



Revised 01-02-13

**Corporate Safety Office**

**Form 501**

2330 Pomona Blvd. Pomona, CA 91768  
(909) 865-8384 PHONE (909) 865-8394 FAX

**WELCOME:**

You have been selected as an independent contractor because of your qualifications and potential to be an exemplary driver.

Genesis Intermodal Delivery, Inc. is a professional organization offering superior service to its customers, utilizing the safest, most efficient drivers available in late model, well maintained equipment. We expect safe driving, prompt courteous delivery and for the driver to be compliance with all State and Federal regulations.

As an independent contractor, you have the most frequent contact with our customers. The customer expects a professional appearance and for your vehicle to be operated safely when performing work for their company.

This manual contains Genesis Intermodal Delivery, Inc.'s operating procedures and safety policies. If you have any questions about the material in this manual, please contact your Terminal Manager.

I would like to stress the importance of using common sense, following defensive driving practices and strictly observing Federal, State and local regulations.

Thank you for driving safely.

Sincerely,

**Robert Weaver**

Robert Weaver  
President / CEO

Genesis Intermodal Delivery, Inc.

I have received the GENESIS driver handbook and I agree to read it and abide by the rules listed:

Driver Signature  \_\_\_\_\_ Unit \_\_\_\_\_ Date \_\_\_\_\_

**(FILE THIS RECEIPT PAGE IN FOLDER # 4 (CONTRACT) ON THE LEFT SIDE)**

# DRIVER ACKNOWLEDGEMENT

This will acknowledge that I have or have received a copy of:

1. Driver's Pocket Guide to Hazardous Material book (if doing HazMat loads).
2. Nordic Logistics, LLC -Company Security Procedures & Rules Form 502 (if doing HazMat loads).
3. Driver's Emergency Response Guide book (if doing HazMat loads).
4. Nordic Logistics, LLC's- Contractor/Driver Welcome Handbook and Safety Manual Form 501, which contains:
  - ❖ *Drug, alcohol abuse, testing information and policies.*
  - ❖ *Haz-Mat Checklist and Accident Procedures*
  - ❖ *Safe Transportation of Hazardous Materials (FMCSR 397) information.*
  - ❖ *Dangers and effects of DOT Prohibited Substances (FMCSR 382.601) information.*
  - ❖ *Truck Maintenance Record Keeping Agreements*

*I agree to become familiar with these manuals contents, follow the instructions contained therein, and keep them with me for reference. I understand that failure to comply with the policies and procedures in these Manuals deems my actions to be contrary to Genesis Intermodal Delivery, Inc. policy, and therefore constitute no liability to Genesis Intermodal Delivery, Inc. for the consequences of those actions.*

This will acknowledge that I received a copy of the Genesis Intermodal Delivery, Inc.

**X** \_\_\_\_\_ UNIT \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

**X** \_\_\_\_\_ Date \_\_\_\_\_  
(Genesis Intermodal Delivery, Inc. Safety Rep.)

## **File Copy**

[\(File this receipt page in folder #4 \(Contracts\) on the left side\)](#)



Revised 01-02-13

## Driver Handbook

Form 501

**\*\*\*\*\*GIVE THIS HANDBOOK TO DRIVER\*\*\*\*\***

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## **Driver Selection**

Selection and screening of candidates follows stringent guidelines utilizing State, Federal, and Genesis Intermodal Delivery, Inc. requirements. Those requirements are as follows:

- All candidates must be 23 years of age or older,
- Must possess a valid drivers license of the proper type (CDL) with the required endorsements,
- Must have at least three years verifiable class “A” experience operating in United States,
- Must pass an extensive background investigation utilizing a variety of resources and information gathering including;
  - 1) Previous employer work record verification,
  - 2) Controlled substance and alcohol abuse investigation,
  - 3) Accident record investigation,
  - 4) MVR review, DOT PSP review, criminal background checks
- Candidates with any of the following may be rejected (depending on age and severity of violations);
  - DWI or DUI
  - More than (1) at fault accident within the past two years
  - More than (3) moving violations within the past three years (or more than 4.5 points on record)
  - License revocation or suspension for conduct while driving
  - Invalid citizenship, drivers license or Social Security documents
  - Providing false or misleading information on an application
  - Any felony convictions less than 5 years old
  - Gaps or inconsistency in work history

As a Genesis Intermodal Delivery, Inc. driver or contractor you are required to obey all rules and regulations regarding safe driving. The following are examples of driving offences or conduct that upon conviction may result in assignment of “points”, fines and/or termination of contract or lease. This list contains examples only and is not limited to those offences therein.

### **Examples of offences whereby termination may be immediately possible:**

- ✓ DWI / DUI or drug and alcohol possession
- ✓ Driving on suspended or revoked license
- ✓ Refusing a mandated sobriety or controlled substance test
- ✓ Testing positive for controlled substance or alcohol
- ✓ Leaving the scene of an accident
- ✓ Fleeing from law enforcement
- ✓ Failure to stop for a school bus
- ✓ Racing, or reckless endangerment, hit and run
- ✓ Failure to report an accident, cargo or equipment loss or damage within 24 hours
- ✓ Driver conduct related revocation or suspension of operating privileges
- ✓ Speeding 21 MPH over the posted limit
- ✓ Second “At Fault” accident
- ✓ Manslaughter in vehicle
- ✓ Fighting or Altercation with Shipper/Receiver or Dispatcher
- ✓ Leaving assigned equipment at unauthorized location

### **Examples of offences whereby “points” are assessed for possible fines, probation or termination:**

- ✓ Tailgating
- ✓ Improper lane change
- ✓ Speeding, (under 20MPH over limit)
- ✓ Seatbelt violation
- ✓ Improper turns, Improper stops
- ✓ Lane violations

### **Quarterly Safety Meetings**

Drivers are asked to attend quarterly safety meetings (however, if the safety meeting cannot be attended, a make up meeting will need to be scheduled) at which the following material will be reviewed:

- Hazardous material routines.
- Various Genesis Intermodal Delivery, Inc. information and DOT regulations (changes and updates).
- Accident reporting and conduct.
- Operating policies and procedures.
- Review of customer base and their special requirements.

