkbox"/> Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an inspection</p> <p><input type="checkbox"/> Is capable of performing an inspection by reason of experience, training, or both, and qualifies in one of the following categories (check all that apply):</p> <p>1. <input type="checkbox"/> Successfully completed a State or Federal training program or has certificate from a State or Canadian Province which qualifies the person to perform commercial vehicle safety inspections. Specify: _____ or II <input type="checkbox"/> Have a combination of training or experience totaling at least one year as follows (check all that apply):</p> <p>1. <input type="checkbox"/> Participation in a truck manufacturer-sponsored training program or similar commercial training program designed to train students in truck operation and maintenance. Where and Date: _____</p> <p>2. <input type="checkbox"/> _____ (years) experience as a mechanic or inspector in a motor carrier maintenance program. Name and Date: _____</p> <p>3. <input type="checkbox"/> _____ (years) experience as a mechanic or inspector in truck maintenance at a commercial garage, fleet leasing company, or similar facility. Name of Facility and Dates: _____</p> <p>4. <input type="checkbox"/> _____ (years) experience as a commercial vehicle inspector for a State, Provincial, or Federal Government. Where and Dates: _____</p> <p>I certify the above information is true and accurate to the best of my knowledge.</p> <p>Employee _____ Signature of Mechanic/Inspector _____ Date _____</p> <p>Motor Carrier/Company _____ Signature of Employer/Supervisor _____ Date _____</p> <p>Evidence of Inspector Qualifications are on file at: _____</p>		
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Supporting Documentation

Supporting Documentation is used to validate the entries in the Vehicle Maintenance Log. Supporting documents would include vehicle part(s) receipts, repair receipts, inspection receipts, or other documents that are generated in the course of maintaining the vehicle. If no receipts or other documents are generated in the course of any particular maintenance, inspection, or repair event, the manager should write or type a note regarding what was completed, including information like location, date, time, and who completed the work.

Driver Vehicle Inspection Reports (DVIRs)

Driver Vehicle Inspections are required to be completed before a driver operates a vehicle and when the driver is finished operating the vehicle for the day. These driver inspections are known as the “Pre-Trip Inspection” and the “Post-Trip Inspection”. The Pre-Trip Inspection is when the driver inspects the vehicle before driving it to ensure the vehicle is safe enough to be operated on the roads and all required parts and accessories are in good repair. The Post-Trip Inspection is when the driver inspects the vehicle at the end of the day to document any parts or accessories that are not in good repair and need to be repaired before the next driver operates the vehicle. The documentation of what needs to be repaired is known as the Driver Vehicle Inspection Report (DVIR).

The Driver Vehicle Inspection Reports are located within the Electronic Logging Device app and are discussed further in this manual under the **Hours of Service Records** section.

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Adding or Replacing a Commercial Motor Vehicle to the Fleet

NOTE: A Commercial Motor Vehicle MUST first meet all safety requirements BEFORE being operated.

When a manager is notified of a CMV addition or replacement to their fleet, the manager needs to ensure the CMV meets all of the safety requirements before allowing a driver to drive it. A manager should receive notification of a new or replacement CMV by the Regional Office, Procurement, or the Fleet Management Company (FMC) under contract. Prior to the manager taking possession, the CMV should already be registered with the state of operation, added to the insurance policy, and wrapped/mark with **Discount Tire Transport, LLC** and **USDOT# 443096** on both sides of the vehicle. If a manager takes possession of a CMV that does not have these 3 things completed, the manager MUST ensure the tasks are completed prior to its use.

As soon as a manager is notified of a new CMV acquisition, he/she should notify the Transportation Management Director so an ELD Device can be ordered for the vehicle. The manager then needs to ensure a fire extinguisher, a set of Emergency Triangles, spare fuses for required parts & accessories, and a cell phone mount are installed/placed in the vehicle. Once the ELD Device is received from the ELD Provider, it needs to be installed into the vehicle in accordance with the ELD Provider's installation instructions.

Often times, new vehicles will come with an Annual Inspection already completed. If there is a copy of the Annual Inspection by the manufacturer, then a new Annual Inspection is not required until the manufacturer's inspection expires. However, if there is no manufacturer's inspection, or if it has expired, then a new Annual Inspection needs to be completed. If there is a current Annual Inspection from the manufacturer, there is no requirement to obtain the Annual Inspector's Qualifications Form related to that inspection. For renewed Annual Inspections be sure to obtain the Annual Inspector's Qualification Form for the inspector. For California vehicles in intrastate operations, there must be a current 90-Day BIT Inspection completed before the vehicle is operated on the roadways.

Gather the required information and documents to upload into the electronic Vehicle Maintenance File. Scan the documents, if necessary, so they are in electronic format. The required information and documents are:

- 1) Unit Number
- 2) Manufactured Year
- 3) Make
- 4) VIN Number
- 5) Tire Size(s)
- 6) Name of Vehicle Owner
- 7) Preventative Maintenance Schedule
- 8) Annual or 90-Day BIT Inspection
- 9) Evidence of Annual Inspector's Qualifications

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Naming or Renaming Vehicle Maintenance File Documents

Before transferring documents into the Vehicle Maintenance Files(s), rename them to differentiate one from another. Each document should be named so they are easily located within their files. Should the Company be subject to an audit, this will greatly reduce the confusion and time requirement to complete the audit. Each document should be named or renamed to match the following format:

Unit Number_Document Description_Date of Execution (YYYYMMDD)

Examples: **AZPW01_Annual Inspection_20180326**
CALW01_Inspector Qualification_20180326

NOTE: Using an “_” (Underscore) between descriptors is suggested as a way to separate the three identifying characteristics of each document name.

Unit Number: Type the Unit Number in all CAPS. This identifies which vehicle the document is related to.

Document Description: By describing the document in the name, anyone will know what the document is without needing to open it first.

Date of Execution: Adding the date to the name of the document accomplishes two things: 1) it allows anyone to see when the document was placed into effect (executed) and 2) allows repetitive documents, like Annual Inspections, to automatically fall into chronological order.

Naming or Renaming Receipts for Vehicle Maintenance, Repairs, and Inspections

NOTE: Receipts are named or renamed differently than all other documents because chronology is most important in how they align within the Receipts Folders.

Before transferring receipts into Vehicle Maintenance Files' Receipts Folders, rename them to differentiate one from another. Each document should be named so they are easily located within their files. Should the Company be subject to an audit, this will greatly reduce the confusion and time requirement to complete the audit. **Receipts are named/renamed DIFFERENT than all other documents in the DOT Files.** Each document should be named or renamed to match the following format:

Date of Execution (YYYYMMDD)_Unit Number_Document Description

Examples: **20180116_AZPW01_Maintenance**
20180326_AZPW01_Repair
20180723_AZPW01_Service B
20180723_AZPW01_Annual Inspection Receipt

NOTE: Using an “_” (Underscore) between descriptors is suggested as a way to separate the three identifying characteristics of each document name.

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Date of Execution: Adding the date to the name of the document accomplishes two things: 1) allows receipts to automatically fall into chronological order, and 2) it allows anyone to see when the document was placed into effect (executed).

Unit Number: Type the Unit Number in all CAPS. This identifies which vehicle the document is related to.

Document Description: By describing the type of maintenance, repair, or inspection completed, it can easily be matched up to the Vehicle Maintenance Log form entries for verifying accuracy.

Accessing DOT Files / Creating New Vehicle Maintenance Files / Adding Documents to Vehicle Maintenance Files

Please refer to **Corporate Records Access to DOT Files** Appendix

Additional Responsibilities for Adding New Vehicle to Fleet

Create a Vehicle Documents binder or folder, with the following documents, and place it into the vehicle's cab for the driver's convenience:

- 1) Vehicle Registration
- 2) Proof of Insurance
- 3) Copy of Annual or 90-Day BIT Inspection
- 4) Copy of Lease Agreement for the vehicle
- 5) ELD User's Manual
- 6) ELD Data Transfer Instructions sheet
- 7) ELD Malfunctions Sheet
- 8) 8-Days or more of blank Log Book Pages

Add the new vehicle to the ELD System, following the instructions given by the ELD Provider. Notify the Transportation Management Director that the new vehicle has been added to the ELD System and a Vehicle Maintenance File documents have been uploaded.

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Managing Vehicle Maintenance Files

Once the Vehicle Maintenance Files are created for each vehicle, there is only the requirement to maintain them, or keep them current. When a manager fails to keep the Vehicle Maintenance Files current, the company becomes non-compliant and is subject to Federal and/or State penalties. All of the required updates are date/time sensitive, thus having a deadline tracking system is important. Some examples of date/time tracking systems are written paper list, electronic list, and calendar reminders. There are four periodic updates that are required:

- 1) Vehicle Registration renewal date
- 2) Proof of Insurance renewal date
- 3) Annual or 90-Day BIT Inspection renewal date
- 4) Preventative Maintenance Service Schedule due date/time interval

Tracking these important dates is vital to ensuring the vehicles remain compliant with the Federal Regulations and state laws.

When vehicle registrations are due for renewal, the Regional Office should assist with completing the registration renewal and obtaining new registration tags for the vehicle. The vehicle registration renewal process should start early enough to allow the registration renewal tags to be received prior to the previous tag's expiration. Ensure the renewed tag is properly affixed to the vehicle, in accordance with the state's laws or policies.

When new Proof of Insurance cards are required for the vehicle(s), the Regional Office will obtain and distribute the insurance cards for the vehicles. Be sure to request new insurance cards from the Regional Office early enough to receive them prior to the previous Proof of Insurance card's expiration. Ensure the new Proof of Insurance card is placed in each vehicle and the expired Proof of Insurance cards are removed.

Annual Inspections need to be renewed annually; it is a violation to operate a commercial motor vehicle with an expired Annual Inspection. Each vehicle needs to be re-inspected before the current Annual Inspection expires. When the vehicle is re-inspected, be sure to obtain from the inspector or inspector's company the Evidence of Annual Inspector's Qualifications form. Once the Annual Inspection is renewed:

- 1) Ensure the Annual Inspection sticker is placed inside the vehicle cab in a conspicuous location, easily seen
- 2) Place a copy of the Annual Inspection form in the vehicle cab's Documents Folder
- 3) Upload to the vehicle's electronic Vehicle Maintenance File:
 - a. The Annual Inspection form
 - b. The Evidence of Annual Inspector's Qualifications form

90-Day BIT Inspections, required by the State of California for intrastate operations, need to be completed every 90 days; it is a violation to operate a commercial motor vehicle with an

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expired 90-Day BIT Inspection. Each vehicle needs to be re-inspected before the current 90-Day BIT Inspection expires. Once the 90-Day BIT Inspection is renewed:

- 1) Upload the 90-Day BIT Inspection form to the vehicle's electronic Vehicle Maintenance File

NOTE: The 90-Day BIT Inspection is required for CA intrastate vehicles. If the vehicle also operates in interstate operations, then the vehicle will also need to have an Annual Inspection, as described above. The 90-Day BIT Inspection Program does not require a visible sticker displayed on the vehicle, nor the Evidence of Annual Inspector's Qualification form.

The Preventative Maintenance Schedule may include both mileage factors and time or hours factors, based on the type of vehicle and its specific maintenance needs or use. If a vehicle uses both mileage and time factors, be sure to have a maintenance tracking system that accommodates the due dates, mileage, and hours of engine operation that are applicable. Completing the vehicle maintenance items listed in the Preventative Maintenance Schedule is important for the safety and longevity of the vehicle, as well as for the compliance with applicable Federal and State regulations.

For preventative maintenance items required by time factors, such as months, days, or hours, the maintenance tasks should be completed as close to the listed requirement as possible. There needs to be a way of tracking the time factor in order to complete the required time-based maintenance task(s). This may come from a usage counter within the vehicle or through the ELD System. For instance, if a vehicle has a maintenance task due every 500 engine hours, but does not have an engine usage gauge based on hours of operation, the ELD System should contain the hours of engine usage within its analytical data received from the vehicle's Electronic Control Module/Unit (ECM or ECU).

For maintenance items required by mileage, the maintenance tasks should be completed as close to the listed mileage indication as possible. There needs to be a way to track the mileage factor to ensure tasks are not overlooked. The ELD System, as well as driver awareness, should be used to assist in tracking current mileage of the vehicle.

After completing the maintenance task(s), update the following:

- 1) Update the Vehicle Maintenance Log in the electronic Vehicle Maintenance File
- 2) Upload a copy of the receipt(s) to the correlating Receipts Folder within the electronic Vehicle Maintenance File. **NOTE: Be sure to title the receipt(s) by date, vehicle number, and event type (YYYYMMDD_VEH#_EVENT)**
- 3) Update the Vehicle Maintenance Information in the ELD System
- 4) Update the due date/time tracking system with new due date/time factor

When a driver finds a defective or deficient item on the vehicle, there are two options for having the item repaired. First, the driver can repair the item, if it is simple enough of a task, or

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can take the vehicle to a repair shop to have the item repaired. The other option is for the driver to list the defective or deficient item on the Driver Vehicle Inspection Report (DVIR) and submit it through the ELD System.

The best option, time and ability permitting, is to have the driver repair or replace the defective or deficient item(s) or take the vehicle to a service location where it can be repaired prior to the end of the work shift. A receipt for parts and/or service is required, even if it is hand-written by the driver. For instance, if a driver notices the windshield wipers are no longer effective in removing water from the windshield and stops at an auto-parts store to purchase and replace the windshield wipers, the driver needs to turn in the auto-parts store receipt and report to the manager the repair actions taken. The manager will need to update the electronic Vehicle Maintenance Log and upload a copy of the receipt to the electronic Vehicle Maintenance File Receipts Folder. If a driver takes the vehicle to a repair location, the electronic Vehicle Maintenance Log will need to be updated and the repair location's receipt needs to be uploaded to the Vehicle Maintenance File Receipts Folder.

NOTE: If the driver repairs the defective or deficient item(s) or has the vehicle repaired at a service location prior to the end of the work shift, the driver should NOT list the item(s) on the Post-Trip DVIR.

If the driver is unable to have the defective or deficient item repaired prior to the end of the work shift, the driver needs to note the defective or deficient item on the Driver Vehicle Inspection Report (DVIR) and submit it through the ELD System. Prior to the vehicle being operated again, the manager will need to determine if the defective or deficient item is a safety hazard that should prevent the vehicle from being operated. If the manager determines it is a safety hazard, the vehicle should be either towed to a repair location, repaired on location by a mobile maintenance service, or (if it is a simple enough task) repaired by the driver prior to operating the vehicle. The latter item will require the needed repair part(s) to be available at the Warehouse or for the driver to drive a different vehicle to obtain the required part(s) for the repairs.

Removing a Vehicle from the Fleet

When a vehicle is being removed from the fleet, through replacement or fleet downsize, the related files and records **MUST STILL BE MAINTAINED** by the company for another six months. To ensure compliance with this regulatory requirement, the following steps should be completed when a vehicle leaves the fleet:

- 1) Ensure the electronic Vehicle Maintenance File is up-to-date with final entries of the Vehicle Maintenance Log and ensure all documents and receipts have been uploaded
- 2) Notify the Transportation Management Director with:
 - a. Vehicle Number
 - b. Fleet departure date
 - c. A statement about the condition/completeness of the electronic Vehicle Maintenance File

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Vehicle Maintenance File Quick Reference Guide

I. CREATE A NEW VEHICLE MAINTENANCE FILE

- a. Notify the Transportation Management Director of new vehicle acquisition
- b. Ensure new vehicle:
 1. Has current Vehicle Registration and is added to the company insurance policy
 2. Has been marked on both sides of the power unit with:
 - A. Discount Tire Transport, Inc.
 - B. USDOT 443096
 3. Has been equipped with:
 - A. An adequate, properly mounted, accessible, fully charged Fire Extinguisher
 - B. At least 3 functional Emergency Triangles
 - C. At least one spare fuse for each type used by the vehicle
 - D. Cell phone mount
 - c. Install the assigned ELD device into the new vehicle
 - d. Ensure the vehicle has a valid Annual Inspection or 90-Day BIT Inspection (CA only)
 1. If the Inspection is expired or due for renewal, ensure the inspection is renewed
 2. Obtain evidence of Inspector's Qualifications for Annual Inspection
 - e. Gather information and documents for the new electronic Vehicle Maintenance File:
 1. Unit Number
 2. Year Manufactured
 3. Make
 4. VIN
 5. Tire size(s)
 6. Name of the vehicle owner
 7. Preventative Maintenance Schedule
 8. Annual or 90-Day BIT Inspection and Evidence of Inspector's Qualifications
 - f. Notify the Transportation Management Director to create a new Vehicle Maintenance File Folder, then upload documents and update Vehicle Maintenance Log
 - g. Add new vehicle to ELD System
 - h. Notify Transportation Management Director of new Vehicle Maintenance File document upload completion
 - i. Ensure new vehicle cab contains the following documents:
 1. Current Vehicle Registration
 2. Current Proof of Insurance
 3. Copy of Annual Inspection (Except for CA intrastate only vehicles)
 4. Copy of Lease Agreement to Discount Tire Transport, Inc.
 5. Copy of ELD User's Manual
 6. Copy of ELD Data Transfer Instructions
 7. Copy of ELD Malfunctions Sheet
 8. 8-Days or more of blank paper Log Book Pages

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II. MANAGE VEHICLE MAINTENANCE FILES

- a. Have a system (e.g. paper list, electronic list, calendar reminders) for tracking vehicle information and important dates:
 1. Vehicle Registration expiration date
 2. Insurance Card renewal date
 3. Annual or 90-Day BIT Inspection renewal date
 4. Preventative maintenance items due by time factor
- b. When vehicle registration is due for renewal:
 1. Renew registration through Regional Office
 2. Place a copy of new registration in vehicle
 3. Update due date tracking system with new due date
- c. When a vehicle insurance card is due for renewal:
 1. Obtain new copy from Regional Office
 2. Place a copy of the new insurance card in vehicle
 3. Update due date tracking system with new due date
- d. When a vehicle Annual or 90-Day BIT Inspection is due:
 1. Renew before the previous Inspection expires
 2. Obtain evidence of Inspector's qualifications (for Annual Inspections)
 3. Ensure a copy of the Inspection is placed in the vehicle (for Annual Inspections)
 4. Upload the Inspection Report to the electronic Vehicle Maintenance File folder
 5. Update due date tracking system with new due date
- e. When a vehicle is due for an Preventative Maintenance item by mileage or time factor:
 1. A maintenance interval tracking system should be used
 2. Notification may come from driver or ELD System
 3. Have vehicle serviced for required maintenance item(s)
 4. Update the electronic Vehicle Maintenance Log
 5. Upload a copy of the receipt to the electronic Vehicle Maintenance File folder
 6. Update Vehicle Maintenance Information in ELD System
 7. Update due date/time tracking system with new due date/time factor
- f. When a driver reports or repairs a deficiency or receives a Roadside Inspection Report:
 1. Receive from driver the receipt(s) and/or documentation/Roadside Inspection
 2. Have vehicle serviced for deficiency item(s) if needed
 3. Update the electronic Vehicle Maintenance Log
 4. Upload a copy of the Inspection Report and receipt(s) to Vehicle Maintenance File
- g. When a vehicle is scheduled to be removed from the Fleet:
 1. Ensure the electronic Vehicle Maintenance File is current
 2. Notify the Transportation Management Director with:
 - A. Vehicle Number
 - B. Fleet departure date
 - C. A statement about the condition/completeness of the Vehicle Maintenance File

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HOURS OF SERVICE RECORDS

Within the Federal Motor Carrier Safety Regulations are standards that limit the amount of time and circumstances during which a driver may operate a vehicle. These standards are referred to as Hours of Service. The Regulations also require drivers to create, and companies maintain, true and accurate records related to compliance with the Hours of Service standards. The most common record to track a driver's Hours of Service is known as Records of Duty Status (RODS), which are commonly called log books. Additionally, there are a number of exceptions provided for certain drivers, commodities, or situations. This manual will only recap the Hours of Service rules applicable to vehicle operations under Discount Tire Transport, Inc.

NOTE: Some states have different, more lenient, Hours of Service rules for vehicles that are driven in intrastate operations; Discount Tire Transport, Inc. drivers will follow the Federal Hours of Service rules regardless of intrastate or interstate operations.

NOTE: A driver who fails to comply with the applicable Hours of Service rules may be placed Out-Of-Service by a roadside inspector, receive a citation requiring a fee penalty, and/or receive a Roadside Inspection Report resulting in Safety Violation Points being added to Discount Tire Transport, Inc.'s Safety Score. If a driver is placed Out-Of-Service, they are forbidden to drive a commercial motor vehicle for a designated amount of time, per Regulations; failing to comply with an Out-Of-Service Order is an arrestable offense.

On December 18, 2017, the Federal Motor Carrier Safety Administration began requiring interstate operated vehicles, with few exceptions, to use Electronic Logging Devices (ELDs) to record the Hours of Service of drivers. The ELDs are connected to the vehicle's Electronic Control Module/Unit (ECM/ECU) and receives data from the vehicle's engine computer. There are other standards listed in the Federal Regulations regarding the ELDs that will not be covered in this manual. Discount Tire Transport, Inc. requires all vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,001 lbs. or more, as well as other designated vehicles, to operate with an ELD installed and requires the drivers of those vehicles to use the ELD System.

There are four Hours of Service rules that must be followed and one exception provision that is applicable for Discount Tire Transport, Inc. drivers:

- 1) Hours of Service Rules
 - a. 11-Hour Driving Rule
 - b. 30-Minute Break Rule
 - c. 14-Hour Driving Rule
 - d. 60-Hour Driving Rule
- 2) Exception Provision
 - a. [100 Air-Mile Radius Exception – Not applicable to Discount Tire Transport, LLC]
 - b. 150 Air-Mile Radius Exception provision

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11-Hour Driving Rule

The 11-Hour Driving Rule prohibits drivers from driving more than 11 hours during their work shift. Each work shift **MUST** be separated by at least 10 hours of Off Duty time. Off Duty is defined as time during which the driver is not working and under no work-related responsibilities. The Off Duty time **MUST** be reflected on the Record of Duty Status. The 11-Hour limitation is inclusive of all driving time over the work shift hours. At no time shall a driver drive more than 11 hours, aggregate, during a work shift.

30-Minute Break Rule

The 30-Minute Break Rule prohibits a driver from operating a vehicle 8 hours after their last break of at least 30 minutes or more. For instance, if a driver starts their work shift at 6:00 a.m., they are not allowed to drive after 2:00 p.m. until they have taken a 30-minute rest break. The 30-minute or more rest break **MUST** be in an Off Duty capacity and must be reflected as such in the Record of Duty Status. If a driver starts their shift at 6:00 a.m. and takes a 30-minute or more lunch break at 12:00 Noon, the 8th hour limitation would change to 8:00 p.m. Off Duty is defined as time during which the driver is not working and under no work-related responsibilities.

