

Stover Transportation

**3710 Lacon Rd.
Suite C
Hilliard, OH 43026**

Driver's Orientation Handbook



All information current as of:
Updated by:

05 November 2015
Josh Vittie

The Information contained in this handbook is intended to help you in your daily job functions and to serve as a reference for any general questions you may have. Please read all of the information contained in this document carefully. Should you have any questions do not hesitate to contact the appropriate person(s) listed below. **Please sign the Acknowledgment Form stating you have received and understand the Handbook.** This handbook should be kept in your truck so you have it at all times.

Important Phone Numbers

| Important Phone Numbers | |
|-------------------------|----------------|
| Office Number | 1-614-777-4184 |
| Dispatch Line | 1-614-777-4184 |
| Office Fax Number | 1-614-777-4363 |
| National Toll Free | 1-866-659-4400 |

| After Hours Numbers | | |
|---------------------|----------------|----------------|
| Name | Cell Phone | Home Phone |
| Ray Stover | 1-614-507-9951 | 1-614-879-5470 |
| Rynda Stover | 1-614-507-9952 | 1-614-879-5470 |
| Dak Goodman | 1-614-406-6027 | 1-614-406-6027 |

| After Hours | | |
|-----------------------|----------------|------------------------------------|
| Name / Cell Phone | Home Phone | Description |
| Ray: 1-614-507-9951 | 1-614-879-5470 | Load problems |
| Rynda: 1-614-507-9952 | 1-614-879-5470 | After-hours ComChecks / advances |
| Dak: 1-614-560-3818 | 1-614-406-6027 | Safety, accidents, backup dispatch |

| | |
|-------------------|--|
| Raymond A. Stover | President & Director of Operations-Owner |
| Rynda Stover | Secretary / Treasurer-Owner |
| Dak Goodman | Dispatch / Maintenance |

| | |
|--|---|
| <p><u>Mailing address:</u> Stover Transportation, Inc. PO Box 1328 Hilliard, Ohio 43026</p> | <p><u>Physical Address:</u> 3710 Lacon Road Hilliard, Ohio 43026</p> |
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1 49 CFR 390.3 – General Applicability

1.1

It is the responsibility of every individual to know, and understand, the rules and regulations they are governed by. As a driver, you are bound by the following rules:

- 49 CFR 40 – drug and alcohol testing
- 49 CFR 325 – compliance with interstate noise emissions standards
- 49 CFR 350-355 – safety program; state compliance
- 49 CFR 380-399 – training, safety, CDL standards, compliance, drug-testing, hours of service, inspection / repair / maintenance, and other rules
- 21 CFR 1308 – schedule of controlled substances

1.2

Additionally, 49 CFR 390.3 (d) allows for the employer – in this case, Stover Transportation, Inc. – to require and enforce more stringent requirements than the minimums outlined in CFR.

- As an example: 49 CFR 382.207 states that “no driver shall perform safety sensitive functions within four (4) hours of using alcohol”; Stover Transportation, Inc. policy is more restrictive, requiring that no driver shall perform safety sensitive functions within eight (8) hours of using alcohol.

§ 390.3: General applicability.

(a) The rules in subchapter B of this chapter are applicable to all employers, employees, and commercial motor vehicles, which transport property or passengers in interstate commerce.

(b) The rules in part 383, Commercial Driver's License Standards; Requirements and Penalties, are applicable to every person who operates a commercial motor vehicle, as defined in § 383.5 of this subchapter, in interstate or intrastate commerce and to all employers of such persons.

(c) The rules in part 387, Minimum Levels of Financial Responsibility for Motor Carriers, are applicable to motor carriers as provided in § 387.3 or § 387.27 of this subchapter.

(d) **Additional requirements.** Nothing in subchapter B of this chapter shall be construed to prohibit an employer from requiring and enforcing more stringent requirements relating to safety of operation and employee safety and health.

(e) Knowledge of and compliance with the regulations.

(1) Every employer shall be knowledgeable of and comply with all regulations contained in this subchapter which are applicable to that motor carrier's operations.

(2) Every driver and employee shall be instructed regarding, and shall comply with, all applicable regulations contained in this subchapter.

(3) All motor vehicle equipment and accessories required by this subchapter shall be maintained in compliance with all applicable performance and design criteria set forth in this subchapter.

2.0 Accident / Incident Reporting Policy

Accidents and incidents can result in extremely high costs to the company. It is important that you follow the proper procedure when filling out an accident report. Please read and understand the following policy. If you have any questions or concerns or need clarification, you are to speak with Operations and/or call the Safety and Personnel Department at 1-614-777-4184 for clarification to ensure your complete understanding of this policy.

2.1 Accident Kits

2.1.1

Make sure you have at least one (1) accident / incident reporting kit in the truck at all times (these kits are always available in the Stover Transportation, Inc. office, feel free to grab extras any time).

2.1.2

The kit contains:

1. A tri-fold sheet with prompts for the information you should try to obtain for accident reporting to the insurance company.
2. Witness cards for you to hand out to witnesses to collect their contact information for you to transfer on to the tri-fold sheet.
3. Scrap paper for notes / additional information.

2.1.3

You are to collect as much of the information requested on the tri-fold sheet as you are able.

2.1.4

Distribute witness information cards to any witnesses to collect their names and contact information.

2.1.5

Use your mobile device, or other camera, to take as many pictures as necessary to document the scene / incident.

1. Take pictures of the scene around you.
2. Take pictures of the truck.
3. Take pictures of the other vehicles and/or objects involved.
4. Take pictures of the freight in the trailer as well.

2.1.6

Write up a narrative of the accident – by hand or (preferably) typed, and place a copy with the tri-fold sheet.

2.1.7

Deliver the tri-fold sheet, your narrative, and any photos to Operations and/or the Safety and Personnel Department as soon as you are able.

2.1.8

Digital photos and/or your written narrative can be emailed to dispatch@stovertransportation.com

2.1.9

This procedure ensures we stay within Department of Transportation Guidelines.

2.2 Accident Procedure

You should be familiar with section 2.20 of the Ohio Commercial Driver License Manual before an accident so you know what to do in the event of an accident. [The Manual is available at your local Bureau of Motor Vehicles office or online at http://www.bmv.ohio.gov/driver_license.stm#tog (current as of 08 October 2015)]

2.2.1

Protect the Area

1. Try to move accident vehicles to the side of the road if it is safe to do so.
2. Put on your four-way (hazard) flashers.
3. Set out reflective triangles to warn other traffic.

2.2.2

Do NOT admit fault.

2.2.3

Notify the authorities immediately while you are at the scene of the accident (do not leave until authorized to do so by the responding Officer).

1. Dial 9-1-1 on your mobile device (or direct a bystander to do so) and notify the local authorities of the accident.
2. Provide the emergency dispatcher with your exact location.
 1. Be as specific as possible (ex.: "On the exit ramp from I-270 north-bound to I-670 west-bound near Gahanna, Ohio" – or – "At mile marker 87 on west-bound I-70, between the exits for Rome-Hilliard Road and State Route 142").
3. Report the number of vehicles involved, number of people involved, and if there are any injuries (including yourself).

2.2.4

Gather complete and accurate information and take photos using the kit and policy outlined in Section 1a of this Manual.

2.2.5

Contact Operations and/or the Safety and Personnel Department as soon as you are safely able.