### **Driver's Review**

Each driver's MVR is checked at least every six (6) months. Probationary proceedings are begun immediately for those drivers not in accordance with Genesis Intermodal Delivery, Inc.'s safety criteria. Management receives a weekly status report of all safety violations and proceedings currently underway.

One component of the annual contract renewal/vendor certification is an assessment of your driving record. Genesis Intermodal Delivery, Inc. uses an extensive point system, which is explained, in the following section.

## ***RESPONSIBILITIES OF THE INDEPENDENT CONTRACTOR***

### **Customer Relations**

You will be delivering products for various customers to several different types of locations: warehouses, office buildings, chemical plants, oil refineries, airports, manufacturers, etc. The important thing to remember is that they are all customers. These customers are our reason for being here; it takes months to develop a customer, seconds to lose one.

With all customers, be accurate and businesslike. Give them a full measure of service and cooperation. People like to deal with a company that treats them courteously and gives good service, therefore, always be courteous and polite during each customer contact. Never promise more than we can deliver and continually look for ways to improve the quality and value of our service.

### **Personal Appearance**

You are required to follow the Genesis Intermodal Delivery, Inc. dress identifying you as an independent contractor of Genesis Intermodal Delivery, Inc. This requirement is based upon the Company's belief that contractors having a clean-cut, neat and orderly appearance can greatly assist the Company in winning and retaining the confidence of our customers. Use turn signals, don't tailgate or speed.

### **Courtesy**

Every motorist and driver is a possible customer or industry critic. Make them think well of us by your safe driving and courtesy. Do the little things that make people friendly toward you. If necessary, give up your turn or relinquish your right of way to smooth the flow of traffic.

### **Physical Condition**

As an independent contractor, you owe it to yourself, your family and the general public not to drive when ill, injured, overtired or impaired by the use of alcohol or drugs. This will not only endanger yourself and others, but may subject your contract with Genesis Intermodal Delivery, Inc. to be terminated.

## ***DRIVING POLICIES AND PROCEDURES***

### **Behavior**

The following is expected of each Genesis Intermodal Delivery, Inc. driver:

- ◆ To comply at all times with Company operating policies and procedures.
- ◆ To comply at all times with the Department Of Transportation regulations and any other laws of the Federal, State and such other regulatory agencies having jurisdiction.
- ◆ To conduct oneself in a businesslike fashion, extending politeness to customers, law enforcement officials and Company personnel.
- ◆ Load, secure, transport and unload each shipment from origin to destination without delay in route unless otherwise directed by Dispatch or Management.

(Discourteous driving, violations of this policy and/or violations of traffic laws could result in termination of your independent contractor contract.)

## **Prohibited in Vehicles**

- x No driver shall carry or consume alcoholic beverages of any kind in any vehicle or on any customer or Company property except as specified freight commodity in a sealed container.
- x No drugs or controlled substances of any kind will be carried on or consumed in any vehicle or on any customer or Company property except as a specified freight commodity.
- x No firearms or explosives class A, B or C will be transported in the equipment except as a specified freight commodity.
- x Only authorized passengers are permitted in your vehicle- no children, friends or relatives.
- x No pets or animals are permitted in the equipment under any circumstances.
- x Radar detectors are banned from being inside vehicles while in Company use.
- x Trash or other loose items that could cause accidents or injuries.
- x No eating, drinking or cell phone use while driving. Pull over and stop if you have to eat or talk.

## **Proper Equipment**

Drivers are expected to supply road worthy equipment meeting Company equipment specifications and to supply and maintain the necessary safety equipment to ensure compliance with all Federal, State and local requirements. Pretrip all trailing equipment and do not move if defects are found. Get all items repaired first.

Equipment should include the following:

1. Fire extinguisher rated 10B:C or more (securely mounted)
2. 3 reflective triangles
3. Extra light bulb for every type bulb on truck, extra fuses
4. Hard hat, safety vest, covered shoes and safety glasses

Proper equipment as defined by Company procedures must be provided by driver or deducted from commission payments if provided by the Company.

Equipment may be added to the vehicle after the initial inspection only with Company approval.

## **Administrative Matters**

*Driver Settlement:*

To ensure you are paid on a timely basis, **all paperwork, pay sheets and manifests must be turned in within 48 hours** and filled out completely. Driver Settlement will be paid nine (9) working days after the cutoff dates with cutoff being every Wednesday at 5PM.

*Truckers Liability Policy:*

Genesis Intermodal Delivery, Inc. offers \$1 million of commercial vehicle liability insurance through weekly commission deductions. The driver is responsible for the policy deductible/administration fee as required. You may obtain your own insurances provided they match our limits of liability and inclusions and the Company is named additional insured and certificate holder.

*Cargo, Trailer interchange, PD Policies:*

The driver is responsible for all cargo damage and material shortages. Cargo insurance will be provided by the Company and deducted from your commissions. You are responsible for the first part of the deductible/administration fee for Cargo, Trailer Interchange and tractor Physical Damage insurance as required. Check with your local safety department for details.

*Lost Driver's License:*

If a driver's license is lost, expired, invalidated, stolen or suspended, the driver must notify the Company by the next business day.

*Traffic Tickets:*

Drivers are responsible for payment of all traffic tickets. (You must notify your safety department of all accidents, traffic tickets or DOT violations from the scene and the citation must be turned in to the office within two days or there may be a \$25 fine for not calling and not turning in the citation on time).

