



***ACCIDENT,
POLICY, & SAFETY
PROCEDURES
MANUAL***

Pride Academy INC. is committed to the protection of our drivers and their long-term health. It is our policy to comply with all provisions of the Federal Motor Carrier Safety Administration's Regulations (FMCSRs) **Pride Academy INC.** will not permit or require any vehicle to be operated in violation of the safety regulations. Specific measures will be taken to ensure compliance from all drivers. In our industry, a lot of emphasis is placed on safety while driving; however, there is a great potential for injury to our drivers while working on and around our trucks and trailers. Because of this potential for injury, **Pride Academy INC.** has developed this program of safe acts to follow while working on and around our trucks and trailers. **Pride Academy INC.** expects all staff members to abide by the rules of this program, which are effective immediately. Therefore, this manual cover both safe driving and safe working practices. It affects all persons operating under the **Pride Academy INC.** operating authority.

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PURPOSE AND SCOPE

This program includes emphasis on the unique issues found in our industry. The components of the program include awareness of the hazards, the use of appropriate equipment, safe work practices, evaluation of the driver's knowledge of these safe work practices, and counseling.

Pride Academy INC. has adopted safe work practices as a means to protect drivers, equipment, cargo, and the motoring public while still being a successful company.

Safe Driving Rules

It is the intention of **Pride Academy INC.** to prevent accidents and to promote and provide safe operators on the road. The following rules are designed to achieve this purpose.

1. No driver shall operate a vehicle while under the influence or be in possession of any Schedule I drug, unless prescribed by a physician who has advised the driver that the substance will not affect his/her ability to operate a motor vehicle.
2. All drivers must obey all federal, state, and local highway regulations.
3. No driver shall knowingly falsify his/her logbook. Violation of this can result in immediate termination.
4. No driver shall knowingly falsify the annual motor vehicle violation and review record. Violation will result in immediate termination.
5. In the event of an accident, all drivers shall follow the procedures outlined in the Accident Investigation Report.
6. No driver is permitted to carry unauthorized cargo.
7. All drivers shall be knowledgeable of the Federal Motor Carrier Safety Regulations and will be held accountable.
8. Any driver found driving a vehicle while under the influence of drugs or alcohol shall have his contract or employment terminated immediately.
9. Any driver who incurs three (3) or more preventable accidents in any 12-month period may have his contract or employment terminated upon the occurrence of the third incident.
10. All drivers shall operate the vehicle in a safe and courteous manner at all times.

Seat Belt Policy

We value the lives and safety of our drivers and contractors. Seatbelts are proven to greatly reduce the risk of dying or being seriously injured in a motor vehicle crash. Of course, seatbelt usage is also a federal requirement for commercial drivers under FMCSR 392.16. Because of our commitment to driver safety and compliance with the law, our company has adopted the following policy regarding seatbelt usage. All employees, contractors, and their passengers are required to use a seatbelt when traveling in any vehicle while in the course of conducting company business. This policy applies to employees, independent contractor truck drivers, and those who operate other company vehicles. Failure to abide by this stated policy will be considered a violation of our company policy and will subject the person who is in violation to disciplinary action, which could include suspension and possible termination of employment or termination of contract.

Following Distance

Driving in traffic poses many dangers. With so much going on around your truck, it can be difficult to concentrate on driving protectively. When you lose your concentration, a crash can occur. A greater following distance can mean the difference between life and death.

Always maintain a safe distance between your vehicle and the vehicle ahead of you. The best method for determining a safe following distance is to follow the “*Six-Second Rule*” in normal highway driving conditions.

This distance must be increased for “adverse weather conditions, poor road conditions, vehicle/cargo circumstances or if you are fatigued. When the vehicle ahead passes an object, such as, a tar strip or shadow on the road; start counting:

1001, 1002, 1003, 1004, 1005, 1006. If you cross the spot on the road before 1006, you are following too close. In rush-hour traffic, it is recommended by professional drivers to drive 3-5 mph slower than the flow of traffic. This practice allows other vehicles to pull away from you, increasing the following distance. It is impossible and certainly unsafe to keep other vehicles out of your lane. Driving a bit slower is the best technique to practice in your goal of protecting other motorists.

Following other vehicles too close, called tailgating, endangers other motorists and is “*not acceptable*”. *Violations of this policy and becoming involved in preventable rear-end crashes will result in disciplinary action against you, including termination of employment, if necessary.*

We expect our drivers to keep a safe following distance between other company vehicles and not run in close following convoys. Ensuring your brakes are in safe, working order is another proactive step you can take.

If you are too tired to drive, we require you to pull off the road immediately and get some rest in a safe area. Please drive as if your family was in the vehicle ahead of you! It is your responsibility to “protect” other motorists on our highways.

Speed Management

Soaring fuel costs are causing everyone to think about fuel management. By managing your speed, you will be able to save more fuel and drive safer. Speeding is hard on equipment, can cause freight damage, and increases the damages and costs in a crash. Driving within the speed limits is not only the law but it can make your drive less stressful and set a good example for other drivers. ***Pride Academy INC.*** follows the FMCSA mandate of not allowing radar detectors in the commercial motor vehicles. Violation of this rule will result in fines and/or termination.

U-Turns

One of the most critical types of crashes is the run-under crash. The maneuver that is most commonly associated with a run-under accident is a U turn. This type of crash is 100% avoidable by not performing U-turns ***Pride Academy INC.*** policy prohibits U-turns.

