

ATTACHMENT #3

EXCERPTS FROM DRIVER & OWNERS MANUAL

(39 Pages)

Mullen Trucking LP

Driver & Owner Operator Reference



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2.10 Alcohol and Drug Policy Statement (continued)

DRUG AND ALCOHOL POLICIES AND PROCEDURES

I. PURPOSE

Mullen Trucking L.P. is committed to the health, safety, and productivity of all operations on behalf of its employees, owner operators, customers and the communities in and through which it operates.

The Company recognizes that the use of prohibited substances, and the misuse of alcohol and medications, can limit an employee's ability to properly perform his/her job and can have a serious negative impact on the health and safety of themselves and others. Therefore, the implementation of this policy is one more component of our overall approach to safety, which is designed to minimize the risks associated with operations in order to ensure a safer, healthier, and more productive work place.

Furthermore, the Company, as an authorized for-hire motor carrier, has certain specified legal obligations that it must adhere to. The safety and well-being of the general public is governed by law.

POLICY STATEMENT

Mullen Trucking L.P. cannot allow any person to work, or to remain on Company premises when there is reasonable cause to believe that the individual may be a safety risk to him/herself or others. The Company also reserves the right to remove anyone from the Company premises while there is the detectable presence of a prohibited substance in their system. Violation of the policy is grounds for remedial or disciplinary action, depending upon the nature of the violation. Because of the greater risks involved in the performance of certain jobs, they have been identified as safety sensitive positions, and employees holding these positions will be expected to meet additional standards. As well, the policy applies in whole or in part to owner-operators, contractors, and their employees, while providing service to the Company. Any contravention will be considered a breach of their contract. As part of the Company's overall concern for the health and well being of its employees, the Company shall provide all employees with a copy of the Company policy with respect to meeting the requirements as well as information on the effects of drugs and alcohol.

2.10 Alcohol and Drug Policy Statement (continued)

II. KEY DEFINITIONS

Company Business:

This includes, but is not necessarily restricted to, all land, property, structures, installations, vehicles, and equipment owned, leased, operated or otherwise controlled by the Company.

Contractor:

Any person not on the payroll of the Company that provides services to the Company under a service contract or other agreement.

Employees:

This category includes all current employees, including part-time and temporary employees, and owner operators while engaged in Company business or working on Company premises.

Employer Designated Representative (EDR):

The person designated by the Company to administer this policy. The EDR will coordinate all testing with the authorized outside Company appointed agency, and consult with the Medical Review Officer as required.

Fitness for Work:

In the context of this policy, fitness for work means being able to safely and acceptably perform assigned duties without any limitations due to the use or after effects of alcohol, illicit drugs, or medications.

Prohibited Substance:

Any substance, including alcohol, which has the potential to change or adversely affect an individual's ability to perform their job. For purposes of this policy, drugs of concern, (including alcohol), are those that inhibit a worker's ability to perform his or her job safely and productively.

Safety Sensitive Position:

Per FMCSA regulation, 382.17 the following list of positions in our organization are deemed to be safety sensitive:

Drivers and owner operators, pilot car operators, yard personnel, driver supervisors, all shop personnel who are responsible for the maintenance of tractors and trailers, load planners and dispatchers and subcontractor dispatchers.

2.10 Alcohol and Drug Policy Statement (continued)

III. POLICY STANDARDS

1. Employees or owner-operators are prohibited from performing functions associated within a safety sensitive position while under the influence of prohibited substances.
2. Employees are deemed to present a serious risk to the concerns of the Company while there is the detectable presence of a prohibited substance and will be removed from active duty if financial integrity, security and safety of the Company's property as well as its public reputation may be at risk.
3. **The Company will not retain the employee or require the services of any employee who:**
 - i) uses, possesses, distributes, or offers for sale, any prohibitive substances drug paraphernalia on Company business or premises;
 - ii) intentionally mis-uses or offers for sale, any prescription medications while on Company business or premises;
 - iii) uses, possesses, distributes or offers for sale, any alcoholic beverages while on Company premises or during Company business, except for legally permitted Company sponsored functions.
 - iv) Employees in safety sensitive positions cannot have the established cut off level of 0.04% breath alcohol content when on Company business or premises.

Cut Off Levels – Violations of this policy will be disciplined as follows:

- a) Breath Alcohol Content between 0.02% and 0.039%:
(40 milligrams of alcohol per 210 litres of breath)
 - 24 hours off duty without pay.
 - *Disciplinary Action as deemed appropriate.*
- b) Breath Alcohol Content greater than 0.04%:
(40 milligrams of alcohol per 210 litres of breath)
 - *Removed from active duty*
 - *Disciplinary action up to and including termination*

2.10 Alcohol and Drug Policy Statement (continued)

4. Fit For Duty Standards

All employees are required to be fit for duty which requires that the employee must not be inhibited in their ability to perform any job safely or productively. In addition the employee:

- i) cannot be on duty while there is the detectable presence of a prohibited substance in the system.
- ii) cannot be adversely affected by any prescribed or over-the-counter medications;
- iii) cannot consume alcohol eight (8) hours prior to reporting for work and there should be no alcohol in the employee's system when at work;
- iv) while in a declared safety sensitive position, will not be above the established cut off levels while operating a motor vehicle on Company business or premises.