14-Hour Driving Rule

The 14-Hour Driving Rule prohibits drivers from driving after the 14th work hour since the beginning of their work shift, even if they have not reached their 11-Hour Driving Rule limitation. For instance, if a driver starts their work day at 6:00 a.m., spending their entire work day in the Warehouse, by 8:00 p.m. the driver is no longer allowed to drive, even though they had zero driving hours during their shift. The 14-Hour Driving Rule is inclusive of rest breaks, lunch breaks, and the 30-Minute Break Rule; the 14-Hour Driving Rule limitation is only reset by 10 hours or more of Off Duty time. Off Duty is defined as time during which the driver is not working and under no work-related responsibilities. The Off Duty time **MUST** be reflected on the Record of Duty Status.

60-Hour Driving Rule

The 60-Hour Rule, often referred to as a cycle-rule, prohibits a driver from driving a vehicle after the 60th work hour within the last 7 days (including the current day). The typical driver's work week at Discount Tire Transport, Inc. will not require more than 40 hours of work per week and no work on the weekends. However, because of the possibility of unusual circumstances increasing a driver's work week, the 60-Hour Rule is included in this manual.

To calculate the 60-Hour Rule, a driver's work week hours need to be tracked. An Electronic Logging Device will automatically track this information if used properly every day. The Hours of Service 60-Hour Rule violation will occur when a driver operates a vehicle after

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the 60th work hour when the current day's hours are added to the work hours of the previous 6 calendar days. To ensure this is understood, please review this example scenario:

A particular Region has had an increase in customer service due to faulty manufactured tires resulting in an increase of tires needing to be returned to the manufacturer. Additionally, the other driver has become ill and unavailable, leaving only one driver to handle the workload. The driver works an extended shift of 10 hours on Monday, but only finished one route because of the increased workload. On Tuesday, the driver works a 12-hour shift to try and catch up, but is still behind. Wednesday, the driver works another 12 hours, but has not decreased the number of stores he is behind because of the two routes normally handled by two drivers. On Thursday, he receives permission to work a 14-hour shift, but still has not caught up. On Friday, the driver receives permission for another 14-hour day, in which the driver feels he can catch up from both routes, but won't have enough time to empty the truck at the end of the day. As the driver is headed back to the Warehouse, one-half hour before the end of the shift, he is stopped for an inspection. How many hours has the driver worked?

*Monday = 10 hours
Tuesday = 12 hours
Wednesday = 12 hours
Thursday = 14 hours
Friday = 13.5 hours when stopped
Total = **61.5 hours***

The driver is in violation of the 60-Hour Rule because he was driving after the 60th work hour and would be placed Out-Of-Service.

Although this scenario may not seem realistic, for a number of reasons, it serves to demonstrate how the 60-Hour Rule would work. The 60-Hour Rule may also come into effect during special activities scheduled for a weekend where a driver would operate a vehicle. Additionally, if a driver works over the weekend, the driver may not obtain the 34-Hour Reset to the 60-Hour Rule that would normally occur.

- **The 34-Hour Reset:** When a driver receives 34 consecutive hours Off Duty, the calculation of the 60-Hour Rule is reset to zero hours. Off Duty is defined as time during which the driver is not working and under no work-related responsibilities.

150 Air-Mile Radius Exception provision

The 150 Air-Mile Radius Exception is a provision established for drivers who operate within a 150 Air-Mile Radius of their Normal Work Reporting Location. This is commonly referred to as the “local driver provision”. A Normal Work Reporting Location is defined as a

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physical location (address) where a driver reports to work each day. 150 Air-Miles, when converted to statute miles (road map mileage), equals 172.62 miles. This provision states that a driver is not required to complete a Record of Duty Status, or log book, if the conditions of the provision are met for the day the driver is operating a commercial vehicle. There are 5 conditions that must be met in order to use this exception:

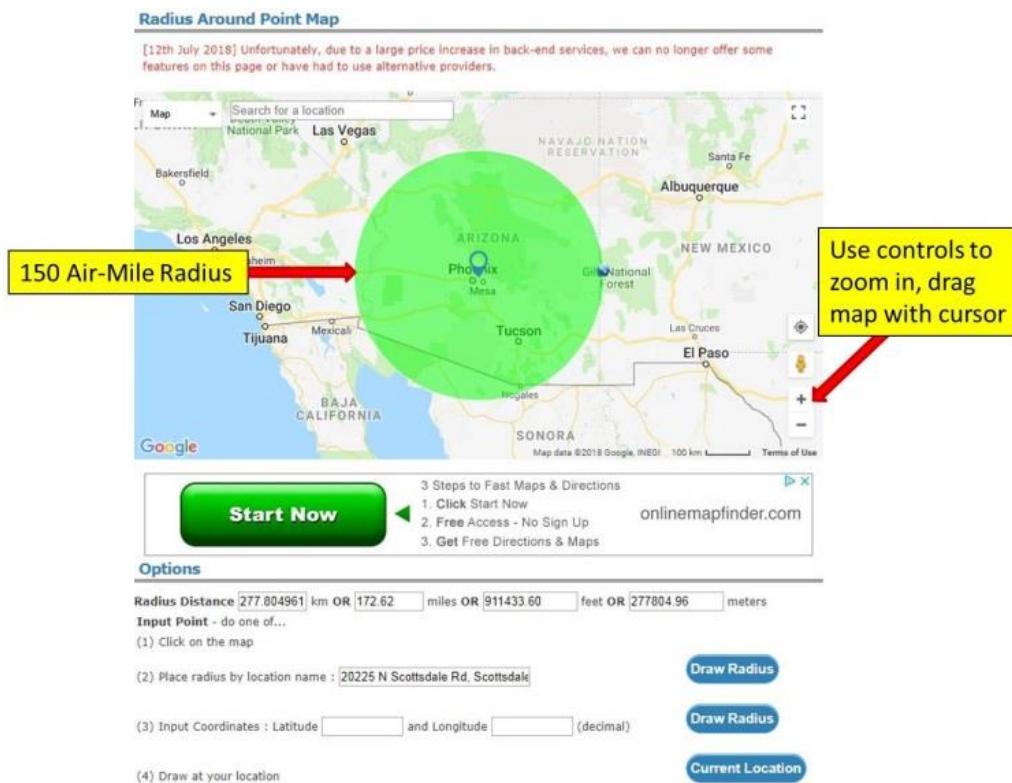
- 1) The driver must be operating a non-CDL requiring vehicle
- 2) The driver must stay within the 150 Air-Mile Radius from their Normal Work Reporting Location
- 3) The driver returns to and is released from all work responsibilities at that same Work Reporting Location at the end of the work shift
- 4) The driver does not drive:
 - a. After the 14th Work Hour after coming on duty on 5 days of any period of 7 consecutive days; and
 - b. After the 16th Work Hour after coming on duty on 2 days of any period of 7 consecutive days
- 5) The motor carrier maintains and retains for a period of 6 months accurate and true time records showing:
 - a. The time the driver reported for work each day
 - b. The total number of hours the driver is On Duty each day
 - c. The time the driver is released from duty each day

To determine the 150 Air-Mile Radius for a particular Normal Work Reporting Location, go to <https://www.freemaptools.com/radius-around-point.htm> and enter the appropriate information:

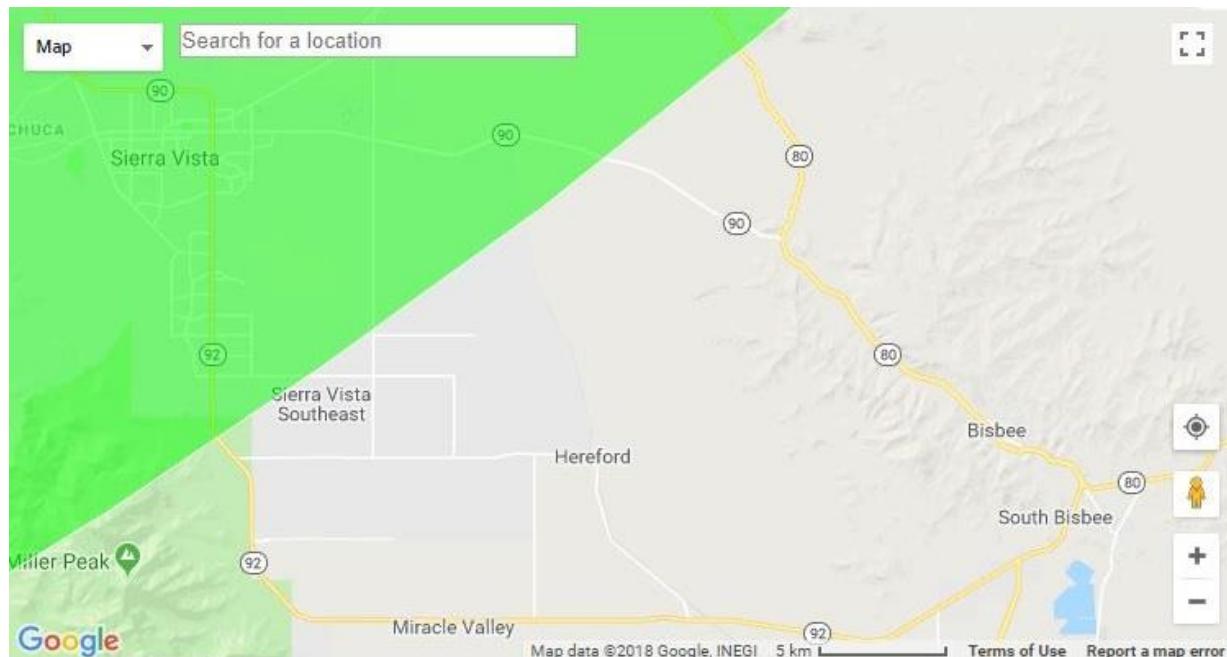


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The website will display a green radius of 150 Air-Miles centered on the address entered.



The controls on the right side of the map allow for zooming in and out. The mouse cursor can be used to drag the map to view a specific location and determine if it is within or outside the radius.



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Daily Responsibilities

Electronic Logging Device (ELD) System

Managers are required to monitor the activities and ELD entries of the drivers to ensure the Hours of Service rules are complied with and the Records of Duty Status are true and accurate. The ELD System should automatically prompt drivers of impending violations so they can avoid violating an Hours of Service rule. Once drivers and managers are accustomed to properly using the ELD System, there should be only minimal changes or corrections needed and very little time required to review the records. However, failing to monitor and review the records in the ELD System can result in serious violations during an audit. Drivers may need refresher training if a pattern of violations or entry errors are discovered.

Review each driver's Record of Duty Status within the ELD System for the previous work day. Look for Hours of Service violations related to the applicable Hours of Service rules listed previously in this manual. If the driver was operating under the 150 Air-Mile Radius Exemption, be sure there is an indication in the Record of Duty Status showing the exemption was in effect for the day. Likewise, if the driver drove a route that went outside the 150 Air-Mile Radius, ensure the Record of Duty Status reflects the regular Hours of Service rules were being used and not the exemption. Verify the driver logged into the ELD Application and changed his/her duty status to On Duty at the correct Start Time for the driver's work shift and selected the correct vehicle they operated. If a driver switched vehicles during a shift, ensure the driver released the first vehicle and selected the second vehicle in the ELD System. Verify that the driver changed to Off Duty at the end of the shift, released the vehicle they were driving, and logged out of the ELD Application.

NOTE: If a driver fails to release a vehicle at the end of a shift or when turning a vehicle in to a repair shop, any vehicle movement (including a mechanic completing a road test) will be attributed to that driver without the ability to edit or remove the driving time.

If an ELD equipped vehicle is driven without a driver logged into its ELD System, the System will create an Unidentified Driver Record (UDR). An Unidentified Driver Record indicates a vehicle was moving without a driver selected to indicate they are operating the vehicle. The ELD System does not know to whom the driving time should be attributed. All UDRs must be assigned to the driver who was operating the vehicle. If the vehicle was driven by a mechanic for maintenance related operations, the UDR should be assigned to the "Mechanic Account". The Mechanic Account is created to allow auditors to review and verify that the miles and time driven were related to the maintenance of the vehicle and not for motor carrier operations. When a manager assigns a UDR to a driver, the driver will receive a message at their next login indicating they have a UDR to review. Upon review of the UDR, the driver can either accept the UDR (indicating they were the driver and accepting the driving time) or reject the UDR (indicating they were not the driver at the time of the vehicle movement). If a driver rejects a UDR, the manager must investigate to determine who the driver of the vehicle was and assign

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the UDR to that driver. **In the event a manager cannot discern who the driver was, the manager must notify the Transportation Management Director with the details.**

Managers must review each driver's Record of Duty Status to ensure all of the required data is present, including any annotations needed by the driver. There are 10 data entries required for each log book (or Record of Duty Status):

- 1) Date
- 2) Total mileage driven each day
- 3) Truck Number (or License Plate with State 2-letter identifier)
- 4) Name of Motor Carrier
- 5) Driver's Certification/Signature**
- 6) Main Office Address
- 7) Remarks** (Location of each change of Duty Status and **comments**)
- 8) Name of co-driver (if any)
- 9) Total Hours for each Driver Status (far right of grid)

10) Shipping Document number(s) or Name of Shipper & Commodity shipped

The ELD System should automatically enter most of this data. Entry numbers 5, 7, and 10 (in bold) will require driver input. Ensure the driver has signed each Record of Duty Status and has included the Shipper's Name and Commodity (i.e. Discount Tire; Tires). The Location should be entered by the ELD System's GPS locator with City, State – City name spelled out, not abbreviated, and the State abbreviated with the 2-letter identifier of the State (i.e. Los Angeles, CA). Driver comments, also called annotations, are required to explain unusual events, activities, or important notes. For instance, when stopping at a store, the driver could enter "Store #123". If the driver has a flat tire, the driver should annotate "Flat Tire" as an explanation for extended On Duty time at that location. **When a driver edits their ELD record, the driver MUST comment on why the edit was required.** If a driver edits their log without entering an explanation, the manager must require the driver to enter an annotation explaining the reason for the edit.

NOTE: Should a driver be required to complete a paper log book page, as when an ELD has malfunctioned, the driver will be required to enter all 10 data items on the log book page.

Managers should review each driver's route driven to ensure there weren't any unexpected deviations or inconsistencies with company policies. Managers should address all route deviations with the driver and administer corrective actions and/or remedial training per company policy.

Driver Vehicle Inspection Reports (DVIRs)

Each driver is required to complete a Pre-Trip Inspection of the vehicle before driving it. Per company policy, each driver shall complete a DVIR indicating the Pre-Trip Inspection was completed and note any defective or deficient items on the vehicle. At the end of the work shift,

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prior to releasing the vehicle in the ELD System, the driver shall complete a Post-Trip Inspection and submit a DVIR noting any defective or deficient items on the vehicle.

Managers should review the DVIRs submitted through the ELD System for completeness, accuracy, and vehicle parts needing repair. The purpose of DVIRs is to aid a motor carrier in discovering, tracking, repairing, and documenting the maintenance of their fleet vehicles. This coincides with the Vehicle Maintenance Program.

If a DVIR is discovered with a defective and/or deficient item(s), determine if the item has been repaired or replaced. **If the driver has already repaired the defective or deficient item(s) or has had the vehicle repaired at a service location prior to the end of the work shift, the driver should NOT have list the item(s) on the Post-Trip DVIR.** If this is the case, the driver should edit the DVIR and resubmit it with no defective or deficient items identified. If the item(s) has already been repaired or replaced, ensure the driver has turned in the receipts or work orders. These documents need to be scanned and added to the electronic Vehicle Maintenance folder and the electronic Vehicle Maintenance Log needs to be updated.

If the defective or deficient item(s) has not been repaired or replaced, determine if the vehicle can be safely driven to a repair facility or if the item(s) can be repaired or replaced at its current location. If the vehicle cannot be safely driven to a repair facility, coordinate the towing of the vehicle to a repair facility or a mobile mechanic to respond to its current location. All documents related to the maintenance or repair of a vehicle should be retained, scanned and uploaded to the electronic Vehicle Maintenance folder.

If an item is listed as being defective or deficient that does NOT affect the safety of the vehicle, the manager may mark the box indicating it does not need to be repaired to safely operate the vehicle. An example of this would be a driver indicating that the AM/FM radio is inoperative or the air conditioning is defective. Neither of these issues directly affects the safety of the vehicle; understandably, an air conditioning issue in the summer heat of Arizona may be considered a repair priority, but it is not listed in the FMCSRs as a required vehicle item. However, the windshield defroster or heater is considered a required item and can negatively affect the safety of a vehicle.

Once the vehicle has been returned to safe operating condition, the DVIR needs to be signed by the mechanic, or person who repaired the vehicle item(s), under the "Mechanic's Signature Line". If the mechanic or repairperson is unavailable for the signature, a manager may sign the document in their stead. Update the DVIR in the ELD System with the Mechanic's Signature block completed. The next driver of the vehicle should review that DVIR and acknowledge with an electronic signature that they understand the defective or deficient item(s) has either been repaired/replaced or does not need to be repaired/replaced to safely operate the vehicle.

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Completed DVIRs will meet one of two criteria:

- 1) The DVIR was completed indicating there were no defective or deficient items on the vehicle and signed by the driver who completed it, or
- 2) The DVIR had a defective or deficient item(s) listed by the driver of the vehicle, signed by the driver; the item(s) was repaired and the DVIR signed by the mechanic or manager; the next driver signed the DVIR to acknowledge the item(s) has been repaired or is not required to be repaired for safe operation of the vehicle.

Completed DVIRs will have either one signature or three signatures. Managers are required to ensure all DVIRs are complete and correct. The ELD System retains the DVIRs for 90 days and will be available to an auditor upon request.

Situational Responsibilities

ELD Malfunctions and Data Diagnostic Events

Every ELD System is required to self-monitor its compliance with all of the applicable standards within the FMCSRs. There are several types of malfunctions and events related to power, data synchronization, missing data, timing, positioning, data recording, data transfer, and unidentified driver records requirements. An event recorded by the ELD is not necessarily a malfunction of the ELD. The ELD manufacturer is required to provide an ELD Malfunction Instruction Sheet to describe the malfunction reporting requirements and record keeping requirements. The self-monitoring compliance events and malfunctions are as follows:

- 1) **Power Data Diagnostic Event** – occurs when an ELD is not powered and fully functional within one minute of the vehicle's engine receiving power and does not remain powered for as long as the vehicle's engine stays powered.
- 2) **Power Compliance Malfunction** – occurs when an ELD is not powered for an aggregated in-motion driving time of 30 minutes or more over a 24-hour period across all driver profiles.
- 3) **Engine Synchronization Data Diagnostic Event** – occurs when an ELD loses ECM connectivity to any of the required data sources (engine power status, vehicle motion status, miles driven, and engine hours) and can no longer acquire updated values for the required ELD parameters within five seconds of the need.
- 4) **Engine Synchronization Compliance Malfunction** – occurs when ECM connectivity to any of the required data sources (engine power status, vehicle motion status, miles driven, and engine hours) is lost for more than 30 minutes during a 24-hour period aggregated across all driver profiles.
- 5) **Timing Compliance Malfunction** – occurs when the ELD can no longer meet the underlying compliance requirement to record Coordinated Universal Time (UTC), where ELD time must be synchronized with UTC, not to exceed an absolute deviation of 10 minutes at any time.

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- 6) **Position Compliance Malfunction** – occurs when an ELD fails to acquire a valid position measurement within 5 miles of the commercial motor vehicle moving and 60 minutes has passed.
- 7) **Data Recording Compliance Malfunction** – occurs when an ELD can no longer record or retain required events or retrieve recorded logs that are not kept remotely by the motor carrier.
- 8) **Missing Required Data Elements Data Diagnostic Event** – occurs when any required data field is missing at the time of its recording.
- 9) **Data Transfer Data Diagnostic Event** – occurs when the operation of the data transfer mechanism(s) is not confirmed.
- 10) **Data Transfer Compliance Malfunction** – occurs when the ELD stays in the unconfirmed data transfer mode following the next three consecutive monitoring checks.
- 11) **Unidentified Driving Records Data Diagnostic Event** – occurs when more than 30 minutes of driving time for an unidentified driver is recorded within a 24-hour period.

Driver Responsibilities:

If a driver discovers a malfunction or data diagnostic event indication, the driver should note, in detail, the displayed information. The concise and accurate description of the malfunction or data diagnostic event will assist the ELD Provider in quickly addressing and correcting the ELD malfunction or data diagnostic issue. This may require the complete replacement of the ELD device.

It is important that drivers immediately notify the manager by phone or in person. This will expedite the correction or replacement process. The FMCSRs require the driver to provide a written notice of a malfunction to the motor carrier (manager) within 24 hours of discovering the malfunction. Discount Tire Transport, LLC must maintain this written notice, thus managers need to forward the written notice to the Transportation Management Director. For ELD Data Diagnostic Events, the driver should follow the ELD provider's recommendations or manager's instructions in resolving the data inconsistency.

If the malfunctioning ELD Device is unable to retrieve the previous Records of Duty Status of the driver, the driver must reconstruct the records for the current 24-hour period and the previous 7 consecutive days on paper log books. This will require the driver to utilize all resources available to ensure the paper Record of Duty Status is as accurate as possible. If the previous Records of Duty Status can still be retrieved from the ELD Device, then the driver does not need to complete paper logbooks. The driver will be required to continue completing paper logbooks each day until the ELD device is repaired or replaced.

NOTE: If the ELD Malfunction is isolated solely to one vehicle, and if the vehicle is not absolutely necessary for the completion of scheduled activities or operations, consider parking the vehicle at the warehouse (or other safe location) until the ELD device is repaired or replaced.

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Manager's Responsibilities:

Upon notification from a driver of a malfunction or data diagnostic event, the manager shall immediately notify the Transportation Management Director and the ELD Provider of the malfunction or event. When the driver produces the written notice of an ELD malfunction, forward it to the Transportation Management Director as soon as possible. Obtain specific trouble-shooting/repair instructions from the ELD Provider or Transportation Management Director and relay them to the driver. Document the event (malfunction or event codes, actions, responses, and final solution) in detailed writing and forward to the Transportation Management Director.

The corrective action for the malfunctioning ELD may include replacing the device. The ELD provider and the Transportation Management Director will coordinate an expedited replacement process to resolve the malfunction quickly. Assist the Transportation Management Director and ELD Provider in expediting the delivery of a replacement ELD by verifying a shipping address and arranging for the expedient installation of the device upon its arrival. Once the ELD malfunction or data diagnostic event has been resolved, notify the Transportation Management Director of the completed actions.

Driver Dispatched on Trip Outside Normal Routine

On occasion, a situation may require a commercial motor vehicle be used outside the normal routines and routes of the vehicle's operations. In such situations, the manager must ensure the driver is aware of and follows the applicable Hours of Service rules for the trip. If the driver is able to utilize the 150 Air-Mile Radius exemption, ensure the driver selects the option within the ELD System, otherwise ensure the driver does not have the exemption selected in the ELD System. The driver(s) of the vehicle during the trip or event must already be qualified as a driver, in accordance with the requirements of the FMCSRs, the policies and procedures of Discount Tire Transport, LLC, and this manual. Notify the Transportation Management Director of such events or dispatches.

