



BAY TRANSPORT

2019/2020

COMPANY POLICY:

Safety, health and security are key business objectives. It is our belief that every collision, injury, and security incident is preventable. Working safely and responsibly is a condition of employment. Employees at all levels of the organization

are responsible and accountable for safely performing all work operations and protecting employees, customers, assets, and the general public. Building and maintaining a culture that is committed to safety, health, security, and environmental protection will help us:

- Minimize or prevent personal injury, occupational disease, property damage, and/or damage to the environment.
- Meet applicable federal, state, and local regulations and exceed those requirements where the business warrants it.
- Reduce costs associated with injuries, collisions, theft, and future environmental clean up liability.
- Improve worker productivity and morale.
- Promote a socially responsible image to the public and our customers.
- Ensure that all company assets, employees, and intellectual property are adequately protected.
- Every driver will receive a Federal Motor Carrier Safety Administration Handbook and will need to return a signed acknowledgement to be filed in their Driver Qualification File.

DRIVER RESPONSIBILITY:

Your attitude and work practices go a long way toward creating a safer workplace and achieving environmental objectives and targets. You have a responsibility to yourself and to your co-workers to perform every work assignment in a safe and secure manner while being supportive of the company's environmental policy.

As a driver, you have a responsibility to:

- Help all newly hired employees understand the importance of driving and working safely.
- Observe all safety rules, safe driving guidelines, and safety and security related work procedures at all times.
- Report and/or correct any work-related hazards immediately.
- Report and correct any environmental problems immediately.
- Report all hazardous roadways and conditions that may affect you or other drivers.
- Report all accidents, injuries, collisions, unsafe conditions, or unusual

occurrences immediately to your supervisor.

- Properly use appropriate personal protection equipment, tools, machinery, or vehicles.
- Practice good housekeeping in your facility or vehicle.
- Suggest safety and environmental protection improvements where needed.
- Support Company established environmental policies and programs.
- Participate in safety and health committees, safety meetings, training sessions, and inspections as appropriate.

Safety, health, and security activities are an important part of the work environment and must be integrated into your daily work operations. Collisions, injuries, and harm to the environment can be prevented if safety, health, security, and environmental standards and procedures are properly followed. We view outstanding safety, health, security and environmental performance as a mark of employee quality and skill.

SAFETY RULES:

GENERAL:

Drivers are expected to work accident, collision-and injury free. Working safely is a “condition of employment.” Drivers should:

- Come to work well rested. Driver fatigue is a major contributing factor in many collisions.
- Be familiar with your location’s emergency action plans. All drivers must meet with their supervisor to review their locations and/or vehicle’s safety work rules, building evacuation procedures, location of emergency/first aid equipment, and related procedures.
- Know the emergency contact phone numbers for your location’s doctor, fire department, police department, and your supervisor. Contact information should be posted by the telephones in all facilities and issued to all drivers.
- Know the location of fire extinguishers and fire protection equipment in your work facility or vehicle. If you are unfamiliar with its use, ask your supervisor for instructions.
- This is a no smoking work environment. Comply with all “No Smoking” rules and smoke only in designated exterior areas.
- Walk only in designated pedestrian walkways, when available. Always look where you are stepping. Be alert for changes in elevation, spills, or other tripping hazards.
- Attend all employee/driver safety meetings, training sessions, or committee meetings as directed.

DRIVING POLICY:

We are committed to safety, service, and quality for both our employees and customers. Drivers are to operate company-owned leased or rented vehicles in accordance with the Driving Policy.

This company requires all drivers to operate company-owned, leased, or rented vehicles in a safe and economical manner following the policy outlined below:

- Company-owned, leased or rented vehicles are to be used solely for official company business. Unauthorized use is grounds for immediate termination.
- Vehicles are not to be operated unless they are in a safe operating condition.
- Drivers must be physically and mentally able to drive safely.
- Drivers must be licensed, qualified, and approved to operate specific types of equipment.
- Drivers must conform to all traffic laws and must maintain a safe speed and following distance, with allowances made for adverse weather and traffic conditions.
- Drivers must respect the rights of other drivers and pedestrians.
- Drivers may not use drugs or alcohol prior to, or while operating a company owned, leased or rented vehicle.

