

## Orientation Checklist and Handbook Receipt

Orientation Element	Title No.	Orientation Element	Title No.
Welcome	1.00	Accidents and Disabling Damage	5.70
Introduction	2.00	Accident Policy	5.80
Employee Classification	2.10	Auto Accidents	5.90
Equal Employment Opportunity Policy	2.20	Accident Cameras and Scene Instructions	5.10
Americans with Disabilities Act	2.30	Driver Accident Report	5.11
Immigration Reform and Control Act	2.40	Parked Vehicle Accidents/Incidents	5.12
Applicant Evaluation	2.50	Citations, Violations, Inspections, and Suspensions	5.13
Job Description	2.60	Notice of Citation, Violation, Inspection, or Suspension	5.14
Driver Qualifications	2.70	Workers' Compensation	5.15
Orientation	2.80	Accidents/Injuries	5.16
Employee Retention Guidelines	2.90	Workers' Compensation Injury - Employee's Duty	5.17
Standards of Conduct	3.10	Workers' Compensation Employee's Notice of Injury Form	5.18
Substance Abuse Policy Summary	3.20	Workers' Compensation Medical Authorization and Consent Form	5.19
Drug and Alcohol Policy	3.30	Pre-trip, Post-trip, and Walk-Around Inspections	5.20
Sexual Harassment	3.40	Hours-of-Service Regulations	5.21
Conflict of Interest	3.50	General Safety Training	5.22
Attendance	3.60	Recurrent Training Certification	5.23
Dress Code, Hygiene, and Personal Protective Equipment	3.70	Defensive Driving and Driver-specific Training	5.24
Probationary Period	3.80	Proper Entry/Exit and Lifting	5.25
Disciplinary Policy	3.90	Safety Program Summary	6.10
Payroll	3.10	Communication	6.20
Confidentiality and Release of Information	3.11	Dispatch	6.30
Holidays	4.10	Customers	6.40
Vacation	4.20	Bills of Lading and Paperwork	6.50
Personal Leave	4.30	Trip Planning and Routing	6.60
Jury Duty	4.40	Use of Company Equipment	6.70
Military Leave	4.50	Load Weight and Vehicle Configuration	6.80
Bereavement Leave	4.60	Fueling	6.90
Federal Motor Carrier Safety Regulations Statement	5.00	Cargo Securement & OS&D	6.10
Driver Qualifications and Disqualifications	5.10	Passengers and Pets	6.11
Driver Background and Character	5.20	Prohibited Behaviors	6.12
Road Tests	5.30	Personal Property & Inspections	7.10
Physical Qualifications and Examination	5.40	Equipment Appearance	7.20
Driver Qualification (DQ) Files and Records	5.50	Emergency Equipment	7.30
CDL and CMV Operation	5.60	Equipment Repairs	

I acknowledge that I have received and read a copy of the Source Logistics, Inc. Handbook and have completed orientation covering the initialed topics above. This handbook is effective 02/08/2016 and replaces all others.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_