*Technical Violations:*

Non-driving related technical violations (equipment, licensing and/or inspections) must be submitted to your safety department with an explanation of circumstances. You must properly complete daily vehicle pre-trips, post trip inspections, properly and accurately complete daily logs of hours. You must keep track

of your hours in accordance with all DOT rules and regulation and turn in all logs on a daily basis. If you are running low on hours you need to notify your Dispatcher immediately and stop working or not accept work.

*Failure to comply with Genesis Intermodal Delivery, Inc. driving policy or operating procedure can result in termination of the driver's independent contractor contract.*

## **STATEMENT OF POLICY ON SUBSTANCE ABUSE**

The safety and well being of the public and our contractors and office employees requires that all of our drivers perform their duties free of the effects of drugs and alcohol (per DOT rules and regulations).

A drug-free workplace is especially important in the transportation industry because of our responsibility to service the public safely and without interruption. A driver who uses drugs or alcohol represents a hazard to themselves and the public.

In order to ensure a safe, efficient and drug-free workplace, the following policy has been adopted and will apply to all individuals hereafter applying for positions as contract drivers as well as to all incumbent contracted drivers.

### **General Policy**

Genesis Intermodal Delivery, Inc.'s numerous regulatory authorities and the general public is concerned that all persons working in the trucking industry perform their duties in a workmanlike and professional manner, unimpaired by the effects of drug or alcohol abuse. While no company policy will eliminate the possibility of drug abuse complete, it is believed that the program described in this policy will greatly reduce the risks associated with drug or alcohol abuse to our drivers, employees and the public.

### **Use Prohibited**

No driver shall use any drug included in the Schedule of Controlled Substances of the Drug Enforcement Agency or any narcotic or habit-forming drug except as permitted by Federal Motor Carrier Safety Regulations.

The Schedule of Controlled Substances includes the following drugs and classes of drugs: opiates and opium derivatives such as heroin, marijuana, cocaine, stimulants, depressants and hallucinogenic substances. **No driver may use any of these drugs whether on duty or off duty.** Any violation of this policy may result in immediate termination of the driver's contract.

### **Impairment Prohibited**

No driver will drive while impaired by the use of any alcohol or any drug or controlled substance. A driver may use a drug or controlled substance if it has been prescribed or administered by a physician and if the physician has advised the driver that the drug or substance will not affect the driver's ability to safely operate a motor vehicle. The term "impairment" means to be under the influence of a drug or controlled substance so that a driver's motor senses (sight, hearing, balance, reflex or reaction) are adversely affected or may be presumed to be so affected. Any violation of this policy may result in immediate termination of the driver's contract.

### **Possession, Sale and Transfer Prohibited**

No driver at any work site will possess any quantity of alcohol, drugs or controlled substances, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances prescribed by a licensed physician. No driver shall sell or transfer, or attempt to sell or transfer to any other person any drug or controlled substance at any work site. The term "work site" means any motor vehicle, office building, terminal, yard or other property owned or operated by the Company or any other location at which the driver is to perform work. The term "possess" means to have in or on the possession of the driver, the driver's motor vehicle, personal effects or areas trusted substantially to the control of the driver.

Possession does not include the handling or transporting of any drug, alcohol or controlled substance, which is manifested and transported as a shipment. The term "sell" means to deliver to any other person for consideration, for free or for any other reason. Any violation of this policy may result in immediate termination of the driver's contract. Alcohol may not be transported in the cab of your tractors per DOT rules and regulations.

## **Drug and Controlled Substance Screening**

In order to ensure a drug-free environment, all Independent Contractor/drivers and driver applicants will be subject to screening for the use of drugs or controlled substances. The term "screening" means the testing of urine for evidence of use of drugs or controlled substances or the testing of blood for evidence of alcohol intoxication, per DOT rules and regulations. Reasonable suspicion or probation may result in random testing at anytime, for any reason.

Any applicant considered by the Company as an Independent Contractor/driver will be subject to DOT drug and controlled substance screening. Refusal of the applicant to submit to such screening will cause the applicant to be found not medically qualified and the applicant will not be considered for a position as a driver with Genesis Intermodal Delivery. Any refusal to test will be reported as a "positive" test by the DOT.

All incumbent drivers will also be subject to drug, alcohol and controlled substances screenings as follows:

**Random Testing:** All drivers will be subject to unannounced drug, alcohol and controlled substance screening at any time on a random basis as a condition their ongoing contract with the Company as a driver.

**Reasonable Suspicion Testing:** When there is reasonable cause to believe that a driver is working impaired as a result of the use of drugs, alcohol or controlled substance, the driver may be required to submit to screening.

**Post-Accident Testing:** Any driver who is involved in a reportable accident as described by the U.S. Department of Transportation must submit to drug and controlled substance screening as soon as possible following the accident and in no later than 32 hours after the accident for drugs and 8 hours for alcohol. You must stay in touch with your safety department and report any delays.

The refusal to submit to random or reasonable cause drug, alcohol and controlled substance screening may result in the driver's contract being terminated.

## **Screening Results**

Qualified and certified testing laboratories will perform the screening of all urine and blood samples submitted in accordance with this policy. The test results will be reviewed to determine if there is evidence of the use of drugs or controlled substances. The test results will be treated in strict confidence.

Genesis Intermodal Delivery, Inc.'s CDTA Medical Review Officer will be the sole custodian of the individual test results. The Medical Review Office, in turn, will advise the Company only whether the test results were positive (indicative of the presence of drugs, alcohol or controlled substances) or negative. No test results will be released to any other party without the written authorization of the driver who was screened. The test results will be used to determine whether a driver is medically qualified to drive within Genesis Intermodal Delivery, Inc.'s safety criteria and dot rules and regulations.