SAFE DRIVING TECHNIQUES:

- Drivers/employees must operate company vehicles safely, observing regulatory signs and traffic safety controls.
- Stay on your approved and authorized route. Route deviations are costly and expose you to known and unknown hazards.
- Drive with both hands firmly gripping the steering wheel (generally in the 10 and 2 o'clock positions). This will help to maintain control of the vehicle if you should incur a front axle tire blowout.
- Aim high. Look ahead 12-15 seconds or approximately quarter of a mile on the open road. In urban areas, look ahead two blocks. Being alert and looking ahead in the distance allows you to see everything in front of your vehicle, and to plan and react accordingly.
- Keep your eyes moving. Scan your mirrors every three to five seconds and never focus or stare at a single object for more than two seconds. Your vehicle is capable of traveling great distances while you are distracted. If sunlight glare or other intense light is limiting your vision, clean your windshield, use your sun visor, and consider wearing sunglasses. Avoid looking directly at the light source and try to focus temporarily on the lane

lines/markers.

- All posted speed limits must be obeyed. Deliberately operating your vehicle in excess of this limit, tampering with the governor and/or facilitating adjustment of the governor will result in disciplinary action, up to and including termination.
- Operating speeds should always be adjusted and consistent with existing conditions, such as lighting, traffic, road and weather conditions. Never overdrive your personal line of sight. Drive at speeds that will allow you to come to a controlled stop within the area you can see.
- Posted speed limits are for optimum conditions, such as daylight, clear field of vision, clear weather, straight road, no construction, and/or light traffic. Incrementally decrease your speed as conditions deteriorate.
- Never over drive your headlights. Over driving your headlights means driving at speeds where you can't see upcoming road hazards because your stopping distance is greater than the effective illumination of your headlights.
- Engage turn signals for a minimum of three flashes and re-scan your mirrors a final time to ensure clearance prior to changing lanes, merging, or turning.
- If faced with lane encroachment where there is potential impact from opposing traffic, always first look to go right in a "controlled and slowing maneuver." Use caution to remain on the roadway. Be aware that going to the left may expose you to opposing head-on impact and the lane that the opposing vehicle would be trying to return to.
- Approach intersections prepared to stop within the available sight distance, allow cross traffic to clear no matter if you have the right of way or not. Be established in the proper lane and do not change lanes while crossing intersections. Look left, right, left, and then right again before entering the intersection.
- When making right and left turns, signal your intentions early and position yourself in the most right hand turn lane available. If going right, control traffic access to your right between you and the curb. When going left, stay in your lane and closely monitor traffic from your left.
- Be aware of low overhead clearances such as overpasses, awnings, canopies, low hanging utility wires, or tree limbs. Know the height of your vehicle.
- You are required to fully utilize all safety-related, collision prevention equipment as trained and directed by the company. Notify your supervisor immediately of any operating deficiencies.
- Do not jump from the truck cab, the back of a van or trailer, the "catwalk" area behind the cab, or from any other part of a vehicle. When entering or exiting a vehicle, always use the "three points of contact" method.

DISTRACTED DRIVING:

Accident reports conclude that on average, 80% of all collisions and 68% of all rearend collisions are caused by distracted driving. Below is a list of the Top 10 Driving Distractions.

While driving, avoid:

1. Using your cell phone to talk or text
2. Programming your GPS
3. Eating
4. Adjusting the radio
5. Retrieving items from the floor or back seat
6. Lighting/smoking cigarettes while driving
7. Engaging in a conversation with passengers
8. Reading billboards or outdoor signs
9. Gawking at accidents
10. Communicating/waving to known pedestrians

FATIGUE MANAGEMENT:

No driver shall operate a vehicle on company business, and management shall not knowingly require or allow an employee to operate a motor vehicle if the driver's ability or alertness is impaired from fatigue, and potentially unsafe to operate a motor vehicle. The company's "Captain of the Ship" philosophy applies to fatigue management.

Note: Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

HOURS OF SERVICE (HOS):

- Drivers are required to document their hours of service (HOS) activities "accurately," and as legally required by Federal Motor Carrier Safety Regulations [FMCSR].
- The company will never ask a driver to violate HOS regulations under any circumstances.
- Intentional "fraudulent" HOS documentation will result in disciplinary action, up to and including termination.
- HOS violations within a rolling 36-month period will be considered Risk Associated Behavior (RAB) and will result in disciplinary action up to and

including termination. Furthermore, this involves the strict 11-hour driving rule, 14-hour on-duty rule, and the 60/70-hour rules.

- Driving safely is primarily a driver's responsibility. If you are running late, stay late. Do not hurry to make-up time and take unnecessary risks.
- Drivers are required to allow and document a minimum of 15 minutes each for the completion of a pre-and post-trip vehicle inspection. Specialized equipment may take longer.
- Drivers must submit manual duty logs and download on-board computer data on a daily basis or before their next departure.

