

DRIVER



HANDBOOK

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Certificate of receipt

Substance Abuse & Alcohol Testing Policy

I _____ certify that I am in receipt of the Georgia CY, LLC DBA Uniqualitys Substance Abuse & Alcohol Testing Policy and understand and agree to comply with the procedures contained therein. I further understand that these policies and procedures are requirements of the Federal Motor Carrier Safety Regulations contained in Title 49 CFR Part §382.

I further acknowledge that I have received Substance Abuse & Alcohol educational materials as required by Title 49 CFR Part §382.601 of the Federal Motor Carrier Safety Regulations.

DATE

PRINT NAME

SIGNATURE

SIGNATURE GEORGIA CY, LLC DBA UNIQUALITY REPRESENTATIVE

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Anti-Harassment Policy and Complaint Procedure

I _____ acknowledge receipt of the Georgia CY, LLC DBA Uniquality's Anti-Harassment Policy and Complaint Procedure, as contained in this Handbook and understand and agree to comply with the policies and procedures contained therein.

DATE

PRINT NAME

SIGNATURE

SIGNATURE GEORGIA CY, LLC DBA UNIQUALITY REPRESENTATIVE

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Driver Handbook

Driver acknowledgment & receipt

This Handbook outlines Georgia CY, LLC DBA Uniquality policy and procedures. It is intended for your use and information, please read carefully. Questions or concerns should be directed to the Safety Department.

I acknowledge receipt of the Georgia CY, LLC DBA Uniquality Driver Handbook of policy and procedures relative to Personnel, Safety, Operations, and Substance Abuse & Alcohol Testing. I further understand that the Driver Handbook is intended to provide an overview of company policy and procedure and does not definitively define or limit the scope of policy and procedure enforced by Georgia CY, LLC DBA Uniquality or required by the Federal Motor Carrier Safety Administration.

I accept and agree to abide by all company policies and regulations contained herein.

Dated this _____ day of _____, 20_____

DRIVER SIGNATURE

DRIVER PRINTED NAME

SIGNATURE OF GEORGIA CY, LLC DBA UNIQUALITY REPRESENTATIVE

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Welcome to Georgia CY, LLC DBA Uniquality.

Georgia CY, LLC DBA Uniquality (Uniquality) believes that success is the result of building a personal relationship between management, employees, contractors, and customers that reflects concern, respect, and honesty between all parties. As we complete our daily tasks, we must remember that we are Uniquality; a company that takes pride in personal relationships that better enables us to complete our daily tasks in a SAFE, RELIABLE. COURTEOUS AND TIMELY manner. It is not sufficient that we know these words; we must strive to make them manifest in all that we do.

Welcome to the Uniquality team. We look forward to working together to serve all who rely on us for safe, reliable, timely, and courteous service.

Leamid Zelianeuski

A handwritten signature in black ink that reads 'Leonid'.

Owner

Georgia CY, LLC DBA Uniquality
Driver Handbook

Oleg Velisarou

A handwritten signature in black ink that reads 'Oleg Velisarou'.

Operations Manager

Telephone Numbers

Operations:

8:00 AM – 5:00 PM non-emergency 609.781.5071

8:00 AM – 5:00 PM emergency 609.781.5071

Safety Department:

267.805.4009

Dispatch:

8:00 AM – 5:00 PM Jack 267.297.2900 x – 106

Brad 267.297.2900 x – 104

Adam 267.297.2900 x – 103

Dave 267.297.2900 x - 102

5:00 PM – 8:00 AM 609.781.5071

eLogs:

267.805.4009

Accident Reporting:

8:00 AM – 5:00 PM 609.781.5071

5:00 PM – 8:00 AM 609.781.5071

Maintenance:

8:00 AM – 5:00 PM 267.297.2900 x – 108

5:00 PM – 8:00 AM 609.781.5071

Emergency:

609.781.5071

Accounting

8:00 AM – 5:00 PM 267.297.2900 x - 107

Definitions

Commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:

- (1) Has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or
- (2) Has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 or more pounds), whichever is greater; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

Disabling damage means damage that precludes the departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

- (1) Inclusions. Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
- (2) Exclusions.
 - (i) Damage that can be remedied temporarily at the scene of the accident without special tools or parts.
 - (ii) Tire disablement without other damage even if no spare tire is available.
 - (iii) Headlamp or taillight damage.
 - (iv) Damage to turn signals, horn, or windshield wipers which makes them inoperative.

Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: Full time regularly employed drivers; casual, intermittent, or occasional drivers; leased drivers and independent owner-operator contractors.

Electronic logging device (ELD) means a device or technology that automatically records a driver's driving time and facilitates the accurate recording of the driver's hours of service, and that meets the requirements of FMCSR's.

Employer means a person or entity employing one or more employees (including a self-employed individual) that is subject to DOT agency regulations requiring compliance with this part. The term, as used in this part, means the entity responsible for the overall implementation of DOT drug and alcohol program requirements, including individuals employed by the entity who take personnel actions resulting from violations of this part and any applicable DOT agency regulations. Service agents are not employers for this part.

On-duty time means all time from the time a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work.

Prohibited Driving

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No employer knowing that a driver has an alcohol concentration of 0.04 or greater shall permit the driver to perform or continue to perform safety-sensitive functions.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any drug or substance identified in 21 CFR 1308.11 Schedule I.

(1) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the user is under the instructions of a licensed medical practitioner, as defined in §382.107, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

(2) No employer having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform a safety-sensitive function.

An employer may require a driver to inform the employer of any therapeutic drug use.

Safety-sensitive function *safety-sensitive function* means any of the following duties when performed by employees of recipients, sub-recipients, operators, or contractors:

- (1) Operating a revenue service vehicle, including when not in revenue service;
- (2) Operating a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- (3) Controlling dispatch or movement of a revenue service vehicle;
- (4) Maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service. This section does not apply to the following: an employer who receives funding under 49 U.S.C. 5307 or 5309, is in an area less than

200,000 in population, and contracts out such services; or an employer who receives funding under 49 U.S.C. 5311 and contracts out such services;

(5) Carrying a firearm for security purposes.

Vehicle means a bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public vehicle is a vehicle used for public transportation or ancillary services.

Substance Abuse Professional:

... to be permitted to act as a Substance Abuse Professional (SAP) in the DOT drug and alcohol testing program, you must meet each of the requirements of this section:

(1) Credentials. You must have one of the following credentials:

(i) You are a licensed physician (Doctor of Medicine or Osteopathy);

(ii) You are a licensed or certified social worker;

(iii) You are a licensed or certified psychologist;

(iv) You are a licensed or certified employee assistance professional;

(v) You are a state-licensed or certified marriage and family therapist; or

(vi) You are a drug and alcohol counselor certified by an organization listed at <https://www.transportation.gov/odapc/sap>.

Company Mission Statement

The Management of Uniquality is committed to providing a safe and healthy work environment for our Drivers, Contractors, and Clients.

The prevention of losses to people, equipment, and material, requires a combined effort on the part of everyone. Federal regulations are minimum standards and those of our Client are far more stringent.

All drivers/operators should be aware of and meet the requirements of safe work procedures, policies, and client requirements. It is expected that in the absence of specific safety rules, common sense will prevail to ensure that safety remains the top priority in all actions set forth.

It is Uniquality's goal to provide unwavering commitment towards keeping the safety program current and maintained to best suit the needs of our drivers. Constant monitoring and evaluation of work procedures, policies, and investigation into driver suggestions/concerns conducted by management, supervisors, and safety personnel help us to recognize what improvements are needed to better the safety program.