## **Driver Assistance Program**

Genesis Intermodal Delivery, Inc. subscribes to a Driver Assistance program which is designed to help contract drivers overcome the problems resulting from the abuse of alcohol, drugs or controlled substances by providing counseling and education concerning the effects of the uses of alcohol, drugs and controlled substances on personal health and safety, and the safety of others in the work environment.

Any driver found to be in violation of this Company's policy on drug abuse is subject to immediate contract termination.

If, however, a driver turns himself/herself in to the Safety Director admitting a drug problem, he/she will still be terminated (zero tolerance). However, there is a chance that upon completion of a D.O.T. approved rehabilitation program (at the driver's expense) contract reinstatement may be subject to review at that time. Part of this review would require the driver to be randomly tested for the use of drugs or controlled substances twelve times in the following twelve months (at the driver's expense). Any violation of this policy within that 12-month period will result in immediate termination of the driver's contract, permanently. Any failure to test would also terminate this agreement.



or  
Contact your local office for an SAP representative.

## ***DANGERS AND EFFECTS OF DOT Prohibited SUBSTANCES (FMCSR 382.601)***

In an effort to provide a work environment free from the adverse affects of substance abuse and in accordance with **FMCSR 382.601** we provides the following information to help you evaluate the risks of involvement with chemical substances.

### **1) MARIJUANA**

#### *Immediate Effects*

- Reddened eyes
- Increased heart rate
- Dry mouth and throat

#### ***Chronic and Long Term Effects***

- Reduction in the efficiency of the respiratory, cardiovascular, reproductive, and immunological systems.
- Impaired short-term memory
- Altered sense of time
- Slowed reaction time
- Psychological dependency
- Impaired motor skills
- Addiction
- Reduced concentration
- Distorted visual and depth perception

#### ***EFFECTS ON DRIVING***

Under the influence of marijuana a driver may experience an impaired ability to respond to sudden unexpected situations. With the learning process slowed remembering a series of directions becomes difficult. A driver may experience difficulty in making decisions. Time and distance perception may become distorted. Responding to weather conditions, changing traffic patterns may become impaired. In general a driver may become confused, disoriented and unable to react appropriately in normal driving situations.

### **2) OPIATES**

#### *Immediate Effects*

- Relaxation and sleepiness
- Reduction in pain perception
- Decrease in pupil size
- Cold, moist or bluish skin tone

#### ***Chronic and Long Term Effects***

- Restlessness, nausea, and vomiting
- Slowed breathing, and possible death
- User may "nod off" and then become suddenly alert
- Loss of appetite
- Addiction may result even from occasional use
- Infection from un-sterile solutions, illnesses such as AIDS, or hepatitis from the use of needles.

#### ***EFFECTS ON DRIVING***

A person under the influence of opiates will respond in a manner similar to a person under the influence of alcohol. A driver will be more likely to take risks. Opiate use may cause a state of mind from euphoric high to a stuporous low rendering the driver more likely to be involved in accidents. With pupils constricted vision is impaired or blurred. A driver may also experience extreme fatigue or coma.

### 3) COCAINE

#### *Immediate Effects*

- Euphoria or a feeling of well being
- Dilated pupils
- Increased blood pressure, heart rate, breathing rate
- Elevated body temperature

#### *Chronic and Long Term Effects*

- Short attention span
- Irritability, anxiety, and depression
- Seizure or heart attack
- Loss of appetite and sleeplessness
- Distorted sense of touch, smell, taste, or sight

#### **EFFECTS ON DRIVING**

A person operating a motor vehicle under the influence of cocaine is likely to experience a lack of awareness, feelings of aggression, a tendency to overreact, a decrease in hand/eye coordination, loss of conciseness, eye pain from sunlight or glare, perception distortion, depression, irritability, restlessness and dramatic mood swings. Any of these symptoms present an immediate threat to the safety of the driver and other motorists.

### 4) AMPHETAMINES

#### *Immediate Effects*

- Increased heart rate, breathing and blood pressure
- Dilated pupils
- Dry mouth

#### *Chronic and Long Term Effects*

- Sweating, headache, blurred vision and dizziness
- Decreased appetite
- Sleeplessness and anxiety
- Irregular heart beat
- Tremors
- Loss of coordination
- Physical collapse
- Depression
- Addiction
- Brain damage
- Amphetamine psychosis: hallucinations, delusions, or paranoia

#### **EFFECTS ON DRIVING**

The symptoms of amphetamine abuse are greatly similar to those of Cocaine/Crack except intensity decreases and duration increases. A person operating a motor vehicle under the influence of amphetamines may take more risks, have more accidents (as many as 4 times more), be more easily angered, experience extreme fatigue, lack of hand/ eye coordination, loss of teeth and hair (premature aging), and lack of appetite.

### 5) PHENCYCLIDINE (PCP)

#### *Immediate Effects*

- Increased heart rate
- Flushed complexion
- Dizziness, numbness

#### *Chronic and Long Term Effects*

- Hallucinations
- Depression
- Anesthesia
- Dulled sense of touch or pain
- Altered perception of time, space or ones own body
- Drowsiness, convulsions, and possibly coma or death
- Paranoia, fearfulness, anxiety, flashbacks or PCP psychosis

## **EFFECTS ON DRIVING**

The driver using this drug is extremely dangerous. The effects of this drug are so varied that the dangers are unpredictable. A driver under the influence of this drug may experience a feeling of superiority, aggression, hostility, impatience, violence, and have no fear of death. The effects of this drug also may blur vision, distort perception of time and space, impair coordination and dull senses.

## **OTHER SUBSTANCES**

There are many "designer" drugs and Hallucinogens that are not a part of the DOT testing program. LSD, MDA, MDE, STP, DMT, Mescaline ICE, Ecstasy, etc. These drugs effect driver's perceptions, ability to think and reason, awareness, and emotions. Any drug no matter the source or legality if its' use effects your abilities even slightly, it cannot be used if you drive or perform a safety sensitive function.