DRIVER REQUIRED REPORTING:

In addition to prompt reporting of all accidents, collisions, work-related injuries or unsafe conditions, drivers are required to report the following occurrences to their supervisor/manager within 24 hours:

- Receipt of any traffic citation (personal and/or company vehicle)
- Conviction of any traffic violation
- Suspension, revocation, or cancellation of a driver's license or loss of the right/disqualification to operate a commercial motor vehicle
- Receipt of any roadside inspection, regardless of the outcome If receipt is not provided at the scene, request the inspector's business card and/ or inspection case number in the event your supervisor decides to make an official follow-up inquiry.

DRIVER HEALTH RULES:

DRUG AND ALCOHOL POLICY:

We strive to maintain a workplace free from the effects of substance abuse. It recognizes that drug and alcohol abuse, which impairs judgment and significantly increases the risk of injury, may pose a direct and significant threat to safety, and to the goal of a productive and efficient working environment. This Drug and Alcohol Policy, which is applicable to all employees in the United States, is a vital policy and all employees will be held accountable for ensuring compliance. The term "employees" includes all regular full-time, regular part-time, temporary, casual, and leased or contract employees. Contract and supplier personnel are expected to abide by our company's rules regarding the use and abuse of illegal drugs and alcohol while on our premises or while performing any work for our company, but will be referred to their own employers whenever testing is indicated.

Note: Employees subject to the Department of Transportation's (DOT) rules on drug and alcohol abuse (through regulations enforced by the Federal Motor Carrier Safety Administration (FMCSA) and/or the Federal Transit Administration (FTA) must also comply with our company Drug and Alcohol Policy. We reserve the right to revise this policy at any time. Our company will comply fully with federal, state and local regulations on drug abuse and alcohol misuse. All candidates for employment must successfully complete a post-offer, preemployment drug screening prior to their scheduled start date and if they do not, their offer of employment will be withdrawn. The illegal manufacture, distribution, dispensing, possession, sale, or purchase of a controlled substance is prohibited at all times. Being under the influence of alcohol or having an illegal drug in your system while on company property or while performing any work for our company is prohibited. The unauthorized use or possession of prescription drugs or over-the-counter drugs on company property is also prohibited. A positive drug or alcohol test will be considered proof of a policy violation. An alcohol test will be considered positive if it registers .02% or more blood-alcohol. Employees who violate this policy are subject to disciplinary action, up to and including termination. Except where prohibited by law, termination is the presumed consequence of violating this policy. Contact your immediate supervisor for guidance on HR-related questions, policy violations, or complaints regarding on-the-job drug and alcohol abuse.

DEFINITIONS:

Alcohol – the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

Company Property – all company-owned or leased property used by employees such as vehicles, lockers, desks, closets, and parking lots, as well as all customer worksites and delivery facilities. Designated Employee Representative (DER) – an individual identified by the employer to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions regarding testing and evaluation processes.

Drugs/Controlled Substances – the term “controlled substances” in this policy refers to the use of any drug regulated under the federal Controlled Substances Act, and includes all drugs available by prescription.

Medical Review Officer (MRO) – a licensed physician who is responsible for reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

On-Duty and Duty – includes all time performing or in readiness to perform any work for our company.

Regulated Employee – an employee who performs a safety-sensitive function regulated by the FMCSA or the FTA and who is subject to regulations addressing the use of drugs and alcohol.

Safety-Sensitive Functions – The requirements of this policy are often dependent upon an individual’s performance of a “safety-sensitive” function, which will include all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

“Safety sensitive functions” include the following duties:

1. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the Company
2. All time inspecting equipment as required by regulation 49 CFR 392.7 and 49CFR 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time
3. All time spent at the driving controls of a commercial motor vehicle in operation
4. All time, other than driving time, in or upon any commercial motor vehicle except, time spent resting in a sleeper berth conforming to the requirements of regulation 49 CFR 393.76
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

A driver will be considered to be performing any of the safety-sensitive functions listed previously (in this manual) during any period in which the driver is actually performing, ready to perform or immediately available to perform any such function.

Substance Abuse Professional (SAP) – a licensed physician, licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified family therapist, or certified addiction counselor (NAADAC, IRCC, NBCC) who also has knowledge of and clinical experience in the diagnosis and treatment of controlled substance-related disorders.

Serious Accident – any work-related accident or incident that requires any person to receive professional medical care or treatment.