2.2.6

1. There is no room for exceptions in reporting accidents.
2. You can call Operations and/or the Safety and Personnel Department during normal business hours at 1-614-777-4184.
3. Should Operations and/or the Safety and Personnel Department be unavailable for any reason, or if it is after normal business hours, you are required to reach someone using the following numbers, in order:
 1. 1-614-406-6027 for Dak Goodman
 2. 1-614-507-9951 for Ray Stover

2.2.7

Turn in your accident kit, narrative, and photos as soon as you are safely able to do so.

3 Cell Phone / Mobile Device Policy

In accordance with 49 CFR 382.82, employees are not permitted to use a hand-held cell phone while operating a motor vehicle on company business and/or on company time unless the device can be used hands-free. Also prohibited by 49 CFR 392.80 and this policy: texting, emailing, messaging, and other text-based communication.

3.1

49 CFR 392.82

§392.82 Using a hand-held mobile telephone.

(a)(1) No driver shall use a hand-held mobile telephone while driving a CMV.

(2) No motor carrier shall allow or require its drivers to use a hand-held mobile telephone while driving a CMV.

(b) *Definitions.* For the purpose of this section only, *driving* means operating a commercial motor vehicle on a highway, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays. Driving does not include operating a commercial motor vehicle when the driver has moved the vehicle to the side of, or off, a highway and has halted in a location where the vehicle can safely remain stationary.

(c) *Emergency exception.* Using a hand-held mobile telephone is permissible by drivers of a CMV when necessary to communicate with law enforcement officials or other emergency services.

3.2

49 CFR 392.80 reads as follows:

§392.80 Prohibition against texting.

(a) *Prohibition.* No driver shall engage in texting while driving.

(b) *Motor carriers.* No motor carrier shall allow or require its drivers to engage in texting while driving.

(c) *Definition.* For the purpose of this section only, *driving* means operating a commercial motor vehicle, with the motor running, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays. Driving does not include operating a commercial motor vehicle with or without the motor running when the driver moved the vehicle to the side of, or off, a highway, as defined in 49 CFR 390.5, and halted in a location where the vehicle can safely remain stationary.

(d) *Emergency exception.* Texting while driving is permissible by drivers of a commercial motor vehicle when necessary to communicate with law enforcement officials or other emergency services.

3.3

Prohibited:

1. Using a hand to hold a mobile phone to conduct voice communication.
2. Answering or dialing a mobile phone by pushing more than one button.
3. Reaching for a mobile phone in a manner that requires the driver to maneuver so that he or she is no longer in a seated, belted driving position.
4. All forms of text-based communication including, but not limited to, reading and/or writing: text messages, email, instant messages, internet web-search / web-browsing.

3.4

Allowed:

1. A mobile phone can still be used if it meets the following conditions:
2. It has a wired or wireless headset (or other hands-free system that is part of the vehicle),
3. AND can be answered or dialed using one button,
4. AND the driver does not have to reach for the phone.
5. Nextel systems are allowed ONLY IF: the driver does not reach for, dial, or hold the actual mobile telephone in his/her hand while driving AND the driver is able to touch the button needed to operate the push-to-talk feature from the normal seated position with the safety belt fastened.
6. 2-way and CB radios are allowed.

3.5

1. Employees are not permitted to read or respond to e-mails or text messages while operating a motor vehicle on company business and/or on company time.
2. This policy also applies to use of PDAs (Personal Data Assistants).

3. While driving, calls cannot be answered and must be directed to voice mail if your handheld device is not enabled for hands free use. (See custom greeting suggestion below.)
4. If an employee must make an emergency call (9-1-1), the vehicle should first be parked in a safe location.

3.6

Employees are responsible for payment of civil penalties in the event a citation is issued. If an employee is cited by any enforcement agency for cell phone use violations or if an employee is observed using a hand held device and the use is confirmed by one or more supervisory or management employees of Stover Transportation, Inc., the employee will be subject to disciplinary actions up to and including termination. Correspondingly, any supervisor or management personnel found to allow, encourage, pressure, or threaten adverse action against an employee for complying with this policy shall be subject to discipline up to and including termination.

3.7

Resources clarifying the laws surrounding hand-held devices in Commercial Motor Vehicles include the following three handouts retrievable from the Internet:

1. Mobile Phone Restrictions Fact Sheet – U.S. Department of Transportation – Federal Motor Carrier Safety Administration:
 - https://www.fmcsa.dot.gov/sites/fmcsa.dot.gov/files/docs/Mobile_Phone_Rule_Fact_Sheet.pdf (Link current as of 01 October 2015)
2. No Texting Rule Fact Sheet – U.S. Department of Transportation – Federal Motor Carrier Safety Administration:
 - https://www.fmcsa.dot.gov/sites/fmcsa.dot.gov/files/docs/No_Texting_Rule_Fact_Sheet.pdf (Link current as of 01 October 2015)
3. CMV (Commercial Motor Vehicle) and CDL (Commercial Driver License) Holder Disqualifying Violations:
 - https://www.dmv.de.gov/services/driver_services/faqs/cmvcdl_holder_violations.pdf (Link current as of 01 October 2015)

3.8

Additionally, you might want to add a custom greeting for your cell phone such as the one that follows:

“Hello, this is _____ (name, title, company). I am either away from my phone or I may be driving. For safety reasons, I don't use my phone while driving. Please leave your name, number and a brief message. I will return your call as soon as I am able.”

(Optional addition if you are recording a greeting at the beginning of your trip to inform callers that you are enroute and your estimated time of arrival: "I should be at my destination at approximately _____ and will return your call then.")

4 Daily Call-In Times

It is mandatory that all drivers contact the dispatch office a minimum of twice a day. One call must be before 8:00am and the second call before 5:00pm. You may be instructed to call in more often and these calls will be required as needed. We must COMMUNICATE in order to have the required TEAMWORK it takes to run a successful business.

5 Disciplinary Policy for Employees

Unacceptable behavior includes, but is not limited to, violations of policies / procedures in this handbook, unsafe operation of a vehicle, and/or violation of vehicle and traffic laws and regulations outlined in 49 CFR (Codified Federal Regulations) and sections 4511 and 4513 of Ohio Revised Code.

5.1

The following disciplinary procedure will be used:

1. Unacceptable behavior reported to Operations and/or the Safety and Personnel Department
 - Verbal Warning will be issued to the employee by Operations
2. Repeated instances of unacceptable behavior reported to Operations and/or the Safety and Personnel Department
 - Written Warning issued to the employee by Operations
3. Continued instances of unacceptable behavior reported to Operations and/or the Safety and Personnel Department
 - Final Warning drafted with assistance from both Operations AND the Safety and Personnel Department
 - Final Warning issued to the employee by Operations
4. Excessive instances of unacceptable behavior reported to Operations and/or the Safety and Personnel Department
 - Employee dismissed and employment terminated

5.2

Immediate Termination:

Certain circumstances may result in the immediate termination of a Stover Transportation, Inc. employee. Such circumstances include, but are not limited to the following examples:

1. The physical assault of any employee, customer, or other person on Stover Transportation, Inc. property, equipment, or customer's property.
2. The use of any Stover Transportation, Inc. property to conduct illegal activity.

3. The theft or vandalism of any Stover Transportation, Inc. Property.
4. The use of the Stover Transportation, Inc. name for fraudulent activity.
5. Testing positive on any required alcohol and/or drug test.

6 Drug and Alcohol Testing

See the Controlled Substance and Alcohol policy for the full text of this policy.

