



**Motor Carrier Factors Factual Attachment:**

**Sioux Trucking DOT Regulated Safety**

**Program**

**Mt. Pleasant, Pennsylvania**

**HWY20MH002**

(16 pages)

# Sioux Trucking Inc. Fleet Safety Program DOT Regulated

## Scope

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The objective of this program is to strive to reduce or eliminate motor vehicle accidents and associated injuries by following the safe practices established in this program. This program is integrated into our company's written safety and health program and is a collaborative effort that includes all employees.

Compliance with this program is mandatory for all company commercial drivers. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or termination. Any deviations from this program must be immediately brought to the attention of the employee's supervisor or the Program Administrator.

## Program Responsibilities

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**Management.** Sioux Trucking Inc. is responsible for providing the tools and resources necessary to implement this program and for ensuring that the provisions in this program are being followed by the Program Administrator and all employees.

**Program Administrator.** The Program Administrator is responsible for the following:

- Evaluating prospective company drivers
- Maintaining an accurate qualified drivers list ( through 1st Advantage)
- Maintaining accurate qualification records (through 1st Advantage)
- Maintaining accurate substance abuse testing records ( through 1st Advantage)
- Ensuring company vehicles are maintained mechanically
- Selection/procurement of all company vehicles
- Ensuring all qualified drivers are trained in the safe operation of company's vehicles
- Monitoring drivers to ensure compliance with all elements of this program

**Driver Trainers.** Driver Trainers of Sioux Trucking Inc. are responsible for the following:

- Conducting on-road driving tests for new employees
- Making recommendations to the Program Administrator regarding the retention or release of employees based on driving tests

**Commercial Drivers.** Drivers of Sioux Trucking Inc. are responsible for conducting themselves in accordance with this program. All drivers will:

- Meet all minimum qualification criteria
- Be medically qualified to drive a commercial motor vehicle
- Maintain satisfactory evaluations from the company's Driver Trainer
- Receive negative drug/alcohol tests
- Maintain an acceptable motor vehicle record (MVR)
- Complete Monthly on-line safety training and any other assigned additional safety training.

*Note: A driver is anyone who may, in the course of their employment operate a company-owned commercial motor vehicle, a rented/leased commercial motor vehicle, and/or a personal commercial motor vehicle on company business.*

## **Commercial Driver Qualification Criteria**

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Commercial driver applicants will not be considered for employment unless they meet the minimum requirements listed below.

- Be at least 21 years old to operate a commercial motor vehicle intrastate
- Be able to read, write and speak English sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records
- Be physically and mentally qualified to drive a company vehicle and possess a valid medical certificate as defined in 49 CFR Part 391
- Possess a current and valid commercial driver's with proper endorsements for the type of commercial vehicle to be driven
- Must not be disqualified to drive a commercial motor vehicle under the rules and regulations set forth in 49 CFR Part 391.15
- Meets all of the requirements and be able to perform all of the tasks and essential duties of the job description
- Have at least one year of verifiable driving experience with like type vehicles OR meet qualifications for Entry Level Driver program.
- Has not been convicted of any of the following violations within the previous five years:
  - Driving under the influence of alcohol and/or drugs
  - Reckless driving/speed contests
  - Hit and run accidents
  - Vehicular manslaughter/homicide
  - Leaving the scene of an accident
  - Failure to report an accident
  - Improper or erratic lane changing
  - Following too closely
  - Distracted driving (including cell phone use [texting or talking] while driving)
  - Flee/elude police officer
  - Passing a stopped school bus
  - Speeding 15 miles per hour over the posted speed limit
  - Refusal to submit to an alcohol and/or drug test
  - Operating with a suspended or revoked license
- Has not experienced any of the following within the previous three years:
  - Two "at fault" accidents
  - Three moving violations
  - Two moving violations and one "at fault" accident
  - Tested positive to drugs or alcohol

## Hiring Process

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The Sioux Trucking Inc. employment hiring process is designed to ensure that the safest individuals are hired to operate our motor vehicles. This multi-step process shall be used for all applicants and will be administered uniformly without bias toward race, color, religion, gender, age, national origin, disability, sexual orientation or any other criteria deemed unlawful by state, federal or local law.