Once the need for improvement is determined, changes will be implemented to improve the working environment and safety of our drivers.

Educate, Practice, Evaluate- these are the key steps taken by our team to ensure a successful safety program. Safety is everyone's responsibility and Uniquality makes it their goal to follow these steps, preventing workplace accidents, injuries, and downtime.

Leanid Zelianuski
Owner
Georgia CY, LLC DBA Uniquality

Introduction

The Driver Handbook is intended to provide drivers, employees, and all other concerned parties with information regarding the operational policies, safety policies, and general practices of Uniquality. The Driver Handbook is noninclusive of all practices, policies, and procedures, and instructions given by managers and supervisors should be followed at all times. Information contained herein is subject to change at the discretion of Uniquality and additional policies and directives may be issued at any time.

Uniquality strives to operate safely and in compliance with the regulations set forth by the Department of Transportation and all other applicable agencies. Nothing in this manual is designed to supersede these regulations. All drivers are expected to operate safely and courteously on the highways. Non-compliance with directives contained herein, or with lawful verbal instructions from managers and/or supervisors may result in the immediate revocation of the safety clearance of the offending driver.

Purpose of this Driver Handbook

The Driver's Handbook has been prepared to provide you with information vital to the performance of your duties and to ensure compliance with the Federal Motor Carriers Safety Regulations (FMCSR's). You are urged to familiarize yourself with its contents and to use it as a reference source as you complete your daily functions. If you cannot find an answer to your question or need clarification on a policy or procedure, contact your immediate supervisor.

Contract Agreement

Contractual Agreements are entered into for Contract Drivers and Independent Owner Operators. Breach of Contract and termination of contract are uniquely identified for each position.

Uniquality has an "open door" policy and all contractors are encouraged to participate. Open communications builds lasting relationships.

Equal Opportunity Contracts

Uniquality provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state and local laws. Uniquality. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of contract, including placement, promotion, termination of contract, leaves of absence, compensation, and training.

Uniquality expressly prohibits any form of unlawful harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Uniquality contractors to perform their expected job duties is not tolerated.

Not “Just a Driver”

You are Uniquality . You have contact with a larger percentage of our customers than any other individual. You establish the ethic and performance standard upon which Uniquality will be evaluated against other courier services. Thank you for being part of our team and assuming the responsibilities of a Uniquality driver.

General Information

Probationary Period

All positions undergo a 30-day probationary period. The probation period may exceed 30-days if Motor Vehicle Record or previous work experience warrants, or if the individual is a re-hire. The contractor will receive from Uniquality a statement of remuneration, length of the probationary period, and any other additional requirements or extension of the probationary period.

Contractor initiated termination of contract, during the initial probationary period, will result in a chargeback to the employee for the cost of the pre-employment controlled substance and alcohol test. Incurred expense will be deducted from monies owed to the contractor.

Equipment Policy

Drivers are not assigned equipment. Drivers are responsible for ensuring that all required paperwork is in the vehicle before leaving the terminal area at the beginning of each tour of duty.

Uniquality is a lease/rental fleet and vehicles are assigned on availability. Contract drivers are required to maintain a clean vehicle interior. Passengers and animals are not allowed in Uniquality owned vehicles. All items used for personal convenience during the workday shall be removed from the vehicle at the end of the duty shift. Vehicles shall be fueled before returning to the terminal area at the end of the duty tour. The last assigned driver will be assessed a \$75.00 cleaning/fueling fee for all vehicles that require cleaning and/or fueling.

Return of Issued Items

Driver Handbook and fuel cards are to be returned to the Safety Department upon the termination of contract. Items not returned, or returned in a unusable condition, will be assessed a service fee of \$100.00 that will be deducted from monies due to the contractor or Independent Owner Operator. .

Termination of Contract

Termination of contract shall occur at the 2500 State Road, Unit B, Suite 104, Bensalem, PA 19020 terminal facility, during normal office hours, and will be completed with the Safety Department. The following documents will be required at the time of termination:

1. HOS records complete with no outstanding exceptions
2. Bills of Lading and Trip Envelopes completed for current and all previous trips
3. Outstanding citations and violations addressed
4. Return of Driver Handbook
5. Return of Credit cards
6. Return of all company issued property

Failure to present or complete these items at the time of termination will result in all monies due employee to be held for a period not to exceed 30-days to determine contractor financial responsibility to Uniquality at the time of termination.

Final settlement will be directed to the contractor's or Independent Owner Operator's address of record, or as provided at the time of termination Uniquality desires that all required items are obtained at the time of termination so that the terminated employee may receive final settlement on the next scheduled settlement.

Driver Responsibilities

Awareness of how your work responsibilities as a driver, interacts with and enables others to perform their work responsibilities more efficiently establishes the relationships upon which Uniquality interacts with the Federal Motor Carrier Administration, Department of Transportation, and general public in our efforts to provide SAFE, RELIABLE. COURTEOUS AND TIMELY service to our clients.

Hours of Service

Property-Carrying Vehicles

§395.3 Maximum driving time for property-carrying vehicles.

(a) Except as otherwise provided in §395.1, no motor carrier shall permit or require any driver used by it to drive a property-carrying commercial motor vehicle, nor shall any such driver drive a property-carrying commercial motor vehicle, regardless of the number of motor carriers using the driver's services, unless the driver complies with the following requirements:

(1) *Start of work shift.* A driver may not drive without first taking 10 consecutive hours off duty;

(2) *14-hour period.* A driver may not drive after a period of 14 consecutive hours after coming on-duty following 10 consecutive hours off-duty.

(3) *Driving time and interruptions of driving periods—(i) Driving time.* A driver may drive a total of 11 hours during the period specified in paragraph (a)(2) of this section.

(ii) *Interruption of driving time.* Except for drivers who qualify for either of the short-haul exceptions in §395.1(e)(1) or (2), driving is not permitted if more than 8 hours of driving time have passed without at least a consecutive 30-minute interruption in driving status. A consecutive 30-minute interruption of driving status may be satisfied either by off-duty, sleeper berth or on-duty not driving time or by a combination of off-duty, sleeper berth and on-duty not driving time.

(b) No motor carrier shall permit or require a driver of a property-carrying commercial motor vehicle to drive, nor shall any driver drive a property-carrying commercial motor vehicle, regardless of the number of motor carriers using the driver's services, for any period after—

(1) Having been on duty 60 hours in any period of 7 consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or

(2) Having been on duty 70 hours in any period of 8 consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

(c)(1) Any period of 7 consecutive days may end with the beginning of an off-duty period of 34 or more consecutive hours.

(2) Any period of 8 consecutive days may end with the beginning of an off-duty period of 34 or more consecutive hours.

§395.8 Driver's record of duty status.

(a)(1) Except for a private motor carrier of passengers (nonbusiness), as defined in §390.5 of this subchapter, a motor carrier subject to the requirements of this part must require each driver used by the motor carrier to record the driver's duty status for each 24-hour period using the method prescribed in paragraphs (a)(1)(i) through (iv) of this section, as applicable.

(i) Subject to paragraphs (a)(1)(ii) and (iii) of this section, a motor carrier operating commercial motor vehicles must install and require each of its drivers to use an ELD to record the driver's duty status in accordance with subpart B of this part no later than December 18, 2017.