6.1

Stover Transportation, Inc. has a drug-free work place program and has **ZERO Tolerance** for drug and/or alcohol abuse. Under no circumstances will Stover Transportation, Inc. allow anyone to drive under the influence of alcohol and/or drugs. If you test positive on any required drug and/or alcohol test, it will be grounds for immediate and unconditional discharge.

6.2

Federal Department of Transportation regulations (49 CFR 382 – Subpart C) require all transportation companies complete tests for each of the following:

1. Pre-employment
2. Post-accident
3. Random
4. Reasonable Suspicion
5. Return-to-duty
6. Follow-up

6.3

In accordance with 49 CFR 40, Stover Transportation, Inc. will test for the following substances:

1. Alcohol (for alcohol tests only)
2. Marijuana
3. Cocaine
4. Amphetamines
5. Opiates
6. Phencyclidine (PCP)

7.0 Freight Procedures

The following sections highlight the general policies and procedures for freight loading and unloading, dropped trailers, and damaged or overages / shortages.

7.1 Freight Loading Procedure

This procedure is company policy and must be followed each time freight is loaded on a trailer. **It is important that you sign the bill of lading correctly to eliminate claims.**

7.1.1

1. Any shipment we “live” load must be counted and the condition of the freight must be checked.
2. The exact number of pieces stated on the bill of lading must match what is actually on the trailer.
3. Should the piece count be inaccurate and/or the condition of the freight is not acceptable, you are to call Operations immediately.
4. If the product is damaged during loading, bring it to the shipping manager’s attention and call Operations immediately for further instruction. Do not leave the shipping facility until Operations gives you permission to do so.
5. If it is after hours and/or no one is in the office, you must contact the appropriate individual(s) on their cell phone or home phone number listed in this handbook immediately (24 hours a day 7 days a week).
6. If you, the driver, sign the bill of lading with no notations of shortages / unacceptable freight / inaccurate piece counts / etc., you have created and agreed to an incorrect, but legal binding, contract.
7. Some shipping facilities will not allow a driver on the dock to watch the freight being loaded. In this case you must write “SLC” (Shipper Load and Count) on **all** copies of the bills, and the shipper is to sign the bill of lading indicating such.
8. Should the freight already be loaded and/or the trailer is sealed and you are unable or not allowed to see the freight, the bill of lading must be marked “SLC” (Shipper Load and Count) on **all** copies of the bill of lading, and the shipper is to sign the bills indicating such.
9. Ensure your seal number is on **all** copies of the bill of lading and that the seal is secured before leaving the shipper.
 1. If the shipper does not give you a seal – put your own seal on the trailer.
 2. Always carry additional seals (available from Operations) to use should a shipper not give you one.
 3. Seal **EVERY** load and document the seal number on **all** copies of the bill of lading.

7.1.2

Federal Law stipulates that all loads must be properly secured and not interfere with your view of the road, or interfere with your access to doors and/or safety equipment.

7.1.2.1

For a comprehensive guide to securing cargo / freight – all drivers should be familiar with the guidelines set forth in the Driver's Handbook on Cargo Securement: A Guide to the North American Cargo Securement Standard. This document is available for download from the FMCSA at: http://www.fmcsa.dot.gov/sites/fmcsa.dot.gov/files/docs/Drivers_Handbook_Cargo_Securement.pdf (current as of 28 October 2015)

7.1.2.2

49 CFR 392.9 states:

§ 392.9: Inspection of cargo, cargo securement devices and systems.

(a) **General.** A driver may not operate a commercial motor vehicle and a motor carrier may not require or permit a driver to operate a commercial motor vehicle unless—

- (1) The commercial motor vehicle's cargo is properly distributed and adequately secured as specified in §§ 393.100 through 393.136 of this subchapter.
- (2) The commercial motor vehicle's tailgate, tailboard, doors, tarpaulins, spare tire and other equipment used in its operation, and the means of fastening the commercial motor vehicle's cargo, are secured; and
- (3) The commercial motor vehicle's cargo or any other object does not obscure the driver's view ahead or to the right or left sides (except for drivers of self-steer dollies), interfere with the free movement of his/her arms or legs, prevent his/her free and ready access to accessories required for emergencies, or prevent the free and ready exit of any person from the commercial motor vehicle's cab or driver's compartment.

(b) **Drivers of trucks and truck tractors.** Except as provided in paragraph (b)(4) of this section, the driver of a truck or truck tractor must—

- (1) Assure himself/herself that the provisions of paragraph (a) of this section have been complied with before he/she drives that commercial motor vehicle;
- (2) Inspect the cargo and the devices used to secure the cargo within the first 50 miles after beginning a trip and cause any adjustments to be made to the cargo or load securement devices as necessary, including adding more securement devices, to ensure that cargo cannot shift on or within, or fall from the commercial motor vehicle; and
- (3) Reexamine the commercial motor vehicle's cargo and its load securement devices during the course of transportation and make any necessary adjustment to the cargo or load securement devices, including adding more securement devices, to ensure that cargo cannot shift on or within, or fall from, the commercial motor vehicle. Reexamination and any necessary adjustments must be made whenever—
 - (i) The driver makes a change of his/her duty status; or
 - (ii) The commercial motor vehicle has been driven for 3 hours; or
 - (iii) The commercial motor vehicle has been driven for 150 miles, whichever occurs first.
- (4) The rules in this paragraph (b) do not apply to the driver of a sealed commercial motor vehicle who has been ordered not to open it to inspect its cargo or to the driver of a commercial motor vehicle that has been loaded in a manner that makes inspection of its cargo impracticable.

7.1.3

Tank endorsement requirements:

7.1.3.1

Carrying an aggregate total of 1,000gal of liquid or gaseous materials in containers designed with an individual rated capacity of more than 119gal each now requires a Tank endorsement after FMCSA revised their definition on 09 May 2011.

1. (From 49 CFR 383.5 Definitions) **Tank vehicle** means any commercial motor vehicle that is designed to transport any liquid or gaseous materials within a tank or tanks having an individual rated capacity of more than 119 gallons and an aggregate rated capacity of 1,000 gallons or more that is either permanently or temporarily attached to the vehicle or the chassis. A commercial motor vehicle transporting an empty storage container tank, not designed for transportation, with a rated capacity of 1,000 gallons or more that is temporarily attached to a flatbed trailer is not considered a tank vehicle.
2. The FMCSA guidance issued indicates that this definition applies to vehicles carrying loaded IBC (Intermediate Bulk Containers)

7.2 Freight Delivery Procedure

This procedure is company policy and must be followed each time freight is delivered.

1. Upon arriving at the destination, check in with the guardhouse (if present) or Receiving Department and give them the bill of lading and delivery receipt.
2. Follow the instructions given to you by the guard or Receiving Department.
3. If it is a Shipper Load and Count (SLC) load, the guard or receiver is to sign that the seal is intact on arrival and they are to break the seal.
4. Never break a seal unless the receiver instructs you do so.
5. Even if a "lumper" is hired, you are still responsible for the count and condition of the freight.
6. If the receiver tries to make any notations on the bill of lading or delivery receipt (ex.: damaged, missing, over, etc.), you are required to contact Operations immediately.