NOTE: No one shall operate the vehicle except for persons who have been qualified as commercial motor vehicle drivers.

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Hours of Service Quick Reference Guide

- I. Ensure drivers follow the applicable Hours of Service rules found in the FMCSRs
- II. Daily Responsibilities:
 - a. ELD System:
 1. Review drivers' previous work day Hours of Service Record in ELD System for Hours of Service violations and proper login/logout procedures completed
 2. Assign all Unidentified Driver Records (UDRs) to appropriate driver(s)
 3. Review all driver's Hours of Service entries for correct data and format
 4. Review all driver's edits to their Hours of Service Record(s) for correctness
 5. Review all drivers' routes for deviations and inconsistencies with policies
 - b. Driver Vehicle Inspection Reports (DVIRs)
 1. Review Pre-trip & Post-trip inspections for completeness and deficient or defective equipment entries
 2. If deficient or defective equipment is listed, determine if equipment has already been repaired or still needs to be repaired
 - A. If the equipment has already been repaired:
 - i. Ensure the person who repaired it has signed the "Mechanic's Signature Line"
 - ii. Scan receipts and related documents into the electronic Vehicle Maintenance File Folder
 - iii. Enter repair information in the electronic Vehicle Maintenance Log
 - B. If the equipment has not been repaired:
 - i. Determine if the vehicle can be safely driven to a repair facility
 - a) If the vehicle can be safely driven, ensure the vehicle is taken to a repair facility for the needed repairs
 - b) If the vehicle is unsafe to drive, make arrangements for a mobile mechanic to respond and repair or for a tow truck to tow the vehicle to a repair facility
 - ii. Once vehicle is repaired, ensure receipt(s) and related document(s) are scanned and uploaded into the electronic Vehicle Maintenance File Folder
 - iii. Enter repair information in the electronic Vehicle Maintenance Log
 3. If no deficient or defective equipment is listed, no additional actions are required
 - III. Situational Responsibilities:
 - a. ELD Malfunction or Data Diagnostic Event
 1. Driver discovers ELD Device malfunction or data diagnostic event
 - A. For ELD Malfunction, driver must:
 - i. Notify the manager **immediately** by phone or in person of the malfunction
 - ii. Note the malfunction of the ELD and provide written notice of the malfunction to the manager within 24 hours

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- iii. Reconstruct the record of duty status for the current 24-hour period and the previous 7 consecutive days, and record the records of duty status on paper log book pages, unless the records are still retrievable from the ELD
- iv. Continue to manually prepare a record of duty status on paper log book pages until the ELD is serviced and brought back into compliance with the Regulations

B. For ELD Data Diagnostic Event, driver must:

- i. Notify the manager **immediately** by phone or in person of the data diagnostic event
- ii. Follow the ELD provider's recommendations or manager's instructions in resolving the data inconsistency

2. Manager receives notification from driver or ELD System of an ELD Malfunction or Data Diagnostic Event
 - A. Immediately notify Transportation Management Director & ELD Provider of the malfunction or data diagnostic event
 - B. Obtain specific trouble-shooting/repair instructions from the ELD Provider or Transportation Management Director and relay them to the driver
 - C. Assist the Transportation Management Director and ELD Provider in expediting the delivery of a replacement ELD if needed
 - D. Document the event (malfunction or event codes, actions, responses, and final solution) in detailed writing and forward to the Transportation Management Director
 - E. If the ELD Device is replaced, ensure the new device is installed immediately upon receipt and notify the Transportation Management Director upon completion

b. Driver is dispatched on trip outside normal routine

1. Determine Hours of Service rules & exemptions applicable to route:
 - A. 150 Air-Mile Radius, if applicable; otherwise
 - B. Standard HOS Rules
 - i. 11 Hour Driving Rule
 - ii. 30 Minute Break Rule
 - iii. 14 Hour Driving Rule
 - iv. 16 Hour Driving Rule, if applicable
 - v. 60 Hour Driving Rule
2. Ensure driver selects proper status in ELD System
3. Ensure driver's route and applicable breaks/rest periods are known and observed
 - A. 30 Minute Break Rule, if applicable
 - B. 10 Hour Rest Period, when applicable
 - C. Hotel reservations, if needed
4. Notify and confer with Transportation Management Director

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MANAGING ACCIDENTS

Upon notification of an accident, the manager should ascertain as much detail as possible from the source of the notification. Consider the standard questions as listed below:

- 1) Who is notifying you of the accident? (Name & Contact information)
- 2) Is the person notifying you a witness of the accident?
- 3) Who was involved in the accident? (Your driver's name &/or truck number)
- 4) How many vehicles were involved in the accident?
- 5) Where did the accident occur? (Physical address or cross streets)
- 6) When did the accident occur?
- 7) Is anyone hurt or injured?
- 8) Has anyone called 9-1-1 or emergency services?
- 9) If your driver has been transported for medical treatment, where was the driver transported?
- 10) If the vehicle has been towed from the accident scene, where was the vehicle towed?

The manager's first priority is the safety and welfare of the driver. The manager should do everything possible to provide assistance and support the driver. As soon as possible, the manager should notify the Transportation Management Director of the accident and related information.

Once the immediate needs of the driver have been addressed, the manager should interview the driver as to the events that led to the accident. As soon as practicable, the manager needs to complete and submit the Garage Keeper's Incident Report Form. Finally, the manager needs to determine the location and condition of the Discount Tire Transport, LLC vehicle and address necessary repairs or the replacement of the vehicle.

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Accidents Quick Reference Guide

- I. Manager notified of vehicle involved in accident
 - a. Check on the driver's health and welfare needs
 - b. Notify Transportation Management Director
 - c. Interview driver
 - d. Complete Garage Keepers Incident Report Form
 - e. Address vehicle condition and status

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MANAGING ROADSIDE INSPECTIONS

The U.S. Department of Transportation, the Federal Motor Carrier Safety Administration, and certain state and local authorities enforce the Federal Motor Carrier Safety Regulations (FMCSRs). One method of enforcement is through Roadside Inspections. A Roadside Inspection can occur at a Port of Entry, a state weight-scale location, temporary fixed locations, as well as on the side of a roadway. The most prominent method is through inspections on the side of the roadway, which usually entail a traffic stop. Being stopped by an enforcement officer or agent via traffic stop does not necessarily indicate the driver or vehicle has committed a violation of the Regulations or local laws. An officer or agent does not need probable cause to initiate a Roadside Inspection.

The driver should notify the manager at the first available opportunity, and at the conclusion, when stopped for a Roadside Inspection. Drivers shall cooperate with the inspector(s) during the Roadside Inspection. During the inspection, or at its conclusion, as permitted by the inspector, the driver should photograph all equipment designated by the inspector to be in violation of the Regulations. At least one of the photographs should include the area, roadway, and inspector's vehicle. All Roadside Inspection photographs shall be forwarded to the manager and then to the Transportation Management Director. The purpose of the photographs, including ones with the area, roadway, and inspector's vehicle, is to allow proper documentation of the vehicle's equipment at the time of the inspection, should there be cause to file a challenge to the inspection (called a DataQ Challenge). When appropriate, the Transportation Management Director, or his designee will file DataQ Challenges. When necessary, this process may require a written statement from the driver or other documentation as determined by the Transportation Management Director or designee.

When notified of a Roadside Inspection, the manager will ask the driver for the location and outcome of the inspection. If the inspection has not concluded, the manager should remind the driver to photograph any equipment violations identified by the inspector. When the inspection is completed, the manager needs to determine if there are any safety considerations for the driver and/or vehicle to continue on its route, including whether the driver and/or vehicle has been placed Out-Of-Service by the inspector. An Out-Of-Service order is issued when a safety condition exists meeting the parameters identified by the Commercial Vehicle Safety Alliance (CVSA) indicating the driver and/or vehicle should not move until such safety condition(s) is rectified.

If a vehicle has been placed Out-Of-Service, determine whether the driver can correct the condition at the current location. If the driver can correct it adequately, then the driver should do so. If the driver cannot correct the condition, then the manager needs to make arrangements for a mobile mechanic to respond to the vehicle's location to repair it or for a tow truck to tow the vehicle to an appropriate repair location. If the vehicle is towed, consider whether any commodities on-board the vehicle need to be off-loaded prior to its towing and whether a separate vehicle needs to be used to complete the original vehicle's route objectives.

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If the driver has been placed Out-Of-Service, the driver is either in violation of an Hours of Service rule or a driver condition/qualification standard. If the driver is Out-Of-Service for an Hours of Service violation, the Out-Of-Service order will indicate the amount of time needed to pass for the driver to attain driving availability. If the amount of rest time ordered by the Out-Of-Service order is minimal, the manager may allow the driver to wait the amount of time before continuing on the route. If the amount of rest time is not minimal, or if other safety conditions exist, the manager shall arrange for the driver and vehicle to be transported to the warehouse or a safe haven.

At the earliest opportunity, the driver shall submit to the manager the copy of the Roadside Inspection provided by the inspector and all inspection photographs taken by the driver. If there are no listed violations on the inspection report, the manager shall:

- 1) Sign the inspection report at the Acknowledgement portion of the form
- 2) Forward a copy of the inspection report to the Transportation Management Director
- 3) Upload a copy of the inspection report to the electronic Vehicle Maintenance File folder
- 4) Return the original signed inspection report to the inspecting agency listed on the inspection report

If there are driver violations listed on the inspection report, review with the driver each violation to ensure the driver understands them. If the violation(s) is for Hours of Service, ensure the driver receives adequate rest time (Off-Duty) to restore the availability to drive. Consider providing the driver with remedial training of the Hours of Service rules or ELD Device usage to ensure repetitive violations do not occur. If the violation(s) is for driver condition/qualification, determine whether the driver can regain qualified driving status. If the violation is related to the driver's license status or Medical Examiner's Certificate, have the driver renew or reinstate the license or certificate. If the violation(s) is for another type of violation, determine whether the condition can be remedied and whether remedial training should be conducted. A driver should be removed from driver status until all driver Out-Of-Service conditions are rectified. After all driver violations have been addressed, the manager shall:

- 1) Sign the inspection report at the Acknowledgement portion of the form
- 2) Forward a copy of the inspection report and all inspection photographs to the Transportation Management Director
- 3) Upload a copy of the inspection report to the electronic Vehicle Maintenance File folder
- 4) Return the original signed inspection report to the inspecting agency listed on the inspection report

NOTE: No unqualified or disqualified driver shall operate a commercial motor vehicle at any time.

If there are vehicle equipment violations listed on the inspection report, make arrangements for all defective or deficient equipment to be repaired by the driver or at a repair facility. Consider whether the equipment violation(s) indicate the driver should receive remedial

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training regarding Pre-Trip Inspections and acceptable equipment conditions. After all equipment violations have been corrected, the manager shall:

- 1) Sign the inspection report at the Acknowledgement portion of the form
- 2) Forward a copy of the inspection report and all inspection photographs to the Transportation Management Director
- 3) Upload a copy of the inspection report and any repair receipts to the electronic Vehicle Maintenance File folder
- 4) Return the original signed inspection report to the inspecting agency listed on the inspection report
- 5) Place a copy of any appropriate documents into the vehicle's in-cab document folder (i.e. a copy of a renewed Annual Inspection Report)
- 6) Update Vehicle Maintenance information in ELD System, if necessary

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Roadside Inspections Quick Reference Guide

- I. Driver receives Roadside Inspection
 - a. Receive from driver initial information about Roadside Inspection
 1. If vehicle is placed Out-Of-Service
 - A. Determine if vehicle OOS repairs can be completed on-site
 - i. If yes, make arrangements for field repairs by mobile mechanic or driver to repair vehicle
 - ii. If no, make arrangements for the vehicle to be towed to a repair facility and for driver to be transported to warehouse if needed
 - B. Consider whether vehicle's commodity needs to be off-loaded and whether a separate vehicle needs to complete the original route objectives
 - C. Have driver take photos of equipment violations and forward to manager
 2. If Driver is placed Out-Of-Service, make arrangements for the driver and vehicle to be returned to the warehouse
 3. If vehicle and driver are not placed Out-Of-Service and are allowed to continue on its route, have driver take photos of equipment violations and forward to manager
 - b. Receive Roadside Inspection Report and photographs of indicated equipment violations from driver
 1. If there are no violations listed on the Inspection Report
 - A. Sign the Acknowledgement Line on the Inspection Report
 - B. Forward a copy of the Inspection Report to the Transportation Management Director
 - C. Upload a copy of the Inspection Report to the electronic Vehicle Maintenance File Folder
 - D. Return the signed Inspection Report to the inspecting agency listed on the Inspection Report
 2. If there are driver violations listed on the Inspection Report
 - A. Have the driver correct any Out-Of-Service Violation(s) if possible
 - i. If Hours of Service related, ensure driver has adequate hours Off-Duty to reset driving hour limitations
 - ii. If driver's license or Medical Examiner's Certificate related, have driver renew or reinstate license or Certificate
 - iii. If the driver was placed OOS for another reason, determine if driver can rectify issue or if driver is disqualified as a driver
 - B. Remove the driver from driving status until the driver is fully reinstated as a qualified driver (the driver is prohibited from driving company vehicles)
 - C. Sign the Acknowledgement Line on the Inspection Report
 - D. Forward a copy of the Inspection Report and all inspection photographs to the Transportation Management Director

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- E. Upload a copy of the Inspection Report to the electronic Vehicle Maintenance File Folder
- F. Return the signed Inspection Report to the inspecting Agency listed on the Inspection Report
- G. Consider training needs for driver(s) or Policy & Procedures updates necessary for future success; confer company driver training needs or Policy & Procedures update ideas with Transportation Management Director

3. If there are equipment violations listed on the Inspection Report
 - A. Make arrangements for all vehicle equipment violations to be repaired by driver or by repair facility
 - B. Once all repairs are completed, Sign the Acknowledgement Line on the Inspection Report
 - C. Forward a copy of the Inspection Report and equipment photographs to the Transportation Management Director
 - D. Upload a copy of the Inspection Report to the electronic Vehicle Maintenance File Folder
 - E. Return the signed Inspection Report to the inspecting Agency listed on the Inspection Report
 - F. Place a copy of any appropriate documents into the vehicle's in-cab document folder (i.e. a copy of a renewed Annual Inspection Report)
 - G. Update Vehicle Maintenance information in ELD System, if necessary
 - H. Consider training needs for driver(s) or Policy & Procedures updates necessary for future success; confer company driver training needs or Policy & Procedures update ideas with Transportation Management Director

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APPENDICES

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Discount Tire Transport, Inc.
20225 N. Scottsdale Rd.
Scottsdale, AZ 85255
(480) 606-6000

DISCOUNT TIRE TRANSPORT, INC.

Transportation Management Program

Policies & Procedures

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Filename	Date

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1 Scope

1.1 Purpose

Many employees operate company-owned, leased, rental, or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents that may result in injuries and property loss.

1.2 Scope

This policy applies to employees who operate vehicles on company business and will be reviewed by managers and supervisors to ensure full implementation and compliance.

2 Roles & Responsibilities

2.1 Purpose

Management is responsible for successful implementation and on-going execution of this program. Supervisors and employees are responsible for meeting and maintaining the standards set forth in this program.

2.2 Transportation Management Director

- The overall implementation of the Transportation Management Program
- Provide guidance to Managers in their areas of responsibility related to the implementation of the Transportation Management Program, including compliance
- Periodic review of Transportation Management Program files and records, including compliance audits of managerial areas of responsibility
- Submit periodic reports for review
- Review accident reports
- Revise and distribute changes to the Transportation Management Program to managers and drivers as necessary
- Maintain appropriate records

2.3 Management

- Implement the Transportation Management Program in their areas of responsibility.
- Establish measurement objectives to ensure compliance with the program.
- Provide assistance and the resources necessary to implement and maintain the program.
- Instructing, guiding, and monitoring the Drivers within the areas of responsibility regarding driving safety, compliance with this manual and the FMCSRs, and the Transportation Management Program
- Immediately removing a Driver from Safety Sensitive Functions if they are Disqualified as a Driver or unfit to operate a vehicle due to illness, fatigue, alcohol, or drugs (including medications)
- Periodic review of the Electronic Logging Device (ELD) system records related to their Drivers for completeness, correctness, compliance, and safety issues
- Conducting periodic Safety Meetings with their Drivers to address safety and compliance issues
- The creation, maintenance, and retention of Driver Qualification Files for the Drivers within their areas of responsibility, in accordance with this manual and the FMCSRs, including:
 1. Ensuring that all required forms and documents are completed
 2. Ensuring an electronic version of the Driver Qualification File is uploaded into the Driver Qualification File Data Base
 3. Ensuring the Annual Review items are completed and uploaded into the Driver Qualification File Data Base
 4. Monitoring expiration dates of their Drivers' Medical Examiner's Certificates and Drivers Licenses to ensure they are renewed by the Driver prior to expiration

5. Update Medical Examiner Certificates in the Driver Qualification File Data Base by:
 - a. Obtaining a copy of each renewed Medical Examiner's Certificate
 - b. Verifying the Medical Examiner with the FMCSA's National Registry of Certified Medical Examiners
 - c. Writing a note related to the verification of the Driver's Medical Examiner's Certificate
 - d. Uploading copies of the Medical Examiner's Certificate and the note into the Driver's folder within the Driver Qualification File Data Base
- The creation, maintenance, and retention of Vehicle Maintenance Files for the CMVs within their areas of responsibility, in accordance with this manual and the FMCSRs, including:
 1. Ensuring that all required forms and documents are completed
 2. Ensuring an electronic version of the Vehicle Maintenance File is uploaded into the Vehicle Maintenance File Data Base
 3. Ensuring the physical and electronic versions of the Vehicle Maintenance Files contain:
 - a. The identification of the CMV, including:
 - i. Unit Number
 - ii. Vehicle Year
 - iii. Vehicle Make
 - iv. Vehicle VIN Number
 - v. The Tire Size(s) required for the vehicle
 - vi. Vehicle Owner (per Vehicle Title/Registration)
 - b. A comprehensive preventative maintenance plan for the vehicle
 - c. A comprehensive Vehicle Maintenance Record indicating all maintenance schedules, repairs, and inspections completed on the vehicle (in chronological order)
 - d. Copies of each receipt or record for each item listed in the Vehicle Maintenance Record
 - e. Copies of each Annual/Periodic Inspection (CA 90-Day BIT Inspections where applicable)
 - f. Evidence of Annual/Periodic Inspector's Qualifications
 - g. Copies of Roadside Inspection Reports and documentation of repairs to any defective/deficient parts listed in the report

2.4 Drivers

- Always operate a motor vehicle in a safe manner as explained under the section titled "Driver Safety Regulations".
- Maintain a valid driver's license and minimum insurance requirements on personal vehicles used in company business.
- Maintain assigned vehicles according to established maintenance standards.

3 Vehicle Use

3.1 Company Owned Vehicles

- Passenger Cars

Employees authorized by their supervisors will be permitted to operate a passenger car. When the vehicle is driven for personal use, only the employee or the employee's spouse will be permitted to operate the vehicle. The vehicle must only be operated in the Continental United States. No one under the age of 21 will be permitted to operate the vehicle.

The Company will not provide Underinsured Motorist/Uninsured Motorist coverage. Employees should consult their Insurance Broker or Agent concerning UIM/UM coverage options in their State.

- Commercial Vans and Trucks

Employees with appropriate commercial driver's license (if required by the state), authorization from their supervisor and qualified by the state and Federal DOT when applicable will be permitted to operate the vehicle.

3.2 Personal Vehicles on Company Business

Employees who drive their personal vehicles on Company business are subject to the requirements of this program including:

1. Maintaining auto liability insurance with minimum limits as mandated by their respective state for bodily injury and for property damage.
2. Maintaining current state vehicle inspections, when required.
3. Maintaining their vehicle in a safe operating condition.

3.3 Rental Vehicles

- Rental vehicles will be leased from company-approved rental car vendors: Avis, National or Hertz.
- The Company has made provisions for insuring rental cars against damage; therefore, it is recommended employees decline all additional and not required insurance coverage. This insurance does not apply when renting or extending a car rental for personal use.
- Employees can always secure additional offered coverage at their own expense.
- For Liability purposes, car rentals will not be secured for any person that is not an active DTC employee.

3.4 Unauthorized Use of Vehicles

Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a company vehicle. **No exceptions!** Disciplinary action may be taken. Additionally, rideshare or equivalent usage of vehicles is not authorized.

If unauthorized use results in an accident, the responsible employee will be required to make restitution for the damages.

3.5 Contractors and Temporary Employees

Contractors and temporary employees will be treated as company employees and will comply with the requirements of this program. Failure to meet all requirements will result in the immediate loss of driving privileges.

4 Driver Guidelines

4.1 Purpose

Drivers hired by this company to operate a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.

4.2 Driver Selection

- CMV Driver Qualification

CMV Driver qualification will be in accordance with Appendix A, paragraph 4

- Non-CMV Driver Qualification

Non-CMV drivers will hold a valid driver's license and be selected by their supervisor.

4.3 Driver Training

All CMV drivers will be instructed regarding, and must comply with, all applicable regulations contained in the FMCSRs

- Driver Qualification Requirements
- Vehicle required parts and accessories standards, including Pre-trip and Post-trip Inspections
- Hours of Service
- Driver Wellness
- Whistleblower Protection, including Driver Harassment and Driver Coercion

4.4 Driver Safety

- CMV Drivers will follow safety rules set in Appendix A (*Operating Commercial Vehicle*)
- Drivers shall receive, read, and understand the Discount Tire Transport, Inc. Policies and Procedures Manual. Drivers are required to sign the acknowledgement in Appendix B indicating they have received, have read, understand, and will comply with the Discount Tire Transport, Inc. Policies and Procedures Manual.
- Non-CMV Drivers will adhere to the standards for company-owned, leased, rental and personal vehicles

5 Accident Recordkeeping, Reporting, and Analysis

5.1 Purpose

A goal of the Company is to eliminate motor vehicle incidents. To support this objective, all incidents must be reported and documented. Investigations will be conducted at the discretion of the company.

5.2 Record Keeping

- Document WHO, WHAT, WHERE and WHEN in the incident description
- Review the contributing factors to propose corrective action
- Analyze trends, recurring incidents, and control measures
- Maintain an Accident Register for DOT vehicle accidents, in accordance with 49 CFR §390.15

5.3 Reporting

- All accidents will be reported in accordance with Appendix A, paragraph 7.M.

6 Vehicle Selection, Inspection, and Maintenance

6.1 Purpose

Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of safe and properly maintained vehicles.

6.2 Vehicle Selection

The Company will select and purchase (or lease) vehicles designed for their intended uses.

6.3 Vehicle Inspection

Commercial Motor Vehicles

- Vehicle inspections will be conducted in accordance with standards set in Appendix A (*Operating Commercial Motor Vehicles*).
- Annual/Periodic Inspections shall be conducted by a qualified Periodic Inspector, or CA BIT Program Inspector, in accordance with 49 CFR §396.19 or CA Vehicle Code 34505.5.
- Pre-trip and post-trip inspections will be documented.