DOT REQUIREMENTS:

The U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), and Federal Transit Administration (FTA), acting to implement a federal law called the Omnibus Transportation Employee Testing Act, have adopted regulations requiring our company to implement an employee drug and alcohol policy for commercial motor vehicle operators and transit workers. The regulations include prohibitions on the use of drugs and alcohol, and establish drug and alcohol testing requirements for those workers. Please refer to the DOT Regulated Workers' Drug and Alcohol Policy for guidance.

DOT REGULATED WORKERS POLICY:

PROHIBITED BEHAVIORS:

All company employees are prohibited from using illegal drugs whether on or off duty and may be subject to restrictions regarding their use of prescription drugs and nonprescription (over-the-counter) drugs. Employees may not use alcohol while working or while on company premises except as described below.

USE OR POSSESSION OF ILLEGAL DRUGS:

The use, possession, manufacture, distribution, sale, attempted sale, or other involvement with illegal drugs by any employee is prohibited and may result in discipline, up to and including immediate termination from employment. The use of any prescription medication that is illegal to use or possess in the United States or that is prescribed for another person is prohibited by our company policy. The use of "medical marijuana" and synthetic marijuana is prohibited by federal law and is also prohibited by this policy. Our company will not accommodate medical marijuana use unless affirmatively obligated to do so by law.

USE OF PRESCRIPTION DRUGS:

Prohibited drugs may also include prescription medications, under some circumstances. The use of prescription medication is prohibited when:

- Medication is not prescribed for the employee.
- Employee exceeds the prescribed dosage.
- Medication causes the employee to be impaired or unfit while on duty.
- Employee is a driver or operates machinery and the directions on the medication warn user to avoid driving or operating machinery.
- Medication is not approved in accordance with DOT regulations for use while on duty. For example, the use of methadone or marijuana always disqualifies a driver from performing DOT-regulated safety-sensitive work.

Note: Prohibited use or distribution of prescription drugs will result in disciplinary

action, up to and including termination.

USE OF NON-PRESCRIPTION DRUGS:

The use of non-prescription (over-the-counter) medications is prohibited when:

- Medication causes the employee to be impaired or unfit.
- Employee is a driver or operates machinery and the medication directions warn the user to avoid driving or operating machinery.

The use of non-prescription drugs that contain alcohol is subject to the same restrictions our company places on the use of alcoholic beverages while working. Safety-sensitive and regulated employees must not take medications that contain alcohol within four hours before they go on duty. Prohibited use of non-prescription drugs will result in disciplinary action, up to and including termination.

USE OR POSSESSION OF ALCOHOL:

The use or possession of alcohol by any employee while on company property is prohibited and may be grounds for disciplinary action, up to and including termination.

TESTING:

Employees are subject to certain categories of drug and/or alcohol testing as described below. Our company may test for some or all of the following substances, depending upon the occasion and type of test: amphetamines (including methamphetamine, MDMA (ecstasy), MDA, MDEA), barbiturates (sleep aids, Nembutal), benzodiazepines (Xanax, Zoloft) cocaine (crack, blow), marijuana (hash, weed, cannabis, and including synthetic marijuana, K2, “spice”), opiates and synthetic opiates (heroin, morphine, oxycodone, methadone), phencyclidine (PCP, angel dust), propoxyphene (Darvon), and/ or alcohol. Other substances may be added to this list.

Note: This policy will be applied in a manner that complies with federal, state, and local law. If this policy is inconsistent with the law applicable at a particular location, local managers and human resources personnel will be trained to ensure the policy is administered in a manner that is in compliance with that law.

TESTING PROCEDURES:

All company-utilized testing facilities, including collection sites and drug testing laboratories, are expected to comply with state law and, to the extent not inconsistent with state law, with regulatory guidelines published by the U S. Department of Health and Human Services (DHHS) for federal workers. Our company’s testing practices will ensure:

- Privacy of tested individuals
- Non-discriminatory testing methods
- Integrity of specimens

CONSENT:

Our company will not permit any alcohol test to be administered, sample collected, or drug test conducted on a sample without the written consent of the person being tested. A person's refusal to submit to a proper test will be viewed as insubordination and will lead to discipline, up to and including termination.

Attempts to tamper with, substitute, adulterate, dilute, evade or otherwise falsify a test sample are considered refusals to submit to a test, as is a failure to appear at the testing location promptly. Our company will pay the costs of all drug and/or alcohol tests it requires of its employees.

COLLECTION AND CHAIN OF CUSTODY:

Persons being tested will be asked to provide a test sample by the collection site person. Procedures for the collection of specimens will allow for reasonable privacy. Urine specimens will be tested for temperature and may be subject to other verification tests to detect tampering. The collection site person and the person being tested must maintain chain-of-custody procedures for specimen collection, shipment, and storage.