



# Company Handbook

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## **Requirements for New Hire Drivers**

- **Drivers must have a minimum of 3 years experience.**
- **Must have reached the age of 23yrs at time of application.**
- **Must not have received three (3) or more violations within the past three (3) years.**
- **Must have completed a DOT approved Drug Screening Test.**
- **Must have completed a Pre-Trip and Road Test with a qualified Driver present.**
- **Must have a good understanding of Loading/Unloading procedures with Load Securement.**
- **Must have completed an Orientation Class.**

## **Road Test:**

**All prospective drivers are required to complete a road test to ensure the driver has the adequate knowledge to perform as a professional driver and representative of S&S Auto Transport.**

**Prior to the road test, the prospective driver will be given a demonstration and then complete a practical application of uncoupling and coupling the tractor and trailer.**

**The road test will be accomplished with the prospective driver accompanied by Ronnie Welch or an approved S&S employee.**

**After completion of the Pre-Trip inspection, the route to be taken is as follows:**

**Turn right, exiting the Shop**

**Travel to Opies, and then conduct a U-Turn.**

**Travel Westbound on 54 to the Truck stop exit**

**Turn right on Bus 54 through town**

**Turn right at McDonalds stop light.**

**Then back to the Shop.**

**Once in the yard, the prospective driver will back into the parking spot.**

## **Receiving a Load**

**-When you receive a load, make contact with the pickup location ASAP. Let them know your ETA for picking up. Get the location's hours for loading. Verify the unit(s) do not have storage fees, verify the keys are present and that the units are ready to be picked up.**

**-If there is a problem with the unit(s) you are picking up then contact the Broker we are hauling them for, and try to work out the issue with them. If you are unable to resolve the issue or the**

vehicle will not be ready for transport then contact your dispatcher or the load verifier for assistance.

### **Completing order on Cargotel**

Make sure that you have all the information needed to complete your job. If there is another app or paper BOL that must be used you must still mark your load picked up and delivered on Cargotel. Inspections and pictures must be completed on the brokers required app or paperwork.

### **-ALWAYS VERIFY YOU HAVE THE CORRECT VIN!**

-Make sure you mark all damages on the BOL before you move the vehicle, notate all damages on the gate pass as well as your BOL/Cargotel, if you're picking up from an auction. Take a picture on Cargotel of the gate pass once you've notated everything.

\*Examples of what to notate on gatepasses and BOL's/Cargotel but not limited to:

- Dents, dings, scratches, scuffs, chips, any damage under front or rear bumper
- Notate if the vehicle makes any out of the ordinary engine noises
- Check engine or warning lights
- If the unit had to be jump started or won't stay running for any reason
- Quantity of keys and key fobs, floor mats, owner's manual, quantity of headphones if any for models with dvd (check glove boxes, seatback storage pockets and center consoles for these items)
- Notate if a vehicle has the option of 3rd row but is missing the third row seat
- Any missing panels/components inside or out
- Flat tires
- ANY damage to the exterior
- Damage or filth to the interior that could be deemed a product of transport
- Get a signature on the BOL at the pickup if possible
- Always get delivery signature unless you have permission to STI/Night Drop
- Pickup and delivery dates are mandatory on any paper BOL's

### **Loading**

-You are responsible for the vehicle from the time you first touch it until you have a signature on your BOL at the delivery location. It's a good idea to lock your vehicles and keep the keys in the truck with you during transit

-Each vehicle loaded on your trailer should have a minimum of 4 straps attached from the vehicle to the trailer

-Call the Delivery contact when you are done loading but before you leave the pickup location to give them your ETA for delivery. This will help prevent you from having to wait on the customer when you get there, and you will be able to plan your trip better if you have to deliver or meet at a certain time.

-All loads that require you to use another company's app MUST be used before you leave. You must ensure that the load is processed and switched from new to enroute.

### **Delivering**

-Always call the delivery location before arriving to verify where they would like you to unload, delivery hours and whether or not you can STI/Night Drop.

-If the load is COD collect the money before unloading. If there is a dispute with the COD amount contact the Broker first so they can resolve the issue quickly. If the broker doesn't resolve it quickly then contact your dispatcher. DO NOT ARGUE WITH THE CUSTOMER ABOUT COD AMOUNT IF THEY DISAGREE WITH WHAT YOU TELL THEM THEY OWE.

-IF YOU DO NOT COLLECT A COD IT WILL BE DEDUCTED FROM YOUR CHECK. IF YOUR DISPATCHER ALLOWS YOU TO DELIVER WITHOUT COLLECTING, YOU ARE RELIEVED OF THE FINANCIAL OBLIGATION BUT YOU MUST HAVE IT IN A TEXT OR EMAIL STATING THEY GAVE YOU PERMISSION.