### **6) ALCOHOL**

#### *Immediate Effects*

- Flushed skin
- Glazed eyes
- Odor of alcohol
- Slowed reactions
- Impaired motor skills
- Stimulation followed by depressed nervous system

#### *Chronic and Long Term Effects*

- Nutritional deficiencies
- Impaired short term memory
- Dependency, both physical and psychological
- Brain, nervous system, and liver damage
- Ulcers
- Disease of the pancreas, and kidneys
- Birth defects in children of heavy drinking women

## **EFFECTS ON DRIVING**

A person operating a motor vehicle while using alcohol is likely to experience slowed reaction time, steering errors, slow thinking, impaired memory, daydreaming, impaired judgment, unnecessary risk taking, false sense of well being followed by depression, lack of inhibitions, out bursts of anger, aggression, blurred or double vision, and more accidents.

### **Intoxicating Liquor**

No person shall:

1. Consume intoxicating liquor, regardless of its alcoholic content or be under the influence of intoxicating liquor within four (4) hours before going duty of having physical control of a motor vehicle. (Or required by state law.)
2. Be on duty to operate a motor vehicle while he possesses intoxicating liquor, regardless of its alcoholic content. However, this subparagraph does not apply to possession of intoxicating liquor, which is manifested and transported as part of a shipment.

## **HAZARDOUS MATERIAL CHECKLIST**

### **Before You Get on The Road:**

- 1) Do you have the Haz-Mat endorsement on your license? ... No? Sorry you can't take the load if placarding is required. You are NOT to move any container with placards on it.
- 2) Even if you do have the Haz-Mat endorsement on your license, you still cannot move Haz-Mat loads until you have received extra Haz-Mat safety and security training by your safety department. Additional background checks are also required and there is a 60 day holding period before you are allowed to move Haz-Mat. Do not accept a Haz-Mat load from Dispatch until you are cleared by your safety department first.
- 3) Is the load placarded correctly? Loaded correctly? When in doubt ... call Dispatch and notify shipper.
- 4) Did the shipper give you a Material Safety Data Sheet? ... No? Get one before you leave. The MSDS tells you what to do if something goes wrong.
- 5) Check your B/L ... does it have?
  - A. Shippers certification,
  - B. Packing group,
  - C. Weight,
  - D. Name of the shipper,
  - E. Product ID number,
  - F. Emergency response phone number,
  - G. Quantity,
  - H. Hazard class.
- 6) Does the B/L match the product loaded in the trailer, does the seal match? If not, notify Dispatch and shipper.
- 7) Do you have a 10 BC or 2-5 BC rated fire extinguishers? No? ... You can't take the load without one or the other or if it is not fully charged and secured. Obviously no smoking rules apply.
- 8) Always carry HazMat documents in door pouch or where accessible by emergency personnel if you are unconscious or incapacitated.
- 9) When on the road... take the Haz-Mat route ONLY, do not stop and call Dispatch periodically during the move and when you have arrived at the destination.
- 10) Drive extra cautiously; always be aware of your surroundings and of suspicious people or activity. If you are being followed call Dispatch or 911. Haz-mat loads are subject to hijackers so be careful. Do not take chances and call Dispatch or 911 if in doubt.
- 11) As a rule it's always better to be pre-fueled and ready to go prior to picking up your load. Always travel directly to your destination. No unauthorized stops!

### **If there is an Emergency Accident or Cargo Spill:**

- 1) Pull off the road as far as possible.
- 2) Put your 4-way flashers on do not use flairs! No smoking!
- 3) Set the brakes and if safe to do so- put out your safety triangles.
- 4) Get out and take your paperwork with you.
- 5) Use any way you can to contact the police (911) and your Dispatcher, make sure Dispatcher notifies the shipper for any special instructions. Follow emergency info on your paperwork.
- 6) Remain calm, tell the police what cargo you have, approximately how much is spilled, and if anyone has been exposed to the product,
- 7) Keep other people away,
- 8) When emergency personnel arrive they will need your paperwork,
- 9) Stay away from any spilled material, stay upwind and warn others of danger.
- 10) If possible stay in touch with your Dispatcher/safety personnel.

## **HAZARDOUS MATERIAL OPERATING PROCEDURES**

### **Driver's Guide to Hazardous Materials**

Become thoroughly familiar with the *Driver's Guide to Hazardous Materials* book that you have been issued.

### **Labeling of Hazardous Materials**

Ensure that the shipper has properly identified, marked and labeled all Hazardous Material (HM). You can verify this by referencing the Hazardous Material Table and the List of hazardous Substances and Reportable Quantities in your HM book.

### **You should also be sure that the shipping papers include:**

- 1) The proper shipping name of the material.
- 2) The hazard class.
- 3) The identification number.

Information must be written in that order and must not be abbreviated. If you are not satisfied with the shipping papers or the material identification, call the Company for assistance.

### **Shipping Papers**

Place the shipping papers in a pouch on the driver's door or in clear view while you are driving. If you are out of your truck, the shipping papers must be placed on the driver's seat or in a pouch on the driver's door.

### **Placarding of Vehicle**

It is the driver's responsibility to make sure your vehicle is properly placarded. Placards must be affixed to all four sides of your vehicle. To select the proper placard, you will need to know the HM class, the amount being shipped and the amount of all HM on your vehicle. Reference the placard tables in your HM book. Be sure to remove the placards as soon as the hazardous material has been unloaded. Do not move an empty container with placards on it.

### **Spills of Leaks**

Do not open any packages during transport. If a spill or leak develops, call the company and your Dispatcher or safety department immediately. Keep persons away from vehicle or material.