7.3 Freight Damaged, Over and/or Short Procedure

If product is refused, the driver must contact and speak with someone in Operations **BEFORE** leaving the facility. This procedure is company policy and must be followed each time freight is refused and/or there is a shortage/overage:

1. Make sure the receiver breaks the seal and indicates that it was intact on your arrival.
2. Take a picture (or as many as necessary) of the freight showing damage / overages / shortages / etc.
3. You are to understand why it is being refused to communicate with Operations: (i.e.: damaged, wrong product, overage, etc.)
4. Contact Operations and explain the reason any freight is being refused and give the exact number of cases and/or pallets being refused.
5. If product is damaged, document if the receiver states it was done in transit, by tow motor / forklift, or any other reason.
6. Make a written note of what occurred at the receiver and turn in all evidence / photographs via email to dispatch@stovertransportation.com and/or with your paperwork.
7. Bring any refused product to the Stover Transportation, Inc. office and leave there so it is available to view, should any claims be made.
8. Even if a broker, shipper, or receiver instructs you to throw the product away or get rid of the product, you STILL must bring the product back to the Stover Transportation, Inc. office, unless instructed to discard it by Operations.

7.4 Dropped Load Procedure

The procedure for dropping loaded trailers is as follows:

1. Dropping trailers is only done on the direction of Operations. Do not take it upon yourself to drop a trailer without being told to do so.
2. Operations will tell you what you are to do with your paperwork.
3. Ensure your delivery receipt indicates where you dropped the loaded trailer.
4. Ensure your delivery receipt indicates the date and time you dropped the loaded trailer.
5. Note the seal number that is on the trailer on the delivery receipt and bill of lading.
6. At a facility that is not just a drop lot, have the Receiving Department and/or guard sign your delivery receipt.
7. If the facility is just a drop lot, and there is a guard, ask if they will sign your delivery receipt to indicate that the trailer was dropped and the seal is intact.

8. Heavy Load (Scale) Policy

Every driver is responsible for the safe and legal operation of his/her unit. You must ensure the load is within legal weight limits for the state(s) you will travel through to arrive at the load's destination. You are advised to weight any and all questionable loads at a truck stop scale prior to reaching a State or Portable State scale. Failure to attempt to make the load legal, and not calling Operations if the load cannot be made legal, will result in the driver being responsible for any and all fines that may be incurred.

8.1

Truck stop scale tickets will be reimbursed by surrendering the ticket with your name, tractor number, pro number, load number, and the date the load was scaled.

9 Insurance Driving Requirements

9.1

All new and existing drivers must meet all insurance requirements and standards in order to drive for Stover Transportation, Inc. and/or any of its affiliates, lessors, leased companies, owner-operators, etc. In general, a driver:

1. can not have more than two (2) moving violations in the past three (3) years.
2. can not have any major violations in the past three (3) years.
3. can not have any combination of more than two (2) at fault accidents or moving violations in the past three (3) years.

9.2

At minimum, an annual review will be completed once per year to review any changes to a driver's Motor Vehicle Records (MVR). The MVR will be reviewed with the employee and any actions to be taken will be discussed at that time.

9.3

If a driver fails to maintain the insurance requirements set, it will be grounds for termination at any time.

10.0 Log Books

Important guidance:

1. Comply fully with the regulations in 49 CFR 395.
2. Keep logs current to the last change-of-duty status.
3. Fill out a log for every day, even when you are off-duty.
4. Return completed logs with your bill of lading.
5. Always use a ruler and print neatly.
6. Drug and/or alcohol testing: Time spent traveling to and from a collection site and all time associated with providing a specimen must be recorded as "On-Duty" time to comply with hours-of-service regulations [49 CFR 395.2: On duty time (7)].

10.1 How to Properly Fill Out a Log:

10.1.1

1. Fill in the number of the month, day, and year in the space provided.

2. Two or more consecutive days of off-duty may be recorded on one log, so long as they are in the same calendar month.
1. Example: 30-31 March can be recorded on the same sheet, but 31 March and 01 April must be on separate sheets.
3. Record all tractors and trailers used during that day.
4. Sign your log in the space provided.
5. Print the name of your co-driver or "none" or "N/A" in the space provided.
6. Fill in shipper and commodity and/or bill of lading number for every load you have, for every day you have the load.
7. Record the city and state EVERY TIME duty status and location changes.
8. Perform and indicate a Pre-Trip Inspection (along with city and state) when coming on-duty AND every time you pick up a new piece of equipment.
9. At the end of the day, fill in your total miles for the day.
10. Fill out the "From" line at the bottom of the Remarks section with the location of the vehicle at 0000 and fill out the "To" line with the location of the vehicle at 2359.
11. Count each line separately and record in the "Total Hours" column. Total must be 24. Be sure to double check for accuracy.

10.2 How to Properly Fill Out a Dispatch and Trip Report:

10.2.1

This section of your log is separated from the top of your log in the office. Therefore, the Dispatch and Trip Report must include the following information, even though much of it is on the top portion:

1. List all Tractors and Trailers in the space provided
2. Fill in the Date and State or Province
3. Accurately fill in all milage information required including:
 1. Beginning odometer
 2. Ending odometer
 3. Total miles
 4. Accurate odometer reading when fueling
 5. Accurate odometer reading when crossing state lines
 6. Accurate milage (from toll receipts) to indicate "toll" versus "non-toll" milage
4. Complete a full line at fuel up including date, state, accurate odometer reading, and total gallons.
5. Staple all fuel and toll receipts to this portion of your log
6. Driver's Vehicle Inspection Report
 1. Ensure you sign this every day

11 Motor Vehicles Reports (MVR)

11.1

Prior to being hired, and either during or before your initial interview, we are required to request from you, a signed authorization stating you have given us full permission to pull your Motor Vehicle Report ("MVR" for the remainder of this section) listing all past and present violations. Once pulled, it is run by our insurance company to ensure it meets the guidelines applicable for a driver to drive for Stover Transportation, Inc.

11.2

All MVR information is kept confidential and secure. A copy of the MVR is given to you for your records. An additional copy will go in your driver qualification file held in the Stover Transportation, Inc. office in Hilliard, Ohio.

11.3

At least once per year following your hire date, a new MVR will be pulled and reviewed with you for any new violations. However, it is to be understood by you that we may pull your MVR to review it at any time throughout your employment with Stover Transportation, Inc. If at any time your MVR no longer meets our insurance company's standards for driving a commercial motor vehicle it will be grounds for immediate termination.

11.4

After receiving your signed authorization allowing Stover Transportation, Inc. to pull your MVR, the Safety and Personnel Department will use an online request through System iiX to pull your MVR. Both your signed authorization and MVR will be maintained in your driver qualification file at the Stover Transportation, Inc. office in Hilliard, Ohio.

12.0 Owner / Operators

1. Each Owner / Operator leased on to Stover Transportation, Inc. will be placed on a two (2) week hold back before the first settlement check is disbursed. The pay week runs Sunday through Saturday and is paid based on the day the load is delivered.
 - a. Example 1.: If an Owner / Operator starts on Monday the 5th, their first check will include any loads delivered between Monday the 5th and Saturday the 10th. This check will be issued and mailed on Friday the 23rd.
 - b. Example 2.: If an Owner / Operator starts on Friday the 2nd, their first check will include any loads delivered on Friday the 2nd and Saturday the 3rd. This check will be issued and mailed on Friday the 16th.

