

## ***Source Logistics, Inc.***

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To: Source Logistics Driver & Fleet Managers

From: Kim Hill

Effective immediately, all Source Logistics drivers will complete all Record of Duty Status Log Sheets accurate and complete. Source Logistics will not accept incorrect or falsified log sheets. If you are unable to make an assigned dispatch, it is your responsibility to notify your fleet manager at the time of the load assignment if you are unable to make the run legally.

Make sure that your Logs are complete, with all required information. Some examples being; hours totaled correctly, a full 10 hour off duty / sleeper berth period is taken, not 9.5 or 9.75 hours, log & DVIR are both signed correctly. You must comply with all Federal Motor Carrier Safety Administration regulations and company policies regarding the completeness of your record of duty status Log Sheets.

All Logs must be completed "**as you go**", and must be current to the time shown for the last change of duty status. Keep up when your clock starts each day and calculate when you have to stop. Give yourself (if possible) multiple options for stopping before you have to. **Plan ahead!**

Source Logistics will implement a new Log auditing procedure beginning April 1, 2015. All submitted driver Logs will be audited against fuel stop times, QUALCOMM locations, (if available,) toll receipts, and any other form of documentation that would be available to authenticate the accuracy of your submitted logs.

Also, a new disciplinary plan will be put into effect regarding Log violations. The next page will outline the new discipline procedure that will be put into place immediately and will be strictly enforced. Your Safety Department will do it can to help you. Don't go to a truck stop to get answers to your Log. Please contact the Safety Department and they will provide you with accurate information you need.

## **LOG VIOLATION POLICY**

All logs will be audited for compliance with Part 395 of the Federal Motor Carrier Safety Regulations. Drivers found to be in violation of Part 395 will be subject of the following penalties:

### **A. ACTS OF OMISSION**

- 1 Failure to sign log, total hours, list shipping documentation / manifest number, show
- 2 Drivers must correct the omission with corrected log and resubmitted within 2 weeks of driver notification of violation. Continued violations of omission will result in action as

First violation -Documented verbal warning

Second violation -Written Warning and Hours of Service training

Third violation - Counseling, Re-training, and final warning

Fourth violation -Termination

### **B. HOURS OF SERVICE VIOLATIONS**

- 1 Over hours: 11, 14, & 70 -hour violations, and speeding. These violations will result in action as follows:

First violation -Documented verbal warning

Second violation -Written Warning & Hours of Service Training

Third violation -Counseling and Final Written warning

### **C. FALSIFICATION**

**The seriousness of this offense cannot be tolerated by Source Logistics.**

Therefore, the action, which is more severe and is as follows:

First violation - Written warning and Hours of Service Training

Second violation -TERMINATION OF EMPLOYMENT

### **D. VIOLATIONS AND OUT OF SERVICE**

- 1 Drivers who receive a Log Violations or are placed Out of Service due to any log book issue during any roadside inspection are subject to the following:

First Offence -Written Warning & Probation for 90 days

Second offence -Written Warning & Probation for 1year

Third offense -Termination of employment

The policy regarding acts of omission and hours of service violations are limited to violations in the most recent six month period. The policy regarding falsification and violations / OOS shall include the most recent 12 months