**Application.** All commercial driver applicants must submit a completed, accurate, signed and dated application for employment through the 1st Advantage application process. The hiring/screening process will not continue until all information on the application has been verified.

**Previous Employment.** The employment history will be collected and verified for every commercial driver applicant. All commercial driver applicants must provide the following employer information on all driving positions they have held for the previous ten years.

- Names, addresses and phone numbers or other contact information of previous employers
- Names, titles and phone numbers or other contact information of previous supervisors

**Motor Vehicle Records.** The complete driving record will be examined for all commercial driver applicants from the appropriate agency of every state in which the applicant held a motor vehicle license or permit by 1st Advantage. The driver qualification and hiring process will not continue until all driving record information has been verified and no disqualifying items have been found (See qualification requirements above).

**Drug and Alcohol History.** All applicants' previous employers will be asked if they have tested positive, or refused to test, on any pre-employment drug and alcohol test by 1st Advantage. If any of the above conditions have occurred, without documented successful completion of DOT return-to-duty requirements and meeting FedEx Ground guidelines,, the applicant will not be considered for employment.

All applicants must provide written consent for a drug and alcohol history to 1st Advantage to be from all DOT-regulated employers. If the applicant fails to provide this consent, they will not be considered for employment. Any positive indication of drug or alcohol use at the following levels will immediately disqualify the applicant.

- Alcohol test with a result of 0.04 or higher
- Verified positive drug test
- Verified adulterated or substituted drug test results
- Violations of DOT agency drug and alcohol testing regulations

Individuals who have successfully completed DOT return-to-duty requirements after a drug or alcohol regulation violation according to FedEx Ground guidelines will continue through the hiring process.

**Pre-Employment Screening Program.** All applicants must provide written approval through their First Advantage application for First Advantage to request a copy of the applicant's commercial driving record from the FMCSA's Pre-Employment Screening Program. Non-compliance with hours of service, cargo securement, vehicle inspections, etc. will be evaluated in the hiring process. Significant or repeated violations may disqualify the applicant.

**Background and Fair Credit Reporting Act Investigations.** All applicants must provide written approval for First Advantage to perform a Criminal Background Check and a Credit Report Check. These checks will be made on all commercial driver applicants and other applicants that may be required to operate a motor vehicle while conducting company business.

**Proof of Citizenship and Right to Work.** All commercial driver applicants shall be required to provide either proof of U.S. citizenship or proof of their legal right to work in the United States.

**Personal Interviews.** All applicants will be given an in-person interview by the Program Administrator.

**Drug/Alcohol Screening.** All commercial driver applicants will submit to a drug/alcohol screening after an initial offer of employment is extended. Only the designated FedEx Ground drug/alcohol testing facility will be used. Drug/alcohol test results from the commercial driver applicant's previous employer will not be accepted. A negative test result is a condition of employment. No driver applicant will perform any work or activity for Sioux Trucking Inc. until a negative test result has been obtained for the driver applicant. Be advised that marijuana remains a drug listed in Schedule I of the Controlled substances Act. It is unacceptable for any employee subject to drug testing under the DOT's drug testing regulation to use marijuana medicinally or recreationally.

**Medical Qualification.** All applicants shall be medically examined and certified as physically qualified to operate a commercial motor vehicle by a licensed, DOT-certified medical examiner.

**Driving Evaluation.** All applicants will be required to submit to a driving test to evaluate their driving proficiency. The driving test will be an on-road driving test with one of Sioux Trucking Inc.'s Driver Trainers. The applicant will be evaluated on pre-trip inspections, city and rural driving on two-lane and multiple-lane roads including freeway and interstate, passing, backing, and emergency procedures. This evaluation will be used in the hiring assessment and to develop portions of the company's mandatory driver training program. This driving test will be completed before a new commercial driver is allowed to operate a commercial vehicle for company business. Driving evaluations will be documented on the FedEx Ground Driver's Road Test Evaluation form.