- c. Since an Owner / Operator's settlements are delayed on a two (2) week hold back, their final checks will continue according to this schedule.
2. We do not offer direct deposit of settlement funds for Owner / Operators at this time.
3. Owner / Operators are responsible for their bobtail / physical damage insurance and all costs associated with that coverage. Stover Transportation, Inc. provides your comprehensive / liability insurance and premium costs for that coverage.
4. We do not offer a plate program for Owner / Operators. The following are the minimum state registration requirements:
 - a. Ohio
 - b. Michigan
 - c. Indiana
 - d. West Virginia
 - e. Virginia
 - f. Pennsylvania
 - g. Kentucky
 - h. New York, New Jersey, Maryland, Tennessee, Alabama, and Delaware are helpful.
5. To ensure proper settlement processing, we suggest you turn in your bills of lading and paperwork **daily** if possible. Any time you come through the yard, drop off whatever completed paperwork you have at that time. Missing documents make it impossible to complete this process. The following paperwork is due in the Hilliard, Ohio office:
 - a. Completed Logs.
 - b. Fuel receipts – stapled to the appropriate day's trip report (bottom portion).
 - c. Delivery receipts.
 - d. Signed bills of lading.
 - e. Trailer inspections reports.
 - f. Special load sheets.
 - g. Properly documented refused freight and overages / shortages.

12.1 Owner / Operator File and Truck Binder Graph

| OWNER/OPERATOR FILE | TRUCK BINDER (keep with O/O truck) |
|--|--|
| Copy of Insurance | Certificates of Insurance 1) Bobtail Insurance – Owner / Operator provides 2) Liability Insurance – carrier provides |
| Copy of IRP registration | IFTA permit |
| Change IRP registration to reflect Authority responsible for Safety \$3.50 cost. Need lease agreement and application filled out. | IFTA stickers |
| Copy of Annual Inspection | Stover door signs |
| Copy of Medical Card | Stover Policy/Handbook |
| Copy of Long Form Medical Exam | Stover Drug and Alcohol Policy |
| W-9 (to pay 1099) settlements | IRP registration Cab Card |
| Signed Lease Agreement | Logs |
| Fuel Card (make copy of card and number on card) | Envelopes |
| Record of last PM | Delivery Receipts |
| Make sure annual sticker is on truck | Trailer Inspection sheets |
| Pre-employment drug screen and results | FMCSA Book |
| Application | Quick Fuel Locations |
| DOT file forms 1. Annual Review of Driving Record 2. Signed Previous Employment 3. Signed Fair Credit Act 4. Drug Screening Consent 5. Signed Acceptance of Policies 6. Signed Acceptance of FMCSA book 7. Signed Release of MVR 8. D/L Requirements 9. On Duty Hours 10. Certificate of Road Test | Fuel card and locations/directions Quick Fuel Card COMdata Card Owner's own Fuel Card |
| I-9 Form | Regular Shipper/Consignee Directions |
| Odometer reading off truck | Copy of O/O lease Agreement |
| Copy of last 7 days logs and DOT hours of service form signed. | Long form of Annual Truck Inspection |
| Add truck to prophesy | Monthly tractor maintenance reports |
| Add Driver to Prophesy | Accident Reports |
| Link driver to assigned truck in prophesy | FMCSA handbook |
| Copy of Drivers License, Social Security Card and Medical Card | PUCO permits (inter/ intra) |
| Personal cell phone #. | 2290's- HHUT |
| Tracking Phone #. | |

13.0 Payroll

13.0.1

Pay periods run from Sunday through Saturday.

13.0.2

All paperwork must be turned into the Stover Transportation, Inc. office by the Monday morning immediately following your work week. We will process the paperwork Monday afternoon and Tuesday for your paycheck to be deposited in your account on Friday. The funds will be available to you when your banking institution posts it to your account.

13.0.3

Should your paperwork not arrive so that Stover Transportation, Inc. can process it by Tuesday, no deposit will be made to your account and a live check will not be ready. Under no circumstances will a special check be issued. There are no exceptions to this policy. To ensure proper handling, it is suggested that you turn in your bills **daily**, if possible. Any time you come through the yard, drop off whatever completed paperwork you have at that time.

13.0.4

Payroll adjustments will be itemized on your payroll sheet / settlement sheets. Adjustment dates will coincide with the pay period dates.

13.0.5

Should you, as a driver, not call in for dispatch and/or not run, Stover Transportation, Inc. will hold your pay. When you return to work and/or resign your position, your final pay will be issued **only** after all paperwork is received and all company property returned to Stover Transportation, Inc. If company property is not returned, the cost of such properties will be deducted, and if legal actions are required, the cost of those legal actions will be deducted prior to the final pay being issued.

13.0.6

All logs for both on-duty and off-duty, as well as any corrections necessary, are required prior to release of your paycheck.

13.1 Change of Personal Status

It is your responsibility to advise the Safety and Personnel Department of any change in your personal status. Marital, tax, health, residence, banking, and phone number information are all important pieces of information Stover Transportation, Inc. needs to ensure proper handling of your payroll and paperwork.

13.2 Direct Deposit

The Safety and Personnel Department must have two (2) payroll forms signed and a voided check to set up direct deposit.

13.3 Health Insurance

13.3.1

Stover Transportation, Inc. no longer provides group health insurance through the business. It is suggested that you go to <https://www.healthcare.gov/> to search for suitable and cost effective health plans that meet your own individual and family needs.

13.3.2

Two Hundred Dollars (\$200) will be given towards your own health insurance plan each month for full-time salaried employees. You must provide a statement of your active health insurance premium to receive this benefit.

13.3.2.1

Please Note: Health insurance contributions can not go in as a direct reimbursement, therefore your pay is increased on a weekly basis to meet the monthly contribution limit of Two Hundred Dollars (\$200). All contributions that increase your pay are taxed.

13.3.3

Health Insurance reimbursements will begin after ninety (90) days of service.

13.3.4

Health insurance contributions are only offered to Full Time Salaried employees. It is not offered to Hourly or 1099 contracted employees.

13.4 Hourly pay

1. There are no paid vacations or paid holidays for hourly employees.
2. There are no contributions towards health insurance.
3. A time sheet is required for your hours (logs will not be used to calculate your hours).
4. There is no hold back on first paycheck for hourly workers.

13.5 Salaried Positions

1. Salaries are calculated on the basis of a daily salary over a five (5) day work week. For each day of worked missed, one (1) day's salary is deducted. For each additional day worked on a weekend (Saturday or

- Sunday) in addition to the five (5) day work schedule, one (1) day's salary is added to payroll.
2. One (1) week paid (calculated on a five (5) day work week) vacation after one (1) year of service.
 3. Two (2) weeks paid (calculated on a five (5) day work week) vacation after five (5) years of service.
 4. There is no hold back on first paycheck for salaried workers.

14 Required Paperwork

14.1

The required paperwork that must be submitted to the Stover Transportation, Inc. office is as follows:

1. Completed Logs.
2. Fuel receipts – stapled to the appropriate day's trip report (bottom portion of the log).
3. Delivery receipts.
4. Signed bills of lading.
5. Trailer inspection reports.
6. Special load sheets.
7. Properly documented refused freight and overages / shortages.

14.2

To ensure proper handling, it is suggested that you turn in your bills **daily**, if possible. Any time you come through the yard, drop off whatever completed paperwork you have at that time. It is important that all these documents are turned in to process your payroll. Missing documents make it impossible to complete this process.

14.3

Please use the mailbox outside the Stover Transportation, Inc. office to drop off your paperwork after hours. Envelopes are in the office and will be provided to you as needed for your paperwork that will be left in the mailbox.

14.4

Bills and paperwork left for you from Stover Transportation, Inc. after hours will be in the mailbox as well.

15 Rider Policy

15.1

No one is permitted to ride in your unit at any time unless they are D.O.T. qualified. That is to say, they must be a licensed as a Class A CDL driver and have received training and orientation from Stover Transportation, Inc.

