



**[Company.Name]**  
**Driver Safety Contract**

Drivers who demonstrate the ability to communicate, consistently pass inspections and submit accurate, true, neat logs will be recognized for their superior efforts in the form of bonuses and recognition.

**Roadside Inspection Bonuses**

Drivers will receive passed “NO VIOLATIONS DISCOVERED: DOT Roadside inspections bonuses on the following:

1. Level 1: **\$150**
2. Level 2: **\$100**
3. Level 3: **\$50**

**Log Bonuses**

Drivers will receive a bonus of **\$100.00** monthly if:

- No Internal HOS violation
- No unassigned segments
- No roadside inspection violation

Drivers will receive an additional bonus of **\$100.00** quarterly if:

- No Internal HOS violation
- No unassigned segments
- No roadside inspection violation

**Log Fines**

Drivers will be fined **\$25.00** per each day that has a log violation on their ELD.

Drivers will also be fined **\$25.00** if they have any unassigned driving segments or do not accept pending edits to those driving segments. These fines are deducted every quarter.

**Loads: Shipping and Receiving**

Dispatch will not assign a load to a driver without hours available to complete the load on time using their best judgement. Dispatch will map out the route and verify the route can be completed without breaking HOS regulations by using their best judgement.

Failure to arrive on time could result in a LATE DELIVERY FINE of a minimum of **\$50.00** or whatever the customer and or broker charges and in losing your reload because of delays unloading/unloading. If a driver feels that they cannot make the set appointment time, they should tell their dispatcher immediately before accepting dispatch. When load planning, allow extra time for unexpected occurrences (e.g., acts of God, construction, traffic, etc.).

The driver is responsible for keeping the load secure from the time it is loaded onto trailer until it is unloaded. It is the driver's responsibility to properly secure and protect cargo. This may include but is not limited to using load locks, chains, binders, nylon web straps and other equipment to secure load to the trailer. Protecting cargo may also include using canvas tarps to completely cover the cargo or airbags. **Driver will be charged for any damaged cargo or claim due to his negligence.**

Drivers are required to oversee the loading and unloading of freight from trailers (when allowed). **Driver must document all bills of lading if driver was not present or allowed to watch the loading or unloading of freight as "Shipper Load & Count"**

Immediately report any overage or shortage of product to your dispatcher or else driver will incur any charges. ALWAYS report if there is room on the trailer for extra pallets.

Drivers must also weigh themselves on any loads over 30,000 pounds. Driver will be responsible for any overweight tickets. Driver must report any discrepancies in weight to dispatch.

For REEFER LOADS, drivers must set the reefer unit to the correct temperature and cycle required for the load they are hauling. Failure to do so will result in charges. Damaged cargo or cargo claims due to incorrect temperature and cycle will be charged to the driver.

Company can withhold driver pay on a load until any claims are settled. Company can charge drivers for late deliveries, claims, etc. on past loads on future pay.

### **Passenger Policy**

Under FMCSA 392.60, unless specifically authorized in writing to do so by the motor carrier whose authority the commercial motor vehicle is being operated, no driver shall transport any person or permit any person to be transported on any commercial motor vehicle other than a bus.

When such authorization is issued, it shall state the name of the person to be transported, the points where transportation is to begin and end, and the date upon which such authority expires.

All drivers and passengers operating or riding in company vehicles must wear seat belts.

Company vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members are not authorized to drive the Company vehicle. No unauthorized personnel are allowed to ride in company vehicles.

All passenger requests must go through the Safety Manager. And all drivers must fill out a rider policy. Company does not allow children under the age of 10 in their commercial motor vehicles. No unauthorized passengers are allowed in the equipment (e.g. Hitch-hikers). Failure to abide by the passenger policy will result in termination or suspension. Roadside inspection violations for an "Unauthorized Passenger" will result in a **\$150.00 fine.**

**\*\*The corrective actions may be advanced at management's discretion based on the severity of the violation\*\***

### **Corrective Action**

When a company manager determines that a driver has engaged in risk associated behavior, management must take corrective action for the safety of all employees and the public.

**Important: Corrective actions must be uniform for violations resulting in collisions, injury or illness and those in which no collision, injury or illness occurred. The primary purpose of the corrective action is to prevent future occurrences of risk associated behaviors and is not to penalize the employee for having a collision or injury.**

The extent of corrective action depends upon whether it is the driver's first, second, or third violation of risk-associated behavior within a rolling three year period. Any combination of risk-associated behavior related to noncompliance of company procedures, related government regulations, preventable collisions, or moving violations must be considered cumulatively for the purpose of determining the appropriate corrective action.

## Quarterly Driver Evaluations/Report Cards

All drivers will be subject to a quarterly driver evaluation/report card. The evaluation of drivers is essential for risk management and assessing risk associated behavior. Drivers are graded in the following areas:

1. Professionalism
2. Communication
3. Punctuality
4. Paperwork
5. Vehicle Environment & Company Property
6. Road Safety
7. DOT Regulations
8. Loads & Fuel

## Roadside Inspections

All roadside inspections should be turned in within 24 hours. If a driver receives a roadside inspection with an infraction or an out of service associated with any equipment violation that should have been caught during a pre-trip and or a post trip inspection. The following corrective action measures will be taken:

**Out of Service:** **\$150.00 Fine**, warning, and training will be provided specific for the infraction received. Possible termination.