## **Driver Training**

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**Company Orientation.** During orientation, commercial drivers will be introduced to all documents, rules, procedures and policies used by commercial drivers of Sioux Trucking Inc., many of which are included in this Commercial Fleet Safety Program. During driver orientation, drivers will be introduced to company facilities and will be provided with area access security codes and keys as needed. All drivers will be provided with a list of contacts and telephone numbers.

**Employment Documentation.** Sioux Trucking Inc. uses a variety of forms and other recordkeeping documents including but not limited to: vehicle inspection reports, FedEx Ground hook slips, log books, E-Logs, time cards, IVMRs, fuel, and other vehicle service and maintenance receipts. The Program Administrator will also meet with each driver to complete all employment documentation including but not limited to: insurance, taxes and withholdings, emergency contact information, work schedule and pay periods, time away from work including PTO, bereavement, jury duty and military leave, etc.

**Driver Safety Rules.** Commercial drivers are responsible for complying with all Sioux Trucking Inc. rules. Driver safety rules include:

- Do not operate the vehicle unless all occupants are wearing a seat belt or bunk net.
- Do not drive the vehicle without headlights illuminated
- Do not allow any unlicensed/unauthorized persons to operate a company motor vehicle
- Do not operate any vehicle while impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury
- Do not engage in distracting activities while driving. This includes using a cell phone for talking or texting, eating, using a computer, GPS or MP3 player, applying makeup, reading, looking at maps, or any other activity that takes a person's eyes or attention away from driving. Drinking non-alcoholic beverages is acceptable
- Do not use a radar detector
- Obey the FedEx Ground contracted maximum speed limit of 65MPH or lower where applicable, i.e. California, etc.
- Obey Minimum speed laws where applicable
- Do not pick up hitchhikers or allow unauthorized passengers inside the motor vehicle
- Do not drive a motor vehicle that is mechanically unsafe to operate

- Do not operate a motor vehicle with unsecured cargo or equipment
- Move to another traffic lane or slow down when approaching an emergency vehicle along the side of the roadway
- Observe all state and local laws while operating the motor vehicle
- Do not accept payment for carrying passengers or materials.
- Do not push or pull another vehicle or tow a trailer without company authorization
- Do not transport flammable liquids and gases without prior authorization. If authorized, only DOT or UL approved containers are to be used, and only in limited quantities when necessary
- Do not use ignition or burning flares. Use only issued reflective triangles .

**Driver Safety Notices.** Sioux Trucking Inc. understands the importance of current information and will use the employee tab on SiouxTrucking.net to post safety notices, regulatory changes, and procedure changes. In addition there will be periodic conference calls and individual safety meetings, safety texts and phone calls. If you do not have access to the website please notify the safety manager and you will be provided a hard copy

**Individual Driver Training.** Sioux Trucking Inc. has developed and adopted a policy that all commercial drivers complete a mandatory training period before operating company vehicles. Training is conducted for a minimum of four weeks with a company Driver Trainer. The total length of the training is dependent on each driver completing all objectives.

During this training period, the driver is considered a probationary employee. Upon the completion of training, the Driver Trainer will make a recommendation to the Program Administrator to either retain the new driver or release them. In some cases, a driver undergoing training may not be allowed to complete the training. This usually occurs if, in the opinion of the Driver Trainer, the driver poses a safety liability to Sioux Trucking Inc.

All commercial drivers must complete monthly safety training in order to be dispatched.

## **Maintaining Employment**

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Each authorized driver must comply with the criteria below in order to maintain the status as a qualified commercial driver and be authorized to drive a Sioux Trucking Inc. motor vehicle. Failure to comply with any of the following conditions will automatically disqualify a driver from operating a Sioux Trucking Inc. motor vehicle.

**Licenses.** All drivers must maintain the proper commercial driver's license (CDL) for their job duties. Drivers will not possess more than one state-issued license.