Insurance does not cover you if any unauthorized and or illegal riders are in your truck.

15.1.1

This means you are 100% liable for any and all claims resulting from any accident or injury sustained in or around our vehicle. Violation of this policy is grounds for termination of employment or cancellation of lease with this company.

15.2

The only exception to the rider policy is for Operations staff when conducting a check-ride with a driver.

16 Seat Belt and Occupant Restraint Policy

SAFETY BELT USE IS MANDATORY!

16.1

It is Stover Transportation, Inc. policy that seat belts must be used at all times while driving or riding as a passenger in any Stover Transportation, Inc. vehicle. Furthermore, seat belts must be used at all times when driving or riding as a passenger in a personal vehicle while on company business or performing any travel that has a connection to work with Stover Transportation, Inc. The seat belt requirements are in effect regardless of seating position in the vehicle – even those in the rear must wear seat belts.

16.2

Part 392.16 of the Federal Motor Carrier Safety Regulations (49 CFR 392.16: Use of Seat Belts) states:

- “A commercial motor vehicle which has a seat belt assembly installed at the driver's seat shall not be driven unless the driver has properly restrained himself/herself with the seat belt assembly”.

16.2.1

As all Stover Transportation, Inc. equipment has seat belt assemblies installed, you are required to use it in accordance with Federal Law.

16.3

Additionally, Ohio Revised Code (ORC 4513.263: Occupant restraining devices) states:

- (B) No person shall do any of the following:
 - (1) Operate an automobile on any street or highway unless that person is wearing all of the available elements of a properly adjusted occupant restraining device, or operate a school bus that has an occupant restraining device installed for use in its operator's seat unless that

person is wearing all of the available elements of the device, as properly adjusted;

(2) Operate an automobile on any street or highway unless each passenger in the automobile who is subject to the requirement set forth in division (B)(3) of this section is wearing all of the available elements of a properly adjusted occupant restraining device;

(3) Occupy, as a passenger, a seating position on the front seat of an automobile being operated on any street or highway unless that person is wearing all of the available elements of a properly adjusted occupant restraining device;

(4) Operate a taxicab on any street or highway unless all factory-equipped occupant restraining devices in the taxicab are maintained in usable form.

16.4

Sleeper Berth Restraints: For sleeper berths, occupant restraint systems installed by the manufacturer must be used, whether the system is at the entry point of the berth or incorporated as a belt-type restraint within the berth itself.

17 Termination or Resignation

17.1

Upon resignation or being terminated your final check will be sent to you via the United States Postal Service, so long as all Stover Transportation, Inc. equipment has been returned in proper working order.

17.1.1

Even if you had weekly direct deposits, your final paycheck will still be mailed to you instead of a final direct deposit.

17.2

Your pre-employment drug screen and physical (if one was needed upon hiring) will be deducted from your last paycheck.

18.0 Vehicle Policies

The following sections highlight Pre-Trip Inspection procedures (and summarize 49 CFR 392.7), address necessary safety equipment to be carried in the truck, and highlight Federal and Stover Transportation, Inc. requirements for tires. Section 17c outlines procedures for mechanical breakdowns, tire blowouts, and after-hours service.

18.1 Pre-Trip Inspection

18.1.1

Every driver is required to complete a Pre-Trip Inspection at the beginning of each shift and with every new piece of equipment. At a minimum, the driver must inspect the following items required by 49 CFR 392.7:

- Service brakes, including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horns
- Windshield wiper or wipers
- Rear-vision mirror or mirrors
- Coupling devices

18.1.2

Emergency equipment (inspection required by 49 CFR 392.8)

○ **§392.7: Equipment, inspection and use.**

(a) No commercial motor vehicle shall be driven unless the driver is satisfied that the following parts and accessories are in good working order, nor shall any driver fail to use or make use of such parts and accessories when and as needed:

Service brakes, including trailer brake connections.

Parking (hand) brake.

Steering mechanism.

Lighting devices and reflectors.

Tires.

Horn.

Windshield wiper or wipers.

Rear-vision mirror or mirrors.

Coupling devices.

Wheels and rims.

Emergency equipment.

(b) Drivers preparing to transport intermodal equipment must make an inspection of the following components, and must be satisfied they are in good working order before the equipment is operated over the road. Drivers who operate the equipment over the road shall be deemed to have confirmed the following components were in good working order when the driver accepted the equipment:

—Service brake components that are readily visible to a driver performing as thorough a visual inspection as possible without physically going under the vehicle, and trailer brake connections

—Lighting devices, lamps, markers, and conspicuity marking material

—Wheels, rims, lugs, tires

—Air line connections, hoses, and couplers

—King pin upper coupling device

—Rails or support frames

—Tie down bolsters

—Locking pins, clevises, clamps, or hooks

—Sliders or sliding frame lock

- **§393.95: Emergency equipment on all power units.**

Each truck, truck tractor, and bus (except those towed in driveaway-towaway operations) must be equipped as follows:

 - (a) **Fire extinguishers**
 - (1) **Minimum ratings.**
 - (i) A power unit that is used to transport hazardous materials in a quantity that requires placarding (See § 177.823 of this title) must be equipped with a fire extinguisher having an Underwriters' Laboratories rating of 10 B:C or more.
 - (ii) A power unit that is not used to transport hazardous materials must be equipped with either:
 - (A) A fire extinguisher having an Underwriters' Laboratories rating of 5 B:C or more; or
 - (B) Two fire extinguishers, each of which has an Underwriters' Laboratories rating of 4 B:C or more.
 - (2) **Labeling and marking.** Each fire extinguisher required by this section must be labeled or marked by the manufacturer with its Underwriters' Laboratories rating.
 - (3) **Visual Indicators.** The fire extinguisher must be designed, constructed, and maintained to permit visual determination of whether it is fully charged.
 - (4) **Condition, location, and mounting.** The fire extinguisher(s) must be filled and located so that it is readily accessible for use. The extinguisher(s) must be securely mounted to prevent sliding, rolling, or vertical movement relative to the motor vehicle.
 - (5) **Extinguishing agents.** The fire extinguisher must use an extinguishing agent that does not need protection from freezing. Extinguishing agents must comply with the toxicity provisions of the Environmental Protection Agency's Significant New Alternatives Policy (SNAP) regulations under 40 CFR Part 82, Subpart G.
 - (6) **Exception.** This paragraph (a) does not apply to the driven unit in a driveaway-towaway operation.
 - (b) **Spare fuses.** Power units for which fuses are needed to operate any required parts and accessories must have at least one spare fuse for each type/size of fuse needed for those parts and accessories.
 - (c)-(e) [Reserved]
 - (f) **Warning devices for stopped vehicles.** Except as provided in paragraph (g) of this section, one of the following options must be used:
 - (1) Three bidirectional emergency reflective triangles that conform to the requirements of Federal Motor Vehicle Safety Standard No. 125, § 571.125 of this title; or
 - (2) At least 6 fusees or 3 liquid-burning flares. The vehicle must have as many additional fusees or liquid-burning flares as are necessary to satisfy the requirements of § 392.22.
 - (3) Other warning devices may be used in addition to, but not in lieu of, the required warning devices, provided those warning devices do not decrease the effectiveness of the required warning devices.
 - (g) **Restrictions on the use of flame-producing devices.** Liquid-burning flares, fusees, oil lanterns, or any signal produced by a flame shall not be carried on any commercial motor vehicle transporting Division 1.1, 1.2, 1.3 (explosives) hazardous materials; any cargo tank motor vehicle used for the transportation of

Division 2.1 (flammable gas) or Class 3 (flammable liquid) hazardous materials whether loaded or empty; or any commercial motor vehicle using compressed gas as a motor fuel.