Non-CMV and Other Vehicles

- Pre-trip and Post-trip inspections will be conducted; Any defects or damage will be documented.

6.4 Vehicle Maintenance

Commercial Motor Vehicles

All motor vehicle equipment and accessories required by the FMCSRs must be maintained in compliance with all applicable performance and design criteria set forth in the FMCSRs. A Vehicle Maintenance File shall be maintained for each Commercial Motor Vehicle and shall be comprised of the following documents:

1. Vehicle Identification requirements
2. Preventative Maintenance Schedule
3. Vehicle Maintenance Log form
4. Annual/Periodic or 90-Day BIT Inspection(s)
5. Evidence of Annual Inspector's Qualifications form(s)
6. Supporting Documentation
7. Driver Vehicle Inspection Reports (DVIRs) – maintained in ELD System
8. Roadside Inspection Reports and documentation of repairs to any defective/deficient parts listed in the report

Non-CMV and Other Vehicles

- All motor vehicle equipment and accessories must be maintained in compliance with Section 3.2 of this policy

7 Drugs and Alcohol

7.1 Purpose

This section sets forth standards and expectations for those employees who operate company-owned, rental, leased or personal vehicles for the Company. Violations of this section will result in immediate removal from all **Safety-Sensitive Functions** (as defined in Appendix A, substituting "vehicle" for "CMV") until the situation is reviewed by management, and may result in additional disciplinary actions.

7.2 Questions Regarding Drug and Alcohol Policy

All questions and concerns regarding a company Drug & Alcohol Abuse Prevention Policy should be directed to Human Resources. All questions and concerns regarding the Drug and Alcohol Policy in this manual, applicable to **CMV Drivers**, should be directed to the Transportation Management Director. Any employee who thinks they may have a problem with or an addiction to alcohol and/or drugs should immediately contact their Vice President or Human Resources for information and guidance to rehabilitation/treatment.

NOTE: Commercial Motor Vehicle Drivers (DOT) will adhere to the Drug and Alcohol rules in Appendix A.

7.3 Prohibited Conduct

1. **Alcohol-Related Prohibited Conduct.** Employees are not allowed to consume any alcohol at any time while on company time, and shall not report to work with any amount of alcohol in their body. Employees shall not consume any alcohol following an accident/collision until they are no longer on company time. The Company prohibit the following activities related to alcohol:
 - (a) Use alcohol, be under the influence of alcohol, or have any measured alcohol concentration or detected presence of alcohol, while on company time, or operating, or in physical control of a motor vehicle; or
 - (b) Be on company time or operate a vehicle while possessing alcohol.
2. **Drug-Related Prohibited Conduct.** Employees shall not report to work or remain on company time if the employee uses any illegal drugs or prescription drugs, except when the use of a prescription drug is at the instruction of a physician who has advised the employee that the prescription drug does not adversely affect the ability to safely operate a vehicle. The Company prohibits the following activities related to controlled substances:
 - (a) No employee shall be on company time and possess, be under the influence of, or use, drugs or other substances:
 - i. **Schedule I substance** (as defined in Appendix A);
 - ii. An amphetamine or any formulation thereof (including, but not limited, to "pep pills," and "bennies");
 - iii. A narcotic drug or any derivative thereof; or
 - iv. Any other substance, to a degree which renders the **employee** incapable of safely operating a motor vehicle
 - (b) Paragraphs (a)(ii), (iii), and (iv) do not apply to the possession or use of a substance administered to an employee by or under the instructions of a licensed medical practitioner who has advised the employee that the substance will not affect the employee's ability to safely operate a motor vehicle
 - (c) **"Recreational Marijuana"**: A state's initiative or law to legalize "recreational marijuana" has no bearing on the Company's policy. The Company does not authorize the use of **Schedule I** drugs, including marijuana, for any reason. **Any use or possession of**

marijuana will be a violation of policy, regardless of which state the employee is operating in or which state the employee resides.

(d) **“Medical Marijuana”**: The Department of Justice (DOJ) has issued guidelines for Federal prosecutors in states that have enacted laws authorizing the use of “medical marijuana”. The DOJ’s guidelines have no bearing on the Company’s policy. The Company does not authorize “medical marijuana” under a state law to be a valid use or possession of marijuana by an employee. **Any use or possession of marijuana will be a violation of the policy**, regardless of which state the employee is operating in or which state the employee resides.

3. **Prescription Drugs.** When a physician prescribes the use of prescription or over-the-counter drugs, or when over-the-counter drugs bear warnings about side effects that may affect job performance, each employee should ask their health care provider whether such drugs may adversely affect their ability to safely perform **Safety Sensitive Functions** (as defined in Appendix A, substituting “vehicle” for “CMV”). Performing **Safety Sensitive Functions** while using or being under the influence of drugs, which may affect the ability to safely perform them, is prohibited.

An employee must advise their Manager, Assistant Vice President, or Regional Vice President if they are taking a medication that may adversely affect the employee’s ability to perform assigned duties safely.

Appendix A

Mission

Discount Tire Transport, Inc.'s Transportation Management Program is committed to the safe and effective operation of commercial motor vehicles throughout its regions in support of the Company's Vision:

**To be the BEST! Our unique success is
based on caring for and cultivating
people, delighting our customers, and
growing responsibly.**

Purpose

This manual provides guidance standards and expectations for managers and drivers regarding required actions and prohibitions, and explains the Transportation Management Program of Discount Tire Transport, Inc.

NOTE: Bold and italicized words, phrases, and abbreviations indicates a definition has been provided for them in the "Abbreviations and Definitions" section of this manual.

1. Questions or Inquiries

Questions and/or inquiries related to this policy, the *FMCsRs*, or operations of *commercial motor vehicles* should be directed to:

Robert Alexander (480) 606-6941 rob.alexander@discounttire.com

2. Abbreviations and Definitions (For purposes of these Policies & Procedures)

Accident: (1) Except as provided in paragraph (2) of this definition, ***Accident*** means an occurrence involving a ***commercial motor vehicle*** operating on a highway in interstate or intrastate commerce which results in:

- (a) A fatality;
- (b) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- (c) One or more motor vehicles incurring ***Disabling Damage*** as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

(2) The term accident does not include:

- (a) An occurrence involving only boarding or alighting from a stationary motor vehicle; or
- (b) An occurrence involving only the loading or unloading of cargo.

Alcohol: As defined in 49 CFR 382.107, the term alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Beer: As defined in 26 USC 5052(a), the term beer means beer, ale, porter, stout, and other similar fermented beverages (including sake or similar products) of any name or description containing one-half of 1 percent or more of alcohol by volume, brewed or produced from malt, wholly or in part, or from any substitute therefor.

Cell Phone/Mobile Telephone: A mobile communication device that falls under or uses any commercial mobile radio service, as defined in regulations of the Federal Communications Commission (FCC). It does not include two-way or Citizens Band Radio services.

Commercial Motor Vehicle (CMV): Any vehicle or combination of vehicles meeting the definition of Commercial Motor Vehicle in the **FMCSRs** or per State laws. The **Company** considers all vehicles owned or operated by the **Company** (including personally owned, rented, leased, or borrowed) with a **GVWR** or **GCWR** greater than 10,000 pounds to be a **CMV**.

Company: Discount Tire Transport, Inc.

Disabling Damage: Any damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

- (1) Inclusions. Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
- (2) Exclusions:
 - (a) Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
 - (b) Tire disablement without other damage even if no spare tire is available.
 - (c) Headlamp or taillight damage.
 - (d) Damage to turn signals, horn, or windshield wipers which makes them inoperative.

Disqualified Driver: A **Driver** who no longer meets the Driver Qualification Standards or has committed a disqualifying event, as outlined in this Policy & Procedure Manual. A **Disqualified Driver** is prohibited from operating a CMV.

Distilled Spirits: As defined in 26 USC 5002(a)(8), the terms “distilled spirits”, “alcoholic spirits”, and “spirits” mean that substance known as ethyl alcohol, ethanol, or spirits of wine in any form (including all dilutions and mixtures thereof from whatever source or by whatever process produced).

Driver: Any **Employee** who operates a **CMV** on behalf of the **Company**.

Driving Time: All time spent at the driving controls of a **CMV** in operation.

Electronic Logging Device (ELD): means a device or technology that automatically records a **Driver's Driving Time** and facilitates the accurate recording of the **Driver's** hours of service, and that meets the requirements of subpart B of the **FMCSRs**.

Employee: An employee of the Reinalt-Thomas Corporation and its subsidiaries, including Discount Tire, America's Tire, Discount Tire Direct, and any other subsidiaries.

Employer: The Reinalt-Thomas Corporation and its subsidiaries, including Discount Tire, America's Tire, Discount Tire Direct, and any other subsidiaries.

Federal Motor Carrier Safety Regulations (FMCSRs or The Regulations): The Code of Federal Regulations (CFR) of Title 49, including Parts 40, 325, 350 & 355 – 399 which regulate the movement of **CMVs**.

Gross Combination Weight Rating (GCWR): The **GCWR** is the sum of all **GVWRs** of a combination unit, i.e. truck **GVWR** and trailer **GVWR** added together.

Gross Vehicle Weight Rating (GVWR): The maximum weight a vehicle is designed to carry, including its own weight, indicated by the manufacturer. The **GVWR** is located on the Vehicle Identification Number (VIN) plate of the vehicle or trailer.

Motor Carrier: A person or company who provides transportation of property or passengers by **CMV**.

Off Duty: All time when a **Driver** is not **On Duty**, is not required to be in readiness to work, or is not under any responsibility for performing work.

On Duty: All time from the time a **Driver** begins to work or is required to be in readiness to work until the time the **Driver** is relieved from work and all responsibility for performing work. **On Duty** time shall include:

- (1) 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 the **Driver** has been relieved from duty by the **Motor Carrier**;
- (2) All time inspecting, servicing, or conditioning any **Commercial Motor Vehicle** at any time;
- (3) All **Driving Time** as defined in the term **Driving Time**;
- (4) All time in or on a **Commercial Motor Vehicle**, other than time spent resting in or on a parked vehicle;
- (5) All time loading or unloading a **CMV**, supervising, or assisting in the loading or unloading, attending a **CMV** being loaded or unloaded, remaining in readiness to operate the **CMV**, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled **CMV**;
- (7) Performing any other work in the capacity, employ, or service of, a **Motor Carrier**; and
- (8) Performing any compensated work for a person who is not a **Motor Carrier**.

Physical Control: Having the means to initiate any movement of, and in close proximity to, the operating controls of a vehicle.

RADAR Detector: Any device or mechanism to detect the emission of radio microwaves, laser beams or any other future speed measurement technology employed by enforcement personnel to measure the speed of **CMVs** upon public roads and highways for enforcement purposes.

Safety-Sensitive Function: All time from the time a **Driver** begins to work or is required to be in readiness to work until the time they are relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- (1) All time at a **Company** or **Employer** facility, or other property, or on any public property, while responsible for a **CMV**;
- (2) All time conducting Pre-trip and Post-trip inspections or otherwise inspecting, servicing, or conditioning any **CMV** at any time;
- (3) All time spent at the driving controls of a **CMV** in operation;
- (4) All time, other than driving time, in or upon any **CMV**;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Schedule I Substance: As defined in 21 CFR 1308.11, any of the drugs and other substances listed in 1308.11 that have been assigned a DEA Controlled Substances Code Number (e.g. narcotics, opiates, hallucinogens, etc.).

Texting: Manually entering alphanumeric text into, or reading text from, an electronic device.

- (1) This action includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access a World Wide Web page, **pressing more than a single button** to initiate or terminate a voice communication using a mobile telephone, or engaging in any other form of electronic text retrieval or entry, for present or future communication.
- (2) Texting does not include:
 - (a) Inputting, selecting, or reading information on a global positioning system or navigation system; or
 - (b) Pressing a single button to initiate or terminate a voice communication using a mobile telephone; or
 - (c) Using a device capable of performing multiple functions (e.g., fleet management systems, dispatching devices, smart phones, citizens band radios, music players, etc.) for a purpose that is not otherwise prohibited in this part.

USDOT (Also **Department of Transportation**): The United States Department of Transportation

(END OF DEFINITIONS)

3. Federal Regulations Subjectivity

Drivers are expected to know, understand, and comply with all applicable **FMCSRs** and State laws at all times. Failure to comply may result in Disciplinary Action as described in this Manual.

4. Driver Qualifications

NOTE: No person shall operate a *commercial motor vehicle* unless they have been qualified as a *Driver* in accordance with the *Federal Motor Carrier Safety Regulations* and the *Discount Tire Transport, Inc. Policies and Procedures Manual*.

A. A person is qualified as a **Driver** if he/she:

- (1) Is at least 21 years old for interstate operations; at least 18 years old for intrastate operations
- (2) Can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries by inspectors and auditors, and to make entries on reports and records in English
- (3) Can, by reason of experience, training, or both, safely operate the type of **CMV** they drive
- (4) Is physically qualified to drive a commercial motor vehicle and obtains a Medical Examiner's Certificate. Medical Examiner's Certificates shall be renewed prior to their expiration and shall be completed by a Medical Examiner from the National Registry of Medical Examiners, <https://nationalregistry.fmcsa.dot.gov>
- (5) Possesses a valid driver's license issued only by one State for the type(s) of vehicle(s) to be driven
- (6) Prepares and furnishes the **Company** with an annual list of traffic violation convictions
- (7) Is not disqualified as a **Driver**
- (8) Completes a driver's Road Test and received a Road Test Certificate for the type of **CMV**(s) to be operated
- (9) Has a completed and current Driver Qualification File, maintained by the **Company**

B. Failure to meet and maintain all of the Driver Qualification Standards will result in immediate removal from **Safety-Sensitive Functions**.

C. A person is a **Disqualified Driver** if he/she:

- (1) Loses their driving privilege by means of driver's license expiration, denial, withdrawal, suspension, or revocation
- (2) Has an expired Medical Examiner's Certificate, a Medical Examiner's Certificate that cannot be validated through the National Registry of Medical Examiners, or suffers an injury or illness that precludes qualification for a Medical Examiner's Certificate
- (3) Is convicted of driving a **CMV** under the influence, including:
 - (a) Driving a **CMV** while their alcohol concentration is 0.04% or more
 - (b) Driving a **CMV** while under the influence of controlled substances
 - (c) Driving a **CMV** under the influence of alcohol and/or drugs as prescribed by state law
 - (d) Refusal to undergo such testing as is required by any state or jurisdiction in the enforcement of driving under the influence
- (4) Transports, possesses, or uses any Schedule I identified controlled substances, amphetamines, narcotic drugs, or derivatives thereof, while operating a **CMV**
- (5) Leaves the scene of an accident while operating a **CMV**
- (6) Commits a felony involving the use of a **CMV**
- (7) Is convicted of violating an Out-Of-Service Order
- (8) Is convicted of violating the FMCSRs' prohibition on texting while driving
- (9) Is convicted of violating the FMCSRs' prohibition on using a hand-held mobile telephone while driving

D. A **Disqualified Driver** may become re-qualified if:

- (1) The disqualification was related to an event identified in items C.(1) or C.(2) and the disqualifying event has been removed or rectified
- (2) The disqualification was related to an event identified in items C.(3) through C.(6) and:
 - (a) The duration of disqualification found in Part 391.15 of the **FMCSRs** has been met, and
 - (b) The Transportation Management Director approves the re-qualification of the driver

5. Safety Performance History Investigations

- A. Safety Performance History Investigations are required by, and will be conducted in accordance with, the **FMCSRs**. The Safety Performance History Investigations will include, but are not limited to, the following:
 - (1) Prior employment verification of information (minimum 3 years employment history)
 - (2) Prior employment related vehicle accidents (minimum 3 years employment history)
 - (3) Prior employment related Controlled Substance and Alcohol Testing Program participation and violations for prior Commercial Driver's License (CDL) employment subject to mandatory Federal Drug and Alcohol Testing Programs (CDL license holders only, 3 year history)
 - (4) Prior employment inquiries related to Federally mandated Substance Abuse Professional's program requirement and outcome (CDL license holders only, 3 year history)
 - (5) State(s) driving record history (3 year Motor Vehicle Records)
- B. Prospective **Drivers** have the following rights related to their Safety Performance History Investigation(s):
 - (1) The right to review information provided by previous employers;
 - (2) The right to have errors in the information corrected by the previous employer and for that previous employer to re-send the corrected information to the prospective employer;
 - (3) The right to have a rebuttal statement attached to the alleged erroneous information, if the previous employer and the **Driver** cannot agree on the accuracy of the information
- C. Prospective **Drivers** who wish to review previous employer-provided Safety Performance History information must submit a written request to the Transportation Management Director, which may be done at any time, including when applying or as late as **30 days** after being assigned as a **Driver** or being notified of denial of assignment as a **Driver**. **The Company** will provide this information to the prospective **Driver** within **five (5) business days** of receiving the written request. If the Transportation Management Director has not yet received the requested information from the previous employer(s), then the five-business day's deadline will begin when the Transportation Management Director receives the requested background information. If the **Driver** has not arranged to pick up or receive the requested records within **thirty (30) days** of the Transportation Management Director making them available, the Transportation Management Director may consider the prospective **Driver** to have waived their request to review the records.

6. Driver Qualification Files

- A. Driver Qualification Files must be completed **before** a driver operates a **CMV** and must contain the following:
 - (1) Application for employment as a driver
 - (2) A 3-year motor vehicle record from the state(s) of drivers license issuance in the last 3 years
 - (3) Road Test Exam and Certificate
 - (4) A copy of the driver's current and valid Medical Examiner's Certificate
 - (5) A copy of the driver's Skill Performance Evaluation Certificate, if required to obtain a Medical Examiner's Certificate
 - (6) A note relating to the verification of the driver's Medical Examiner's Certificate with the FMCSA's National Registry of Certified Medical Examiners
 - (7) Previous 7 Days Work Hours form
- B. Within **30 days** of becoming a driver, the Safety Performance History Investigation, including the verification of the last 3 years of previous employment and drug/alcohol history, must be completed and the responses from the previous employers placed into the Driver Qualification File.
- C. The following items need to be completed **annually** (Annual Review) on each **Driver** who operates a **CMV**:
 - (1) A list from each **Driver** of traffic convictions (not including parking tickets) within the last 12 months
 - (2) Obtain a 1-year (or more) motor vehicle record from the state of driver's license issuance
 - (3) A note relating to the review of the **Driver's** motor vehicle record and an indication as to whether the **Driver** meets the qualification standards or is disqualified

7. Drug and Alcohol Policy

Certain regions or subsidiaries of the **Company** may complete alcohol and drug testing in accordance with their Drug & Alcohol Abuse Prevention Policy. This section sets forth additional standards and expectations for those **Employees** who operate **CMVs** for the **Company**. Violations of this section will result in immediate removal from all **Safety-Sensitive Functions** until the situation is reviewed by management, and may result in permanent removal as a **CMV Driver**, in addition to any disciplinary actions taken by the **Company** or **Employer**.

A. Questions Regarding Drug and Alcohol Policy.

All questions and concerns regarding a regional or subsidiary Drug & Alcohol Abuse Prevention Policy should be directed to Human Resources. All questions and concerns regarding the Drug and Alcohol Policy in this manual, applicable to **CMV Drivers**, should be directed to Transportation Management Director. Any **Driver** who thinks they may have a problem with or an addiction to alcohol and/or drugs should immediately contact their Vice President or Human Resources for information and guidance to rehabilitation/treatment.

B. Prohibited Conduct.

(1) **Alcohol-Related Prohibited Conduct.** **Drivers** are not allowed to consume any **Alcohol** within 4 hours prior to **On Duty** time, at any time while **On Duty**, and shall not report for duty with any amount of **Alcohol** in their body. **Drivers** shall not consume any **Alcohol** following an accident/collision until they are **Off Duty**. The **FMCSRs** prohibit the following activities related to **Alcohol**:

- (a) Use **Alcohol**, as defined in §382.107 of the **FMCSRs**, or be under the influence of **Alcohol**, within 4 hours before going **On Duty** or operating, or having **Physical Control** of, a **CMV**; or
- (b) Use **Alcohol**, be under the influence of **Alcohol**, or have any measured **Alcohol** concentration or detected presence of **Alcohol**, while **On Duty**, or operating, or in **Physical Control** of a **CMV**; or
- (c) Be **On Duty** or operate a **CMV** while the **Driver** possesses wine of not less than one-half of one per centum of **Alcohol** by volume, **Beer** as defined in 26 U.S.C. 5052(a), of the Internal Revenue Code of 1954, and **Distilled Spirits** as defined in section 5002(a)(8), of such Code (except wine, **Beer**, or **Distilled Spirits** which are manifested and transported as part of a shipment; or possessed or used by bus passengers)

(2) **Drug-Related Prohibited Conduct.**

Drivers shall not report for duty or remain **On Duty** if the **Driver** uses any illegal drugs or prescription drugs, except when the use of a prescription drug is at the instruction of a physician who has advised the **Driver** that the prescription drug does not adversely affect the ability to safely operate a **Commercial Motor Vehicle**. The **FMCSRs** prohibit the following activities related to controlled substances:

- (a) No **Driver** shall be **On Duty** and possess, be under the influence of, or use, any of the following drugs or other substances:
 - i. Any 21 CFR 1308.11 **Schedule I substance**;
 - ii. An amphetamine or any formulation thereof (including, but not limited, to “pep pills,” and “bennies”);
 - iii. A narcotic drug or any derivative thereof; or
 - iv. Any other substance, to a degree which renders the **Driver** incapable of safely operating a motor vehicle
- (b) Paragraphs 6.B.(2)(a)(ii), (iii), and (iv) do not apply to the possession or use of a substance administered to a **Driver** by or under the instructions of a licensed medical practitioner, as defined in the **FMCSRs**, who has advised the **Driver** that the substance will not affect the **Driver**’s ability to safely operate a motor vehicle
- (c) **USDOT** Policy on “**Recreational Marijuana**”: A state’s initiative or law to legalize “recreational marijuana” has no bearing on the **Department of Transportation**’s regulations and prohibitions. The **FMCSRs** do not authorize the use of **Schedule I** drugs, including marijuana, for any reason. **Any use or possession of marijuana will be a violation of The Regulations**, regardless of which state the **Driver** is operating in or which state the **Driver** resides.
- (d) **USDOT** Policy on “**Medical Marijuana**”: The Department of Justice (DOJ) has issued guidelines for Federal prosecutors in states that have enacted laws authorizing the use of “medical marijuana”. The DOJ’s guidelines have no bearing on the **Department of Transportation**’s regulations and prohibitions.

The **FMCSRs** do not authorize “medical marijuana” under a state law to be a valid use or possession of marijuana by a **Driver**. Any use or possession of marijuana will be a violation of **The Regulations**, regardless of which state the **Driver** is operating in or which state the **Driver** resides.

(3) Prescription Drugs.