(ii) A motor carrier that installs and requires a driver to use an automatic on-board recording device in accordance with §395.15 before December 18, 2017 may continue to use the compliant automatic on-board recording device no later than December 16, 2019.

(iii)(A) A motor carrier may require a driver to record the driver's duty status manually in accordance with this section, rather than require the use of an ELD, if the driver is operating a commercial motor vehicle:

(1) In a manner requiring completion of a record of duty status on not more than 8 days within any 30-day period;

(2) In a driveaway-towaway operation in which the vehicle being driven is part of the shipment being delivered;

(3) In a driveaway-towaway operation in which the vehicle being transported is a motor home or a recreation vehicle trailer; or

(4) That was manufactured before model year 2000, as reflected in the vehicle identification number as shown on the vehicle's registration.

(B) The record of duty status must be recorded in duplicate for each 24-hour period for which recording is required. The duty status shall be recorded on a specified grid, as shown in paragraph (g) of this section. The grid and the requirements of paragraph (d) of this section may be combined with any company form.

(iv) Subject to paragraphs (a)(1)(i) through (iii) of this section, until December 18, 2017, a motor carrier operating commercial motor vehicles shall require each of its drivers to record the driver's record of duty status:

(A) Using an ELD that meets the requirements of subpart B of this part;

(B) Using an automatic on-board recording device that meets the requirements of §395.15; or

(C) Manually, recorded on a specified grid as shown in paragraph (g) of this section. The grid and the requirements of paragraph (d) of this section may be combined with any company form. The record of duty status must be recorded in duplicate for each 24-hour period for which recording is required.

(2) A driver operating a commercial motor vehicle must:

(i) Record the driver's duty status using one of the methods under paragraph (a)(1) of this section; and

(ii) Submit the driver's record of duty status to the motor carrier within 13 days of the 24-hour period to which the record pertains.

(b) The duty status shall be recorded as follows:

(1) "Off duty" or "OFF."

(2) "Sleeper berth" or "SB" (only if a sleeper berth used).

(3) "Driving" or "D."

(4) "On-duty not driving" or "ON."

(c) For each change of duty status (e.g., the place of reporting for work, starting to drive, on-duty not driving and where released from work), the name of the city, town, or village, with State abbreviation, shall be recorded.

eLogs

No driver or motor carrier may disable, deactivate, disengage, jam, or otherwise block or degrade a signal transmission or reception, or reengineer, reprogram, or otherwise tamper with an automatic on-board recording device or ELD so that the device does not accurately record and retain required data.

No driver or motor carrier may permit or require another person to disable, deactivate, disengage, jam, or otherwise block or degrade a signal transmission or reception, or reengineer, reprogram, or otherwise tamper with an automatic on-board recording device or ELD so that the device does not accurately record and retain required data.

Drivers are required to log in to the ELD before the pre-trip inspection. Drivers are required to log out of the ELD after the post-trip inspection. All change of duty status during the duty shift should be annotated for clarification if needed:

1. Driving to any other duty status
 - i. DOT inspection
 - ii. traffic stop
 - iii. controlled substance and alcohol testing
 - iv. maintenance
 - v. rest period
 - vi. A consecutive 30-minute interruption of driving status may be satisfied either by off-duty, sleeper berth or on-duty not driving time or by a combination of off-duty, sleeper berth and on-duty not driving time.

Occupational Injuries

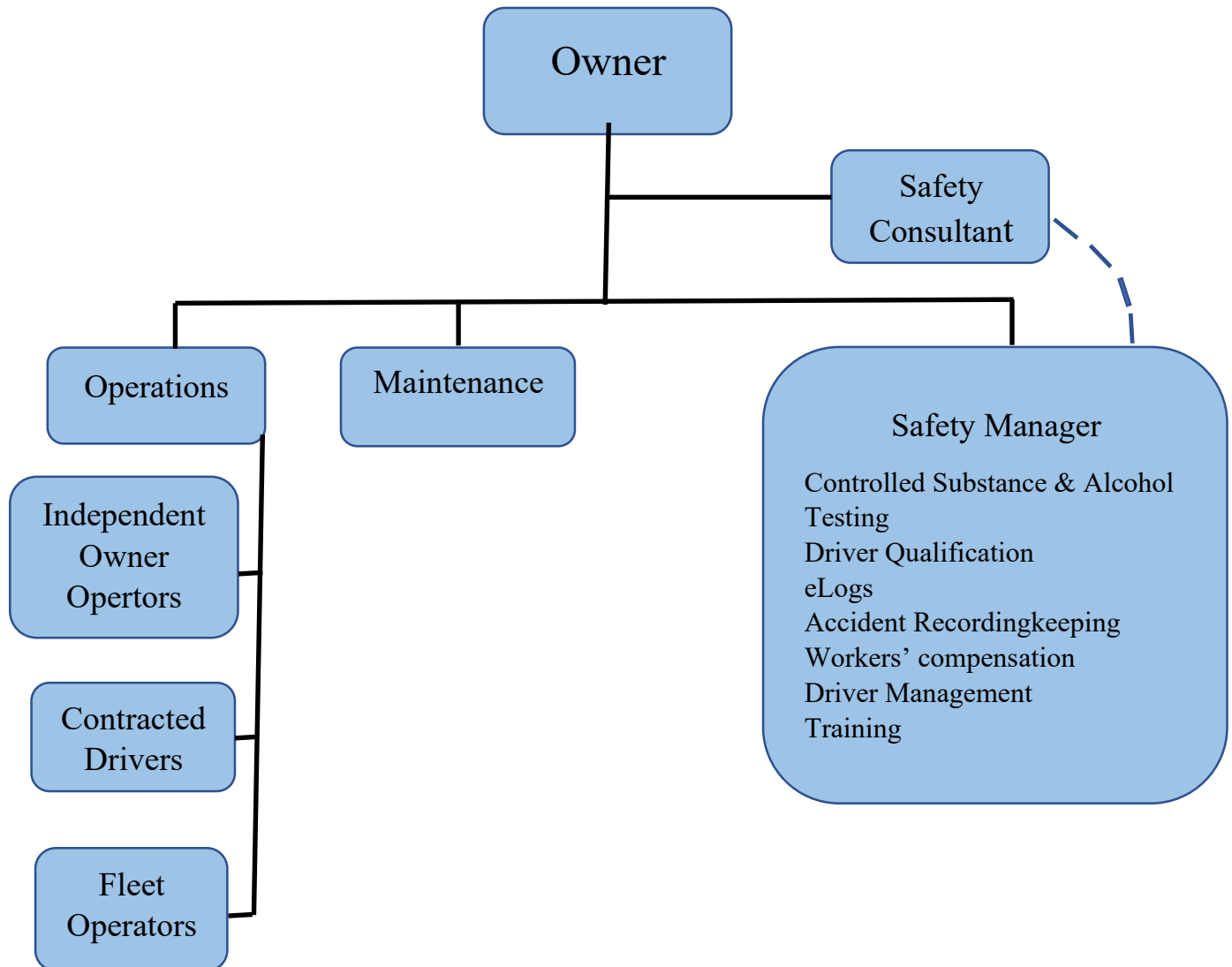
All individuals performing driver related work activities are under contract as a Contract Driver or Independent Owner Operator and as such are required to provide proof of Occupational Health Insurance Coverage at the time of contract and during the course of contract.