(h)-(i) [Reserved]

(j) **Requirements for fusees and liquid-burning flares.** Each fusee shall be capable of burning for 30 minutes, and each liquid-burning flare shall contain enough fuel to burn continuously for at least 60 minutes. Fusees and liquid-burning flares shall conform to the requirements of Underwriters Laboratories, Inc., UL No. 912, Highway Emergency Signals, Fourth Edition, July 30, 1979, (with an amendment dated November 9, 1981). (See § 393.7 for information on the incorporation by reference and availability of this document.) Each fusee and liquid-burning flare shall be marked with the UL symbol in accordance with the requirements of UL 912.

(k) **Requirements for red flags.** Red flags shall be not less than 12 inches square, with standards adequate to maintain the flags in an upright position.

18.1.3

For a more in-depth inspection, review the Ohio Commercial Driver License Manual (especially section 2.1 – Vehicle Inspection) available at a local Bureau of Motor Vehicles branch or online at http://www.bmv.ohio.gov/driver_license.stm#tog (current as of 08 October 2015)

18.1.4

There are a few good videos from truck driving schools on www.youtube.com including:

- Full DOT exam Pre-Trip Inspection from Heavy Metal Truck Training (Minneapolis, Minnesota) at <https://youtu.be/WfeOwjeWaw4> (current as of 08 October 2015)
- CDL Pre-Trip Inspection from Walla Walla Community College (Washington) at <https://youtu.be/YbFkQdKF-Fk> (current as of 08 October 2015)

18.2 Tire Inspection

Additional information on tire requirements can be found in 49 CFR 393.75: Tires.

18.2.1

A summary of 49 CFR 393.75 states:

- There must not be any body ply or belt material exposed through the tread and/or sidewall.
- There must be no separation between the tread and sidewall.
- The tire must not be flat or have any audible leaks.
- There must not be any cuts that expose the body ply or belt material.
- Steer tires must not be recapped or regrooved.

- Steer tires must have a tread groove pattern depth of at least 4/32" when measured at any point on a major tread groove.
- Drive and/or Trailer tires must have a tread groove pattern depth of at least 2/32" when measured at any point on a major tread groove.

18.2.1.1

49 CFR 393.75

- §393.75: Tires.

(a) No motor vehicle shall be operated on any tire that—

- (1) Has body ply or belt material exposed through the tread or sidewall,
- (2) Has any tread or sidewall separation,
- (3) Is flat or has an audible leak, or
- (4) Has a cut to the extent that the ply or belt material is exposed.

(b) Any tire on the front wheels of a bus, truck, or truck tractor shall have a tread groove pattern depth of at least 4/32 of an inch when measured at any point on a major tread groove. The measurements shall not be made where tie bars, humps, or fillets are located.

(c) Except as provided in paragraph (b) of this section, tires shall have a tread groove pattern depth of at least 2/32 of an inch when measured in a major tread groove. The measurement shall not be made where tie bars, humps or fillets are located.

(d) No bus shall be operated with regrooved, recapped or retreaded tires on the front wheels.

(e) A regrooved tire with a load-carrying capacity equal to or greater than 2,232 kg (4,920 pounds) shall not be used on the front wheels of any truck or truck tractor.

(f) *Tire loading restrictions (except on manufactured homes).* No motor vehicle (except manufactured homes, which are governed by paragraph (g) of this section) shall be operated with tires that carry a weight greater than that marked on the sidewall of the tire or, in the absence of such a marking, a weight greater than that specified for the tires in any of the publications of any of the organizations listed in Federal Motor Vehicle Safety Standard No. 119 (49 CFR 571.119, S5.1(b)) unless:

- (1) The vehicle is being operated under the terms of a special permit issued by the State; and
- (2) The vehicle is being operated at a reduced speed to compensate for the tire loading in excess of the manufacturer's rated capacity for the tire. In no case shall the speed exceed 80 km/hr (50 mph).

(g)(1) *Tire loading restrictions for manufactured homes built before January 1, 2002.* Manufactured homes that are labeled pursuant to 24 CFR 3282.362(c)(2)(i) before January 1, 2002, must not be transported on tires that are loaded more than 18 percent over the load rating marked on the sidewall of the tire or,

in the absence of such a marking, more than 18 percent over the load rating specified in any of the publications of any of the organizations listed in FMVSS No. 119 (49 CFR 571.119, S5.1(b)). Manufactured homes labeled before January 1, 2002, transported on tires overloaded by 9 percent or more must not be operated at speeds exceeding 80 km/hr (50 mph).

(2) *Tire loading restrictions for manufactured homes built on or after January 1, 2002.* Manufactured homes that are labeled pursuant to 24 CFR 3282.362(c)(2)(i) on or after January 1, 2002, must not be transported on tires loaded beyond the load rating marked on the sidewall of the tire or, in the absence of such a marking, the load rating specified in any of the publications of any of the organizations listed in FMVSS No. 119 (49 CFR 571.119, S5.1(b)).

(h) *Tire inflation pressure.* (1) No motor vehicle shall be operated on a tire which has a cold inflation pressure less than that specified for the load being carried.

(2) If the inflation pressure of the tire has been increased by heat because of the recent operation of the vehicle, the cold inflation pressure shall be estimated by subtracting the inflation buildup factor shown in Table 1 from the measured inflation pressure.
Table 1—Inflation Pressure Measurement Correction for Heat

| Average speed of vehicle in the previous hour | Minimum inflation pressure buildup |
|---|---------------------------------------|
| 66-88.5km/h (41-55mph) | Tires with 1,814kg (4,000lbs) maximum |
| | 34.5kPa (5psi) |

18.2.2

Additionally, Stover Transportation, Inc. policy requires the following:

1. **ALL** tires should have a tread depth of 4/32" or greater.
2. All tire pressures should be checked daily using the pressure gauge provided to you by Operations or with your own tire pressure gauge.
 1. Steer Tires
 1. 110psi year round.
 2. Drive / Trailer tires
 1. 110psi in the Winter months.
 2. 100psi in the Summer months.
3. There should be no uneven wear / cupping / bald spots / bulges / or other deformity to the rims and/or tires.

18.3 Mechanical / Breakdown Procedure

18.3.1

1. In the event of a tire and/or mechanical failure, maintain control of your vehicle using the techniques in section 2.17 of the Ohio Commercial

Driver License Manual [available at your local Bureau of Motor Vehicles office or online at

http://www.bmv.ohio.gov/driver_license.stm#tog (current as of 08 October 2015)].

2. Bring the vehicle to a stop in the safest location you are able to do so.
3. Activate your four-way (hazard) flashers.
4. Within 10 minutes, you must place your emergency warning devices (triangles or fusees) in the locations specified in 49 CFR 392.22:

18.3.1.1

- § 49 CFR 392.22: Emergency signals; stopped commercial motor vehicles.

(a) **Hazard warning signal flashers.** Whenever a commercial motor vehicle is stopped upon the traveled portion of a highway or the shoulder of a highway for any cause other than necessary traffic stops, the driver of the stopped commercial motor vehicle shall immediately activate the vehicular hazard warning signal flashers and continue the flashing until the driver places the warning devices required by paragraph (b) of this section. The flashing signals shall be used during the time the warning devices are picked up for storage before movement of the commercial motor vehicle. The flashing lights may be used at other times while a commercial motor vehicle is stopped in addition to, but not in lieu of, the warning devices required by paragraph (b) of this section.