The Company will then call CHEMTREC at 800-424-9300. If you are unable to contact the Company and the quantity spilled is in excess of the Reportable Quantity as outlined in your HM book, then you should call CHEMTREC directly (or the emergency number on your paperwork).

### **Loading and unloading of Hazardous Materials**

*Adhere to the following procedures when loading and unloading hazardous materials:*

1. Park and set brakes on vehicle.
2. **Never** load damaged or leaking packages or containers.
3. Do everything you can to protect the materials.
4. Avoid using any device (such as hooks) when loading that may damage the package.
5. Block or brace firmly, taking special care with cylinders, drums, etc.
6. Load away from heat sources.
7. Do not smoke, or allow smoking, while loading or unloading.
8. Stop at all railroad crossings and do not shift gears while crossing the railroad tracks as outlined the DOT regulations.

### **When Accidents Involve Hazardous Materials**

- Keep people away.
- Contact the shipper, 911, your Dispatch and safety departments.
- Do not attempt to fight an HM fire.
- Do not touch or breathe spilled or leaking materials.

**PART 397 – HAZARDOUS MATERIALS**  
**DRIVING AND PARKING RULES**

Applicability (397.1)

- Each motor carrier engaged in transportation of hazardous materials requiring Placarding.
- Each officer or DRIVER of the carrier with hazardous materials related duties.

Compliance with FMCSR'S (397.2)

- A motor carrier must comply with parts 390-397 where part 397 is applicable.

Attendance and Surveillance (Genesis does not move Class 1 explosives, never accept a load)

- Division 1.1, 1.2 or 1.3 explosives must be attended at all times by the driver or a qualified representative of the company, unless the:
  - 1) Vehicle is located on carrier's property, in a safe haven, or if 50 lbs. or less, on a construction site.
  - 2) Bailee is aware of material and is instructed in emergency procedures.
  - 3) Vehicle is within bailee's unobstructed field of vision or in a safe haven.
- Other hazardous materials (not division 1.1, 1.2, or 1.3 explosives) must be attended by the driver only when the vehicle is stopped on the shoulder of a public highway, unless the driver is performing duties necessary for vehicle operation.
- "Attendance" means the person in charge is on the vehicle, awake, and not in the sleeper berth; or within 100 feet of the vehicle and has an unobstructed view.
- "Qualified representative" means a person who is designated by the carrier, aware of the material, is instructed in emergency procedures, and is authorized to move the vehicle.
- "Safe haven" means an area specifically approved in writing by local, state, and federal authorities.

Parking (397.7) **Genesis does not move Class 1 explosives, never accept a Class 1 load.**

- A motor vehicle containing division 1.1, 1.2, or 1.3 explosives must not be parked within 5 feet of the traveled portion of the highway, on private property without the consent of the owner, within 300 feet of a bridge or tunnel, except for brief periods when necessary for operations, or within 300 feet of an open flame. (397.11)

Smoking (397.13)

- No person may smoke or carry a lighted cigarette, cigar, or pipe within 25 feet of a motor vehicle containing:
  - 1) Class 1 materials
  - 2) Class 5 materials
  - 3) Flammable materials classified a Division 2.1, class 3, Division 4.1, 4.2, or an empty tank motor vehicle Class#, flammable materials, or Division 2.1 flammable gasses required to be placarded.

Tires (397.17)

- **If a motor vehicle is transporting hazardous materials and is equipped with dual tires, the driver must examine all tires every 2 hours, at the beginning of the trip, and each time the vehicle is parked.**
- Repair and replace defective tires before driving and immediately remove an overheated tire.

Instructions and Documents

*A driver transporting Division 1.1, 1.2, or 1.3 explosives must have a copy of Part 397, instructions on accident or delay procedures, shipping papers, route plan, and other documents required by FMCSRs*

## **SAFETY and REPORTING**

### **Unauthorized Persons Should Not Be Transported**

Unless specifically authorized in writing to do so by the motor carrier under whose authority the motor vehicle is being operated, no driver shall transport any person or permit any person to be transported in any tractor. When such authorization is issued, it shall state the name of the person to be transported, the points where the transportation is to begin and end and the date upon which authority expires. Genesis insurance does not allow passengers.

### **Driving By Unauthorized Person**

Except in case of emergency, no driver shall permit a motor vehicle to which he operates to be driven by any person not authorized to drive such vehicle. This may result in termination by the Company.

### **Notification of License Revocation**

A driver who receives a notice that his license permits or privilege to operate a motor vehicle has been revoked, suspended or withdrawn. Shall notify the motor carrier whose authority he operates on, of the contents of the notice before the end of the business day following the day the notice was received. You are not to accept a Dispatch until authorized to drive again by the DMV. Proof of reinstatement must be given to the Company.

### **Sick or Fatigued Operator**

No driver shall operate a motor vehicle, and a motor carrier shall not permit a driver to operate a motor vehicle, while the driver's ability or alertness is so impaired, or so likely to become impaired, through fatigue, illness or any other cause as to make it unsafe for him to begin or continue to operate the motor vehicle. However, in a case of grave emergency where the hazard to occupants of the vehicle or the users of the highway would be increased by compliance with this section, the driver may continue to operate the motor vehicle to the nearest place at which that hazard is removed.

### **Seat Belts**

All occupants must wear seat belts if they are installed in your vehicle.

### **Accidents**

Verbally report all accidents and/or injuries to the office **immediately**, regardless of how minor they seem. You have 48 hours to be in the office and complete reports/turn in accident pictures.

If it's deemed that you need drug or alcohol testing, you will be told where the nearest clinic is and you have 8 hours to test for alcohol and 32 hours to test for drugs. Stay in touch with your safety department if there are any perceived delays or if you do not understand what to do.