Job Description - Driver

1. To operate safely and efficiently assigned/owned equipment
2. To protect and safeguard the product under their control
3. To drive in a safe, prudent and respectful manner at all times
4. To comply with FMCSR's
5. To honor commitments to provide timely delivery within the safety and regulatory standards of the Federal Motor Carrier Safety Administration
6. To communicate unanticipated circumstances immediately to dispatch
7. To serve and respect others as I would like them to serve and respect me

These are the building blocks of personal integrity – The foundation of all relationships

Company Organization



Driver Selection and Qualification Standards

An application, meeting the requirements of Title 49 CFR Part §391.11, shall be completed and signed for consideration for contract by Uniquality. A signed consent form for Uniquality to initiate an initial query request from the Drug and Alcohol Clearinghouse shall accompany the signed application for contract. The Applicant for contract shall be registered with the Drug and Alcohol Clearinghouse or register at the time of application for the application to be accepted. Upon receiving clearance from the Drug and Alcohol Clearinghouse a Motor Vehicle Abstract will

be requested from the state of issuance of current Commercial Driver Licensure. The following selection and qualification standards shall be met for the application to receive further processing:

1. 21 years of age for non-CDL drivers and 25 years of age for CDL drivers.
2. current, valid CDL license with the proper endorsements for the equipment being operated.
3. current DOT Medical card with six (6) months remaining certification
4. minimum of three (3) years verifiable driving in similar equipment
5. successfully pass a road test in type and class of vehicle required for the applied position
6. must pass skills and physical test required by the job description for which applied
7. verifiable work history
8. maximum of three (3) moving traffic violations in a commercial vehicle in the preceding 36 months.
9. no D.U.I., D.W.I. (drug or alcohol) convictions in a commercial or personal motor vehicle in the preceding five (5) years, and no more than one such violation.
10. no vehicular homicide.
11. no operating a vehicle with a Revoked or Suspended driver's license.
12. no operating a motor vehicle in the commission of a felony.
13. no operating a vehicle without permission, unauthorized use, or grand theft.
14. no reckless driving or speeding contests.
15. no leaving the scene of an accident
16. no hit-and-run accidents
17. no "at-fault" accidents in a commercial vehicle in the previous 36 months.

Training

Training, recurrent training, and remedial training are internet-based:

<https://transportationsafetyinc.com/georgia-cy-llc-safety-portal/>

Safety and training videos, Safety Newsletter, Defensive Driving, regulatory changes, and information of interest and concern to the professional driver are updated regularly. Driver activity

on the “safety&training” web page is recorded and the information is provided to the safety department. Safety/training information will be provided the first week of each quarter (Jan - Apr - Jul - Sep), and identified safety materials shall be viewed and testing completed within the quarter of notification.

Videos

Ethics of Professional Driving, Defensive Driving, Accident Reporting, Pre-Trip Inspections, Distracted Driving, Road Construction, and Deer Strikes have required training sessions annually. Additional training presentations relative to Space Management, Situational Awareness, Critical Decision Determination, and Anger Management are conducted on an intermittent and recurrent schedule. Each video presentation requires a “test out” for completion. Test results are provided to Uniquality Safety Department.

Safety Policy

Passenger Policy

Passengers, including emergency transport, are not authorized in Uniquality vehicles or in Independently owned vehicles under contract to Uniquality. Violation of this policy shall result in disciplinary action up to and including immediate dismissal. Any encountered emergency shall be responded to by calling 911 for emergency assistance.

Personal Use of Company Vehicles

Personal use is not authorized for Uniquality owned vehicles unless authorized by Operations. All use of company vehicles shall be in direct furtherance of Uniquality business interests. Personal Conveyance (PC) is authorized if directly related to commercial activity, i.e. travel to motel, restruarant, “safe-haven.”

Seat Belt Use

Seat belts and shoulder straps are to be used at all times that the vehicle is in motion. Shoulder straps are to be positioned across the front of the chest, not placed behind the back. Violations are subject to Uniquality Disciplinary Policy.

Blindspot Safety

A “blind spot” is an area unobservable to the driver through direct vision or use of mirrors or cameras. Blind spot must always be “cleared” visually before effecting vehicle movement. Remain aware of space management, know the “zone” around your vehicle, and take all necessary precautions.

3-Point Entry and Exit

Falls from vehicles are a significant source of injuries. Falls can be prevented by always maintaining three-point contact when entering or exiting the vehicle. This means keeping both hands and one foot or both feet and one hand in contact with vehicle handrails, door handle, or steering wheel while entering or exiting:

1. make sure you have a firm grip on handrails
2. make sure you have a firm grip on handles
3. face the vehicle upon entry or exit
4. look for obstacles, holes, and wet surfaces on the ground before exiting.

Distracted Driving

Uniquality, Inc. prohibits all forms of electronic communications while operating a commercial motor vehicle. This policy includes any computer, personal digital assistant, cellular telephone, digital camera or camcorder, pager, two-way radio, and all other electronic communication devices. This policy includes all portable, hand-held, permanently mounted, and blue-tooth devices. An incoming **cellular telephone call**, utilizing blue-tooth technology, maybe answered and a brief, **1–2-minute**, call completed. All other communications utilizing electronic devices shall only be completed while the vehicle is legally parked. The decision to answer an incoming call should always take into consideration the current driving environment and existing traffic conditions. Further, all forms of distracted driving are prohibited by Uniquality. Any activity that diverts the driver’s attention from the roadway and/or hand(s) from the controls of the vehicle constitutes distracted driving. Distracted driving is a prominent causative factor in vehicle crashes involving loss of life and property. Uniquality desires its equipment to return safely to the terminal and our drivers to return safely to their families at the end of each duty period.

Violations are subject to Uniquality Disciplinary Policy.

Vehicle Inspections

Drivers operating company vehicles are expected to make a safety check on their vehicles before and after driving. The inspections should include, at a minimum, lights, horn, turn signals, brake lights, oil level, coolant level, tire pressure, and condition, adjustment of rearview mirrors. A DVIR must be completed for all pre-and post-trip inspections and a copy should be turned in at the end of your shift.

During a trip, mechanical problems create a variety of other problems, including the increased cost for repairs, lost time, and customer dissatisfaction. All drivers need to check their trucks or vehicles before leaving the yard each day.

Complete an eLog entry for the pre-trip inspection:

1. indicate OK if no discrepancies
2. identify discrepancies, or
3. contact Safety Manager or Operations Manager

Equipment Check

Safety Equipment:

- 3 reflective triangles
- Fire extinguisher

Fluids:

- Oil level
- Oil or coolants leaks (check under truck)

Air system:

- 120 psi
- Listen for leaks
- Push foot brake and hold, listen for leaks
- A significant leak is a loss of more than 5 psi in 1 minute

Lights:

- Headlights
- Marker lights
- Turn signals
- Brake lights plate light

PM Check:

-
- Drain air tanks
- Fuel truck after every shift
- Plugin truck during the winter season
- Clean out truck (driver is responsible for the appearance of the truck)

- Back up lights

Mudflaps:

- Should be present and in decent shape

Wheel seals:

- Look at the inside of the wheel. If you see oil sprayed or dripping, then it's time to replace the hub seals.

Wiper blades:

- Wiper blade intact
-
- Washer fluid level

Suspension

- Broken leaf springs or airbags

Tires:

- Bump tires
- Visually inspect tires
- Sidewall gashes

Driver Daily Vehicle Inspection Report

Driver must complete a pre-trip inspection daily and annotate the inspection on eLog. It is recommended to make a post-trip inspection at the end of your duty cycle and indicate the same on eLog.