When a physician prescribes the use of prescription or over-the-counter drugs, or when over-the-counter drugs bear warnings about side effects that may affect job performance, each **Employee** should ask their health care provider whether such drugs may adversely affect their ability to safely perform **Safety Sensitive Functions**. Performing **Safety Sensitive Functions** while using or being under the influence of drugs which may affect the ability to safely perform them is prohibited. An **Employee** must advise their Manager, Assistant Vice President, or Regional Vice President if they are taking a medication that may adversely affect the **Employee**’s ability to perform assigned duties safely.

8. Operating Commercial Motor Vehicles

Drivers are expected to operate **CMVs** in a professional, courteous, and safe manner at all times. The **Company** has a professional reputation and expects all **Drivers** to exhibit and project the same level of professionalism. Failure to comply with any of the following procedures may result in Disciplinary Action as described in this manual.

A. Pre-trip and Post-trip Inspections.

- (1) **Pre-trip Inspection:** **Drivers** shall complete a thorough Pre-trip Inspection of the entire **CMV** (truck and trailer, if applicable) prior to operating each day. If a trailer is changed or connected during a trip, a Pre-trip of the trailer shall be conducted, in addition to the Pre-trip at the beginning of each day, before departing the location of pickup. Every Pre-trip Inspection shall be completed in accordance with **FMCSR** standards and cover all Parts & Accessories required by the **FMCSRs**, including fire extinguishers, emergency triangles, spare fuses, lights, and tire tread depth. Ensure all required documents (driver’s license, Medical Card, vehicle registration, proof of insurance, Annual Inspection for each unit, **ELD**, **ELD** User Manual, 8-days or more of blank Log Book pages, etc.) are present and legible. Any vehicle parts or components that are defective shall be repaired PRIOR to operating the **CMV**, even if necessary to utilize a mobile repair service to do so.
- (2) **Post-trip Inspection:** **Drivers** shall complete a thorough Post-trip Inspection of the entire **CMV** (truck and trailer, if applicable) at the completion of each day. The Post-trip Inspection shall be completed in accordance with **FMCSR** standards and cover all Parts & Accessories required by the **FMCSRs** and the **Driver** shall complete a Driver Vehicle Inspection Report (DVIR) indicating defective/deficient parts/components or that there are none. Any vehicle defects/deficiencies shall be corrected before the vehicle is operated again. The DVIRs are incorporated into the **ELD** System; handwritten DVIRs shall be forwarded by the manager to the **Office of Safety** on a weekly basis.

B. Seatbelt Usage.

Drivers are required to wear the seatbelt properly while operating a **CMV**. If a co-driver or passenger is present in the **CMV** and seated in the passenger seat, the co-driver/passenger must wear the seatbelt properly while the **CMV** is in motion. The **Company** mandates seatbelt usage.

C. Local Laws.

Drivers are required to obey all traffic laws, including local ordinances, when operating a **CMV**. The **Company** will not tolerate unsafe driving and traffic infractions.

D. Hours of Service/Logbooks.

Drivers shall comply with all Hours of Service mandates found in the **FMCSRs** and/or state laws. Discount Tire Transport, Inc. utilizes **Electronic Logbook Devices (ELDs)** and requires all **drivers** to learn, understand, and complete **ELD** tasks correctly and in accordance with the training received from the **Company**. Tampering with or damaging the **ELDs** will not be tolerated. Should an **ELD** malfunction or be inoperable, **Drivers** shall immediately notify their supervisor and shall reconstruct the current day and previous seven days’ Hours of Service using the blank paper Logbook pages as a substitute; the paper Logbook needs to be filled out from the beginning of the day and shall be turned into the **Office of Safety** weekly. Failure to comply with **ELD** standards, any Hours of Service violations of the **FMCSRs**, or failure to submit records will not be tolerated.

E. CMV Cleanliness.

Drivers must keep **CMVs** in a clean and professional appearance, including but not limited to the following:

- (1) Washing the **CMV** at least once per week
- (2) Returning the **CMV** with full fuel tanks at the completion of each trip
- (3) Returning the **CMV** with full fluid levels (oil, transmission, radiator, windshield washer fluid, and tire air pressures) at the completion of each trip
- (4) Trash shall not be strewn about the **CMV** and shall be removed from **CMV** at the completion of each trip

F. Unauthorized Use of CMV.

Drivers are only allowed to use **CMVs** for official **Company** business. **Drivers** shall not use the **CMVs** to drive to their residence without prior authorization. **Drivers** shall not use the **CMVs** for personal use nor travel off designated route(s) without prior authorization from their supervisor.

G. Passengers.

Drivers will not have passengers or co-drivers in the **CMV** unless approved by management prior to departing on each trip. Transporting an unauthorized passenger is a violation of the **FMCSRs**.

H. RADAR Detectors.

Drivers shall not have in their possession, nor allow in the **CMV**, any **RADAR Detector** or **RADAR Detector** parts, regardless whether it is operational or not, including new or unopened in its original packaging.

I. Cell Phone Usage/Texting.

- (1) **Cell Phone Usage.** **Drivers** will not use a cell phone while driving unless it is equipped with a Hands-Free device that allows for operation (dialing, answering, or ending a call) by a single button push. **Drivers** shall not hold a cell phone in their hand(s) while driving. If a **Driver** does not have a Hands-Free device or needs to hold the cell phone for any reason, the **Driver** shall safely park the **CMV** prior to operating the cell phone.
- (2) **Texting.** **Drivers** shall not text while driving. If a **Driver** needs to answer, respond to, or complete a text message, the **Driver** shall safely park the **CMV** before texting.

J. Trip Document Submissions.

- (1) Copies of all trip documents (Supporting Documents), Roadside Inspection Reports, Driver Vehicle Inspection Reports (DVIRs), paper Log Book pages, manifests, etc., shall be uploaded to the electronic file data base within 7 days, or less.
- (2) Supporting documents are records generated in the ordinary course of business. Examples: bills of lading, dispatch records, weight/scale tickets, fuel receipts, toll receipts, port of entry receipts, delivery receipts, Roadside Inspection reports, crash reports, credit card receipts.

K. Disabled Vehicles.

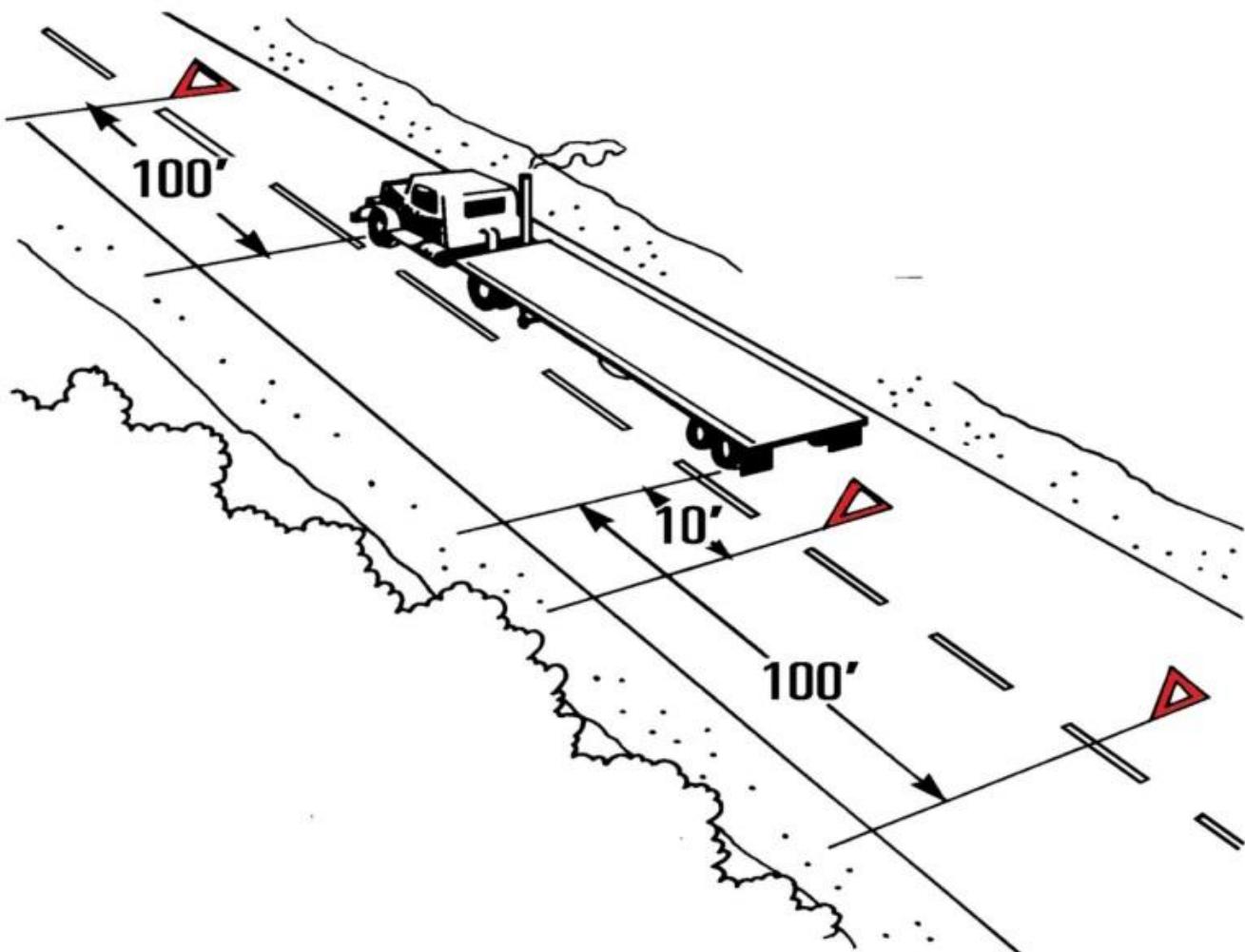
In the event a **CMV** becomes disabled while on a roadway, highway, or street, the **Driver** shall take the following precautions to decrease the hazardous risks and liabilities for the public, the **Driver**, and the **Company**:

- (1) Make every effort to move the vehicle out of the traffic lanes and to the shoulder of the road
- (2) If the vehicle becomes disabled and stationary in the lane(s) of traffic, and the vehicle cannot be started or moved on its own power, do not attempt to push the vehicle out of the roadway alone.
- (3) Activate the Emergency Four-Way Flashers.
- (4) Before exiting the vehicle, put on a reflective safety vest to increase visibility.
- (5) If available, use a cell phone to contact the local police/law enforcement agency, or 9-1-1, to obtain assistance with traffic control and vehicle removal. After contacting law enforcement, contact a supervisor to advise them of the location and situation.
- (6) As soon as possible, but within 10 minutes of coming to a stop, deploy the Emergency Triangles in accordance with the provisions and diagrams described in **Emergency Triangle Placement**.
- (7) After deploying the Emergency Triangles, turn off the Emergency Four-Way Flashers to save battery power.
- (8) If the vehicle is not on the shoulder of the road, and if possible without increasing the risk of injury, leave the vehicle and move to the shoulder of the road, away from traffic, preferably behind a traffic barricade.
- (9) Prior to leaving the location, turn on the Emergency Four-Way Flashers to retrieve the Emergency Triangles. Turn off the Emergency Four-Way Flashers before driving the vehicle.

L. **Emergency Triangle Placement.** Whenever a **CMV** is stopped upon the traveled portion or the shoulder of a highway for any cause other than necessary traffic stops, the driver shall, as soon as possible, but in any event within 10 minutes, place the Emergency Triangles in the following manner:

(2) Two-way roads. If the **CMV** is stopped upon the traveled portion or the shoulder of a two-way highway, place the warning devices as follows:

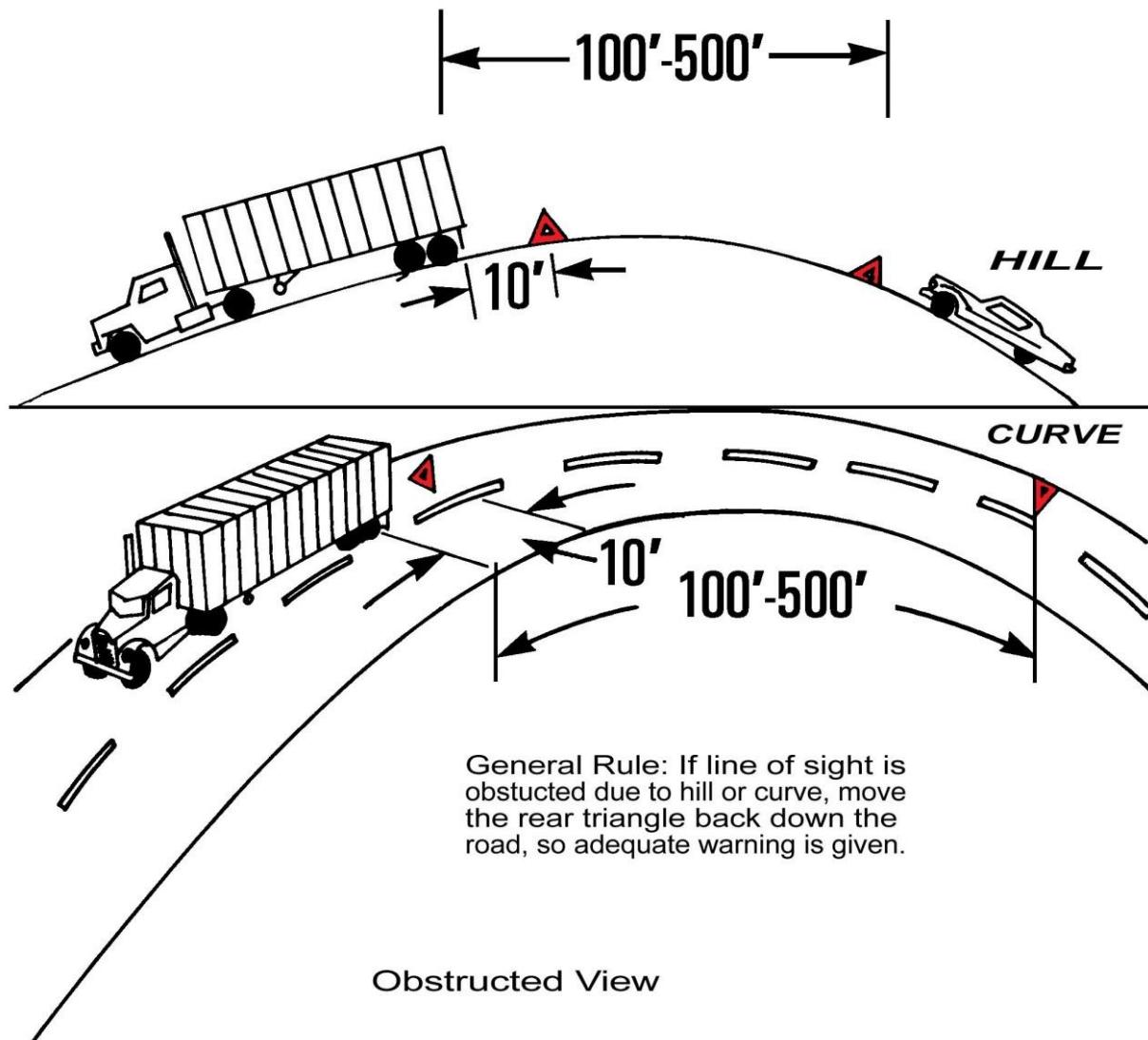
- One on the traffic side of and 4 paces (approximately 3 meters or 10 feet) from the stopped **CMV** in the direction of approaching traffic (to the rear of the **CMV**);
- One at 40 paces (approximately 30 meters or 100 feet) from the stopped **CMV** in the center of the traffic lane or shoulder occupied by the **CMV** and in the direction of approaching traffic (to the rear of the **CMV**); and
- One at 40 paces (approximately 30 meters or 100 feet) from the stopped **CMV** in the center of the traffic lane or shoulder occupied by the **CMV** and in the direction away from approaching traffic (to the front of the **CMV**).



Two Lane or Undivided Highway

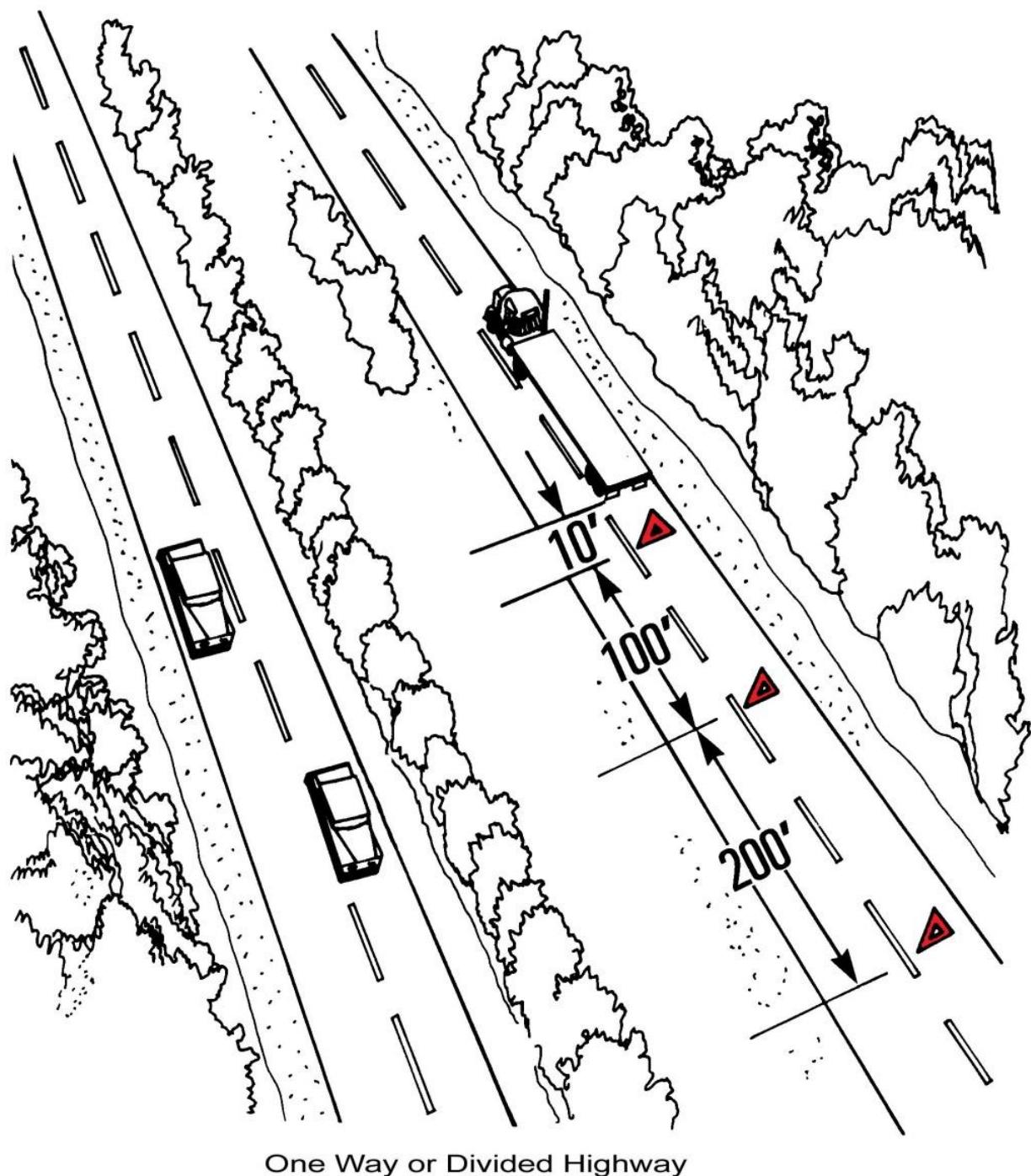
(3) Hills, curves, and obstructions. If the **CMV** is stopped within 500 feet of a curve, crest of a hill, or other obstruction to view, place the warning devices as follows:

- One on the traffic side of and 4 paces (approximately 3 meters or 10 feet) from the stopped **CMV** in the direction of approaching traffic (to the rear of the **CMV**);
- One in the direction of the obstruction to view a distance of 100 feet to 500 feet from the stopped **CMV** so as to afford ample warning to other users of the highway and in the direction of approaching traffic (to the rear of the **CMV**); and
- One in the direction of the obstruction to view a distance of 100 feet to 500 feet from the stopped **CMV** so as to afford ample warning to other users of the highway and in the direction away from approaching traffic (to the front of the **CMV**).



(4) Divided or one-way roads. If the **CMV** is stopped upon the traveled portion or the shoulder of a divided or one-way highway, place the warning devices as follows:

- One on the traffic side of and 4 paces (approximately 3 meters or 10 feet) from the stopped **CMV** in the direction of approaching traffic (to the rear of the **CMV**);
- One at 40 paces (approximately 30 meters or 100 feet) from the stopped **CMV** in the center of the traffic lane or shoulder occupied by the **CMV** and in the direction of approaching traffic (to the rear of the **CMV**); and
- One at 80 paces (approximately 61 meters or 200 feet) from the stopped **CMV** in the center of the traffic lane or shoulder occupied by the **CMV** and in the direction away from approaching traffic (to the rear of the **CMV**).



M. Traffic Accidents.

Drivers shall make every effort to avoid accidents. Should a **driver** be involved in an accident, complete the following steps:

- (1) Determine the number of vehicles involved and if anyone is injured.
- (2) Move the vehicles to the side of the roadway, out of traffic, if they can be moved and it can be done safely.
- (3) Call 9-1-1 and report the location, number of vehicles involved, and number of injuries.
- (4) Call a supervisor and notify them of the location and situation. The supervisor should notify the Office of Safety as soon as possible.
- (5) Before exiting the vehicle, put on a reflective safety vest to increase visibility.
- (6) If able and as soon as possible, preferably within 10 minutes of the accident, deploy the Emergency Triangles in accordance with the provisions and diagrams described in **Emergency Triangle Placement**.
- (7) Do not leave the accident scene until released by the police or local authorities.
- (8) Try to locate and obtain names and contact information for any witnesses of the accident.
- (9) Exchange information with all parties involved:
 - (a) Names and ages of driver(s) and passenger(s)
 - (b) Driver's license number, current address, date of birth, and physical description
 - (c) Vehicle license plate and State, make, model, registered owner, and VIN number
 - (d) Proof of insurance, insurance company name and phone number, effective date, expiration date, and policy number
 - (e) Police/Investigator's name, badge number, and police report number
- (10) Take photographs (if able to do so safely).
 - (a) All vehicles involved from each side and corner angle
 - (b) All vehicle damages
 - (c) Accident scene surroundings, including bystanders
 - (d) Roadway marks caused from the collision (scuff marks, skid marks, etc.)
 - (e) Roadway pictures as approaching the accident scene from both directions (including roadway signs)
 - (f) Take as many photographs as possible
- (11) As soon as possible, write a descriptive and detailed narrative of the event, answering the questions of Who, What, When, Where, Why, and How.
- (12) When released from the accident scene, immediately contact a supervisor before departing the scene to provide updated information and receive any pending instructions.
- (13) As soon as practicable, forward copies of all accident scene documents and photographs to the Office of Safety.