**Traffic Violations.** Drivers must notify Sioux Trucking Inc. within 24 hours of any/all traffic citations. Drivers must also notify the motor vehicle licensing agency in the state which issued his or her CDL within 30 days. These requirements apply to any motor vehicle the driver was operating at the time the violation was received regardless of who owns the vehicle.

**Drugs/Alcohol.** Drivers will not operate a commercial motor vehicle with a blood alcohol concentration of 0.04% or more or having consumed alcohol in less than four hours before reporting for duty regardless of BAC level or while under the influence of legal or illegal drugs that impair the operation of the motor vehicle. The sale, purchase, transfer or possession of any controlled substance (except medically prescribed drugs) is strictly prohibited while using a company vehicle, while on the company premises or while engaged in company business.

**Suspensions/Revocations.** Drivers will not operate a commercial motor vehicle if their license is suspended, revoked, or canceled, or if they are disqualified from driving. The driver must immediately notify the Program Administrator if their license is suspended, revoked or canceled.

**Motor Vehicle Records.** FedEx Ground will check the motor vehicle records (MVR) of all authorized commercial drivers on an annual basis. Disciplinary action up to and including termination can result if a motor vehicle record indicates non-compliance with the driver qualification criteria.

## **CSA Program**

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The Federal Motor Carrier Safety Administration's Compliance, Safety and Accountability Program (CSA) tracks violations by FedEx Ground DOT number. When a driver receives a citation for a moving violation, hours of service, vehicle maintenance or cargo securement, the law enforcement official will check the CSA database to review the safety record of our company. It is very important that each driver understands how their driving affects not only their safety record, but the company as well.

FedEx Ground periodically reviews the CSA safety report, and addresses areas where safety has diminished across the company. This may result in additional safety training or changes in drivers' statuses.

## Qualification Files

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As required by the DOT, FedEx Ground maintains a qualification file for all drivers. No Sioux Trucking Inc. employee shall operate a company vehicle or any vehicle operated while on company business unless they are listed on FedEx Grounds Qualified Driver List.

- Driver application for employment
- Copy of driver's license
- Hire date
- Inquiry to Previous Employers in the past three years
- Inquiry to State Agencies
- Medical examiner's certificate (medical waiver, if issued)
- Driver's Road Test Examination results and Certificate of road test
- Annual MVR and review of driving record
- Annual driver's certificate of violations

Qualification records for each commercial driver will be maintained for a minimum of five years after the driver's employment is terminated.

## Vehicle Inspections

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Sioux Trucking Inc. is committed to following a rigid, daily inspection program.

**Driver Pre-Trip Inspection.** A properly performed and thorough pre-trip inspection will be conducted by each driver prior to operating the vehicle. The following seven steps must be completed for each pre-trip inspection. All vehicle inspections will be documented on the driver's vehicle inspection report found in. If anything unsafe is discovered during the pre-trip inspection, it must be fixed immediately.

1. **Review Last Vehicle Inspection Report** – The driver must review the last driver's vehicle inspection report to verify that any needed repairs were made to the vehicle. If an authorized signature certifies that defects were corrected or that correction was unnecessary, the driver will sign the third signature line of the form. If the defects noted were not acknowledged by an authorized signature, the driver shall not drive the vehicle until the defects are corrected. Unless authorized by Sioux Trucking Inc.
2. **Vehicle Documentation** – The driver must verify all shipping papers, vehicle registration, insurance cards and any other paperwork required by Sioux Trucking Inc and DOT are in their possession.
3. **Vehicle Overview** – A general condition review of the vehicle is required. The driver will
  - Look for damage or unusual wear to the vehicle. Examples include, vehicle leaning to one side, lights broken or inoperative, tire and rim condition, and suspension and brake wear.
  - Look under the vehicle for fresh oil, coolant, grease or fuel leaks.
  - Perform a walk-around assessment to look for people, other vehicles, objects, low hanging wires or limbs.
  - Tire Pressure, depth of tread and uneven wear.
4. **Check Engine Compartment** – After verifying the parking brake is set and/or wheels chocked, the driver will raise the hood and inspect the engine compartment. Check the following:



- Fluid levels
  - Power steering
  - Belts for cracks or wear
  - Tightness in alternators, water pumps and air compressor belts
  - Cracked, worn electrical wiring insulation
5. **Start Engine and Inspect Inside the Cab** – The driver will verify that the parking brake is set, place vehicle in neutral, start the engine and listen for unusual noises. Then check the following:
- Look at gauges (oil, ammeter/voltmeter, coolant temperature, engine oil temperature, warning lights and buzzers)
  - The condition of controls. Look for looseness, sticking, damage or improper setting (steering wheel, clutch, accelerator, brake controls [foot brake, trailer brake, parking brake, retarder controls], transmission controls, inter-axle differential lock, horn[s], windshield wiper/washer, and lights [headlights, dimmer switch, turn signal, four-way flashers, clearance, identification, marker light switches]), defogger/defrost
  - The condition of mirrors and windshield/windows
  - Location of emergency equipment (three red triangles, properly charged and rated fire extinguisher, tire chains, emergency phone number list and accident reporting kit)
6. **Check Lights** – The driver will make sure parking brake is set, engine is off and ignition key is out of the switch then check the following items:
- Headlights (low and high beams)
  - Emergency flashers
  - Parking, clearance, side maker and identification lights
  - Turn signals
  - Brake lights (a helper will be required to complete this task)

The driver will clean all lights, reflectors, glass, and mirrors as needed.

7. **Test Brakes** –For air brakes, verify the slack adjusters do not move more than one inch.

The driver will check the following additional items:

- Brake drums (or disks), linings, and hoses for cracks or other visible damage, appropriate liner thickness and presence of oil or grease
- Check air hoses for worn areas or the presence of cuts or other damage. Shut off the engine and test low pressure warning signal
- Check the rate of air pressure buildup (typically 85-100 psi within 45 seconds in dual air systems).
- Test air pressure leakage (with a fully charged air system typically 125 psi)
- Verify loss rate does not exceed two psi in one minute for single vehicles and three psi in one minute for combination vehicles.
- Test parking brake with transmission in low gear. Test service brake for left or right pulling when service brakes are applied.

## 8. Combination Trailer Pre-trip

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL TRAILER MAINTENANCE & SAFETY  
INSPECTION CHP 108 (Rev. 6-05) OPI 062

\* Inspection of these items meets the minimum requirements of 34505.5 CVC

- \* 1. Tug test for connectors and brakes, listen for air leaks. Parking brake-able to hold the vehicle. Brakes release after complete loss of service air.
- \* 2. All lights, signals, reflectors. Marker lights, brake lights, running lights, ABS indicator lights, Turn signals, conspicuity tape sides and rear.
- 3. Mud Flaps
- 4. Visible frame, subframe, body cracks, holes, check rear door and latch.
- \*5. Visible brakes, drums and components condition.
- \* 6. Inspect visible suspension system-springs, shackles, u-bolts, and/or torque rods, listen for air leaks.
- \*7.Connecting device-kingpin, drawbar, eye and/or safety devices. 5th wheel king pin lock, congear king pin lock, pintle hook closed and locked.
- \* 8. Air hoses and tubing-leaks, condition, and/or protection. Inspect for rubbing on frame.
- \*9. Tires-tread depth, inflation, and condition
- \*10. Condition of or missing Wheels, lug nuts, seals and studs-cracks.
- \* 11. Emergency breakaway brake system. Safety chains hooked.
- \* 12. Undercarriage-clean and secure if visible.
- 13. Registration intact and legible.
- 14. Landing gear positions, crank handle secured.

**During a Trip.** Once on the road, the driver must examine their vehicle, trailer(s) and “congear”:

- At each change of duty status

If a problem is found, notify Sioux Trucking Inc, then the driver must either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility. For vehicles transporting hazardous materials, the driver must examine its tires at the beginning of the trip and each time the vehicle is parked.