Defensive Driving

Defense Driving is defined as "driving to save lives, time, and money, in spite of the conditions around you and the actions of others." **In spite of the conditions around you and the actions of others** are the challenges that you face daily. Those words emphasize the fact that exercising the privileges of a CDL license is not about how good a driver you are – it is about how good you make other drivers..

Pay attention: The number one over-arching cause of traffic collisions is inattention and distraction. Almost every collision involves one or both of these related errors.

Don't speed: Speeders like to say that speeding doesn't "cause" collisions. That is not the point. Speeding leaves you with less reaction time and distance than you may need to avoid a crash. Speed also increases the risk of serious injury in a crash. That is the point!

Following distance: About 40% of all collisions are rear-end collisions. Avoid them by maintaining your following distance. This rule is so basic, and yet it is one of the most ignored.

Don't Drive Impaired: Wait at least 2 hours after each drink before you drive. You need all of your skills and faculties for driving. Even small amounts of alcohol impair the important skills you need to drive. Alcohol impairs judgment and reaction time.

Wear your safety belt and shoulder strap.

Vehicle Backing Safety

Get to know a vehicle's blind spots. Remember mirrors can never give the whole picture before backing get out and look. G.O.A.L.

Think in advance. Drivers should not put themselves into unnecessary backing situations. Park defensively.

Do a walk around: Walking around the vehicle gives a driver a firsthand view of the backing area and unseen obstacles.

Know the clearances. When performing a walk around, drivers can check for obstructions, low hanging trees and wires, and any other potential problems.

Driver Fatigue and Tiredness Management

Fatigued drivers caused 1 in 5 fatal crashes. A momentary loss of concentration due to feeling sleepy can easily lead to losing control of your vehicle. The risk of a fatal fatigue crash is 4 times greater between 10 pm and 6 am. Another high-risk time is between 1 pm and 3 pm. Driver fatigue can affect everyone. It is particularly dangerous because one of the symptoms is a decreased ability to judge our level of tiredness.

Don't ignore the signs of fatigue:

Constant yawning	Daydreaming
Drifting in your lane of traffic	'zoning out'
Missing road signs	Difficulty remembering the last few miles
Sore or "heavy" eyes	Variations in driving speed
Trouble keeping your head up	Objects or shadows on the roadside appear to be distorted
Delayed reactions	Microsleeps
Loss of attention	

Avoid fatigue by

1. Getting adequate sleep before starting a long day
2. Make arrangements to be picked up after a tiring shift
3. If you must drive, take a short nap at the end of your shift
4. Don't drink alcohol before or during your trip
5. Eat healthy foods and drink plenty of water

Safety and Security

The following rules provide safety and security for drivers and their vehicles. You should comply with these rules at all times.

1. Test all vehicle locks each day and immediately report any defects to a supervisor. Vehicles with defective locks cannot be utilized with sensitive cargo.
2. The driver should maintain a listing of emergency contact numbers.
3. Check vehicle for acceptable operating standards. The vehicle should be fully fueled. This is done to minimize vehicle breakdown.

4. While in transit, all vehicle doors should be locked.
5. Keep all cargo within the storage section of the vehicle (trailer, trunk, etc) and out of view of the public.
6. Passengers, including pets, are not allowed when transporting goods. The only exception would be a supervisor, trainer, or security personnel.
7. When arriving at your designated delivery, turn off the engine, secure, and look at the vehicle. This includes, but does not limit, closing windows, locking doors, and keeping the keys with you.
8. Vehicles must never be left unattended, with the engine running.
9. Immediately notify your supervisor if you discover missing, damaged, unsealed, or miss directed packages.
10. Ensure that each customer signs the appropriate paperwork.
11. Do not stop for stranded motorists or hitchhikers.
12. If you are involved in an accident or crash, secure your vehicle before proceeding. Remember your training.
13. Make it a habit to check your rearview mirror. If you believe you are being followed, note the description of the vehicle, plate number, and driver.
14. If you break down, stay with your vehicle. Leave only to call for assistance. Then, promptly return to your vehicle. Notify your supervisor.
15. Report all suspicious activity to your supervisor.

These help to secure the safety of your vehicle, the merchandise, and your well-being.

Accidents Scene Procedures

Purpose: To establish a methodology of the vehicular incident and crash reporting from determining the initial cause to ascertaining the Collision Avoidance Procedure that may have prevented the incident or crash through the analysis and review of data collected via systematic, diligent, and established procedures.

Scope: to train and familiarize all affected employees, supervisors, and management with the concept, procedures, and intent of this policy and to ensure that these procedures are implemented for each vehicular incident and/or crash experienced by Georgia CY, LLC DBA Uniquality.

Policy

- 1) Driver Procedures
 - i) On Scene Data Gathering:
- 2) Initial Reporting
 1. Immediate notification of law enforcement
 2. Immediate notification of Safety Manager and/or Operations Manager
- 3) Securement of the scene
 1. Protect the injured
 - i) provide only emergency, life-saving 1st Aid
 - ii) determine if medically trained personnel are present
 - iii) protect from inclement weather
 2. Protect vehicles from further damage
 - i) move vehicles, if appropriate to “crash investigation sites” or shoulder of the roadway
 - ii) set out traffic triangles – enlist assistance if possible
 3. Protect the public from further involvement
 - i) have witnesses move vehicles to safe parking
 - ii) ask bystanders to move from the immediate location of the incident/crash
 4. Take initial photographs
 - i) vehicle place of rest relative to the intersection, crossroad, each other, etc
 - ii) overall photograph of the area
 - iii) take no photographs of injured persons or medical treatment being administered
- 4) Witness information
 1. Ask not what they saw – only if they saw
 - i) Obtain the names and telephone numbers of all witnesses or possible witnesses
 - ii) ask them not to speak to anyone other than uniformed law enforcement
- 5) Driver conduct
 1. Information provided

- i) provide only name, CDL number, and name and address of Georgia CY, LLC DBA Uniquality to other persons involved
 - ii) speak to no one else, other than uniformed law enforcement officers
 - iii) post-event speak only to individuals identified to you by company personnel
- 6) Law enforcement arrival
- 1. Identify yourself and cooperate fully
 - i) obtain identifying information for investigating officer
 - 1. name
 - 2. badge number
 - ii) obtain identifying information for responding agency
 - 1. how to contact
 - 2. when to contact
 - 3. who to ask for
 - 2. Answer only the questions asked
 - i) do not volunteer information
 - ii) ask for a receipt if investigating official maintains any documents
 - iii) make mental note of all questions asked by investigating officer and annotate as quickly as possible.
 - iv) ask if any involved parties are going to be issued a citation
 - 3. Other driver information
 - i) will be provided by the investigation officer
 - ii) maintain and provide to Safety Manager and/or Operations Manager
 - iii) be certain that other driver information contains vehicle, driver, and passenger information – if missing obtain directly from individuals
- 7) Additional photographs
- i) obtain photographs of all vehicles involved
 - 1. take photographs from all four sides of vehicles
 - 2. attempt to get photographs of point-of-rest of vehicles
 - 3. photographs are best if taken at a 30-degree angle to the vehicle

4. be certain to obtain a picture of the license plate number
5. photograph general area from several angles
6. there is no such thing as too many pictures

8) Company contact

1. Operations

- i) advise of equipment status
- ii) advise of delivery status
- iii) advise if assistance is required