The Preliminary Report of Accident of Loss, police report and the Personal Statement must be completed within **48 hours** of the collision and turned in to the local safety department or Accident Review Committee.

## **ACCIDENT PROCEDURES**

Every driver of a motor vehicle in an accident from which there results injury to or death of any person or persons, or property damage of any kind, regardless of the amount, shall:

1. STOP immediately. Failure to stop at the scene of an accident in which you are involved is a criminal offense, which will subject you to the penalty of the law in addition to action by the Company.
2. Take all necessary precautions to prevent further accidents at the scene. Turn on your 4-way flashers and set out emergency triangles.
3. Render all reasonable assistance in injured persons. (Movement of injured persons by a driver should not be undertaken if likely to cause further injury.)
4. Notify Dispatch immediately and be as specific as possible as to location, time, and extent of injury, damage to cargo and where you can be reached. Be sure you are talking to someone who is in a position to act on your report and make a note of the name of the person you give the report to for future reference.
5. Make a complete report of the accident while at the scene, contact your safety department immediately. The Accident Report form is your worksheet for obtaining all the necessary information to call in to Dispatch. Get names, addresses and phone numbers of all witnesses, both for and against you. If witnesses refuse to give their names, note their vehicle license numbers. Make note of landmarks, signs and buildings and other damage to vehicle that might have been made prior to your accident.
6. Take pictures from all angles. Do not take pictures of injured people.
7. If there are not witnesses to the actual accident, get the name, contact information and license number of the first person to arrive on the scene.
8. Give your name and offer to show your driver's license. Obtain similar information from the other party. Don't discuss the accident with anyone except the police and representatives of the Company. Any statements you make may be used against you later, so do not offer theories, etc. Regardless of the circumstances, **ADMIT NOTHING, PROMISE NOTHING, and DO NOT ARGUE.**

### **If You Are the Victim of a Hit and Run Accident**

If you are the victim of a hit and run, or the party refuses to remain at the scene or give you information notify the police of the accident and give them all the details you can. This way, your report is kept on the police log and protects you in the event the other party tries to make a claim against you later. Also, call the Company and notify them.

### **Accident Reporting Procedure**

- All Accident Report forms are to be turned into Genesis Intermodal Delivery, Inc.'s safety department within 48 hours of the accident. Non-reported accidents could result in termination of your independent contractor contract.
- Accident Report forms includes a preliminary Report of the Accident of Loss, Police Report and your personal statement.
- The Accident Review Committee and the Safety Department will determine whether an accident was preventable or non-preventable, using National Safety Council guidelines. The Accident Review Committee reviews all disputed accidents.
- Those involved in a preventable accident are required to attend an accident counseling class during the month in which the accident occurred or at the first available time.



### **If You Witness an Accident**

Make a note of the accident. If help is needed:

1. Stop before you get past the point of the accident, because then an accident victim cannot later accuse you of having been involved.
2. If a policeman is in charge, stop only if he requests your help.
3. Don't talk too freely about what you see at an accident scene – it could be unfair to someone involved.
4. Stay at an accident only as long as help is actually needed.
5. Write down the license number of any vehicle you think was involved in the accident.

### **SECURITY PROCEDURES**

#### **Office Personnel**

1. Require all personnel, who will have access to Dispatch information will provide employment application which contains a photograph of the applicant and lists his/her residences and prior employment for the past 5 years, as well as references.
2. Screen all employment applications to verify address and prior employment.
3. Have applicants list all vehicles, including license numbers and descriptions, which they use for work.
4. Employ a random drug-testing program, including "probable cause" testing for all employees including Dispatchers.

#### **The Driver**

1. Maintain regular communications with Dispatch.
2. Radio Dispatch immediately of anything suspicious or odd. Whenever possible, vary your route.
3. Genesis has a "no stop" policy for drivers picking up or delivering a trailer/container for local Dispatch.
4. If rest stops are necessary, park in lighted areas where others truckers are present.
5. Do not stop on dark freeways or in deserted areas while waiting to make deliveries.
6. Make it a point to stop only at reputable truck stops along the route. Also, do not stop at the same location each time.
7. If possible, drive in tandem to avoid being hijacked. Watch for suspicious activity.
8. Whenever possible, go directly to your delivery point without making any stops.
9. Do not take any load home or park in an unsecured area, do not disconnect a container.
10. Be aware of vehicles that are following your truck and of strangers asking questions.
11. Be suspicious of individuals asking you to stop as a result of an alleged traffic accident. If unsure whether an accident occurred, drive your rig to the police station or to a well-lit busy location before stopping. Hijackers frequently use this reason to get drivers to stop.
12. Always lock your tractor doors at all times. Keep your tractor windows rolled up until you are on the open road or freeway.
13. Be especially watchful immediately after picking up a load. The majority of armed hijackings occur within a few miles of the pickup point. Freeways on and off ramps are particularly dangerous. Check your container for suspicious wires or devices.
14. If you are hijacked or you find that your load has been stolen; immediately notify the local police agency (dial 911) and then your 24-hour Dispatcher.
15. If you are hijacked, always and immediately do as instructed by the hijackers, but listen to what is being said and the sounds around you. It may provide law enforcement with valuable information as to where the thieves have taken your vehicle and load.
16. Try to provide a description of the suspect(s) and of vehicle(s) used by the suspect(s). You are law enforcement's best witness.
17. Carry information on your person concerning the identification of the tractor and trailer(s) or chassis and container(s) you are pulling (license number, chassis number, container number, and descriptions). Law enforcement cannot report it as stolen without this information.
18. Do not talk about your load on the CB radio. Cargo thieves listen too.

19. A driver handbook listing the rules, drivers will be held accountable. It's a part of the hiring procedures so each driver knows that he/she may be terminated if they violate these company policies. For example, stopping en-route and parking loads in unsecured areas are covered. The nature of each company's operation will dictate the applicable policies.
20. Drivers will have 24-hour phone numbers for Management personnel that he/she can call in the event of an emergency (909) 865-8384.