Any employee that does not meet these fit for duty standards must notify the Company that they do not meet the standards. Employees in positions deemed to be safety sensitive must decline work until they meet the fit for duty standards.

2.10 Alcohol and Drug Policy Statement (continued)

IV. RESPONSIBILITIES:

A. Employees are responsible to:

- Read and understand this policy and the employee's responsibilities.
- Meet the fit for duty standards.
- Seek advice and follow appropriate treatment if the employee suspects having a substance dependency or emerging problem.
- Cooperate with any work limitation recommended by a health care professional.
- Follow any recommended monitoring or aftercare program after primary treatment for an alcohol or drug problem.
- Manage any potential impairment during working hours due to the legitimate use of medications by determining if it could have a negative effect on performance or safety.
- Investigate and report the use of any medications that could have a negative effect on performance or safety.
- Report any situations and take appropriate action if there may be a safety problem, which could adversely affect the Company.

B. The Company is responsible for:

- Monitoring, reporting and documenting any ongoing performance issues.
- Taking appropriate action if work performance has deteriorated due to any issue including misuse of a prohibited substance.
- Monitoring fitness for duty and taking appropriate action where required.
- Communicating this policy to all employees upon hire and providing appropriate training to supervisory staff to deal with all situations.
- Appropriate Education and Training during which we instruct employees how to recognize the signs of drug and alcohol abuse. We encourage them to identify situations of concern, we teach them how to react appropriately and the procedure to follow to refer people for help.

C. Owner-Operators and Contractors are expected to:

- Meet the same fitness for duty standards and prohibitions regarding use and/or trafficking of alcohol, prohibited substances and medications as outlined in this policy.

2.10 Alcohol and Drug Policy Statement (continued)

V. PROCEDURES:

A. Testing

As a Company committed to the responsible use of the highway system and overall highway safety, and in recognition of the prescribed legal requirements that for-hire motor carriers must adhere to, all employees are required to meet the standards of the Alcohol and Drug policy. This also requires that employees will undergo substance screen tests as follows:

i) Pre-Employment

All applicants in safety sensitive positions must agree to a pre-employment substance screening test and employment is conditional upon the Company receiving a negative alcohol and drug test.

ii) Reasonable Suspicion

Will be conducted if an employee's conduct is indicative of drug or alcohol use; or if there is reasonable grounds to suspect or believe that an employee may have impaired performance or is unfit to perform the job safely due to being under the influence of a prohibited substance. If a Customer/Contractor notifies us of a reasonable suspicion incident, we shall act immediately to have that individual tested.

iii) Random

The Company has determined that all employees in safety sensitive positions are subject to random testing. When notified of their name being drawn, employees must proceed to the designated testing location and follow the instructions of the designated collection official.

iv) Post Accident

Any employee deemed to be in a safety sensitive position must take a test as required by law. A drug and alcohol test will be required if the employee is involved in a D.O.T. reportable accident. D.O.T. reportable accident is defined as an accident involving a fatality, bodily injury requiring medical attention away from the scene, or damage to one more vehicles requiring a tow truck. Such a test must be conducted within 8 hours of the accident.

2.10 Alcohol and Drug Policy Statement (continued)

v) *Follow-Up*

Employees who test positive will be required to submit to additional testing. Employees in deemed safety sensitive positions are required by law to submit to follow-up testing.

vi) *Testing Facilities:*

All testing conducted under this policy shall be performed at a facility designated by the Company.

B. Escort from Company Premises

Any employee who becomes unfit for duty because of the reasonable suspicion of the use of prohibited substances will be safely transported to a testing facility and afterwards to their residence or other safe harbor.

C. Removal from Active Duty

Should an individual be deemed unfit for work due to a positive test result or reasonable suspicion of a violation of this policy, he/she will be removed from active duty.

D. Impaired Driving Charge / Conviction

Any employee who operates any equipment on behalf of the Company must report impaired driving charges or convictions to the Company, including violations received in the individual's personal vehicle.

E. Searches

The Company reserves the right to inspect Company property at any time and for any reason, whether locked or otherwise, or to meet Contractors requirements as necessary. Company property includes, but is not limited to, Company owned or leased vehicles, lockers, desks, closets, cabinets, containers, etc. Any illegal substance found will be turned over to the appropriate law enforcement agency.

2.10 Alcohol and Drug Policy Statement (continued)

VI. REHABILITATION AND AFTERCARE PROVISIONS:

A. Assessment/Rehabilitation

All employees are able to, and are encouraged to, access the *Employee and Family Assistance Program* in order to resolve any problems they may have with alcohol or drugs.

The Employee and Family Assistance Program

- Will provide the services of licensed professionals and addictions counsellors.
- Will provide assistance to workers with personal problems that affect their work place performance.
- Is a comprehensive, neutral, and confidential resource.
- Will provide clinical assessment of employee problems and referral to appropriate resources.
- Encourages early action to address problems before the issue becomes performance related.

B. Aftercare Provisions

- Employees will be required to follow the recommendations of the Substance Abuse Professional ("S.A.P.").
- Employees may not return to work until authorized to do so by the S.A.P.
- Employees may not return to work until a negative test result is received by the Company.
- Employees will be required to submit to alcohol/drug testing for specified period of time from the date of his/her return to work.

2.10 Alcohol and Drug Policy Statement (continued)

II. CONSEQUENCES OF A POLICY VIOLATION

i) Refusal to Submit to Testing:

Any employee or owner operator who refuses to submit to a drug/alcohol screen under this program will be treated as if the test results were positive and will be subject to the appropriate disciplinary action up to and including termination.

ii) Positive Test Results:

The employee:

- will be informed of the test result.
- will be removed from active duty pending a negative result.
- will be required to complete any rehabilitation program prescribed by a substance abuse professional.
- will be subject to unannounced follow-up testing.
- may be subject to termination of employment.
- will be denied access to certain Contractors sites.

iii) Adulterated Samples

- Tampering or attempting to tamper with a specimen is grounds for disciplinary action up to and including termination.

CONFIDENTIALITY

The Company will exercise care and precaution to protect the confidentiality of employees pertaining to all alcohol/drug screening results and rehabilitation programs.



2.10 Alcohol & Drug Policy Consent Form



MULLEN TRUCKING L.P. ALCOHOL AND DRUG POLICY

ALCOHOL AND DRUG TESTING CONSENT FORM

AND

ACKNOWLEDGMENT OF RECEIPT OF ALCOHOL AND DRUG POLICY

I hereby give my voluntary consent for the following:

1. Consent for a medical representative of Mullen Trucking L.P. to collect urine specimens from me.
2. Consent to test these specimens for drugs and prohibited substances, and to conduct any other tests necessary for the implementation and enforcement of Mullen Trucking L.P.'s Drug and Alcohol Policy.
3. Consent for the release of the results of such testing to Mullen Trucking L.P. and/or its designates.

I acknowledge that I have received and read the Mullen Trucking L.P. Alcohol and Drug Policy and I understand the terms of the policy and my responsibilities.

I agree to comply with requirements as stated in the policy.

Date: _____

Employee Name: _____
(PLEASE PRINT)

Employee Signature: _____

Witness: _____

CONFIDENTIALITY

Mullen Trucking L.P. will exercise care and precaution to protect the confidentiality of employees pertaining to all alcohol/drug screening results.



- a. arrangements have been made with dispatch
- b. there is emergency communication device accompanying you
- c. status reports and checks are monitored

It will be the responsibility of the Mullen Trucking L.P. personnel to ensure this procedure is followed. If contact cannot be made with Dispatch or Safety or other competent personnel, the driver must wait until regular working hours to load/unload.

COMPANY SPEED POLICY

Mullen Trucking L.P., Truckload Division, has established a policy of requiring all drivers to operate their units within a safe speed for the existing conditions. 65 mph or 105 km/h is the maximum Company speed limit. The driver has the right to stop travel when conditions deteriorate to an unsafe condition. Dispatch must be notified of your decision to stop.

Refer to Employee Standards Manual Section 4 (4.3) for more detail.

DRUG & ALCOHOL POLICY

It is against Mullen Trucking L.P. Company policy to keep alcoholic beverages or illegal substances on Company property or in any Company vehicle. The consumption of alcoholic beverages or the use of illegal substances while an employee is on duty is strictly prohibited and is cause for immediate dismissal.

All Safety Sensitive positions will be required to be randomly tested throughout their employment. Drivers are required to be tested as part of their pre-employment.

Refer to Employee Standards Manual Appendix A for full policy.

OWNER OPERATOR SERVICE & MAINTENANCE PROGRAM

In order to meet provincial regulatory and National Safety Code (NSC) standards, Mullen must have in place a Preventative Maintenance Program that addresses the service requirements for all the equipment working within or for Mullen. In the case of Owner Operators, their trucks are leased to Mullen, licensed by Mullen, and generally fall under the direction and control of Mullen.

Considering the aforementioned, Owner Operators are required to complete regularly scheduled Services. Knowing the high standards and integrity of Mullen's Owner Operators, we know that Owner Operators already conduct regularly scheduled maintenance on their trucks, and as such, this directive will serve nothing more than a formalization of this initiative.

The Owner Operator can determine their own maintenance schedule, however, they must advise the Safety Lane of this predetermined schedule. The Truck Service Sheet, included in this section, must be completed once a month an Owner Operator completes their scheduled Service followed by the completed form being forwarded to the Safety Lane

An annual inspection, completed by a certified independent facility, must be completed and a copy of the report forwarded to the Safety Lane.

PRE-TRIP/ENROUTE/POST TRIP INSPECTION

You are required to conduct pre-trip, en-route, and post trip inspections.

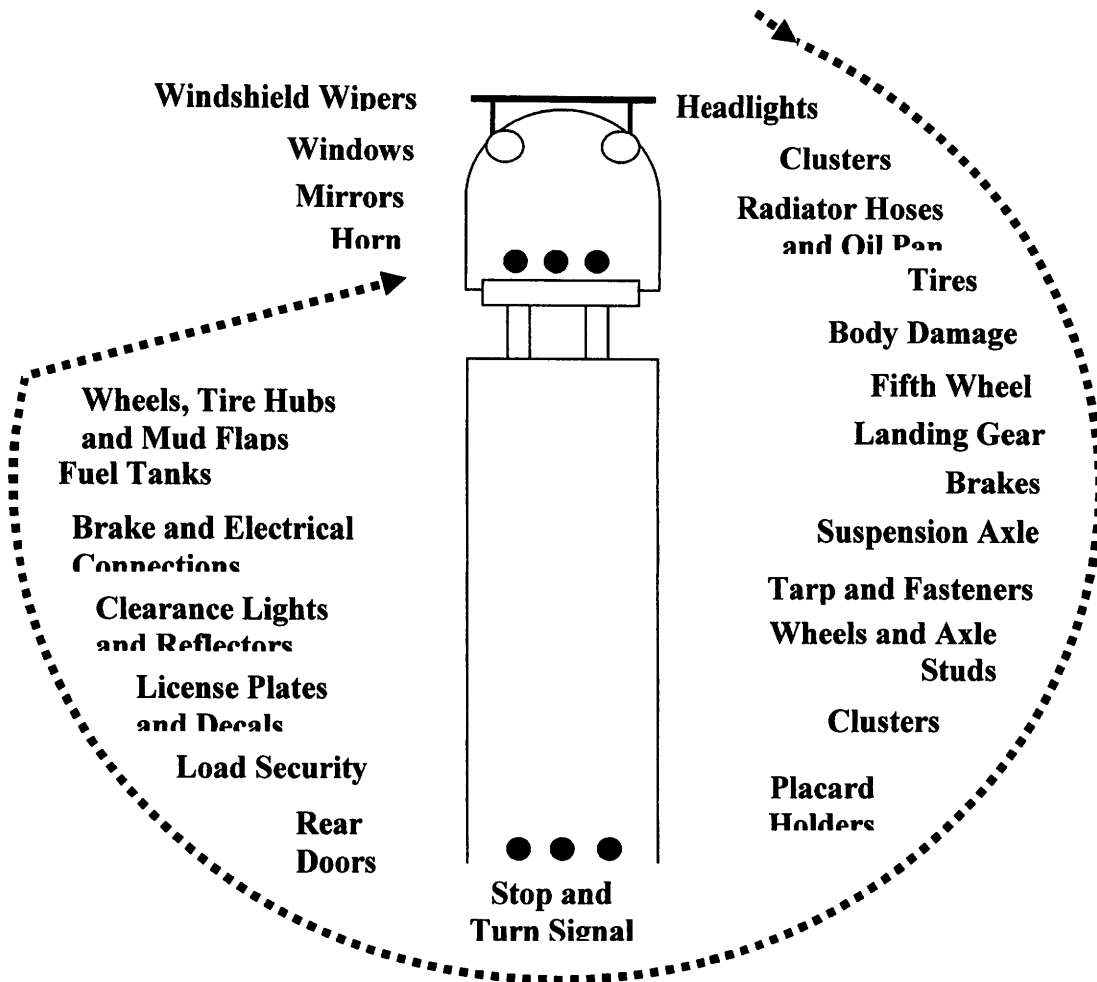
Key Points

- Before your departure, always inspect your vehicle.
- The circle-check procedure is a valid procedure.
- Also, remember to check:
 - Fire extinguishers
 - First Aid Kit

The following drawing shows a general method of making a systematic circle check of your vehicle before starting any trip. Details of the check

can, of course, be varied according to the type of vehicle, but generally the principle of making a complete circle check should be followed in all cases.

For a more detailed inspection requirements refer to Alberta Infrastructure and Transportation's Publication Professional Operators Licensee Information for Tractor Trailers, Buses, and Large Truck or Mullen Trucking LP's Vehicle Inspection Course.



Section 3

Hours of Service

3.1 Understanding the Canadian Federal Hours of Service

You can look at the HOS Regulations as having 2 parts:

1. The rules cover how much time you can work.
2. The logbook, where you record your duty status and make sure the rules are applied.

Before you start using the logbook, you need to have an understanding of all the rules and any expectations or exceptions.

3.2 Who Federal Rules Apply to

Federal Hours of Service Legislation applies to:

- Extra-provincial undertakings;
- Trucks registered for more than 4,500 kg;
- Buses with a seating capacity of more than 10.

Provincial Hours of Service Legislation applies to:

- Intra-provincial undertakings;
- Trucks registered (in Alberta) for 11,794 kg or more
- Buses with a seating capacity of more than 10.

3.3 Daily Off-Duty Time

Rules

- No driving after 13 hours of driving or 14 hours on-duty in a day
- Minimum of 10 hours off-duty must be taken every day

3.4 Deferral - How does it work?

Rules

- May defer 2 of the required 10 hours off-duty in a day (that is not part of the 8 consecutive) to the following day by adding 2 hours to the consecutive 8 hours on Day 2
- This provision may be exercised every 2nd day, if a driver chooses

3.5 Sleeper Berth Splits/Cumulative Cycles/Mandatory 24 Hours Off-Duty

Sleeper Berth

Rules

- **Single** drivers using a sleeper berth must take **10** hours off-duty, but may split the sleeper-berth time into two periods provided neither is less than 2 hours.
- **Team** drivers using a sleeper berth must each take **10** hours off-duty, but may split the sleeper-berth time into two periods provided neither is less than 4 hours.

Cumulative Cycles Rules

Select and specify 1 of 2 cycles:

- **Cycle 1:** 70 hours on-duty in 7 days;
- **Cycle 2:** 120 hours on-duty in 14 days (must take 24 consecutive hours off-duty once the driver has accumulated 70 hours of on-duty time).

Must check box to declare which cycle you are using daily.

Cycle switching or resetting only allowed only after completing required off-duty period:

- **Cycle 1:** 36 hours off
- **Cycle 2:** 72 hours off

Mandatory 24 Hours Off-Duty

Rules

- **Mandatory 24** consecutive hours off-duty in preceding 14 days, regardless of the cycle.
- What this means is that if you work 13 days, the 14th day must be off-duty

3.6 Personal Use Exemption

Rules

Driving time is not considered to be "On-Duty" provided that:

- CMV is unloaded;
- Not towing a trailer;
- Maximum of 75 km/day;
- Odometer readings are recorded in Remarks;
- Driver is not subject to an OOS declaration.

3.7 What is On-Duty Time?

On-Duty time starts when a driver begins work or is required to be available to work (except where the driver is waiting to be assigned to work), and ends when the driver stops work or is relieved of responsibility by the motor carrier.

This includes driving time and time spent by the driver:

- Inspecting, servicing, repairing, conditioning or starting a commercial vehicle;
- Traveling in a commercial vehicle as a co-driver, when not in the sleeper berth;
- Participating in loading or unloading a commercial vehicle;
- Inspecting the load of a commercial vehicle;
- Waiting to be serviced, loaded, unloaded or dispatched;
- Waiting for a commercial vehicle or its load to be inspected;
- Waiting because of an accident or other unplanned occurrence;
- Performing any work for any motor carrier.

3.8 Logbook

Items to be filled out

- MUST be legible
- Shift Start Time & Current Date
- Driver Name & Signature (**sign at end of day**)
- If deferring 2 hours from previous day
- Starting Point/Destination Information
- Driver Name & Co-Driver Information (if running team)
- License Plate or Unit #
- Carrier Name & Address
- Start Point/Destination Information
- Trip Number
- Can use mile markers or rest areas now

DRIVER'S DAILY LOG
(24 HOURS)

09 / 04 / 08
(Day) (Month) (Year)

Cycle 7 Day 14 Day 28 Day

7:00 ^{AM} _{PM}
Start Time (if other than midnight)

272 | 69472 | 1200
Start Odometer | Ending Odometer | Total Km Driven Today

888-B-46892 AB | 8885-48492 AB
License Plate(s) or Unit Number(s) (show each unit)

MULLEN TRUCKING LP - #1 Maple Leaf Rd. - Aldersyde, AB TOL OAO
Home Terminal/Principal Place of Business Name and Address

687293 | --NONE--
Trip # | Name of Co-Driver

Check Country Location at Beginning of Log and Fill Corresponding Time Box for Each Border Crossing

Canada	<input checked="" type="checkbox"/>																						TOTAL HOURS					
U.S.	<input type="checkbox"/>	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		21	22	23	24	
1. OFF DUTY																												3
2. SLEEPER BERTH																												7
3. DRIVING																											11 3/4	
4. ON DUTY (NOT DRIVING)																											2 1/4	
																										24		

REMARKS

If deferred off duty:
 Day 1
 Day 2

I (Driver's Name) TOM DUDA have read and understand the National Safety Code Trip Inspection Standard 13, FMCSR Part 396 and the C-TPAT Security Checklist and inspected the above noted vehicle in accordance with them and found no defects or irregularities unless noted in the lines below.
Driver's Signature and Certify Entries are True and Accurate: TOM DUDA
Defects: NONE

FROM: CALGARY, AB (TRIP ORIGIN) TO: GREAT FALLS, MT (TRIP DESTINATION)
Enter name of place you reported and where released from work and when and where each change of duty occurred.

USE TIME STANDARD AT HOME TERMINAL © Copyright 2007 & Published by J. J. KELLER & ASSOCIATES, INC.

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3.9 Emergencies and Adverse Driving Conditions

A driver who encounters adverse driving conditions may extend the permitted 13 hours of driving time and reduce the 2 hours of daily off-duty time by the amount of time needed to complete the trip if the trip could have been completed under normal driving condition without the reduction.

Adverse driving conditions means snow, sleet, fog or other adverse weather or road conditions that were not known to a driver or a motor carrier dispatching a driver immediately before the driver began driving or could not reasonably have been known to them.

3.10 Requirements and Responsibility

Requirement

Drivers will be required to carry at least 14 days of logs regardless of what cycle they are operating under.

Responsibility

Motor carriers, shippers, consignees or any other person will be responsible for ensuring that a driver does not drive if:

- The driver is fatigued to a point where it is unsafe or driving would jeopardize highway safety;
- The driver is subject to an out-of-service declaration; or
- The driver, in doing so, would contravene the regulation.

The motor carrier is required to:

- Monitor each driver's compliance to all regulatory requirements;
- Take remedial action if violations are identified;
- Record and retain all information related to the monitoring and any action taken.

3.11 A look at the USA – Hours of Service

The Hours-of Service (HOS) Regulations are intended to protect the health and safety of commercial motor vehicle drivers and everyone who shares the highways. They put limits on driving or on-duty time and require a minimum number of hours of rest.

HOS Regulations in both Canada and the USA work to:

1. Protect the health and safety of drivers and the public.
2. Reduce accidents caused by fatigue.

Canadian HOS Regulations are slightly different than those in the US. However, while driving south of the border, you are expected to comply with the US Regulations. It is important to understand both sets of rules and follow them in the applicable country.

3.12 Allowed Driving Hours/Cumulative Driving Cycle/Sleeper Berth

Allowed Driving Hours

- 10 Hours consecutive Off-Duty before driving
- 11 Hours driving following 10 hours consecutive off-duty
- 14 Hours on-duty hours following 10 hours consecutive off-duty

Cumulative Driving Cycle

- May not drive after 60/70 hours on duty in a 7/8 consecutive days.
- A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty.

Sleeper Berth

- CMV drivers using the sleeper berth provision must take at least 8 consecutive hours in the sleeper berth;
- Plus 2 consecutive hours either in the sleeper berth, off duty, or any combination of the two.

3.13 On-Duty not Driving Time

On-duty status includes all time driving as well as all time spent by the driver doing any of the following:

- Inspecting, servicing, repairing, conditioning or starting a truck.
- All time, other than driving time, in any commercial motor vehicle except time spent resting in a sleeper berth (including traveling as a passenger).
- All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, remaining in readiness to operate the commercial motor vehicle.
- All time at a plant, terminal, facility, or other property of a motor carrier or shipper, or any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier.

3.14 Rules and Exemptions

- Waiting to be inspected at a customs office or DOT Inspection.
- Repairing, or remaining in attendance upon a disabled commercial motor vehicle.
- Performing any work for the carrier, or attending any training courses.
- Providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing.

3.15 Compliance

In Canada, the driver is responsible for:

- Reporting safety-related defects to the carrier before operating the vehicle.
- Monitoring the condition of the vehicle, record any defects, and notify the carrier of the defects.
- Forward the original of each inspection report to the carrier within 20 days of the report's completion date.

In the United States, the driver is required to:

- Prepare a written report at the end of each day's work, including all defects in the parts list in Part 396.11(a) that were discovered.
- The report must be submitted to the carrier when the driver returns to the home terminal.

You and your carrier must be prepared to produce daily logs for inspection at any time during business hours at the home terminal or in the vehicle. When an audit is conducted of a carrier, driver logbooks as well as supporting documentation, is required.

If you are found to be in violation of the HOS Regulations on the road or during an audit, you can be declared out of service if you:

- Drive over the maximum driving times
- Go over the maximum on-duty times
- Refuse or are unable to provide daily logs and supporting documents for inspection.

Keep any supporting documents that have been issued (e.g., fuel, meal and lodging receipts). Send each original daily log and all supporting documents to the carrier's home terminal within 20 days of completing it (Note: in the U.S., this is 13 days).

3.16 USA Compliance

Current record-keeping rules remain the same for the carrier and would now have to retain completed logs for 6 months.

- 11 Hour Rule Violation: Driver placed out-of-service for 10 hours
- 14 Hour Rule Violation: Driver placed out-of-service for 10 hours
- 60/70 Hour Rule Violation: Driver placed out-of-service until such time as eligibility to driver is re-established.
- No Record of Duty Status: Driver is placed out-of-service for 10 hours
- False Record of Duty Status: Driver placed out-of-service for 10 hours

3.17 Definitions

Signature certification: The driver shall certify to the correctness of all entries by signing with legal name.

Adverse driving condition: means snow, sleet, fog, or ice covered road surface, traffic conditions on which none of the conditions were known at the time of dispatching and or the time the run began.

*If the run cannot be done within the maximum driving time or normally complete the run, the driver may add 2 additional hours to complete the run or to find a safe place to park.

Section 4

Vehicle Inspection & Maintenance

4.1 Hotline, Hours & Calling Regarding Problems

SHOP AGENDA - Shop Rate is \$60.00 per hour or \$30.00 for apprentice

Hot Line/Hours:

Hot line number: **1-888-708-2788** (Do not give this number to people that are not associated with this company).

The hotline is a direct line to the truck shop and is to be used when the driver has any questions regarding their units. After hours the hot line is forwarded to the answering service who will contact shop personnel.

Hours of Operation:

- Truck shop hours are 6:45 a.m. to 5:00 p.m. Monday to Saturday.
- Trailer shop hours are 6:45 a.m. to 5:00 p.m. Monday to Saturday.

Calling Regarding Problems:

Call the shop regarding any problems: truck, trailer, or tires.

- The driver must call the shop before any roadwork is done.
- The driver must have authorization before they can purchase major items on the road. (i.e., tires, motor repairs, etc.)
 - o Please fax copies of repairs to the shop at 403-652-7251.
- The shop will need to know: UNIT #, TRIP #, MILEAGE.
- The shop primarily uses Visa on road repairs.
- Comcheks are handed out by FLEET MANAGER.

4.2 Maintenance

Request For Maintenance:

- Truck Maintenance: Macro #18
 - o ONLY use this macro if you are heading home and you know when you are arriving.
- Trailer Maintenance: Macro #19
- Trailer Drop: Macro #11
 - o Make sure any repairs, service or safety inspection due are noted. Month of last service is indicated by small reflective number on front drivers' side corner of trailer. Due date of Safety Inspection is indicated by date of expiry on inspection sticker also on front right corner of trailer.

Cry Sheets:

- Cry sheets are found in the Safety Inspection Lane or in the shop offices at the Aldersyde terminal.
- Always fill out a cry sheet regardless if your truck needs work or not. Please give date, mileage, and date when unit is required.
- Cry sheets are required for trailers as well.
- Take cry sheets with you on your trip so that you don't have to try and remember everything when you get back.
- After arriving at ALDERSYDE terminal, please take the cry sheet (during office hours only) to the lead hand in the shop and review with him to ensure clarity of the cry sheet.
 - o NOTE - after hours leave the cry sheet in the Inspection Lane In-Box, so work can be performed on unit before being dispatched.
- VERY IMPORTANT - please put the odometer reading on all cry sheets as there is regular scheduled maintenance that units need to have done.

Greasing:

- We would like units (both tractor and trailer) greased once a week and if it is Heavy Load Division equipment we would like it greased every other day.
- Running rough terrain and bad weather conditions play a big factor in how often you grease your unit.
- If you are unable to grease because of bad weather contact the shop as to where this can be performed.

4.2 Maintenance (continued)

General Maintenance:

- Fluid levels, tire pressure, and brake adjustments are to be checked daily.
- Units that have automatic slack adjusters need to be greased regularly to work properly.
- Pre and Post Trip Inspections are required to be done by all drivers.

Truck Wash:

- There is no wash bay facilities at Aldersyde Terminal, therefore the units must be washed away from the terminal. The shop needs to be able to see the truck or trailer to perform proper inspections.

Please help us by bringing the equipment to the yard as clean as possible. There is a truck/trailer wash 10 minutes from the yard and we do have an account there.

- There is an account set up at BLUE BEACON Truck Washes so we ask the drivers to wash their units once a week or when appropriate.

Take into consideration the weather conditions that you will be traveling in.

4.3 No Tampering – Company Units

Company Units are leased. If a driver wants to know what they can install, authorization must be obtained by Driver Relations or Shop Foreman BEFORE installing any equipment such as CB radios, stereos, radar detectors, extra lights, and bug deflectors.

ABSOLUTLEY NO STEERING AXLE HUB CABS!

Satellite Use

The Omni-vision Qualcomm has touch screen but also indicator arrows to move cursor .

Login – This will be your user name given to you from Teena

Password – This will also be provided by Teena

If there is time on the satellite that the truck has been used by some one else it will ask if you want to credit this time to your account “NO”

Once logged in you can check messages or send messages press home key . The home key looks like house left top side of pad.

Now you can access your incoming messages , outgoing messages and macro's by touching screen were it indicates Messages. Your 3 choices will appear on top left of screen .

When sending Macro message choose the appropriate one and fill in blanks with proper info . Then press the send on right side of screen .

There are approximately 50 Macro choices to pick from .

Use canned messages instead of free form so you don't send irrelevant information.

Make sure you sign out if moving out of tractor so no other driver credits his or her time to account.

You will not receive any messages until ignition is turned on .

Any tampering with satellite will result in termination

4.4 Parking / Servicing / Equipment on Tractors

Parking:

Park against the freight shed on the south side of the truck shop.

- Please disconnect the truck and trailer.
- Remove all valuables.
- Please leave fuel card in unit unless told different (Company trucks).
- Please leave units unlocked and all lights off, especially bunk lights.
- ALL PRIVATE VEHICLES are to be parked east of the freight shed in the designated drivers vehicle parking lot- not against the railway on the west side of the facility.
- DO NOT PARK IN FRONT OF THE SHOP DOORS IN CASE OF EMERGENCIES.

Servicing:

- All units are to be serviced every 25,000 km.
- Check the driver window for the service due sticker and if you have a road service upon arrival have a new sticker made for you.
- Only one road service is to be performed consecutively. Next service is required here at ALDERSYDE. Call hot line before obtaining service.

Equipment on Tractors:

If drivers require equipment, please notify your dispatcher and they will issue you a request sheet so you can get the items that you require.

IT'S NOT YOUR EQUIPMENT, IF IT DOES NOT
BELONG TO YOUR TRUCK
"DON'T TOUCH IT!"

The cost of replacing equipment is steadily rising. Let us work together to solve this problem.

4.5 Did You Know?

Additives:

- Additives in the engine oil are rapidly depleted as they try to neutralize the acid.
- When the additives are used up, the acid damages sensitive engine surfaces, such as bearings, cylinder liners, piston rings, wrist pins, and valve stems.

Idling:

- Idling also causes additional damage because the diesel fuel does not burn completely.
- Soot is deposited in valves, pistons, and rings.
 - o These deposits can damage metal surfaces; lead to high oil consumption and even seize up a diesel engine.
- If your unit is equipped with an engine heater such as Espar or Webasto, please become familiar with the heater and use it. These units perform better and last longer when they are used properly.
- Of course, engine idling also wastes fuel. Three hours of idling each workday wastes nearly 800 gallons of fuel in a year.

4.6 Wheel Re-Torque Procedures

Please be sure that if you pick up a truck or trailer that had tire work done, it is your responsibility to ensure that the wheels involved are re-torqued within 100 miles.

Identification of these trailers is made possible by a tag wired onto the left front corner of the trailer. On the tractor, the tag is placed on the key ring of the truck and the keys are put in the ignition.

The shop also puts a message in the Vehicle Message Screen indicating date, position of wheelwork done and requesting the shop to be notified of re-torque. This message appears every time the dispatched unit is brought up on the check call screen. Dispatchers must scroll over these messages and are required to send a re-torque macro to the driver asking if the re-torque has been done and if so, where. The driver then returns the macro with the required information. The message is then sent to the shop so a copy can be filed.

If a re-torque has been done and the service provider has not charged for the service, a copy of the re-torque verification form located at the rear of your logbook must be signed by the service provider and forwarded to the shop to be filed.

When the parts people or the mechanics handle a road tire call, they put the re-torque message on the satellite to the driver and on the vehicle message screen. Before a re-torque message is removed from the screen, the shop is notified.

This process can only be successful with the cooperation of shop, dispatch, and drivers.

Also be aware that equipment trailers mostly run bud wheels, which have two sets of fasteners: inner and outer. To re-torque the wheel correctly, the technician must ensure there is no movement on the inner wheel nut by applying the required amount of torque with a torque wrench to the inner nut. If movement is detected, the outer nuts must be loosened to properly re-torque the inner nuts. The outer nuts are then re-torqued to the required torque. The company pays for the re-torque on our equipment but the onus is on you to take the time to get it done within the initial 100 miles or as soon as possible after that time.

ANY QUESTIONS REGARDING RETORQUEING OF WHEELS CAN BE DIRECTED TO KELLY SCHEER IN THE SHOP.

****Wheel Safety is everyone's concern. Please do your part.****

4.7 Wheel Re-Torque Locations

The following locations have been chosen because they are as convenient as possible and are as close to the recommended distance to having wheels re-torqued after having wheelwork done at our Aldersyde shop.

The tags attached to the glad hands on trailers or to the steering wheel on tractors will indicate what positions were worked on and require re-torquing. Remember on Bud Wheel systems the outside nut must be loosened before the inner nut can be re-torqued. Normal charges for re-torque are \$6.00 per wheel. To keep charges to a minimum please drive to the location instead of getting service trucks to come to you.

Some exceptions may apply as in over dimensional loads with route restrictions and permit conditions. After hours calls should be used only in special situations.

We appreciate your co-operation in ensuring our equipment is the safest on the road. Any additional locations that you know about that are more convenient than those listed would be helpful. Do not forget to inform the shop after re-torquing has been done.

CALGARY

Fountain Tire

704 -64 Ave. S.E.

(403) 221-8473

Mon to Fri: 8:00 am – 6:00 pm

Saturday: 9:00 am – 1:00 pm

24 hour call out

Kal Tire

4919 – 72 Ave S.E.

(403) 236-7171

Mon to Fri: 7:30 am – 6:00 pm

Saturday: 8:00 am – 5:00 pm

24 hour call out

Mo-Tires-Bay

6 4949-Barlow Trail S.E.

(Road King Truckstop)

(403) 235-4060

Mon to Fri: 8:00 am – 9:00 pm

Saturday: 8:00 am – 4:00 pm

(403) 651-4701 for 24 hour callout

HIGHWAY #2 SOUTH:

CLARESHOLM

Kal Tire

4702-1st Street

(403) 625-3566

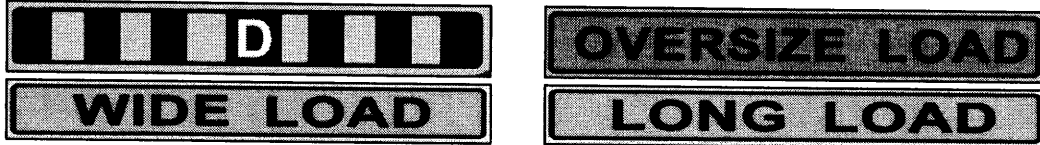
Mon to Fri: 8:00 am – 6:00 pm

Saturday: 8:00 am – 5:00 pm

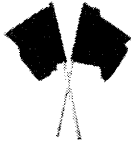
After Hours: 625-2481 or 625-2562 or 625-2644

5.23 General Wide Load Requirements / Over-Dimensional Loads

Wide Load Requirements



These above 4 dimensional signs are for when you are over 10 ft wide and are accepted in most jurisdictions, but check first!



Use warning flags for loads over 8'6" wide and for any overhang that are over 3 ft.



Beacon lights are used when you are over 11 ft wide.



For most places you will need a pilot/escort vehicle when you are over 12'6" wide.

Over-Dimensional Loads

- If you have a permit make sure you read the conditions.
- If you are not sure of anything on the permit please call the office.
- Make sure you obtain the permit before you enter into the jurisdiction unless otherwise directed.

5.24 Pilot and Trail Vehicles

When an over-dimensional vehicle is accompanied by a pilot and/ or trail vehicle:

- A pilot vehicle should travel between **300 to 1000 meters (1000 ft. to 3280 ft.)** ahead of an over-dimensional vehicle
- The trail vehicle should travel **100 to 300 meters (328 ft. to 984 ft.)** behind the over-dimensional vehicle

*******ALWAYS CHECK YOUR PERMITS*******