9) Safety/Risk Management

- i) Call and talk to safety
- ii) be prepared to give a general description of the event
- iii) advise if persons were transported from the scene by ambulance or emergency vehicle
- iv) advise if you heard, or have the knowledge, of anyone complaining of injury
- v) advise if any citations were issued at the scene, if so, to whom and for what if known

2. Drug and alcohol testing

- i) advise Safety Manager and/or Operations Manager of any testing conducted by law enforcement
- ii) will be advised by Safety Manager and/or Operations Manager if additional testing is required and the location of the collection point
- iii) proceed immediately to the collection point
 1. do not smoke
 2. do not drink water
 3. follow directions of Safety Manager and/or Operations Manager as to means of transportation
 4. advise collection facility that required test is post-accident

10) Written report

1. Prepare a narrative of events leading up to the incident, describing the incident and post-incident
 - i) describe roadway, traffic conditions, weather conditions, direction, and lane of travel for one-mile preceding incident

- ii) describe events that led to the incident
 - 1. lane change, intersection, loss of control, etc of your vehicle and any other vehicles involved
- iii) describe events occurring after the incident
 - 1. the vehicle spun out of control and left the roadway
 - 2. vehicle impacted the other vehicle and point of contact
 - 3. overturn, upset, etc
- 2. Gather all documents
 - i) Camera and/or photographs of accident
 - ii) information exchange slips
 - iii) narrative of incident
 - iv) identification of investigating officer and department
 - v) logs
 - vi) all other information
- 3. Submit to Safety Manager as expeditiously as possible

Emergency Warning Device Placement

Emergency Warning Device Placement

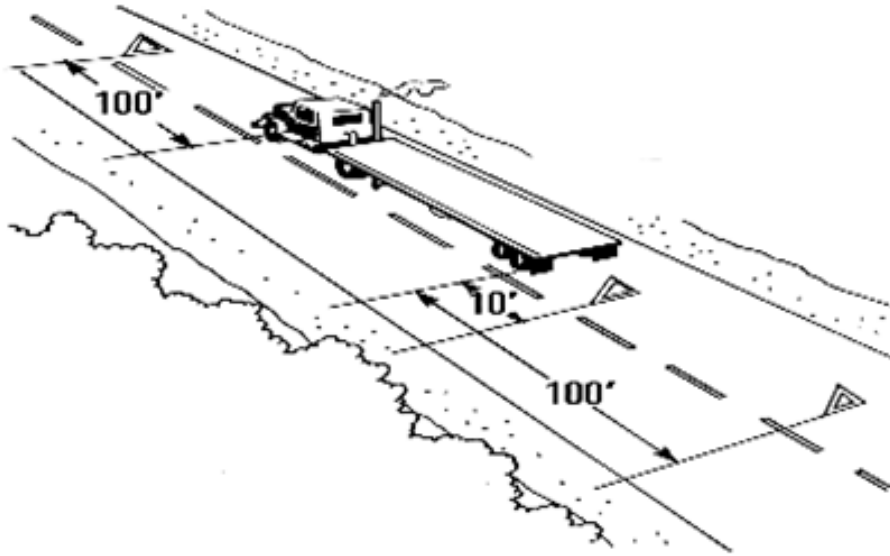
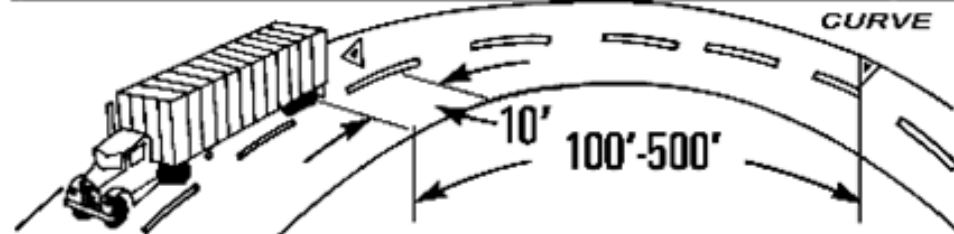
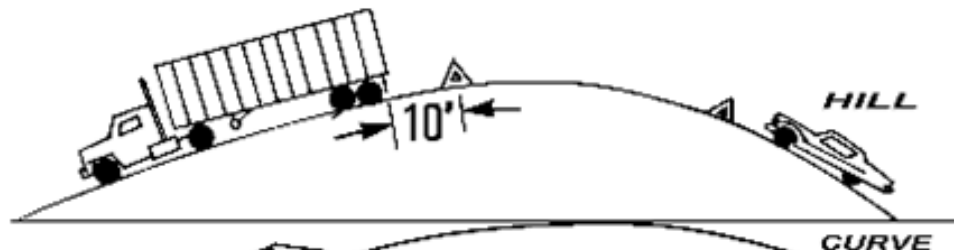
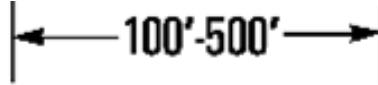


Figure 2-5 Two Lane or Undivided Highway



General Rule: If line of sight is obstructed due to hill or curve, move the rear triangle back down the road, so adequate warning is given.

Figure 2-6 Obstructed View

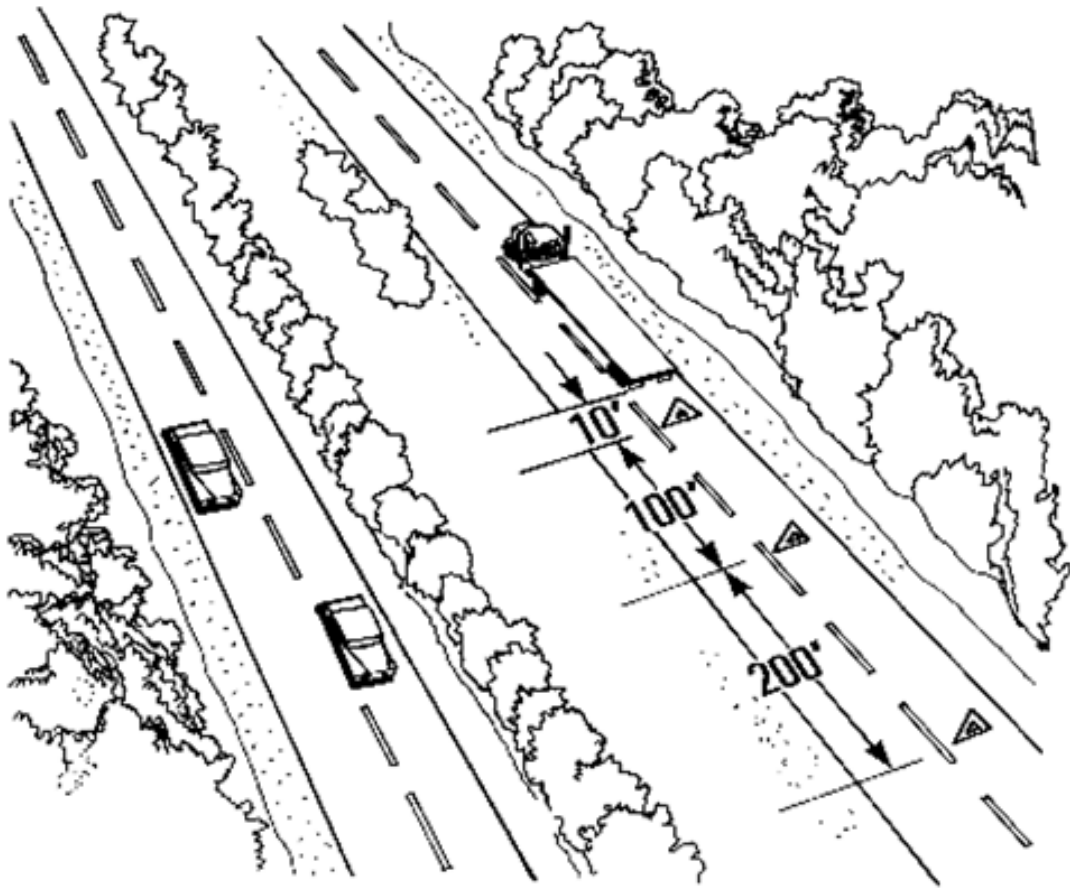


Figure 2-7 One Way or Divided Highway

Disciplinary Policy

Motor Vehicle Record

Minor Offenses:

1. 36-month history
 - (a) 1st offense
 - (i) Verbal warning
 - (b) 2nd offense
 - (i) Written warning
 - (c) 3rd offense
 - (i) Remedial training
 - (ii) 1-day suspension
 - (d) 4th offense
 - (i) Possible termination of contract

Minor Offenses

1. Traffic offenses
 - a. speeding less than 15 mph over posted limit
 - b. lane chang/usage
 - c. failure to obey traffic control device
 - d. failure to use seat belt
2. Non-moving violations
3. HOS violations

Major Offenses

1. 12-month history
 - a. 1st offense
 - i. Written warning
 - b. 2nd offense
 - i. Remedial training
 - ii. 3-day suspension
 - c. 3rd offense
 - i. Possible termination of contract

Major Offenses:

- 1 a felony conviction involving any vehicle – termination
- 2 failure to stop, report, or comply with state, federal, or local statutes when involved in a crash – termination

- 3 reckless driving, aggressive driving, willful endangerment, excessive speed (\Rightarrow 15 mph above the posted limit – termination
- 4 Driving under the influence, driving while intoxicated, or driving under the influence -termination.

Crashes and Incidents:

All crashes and incidents will be reviewed for preventability using the criteria of the National Safety Council. Crashes determined to be preventable:

1. 1st crash or incident:
 - a. Driver skills evaluation, remedial training, and 6-months probation.
 - b. Possible termination
2. 2nd crash or incident:
 - a. Termination

Policy Violations

All policy violations, HOS violations, Safety Management System Roadside Inspection discrepancies, and non-previously defined safety violations will be adjudicated under the Uniquality Disciplinary Policy as herewith stated:

1. SMS Roadside Inspections – within 12 months
 - a. Hand-held telephone, Texting, Reckless Driving, Excessive speed (\Rightarrow 15 mph over posted speed), and speeding in Construction Zone
 - i. 1st offense
 1. written reprimand
 2. 1-day suspension
 3. remedial training (online) directly related to violation
 - ii. 2nd offense
 1. written notice of termination for next violation
 2. 3-day suspension
 3. remedial training (online) directly related to violation
 - iii. 3rd offense
 1. Possible termination.
 - b. Not previously identified SMS Roadside Inspections – within 6-months
 - i. 1st offense
 1. oral reprimand (notice placed in performance file)
 - ii. 2nd offense

- 1. written reprimand
 - 2. remedial training (online) directly related to violations
 - iii. 3rd offense
 - 1. review by Safety Manager and driver counseling
 - 2. employment status to be reviewed by safety and management.
 - c. Failure to provide a copy of roadside inspection report to Safety Department
 - i. 1st offense
 - 1. written reprimand
 - a. \$25.00 fine
 - ii. 2nd offense
 - 1. written reprimand
 - a. \$50.00 fine
 - iii. 3rd offense
 - 1. Possible termination
 - a. \$100.00 fine
2. HOS Violations
 - a. Violations of Hours of Service, ELD usage, and entries required by Uniquality are addressed in the guidelines of paragraph 3 below.
 - b. To be entered if needed
3. Uniquality Policy and Safety Violations
 - a. Previously undefined violations/discrepancies/safety violations will be adjudicated as follows:
 - i. 1st offense
 - 1. oral reprimand (notice placed in performance file)
 - ii. 2nd offense
 - 1. written reprimand
 - 2. remedial training (online) directly related to violations
 - iii. 3rd offense
 - 1. review by Safety Manager and driver counseling
 - 2. employment status to be reviewed by safety and management.

Safety Incentive Program

Roadside Inspections (SMS)

- A. Roadside inspections incurring no violations – **Clean Inspections** – with driver copy of inspection submitted with required paperwork for load:
 - 1. Level I Inspection
 - i. \$250.00 bonus
 - 2. Level II Inspection
 - ii. \$150.00 bonus
 - 3. Level III Inspection
 - iii. \$100.00 bonus
- B. Roadside inspections with driver violations:
 - 1. Driver Violation fines
 - i. Speeding, unsafe lane change, lane violation, following to close, HOS, etc.
 - ii. Point violation times 3 times \$25.00
 - iii. E.G. Speeding 6-10 is a 4 point violation times 3 equals 12 points times 25 equals \$300.00 fine
- C. Roadside inspections with equipment violations:
 - 1. Equipment violations will be reviewed on an individual, per inspection by safety to determine if the violation(s) could have been prevented by pre-trip inspection(s) or driver action prior to the roadside inspection.
 - i. Violations determined to be preventable by driver action will incur the following penalties:
 - 1. Violations will incur a penalty equal to the point value of the violation times 3 times \$25.00.
 - ii. Roadside inspection (SMS) incentive will be disbursed on the first scheduled settlement after the date of inspection providing that all required paperwork for load and roadside inspection has been received by Uniquality.

Controlled Substance and Alcohol Testing Policy

Drug and Alcohol Testing Program for Employees Required to Possess a Commercial Drivers License (CDL)

- A. Policy: Uniquality will comply with the Omnibus Transportation Testing Act of 1991 and relevant Department of Transportation (DOT) regulations including the requirements of the CDL Drug and Alcohol Clearinghouse (a database under the Agency's administration that will contain information about violations of FMCSA's drug and alcohol testing program). Drug and alcohol testing is required for employees who possess a CDL and perform safety-sensitive functions as required by 49 C.F.R. Part §382. We believe that the misuse of alcohol and controlled substances has a negative effect on an individual's health, work, and personal life and that a program of regular testing can help to protect our employees and the public from those negative consequences.

- B. Clearinghouse Requirements: The Clearinghouse contains records of violations of drug and alcohol prohibitions in 49 C.F.R. Part §382, Subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty (RTD) process and follow-up testing plan. Driver violation records will be available in the Clearinghouse for five years from the date of the violation determination, or until the violation is resolved through the successful completion of the return-to-duty (RTD) process and follow-up testing plan, whichever is later.
 - 1. Limited Query: An employee/driver must provide written consent to Georgia CY, LLC DBA Uniquality on the General Consent Release Form for the Drug and Alcohol Clearinghouse to conduct required pre-employment and annual limited queries as required by law. This consent will allow annual limited queries during your employment in a position that falls under this standard.

 - 2. Full Query: An employee/driver must register for the clearinghouse and provide a full query consent electronically through the clearinghouse if the pre-employment or annual limited query result reflects that records were found. If a limited query returns that records were found, a full query must be conducted on the driver within 24 hours, and the driver must be removed from safety-sensitive functions. If an employee fails to register for the clearinghouse and provide the full

query electronic consent, the employee subject to disciplinary action, up to and including termination of employment.