(b) Placement of warning devices

(1) **General rule.** Except as provided in paragraph (b)(2) of this section, whenever a commercial motor vehicle is stopped upon the traveled portion or the shoulder of a highway for any cause other than necessary traffic stops, the driver shall, as soon as possible, but in any event within 10 minutes, place the warning devices required by § 393.95 of this subchapter, in the following manner:

(i) One on the traffic side of and 4 paces (approximately 3 meters or 10 feet) from the stopped commercial motor vehicle in the direction of approaching traffic;

(ii) One at 40 paces (approximately 30 meters or 100 feet) from the stopped commercial motor vehicle in the center of the traffic lane or shoulder occupied by the commercial motor vehicle and in the direction of approaching traffic; and

(iii) One at 40 paces (approximately 30 meters or 100 feet) from the stopped commercial motor vehicle in the center of the traffic lane or shoulder occupied by the commercial motor vehicle and in the direction away from approaching traffic.

(2) Special rules

(i) **Fusees and liquid-burning flares.** The driver of a commercial motor vehicle equipped with only fusees or liquid-burning flares shall place a lighted fusee or liquid-burning flare at each of the locations specified in paragraph (b)(1) of this section. There shall be at least one lighted fusee or liquid-burning flare at each of the prescribed locations, as long as the commercial motor vehicle is stopped. Before the stopped commercial motor vehicle is moved, the driver shall extinguish and remove each fusee or liquid-burning flare.

(ii) **Daylight hours.** Except as provided in paragraph (b)(2)(iii) of this section, during the period lighted lamps are not required, three bidirectional reflective triangles, or three lighted fusees or liquid-burning

flares shall be placed as specified in paragraph (b)(1) of this section within a time of 10 minutes. In the event the driver elects to use only fusees or liquid-burning flares in lieu of bidirectional reflective triangles or red flags, the driver must ensure that at least one fusee or liquid-burning flare remains lighted at each of the prescribed locations as long as the commercial motor vehicle is stopped or parked.

(iii) **Business or residential districts.** The placement of warning devices is not required within the business or residential district of a municipality, except during the time lighted lamps are required and when street or highway lighting is insufficient to make a commercial motor vehicle clearly discernible at a distance of 500 feet to persons on the highway.

(iv) **Hills, curves, and obstructions.** If a commercial motor vehicle is stopped within 500 feet of a curve, crest of a hill, or other obstruction to view, the driver shall place the warning signal required by paragraph (b) (1) of this section in the direction of the obstruction to view a distance of 100 feet to 500 feet from the stopped commercial motor vehicle so as to afford ample warning to other users of the highway.

(v) **Divided or one-way roads.** If a commercial motor vehicle is stopped upon the traveled portion or the shoulder of a divided or one-way highway, the driver shall place the warning devices required by paragraph (b)(1) of this section, one warning device at a distance of 200 feet and one warning device at a distance of 100 feet in a direction toward approaching traffic in the center of the lane or shoulder occupied by the commercial motor vehicle. He/she shall place one warning device at the traffic side of the commercial motor vehicle within 10 feet of the rear of the commercial motor vehicle.

(vi) **Leaking, flammable material.** If gasoline or any other flammable liquid, or combustible liquid or gas seeps or leaks from a fuel container or a commercial motor vehicle stopped upon a highway, no emergency warning signal producing a flame shall be lighted or placed except at such a distance from any such liquid or gas as will assure the prevention of a fire or explosion.

18.3.2

1. Exercise extreme caution when on the side of the road, at night, near moving traffic, or in any other situation where you may be at risk.
2. Establish your exact location, as best as you are able, so that Operations can dispatch road service to your location as efficiently as possible.
3. Assess the problem, as best as you are able, to communicate with Operations (examples: is the Trailer Right Rear Outer Tire blown? Is there a problem with the transmission? Has the engine shut down?)
4. Contact Operations with the problem and your exact location at the following number(s):
 1. During normal business hours – call Operations at 1-614-777-4184 for instructions.
 2. After normal business hours – call Dak Goodman at 1-614-406-6027 for instructions.

18.4 Mechanical / Breakdown Partial Vendor List (After Hours)

18.4.1

If you are unable to reach Dak Goodman within thirty (30) minutes OR three (3) tries after hours, you can consult the following vendor list and contact them directly for service:

18.4.2

“*A” indicates that Stover Transportation, Inc has an account with that vendor – repairs can be placed on the account without needing a ComCheck (vendor list current as of 09 October 2015).

18.4.3

- For tires within 75 miles of Columbus, Ohio:
 - R & J Tire Service (*A): 1058 West Mound Street Columbus, Ohio 43223
 - 24-hour phone: 1-614-221-8821
- For service in the Columbus, Ohio area:
 - Trux Tex / Valley Tire Company (*A): 777 West Cherry, Street, Sunbury, Ohio 43074
 - 24-hour phone: 1-740-936-5262
- For tires / service in the Canton, Ohio area:
 - TA Truckstop: 4450 Portage Street NW, North Canton, Ohio 44720
 - 24-hour phone: 1-330-494-7507
- For tires / service in the Cleveland, Ohio / Akron, Ohio area:
 - Transport Services – Mobile Service Division: 10499 Royalton Road, North Royalton, Ohio 44133
 - 8:00a-5:00p Monday – Friday phone: 1-440-582-4900
 - After hours phone: 1-440-537-3418
- For tires / service in the Cincinnati, Ohio area:
 - Kirk Nationalease: 11512 Gondola Street Cincinnati, Ohio 45241
 - 24-hour phone: 1-513-771-1714
- For engine service in the Cincinnati, Ohio area:
 - OhioCAT – Sharonville: 11330 Mosteller Road, Sharonville, Ohio 45241
 - 7:00a-Midnight: 1-513-771-0515
- For tires / service in the Dayton, Ohio area:
 - Trux Tex / Valley Tire Company (*A): 7920 Center Point 70 Blvd, Huber Heights, Ohio 45424
 - 24-hour phone: 1-937-424-0644
- For tires / service in the Toledo, Ohio area:
 - B & B Repairs Ltd.: 22708 Pemberville Road, Luckey, Ohio 43443
 - 24-hour phone: 1-419-837-9126
- For tires / service in the Youngstown, Ohio area:
 - Hill International Trucks, LLC: 47866 Y and O Road, East Liverpool, Ohio 43920

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- 8:00a-12:30a phone: 1-330-386-6440
- For engine service in the Youngstown, Ohio area:
 - OhioCAT – Youngstown: 1 Ohio Machinery Boulevard, Girard, Ohio 44420
 - 7:00a-6:00p phone: 1-330-530-9010
 - FYDA Freightliner – Youngstown: 5260 Seventy-Six Drive, Youngstown, Ohio 44515
 - 6:00a-Midnight Monday – Friday phone: 1-330-797-0224 (or 1-800-385-4357 if no response after 4:00p)
- For tires / service in the Zanesville, Ohio area:
 - Trux Tex / Valley Tire Company (*A): 3445 Adamsville Road, Zanesville, Ohio 43701
 - 24-hour phone: 1-740-452-2909
 - Kirk Nationalease (*A): 2705 East Pointe Drive, Zanesville, Ohio 43701
 - 24-hour phone: 1-740-452-1216