#### **Operational Practices**

1. Genesis has a "no pull load" policy, which means we will not pull a loaded trailer/container and hold it for any reason. All loaded trailers/containers will be left at the rail or steamship yard until such time to make a timely delivery.
2. We will not accept late deliveries that you will not be able to off load that day.
3. Verify that all loads have delivered each day.
4. We will limit the number of employees who have access to shipping information by computer pass words and change them frequently.
5. Get to know the police officers that work our areas, including "Cargo Cats". We will make it a point to acquaint them with our operational procedures and ask for input.
6. Genesis has a reporting procedure including a substantial reward plan, so owner operators and employees can provide the company with information on possible criminal activity.

#### **Owner Operator/Driver Responsibilities**

1. Check with Dispatch before each move, while at customer, railroad, and at the end of each move.
2. Before hooking up to any container, check seal to see if it is missing or broken. Also verify that the seal matches the paperwork that you have or what you have been told. **If there is number different or if the seal has been tampered with, contact your Dispatcher immediately for further instructions. Do not move the container until you are told to do so.**
3. If picking up a load call your Dispatcher with the container number, weight, pieces, seal number and the destination. The Dispatcher will tell you which terminal to take the container to.
4. If you are asked to do anything other than a straight delivery or pick up, call your Dispatcher prior to doing anything. Driver load or unload, count, weigh light and heavy, etc., are all accessorials that require approval prior to doing the work (so you get paid for any extra work) call Dispatch for approval first. Call back at the end of waiting time immediately.
5. It is your responsibility to keep yourself and your tractor in compliance with all Federal, State, Local and D.O.T. rules and regulations. It is up to you to keep current copies of your **Driver's License, Medical Card & Long form, Immigration Authorization, CA Number Permits, BIT Permits, Truck Registration and 90-Day DOT Truck Inspections** in our files for reference. If these documents become outdated we reserve the right to issue a non-refundable fine of \$50, place you or your truck off Dispatch or terminate the contract. If you fail a truck inspection you must correct the Out of Service violations immediately and place proof of correction (receipts or certification of repairs) in your GENESIS file. If you have a driver, you are responsible for all IRS tax with-holdings, SS and EDD payments.
6. You are responsible for maintaining accurate time keeping and logbooks for your hours on and off duty. You are also required to Pre-Trip your tractor every morning and Pre-Trip each trailer or container attached to your tractor before moving the unit. Post trip your tractors at night. You are to turn these in with your paperwork daily.
7. Local drivers can use the Daily Work Report Exemption to log start, stop and driving times. Do not drive over your D.O.T. limits. Any incomplete logs will be returned to you for

- processing. We reserve the right to withhold your pay for any missing or incomplete logs. This will be reimbursed upon your completing the documents.
8. If issued a radio/cell phone or tablet, you are responsible for the care of this equipment. If it is lost or not returned upon termination there will be a cost of replacement fee and/or a \$75 charger fee deducted from your last check or your escrow account.
  9. The owner-operator/driver is responsible for moving any trailer without proper registration or trip permits. The same is true for any over grossed or over axle trailers. If you have a trailer or a chassis with expired registration or if you think the container is overloaded, call Dispatch immediately for further instructions.
  10. Have your tractors fueled and ready to work for the next morning (without having to stop during the day). Stopping or breaking down disrupts the flow of Dispatch and can cost money, be ready to work a full day each morning.
  11. Use extreme caution with everything you do during your work day. Try not to slip and fall or hurt yourself. When opening container doors, stand clear and open slowly. We don't know how a unit was loaded or if the load shifted in transit. Be careful!!!
  12. Fines- Out Of Service (OOS) violations hurt our DOT safety record and our customer relations. Statistics show 98% of all OOS violations on the road can be prevented with a proper pre-trip and repair of the defect items. If you receive an OOS violation you will be deducted \$100 from your settlement check. However, if you receive a clean DOT random roadside inspection, you will be rewarded with \$125 being added to your check.
  13. Additional \$25 fines may be given for not calling Dispatch/Safety from the scene of an accident or citation, not coming to the office after an accident to complete the reports or not turning in a citation within 48 hours.
  14. Per-Diem charges. If you lose or damage a container, chassis or trailer, the equipment provider charges for everyday the equipment not making revenue. Most insurances don't pay for Per Diem charges and you are responsible for your actions. Any Per-Diem charges attributed to your neglect will be deducted from settlement pay or escrow accounts.
  15. There may be a performance bonus available to you at the end of the year and some locations may have a driver safety rewards program in place. If you chose to participate, you may be awarded points for reaching safety and company goals, which can be traded for prizes. These bonuses and prizes may show up on your IRS 1099 at the end of the year as miscellaneous income. There may also be reductions in points for what may be perceived as negative actions (citations, OOS violations, accidents, etc.). Tests and quizzes may be offered which allow you to gain points faster. Any tests and quizzes are voluntary and are to be taken on your own time. We reserve the right to post any pictures of winners and trucks on the office walls and internet.
  16. Chassis defect reporting- If you or an officer discover a defect in a chassis or trailer, you need to immediately contact your Dispatcher so the defect can be reported to the equipment provider. They will hold the equipment from further use until the repairs have been made.
  17. You are an Independent Contractor/Owner Operator. The company does not pay State or Federal taxes, EDD, Social Security, Work Comp or offer any "Employee" benefits to you. You work under your own direction and control, with your own equipment and provide your own maintenance on said equipment. You choose when to work and you have a choice of which deliveries you want to accept or decline.

**I have completely read the information above and understand its content. I agree to abide by the information herein. Signature on the Welcome page.**