N. On-Duty Injuries

- (1) Seek immediate first aid, call 9-1-1 if needed
- (2) Secure and isolate the area to prevent others from being hurt or exposed to the same risk
- (3) Contact a supervisor to notify of injury and circumstances. Supervisors should notify the Office of Safety as soon as possible.
- (4) Preserve the scene, if possible, for incident investigation
- (5) Take photographs (if able to do so safely)
 - (a) Entire scene and surroundings
 - (b) Dangers, risk, or cause of injury
 - (c) Any injuries
 - (d) Take as many photographs as possible
- (6) As soon as possible, write a descriptive and detailed narrative of the event, answering the questions of Who, What, When, Where, Why, and How.
- (7) As soon as practicable, forward copies of all incident documents and photographs to the Office of Safety.

O. Roadside Inspections (Ports of Entry, Weight Stations, Inspection Stations, or Traffic Stop Inspections)

Federal, State and local enforcement authorities conduct Roadside Inspections to determine compliance with the FMCSRs and may document violations on a Roadside Inspection Report (also called a Driver/Vehicle Examination Report). **Drivers** shall take the following steps regarding Roadside Inspections:

- (1) Begin each day expecting to be inspected and ensure the **CMV** and required documents are in acceptable condition
- (2) At all times during a Roadside Inspection be professional and courteous to the inspector(s)
- (3) Have all documents readily available for the inspector(s)
- (4) If the inspector(s) discovers any violations, ask the inspector to point them out (if possible) to be photographed
- (5) At the first available opportunity, notify a supervisor that the inspection is taking place and the location
- (6) Take photographs
 - (a) If the inspector will not allow photographs during the Roadside Inspection, then photograph all defective/deficient parts listed on the Roadside Inspection Report prior to moving from the inspection location
 - (b) Photograph each defective/deficient part up close as well as from a distance
 - (c) Take photographs showing the **CMV** and the inspection location (a photo showing the **CMV** with a mile post marker or roadway sign in the picture to show location)
 - (d) If possible, take photographs showing the **CMV** and the inspector's vehicle(s) or inspection station
- (7) As soon as possible, write a descriptive and detailed narrative of the event, answering the questions of Who, What, When, Where, Why, and How
- (8) Contact a supervisor prior to departing the inspection location
- (9) As soon as practicable, forward copies of all Roadside Inspection documents and photographs to your supervisor.

Safety Meetings

Safety Meetings will be conducted at least twice per year in each Region or by webinar/teleconference and are mandatory for all **drivers** to attend. Safety Meetings will address current safety concerns of the **Company**, traffic safety issues, workplace safety issues, and training related to the **FMCSRs**. **Drivers** will be notified of the meetings and their work schedules may be altered to accommodate the Safety Meeting. Time associated with Safety Meetings meets the definition of "**On-Duty** time". **Drivers** are required to manage their Hours of Service time to ensure compliance with the **FMCSRs**.

Disciplinary Action

Drivers in violation of these policies and/or **FMCSRs** may be subject to discipline, including but not limited to remedial training, warning letters, removal as a **CMV driver**, and/or termination of employment. The **Company** encourages all **CMV drivers** to adhere to these policies and maintain compliance with the **FMCSRs** and State laws.

Appendix B

Driver's Acknowledgement

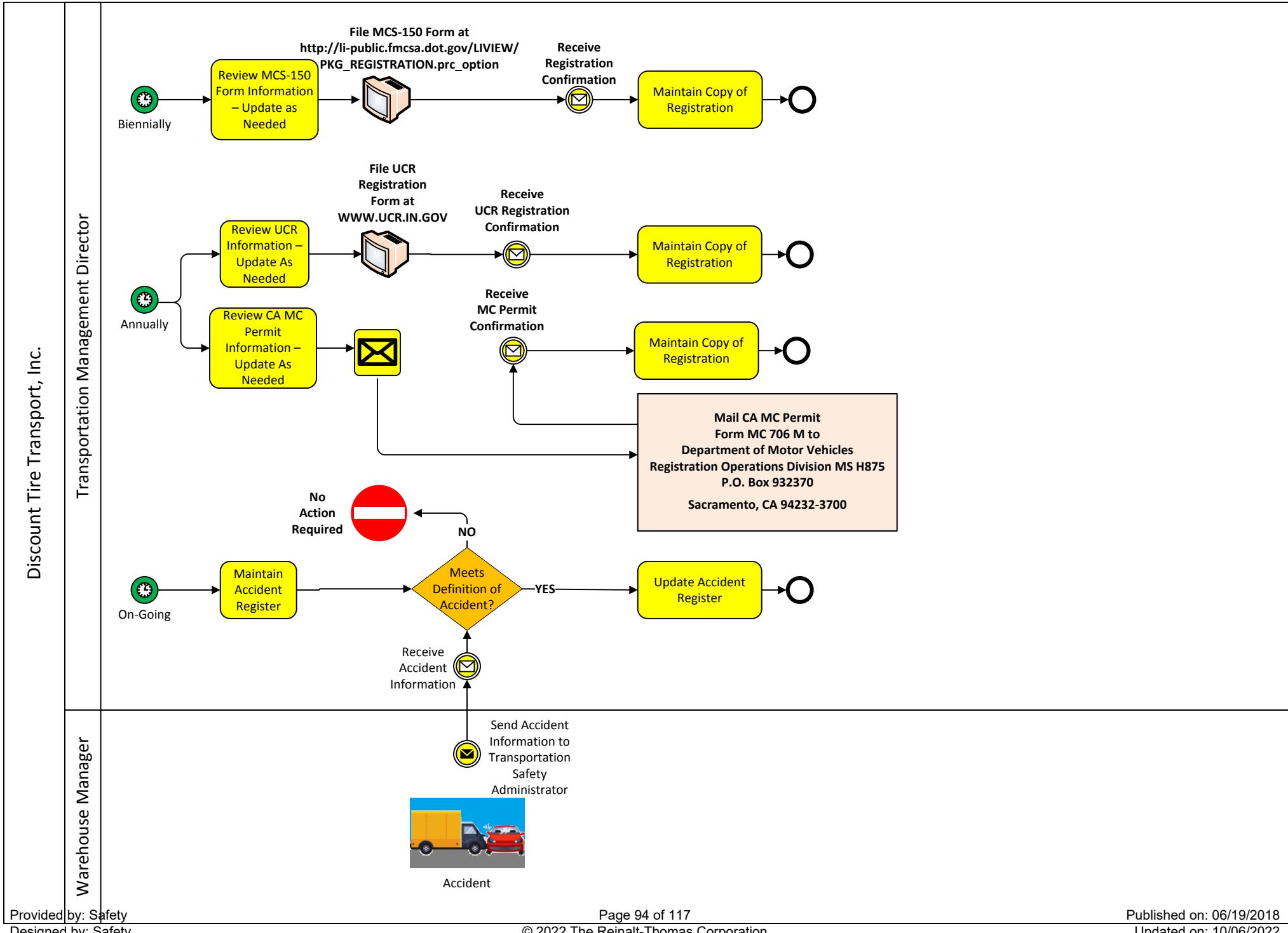
I acknowledge receipt of the Discount Tire Transport, Inc. Policies and Procedures Manual. I have read it, understand it, and will comply with it.

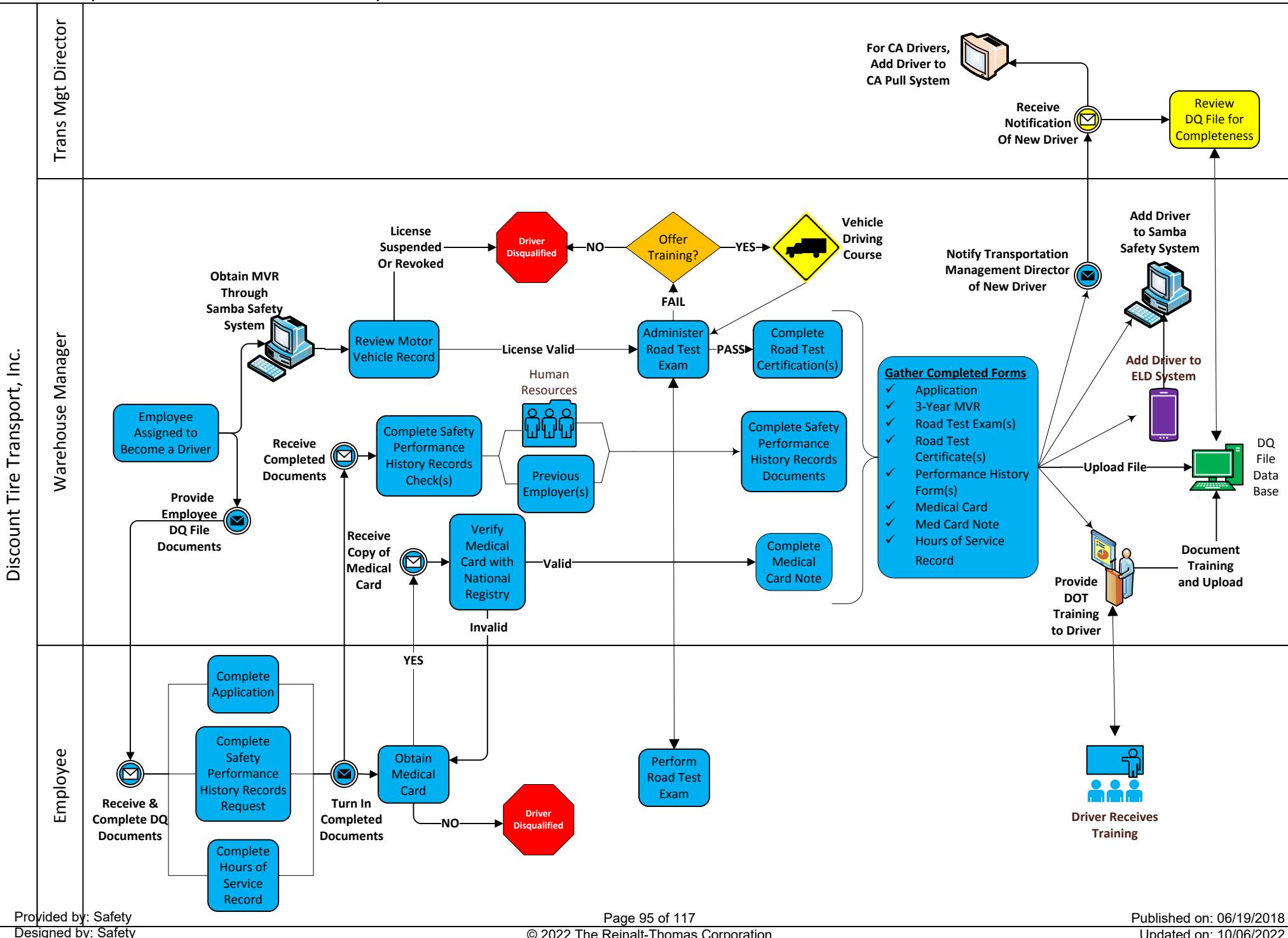
(Printed Name)

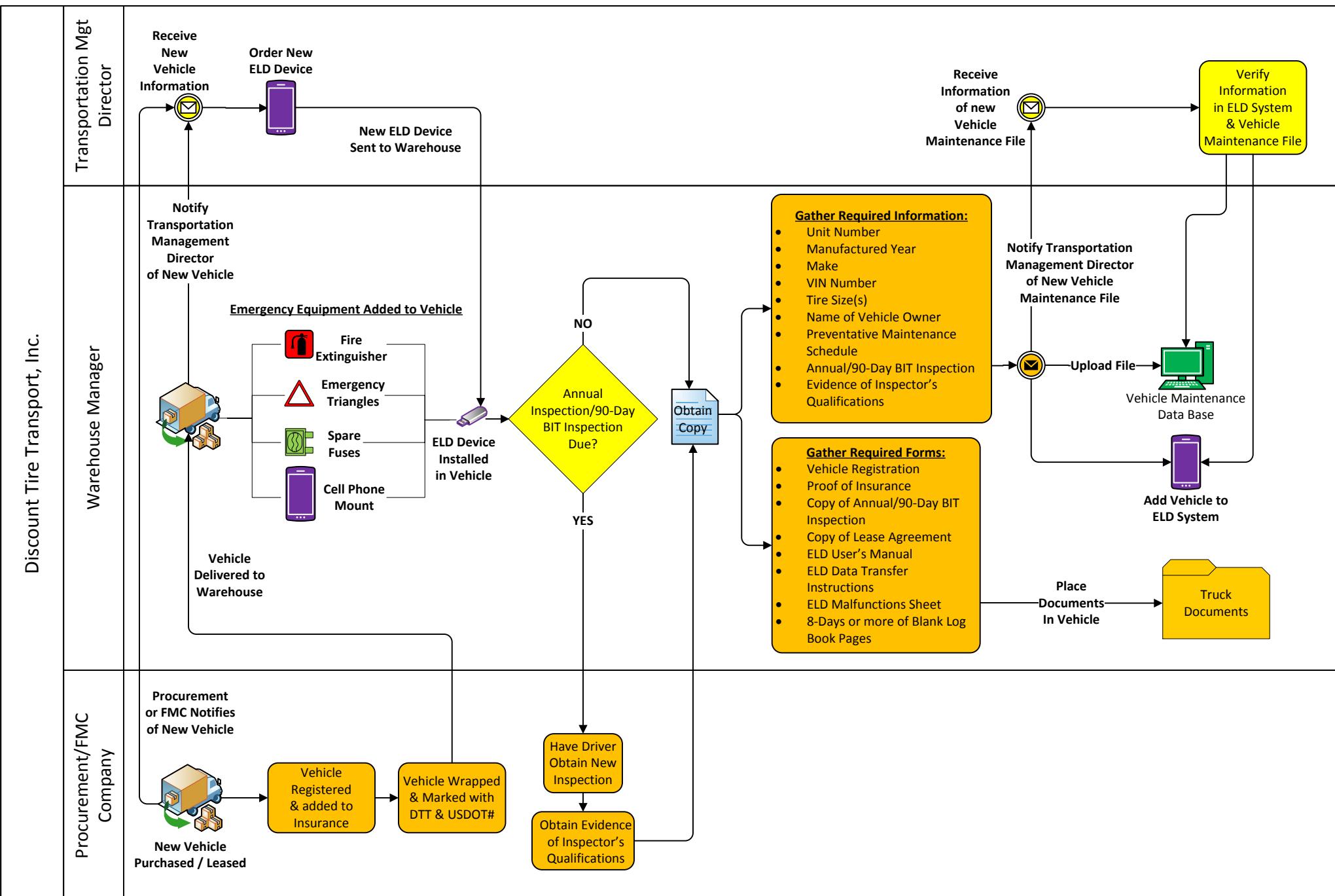
(Work Location)

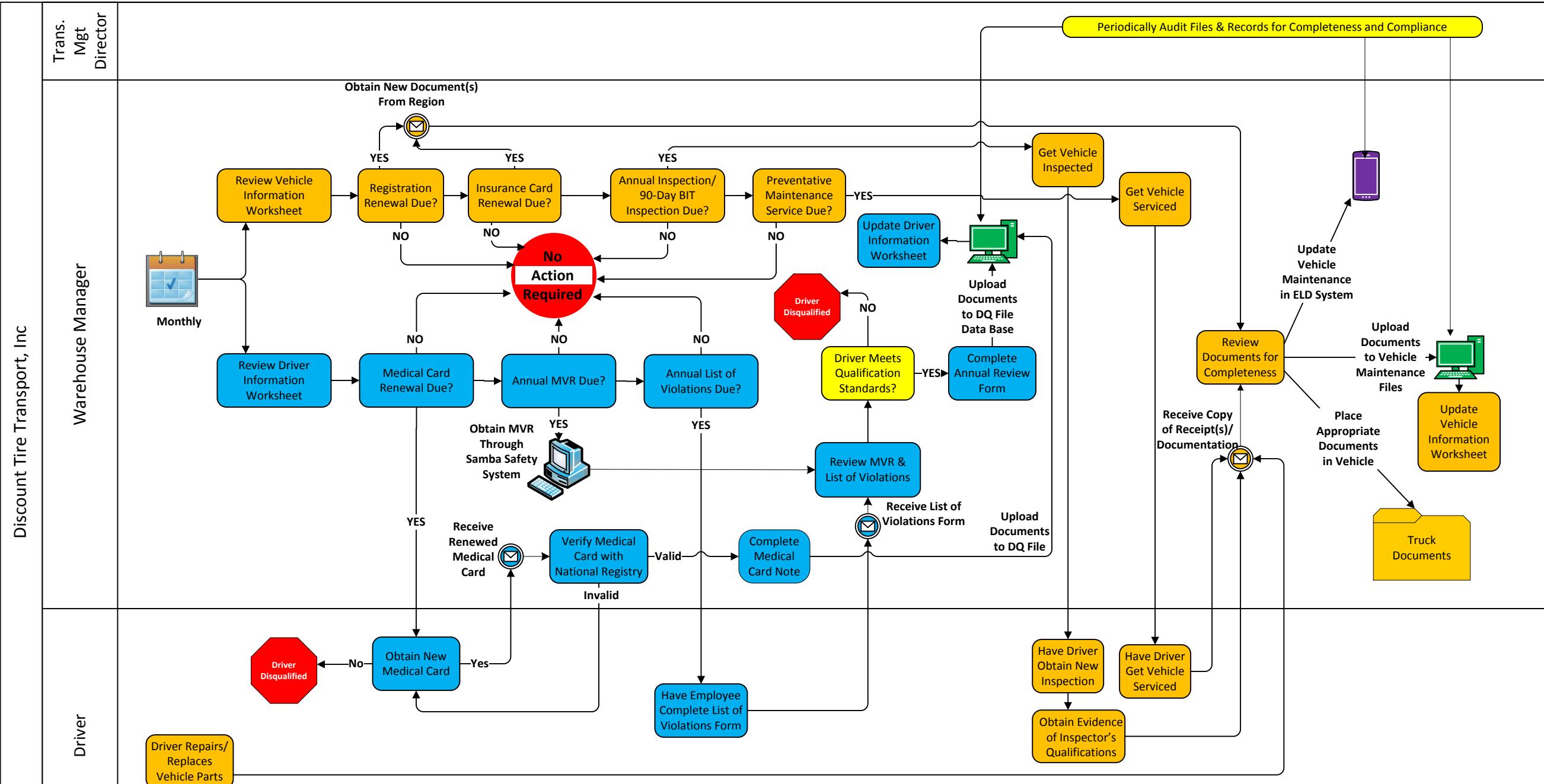
(Signature)

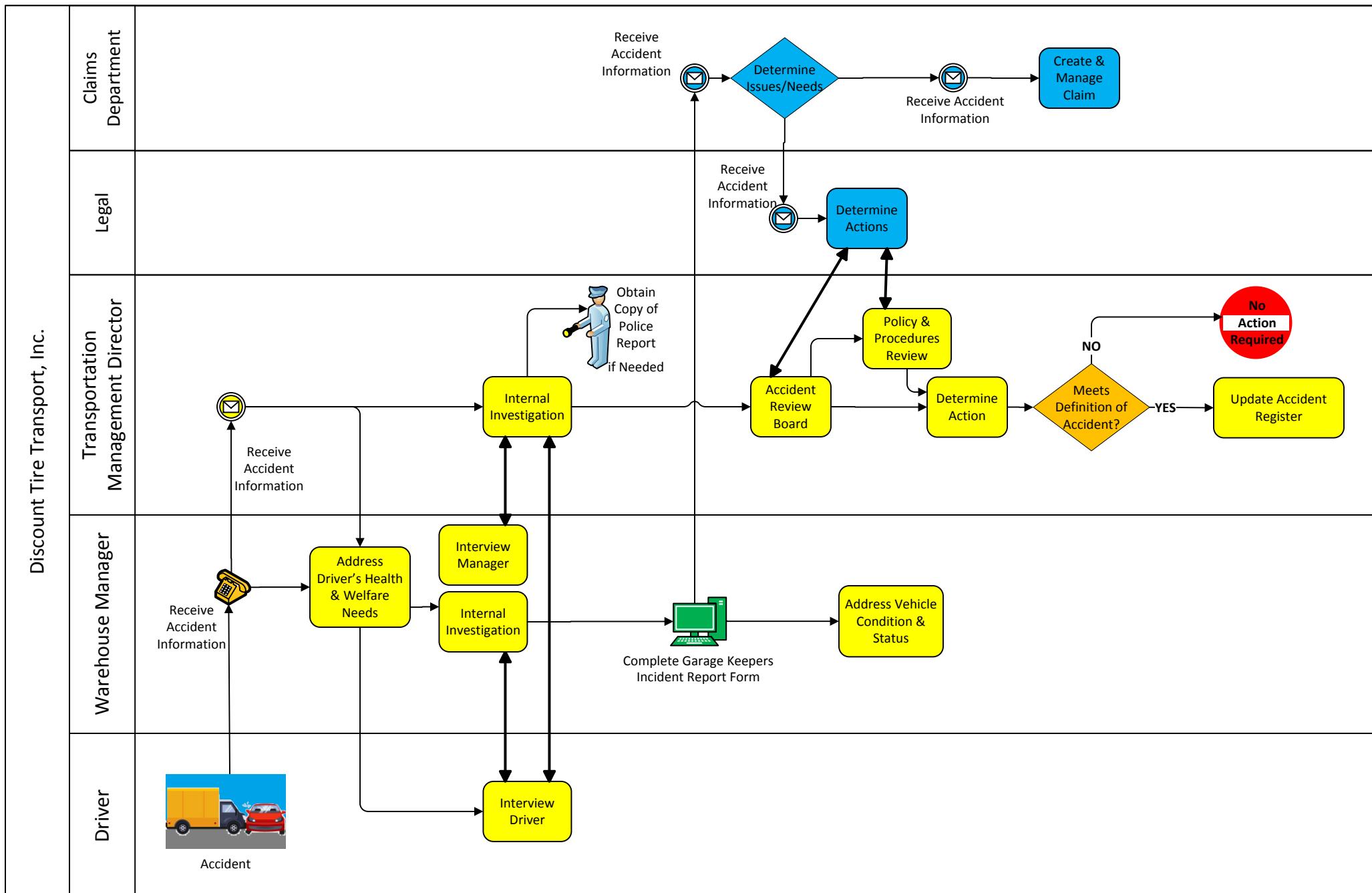
(Date)

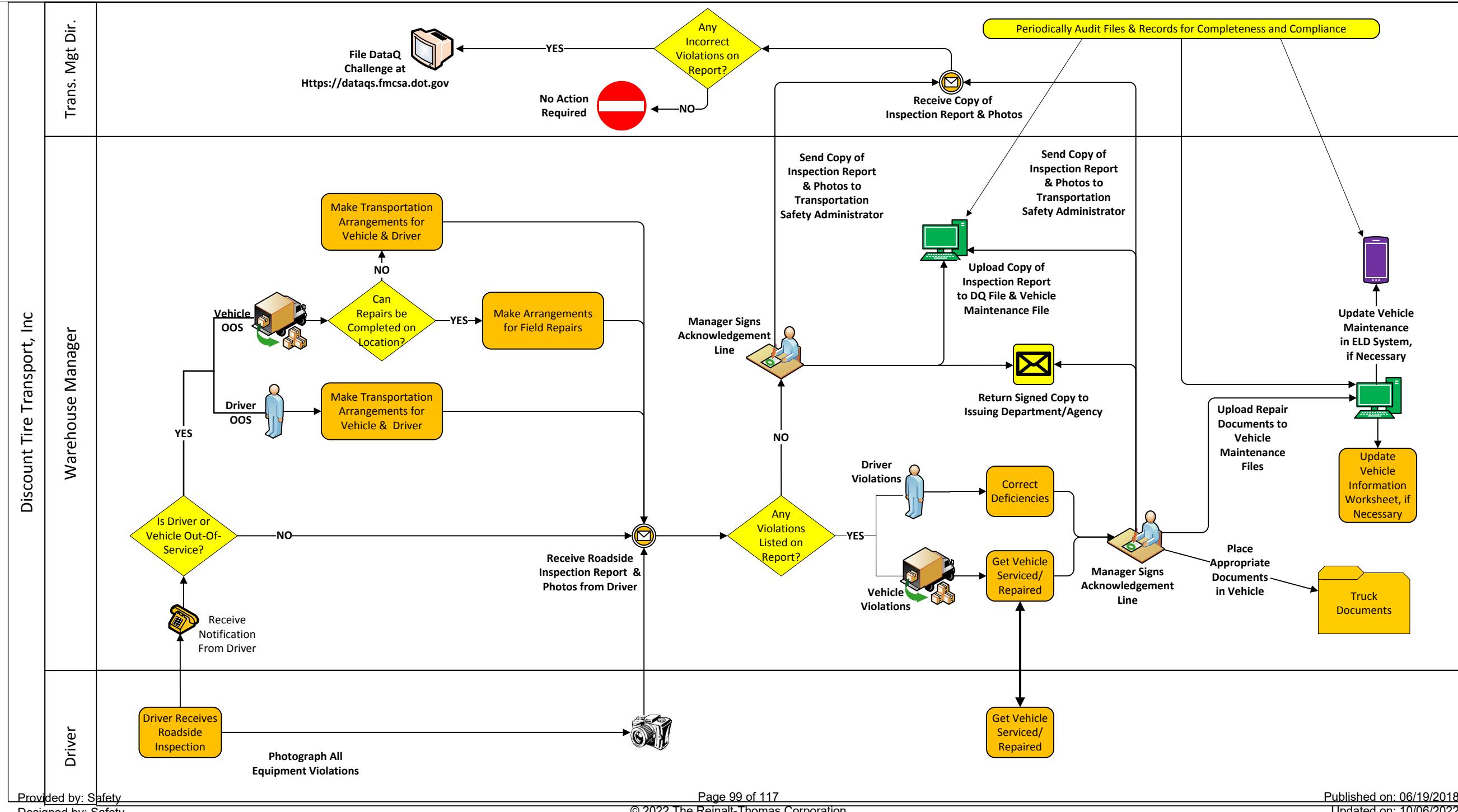












DISCOUNT TIRE TRANSPORT, INC.