During each stop the driver will check the following items:

- Tires, wheels and rims, lug nuts
- Brakes
- Lights and reflectors
- Brake and electrical connections to trailer
- Trailer coupling devices (locked)
- Cargo door latch

**Post-Trip Inspection and Report.** Each driver/team is required to complete a written report on each vehicle’s condition at the end of each trip. Vehicles include power unit, trailer(s), and congear.

The report must be completed in its entirety and the driver must note any defects to following:

- Service brakes including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment
- Windshield defogger

The driver must also note any other defects that could affect the safe operation of the vehicle or result in its mechanical breakdown. The report must also indicate if no defects are found. The driver must sign and submit the report to the Program Administrator.

The original copy of the inspection report and certification of repairs will be retained in the vehicle maintenance files. The original copies of inspection reports on which defects were noted and the certification of repairs will be retained for three months.

## Vehicle Accident Reporting and Investigation Plan

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This vehicle accident reporting and investigating plan prescribes methods and practices for reporting and investigating accidents. Near miss accidents or incidents must be reported as well, i.e., when a driver nearly has a vehicle accident but is able to avoid injury or damage, and when your vehicle comes in contact with ANY object.

**Vehicle Accidents.** The following steps will be followed in the event of a vehicle accident/incident.

- Stop the vehicle, turn off the engine, and protect the scene by activating the four-way emergency flashers and posting orange emergency triangles to prevent a secondary accident (one near the scene and one marker 100 feet in each direction from the scene and one marker near curves or hill crests, but no more than 500 feet away)
- Call for medical assistance and assist any injured people if necessary but do not move the person unless absolutely necessary to prevent further injury
- If possible, prevent waterways, storm drains, etc. from hazardous materials if spilled
- Call the police
- Call the company's Program Administrator immediately.
- Exchange pertinent information with other drivers
- Take photos of the accident
- Make detailed sketches/drawings of the accident scene noting the direction of travel for each vehicle involved
- Fill out the FedEx Ground vehicle accident report form located in your vehicle.

Note: Every company motor vehicle is required to have a vehicle accident reporting kit. This kit should be used by the driver to record accident facts after the accident as soon as feasible.

**Post-Accident Actions.** Drivers involved in an accident are to comply fully with the following:

- Never admit fault or apologize. Apologies can be interpreted as an admission of fault
- Be polite and never argue with other drivers or witnesses
- Be polite and never argue with the police
- Never make a statement to the media. Refer them to the company's media contact
- Never discuss details of the incident with anyone but a Sioux Trucking Inc./FedEx Ground representative
- Always report the accident/incident to the Program Administrator, regardless of severity.

**Vehicle Accident Involving Employee Injury Reporting.** Our vehicle accident involving employee injury reporting procedures include the following:

- Employees injured on the job are to report the injury to the Program Administrator or Safety Director as soon as possible.
- The Program Administrator or Safety Director is to follow the established employee injury or accident investigation program.

The goal of this reporting and investigation process is not to find fault, but to determine the root cause so that corrective actions can be made in order to eliminate future accidents or incidents.

**Vehicle Accident Report Retention.** Vehicle accident reports and associated information will be maintained by the Program Administrator for three years after the date of the vehicle accident.

The following information will be retained:

- Date of accident
- City and state in which the accident occurred
- Driver name
- Number of injuries
- Number of fatalities
- Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicles involved in the accident, were released
- Copy of vehicle accident report
- Copies of all accident reports required by state or other governmental entities or insurers

**Post-Accident Corrective Action Procedure.** The Program Administrator will evaluate driver performance after an accident. The corrective actions below will apply if a driver experiences an accident that is judged to be preventable. Accidents will be judged on a case-by-case basis before the corrective action program is initiated.

A driver who is involved in one preventable accident in six months will be placed on probation and required to participate in re-training to be determined based on accident. If the driver successfully completes that period of probation without any further accidents, the driver will be taken off the probation list. However, if the driver is involved in another preventable accident while still on probation, the driver may be terminated.

Sioux Trucking Inc. also reserves the right to impose more stringent consequences based on the circumstances and/or severity of a preventable accident.