-If the vehicle(s) are invoiced, make sure you have them inspected and signed for unless you are STI'ing/night dropping the load.

-Always look the vehicles over again when delivering to make sure you did not cause damage to the units while in transit.

-If you arrange the vehicles to be night dropped it is your responsibility to make sure a signed copy of the BOL gets emailed directly to you if that order requires a signature.

-Make sure you get a signed BOL with the date at the delivery location. If the signature is not legible then make sure you have them print their name.

-When you leave vehicles at the shop and are not delivering them or don't know if you are delivering them, always give any paperwork and keys for them to your dispatcher. Do not keep the keys in your possession or leave them in the vehicles unless advised to do so.

-Rocky Ridge, CarMax, Knapheide, UPS, JMN, RPM, Adcock, Sancrest, Delta, Virginia, Quality, and Posey units will have their own Bill of Lading/paperwork. WE MUST HAVE THESE TO GET PAID. Rocky Ridge has 2 sheets, a BOL and a loose contents sheet. You must scan and email these BOLs at the time of delivery from your phone before leaving to ensure we bill the customers in a timely manner. Turn originals in with your trip packet. Failure to do this may result in the load being withheld from your check until we receive the proper paperwork. We have deadlines for some customers to bill them so if you don't send it in promptly and we end up not getting paid, then you also will not get paid.

-When delivering on another company's app you MUST ensure that you have processed the load and it has changed to DELIVERED STATUS before you leave the delivery location.

### **SAFETY-**

**-IF YOU GET HURT AT ANY TIME WHILE WORKING, YOU MUST CONTACT YOUR DISPATCHER IMMEDIATELY AND FILL OUT AN INJURY REPORT, REGARDLESS OF HOW SERIOUS THE INCIDENT IS. IF YOU DO NOT, YOU RISK OUR WORK COMP NOT COVERING THE ACCIDENT AND ALSO RISK BEING TERMINATED FROM EMPLOYMENT. (ALWAYS MAKE SURE YOU HAVE A TEXT OR EMAIL SHOWING WHERE**

**YOU NOTIFIED YOUR DISPATCHER AND MAKE SURE YOU FILL OUT THE PAPERWORK) IF YOU DON'T SAY ANYTHING WE CAN'T DO ANYTHING.**

-ALWAYS USE 3 POINTS OF CONTACT WHEN CLIMBING AROUND ON THE TRAILERS.

-Seatbelts must be worn any time any vehicle is under operation.

-Always abide by state/local traffic laws.

-NEVER JUMP OFF OF THE TRAILER. WHEN LOADING OVERSIZE UNITS CLIMB DOWN OFF THE TRAILER, DO NOT JUMP OR SCALE DOWN THE SIDE.

-WHEN UNLOADING IN THE STREET, ALWAYS USE FLASHERS, AND HAVE ON YOUR SAFETY VEST. UNLOADING IN THE STREET IS NOT RECOMMENDED, BUT SOMETIMES YOU DO NOT HAVE A CHOICE. USE YOUR BEST JUDGEMENT AND DO NOT PUT YOURSELF IN HARMS WAY.

-DO NOT DRIVE IN INCLEMENT WEATHER IF YOU DO NOT FEEL IT IS SAFE. IF YOU ARE DELAYED CONTACT YOUR CUSTOMERS AND NOTIFY YOUR DISPATCHER.

### **Transitional Duty Policy-**

(Return to Work)

S&S Auto Transport is committed to the well-being and safety of our employees. We have implemented a Transitional Duty/Return to Work Policy to return all employees to work after a work-related injury, as soon as safely and medically possible.

S&S Auto Transport will provide transitional return to work duties and assignments to our injured employees. Transitional duty is defined as modified duties within the employee's physical abilities, knowledge, and skills. Transitional duty work assignments will be developed based on the employee's known physical condition as defined by the authorized treating physician. Transitional duty assignments will be developed based on employee's physical restrictions, operational needs, the employees residential and treatment locations, and availability of transitional duty. It is possible that an employee may be assigned transitional duty in a different department depending on the restrictions set forth by the authorized treating physician.

If an employee is off work more than one week due to a work-related injury or illness, he/she must contact Brandon Fisher, at least once per week to provide updates on his/her medical status and probable return-to-work date. Transitional duty is a temporary remedy, and the length of time allowed will be decided on a case-by-case basis.

This Transitional Duty policy has been designed with the employee's best outcome in mind. Our employees are a valued part of the organization and S&S Auto Transport believes transitional duty will reduce financial hardships often caused by work-related injuries.

If an employee does not follow the company policy put in place by S&S Auto Transport regarding safety, and has an accident or injury they may be denied workers compensation coverage. It is very important that all employees follow the safety procedures that have been in place regarding the 3 points of contact. This policy protects both the employee and S&S Auto Transport. 3 points of contact while loading, unloading, or walking on company equipment must be used AT ALL TIMES.

### **DO NOT**

-Load a vehicle that is not safe to haul, has loose parts, over size, over weight etc.

- Load an INOP on the back of your trailer unless it is the first vehicle to be unloaded.
- Leave less than 3" gap between vehicles.
- Call the office with a problem with pickup or delivery unless you have called every number on your dispatch sheet. There's no point in calling us so we can call the dealer or broker if the number is on your dispatch sheet. Use the information we give you to your advantage. We try to be efficient so please do the same.
- Drive in a subdivision or area that you think will be too difficult to get back out of; request for the customer to meet you at a truck stop, or large parking lot close by or park around the block if it's close enough and drive it to the customer if they are ok with it. Do not drive customer vehicles more than a short distance, I.E. a city block or just up the street.
- Cross the Oregon state line without a permit in your hand. The office will get them for you if you call within business hours or you can stop at a truck stop before you enter Oregon and retrieve one yourself. If you fail to get a permit you will be liable for the \$400 fine that is given at the port of entry. You can also call the Oregon DOT to obtain this. The number can be found on Google if this happens to you outside of business hours. Just buy the permit and submit a reimbursement form.
- Never point out damage that you caused to a customer before telling your dispatcher about it. We always need to know before the customer. We also may have you bring the load back to our shop to have the body work repaired in house to lower the cost for repair which will save you money and our relationship with a customer.

### **Pre Trip Inspection**

Do these EVERY day before you start driving

- Check load securement
- Trailer suspension
- Tire pressure & look for irregular tire wear (truck & trailer)
- Engine oil level, windshield washer fluid, power steering fluid, coolant
- Check for leaks from the engine, radiator, coolant hoses, heater hoses/fittings, fuel tanks, rear differentials, air lines/gladhands/air tanks/fittings etc. and trailer hydraulics
- City horn & air horn
- Windshield wipers
- All necessary lights are functional
- Brakes and adjustment

*If any of the above mentioned items are worn, low, or leaking, notate that on a blank sheet of paper to give to the mechanics when you come back to the shop. If you park your truck after hours or over the weekend then roll up the drivers window pinching the piece of paper so the mechanics can easily see it when they return to work. If there is a problem that continues, gets worse or is something that is a DOT violation and will shut you down then you need to contact the mechanic during our normal business hours unless it's an emergency and follow his*

*direction. ALL THESE ITEMS MUST BE CHECKED DAILY. This will help prevent accidents, roadside repairs, long term breakdowns and being shut down by DOT.*

**Filling Out Your Log Book; Big Road App ONLY! NO Paper Logs unless your ELD malfunctions.**

-EVERY SPACE MUST BE FILLED OUT

-Start your log showing your pre trip inspection as on duty not driving

-Once your pre trip is complete and you are ready to start driving then mark yourself as on duty/driving. You can now start driving.

-You'll want to make sure you switch yourself into the correct duty statuses on the Big Road app to make sure you aren't losing valuable duty and driving hours.

-Always enter your mileage (Beginning and then again ending mileage when you certify your log at the end of each day.)

-Fill out the manifest number with the order number from your dispatch sheets/Cargotel of your current load. If you are empty write N/A or Empty.

-Fill out the cargo/commodity area with vehicles, cars, trucks or whatever you are hauling

-SIGN YOUR LOG BOOK after you complete each day.

**Your "On Duty/Driving" and "On Duty/Not Driving" hours count towards your 60/70 available duty hours which is explained below**

**-11 Hour Rule**

-You can drive a maximum of 11 hours after 10 consecutive hours of being off duty

**-14 Hour Limit**

-You can not drive beyond the 14th consecutive hour after coming on duty

-You must complete at least one 30 minute break within the first 8 hours of duty

-You cannot under any circumstance work for more than 8 consecutive hours without completing a 30 minute break

-Once you've reached the 14 hour mark you are required to go into a 10 hour break or a 34 hour restart, whichever is necessary.

**-60/70 Hour Rule**

-You can not drive after reaching 60/70 hours on duty in 7/8 consecutive days

-You can restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty

## **SMS – Safety Measurement System**

S&S Auto Transport strives to maintain a Better than Average CSA Score.

Our scores are based on the following categories:

- Unsafe Driving
- Crash Indicator
- Hours of Service Compliance
- Vehicle Maintenance
- Controlled Substance and Alcohol
- Driver Fitness

Our vision is to provide the best service to our customers by delivering their products in the quickest, yet safe and secure manner. As a driver for S&S Auto Transport, it is expected that you will always present yourself as a professional while on or off duty. Undesirable behavior will not be tolerated by any Company driver or Owner Operator.

As a benefit to you, we are installing Samsara forward facing cameras that are intended to protect you and the company from false claims. Also give the company the opportunity to provide coaching that will reduce crashes and claims as well as identify high risk behavior.

**\*\*\*\*\*DO NOT OPERATE ANY TRUCK, COMPANY OR OWNER OP, IF YOUR LOG BOOK/BIG ROAD IS NOT COMPLETELY FILLED OUT OR IS NOT CURRENT FROM YOUR LAST STOP. YOUR LOGBOOK MUST BE 100% LEGAL ANY TIME YOU ARE IN THE TRUCK. NO EXCEPTIONS!**

**Violations will be handled in the manner set forth below:**

### **Company DOT Violation Policy, Fines & Causes For Termination**

-Contact the office immediately if you are inspected at a weigh station or roadside and it's during business hours (8am to 5pm). It's ok that you get inspected but we MUST know about it. If you scan and email your inspection to Brandon Fisher, this will suffice but make sure the email was received. Call or text him to go over the inspection. If there are any issues or questions during the inspection, politely ask the officer/inspector if you can contact your employer. If they allow you to do so, call Brandon for guidance. This is only necessary if it seems like they may be giving you a violation for something that you feel is inaccurate. It is easier to get them to remove a warning during the inspection rather than trying to get it removed at a later time.

-Before you leave the shop you must have your truck binder complete with Big Road ELD instructions, Cab Card, IFTA License, 2290 form, Insurance Card, Trailer Registration, Annual Inspection on the truck and trailer, Lease Agreement for the truck/trailer if you're driving leased on equipment. If you do not have these items during an inspection it is a violation on you and you will be subject to fines from S&S if it is a violation that goes on our CSA score.



-Any warning/citation given is subject to a \$100 fine for every point it carries on the company CSA score. The points for each violation is determined based on the severity the DOT gives them. The more severe the violation, the more points it carries. You will ONLY be fined if the warning/citation was a direct result of your actions or negligence. This excludes overlength warnings/citations.

-Multiple violations of the same nature within a 12 month period are grounds for suspension without pay, getting your truck governed, "write ups" and/or termination. Each situation will be reviewed and handled under management's discretion.

\*\*\*\*\*Note: Even if you, the driver, only receive a written warning it still goes against our company's CSA score so you are not off the hook just because you only got a warning. Warnings are worse than citations because they carry the same severity weight for points but you can't fight warnings in court. If you know you're going to receive a warning, try to convince the officer to give you a citation.

-NO drugs or alcohol will be consumed while within your 60/70 hour rule. Or if you are going to be driving within 24 hours. NO DRUGS will be used while you are employed by or leased to S&S. Should we find out this has happened or is happening you will be terminated immediately.

-If a driver fails a drug or alcohol test or admits to using any drugs or alcohol they will be terminated immediately and lose their entire accident hold balance, as well as possibly their last check.

-Failure to notify Brandon or Shawn within 16 hours of receiving a violation or ticket may result in termination. Always notify your dispatcher of any warnings or citations.

\*\*\*All fines will come out of the Drivers' upcoming paycheck, not their damage/accident/escrow account.

-Any accident that is determined to be at fault to the driver could be terms for immediate termination, plus the driver will be held responsible for the cost of damages/deductibles from the accident.--We need to add what the drivers are required to do in the event of an accident. Tow or injury WITH a citation to our driver must complete DOT drug and alcohol test within 2 hours or 8 with reasoning for delay. --If no citation but there is a towaway or injury then we need a non-DOT drug and alcohol.--A fatality always requires a DOT drug and alcohol test. --No drug or alcohol test is required if there are no tows, injuries or citations.

### **Damage/Accident Escrow Account**

-Accident Hold funds will be held out of every driver's check until they meet the appropriate threshold. This money is held for any damages that you failed to notate on a condition report or that you cause and that we get charged for. This is why it is very important to do a thorough condition report and ALWAYS ALWAYS ALWAYS take at least 5 pictures of every unit.

-MARK ALL DAMAGES ON GATE PASSES-FAILURE TO DO SO WILL USUALLY RESULT IN A CLAIM THAT YOU ARE OBLIGATED TO PAY. IT'S A GOOD IDEA TO MAKE ONE OF YOUR CONDITION REPORT PICTURES THE GATE PASS YOU TURN INTO THE GUARD SHACK WHEN EXITING.

-If you have a claim that exceeds what you have in your accidental withholding/escrow account then the remaining balance will come directly out of your next paycheck or a higher percentage will be deducted from each paycheck to get your escrow account out of the negative.

-Deductibles are per accident, not per vehicle, there is a **\$5000.00** deductible on cargo and **\$5000** on truck and trailer each. I.E. If you hit a light pole with a vehicle that is hanging off the back of your trailer causing damage to the customer vehicle, light pole and our trailer. You could be responsible for a **\$5000.00** deductible for the trailer, a **\$5000.00** deductible for the light pole and **\$5000.00** for the damaged vehicle if the damage exceeds the deductible amounts. However, if an incident occurs that is not your fault then this would obviously exclude you from liability.

-Accident hold money will be used to repair or replace damaged items that are done to our company owned equipment. (e.g., curbed tires, scratched/dented bumpers, broken lights, and damaged equipment caused by driver neglect or ignorance) Take care of our equipment and this won't be an issue.

### **As of 3/1/2024 the Threshold Amounts For All Trailer Sizes:**

-3/10 Car      **\$5,000**

**\*\*\*\*\*Accident/escrow account funds will be held for no less than 30 days of the driver leaving the company and can be held for up to 90 days. This will be determined on a case by case basis depending on driver damage history and length of time with the company.\*\*\*\*\***

**-Accident hold funds can be forfeited for the following reasons but not limited to:**

-If a driver quits without giving a 2 weeks' notice

-If a driver causes damage to company or customer property. This includes making modifications to company trucks and damaging them in the process e.g., adding video or stereo equipment, cutting any factory wires or wire harnesses, drilling holes in interior or exterior panels, losing or missing pieces from tractors due to modification, etc.

-Returning a truck that is excessively filthy inside. (The driver will be charged whatever the amount is to have it professionally detailed inside the cab)

-If a driver abandons their truck or load. You will be responsible for the cost of returning the truck to our home terminal in Eldon, MO as well as the cost of delivering a load if you left one on your trailer.

-If a driver is terminated for violations (e.g., drugs, alcohol, logbook/HOS etc.)

-If a driver quits within the first 30 days without notice, you will be charged a \$500.00 training fee and for lost revenue. Give us a notice and this won't be a problem.

### **Turning in your Paperwork/Trip Packets**

-Fold all faxed or scanned BOLs in half, leave unsent BOLs whole/unfolded

-Organize your fuel receipts in order by date & paperclip them together

-Verify that all fuel receipts match your logs & are present in your trip pack

-Stack everything on top of each other and turn in an organized trip pack

-If you pay for any repairs out of pocket, fill out a reimbursement sheet completely. Name, date etc. Turn it into your dispatcher along with the receipt. **MUST HAVE PROOF OF PURCHASE!** And it must be a pre-approved purchase to ensure reimbursement. Reimbursements can be done by ACH every Friday or as needed.

**\*\*\*\*\*DO NOT JUST SHOVE EVERYTHING INTO THE TRIP PACK. IT IS UNCARING ON YOUR PART AND LOOKS EXTREMELY UNPROFESSIONAL IF WE HAVE TO SUBMIT ANY OF IT TO A CUSTOMER\*\*\*\*\***

### Paydays

-You will be issued a paycheck on the 1<sup>st</sup> and 15<sup>th</sup> of each month

-Pay period breakdown is as follows

-Everything DELIVERED after 12:00 AM CST on the 10th through 11:59 PM CST on the 24th will get paid out on the 1st of the month paycheck provided the driver has turned in all necessary BOL's and paperwork.

-Everything DELIVERED after 12:00 AM CST on the 25th through 11:59 PM CST on the 9th will get paid out on the 15th of the month paycheck.

-Paysheets must be turned in by 10:00 AM CST on the 10th and 25th of every month to give your dispatcher and accounting ample time to get payroll done. It is okay to turn your sheet in a day or two early. Even if you are missing the last load or two on the paysheet, we will add it in to your pay.

-Any and all special requests for the pay period must be turned into Amy by the 10th and 25th. Do not contact her requesting a change or special request after those days and expect them to happen on that payday. Too many requests are coming in while she is figuring payroll and those requests will be denied.

-You will be paid with roughly a 1 week hold out/delay.

-You will be eligible for a \$500.00 pay advance one week from your paycheck if you request it, and only if you have earned enough that pay period to compensate for the advance. These payments will be made on the Friday following the week of payday only. Notify accounting the Thursday before by noon via email or text only please. That way it is in writing and can be referred back to at a later time if they are busy when you request it. If a request is made after the deadline, the request for an advance will be denied.

**-ONLY CONTACT ACCOUNTING FOR ADVANCES.**

-If you fail to turn in required paperwork or do not have it filled out correctly with expected signatures and dates. You will be liable to get it fixed yourself or you won't get paid for it until the issue is resolved.

**\*\*Trip-packets/Fuel Receipts must be turned in to the office in a timely manner. These must be turned in before the 12th every month or you will not receive a paycheck until it has been turned in.\*\***

## **Vehicle Checklist**

-A complete vehicle/repair checklist must be filled out and turned into the mechanic when you return to the shop. If there is something not fixed when you return to work, contact the mechanic first. Do not put items to be fixed on the sheet if it is something you can take care of on your own like a dome light or your dash needs wiped down. Our mechanics are here to service vehicles, and make necessary repairs to perform your job safely. We do not pay them to fill your windshield washer fluid, wipe off your dash, clean the road grime off your truck, fill it up with fuel, etc.

## **Clean Trucks**

-Cleaning items are here if you need them and we expect you to clean and keep your truck clean inside and out. A clean truck will help with not getting pulled into weigh stations.

-We will pay for a basic truck wash (1) time every 2 weeks, please do not abuse this if your truck is not dirty.

## **Ride-A-Longs**

-Never take a passenger without asking Shawn or your dispatcher and getting the Liability Waiver signed. *THIS IS AN ABSOLUTE MUST.* We have to have a signed copy in the office and there needs to be one in the truck as well.

-We will NEVER be liable for the transportation of a passenger due to a break down or any other reason they may need to come home.

-Passengers can only ride with you for a maximum of 5 days. If you come home every weekend, your passenger can not go out with you every week.

-Never pick up a hitchhiker!

-Pets are not allowed in any vehicle without being approved by the Company and you must sign a waiver and give a \$1,500.00 Deposit in case the truck needs to be cleaned when you switch or leave.

**\*\*\*\*\*THIS IS ALL NON-NEGOTIABLE. WE ARE RESTRICTED BY OUR INSURANCE COMPANY. HAVING A RIDER/PASSENGER IS A PRIVILEGE THAT WE DO NOT HAVE TO AFFORD AND OUR INSURANCE COMPANY FORBIDS BUT WE ALLOW IT ANYWAYS. DO NOT ABUSE THIS\*\*\*\*\***

## **Transport/Customer Vehicles**

-Never drive a vehicle you are transporting for any reason other than loading and unloading. Anything that is not on the trailer and connected to the truck is not covered by our Insurance.

## **Break Downs**

-If you experience a breakdown and you have to stay overnight in a motel. The first nights stay is your responsibility (some variables apply so *case by case* will apply here) and every night beyond that is on the company.

-Transportation home will be considered only if a repair will take more than 2 days and there is sufficient reason to get you home before the truck repair will be completed.

-In the event of a breakdown contact the Head Mechanic first and then your dispatcher if he does not answer. Do this within reason and consideration. Do not contact anyone if it is really late at night or early morning if nothing can be done until normal business hours anyways.

-If you need to be towed make sure it's the last option.

-If you are stuck at a weigh station because you are shut down. Call roadside assistance if it's absolutely necessary and they can fix your issue. If you abuse roadside assistance for a tire change, light bulb replacement or something you should have caught in a pre-trip inspection, you will be responsible for a portion or the full bill.

-If you have a blowout on the tractor or trailer then call roadside. If you can "limp" to an exit or truck stop without causing further damage. That is authorized as long as it is safe and won't cause damage to anything. Use your judgment.

-If you cannot afford to pay for a necessary repair or supply then contact the head mechanic for payment via their company card or comcheck. Your dispatcher can also assist with this if the mechanic is unavailable.

**\*\*\*\* Any tow over \$500 must be pre-authorized by your dispatcher or Shawn.**

***All other calls or issues mechanical related need to wait until 7:30 am the following morning.\*\*\*\*\****

### **Scheduling Days Off**

We are reasonable and understanding when it comes to giving every employee time off that they need and want. To continue being this way. Starting May 1<sup>st</sup>, 2015 every employee must request off via text/email (must get confirmation via text/email from dispatcher that they received it) at least 14 Days prior to the requested time frame/days off. This will ensure our acknowledgement that you need off. (Special circumstances will be granted for emergencies)

### **Vacation Pay**

-Must request off 30 days in advance.

-Company drivers receive 1 week paid and once working for 5 years straight they receive 2 weeks paid vacation

-Vacation pay will be paid out in accordance with normal pay periods.

Vacation pay will be forfeited if you quit and have not used it.

### **Benefits**

- Company drivers health insurance premium will be paid 50% by the company they drive for.
- Vision, dental, and life insurance are paid 100% by the driver.
- 401k the company will match up to 3% of your deduction.
- If you take off work your company benefits such as 401k, health insurance, Aflac, dental, and vision will be deducted out of your vacation pay. If you are taking unpaid time off you will be responsible for paying the entire premium or you will be cancelled from that plan.

**Holidays**

We have the scheduled Holidays off and all trucks will be in (UNLESS you want to stay out.) drivers will be routed to arrive home 1 or 2 days before for the holiday.

**These are days off, work will resume the following day**

- Memorial Day Weekend
- Labor Day Weekend
- Christmas- Dec. 24th + TBD
- Independence Day/4<sup>th</sup> of July weekend
- Thanksgiving Weekend-Thanksgiving Thru Sunday
- New Years TBD

-When you come in for a weekend or a couple days to do a restart we expect you to leave when your restart is complete or when agreed upon by you and your dispatcher.

-You are not allowed to go out of route to go home unless approved or directed to by your dispatcher.

With all that being said we have general figures that we know to be fair estimates for what each size of trailer should invoice on average. We have not set “expected” or “required” invoiced per pay period amounts but they should over time average in these areas or higher. Please use these as a reference for what we want your goals to be.

<u>Trailer Size</u>	<u>Invoiced Per Pay Period Amount</u>
-3 Car	\$8,000.00
-5 Car	\$13,000.00
-7/8 Car	\$15,000.00
-9 Car	\$18,000.00

These are not inflated numbers. Many drivers pulling the 5, 7, 8 & 9 car trailers are surpassing these goals by 3k-6k each pay period so we know these numbers are doable consistently because multiple drivers are doing it already and have been for a long time. If you are struggling and you know it, ask for help. If you’re having personal issues then find someone here in the office you feel comfortable talking to so we can hopefully resolve the issue. We cannot help if you don’t say something.

**Shop Rates**

***Our shop is available to any owner operator, leased driver, or any company we dispatch for. Appointments must be made with the head mechanic in order to have work done. Shop rate will be \$90.00 per hour and you will get all parts at our discounted costs. We will not move our work out of the way to work on yours. All charges will be deducted from your next settlement. Unless prior arrangements are made and agreed upon with Shawn.***

\*\*\*\*\*

## **Qualification and Guidelines:**

Guideline Gross Averages:

5-CAR \$6000.00 PER WEEK

7-CAR \$7000.00 PER WEEK

9-CAR \$8000.00 PER WEEK

(averages are based on a 12 month period so you will not be disqualified if you have a week where you do less.)

### **PAID VACATIONS:**

In order to receive paid vacation, a driver must reach their average weekly goal. Paid vacation will be figured from Dec. 1<sup>st</sup> to Nov. 30<sup>th</sup> the following year to set an amount for the following year. Drivers with 1-5 years with the company will be eligible for 1 week paid vacation, and drivers who reach 5+ years will be eligible for 2 weeks paid vacation. The weekly set vacation pay is set by your prior year wage divided by 52. All vacation pay will need to be used by the year end or you will lose it, I will not accumulate your pay. This must be requested by the driver and the date available is on the anniversary of your hire date.

### **YEARLY RAISES:**

To qualify for a .5% raise you must meet the average gross revenue. If you do not meet this you will stay at your current pay, until the following year, also you will not have a reduction in pay for not meeting the requirements. This calculation will be done from your hire date. This will take effect starting Dec 1<sup>st</sup>. 2020. Any driver who reaches their hire date before Dec 1, 2020 will receive their .5% raise per current policy.

### **TO RECEIVE A YEARLY BONUS:**

In order to receive a yearly bonus you must meet or exceed the below guidelines.

- 1.) Driver must not receive any OOS violations
- 2.) Driver must not receive any HOS violations
- 3.) Driver must not receive any speeding violations or warnings noted on a DOT inspections
- 4.) Paperwork is turned in when its supposed to be not constantly having to be asked.
- 5.) Driver has no insurance claims that require the insurance to pay out on a claim.

6.) Mechanical:\*services are done on time and within the mileage limits

\*tires are taken care of and tire pressures are good when checked

\*equipment is not abused

\*Truck kept clean interior and exterior

## **YEARLY AWARDS AND GUIDELINES**

### **DRIVER OF THE YEAR:**

The winner will be selected by a vote from all office and shop personnel, all qualified drivers will be selected by Shawn or someone appointed by Shawn. The winner will receive \$1500.00 cash and there will only be 1 driver selected.

- 1.) Meet all yearly Bonus Guidelines
- 2.) Meet all attendance guidelines
- 3.) Meet minimum gross guidelines
- 4.) Driver has good communication
- 5.) Great team player

### **TOP PRODUCER IN CLASS:**

Top Producer in class must not have any HOS violations, speeding violations, or any Insurance Claims that have to be paid by the Insurance Company. Transport damages will not be counted against you, to be qualified for this. There will be an award for all 3 classes, 5,7,9 CAR. Whatever class you are in on Dec1st of each year will be the class your competing in. 1 driver from each class will be given \$1000.00 cash for this award.

### **PRIDE IN YOUR RIDE AWARD:**

On Dec 1<sup>st</sup>, Shawn will select 10 drivers who will be voted on by all office and shop staff for this award. The top 3 drivers with the most votes will win \$500.00cash each.

### **NO DAMAGE AWARD:**

Any driver who has not had any damage all year will receive \$200.00 cash

## **GUIDELINES FOR YEARLY AWARDS**

- 1.) Any driver considered for DRIVER OF THE YEAR OR TOP PRODUCER must be here for the full 12 months.
- 2.) Any driver w/ less than 12 months and more than 6 will only be eligible for PRIDE IN YOUR RIDE, AND NO DAMAGE AWARD.



- 3.) To keep the qualifications fair and consistent Shawn will be the only person to pick the qualified drivers that will be voted on by all the office and shop staff. The names will be kept confidential until it is time to vote.
- 4.) Owner Ops will be eligible for all awards.

RE: 2020 Owner Operator Policy Changes / and Requirements

- Owner Operators are allowed 1 paid drug consortium setup per truck per year, each setup fee will be \$200.00 per driver, which is our cost.
- Leased on trucks must follow all company guidelines as stated in the Company Handbook.
- All leased trailers must be maintained and taken care of in a respectful manner, S&S is responsible for everything except for the Tires, if you are returning a trailer for replacement or lease termination you will be responsible for tire replacement if the tread is 40% or less. Our cost will be charged to replace.
- If you quit, or get terminated you must return your equipment for inspection. If there are issues or damages you will be responsible for the repairs.
- If you abandon S&S Equipment and I have to secure it, you will forfeit your escrow account, and possibly your final settlement, depending on the balance and circumstance.
- Owner Operators are responsible for all Tolls, Fines, Citations, Overweight Fines, and subject to all Fines defined in the company Handbook.
- Owner Operators are not allowed to turn down loads, this violation of policy will result in Lease Termination.
- Truck Owners are responsible for all costs involved for Payroll of their drivers, unless they take care of the driver Payroll.
- Truck Owners are responsible for the drivers financial obligations if they incur damages, fines, etc. in the event they quit or get fired and have an obligation. Such as failure to turn in COD money, Damages, violation fines, or deductibles from damages.
- Truck Owners must be active in their business as a driver in order to lease on more than 1 truck, also S&S will not accept leased on trucks without a driver. Leased trucks that are here prior to Jan. 1 2020 will be grand-fathered in and exempt from this policy.
- Any 1099 driver will not be eligible for work comp, any leased on driver who is 1099 after Jan. 1 2020 will be required to acquire a workers compensation policy before leasing onto S&S. Any previous 1099 driver is exempt from this policy but is encouraged to get a policy on their own.
- Any 1099 Driver/Owner will not be eligible to participate in the companies 401K plan, or other benefits that we offer that legally cannot be funded. Also 1099 drivers/owners are responsible for 100% of their health care premiums if they choose to join as we cannot pay for any part due to them not being a legal employee.
- Owner Operators must request off the same as a company driver. Even though it does not matter how long they take off due to being an owner operator, we depend on you as if you were one of our trucks.



## **COMPANY HANDBOOK**

This signature is for receiving the version dated 3/21/2023

The Signature below acknowledges that you have read and agree to follow all rules and regulations set forth in the Company Handbook (18 Pages) .

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Print Name

Signature

Date