C. Safety Sensitive Functions:

1. Any of the following work activities involving a commercial motor vehicle that require a CDL to operate:

- a Waiting to be dispatched
- b Inspecting equipment
- c Driving
- d Time in a motor vehicle
 - i Loading or unloading
 - ii Attending an accident scene or a disabled vehicle

D. Drug and Alcohol Testing: Employees who are required to possess a CDL as a condition of their employment will be subject to drug and alcohol testing under the following conditions:

- 1.Pre-employment (Drug Only)
- 2.Reasonable Suspicion
- 3.Post Accident
- 4.Random
- 5.Return to Duty

E. Refusal: An employee/driver who refuses to submit to a drug or alcohol test required under this policy will be immediately suspended and removed from all safety-sensitive functions. Refusal to submit to a controlled substance and alcohol test required under Title 49 C.F.R. Part §382 is considered a positive test and will be reported to the Drug and Alcohol Clearinghouse

F. Adulterated/Substituted Specimens: A driver whose test for controlled substances reports as adulterated or substituted will be considered as having refused to test.

G. Prohibited Conduct: Employee/drivers who perform safety-sensitive functions may not perform such functions:

- a. Within 4 hours of having used alcohol.
- b. While having an alcohol concentration of .04 or greater.
 - i. Alcohol concentration of $>.02$ and $<.04$ places the driver OOS and a breath alcohol test result of $<.02$ registered and 4 hours duration from the initial test prior to operating a commercial motor vehicle.

- c. After a positive drug test result.
 - d. After refusing to submit to an alcohol or drug test required under this policy.
- H. Engaging in prohibited conduct will result in disciplinary action being taken against the employee/driver up to and including termination. Additionally, the employee/driver will be removed from all safety-sensitive functions and undergo an assessment by a substance abuse professional before being allowed to perform safety-sensitive functions.
- I. Prohibited Conduct:
 - a. A driver is prohibited from reporting for duty or remaining on duty when the driver uses any controlled substance, except when the user is under the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle or perform duties covered by DOT regulations, and the driver has provided proof of same to Georgia CY, LLC DBA Uniquality.
 - b. A driver is prohibited from reporting for duty, remaining on duty, or performing a safety-sensitive function if the driver tests positive for controlled substances.
 - c. A driver is prohibited from refusing to submit to a post-accident, random, reasonable suspicion, or follow-up tests for controlled substances

J. Prescription Drugs:

An employee who is taking prescribed medication is required to ask the physician whether the medication will affect his/her ability to operate a commercial motor vehicle or perform duties covered by DOT regulations. If the medication will affect the ability to operate a commercial motor vehicle or perform duties covered by DOT regulations, the employee is required to notify the Safety Manager of such by providing a statement from the physician stating that the medication will adversely affect the employee's ability to perform safety-sensitive functions and stating how long the employee will be taking the medication. Georgia CY, LLC DBA Uniquality will attempt to make reasonable accommodation for employees who are prevented from performing safety-sensitive functions while taking prescribed medications that affect the employee's ability to perform safety-sensitive functions. If this is not possible, the employee will be required to take paid or unpaid leave until the employee has completed his or her course of medication. If this leave is for 30 or more days, the employee may be required to pass pre-employment tests upon returning to duty. Inappropriate use of prescription drugs is considered a violation of this policy and will result in disciplinary action up to and including discharge.

K. Alcohol Screening Test: A Breath Alcohol Technician will administer the alcohol test using an evidential breath testing device (EBT) which complies with the DOT requirements for workplace testing.

a. Testing facility:

Quest Diagnostics - Knights Road
4022 Woodhaven Rd
Philadelphia, PA 19154

b. Breath Alcohol testing locations other than Philadelphia, PA will be determined at the time of need.

L. Drug Screening Tests: Drug screens shall be conducted to determine the presence of the following drugs or metabolites:

- a. Marijuana
- b. Cocaine
- c. Opiates
- d. Amphetamines
- e. Phencyclidine (PCB)

M. Specimen collection locations:

a. Testing facility

Quest Diagnostics – Knights Road
4022 Woodhaven Rd
Philadelphia, PA 19154

b. Specimen collection for locations other than Philadelphia, PA will be determined at the time of need.

N. Pre-Employment Testing:

a. Before the first time, employee/drivers perform safety-sensitive Uniquality shall receive a negative test result for the controlled substance test conducted under the requirements of Title 49 C.F.R. Part §382.

O. Reasonable Suspicion: When in the judgment of one or more supervisors, an employee/driver is observed to demonstrate physical or behavioral symptoms or reactions commonly attributed to the use of alcohol or a controlled substance, the employee/driver

shall be relieved of all safety-sensitive functions and shall be required to take a drug and/or alcohol test.

P. Post Accident: Following an accident involving a commercial motor vehicle operating on a public road, the employee shall be tested for:

- a. Alcohol:
 - i) When an accident involved the loss of human life; or
 - ii) When employee received a citation within 8 hours arising from the accident if the accident involved:
 - iii) Bodily injury to any person, who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - iv) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Q. Controlled Substances (Drugs):

- a. When an accident involved the loss of human life; or
- b. When employee received a citation within 32 hours arising from the accident if the accident involved:
- c. Bodily injury to any person, who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- d. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Type of accident involved	Citation issued to the CMV driver	Test must be performed by employer
i. Human fatality	YES NO	YES YES
ii. Bodily injury with immediate medical treatment away from the scene	YES NO	YES NO
iii. Disabling damage to any motor vehicle requiring tow away	YES NO	YES NO

1 Post-accident testing chart

R. Random: 50% of the pool of CDL drivers shall be given a random drug test and 10% of the pool of CDL drivers shall be given a random alcohol test annually. Unique Delivery shall contract with a disinterested third party to make a random selection from a pool of all Georgia CY, LLC DBA Uniquality employees and contracted drivers required to have a CDL as a condition of their employment. Random alcohol tests shall be conducted just before, during, or just after the performance of safety-sensitive functions. Employees/drivers who are notified of selection shall proceed immediately to the test site identified by Georgia CY, LLC DBA Uniquality. Random drug tests may be conducted at any time and the selected employee shall proceed immediately to the designated testing facility.

S. Return to Duty: When an employee/driver has been removed from safety-sensitive functions the driver shall be prohibited from performing safety-sensitive functions until:

- a. A Substance Abuse Professional (SAP) assessment has been performed and the results submitted to Uniquality
- b. SAP Assessment states that the individual has met assessment recommendations for Return to Duty Testing, and
- c. A Follow-up Testing program has been established by the SAP.

T. Follow-up Testing will be as directed by the SAP program and any positive test, refusal to test, or failure to comply with any element of the follow-up program will result in immediate dismissal with no consideration for future employment and/or contract.

Georgia CY, LLC DBA Uniquality Drug and Alcohol testing Policy

A. Notwithstanding controlled substance and alcohol testing requirements of the FMCSR's, Georgia CY, LLC DBA Uniquality reserves the right to require controlled substance and alcohol testing under the following circumstances:

- a. Post-accident testing will be conducted for all incidents in which a vehicle is towed from the scene and/or persons are treated for injuries, or compliance of injuries, at the scene of the accident.
- b. When supervisory or management personnel determine that probable cause, and/or reasonable suspicion exists for controlled substance or alcohol testing.

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