Transportation Management Program

*CORPORATE RECORDS Access to DOT Files
(Manager's Instructions)*

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Accessing DOT Files in CORPORATE RECORDS

The DOT records and files for Discount Tire Transport, Inc. are maintained in CORPORATE RECORDS System.

NOTE: “Corporate Records” and “Kapish Explorer” are the same thing. They both are using the same program to store your documents. Both programs are also referred to as “TRIM”. You may hear any or all of these terms used to describe working with documents in this system.

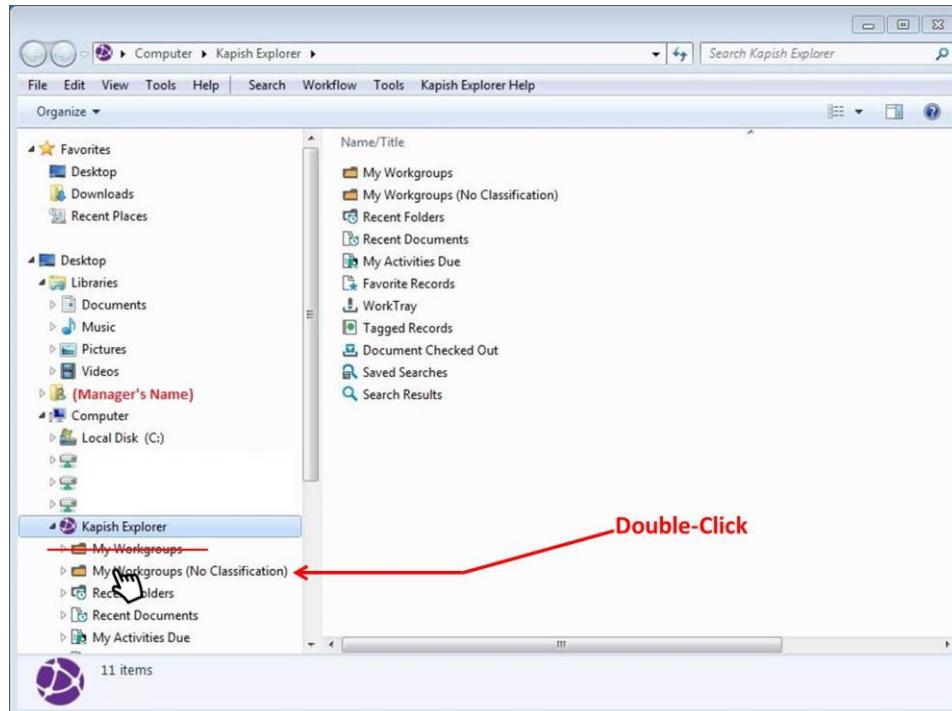
1) Initial Access to DOT Files in CORPORATE RECORDS

When accessing the DOT Files in CORPORATE RECORDS for the first time, follow these steps to set up a quick access short cut:

- a. Locate the **Corporate Records** icon on the Desktop and double-click it

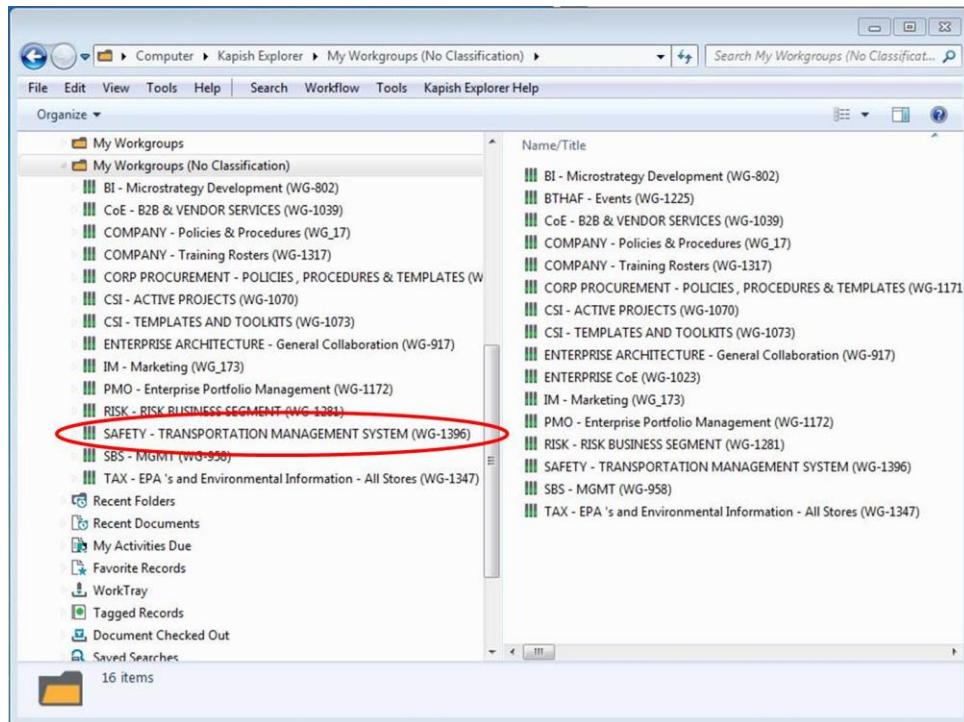


- b. Locate the **My Workgroups (No Classification)** and double-click it

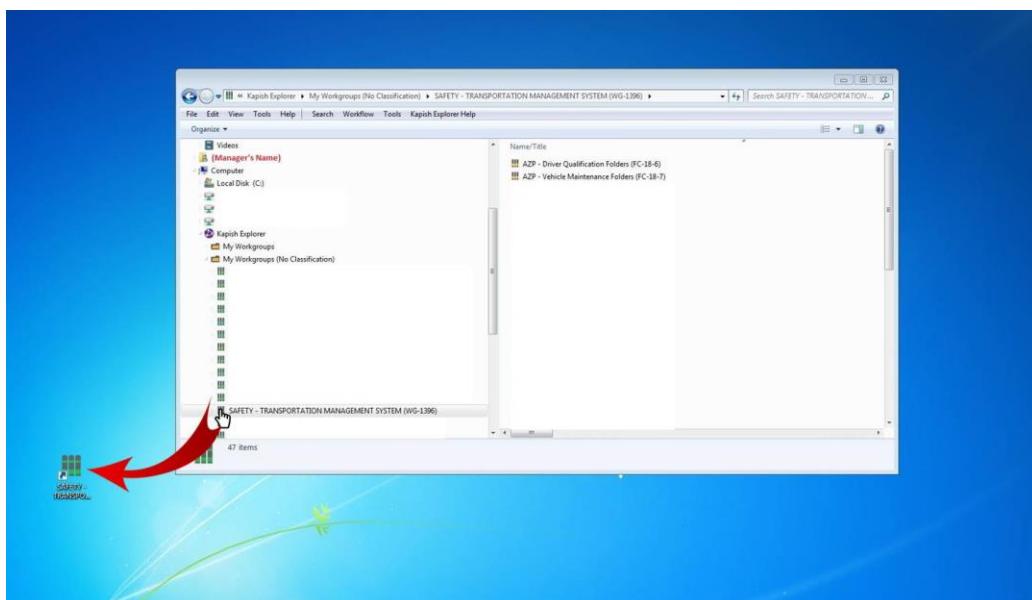


NOTE: Do NOT click on “My Workgroups”; it contains computer-programming data.

c. Scroll down and find the  SAFETY - TRANSPORTATION MANAGEMENT SYSTEM (WG-1396) older



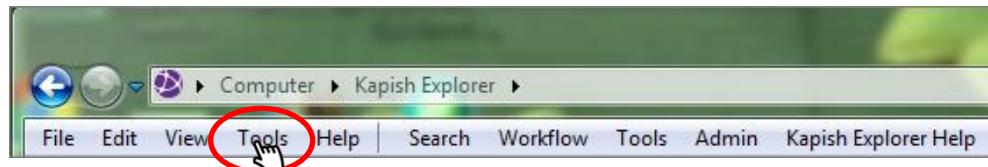
d. Drag-and-drop the folder to your desktop to create a quick access short-cut icon



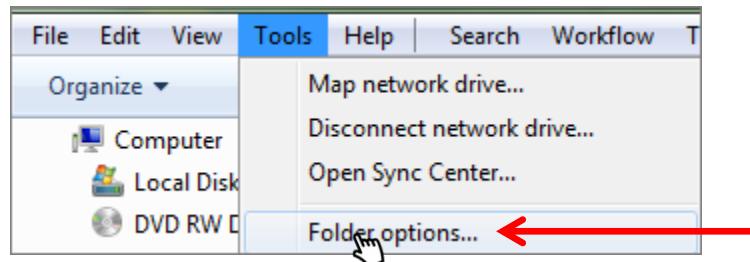
e. Double-click on new  SAFETY - TRANSPORTATION MANAGEMENT SYSTEM (WG-1396) hortcut



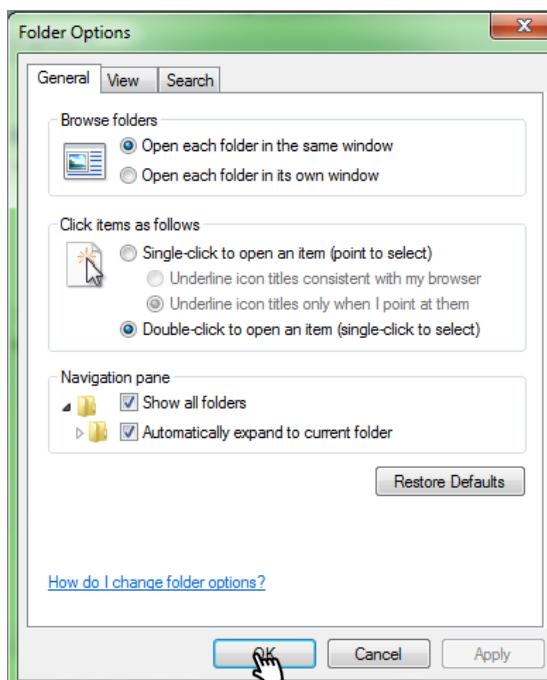
f. At the top of the window, click on **Tools** (as shown by **RED** circle)



g. Click on **Folder Options**



h. Under **General** tab, match your settings to this screen shot; click **OK** when done



i. Initial setup to access DOT Files is completed.

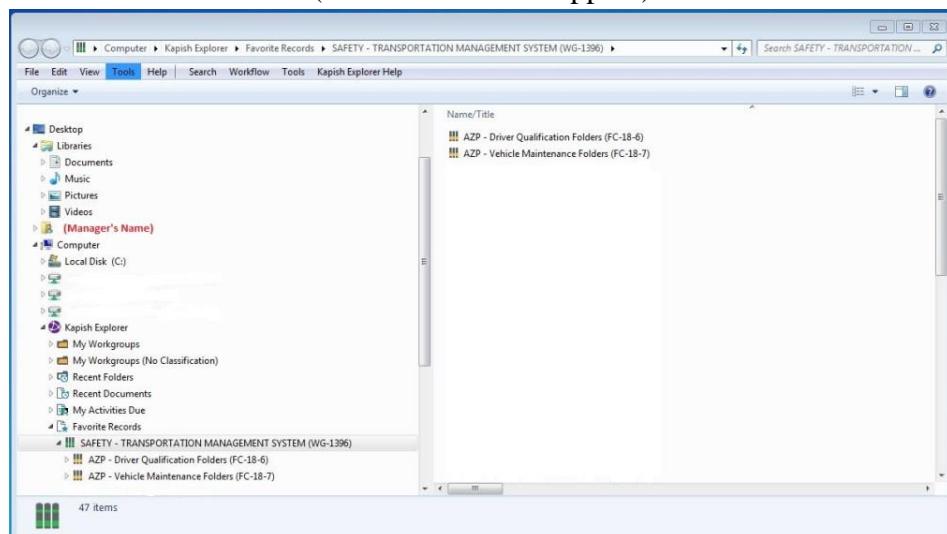
2) Recurring Access to DOT Files in CORPORATE RECORDS

When accessing the DOT Files in CORPORATE RECORDS, follow these steps to access the DOT Files – Driver Qualification Files and Vehicle Maintenance Files:

- a. Double-click the SAFETY – TRANSPORTATION MANAGEMENT SYSTEM icon

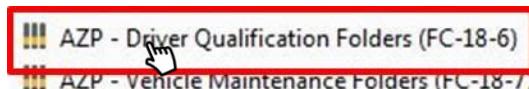


(This window will appear)



- b. To access Driver Qualification Files:

- i. Double click on the **Driver Qualification Folders**



- ii. Double click on Driver's Folder by name



c. **To create a New Driver's Folder:**

- i. Notify the Transportation Management Director of the need for a new Driver Qualification File folder. The Director will create the new DQ File in the **Corporate Records** system.

d. **Adding documents to a Driver Qualification File**

- i. Ensure the document is in electronic format; scan the document if needed
- ii. Rename the document to reflect the driver's name (LAST, FIRST)_Document Description_Date of Execution [DOE, JOHN_Application_20180710]
 - A. Locate file to be transferred into the Driver Qualification File
 - B. Right click on document
 - C. Select **Rename**

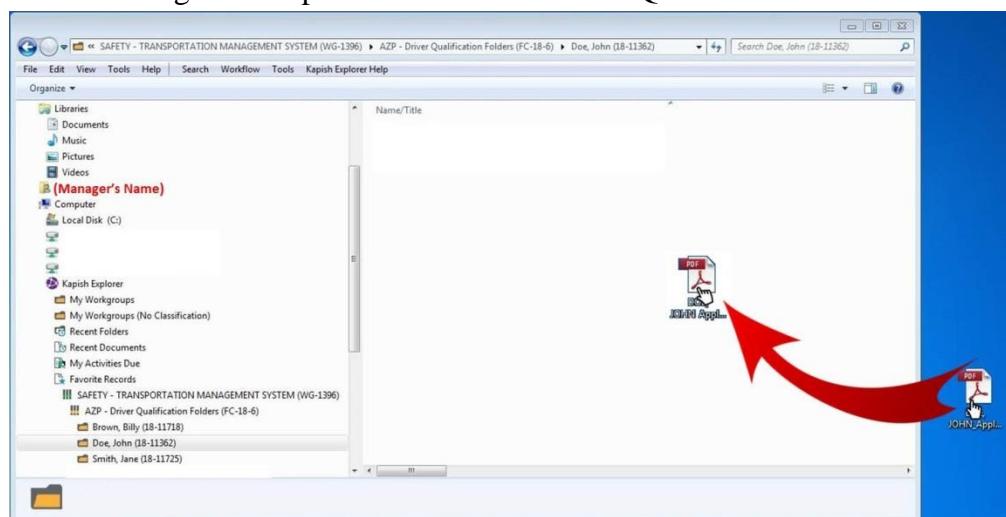


- D. Rename the document as indicated above
- E. Hit **ENTER** key on keyboard or click anywhere on Desktop screen

- iii. Access the Driver Qualification File folder

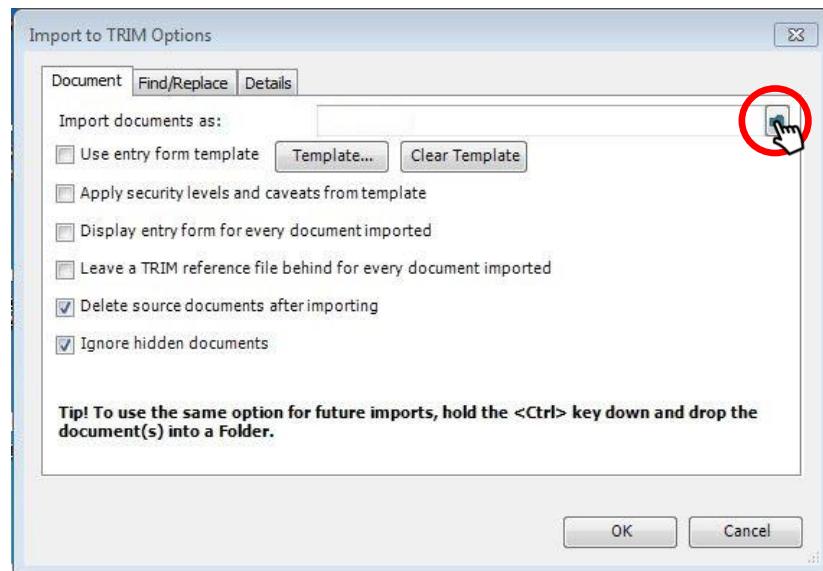


- iv. Drag and Drop the document into the DQ File



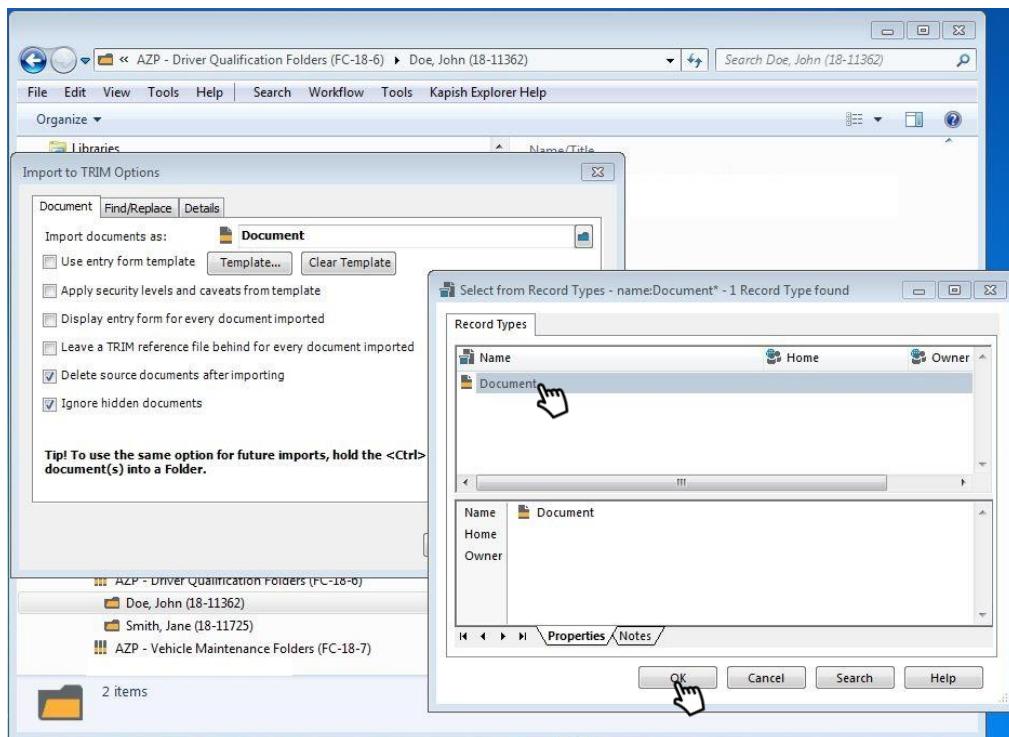
v. **Import to TRIM Options Window**

When a document is “dropped” into the folder, the **Import to TRIM Options** Window will open; click on the Document icon (as shown in **RED** circle)

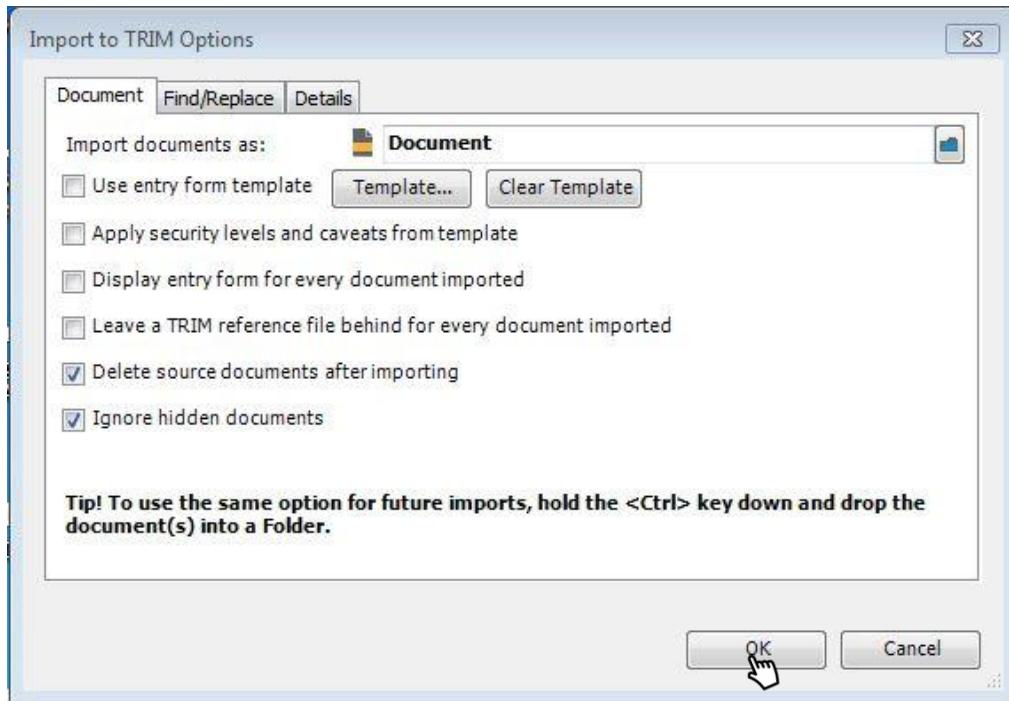


NOTE: This window MUST be configured properly for the document to transfer. This configuration is only needed once. CORPORATE RECORDS will retain these settings for future Drag & Drops.