### **Roadside Inspection with infraction:**

1st Offense or Level 3: **\$50.00 fine**, verbal warning, and training will be provided specific for the infraction received.

2nd Offense or Level 2: **\$100.00 fine**, face to face meeting, write up and additional training.

3rd. Offense or Level 1: **\$150.00 fine** and written notice of possible termination of employment or termination of the contractor at the sole and absolute discretion of the company. As well as face to face meeting and additional training.

**\*\*Roadside Inspection Violations reset quarterly\*\***

**\*\*The corrective actions may be advanced at management's discretion based on the severity of the violation\*\***

Note: Management has the discretion to deviate from these steps if the behavior is serious in nature and creates an imminent hazard to employees or others.

Top Vehicle Maintenance Violations and their CSA points are:

1. Inoperative required lamp- severity 2
2. No or defective lighting or reflective devices – severity 3
3. Brake hose/tubing chaffing and/or kinking – severity 4
4. Parts/accessories in unsafe condition – severity 2
5. Tire tread depth less than 2/32 of an inch – severity 8
6. Oil and/or grease leak – severity 3
7. Brakes out of adjustment – severity 4
8. No proof of annual inspection – severity 4
9. No/discharged/unsecured fire extinguisher – severity 2
10. Stop lamp violations – severity 6
11. Inoperative turn signal – severity 6
12. Windshield wipers inoperative/defective -severity 1
13. Tire flat and/or with audible air leak – severity 8
14. Malfunctioning ABS lamps – severity 4
15. Windshield damaged or discolored – severity 1

VIOLATIONS. Due to the serious nature any violation, it may result in fines, suspension, and possible termination of employment. All preventable violations found in roadside inspections will be treated as a violation of the company policy. Such violations are as follows:

- Log book not current
- Logs not turned in within seven (7) days
- No Log book
- Not retaining previous seven (7) days
- No seat belt
- Speeding (even if you are not convicted or are able to keep it off your MVR)
- Fire extinguisher not mounted, not in truck, not charged
- Flat tire, any tire issues
- Triangles missing or broken

- No shipping papers
- No registration or paperwork for truck and trailer
- Form and manner in log book
- Mud flap missing
- Horn disabled or broken
- Low air buzzer or light out
- Intentionally overloading
- Broken or cracked windshield
- Expired annual inspection on truck or trailer
- Failure to turn in inspection reports or ticket to Safety
- Failure to report all moving violations in CMV or personal vehicle

**Out of Service:** **\$150.00 Fine**, warning, and training will be provided specific for the infraction received. Possible termination.

**1st Offense or Level 3:** **\$50.00 fine**, warning, and training will be provided specific for the infraction received.

**2nd Offense or Level 2:** **\$100.00 fine**, face to face meeting, and additional training.

**3rd. Offense or Level 1:** **\$150.00 fine** and written notice of possible termination of employment or termination of the contractor at the sole and absolute discretion of the company.

**\*\*Roadside Inspection Violations reset quarterly\*\***

**\*\*The corrective actions may be advanced at management's discretion based on the severity of the violation\*\***

### Unsafe Driving Violations

#### **DISCIPLINARY & CORRECTIVE ACTION FOR SPEEDING:**

1 – 5 MPH over the limit: Verbal Warning and **\$150.00 Fine**

6-10 MPG over the limit: Written Warning and **\$150.00 Fine**

10-15 MPH: Writing Warning, suspension, and **\$150.00 Fine**

15+ MPH over the limit: Written Warning, possible termination and **\$200.00 Fine**

**\*\*Resets Yearly\*\***

### **Disciplinary & Corrective Action for Not Wearing Seatbelt:**

First offense – verbal warning & **\$150 Fine**

Second offense – written warning, possible suspension and/or termination & **\$200 Fine**

Third offense – written warning, possible suspension and/or termination & **\$300 Fine**

**\*\*Resets yearly\*\***

### **Disciplinary & Corrective Action for Using Hand-held Mobile Device:**

**\$300 fine**, disciplinary action up to and including termination up to the Safety Manager's discretion.

**\*\*Resets Yearly\*\***

### **Disciplinary & Corrective Action for All Other Unsafe Driving Violations:**

First offense: verbal warning, retraining & **\$150 fine**

Second offense: written warning, retraining & **\$150 fine**

Third Offense: Written warning, retraining, disciplinary action up to and including termination up to the Safety Manager's discretion.

**\*\*Resets Quarterly\*\***

### **HOS Roadside Inspection Violations**

ALL roadside inspections should be turned in within 24 hours. If a driver receives a roadside inspection with an infraction or an out of service associated with any HOS of service infraction. The following corrective action measures will be taken:

Out of Service: \$150.00 Fine, warning, and training will be provided specific for the infraction received. Possible termination.

Roadside Inspection with infraction:

1st Offense or Level 3: **\$50.00 fine**, verbal warning, and training will be provided specific for the infraction received.

2nd Offense or Level 2: \$100.00 fine, face to face meeting, write up and additional training.

3rd. Offense or Level 1: \$150.00 fine and written notice of possible termination of employment or termination of the contractor at the sole and absolute discretion of the company. As well as face to face meeting and additional training.

**\*\*Roadside Inspection Violations reset quarterly\*\***

**\*\*The corrective actions may be advanced at management's discretion based on the severity of the violation\*\***

**Note: Management has the discretion to deviate from these steps if the behavior is serious in nature and creates an imminent hazard to employees or others.**

Driver Name: [DriverFirstName]