## **Vehicle and Equipment Selection**

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**Vehicle Replacement Schedule.** Our goal is to replace our power units between <700,000 and 800,000> miles regardless of age.

The make and model of power units are dictated by a number of factors including, but not limited to, replacement cost, safety features, service availability, warranty, standard features and operating costs.

**Safety Features.** All new permanent power units will have the following minimum safety features:

- Stability control
- Convex mirrors
- Forward Collision Avoidance Mitigation
- Lane Departure warning
- GPS tracking
- Video Event Data Recorders

## **Traffic and Road Reports**

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Sioux Trucking Inc. will work to select the safest delivery routes. The company will use various tools at their disposal to investigate:

- Road conditions
- Road closures
- Dangerous intersections or roads
- Roads that may have seasonal concerns

This information will be disseminated on an as needed basis. If the road conditions on the driver's route are hazardous, the driver shall not attempt to drive that route.

## **Law Enforcement Stops/Roadside Inspections/Weigh Stations**

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Sioux Trucking Inc. expects drivers to behave in a professional and courteous manner when pulled over by law enforcement, going through weigh stations or if asked to participate in a roadside inspection. Directions given by the official should be strictly followed. Failure to comply with the procedures set forth below may result in disciplinary action up to and including termination.

**Roadside Inspection Procedures.** When a driver is required to participate in any of the above actions, he or she must pull off the road immediately to an area designated by the officer. If the driver believes that the designated area is unsafe for the driver and/or the officer, the driver will state his or her concerns to the officer in a courteous and professional manner. Once the inspection is underway, the driver shall follow the directions given by the officer and act appropriately.

The results of all stops and inspection must be reported to the company within 12 hours. The driver must turn in all inspection reports to Sioux Trucking Inc. and FedEx ground upon arrival home terminal. If the driver is not scheduled to arrive at a company location within the next 24 hours, the report must be emailed to [fdxotr@gmail.com](mailto:fdxotr@gmail.com).

If the vehicle or driver is placed out of service, the driver must notify the Program Administrator immediately so Sioux Trucking Inc. can notify FedEx Ground of any delays that may result. A vehicle that is placed out of service cannot be operated until all repairs required by the out of service notice have been completed.

**Disposition of Report.** Upon receiving a roadside inspection report, Sioux Trucking Inc. will make arrangements to correct any defects still outstanding.

The driver will be notified when defects have been corrected. Roadside inspection reports will be analyzed for ways to reduce the number of violations and lower the out of service rate. A copy of the roadside inspection report will be retained for three years.

## **Hazardous Materials Operations**

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Upon receiving hazardous material shipping papers, driver shall keep said notification within arms reach while driving. upon existing vehicle, the papers shall be left in the door or on the seat.

## **Periodic Program Review**

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At least annually, the Program Administrator will conduct a program review to assess the progress and success of the program. The review will consider the following:

- Review of individuals driving
- Evaluation of all training programs and records
- The need for retraining of management and/or drivers based on accident investigation results
- Review the drivers that have produced a high number of vehicle accidents
- Responsiveness in reporting vehicle accidents
- Vehicles purchases and safety equipment contained on the vehicles
- The program's success will be determined and reported to senior management using the following criteria:
  - Cost and frequency of vehicle accidents
  - Employee feedback through direct interviews, audits and questionnaires
  - Vehicle accident investigation results

The Annual Review Report Form, found in **Appendix A**, will be used.

## **Records Retention**

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All records not otherwise identified in this program will be retained for 7 years.

## **Revision History**

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7/1/19

## Appendix A – Annual Evaluation Report

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Date of Evaluation:	Evaluated by (list all present):
Written Program Reviewed: Yes No	
Do vehicle accident records indicate a need for additional driver training on the Commercial Fleet Safety program? Yes No	
Have any drivers produced a high incidence of vehicle accidents? Yes No If yes, list:	
Is there any record of failure to report vehicle accidents in a timely manner? If yes, what corrective action is needed?	
The following content was added/modified/removed from the written program:	
Comments:	