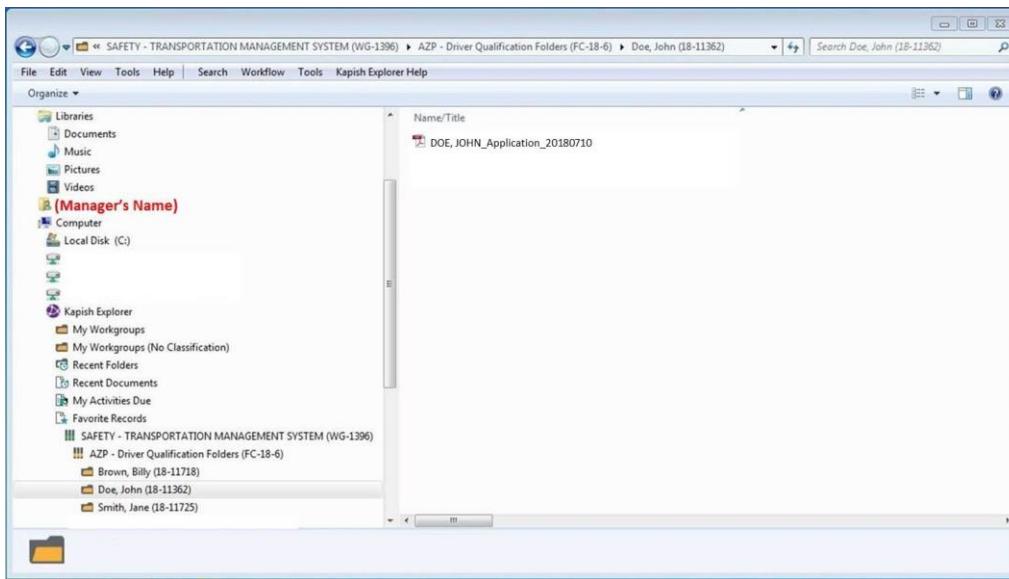
vi. Select **Document** from the options window; click **OK**



vii. The **Import to TRIM Options** window should look like this; click **OK**

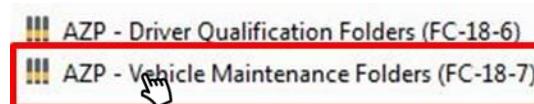


viii. The document appears in the folder. Repeat steps i-iv for each document.

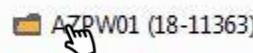


e. **To access Vehicle Maintenance Files:**

- i. Double click on the **Vehicle Maintenance Folders**

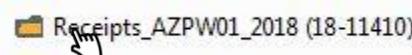


- ii. Double click on the **Vehicle's Folder by Unit Number**



iii. **Accessing Vehicle Receipts Folder**

To access Receipts Folder for that vehicle, double click on Receipts Folder matching the year for the receipt(s) [Found inside Vehicle's Folder]



f. **To create a new Vehicle Maintenance Folder:**

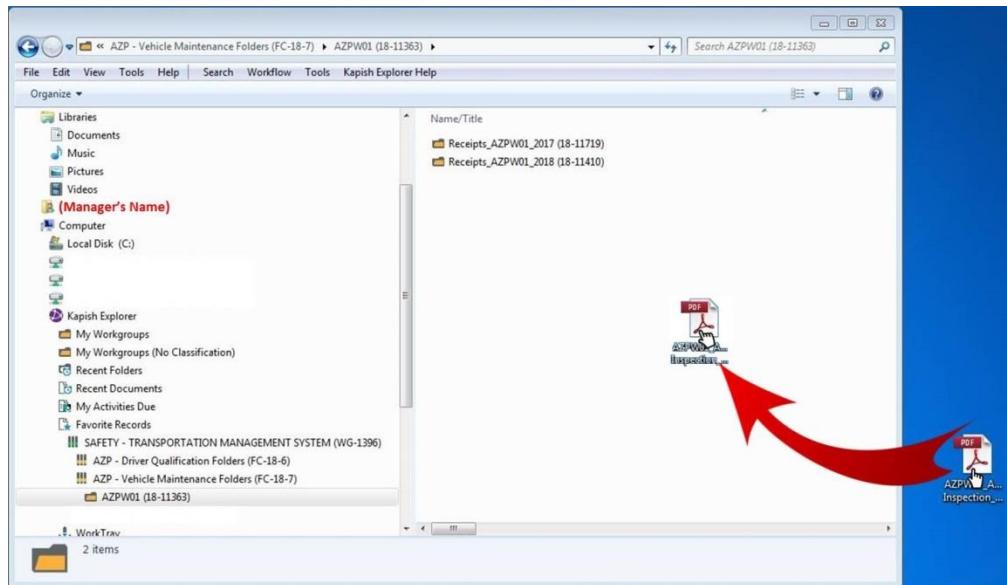
- i. Notify the Transportation Management Director of the need for a new Driver Qualification File folder. The Director will create the new DQ File in the **Corporate Records** system.

g. **Adding documents to a Vehicle Maintenance File**

- i. Ensure the document is in electronic format; scan the document if needed
- ii. Rename the document to reflect the document name format of Unit Number_Document Description_Date of Execution
[AZPW01_Annual Inspection_20180326]
- iii. Access the **Vehicle Maintenance File** folder

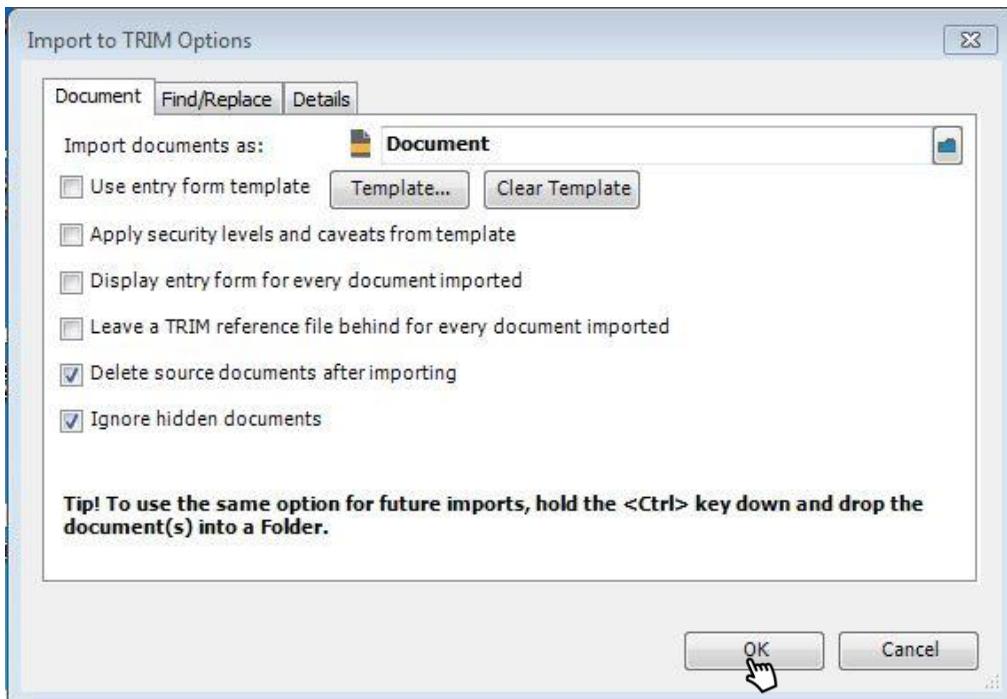


iv. Drag and Drop the document into the Vehicle Maintenance File

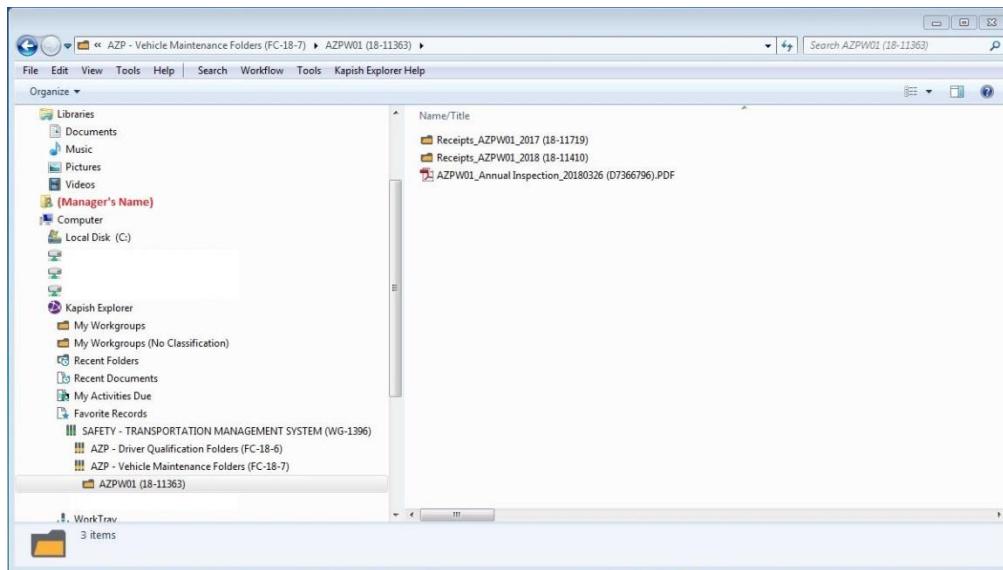


v. Import to TRIM Options Window; click OK

NOTE: If the Import to TRIM Options window was NOT configured previously, see ADDING DOCUMENTS TO A DRIVER QUALIFICATION FILE, steps v – vii (pages 6-7).



vi. The document appears in the folder. Repeat steps i-iv for each document.

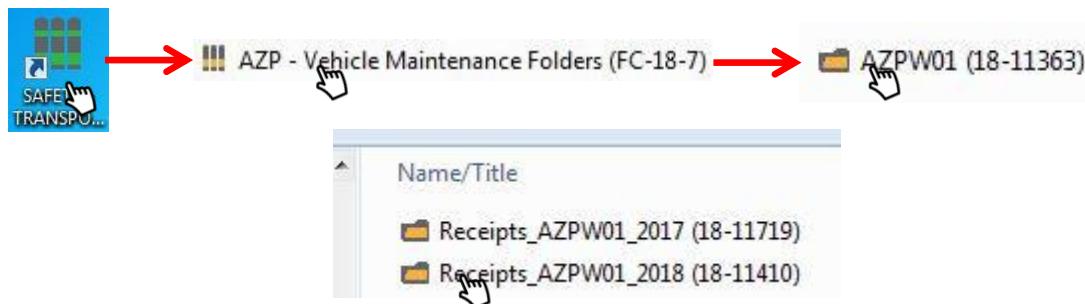


h. Adding documents to a Vehicle Receipts Folder

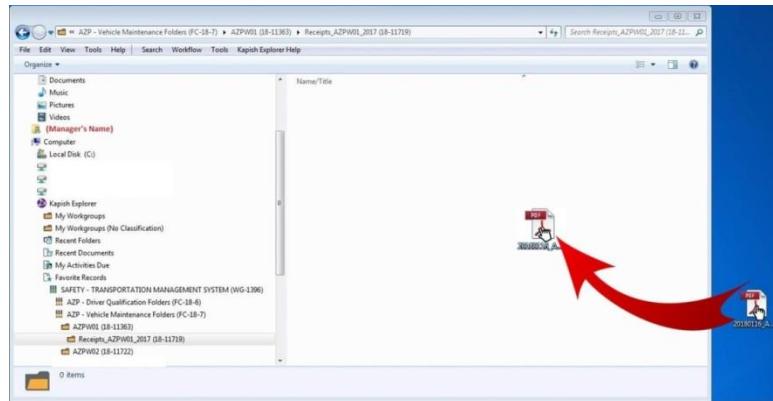
- i. Ensure the document is in electronic format; scan the document if needed
- ii. Rename the document to reflect the document name format of Date of Execution_Unit Number_Document Description
[20180116_AZPW01_Maintenance]
[20180326_AZPW01_Repair]
[20180723_AZPW01_Service B]
[20180723_AZPW01_Annual Inspection Receipt]

NOTE: By placing the Date of Execution first (YYYYMMDD), the documents will always appear in chronological order, which will save time during audits.

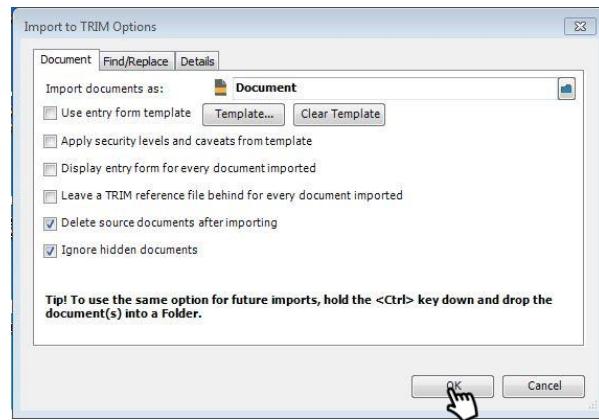
- iii. Access the Vehicle Receipts Folder



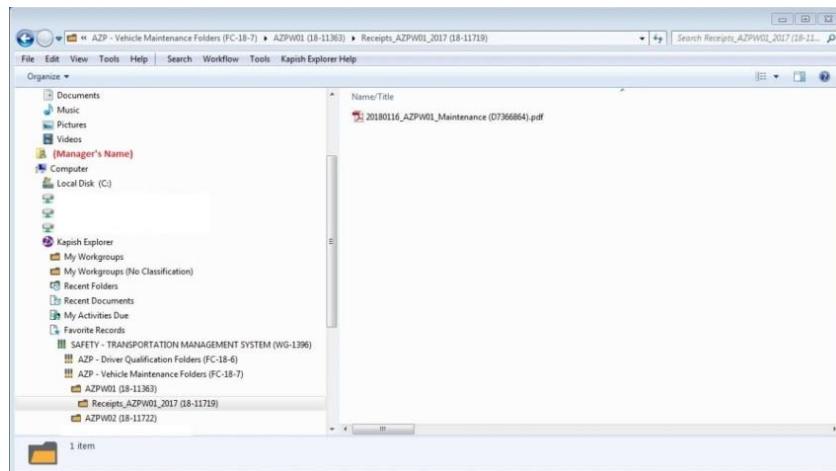
iv. Drag and Drop the document into the **Vehicle Receipts Folder**



v. The **Import to TRIM Options** window should look like this; click **OK**

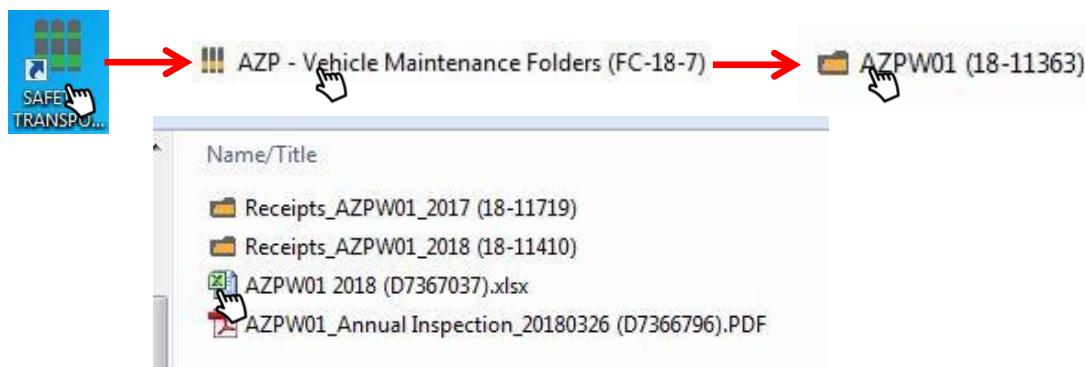


vi. The document appears in the folder. Repeat steps i-iv for each document.



i. Updating the Vehicle Maintenance Log

i. Access the **Vehicle Maintenance Folder** for the vehicle to be updated; double-click on the **Vehicle Maintenance Log**



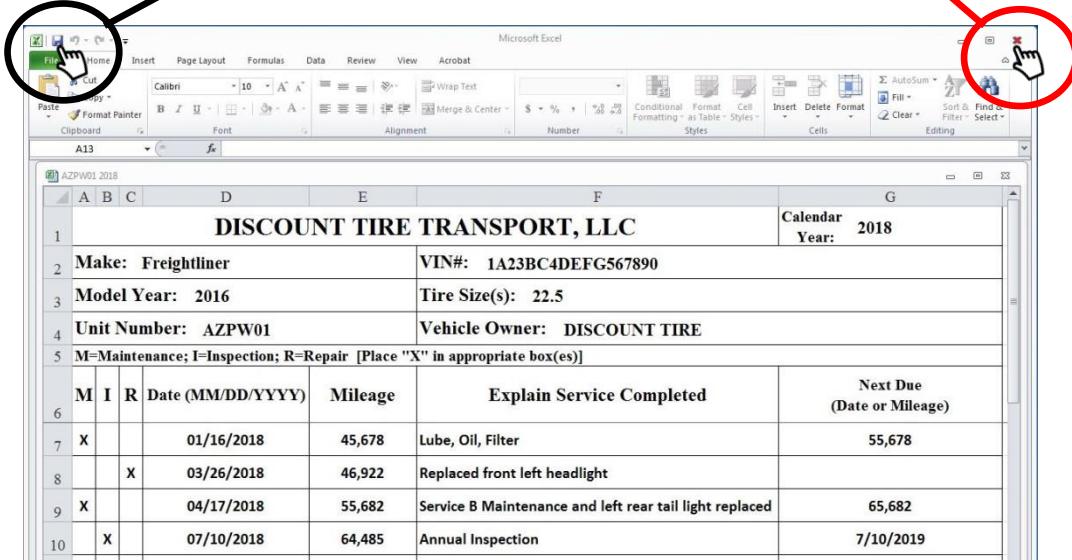
ii. The Vehicle Maintenance Log should contain the vehicle information at the top of the form. If not, update the vehicle information

Vehicle Maintenance Log						Calendar Year: 2018
DISCOUNT TIRE TRANSPORT, LLC						
Make: Freightliner		VIN#: 1A23BC4DEFG567890				
Model Year: 2016		Tire Size(s): 22.5				
Unit Number: AZPW01		Vehicle Owner: DISCOUNT TIRE				
M=Maintenance; I=Inspection; R=Repair [Place "X" in appropriate box(es)]						
M	I	R	Date (MM/DD/YYYY)	Mileage	Explain Service Completed	Next Due (Date or Mileage)
			01/16/2018	45,678	Lube, Oil, Filter	55,678
	X		03/26/2018	46,922	Replaced front left headlight	
X			04/17/2018	55,682	Service B Maintenance and left rear tail light replaced	65,682
	X		07/10/2018	64,485	Annual Inspection	7/10/2019

iii. Enter the vehicle maintenance activity in the appropriate boxes

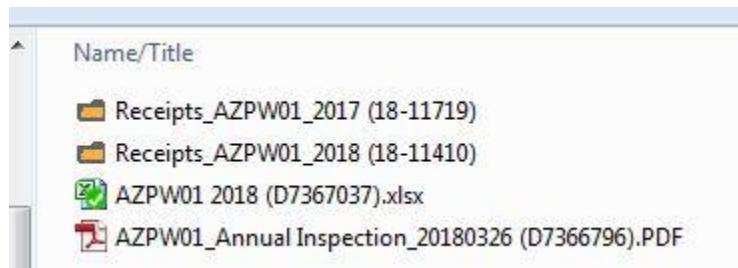
Vehicle Maintenance Log						Calendar Year: 2018
DISCOUNT TIRE TRANSPORT, LLC						
Make: Freightliner		VIN#: 1A23BC4DEFG567890				
Model Year: 2016		Tire Size(s): 22.5				
Unit Number: AZPW01		Vehicle Owner: DISCOUNT TIRE				
M=Maintenance; I=Inspection; R=Repair [Place "X" in appropriate box(es)]						
M	I	R	Date (MM/DD/YYYY)	Mileage	Explain Service Completed	Next Due (Date or Mileage)
			01/16/2018	45,678	Lube, Oil, Filter	55,678
	X		03/26/2018	46,922	Replaced front left headlight	
X			04/17/2018	55,682	Service B Maintenance and left rear tail light replaced	65,682
	X		07/10/2018	64,485	Annual Inspection	7/10/2019

iv. Click **SAVE**, then close the document by clicking the **RED “X”**



DISCOUNT TIRE TRANSPORT, LLC		Calendar Year: 2018				
2 Make: Freightliner		VIN#: 1A23BC4DEFG567890				
3 Model Year: 2016		Tire Size(s): 22.5				
4 Unit Number: AZPW01		Vehicle Owner: DISCOUNT TIRE				
5 M=Maintenance; I=Inspection; R=Repair [Place "X" in appropriate box(es)]						
M	I	R	Date (MM/DD/YYYY)	Mileage	Explain Service Completed	Next Due (Date or Mileage)
X			01/16/2018	45,678	Lube, Oil, Filter	55,678
	X		03/26/2018	46,922	Replaced front left headlight	
X			04/17/2018	55,682	Service B Maintenance and left rear tail light replaced	65,682
	X		07/10/2018	64,485	Annual Inspection	7/10/2019

v. The **Vehicle Maintenance Log** is updated



j. **Deleting a record or document**

- If a record or document needs to be deleted, notify the Transportation Management Director; the Director will request the document to be deleted.

CORPORATE RECORDS DOT FILE Data Base Hierarchy

The **Corporate Records DOT FILE** Data Base hierarchy should reflect this diagram:

