

CASPER COLOSIMO & SON, INC.  
**CCSI**  
PITTSBURGH, PA

## Fleet Safety Manual



**Committing to a Culture  
of Safety**



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## 3rd Generation Owners

**Joseph F. Casilli**  
Executive Vice President

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Executive Vice President

## Risk Management

**Brianna G. Kline**  
MS, MA, CSP, SPHR  
Chief Risk Officer

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## **Welcome to Casper Colosimo & Son, Inc.**

Casper Colosimo & Son, Inc. is a 3rd generation, family owned company that has been in business for over 70 years specializing in underground utility construction, including services for oil and gas, paving and landscaping restoration.

With every project, Casper serves as the entrusted, full service partner with our clients, providing consistent quality work with a focus on the safety of our people and the satisfaction of the communities in which we service.

Casper Colosimo & Son, Inc. was formed as a partnership in 1948 by Frank Colosimo and Joseph Casilli and later proceeded by Frank Casilli. Now on our 3rd generation of owners the company has grown to more than 200 employees with offices in Pennsylvania, Maryland and Virginia.

Despite many changes in our industry since the company's formation, our success largely comes from using a values driven, hands-on management approach, maintaining a culture that commits to excellence in every area.



## **Company Fleet Safety Policy**

Casper Colosimo & Sons, Inc. ("The Company") shall establish the safety requirements for company driving and trucking operations with the issuance of this manual. This manual covers all operations which require the driver to possess a Commercial Driver's License (CDL) as well as all other non-CDL commercial motor vehicle operations. All commercial fleet operations shall be performed in accordance with federal and state regulations, including but not limited to the Federal Motor Carrier Safety Regulations (FMCSR), Department of Transportation (DOT), and the Department of Motor Vehicles (DMV).

Drivers are required to perform their driving duties under the guidelines of this manual; however, if a situation arises in which this manual is in contradiction with the law, employees are instructed to follow the applicable federal and/or state regulation. It is the responsibility of each driver to know, understand, and follow the regulations set forth in this manual. Drivers that do not follow these rules shall be subject to the disciplinary actions set forth in this manual. No employee is required to perform duties in an unsafe manner or an unsafe environment as a condition of employment. It is



the responsibility of the employee to work and operate all equipment in a safe manner, to comply with all company rules and regulations, and to inform supervisors or managers of any unsafe acts or conditions observed.

This document shall govern only the commercial vehicular activities/operations of this company. All non-driving activities shall be performed under the guidelines of the Company's Employee Safety & Health Handbook. Employees may request a copy of that document from any manager or supervisor.

It is the goal of the Company and of this Fleet Safety Manual to ensure the safety of the general public and all employees, while traveling over the roadways.

## **Commercial Motor Vehicles (CMV)**

A Commercial Motor Vehicle is any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property that:

- Has a Vehicle Weight Rating (VWR), Gross Vehicle Weight Rating (GVWR), Gross Combination Weight Rating (GCWR), or Gross Combination Weight (GCW) of 10,001 pounds or more. Or;
- Is designed or used to transport 9 or more passengers (including the driver) for compensation or 16 or more passengers (including the driver) not for compensation. Or;
- Is used to transport hazardous materials in quantities requiring the vehicle to be placarded.

For the purposes of this manual and compliance in all jurisdictions:

- The Company will deem any vehicle used in intrastate commerce that meets the details above as a Commercial Motor Vehicle, regardless of the state it is being driven in.

A Commercial Motor Vehicle is often thought to go hand-in-hand with a Commercial Driver's License (CDL), however that is not necessarily the case. A CDL is required by the driver of any of the following vehicles:

- Any combination of vehicles with a gross combined weight rating (GCWR) of 26,001 or more pounds, providing the gross vehicle weight rating (GVWR) of the vehicle being towed is in excess of 10,000 pounds.
- Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing another not in excess of 10,000 pounds.
- Any vehicle, regardless of size, designed to transport 16 or more persons, including the driver.

- Any vehicle required by federal regulations to be placarded while transporting hazardous “materials”

**Definitions used in the above descriptions:**

A **Motor Vehicle** is any vehicle, machine, tractor, trailer, or semitrailer (or any combination of those) propelled or drawn by mechanical power and used on the highways in the transportation of passengers or property (including the vehicles itself). This does not include vehicles operated on rails, nor trolley buses powered by an overhead electric wire.

A **Highway** is any road, street, or way (whether on public or private property) that is “open to public travel,” meaning that the road or way is available (except during scheduled periods, extreme weather, or emergency conditions) and passable by four-wheel standard passenger cars, and is open to the general public for use without restrictive gates, prohibitive signs, or regulation other than restrictions based on size, weight, or class of registration.



The **Gross Vehicle Weight Rating (GVWR)** is the value specified by the manufacturer as the loaded weight of a single motor vehicle.

The **Gross Combination Weight Rating (GCWR)** is the greater of 1) the value specified by the manufacturer of the power unit, as shown on the certification label, or 2) the sum of the GVWR's or the GVW's of the power unit and the towed unit(s), or any combination of those that produces the highest value. Note that the GCWR of the power unit will not be used to define a commercial motor vehicle when the power unit is not towing another vehicle.

**Interstate Commerce** is trade, traffic, or transportation in the United States that goes across state lines (or to another country); between two places in a state through another state; or between two places within a state as part of trade, traffic, or transportation originating or terminating outside the state or the U.S.

**Intrastate Commerce** is trade, traffic, or transportation in the United States that remains entirely in a single state.

## What CMVs might you see at the Company?

Single - Axle Dump Truck



Tri-Axle Dump Truck



Tandem Axle Dump Truck



Flatbed Truck



## Tractor Trailers



## Certain size Pickup Trucks

(Depending on the GVWR given by the manufacturer)



## Mechanic Trucks



## Vac Trucks





# Program Responsibilities



## **Program Responsibilities**

### **Company President**

- Provides vision and direction for all company fleet operations
- Appoints company supervisors and managers
- Reviews accident investigation reports and findings
- Oversees purchasing and disposal of vehicles and/or trailers

### **Logistics Manager**

- Ensures that timely vehicle and trailer maintenance and preventative maintenance inspections are being conducted
- Coordinates with driver for “show-up” times and dates, loading times and dates, delivery times and dates, material types and quantities, and delivery/ jobsite locations
- Contacts drivers to inform them of random drug / alcohol tests

- Arranges daily schedules to accommodate any mechanical repair requirements or preventative maintenance inspection requirements
- Oversees hours of service regulations
- Manages and oversees all company mechanics and service technicians
- Coordinates roadside emergency breakdown service, vehicle accident towing, vehicle accident service and salvage coordination
- Ensures that all company vehicles are properly registered and licensed

### **Safety Department**

- Maintains all driver training records
- Approves all Fleet Safety orders and regulations
- Approves hiring and employee training practices
- Approves employee reprimands, suspensions, and terminations
- Implements and enforces the fleet program and regulations

- Maintains insurance coverage for all operations, including but not limited to, Automobile Liability Insurance
- Ensures that all subhaulers / subcontractors to the Company have provided a Certificate of Insurance, an Additional Insured Endorsement, and follow state drug/alcohol testing requirements
- Oversees all accident and/or incident investigations, including but not limited to, vehicle accidents, property damage incidents, and driving violations
- Organizes and conducts quarterly driver's safety meetings
- Ensures that drivers are completing daily driving logs and vehicle inspections
- Maintains all drug/alcohol test results, personnel files and Driver Qualification Files as required by the Department of Transportation
- Oversees and reviews all new hire documentation, including but not limited to, a



- valid medical card, a valid driver's license, and an employment application packet
- Oversees pre-employment physicals, drug/alcohol tests, and new driver background checks as required by the Department of Transportation

### **Mechanic(s)**

- Oversees and provides service, maintenance, inspection and repairs to all company owned trucks and trailers
- Oversees and ensures that all inspections, services, and repairs are documented and that all records are maintained
- Schedules all vehicle maintenance and preventative maintenance inspections
- Documents all work completed on company vehicles
- Follows and complies with all State and Federal Regulations
- Follows and complies with all Company rules, regulations and policies

## **Driver/Operator**

- Follows and complies with all State and Federal Regulations
- Follows and complies with all Company rules, regulations and policies
- Follows and obeys all traffic signs and postings
- Maintains a valid Driver's License and Medical Card
- Acts in a courteous manner to all customers, coworkers and to the general public
- Maintains his/her truck in proper working order
- Provides urine samples, when requested, at an appointed clinic for compliance with the Department of Transportation's Random Drug/Alcohol Testing requirements
- Ensures all vehicle maintenance and preventative maintenance inspections are completed. (Note: Drivers are responsible for knowing when their vehicle and/or trailers are due for preventative maintenance. Vehicles



and/or trailers not in compliance must not be operated.)

- Conducts a vehicle inspection before and after each shift
- Maintains a driver's logbook (and informs the Logistics Manager of any potential or on-going hours-of-service violations) and submits logbook reports, on a daily/weekly basis



# **Driver Selection, Onboarding and Training Requirements**



## **Driver Selection, Onboarding and Training Requirements**

### **Minimum Qualifications**

All applicants seeking a driving-oriented position must:

- Be at least 21 years old;
- Be able to read and speak the English language well enough to converse with the general public, understand English signs and signals, respond to official inquiries, and make entries on reports and records;
- Be able to safely operate the type of motor vehicle he/she drives, by way of experience, training, or both;
- Be physically qualified to drive a motor vehicle in accordance with the medical qualification standards set forth by FMCSA;
- Pass a company sponsored physical examination;
- Have a currently valid operator's license issued by only one state or jurisdiction, and it

- must be in the state or jurisdiction of the driver's permanent residence;
- Furnish the Company with a list of violations from the past 12 months (or certification that there were no violations);
- Pass a company sponsored pre-employment drug/alcohol test and agree to random, post-accident, reasonable suspicion, and return to work testing;
- Successfully complete a driver's road test given by a company designee.

### **New Driver Application and Onboarding Process**

Before any individual, not previously employed by the Company, is eligible for employment, the following procedures must be followed:

- A pre-employment interview must be conducted to identify the applicant's prior experience, training, and reason for leaving their prior employer;
- The applicant must complete an employment application;

- The applicant must provide a copy of their valid driver's license and medical card (if they currently hold one);
- The applicant must provide a copy of 2 forms of identification proving citizenship or legal immigration status;
- The applicant shall sign consent forms providing the Company access to their medical records, permission to include them in the Company's random drug and alcohol testing program, and permission to obtain copies of their motor vehicle record (MVR);
- The applicant shall pass a pre-employment drug test and physical;
- The applicant must submit to and pass an employment background check;
- The applicant must provide information about previous employment going back 3 years and submit to a prior employer verification;
- The driver will be given a copy of the Company's DOT compliance guide outlining the rules and regulations of operating a CMV;

- The applicant shall successfully complete a Driver's Road Test;
- The driver must complete an I-9 and W-4 form; and
- The applicant must go through the Company's New Hire Orientation.

### **CDL Licensing**

A driver who is specified by the Company to operate a CMV that meets the requirements for possessing a CDL, as specified on page 11 of this document, must provide his or her CDL license during the onboarding process. The driver's CDL must be valid and cover the appropriate class and endorsements for the CMV they will be operating. CDL classes are defined as the following:

- Class A CDL – required to operate any combination of vehicles with a Gross Combination Weight Rating (GCWR) of 26,001 or more pounds, provided the towed vehicle is heavier than 10,000 pounds.
  - Tractor-Trailers
  - Truck and trailer combinations

- Tank Vehicles
- Flatbeds
- Class B CDL – required to operate a single vehicle with a Gross Combination Weight Rating (GCWR) of 26,001 or more pounds, or tow a vehicle not heavier than 10,001 pounds.
  - Straight trucks
  - Box trucks
  - Dump trucks with small trailers
  - Tractor-Trailers
- Class C CDL – required to operate a vehicle that is designed to transport 16 or more occupants or transport hazardous materials.
  - Passenger Vans
  - Combination vehicles not covered by Classes A or B

## **MVR Requirements for Hire**

A Driver's Motor Vehicle Record must be obtained and reviewed by the Company prior to the start of employment. An MVR is a snapshot of an applicant's past driving record and certifications.

Within 30 days of the date employment begins, the Company must obtain and review an MVR from each state in which the applicant held a motor vehicle operator's license or learner's permit during the last 3 years. A current MVR must be on file before the applicant drives any vehicle. The MVR gives the Company proof of:

- medical certification;
- driver license verifications and endorsements; and
- previous driving errors and violations.

The Company must review each driver's MVR and decide on whether the driver remains qualified or is disqualified to drive a motor vehicle. In making this determination, special considerations are paid to infractions such as D.U.I., moving violations, prior accidents, medical records, etc. A review of



the MVR and ensuing determination must be kept with the Drivers Qualification File.

The Company will use a program called SambaSafety to review each driver's MVR. SambaSafety has their own scoring system based on the drivers record. A score of 0 indicates a "clear" record. A score of 1-14 indicates "activity" on the driver's record. A score of 15+ indicates an "exception" to the driver's record.

The Company reserves the right to take action or refuse employment to any driver whose MVR does not fall within the allowable limits as follows.

Activity Type	Maximum Allowable	Action (If MVR exceeds Maximum)
Samba Safety Score	15 +	<p>Drivers shall be allowed to operate a motor vehicle at the discretion of the Safety Department, Logistics Manager, and/or Company President.</p> <p>A careful review of the origin of the score will take place and a decision will be made in a timely manner.</p>
DMV (state) Point Count	5	<p>Drivers shall be allowed to operate a motor vehicle on a "probationary period" and shall be given 90 days to complete a defensive driving program. Once proof of program completion is received, the driver may have their "probation" lifted. If additional points are received (before other points have dropped off the MVR), the driver shall be subject to an administrative review and subject to disciplinary procedure including loss of driving privileges.</p>

		<p>If 90 days passes without proof of completion, the driver's "probationary period" becomes a loss of driving privileges until the defensive driving training program is completed.</p>
D.U.I.	0	<p>All driving privileges are suspended until the driver has enrolled in a DOT approved substance abuse program, and a substance abuse professional has authorized the return to driving duties.</p> <p>A driver with more than one DUI offense on their motor vehicle record shall be subject to termination/suspension of driving duties. Any DUI received while operating a company vehicle is grounds for immediate termination.</p>
<p>Accidents                      (Not involving a company vehicle)</p>	2	<p>Drivers shall be allowed to operate a motor vehicle on a "probationary period" and shall be given 90 days to complete a defensive driving training program. Once proof of the program completion is received, the driver may have their "probation" lifted. If additional accidents occur</p>

		<p>the driver shall be subject to an administrative review and subject to disciplinary procedure including loss of driving privileges.</p> <p>Note: For vehicle accidents involving company vehicles see 'COMPANY VEHICLE ACCIDENT DISCIPLINARY POLICY'.</p>
Hit & Run/ Failure to Appear/ Driver's License Suspended or Revoked	0	Driving privileges shall be suspended until all issues are cleared with the DMV.
Expired License or Medical Card	0	Driving privileges shall be suspended until a copy of a new medical card has been provided to the Company and the record has been cleared with the DMV.

### **Recurring / Follow-up Driver Qualifications**

At least once every 12 months the Company must review each employed driver's MVR. The record must cover the previous 12 months at a minimum and include any state where the driver held a license or a learner's permit. A record of the review and ensuing determination must be completed and kept with the Drivers Qualification File. The allowable limits and resulting actions are the same as above.

At least every 12 months, each driver must submit a list updating all violations of motor vehicle traffic laws or ordinances (other than parking violations) for which he or she was convicted during the preceding 12 months.

Drivers are required to have a physical examination and obtain a new Medical Examiner's Certificate (Medical Card) at least every 24 months or when the medical card is due to expire. The original copy of the medical card must be kept with the driver, and a copy will be added to the driver's qualification file.



## **Driver's Qualification File (DQF)**

The Company is required to make and maintain a Driver's Qualification File (DQF) for each driver it employs that will be operating a CMV. The DQF must be retained by the Company for as long as a driver is employed and for three years thereafter. At a minimum, the DQF must include:

- Driver's application for employment;
- The initial driving record (MVR) from any applicable state(s) at the time of hire;
- Any subsequent MVR reviews while employed by the Company;
- New Driver Road Test and certificate;
- Medical exam certificate, (medical card);
- Documentation of any medical variance, exception, or waiver;
- Verification that the medical examiner is listed in the National Registry;
- Annual driving record from any applicable state(s) for current drivers;
- Any notes related to the annual review of driving records; and
- The driver's annual list of violations.



*Note: verification that the medical examiner is listed in the National Registry is achieved by running either the examiner's name, business association, or National Registry Number through the Federal Motor Carrier Safety Administration's website.*

## Drug and Alcohol Testing

The Company is concerned with the health and well-being of all employees. Behaviors related to substance use can endanger all employees, not just substance users. We cannot condone and will not tolerate behaviors on the part of employees that relate to substance use, such as:

- Use of illegal drugs;
- Misuse of alcohol;
- Sale, purchase, transfer, trafficking, use of possession of any illegal drugs;
- Arrival or return to work under the influence of any drug (legal or illegal) or alcohol; to the extent that job performance is affected.

Management is fully committed to our Drug-Free Workplace Policy which establishes clear guidelines for acceptable and unacceptable employee behavior for everyone in the workplace. We will not tolerate substance use in violation of this Policy and intend to hold everyone reasonably responsible for supporting this Policy.

This document (Policy) describes our Company's Drug-Free Workplace Program, and every employee is expected to



read and understand it. The Policy applies to every employee including management, and also applies to contractors and subcontractors we may use.

The consequences stated in this Drug-Free Policy will apply to anyone who violates the Policy.

The Company holds all employees accountable in terms of substance use but also supports getting help for employees. Employees who come forward voluntarily to identify that they have a substance problem will receive Company support and assistance.

However, if an employee has a substance problem and does not come forward, and the employee then tests positive for drug or alcohol use in violation of this Policy, the Company may terminate employment for violation of this work rule.

Employees whose jobs are subject to any special law or regulation may face additional requirements in terms of substance use. Other consequences that apply to all employees who violate this Policy are spelled out within this document.



This program will go into effect within 30 days of the announcement of our Drug-Free Program and this new Policy that describes our Drug-Free Program. Our Policy covers five key parts of the Company's program.

The five parts are:

- A written policy that clearly spells out the program rules and how everyone benefits.
- Annual substance awareness education for all employees via handouts, paycheck stuffers or training.
- Training for supervisors regarding their roles and responsibilities.
- Drug and alcohol testing, the most effective way to change harmful behaviors related to substance use.
- Employee assistance.

Employees will have the opportunity to receive information about how substance use is a problem affecting the



workplace. You will learn the signs and symptoms, dangers of use, and how and where to get help for yourselves and your families.

Human Resources will be the Drug-Free Workplace Program Administrator, so everyone knows who to go to for information or help.

The Administrator will be responsible for arranging drug and alcohol testing, as needed, and will have a list of places that employees can turn to for help for themselves and/or their families.

The Administrator will also arrange to utilize knowledgeable presenters to educate our employees about substance use.

### **Protection for Employees**

This program is designed to protect employees from the behaviors of substance users. Some of the protections built into the program are:

- Employee records like testing results and referrals for help will be kept confidential. Information will be on a need-to-know basis. Any violation of confidentiality



rights is subject to disciplinary action up to and including termination of employment.

- We're committed to employees who have a substance problem getting help. Each situation will be reviewed individually. Employee assistance is available for employees and their families. A list of resources is available through our Drug-Free Workplace Program Administrator. We want you to come forward if you have a substance problem and not wait.
- If you test positive, you're risking losing your job. We don't want that to happen.
- All supervisors will be trained in their duties related to testing before this program begins.
- All employees will receive awareness education periodically to help identify problems and learn where they can go for help.
- Collection of urine specimens and breath testing will be done at a local clinic, and urine drug test specimens will be analyzed by a laboratory certified by the federal government.

- These labs use the highest level of care in ensuring that results are accurate, and the process that's used is 100% accurate in detecting that the substances that the Company is concerned about are present in the employee in sufficient quantity to lead to behaviors that may hurt the person or other employees.
- The lab will work closely with our local clinic to ensure fairness and accuracy of every test, and we also have a Medical Review Officer (called an MRO), a trained physician responsible for checking whether there's a valid reason for the presence of the substance in the employee's system.
- The MRO is an expert in drugs and alcohol. When the MRO receives positive test results, the MRO will contact the employee and any appropriate health care provider to determine whether there is a valid reason for the presence of the drug in the person's system.
- The testing program consists of an initial screening test. If the initial results are positive, then a second test is used. Cut-off levels for each drug and for alcohol are established for what will be considered a positive test.

- These levels show that the employee didn't just have a little of the substance in his or her system but enough to affect workplace safety and the ability to do the job. These cut-off levels come from federal guidelines and are fair for all employees.

### **Employee Awareness Education**

Every employee will receive a copy of our written Policy, and everyone will be expected to sign that they received it. Periodically, we will have a qualified person explain why and how substance use is a workplace problem, the effects, signs/symptoms of use, effects of commonly used drugs in the workplace, and how to get help. New employees will hear about the program during orientation and will receive a copy of the written policy.

### **Supervisor Training**

Supervisors will be trained to recognize substance problems that may endanger the employee and others as well as violate this Policy. Supervisors will be trained about testing responsibilities, how to recognize behaviors that demonstrate an alcohol/drug problem and how to make referrals for help.



## Drug and Alcohol Testing

Testing will be used to detect problems, get employees not to use substances in a way that they violate our Policy and then allow us to take appropriate action to correct the situation.

In addition to alcohol, the drugs that we are testing for include:

Amphetamines (speed, uppers)	Phencyclidine (PCP, "angel dust")	Cocaine (including crack cocaine)
Marijuana	Opiates	MDMA
Heroin	Barbiturates	Benzodiazepines
Oxycodone	Propoxyphene	Methadone

## Employee Assistance

The Company believes in offering assistance to employees with a substance problem. We don't have a rehabilitation program and can't afford to pay for someone to attend a program, but we are supportive of employees taking action on their own behalf to address a substance problem. We have a list of local community resources to give to



employees who come forward voluntarily to seek help. The Unions and Health Insurance carriers also provide information regarding resources.

The list provides places to go for an assessment and for treatment. When an employee has a substance problem, we'll meet with the employee to discuss the problem and any violation of this Policy. The Company reserves the right to terminate based on a second positive test.

Employees will be tested for the presence of drugs in the urine and/or alcohol on the breath under any and/or all of the conditions outlined below:

### **Post-Offer, Pre-Employment Medical Examination & Drug Testing**

As part of the Company's employment procedures, all applicants will be required to undergo a post-offer, pre-employment drug screen/test that is conducted by a contractor designated by the Company.

Any offer of employment is dependent upon satisfactory completion of this screening, and the determination by the Company and its Medical Review Officer that the person is



capable of performing the responsibilities of the position that has been offered.

### **Reasonable Suspicion Testing**

Reasonable suspicion testing will occur when management has reason to suspect that an employee may be in violation of this Policy. The suspicion will be documented in writing prior to the release of the test findings.

Reasonable suspicion testing will only occur with the concurrence of another Manager or Supervisor.

A reasonable suspicion test may occur based on

1. Observed behavior, such as direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use;
2. A pattern of abnormal conduct or erratic behavior;
3. Arrest or conviction for drug-related offense, or identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking. The employee is responsible for notification

of the Company, within five (5) working days, of any drug-related conviction;

4. Information provided either by reliable and credible sources or independently corroborated regarding an employee's substance use; or
5. Newly discovered evidence that the employee has tampered with a previous drug or alcohol test. Reasonable suspicion testing does not require certainty, but mere "hunches" are not sufficient to justify testing. To prevent this, all managers/supervisors will be trained to recognized drug and alcohol-related signs and symptoms. Testing may be for drugs or alcohol or both.

### **Post-Accident Testing**

Post-accident testing will be conducted whenever an accident occurs, regardless of whether there's an injury.

We consider an accident an unplanned, unexpected or unintended event that occurs on our property, during the conduct of our business, or during working hours, or which involves one of our motor vehicles or motor vehicles that are



used in conducting company business, or is within the scope of employment, and which results in any of the following:

1. A fatality of anyone involved in the accident;
2. Bodily injury to the employee and/or another person that requires off-site urgent care medical attention away from the Company's place of employment;
3. Vehicular or forklift damage in apparent excess of \$2000.00; or
4. Non-vehicular damage in apparent excess of \$2000.00. When such an accident results in one of the situations above, any employee who may have contributed to the accident will be tested for drugs or alcohol use or both.

### **Drug and/or Alcohol Testing after an Accident**

Urine specimen collection (for drugs) or breath/saliva (for alcohol) is to occur as quickly as possible after a need to test has been determined. At no time will a urine specimen be collected after 32 hours from the time of an employment-related incident.



Breath or saliva alcohol testing will be performed as quickly as possible, but no later than eight hours after the incident, or it will be documented but not performed.

If the employee responsible for an employment-related accident is injured, it is a condition of employment that the employee grants the company the right to request that attending medical personnel obtain appropriate specimens (breath, urine and/or blood) for the purpose of conducting alcohol and/or drug testing.

Further, all employees grant the Company access to any and all other medical information that may be relevant in conducting a complete and thorough investigation of the work-related accident including a full medical report from the examining physician(s) or other health care providers.

A signed consent to testing form is considered a condition of employment. Management reserves the right to determine who may have caused or contributed to a work-related accident and may choose not to test after minor accidents if there is no violation of a safety or work rule, minor damage and/or injuries and no reasonable suspicion.



## **Follow up Testing after Return-to-Duty from Assessment or Treatment**

This testing will occur during or after an employee has successfully completed treatment. A negative return-to-duty test is required before the employee will be allowed to return to work. If the employee fails this test, this will lead to termination of employment.

Once an employee passes the drug and/or alcohol test and returns to work, management may choose to do additional unannounced tests for as long as we deem necessary. Any employee with a second positive test result will be terminated.

## **Random Drug Testing**

Random drug testing is not currently a part of the CCSI drug/alcohol testing program for employees. However, CDL drivers are required by D.O.T. regulations to be screened randomly. A non-company testing organization uses computer software that ensures a truly random selection process in which all employees in the testing pool have an equal statistical likelihood of being selected for testing.



When the next random draw is conducted, all employees are again included in the pool with an equal chance of selection, regardless of whether an employee was previously selected. Random testing is designed to deter drug use in violation of the Policy and ensure that we maintain confidence in our employees' abilities to perform their duties.

The Company has contracted with an outside vendor to perform the periodic selection of employees for inclusion in the random testing pools. The contractor selects employees at random for drug testing at any time during each calendar year. The Company will provide employee identification numbers to be used in the random selection drawings.

The contractor will, in turn, furnish the Company with a list of individuals to be tested at the beginning of each selection period. It shall be the responsibility of the individual employee to provide a urine specimen for drug testing. An employee's failure to comply with the request for a specimen for random testing will result in termination of employment.



## **Substances to be Tested for and Methods of Testing**

The procedure that we're relying on is called systems presence testing. This is how qualified testing professionals identify the presence of one or more of prohibited controlled substances or alcohol that may be present in the employee. There is an initial screening test. If it is negative, then a negative test is declared.

If the initial test is positive (comes in at or higher than the cut-off level), a second test called a "confirmatory" test is done.

This is a different test and is considered 100% accurate by experts and in court. Cut-off levels are standards that have been established for each of the tested drugs after years of research. These levels will be used to interpret all drug screens/tests, whether for a pre-employment examination, reasonable suspicion test, post-accident test or follow up test.

Breath alcohol testing will be conducted by a medical clinic that uses only certified equipment and personnel. Breath alcohol concentrations exceeding .04 will be considered a verified positive result. In the event of an accident where



“whole blood” alcohol drawn at a medical treatment facility, a result equal to or greater than .04 shall be considered to be a verified positive result.

An Evidentiary Breath Test (EBT) will typically be used to confirm any initial positive test result. The Company also reserves the right to add or delete substances on the list

mentioned, especially if mandated by changes in existing Federal, State or local regulations or law.

An employee who adulterates, attempts to adulterate or substitutes a specimen or otherwise manipulates the testing process will be terminated.

A refusal to produce/provide a specimen is considered a positive test unless there's a verifiable medical reason that the specimen could not be produced.

### **Specimen Collection Procedure**

Urine specimens and breath testing will be conducted by trained collection personnel who meet standards for urine collection and breath alcohol testing. Confidentiality is required from our collection sites and labs. Employees are



permitted to provide urine specimens in private, but subject to strict scrutiny by collection personnel so as to avoid any alteration or substitution of the specimen.

Breath alcohol testing will likewise be done in an area that affords the individual privacy. In all cases there will only be one individual tested at a time.

Failure to appear for testing when scheduled shall be considered refusal to participate in testing and will subject employee to the range of disciplinary actions, including dismissal, and an applicant to the cancellation of an offer of employment. A monitored urine collection will only occur if there are grounds for suspecting manipulation of the testing process.

### **Review of Test Results**

To ensure that every employee who is tested is treated fairly, we have hired a **Medical Review Officer (“MRO”), Dr. Trinetta Masternick of On Demand Drug Testing and Work Solutions.**

The MRO is a doctor with a specialized knowledge of substance abuse disorders and will be able to determine whether there are any valid reasons for the presence in the employee's system of the substance that was tested positive.

### **Employees' Rights When There's a Positive Test Result**

An employee who tests positive under this Policy will be given an opportunity to explain the findings to the MRO prior to the issuance of a positive test result to the Company. Upon receipt of a confirmed positive finding, the MRO will attempt to contact the employee by telephone or in person.

If contact is made by the MRO, the employee will be informed of the positive finding and given an opportunity to rebut or explain the findings.

The MRO can request information on recent medical history and on medications taken within the last thirty days by the employee.

If the MRO finds support in the explanation offered by the employee, the employee may be asked to provide documentary evidence to support the employee's position



(for example, the names of treating physicians, pharmacies where prescriptions have been filled, etc.). A failure on the part of the employee to provide such documentary evidence will result in the issuance of a positive report by the MRO with no attendant medical explanation.

### **Report of Results**

All test results will be reported to the MRO prior to the results being issued to the company. The MRO will receive a detailed report of the findings of the analysis from the testing laboratory. Each substance tested for will be listed along with the results of the testing. The company will receive a summary report, and this report will indicate that the employee passed or failed the test. All of these procedures are intended to be consistent with the most current guidelines for Medical Review Officers, published by the Federal Department of Health and Human Services.



## **Storage of Test Results and Right to Review Test Results**

All records of drug/alcohol testing will be stored separately and apart from the employee's general personnel documents. These records shall be maintained under lock and key at all times.

Access is limited to designated company officials. The information contained in these files shall be utilized only to properly administer this Policy and to provide to certifying agencies for review as required by law. Designated company employees that shall have access to these records are charged with the responsibility of maintaining the confidentiality of these records.

Any breach of confidentiality with regard to these records may be an offense resulting in termination of employment. Any employees tested under this Policy have the right to review and/or receive a copy of their own test results.

Any employee may request, by means of a written request signed by the employee, a copy of the test results. The company will use its best efforts to promptly comply with this request and will issue to the employee a copy of the results



personally or by U.S. Certified Mail, Return Receipt Requested.

### **Positive Test Results**

Employees who are found to have a confirmed positive drug or alcohol test will be immediately taken off safety-sensitive duties and are subject to discipline but will be afforded a one-time chance for rehabilitation provided by the employee's medical insurance plan.

### **Termination Notices**

In those cases where substance testing results in the termination of employment, all termination notices will list "misconduct" as the reason. Termination shall be deemed "for cause".



## **Driver Training Requirements**

All new drivers will be given the Company's base driving training prior to operating a company vehicle. The base driving training will be a combination of classroom and hands on trainings given by the Safety Department or given by a person appointed by the Safety Department. The following sections may all be included in the base driving training, along with subjects not specifically covered in this manual.

### **New Hire Orientation**

The conclusion of the onboarding process requires all new drivers to complete the Company's New Hire Orientation. The New Hire Orientation will introduce the new driver to policies and procedures that govern the safety of all employees of the Company. Subsequent acknowledgements must be signed and dated validating that all policies and procedures have been explained and understood to their satisfaction. The New Hire Orientation does not encompass every hazard or safety procedure that may be found on a job site or while driving a vehicle. Subsequent trainings, meetings, and notices will be provided when necessary to cover any other safety related topics. It is the new driver's



responsibility to be present and engaged in subsequent safety topics provided by the Company.

### **New Driver Road Test**

1. The road test must be conducted using a motor vehicle of the type the driver will be assigned;
2. The person administering the road test will appointed or assigned by the Safety Department at New Hire Orientation.
3. The road test must be documented on a form;
4. The road test shall not be less than 20 minutes;
5. A pass or fail shall be given at the end of the road test. The results, along with any other constructive comments must be shared with the new driver.
6. Once a road test is successfully completed, the person administering the test shall complete a certificate of road test. One copy shall be given to the driver, and another copy must be kept with the drivers' qualification file.

The following elements shall be incorporated into each 'new' driver road test:

- A Pre-trip inspection;
- Coupling and uncoupling a combination, if the driver may be driving such type of equipment;
- Placing the vehicle in operation;
- Using the vehicle's controls and emergency equipment;
- Driving in traffic and passing other vehicles;
- Shifting;
- Turning. Both Left and Right;
- Braking, and slowing by other means other than braking; and
- Reversing and parking.

### **Hours of Service**

Prior to a driver being allowed to operate a CMV, the driver must be given a documented training regarding hours of service requirements as outlined by the FMCSR. The driver will be trained on how to properly fill out a driver's daily log and will be introduced to sample logs for learning purposes.



## **Daily Vehicle Inspection Report**

Prior to a driver being allowed to operate a CMV, the driver must be given a documented training regarding daily visual inspection requirements, documentation, and criteria for failure as outlined by the FMCSR. The driver will be trained on how to properly perform a walk-around inspection and fill out a paper inspection and/or an electronic inspection form. If the driver is given access to the electronic inspection forms, they must receive a username and password in order to operate the app and must have a device capable of completing the forms.

## **Quarterly Safety Meetings**

All employees that drive a CMV for the Company are required to attend quarterly safety training meetings. Meetings shall include various topics designed to inform employees of new rules and/or regulations, driving techniques, and other safety related issues. Larger topics will also be covered during these meetings and will include hands on or interactive training materials. Larger topics include but are not limited to; Hours of Service, Load Securement, Daily Visual Inspections, etc.



Meeting times and locations will be announced to give employees advance notice; however, it is the responsibility of the employee to know when these meetings will occur and to attend each meeting.

### **Employee Notices**

At times the Company will post and/or distribute written safety notices, or rollout new procedures and policies that pertain to drivers. In these situations, the Company will ensure that each driver receives training or a copy of any written notices as they become available.



# **General Operating Policies and Procedures**



## **General Operating Policies and Procedures**

### **Vehicle Assignments**

Vehicles shall be assigned to drivers by the Logistics Manager. When a vehicle requires maintenance, the Logistics Manager or the Mechanic will provide drivers with “temporary” equipment depending on availability. Drivers shall only use equipment in which they are competent in driving/operating. Drivers are responsible for locking their assigned vehicle whenever it is left unattended.

### **Vehicle Use**

The Company’s vehicles, trailers, or other equipment are only to be used for company authorized business. Any unauthorized use of vehicles, trailers or other equipment shall be grounds for termination. Unauthorized passengers are prohibited from riding in company vehicles. Violators of this policy shall be subject to the provisions of the disciplinary policy.

### **Fueling**

Company vehicles will be issued a fuel card for business fueling purposes. Each driver will be given a “PIN” that will

be used in conjunction with the fuel card to make fuel purchases and transactions. Fuel cards are to be used to fuel only company vehicles. Violators of this policy shall be subject to disciplinary actions. Drivers are responsible for keeping fuel cards in a safe location inside of the vehicle they belong to. Lost or stolen cards must be reported immediately to the Logistics Manager.

In addition, drivers should take the following precautions when fueling company vehicles:

- Smoking or open flames are prohibited
- Never leave the engine running
- Do not leave the vehicle unattended
- Make sure to replace the fuel cap
- Drive with caution in all fueling stations

### **Vehicle Housekeeping**

Driving a company vehicle is a privilege. Drivers are not only required to keep vehicles in good mechanical condition but are also required to keep vehicles clean. Drivers shall keep both the exterior and interior of their vehicle clean at all



times. All windows must be cleaned regularly to ensure that the drivers vision is not obstructed at any time while driving.

Special attention must be paid to the beds of trucks and flatbeds. Once per week at a minimum, a thorough clean and clear out of any unnecessary items must be done. At no time, are unsecured items or tools at risk of falling from the bed allowed to be transported.

### **Additional Truck Accessories**

Drivers wishing to attach additional accessories (i.e. radios, cb radios, additional marker lights, chrome pieces, etc.) to their company vehicles must obtain management approval.

## **Vehicle Mounting and Dismounting**

When any person is mounting or dismounting vehicles, trailers or other equipment it is required to follow the 'Three-Point of Contact Rule':

Always make three points of contact with the vehicle or equipment that is being mounted or dismounted (i.e. two hands and one foot, or one hand and two feet).

- Always face the vehicle or equipment while mounting or dismounting.
- Only use handles, footholds, etc. intended for mounting and dismounting when getting on or off of vehicles, trailers or other equipment.
- Never carry anything while mounting or dismounting.

*Note: During daily inspections make sure that handles, footholds, ladders, and rungs are clean and in good condition.*

## Permits

Drivers are responsible for having, keeping, and producing any permits issued for their vehicle. A paper copy of the permit along with necessary signatures must be in their possession anytime they are operating a vehicle which requires one. These permits include but are not limited to vehicle “over- weight” and “over-size” permits.

The Driver and the Logistics Manager are responsible for verifying that the weight of vehicles, trailers, commodities, and vehicle registrations are within tolerances for the configurations they are used .

The following chart outlines the general width and height guidelines for US Interstate Routes.

Width	8'6"
Height	13'6"
Allowable overhang in front of a single vehicle	6'
Allowable overhang in rear of a single vehicle	3'

Each individual state (PA, VA, MD, WV) breaks down their own weight and length guidelines. Consult with the Logistics Manager and state regulations listed below to obtain any specific permits that may be needed for a trip or route.

- West Virginia Vehicle Code, Chapter 17C, Article 17-1 thru 18-1
  - <http://www.legis.state.wv.us/>
- Maryland Vehicle Law, Title 24, Subtitle 1, subsection 101 thru 114
  - <https://law.justia.com/codes/maryland/2010/transportation/title-24/subtitle-1/>
- Pennsylvania Vehicle Code, Chapter 179
  - <https://www.pacode.com/secure/data/067/chapter179/chap179toc.html>
- Code of Virginia, Title 46.2, Subtitle III, Chapter 10
  - <https://law.lis.virginia.gov/vacode/title46.2/chapter10/>

## **Disciplinary Policy**

Our goal is to be fair when administering corrective action for unsatisfactory conduct. Corrective action may call for any of four steps – verbal warning, written warning, suspension without pay and termination of employment – depending on the severity of the problem and the number of occurrences.

Our own best interest lies in making sure that corrective actions are prompt, uniform and impartial. Our goal is to correct the problem, prevent recurrence and prepare the employees for satisfactory services in the future.

The following four (4) actions of discipline may be applied in an attempt to resolve the following:

- Unacceptable conduct and/or poor performance;
- Attendance concerns;
- Serious infraction of workplace policies, rules and/or procedures.

## **1. Employee Counseling or Verbal Reminder (Documented)**

Employee is counseled by the supervisor following a minor offense in an attempt to eliminate possible misunderstandings and to explain what constitutes proper conduct.

The purpose of a documented verbal reminder is to make certain the employee is fully aware of the misconduct or performance problem and what the Company's expectations are for elimination or improvement of the problem; thereby, enabling the employer to avoid recurrence of the incident.

## **2. Written Notice**

Employee receives a written notice following serious misconduct or continuation of repeated minor offense.

The purpose of a written notice is to make certain the employee understands the severity of the situation and the further misconduct will most likely result in suspension or discharge. A signed copy (by employee

and supervisor) of the written notice will be kept by the HR Director for the employee's personnel file.

### **3. Suspension or Final Written Warning**

A suspension without pay of up to five (5) days or a final written warning is used to address continuing problems where previous action has been ineffective or following serious misconduct.

The purpose of the suspension is to make certain the employee understands the seriousness of the situation, and in the event of a serious infraction, to allow the Company time to investigate the situation. The Executive Vice President will review all suspensions. Human Resources will place a copy of the documentation in the employee's personnel file.

### **4. Termination**

Employee is discharged as the result of a serious offense or the final step in the accumulation of minor offenses of the same nature. Depending on the seriousness or severity of certain conduct, supervisors



may recommend an immediate written notice, suspension or termination.

Each step of the process may be documented and will become part of the employee's personnel file.

Depending on the nature and severity of the offense, the Company reserves the right to by-pass one or more steps, as some incidents may be grounds for immediate discharge.

### **Tickets / Infractions**

Drivers are financially responsible for all fines issued by a law enforcement agency for moving violations, unless otherwise specified by the EVP. The Company shall be financially responsible for all fines issued by a law enforcement agency for mechanical and/or "over-weight" violations. Nonetheless, drivers may be reprimanded for receiving a violation that is considered preventable. Drivers shall be responsible for ensuring that all "fix-it" ticket infractions are corrected/repaired and signed-off immediately. Drivers shall report any violations to the Logistics Manager or Safety Department.



The Safety Department will review mechanical and overweight violations and determine if the violation could have been prevented by the driver through proper inspection, loading procedure, simple mechanical adjustment, etc.

### **Non-Serious Infractions/ Behaviors**

A non-serious action is any violation of the Company's policies and/or any federal or state regulation and /or any local health or safety orders, that **do not** put either the violator or others at risk of imminent danger, injury, or loss of property.

The following employee disciplinary action(s) will be taken for any 'non-serious actions' occurring during the course of employment with the Company:

First Offense	Employee Counseling or Documented Verbal Warning
Second Offense	Written Notice
Third Offense	Suspension or Final Written Warning
Fourth Offense	Termination



## Serious Infractions/ Behaviors

A serious action is any violation of the Company's policies and/or any federal or state regulation and /or any local health or safety orders, that **does** put either the violator or others at risk of imminent danger, injury, or loss of property.

The following employee disciplinary action(s) will be taken for any 'serious actions' occurring during the course of employment with the Company:

First Offense	Written Warning, Suspension or Termination.  <i>*The Company President and the Safety Department shall meet to determine the disciplinary action. The employee may provide a written and / or verbal explanation for consideration.</i>
Second Offense	Termination

Disciplinary actions shall be imposed in a timely manner; however, this decision process shall have no specific time limit.



## **Subcontractor Disciplinary Actions**

The Company insists that subhaulers/subcontractors not put themselves, the Company employees, or the general public at risk of injury or loss of property while performing a work duty under the direction of the Company.

Subhaulers/subcontractors are required to perform their tasks in compliance with all federal, state, and local regulations. Subhaulers/subcontractors must also have all current, required insurance and contract documents in place with the Company. In addition, subhaulers/subcontractors are expected to conduct themselves in a courteous and professional manner when dealing with the Company's managers, employees and customers.

Subhaulers/subcontractors unable to meet these standards shall have any agreements or contracts be subject to cancelation.



## **Preventative Maintenance**

It is the responsibility of the driver to understand the maintenance history of any vehicle or trailer under their control, and be certain that any vehicle or trailer is in proper mechanical order. All maintenance, whether proactive or reactive, must be requested and/or approved through the Mechanic.

## **Daily Vehicle Inspection**

All drivers shall perform a daily vehicle inspection and document all findings on either a provided Driver's Vehicle Inspection Report (paper inspections) or the WhipAround App (electronic inspections).

Written Driver's Vehicle Inspection Reports shall be completed on the provided triplicate copy forms. The top (white) copy shall be submitted to the main office no later than by the end of the week. The yellow copy shall be submitted to the repair shop any time that a mechanical deficiency needing repair is identified. Yellow copies with zero identified deficiencies may be submitted to the main



office with the white copy. The pink copy shall be kept inside of the report book and left in the vehicle.

WhipAround App inspections must be done on a tablet or device. Once submitted, the workflow is automatic and items that need repaired will be sent directly to the mechanic. Inspections with no findings will be automatically saved in a database for later viewing or use.

To conduct a vehicle inspection the driver needs to be familiar with his/her vehicle; however, it is not a requirement that the driver possess any mechanic's certification. Any driver that is not familiar with any of the mechanical equipment on the inspection checklist must let the mechanic know and receive training on the function and use of that piece they are not familiar with.

The FMCSR requires that drivers of a CMV used in **“Interstate Commerce”** complete multiple inspections per day/ trip.

- 1) The first inspection shall be known as the pre-trip inspection. During the pre-trip inspection, all drivers must be “satisfied” that basic parts and

accessories are “in good working order” prior to driving the vehicle. The pre-trip inspection can be completed on either the paper form or the electronic form as noted above.

- 2) As the shift progresses, drivers are required to perform periodic cargo inspections during each trip. He or she must inspect the cargo and cargo securement devices and make any necessary adjustments. It is mandatory for drivers to stop within the first 50 miles of beginning a trip and after every 3 hours or 150 miles, whichever comes first. These periodic inspections do not need to be documented.
- 3) At the end of the shift a post-trip inspection shall be conducted. Similar to the pre-trip inspection, this inspection must be documented in either the paper or electronic formats. All defects that could prevent the vehicle from operating in a safe manner must be corrected before the vehicle may be placed back into service. If defects are corrected by the driver, those defects must also be documented and noted that the defect(s) were corrected. The absence of an inspection report for



a driver's shift is not acceptable. Violators shall be subject to the provisions of the disciplinary policy.

### **Scheduled Maintenance**

The Company is required to have a competent mechanic inspect each vehicle at a minimum of every year. The mechanic, in each location, shall schedule all routine preventative maintenance appointments for all vehicles; however, it is the commercial drivers responsibility to make sure that all vehicles and trailers under their control are in compliance with these requirements. Detailed inspections, maintenance service inspections, and all repairs shall be documented and when work on the vehicle or trailer has been completed, all records will become part of the vehicle file.

*Note: Under no circumstances should vehicles or trailers be used or released for use that have been declared unfit for safe operation.*



# Trailer Coupling Procedures

## Trailer Coupling Procedures

### Fifth Wheel Inspection Guide

Step 1	Visually check the fifth wheel for damage and proper lubrication.
Step 2	Apply grease to the fifth wheel if necessary (if dry, turning may be more difficult)
Step 3	Ensure that the fifth wheel jaws are in the open position, and the fifth wheel should be tilted down toward the back of the tractor.

### Fifth Wheel and Trailer Coupling Guide

Step 1	Chock the tires of the trailer to protect the landing gear during the coupling process.
Step 2	Position the tractor directly in front of the trailer. Align the kingpin plate and coupler on the tractor. Make a visual inspection to make sure no accidental contact between the tractor and trailer will occur.
Step 3	Back slowly until the fifth wheel is between 1/4 and 1/2 under the trailer. STOP, set brake.
Step 4	Visually inspect the connection to ensure that the trailer height is correct. (Avoid a "high hook".)
Step 5	Continue to back the tractor into the trailer until the fifth wheel and the

	kingpin become engaged.  Slightly tug the trailer with the tractor to make sure the kingpin and the coupler are properly joined. STOP, set brake.
Step 6	Make a visual check to ensure a positive connection between the coupling mechanisms.
Step 7	Connect the air and electric supply lines.
Step 8	Retract the landing gear all the way.

### **Trailer Disconnection/ Uncoupling Guide**

Step 1	Back trailer into desired location. Stop, set brake.
Step 2	Lower landing gear. (When loaded, crank down 6 to 8 additional turns after dollies touch the ground; when empty, crank down 3 to 4 additional turns).
Step 3	Disconnect and store air and electrical lines.
Step 4	Pull fifth wheel release arm.
Step 5	Pull tractor partially clear of trailer, leaving a portion of the fifth wheel under the trailer, wait a moment to ensure that the trailer stands alone. Pull tractor completely clear of trailer.



## **Loading and Unloading Procedures**

All vehicles, trailers, and other equipment of the Company shall be loaded and unloaded according to the guidelines and capacities of the trailer manufacturer. It is the responsibility of the driver/operator to know the trailer capacities and ensure those capacities are not exceeded. All loaded vehicles, trailers, or other equipment are the responsibility of the driver.

### **Load Securement**

**CFR Title 49 (392.9)** - "No person shall drive a CMV unless the cargo is properly distributed and adequately secured."

**CFR Title 49 (393.100)** - "Each trailer must have at least one tie down assembly for every 10 linear feet of lading or fraction thereof. All vehicles transporting cargo must be loaded and equipped with devices providing protection against shifting or falling cargo".

If a load is being delivered to the Company from a 3rd party hauler or driver, that 3rd Party is responsible for the load. DO NOT attempt to unstrap their load or cargo. We will



automatically assume responsibility for the stability of that load or cargo once one of our employees begins to remove the straps, cribbing, or other fasteners.



## **Backup Alarms**

All powered vehicles and equipment of the Company must be fitted with a backup alarm. Backup alarms shall be audible so that they may be heard by any person near the vehicle. Backup alarms shall not to be altered, muffled or disconnected. Backup alarms should be inspected each day as part of the drivers daily inspection.

## **Wheel Chocks**

Special considerations must be paid to any vehicle that is parked on the Company's work sites. Wheel chocks are a requirement for any truck that is parked on an incline regardless of weight or load. If a wheel chock is not available, then the front tires of the vehicle must be turned toward the curb in case of an accidental brake release or movement. Any of the following vehicles must utilize wheel chocks when parked on the Company's work sites, regardless of load or road grade.

- Flatbed Trucks;
- Dump Trucks;
- Mechanic Trucks;
- Tractor Trailers;
- Pickup Trucks; and
- Vac Trucks



# Driving Regulations

## Hours of Service Basics

The Company requires that drivers comply with the DOT hours of service rules when applicable. These hours of service rules limit the amount of time that drivers can spend behind the wheel on a daily and weekly basis, require periodic rest breaks, and require the maintenance of a daily “record of duty status,” also known as a log to document the driver’s time.

### Who do Hours of Service Apply to

All drivers operating a CMV (as defined in the “Fleet Vehicles” section of this manual) that are involved in **“Interstate Commerce”** must comply with the federal hours of service regulations. The only exemption for the Company are drivers of “Utility Service Vehicles.”

A **Utility Service Vehicle** is defined as any CMV that is:

- 1) Used in the furtherance or repairing, maintaining, or operating any structures or any other physical facilities necessary for the delivery of public utility services, including the furnishing of electric, water,

- gas, sanitary sewer, telephone, and television cable or community antenna service;
- 2) While engaged in any activity necessary related to the ultimate delivery of such public utility services to consumers, including travel or movement to, from, upon, or between activity sites (including occasional travel or movement outside the service area necessitated by any utility emergency as determined by the utility provider); and
  - 3) Except for any occasional emergency use, operated primarily within the service area of a utilities subscribers or consumers, without regard to whether the vehicle is owned, leased, or rented by the utility.

### **Interstate vs. Intrastate Commerce**

**Interstate Commerce** means trade, traffic, or transportation in the United States that goes:

- 1) Across state lines (or to another country);
- 2) Between two places in a state through another state; or



- 3) Between two places within a state as part for trade, traffic, or transportation originating or terminating outside the state or the U.S.

All other commerce is typically “intrastate commerce,” commerce which remains entirely within a single state.

If the intent of the transportation being performed is interstate in nature, *even when the route is within the boundaries of a single state*, the driver is subject to the federal hours-of-service limits.

Even if a vehicle is empty, if it is being transported across state lines (such as for maintenance) the transportation is considered interstate commerce.

### **On / Off Duty**

According to the hours-of-service regulations, on-duty time includes... “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.” The definition of on-duty time includes:

- All time at a property of the Company, or on any public property waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;
- All time inspecting, servicing, or conditioning any CMV at any time;
- All CMV driving time;
- All time in or on a CMV except time resting in a parked vehicle;
- All time loading or unloading a CMV;
- All time spent providing a breath or urine sample, including travel time to and from the collection site; and
- Performing any other work in the capacity of, or in the employ or service of the Company.

Off-duty time is essentially any time that is not spent on duty, or any time a driver is free from obligation to the employer, the vehicle, and its cargo and is free to pursue activities of his or her own choosing.

*Note: On / Off duty requirements often come with confusion and have multiple exemptions. If a driver needs further*



*clarification he or she must consult with the Logistics Manager, or the Safety Department.*

## **Hours of Service Limits and Rules**

To comply with the hours of service limits and regulations, the average driver for the Company must keep 5 numbers in mind: 8, 10, 11, 14, and 60/70. All of these numbers relate to specific rules that come down from the FMCSA.

### **8-Hours On-Duty/ 30 Minute Breaks**

A driver may not drive a CMV for more than 8 consecutive hours without taking a rest break of at least 30 minutes. The rest break must be spent “off duty”. The 8 hours are consecutive hours on the clock, not 8 hours of “on duty” time or 8 hours of only driving time. At any time of the day, if the driver’s last “off-duty” period of 30 minutes was more than 8 hours prior, then the driver must not drive a CMV until he/she gets a 30 minute break.

The 30 minute break is part of the 14-consecutive-hour period and is not excluded from the 14-hour calculation.

*Note: There are multiple exceptions that can be taken into consideration for the 8-hour/ 30 minute break rule. If a driver would like further clarification, he or she must consult with the Logistics Manager or the Safety Department*

### **10-Hour Off-Duty Rule**

A driver may not drive a CMV without first taking 10 consecutive hours “off duty”. Having a 10 hour break makes a driver eligible for a full 11 hours of driving within a 14-hour period.

### **11-Hour Driving Rule**

A driver may not drive a CMV for more than 11 total hours following 10 consecutive hours “off duty”. After 11 hours behind the wheel, the driver must obtain at least 10 hours “off-duty” before driving again (a driver can continue to work, but may not drive).

*Exception: There is an exception to the 11-hour rule when unforeseeable, adverse driving conditions are encountered. Drivers will be allowed an extra 2 hours of driving to finish the run or reach a safe stopping place. However, drivers who encounter adverse conditions must still comply with the 8-*

*hour/30-minute break rule AND must stop driving after the end of the 14<sup>th</sup> consecutive hour after coming on duty. This 14-hour rule cannot be extended when using this exception.*

### **14-Hour On-Duty Rule**

Following 10 hours “off duty”, drivers are allowed to perform their 11 hours of driving within a 14-hour window of time. A driver may continue to work after the 14<sup>th</sup> hour, but not drive.

The 14 hours are consecutive, so the 14-hour calculation includes all time on the clock once a driver first goes on duty, regardless of whether the driver is actually driving or not. Of the 14-consecutive hours, 11 may be spent driving.

*Note: There are multiple exceptions that can be taken into consideration for the 14-hour on duty rule. If a driver would like further clarification, he or she must consult with the Logistics Manager or the Safety Department.*

### **60/70-Hour On-Duty Rule**

A driver may not drive a CMV after having been on duty 60 hours in any 7 consecutive days or 70 hours in any 8 consecutive days. These accumulated hours may be “reset” if a driver has a qualifying rest break of at least 34



consecutive hours off work. Because the Company does not normally operate at least one CMV every day of the week, we will only be using the 60 hour/ 7 day schedule of this rule. A driver can do non-driving work after reaching the 60 hour limit and not be in violation.

This rule is not based on a work week, (i.e. Monday through Sunday). Rather it is based on a running total of 7 days, with “today” always being the 7<sup>th</sup> day. The calculation changes as you move into each new day and the oldest days hours drop out of consideration as each new day’s hours are added

Note: “Off-Duty” time does NOT count into the 60-hour total. The calculation is based only on driving and “on-duty”/ not driving time.

There is an optional way to “restart” the 60 hour tally, setting it back to zero, no matter how many hours have been accumulated. This is done by taking a rest break of at least 34 consecutive hours. Once the break is complete, the driver has a full 60 hours available again and the hours worked in the previous 7 day window prior to the start of the rest break are no longer take into consideration.



## **Exceptions**

There are numerous exceptions to the Hours of Service Rules and Regulations. For any further clarification or information on any of the possible exceptions, the driver must consult with the Logistics Manager or the Safety Department. Any decisions to deviate from the normal hours of service rules described above can only be made by the Logistics Manager and/or Safety Department.



## **Driver Logs**

Drivers shall be responsible for computing their hours of service in a driver's log in order to ensure they are in compliance with federal and state hours of service regulations. Some drivers (depending on the circumstances) will be required to record their hours of service by using an Electronic Logging Device (ELD). If the use of an ELD is required, the Company will provide one and instructions for use will be given to driver by the Logistics Manager and/or the Safety Department.

Drivers are responsible for informing dispatchers when they are nearing their maximum hours. Under no circumstances is a driver allowed to exceed the hours of service regulations. Drivers and supervisors are required to report any hours of service violations to the Safety Department immediately.

## **What Must be Included on the Driver's Log**

No matter which logging option is used, the regulations specify certain information that must be recorded, including:

- The date;
- A “graph grid” showing a visual representation of the driver’s duty status throughout each 24-hour period, along with accompanying remarks or annotations;
- Information identifying the driver, the motor carrier, any co-drivers, and all vehicles including trailers operated that day;
- The total miles spent driving;
- The driver’s signature and/or certification;
- The 24-hour period starting time, whether it be midnight, 9:00 AM, noon, or any other time selected by the Company; and
- The total hours spent in each of the four duty statuses.



## **Log Retention**

Driver logs must be submitted to the main office by the end of each week and ideally no later than 14 days from the completion of the form. The Company is responsible for maintaining driver's logs and all supporting documents for 6 months.

A copy of the log must be retained by the driver for a period of at least 7 days after it has been completed and must be in his or her possession while on-duty.

## **General Driving Regulations**

### **On Road Requirements**

The following regulations apply to ALL drivers:

- 1) The use of a cell phone while operating a vehicle must be done by using a “hands free” method. Hand held use of a cell phone is strictly prohibited while operating a company vehicle, trailer, or other equipment.
- 2) It is a Federal Regulation and a Company Policy that ALL PERSONS in a vehicle shall wear their seat belt.
- 3) Drivers shall attempt to stay out of all ‘school zones’, if another route is available. Drivers that drive through a school zone shall obey all traffic signs and signals.
- 4) Drivers shall obey all posted signs and signals while driving through a construction zone. Special attention shall be paid to “flaggers”, or others directing traffic.



- 5) The use of turn indicators and signals is mandatory when operating a company vehicle, trailer, or other equipment.

### **On-Site Requirements**

In conjunction with the Company's on road requirements, the following regulations also apply to ALL drivers:

- 1) Drivers must contact the appropriate foreman before entering any site or property where work is being conducted.
- 2) Follow any loading / unloading requests or directions from the foreman.
- 3) Upon exiting the truck, minimum PPE must be worn. NO exceptions.
- 4) Read and obey all posted signs.
- 5) Drivers shall use caution around all material piles, and while on temporary roadways due to a lack of stability.

## **Defensive Driving**

According to the National Safety Council, Defensive driving is defined as driving to prevent incidents in spite of the incorrect actions of others and adverse conditions.

Drivers will be instructed to operate company vehicles in a defensive manner. Drivers should try to anticipate what other drivers are going to do, and to then take the appropriate measures to eliminate the exposure to an accident. The basic principles of defensive driving are:

- 1) Be aware of hazards you may encounter.
- 2) Keep an eye on the road at all times, and look ahead for possible dangers.
- 3) Know your blind spots, and check your mirrors frequently.
- 4) Always maintain a safe traveling distance between your vehicle and the vehicle in front. Use the “six second” rule of separation in good conditions, and maintain a greater distance in inclement conditions.
- 5) Be certain other motorists and pedestrians can see your vehicle.

- 6) Always use turn indicators and signals to indicate driving intentions.
- 7) Always expect the unexpected.

Drivers shall also prepare for the following driving conditions:

- **Wet/Slippery Surfaces**. Wet or slippery road surfaces make operating a vehicle much more difficult. Wet roads can double a vehicles stopping distance. Reduce speeds by about one third on a wet road. In snow conditions, reduce speed by half or more. In icy conditions, reduce speed to a crawl or stop driving until road conditions improve.
- **Hydroplaning**. Vehicles begin to hydroplane when the tires loose contact with the road and actually ride on top of the water, allowing for little or no traction. If a vehicle begins to hydroplane, drivers should NOT use the brakes or attempt any sudden maneuvers. To regain control, remove your foot from the accelerator and steer straight until the tires regain traction.

- **Turns, Corners, and Bends in the Roadway.** When approaching a curve, adjust the vehicle speed accordingly. Drivers should be prepared for the load weight to shift to the side opposite of the turn, increasing the probability of a vehicle roll over. Therefore, drivers shall reduce their speed before all corners, bends, and turns in the roadway.
- **Visibility.** Drivers should always be able to stop the vehicle within the distance that it is possible to see. In rainy, or foggy conditions drivers must compensate with reduced speeds. (Note: Anytime windshield wipers are turned “on”, the vehicle lights must also be turned “on”.)



# Accident Procedures



## Incident Reporting and Investigation

Any injuries, illnesses or incidents of all types **MUST** be reported to your immediate Supervisor **AND** the Safety Department within 15 minutes after the event. An incident report on appropriate forms must be prepared within 24 hours after each incident, even if the employee does not seek medical treatment.

Drivers are required to immediately report any incidents caused by their vehicle, or that their vehicle is involved in as a 3rd party.

According to the Company, an **accident** is an unplanned, unexpected, or unintended event that involves one of the Company's motor vehicles or motor vehicles that are used in conducting company business and results in the following:

- 1) A fatality of anyone involved in the accident,
- 2) Bodily injury to the employee and/or another person that requires immediate treatment away from the scene of the accident,
- 3) Vehicular damage in apparent excess of \$2,000, or

- 4) Non-vehicular damage in apparent excess of \$2,000.

Motor vehicle accidents DO NOT include an occurrence which involves only boarding or dismounting from a stationary vehicle, or an occurrence which involves only loading or unloading of the vehicle's cargo.

### **Post-Accident Drug Testing**

When an accident occurs as described above, any employee or driver who may have contributed to the accident will be sent for a drug and alcohol test.

Collection of a urine specimens or breath/saliva specimens for drug and alcohol testing purposes is to occur as quickly as possible after a need to test has been determined. At no time will a urine specimen (for drug testing) be collected after 32 hours from the time of an accident.

At no time will a breath or saliva specimen (for alcohol testing) be collected after 8 hours from the time of an accident.

If the driver responsible for the accident is injured, it is a condition of their employment that the driver grants the Company the right to request that attending medical personnel obtain appropriate specimens for the purpose of conducting alcohol and/or drug testing.

### **Vehicle Accident Procedures**

The Safety Department must be contacted within 15 minutes of an accident.

Drivers involved in vehicle accidents shall comply with the following procedures:

- 1) Call 9-1-1 or other emergency services if there is severe damage to any of the vehicles involved or if a personal injury is sustained as part of the accident (Note: When calling 9-1-1 from a cellular telephone know the approximate location and stay on the line until emergency services arrive.)
- 2) The driver should move the vehicle out of the roadway (if possible) to prevent the possibility of further property damage and/or personal injury. The driver should stay in the vehicle until completely off of the roadway. (if the

- driver/operator must exit the vehicle while it is within the roadway, use extreme caution around moving vehicles, etc.)
- 3) Place warning cones, triangle reflectors and/or flares to the rear of the vehicle, as necessary to warn oncoming traffic. Drivers should not put themselves at risk of injury when placing warning devices on or near the roadway.
  - 4) Exchange driver's licenses, registrations, contact information, and insurance information with all parties involved.
  - 5) Obtain the name and phone number of any witness at the scene.
  - 6) Photograph the scene of the accident and any damage sustained by the vehicles involved. Make sure to take "close-up" photographs of the damage as well as "wide angle" photographs of the entire accident scene.
  - 7) Obtain the name of any police agency dispatched to the scene, any police officer names, report numbers, etc. Most law enforcement agencies will provide an accident information card providing the officers name, report number, etc.

- 8) Complete The Company's accident report. Do not admit or place blame, and do not offer information or discuss the accident with others (except for law enforcement officials).

*Note: For any accident involving an injury or fatality, the driver must stay at the scene and follow the instruction of the law enforcement officials.*

### **Accident Report**

The accident report must be completed as soon as possible following the conclusion of the above instructions. Once the Safety Department is notified, a member of the team will be able to assist the driver with gathering information and completing the accident report. A record of the accident report must be maintained by the Company for at least 3 years after the accident occurs.



## **Company Vehicle Accident Disciplinary Policy**

In the event that an employee is involved in a vehicle accident, an investigation of the findings will determine if corrective and/or disciplinary action shall be taken. Accident investigations may be conducted by the Safety Department and may solicit the help of the parties involved or any 3rd party necessary to complete the investigation. Investigations and the review process shall be completed in a timely manner, and company driving privileges may be suspended within this time period.

## First Accident

Type	Definition	Corrective/Disciplinary Action
Non Serious	Any incident involving damages that DO NOT lead to the Company filing an insurance claim.	Driver must submit to a post-accident drug test. Driver shall complete a defensive driving refresher program within (90) days of the accident. Driving privileges may continue during this time period.
Serious	Any incident involving damages that lead to the Company filing a claim with their insurance company.	Driver must submit to a post-accident drug test. Drivers found "grossly" negligent shall be subject to termination. Drivers shall complete a defensive driving refresher program within (90) days of the accident. Driving privileges may continue during this time period.
Fatality	Any Incident Involving a Fatality.	Driver must submit to a post-accident drug test. Drivers found "grossly" negligent shall be immediately terminated. In all other cases, the driver shall complete a defensive driving refresher program within (90) days of the accident. Driving privileges may be restricted during this time period.

## Second Accident – (Within 12 Months)

Type	Definition	Corrective/Disciplinary Action
Non-Serious/Serious	Any incident involving damages to property, other vehicles, or that cause personal injury.	Driver must submit to a post-accident drug test. Drivers found “grossly” negligent shall be terminated. In all other cases, the driver shall complete a defensive driving refresher program within (90) days of the accident. Driving privileges may be restricted until training is complete.
Fatality	Any incident involving a fatality.	Driver must submit to a post-accident drug test. The driver shall be terminated.

## Third Accident – (Within 12 Months)

Type	Definition	Corrective/Disciplinary Action
Non-Serious/Serious/  Fatality	Any vehicle accident involving any property damage, personal injury and/or fatality(s).	Driver must submit to a post-accident drug test.  The driver shall be terminated.



*Note: The Company shall bear any cost associated to the driver training programs and any and all training materials. Drivers shall not be reimbursed for time and transportation expenses relating to accident-associated driver training. Any driver involved in an accident, that does not agree with these requirements shall be subject to termination.*



## **Spill Procedures**

In the event that a vehicle/equipment accident occurs involving the release of materials, employees shall follow the guidelines of this plan to ensure that the proper precautionary and reactionary procedures are followed. Employees may refer to the Company's Employee Safety and Health Handbook for information regarding hazardous materials and the hazardous materials communication program.

All hazardous materials, hazardous or otherwise, spilled from any vehicle/equipment in an accident, must be contained, absorbed and disposed of in the proper manner. Immediately notify the Safety Department in order to have the hazardous materials disposed of properly by a licensed hazardous waste company. No hazardous materials should be placed in regular garbage containers.

## **Hazardous Materials Spills**

Immediate action must be taken if the spill involves a hazardous material.

- 1) Shut off the source of the leak and turn off all ignition sources (this includes extinguishing cigarettes, cigars, etc.).
- 2) Notify the Logistics Manager as well as the Safety Department.
- 3) Evacuate the area around the spill.
- 4) Put on appropriate personal protective equipment (including, but not limited to, rubber gloves, and safety glasses).
- 5) Contain all spilled hazardous materials using absorbent rolls, absorbent pads, etc. Take special precautions to keep hazardous materials from entering storm drains and/or water sources. (Note: Drivers are responsible for keeping a spill kit in their vehicle at all times.)

## Contacts



## Contacts

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# Acknowledgement



## **Fleet Safety Manual Acknowledgement Form**

I acknowledge that I have received a copy of the Company's Fleet Safety Manual. In addition, I agree to comply with the policies and procedures of this manual as a condition of employment. Any questions that I may have, regarding policies or procedures, will be directed to my supervisor or a representative of the Safety Department.

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Employee's Printed Name

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Employee's Signature

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Date