Prohibitions

In order to ensure that our goal of safe transportation is met, we strictly prohibit the following practices:

1. Driving when alertness is impaired by fatigue.
2. Driving when in possession or under the influence of any narcotic, amphetamine or other dangerous drugs.
3. Driving when under the influence of an intoxicating beverage within (8) hours of going on duty and being in possession of or consuming an intoxicating beverage while on duty.
4. Drivers must not transport any person or permit any person to be transported in any controlled vehicle without written permission.
5. Driver must not permit his/her assigned vehicle to be driven by any unauthorized driver(s).
7. No flame-producing heater used in loading and unloading is to be in operation.
8. No cell phone use while driving.
9. No electrical additions or decorations to **Pride Academy INC.** equipment will be allowed without written permission from owner(s). All such additions will be subject to be removed at the driver's expense.
10. **ABSOLUTELY NO** alcohol, firearms, illegal weapons or controlled substances will be allowed or tolerated in **Pride Academy INC.** equipment or on terminal premises. This is against FMCSA regulations.
11. No pets are allowed in equipment running under **Pride Academy INC.** authority.

Consequences

Pride Academy INC. will discipline employee drivers as required by this policy for the infractions incurred up to and including possible termination. Independent Contractors / owner operators may be in breach of contractual obligations for infractions incurred within any of the above policies. Breach of contract can result in termination of the contract, subject to the terms and conditions of the agreement.

Injury Prevention

Truck drivers experienced the most work-related injuries and illnesses requiring recuperation away from work beyond the day of the incident for at least eight years in a row. Therefore, to keep our drivers healthy and able to continue their livelihood, and to help lower these national statistics, Pride Academy INC. has implemented the following injury prevention practices.

Entering/Exiting the Vehicle

Proper techniques for getting into and out of the truck will keep the driver active. Something as simple as getting out of your truck can make a difference in your productivity – professionally and personally. You may not even think about entering and exiting the truck since you do it so often. Drivers are to utilize proper 3-point stance when entering and exiting the tractors and trailers. Three-point contact allows the driver to maintain balance. Also ensure your steps are fastened properly, take weather conditions into account and be sure footwear tread is adequate.

- Exit same direction you enter.
- Watch when stepping down for potholes, uneven surfaces, slippery surfaces such as oil and/or liquid spills.
- No objects on steps such as bungee cords or carpet that might cause a trip or fall.

Footwear Policy

Pride Academy INC. has implemented this policy to ensure all personnel use adequate footwear when working in areas where there is a danger of personal injury due to slips, trips, and falls; foot injuries due to falling or rolling objects, objects piercing the sole, or when a person's feet are exposed to electrical or chemical hazards. This policy applies to all positions in the company including independent contractors and their employees.

This policy requires adequate footwear for employees and/or other personnel performing tasks where there is a reasonable potential for foot injury; or other personal injury from slip, trip, and fall incidents. This includes but is not limited to exposure to falling and/or rolling objects; working in close proximity to wheel and track vehicles; performing any type of maintenance activities; and operating material handling equipment.

Adequate footwear is defined as footwear that provides protection from hazards in the foot protection area. Adequate footwear includes shoes or boots with slip resistant soles and steel toes and shanks where there is the possibility of an object piercing, rolling, or falling.

Leather sole cowboy boots, athletic shoes, tennis shoes, or shoes of similar construction and material must not be worn on walking or working surfaces. When adequate footwear is required for protection from falling, rolling, or piercing objects, such footwear must meet American National Standards Institute (ANSI) requirements. An example of an ANSI reference number stamped or on a label attached to protective footwear is PT 01 I/75 C/75. (PT is personal protection; 01 is the year; I is "impact"; and C is "Compression." Seventy-five (75) is a rating of force the footwear is designed to withstand.

Safety "sneakers" are not permitted since this footwear does not provide overall foot protection afforded by work-related footwear.

There are job activities and work environments where specific protective footwear meeting ANSI standards are not required; however, adequate footwear is required to protect individuals against:

- Slipping
- Dampness

- Heat
- Cold
- Uneven work surfaces that could twist the ankle.
- Harmful materials that could contact the skin of the foot or ankle.

All personnel must wear adequate footwear and ensure it is in a condition that provides required protection. It is the responsibility of everybody to protect themselves and others from personal injury. are responsible for compliance to the requirements of this policy.

Recommended Back Safety Procedures

Each year, in the United States, workers' compensation payments, loss of wages, and hospital/medical costs for back and spine injuries total upwards of \$10 billion. Only common colds beat back injuries for more lost workdays. Repeated incorrect lifting can result in a variety of injuries including back strain. It is usually caused by over stretching the back muscles.

Back injuries not only hurt the individual, they hurt the people around them. Back injuries affect family, friends, and workers through lost hours from work and play. Protecting yourself from back injuries can be simple.

Proper lifting techniques and hazard avoidance can ensure many hours of work and play without pain. Prevention is the key. Steps to a safe lift include:

- Size of the load. If it is too heavy, get help!
- Plan the lifting technique
- Get a good stance
- Bend your knees
- Keep the load level
- Lift with your legs
- Pivot – Don't twist!

Cargo Doors

Proper lifting techniques and hazard avoidance can ensure many hours of work and play without injury if drivers are alert and pay attention. When opening trailer doors, consider the weight of the door as well as any potential cargo that may have shifted and could fall onto you. Another issue is the wind. Many drivers have been hurt when gusts of wind cause the trailer doors to strike the driver. Another consideration is the door latches. Ensure these are in proper working order. Be aware when pulling away from the dock that door latches may become disconnected. Trailer doors should be closed and secured during any movements.

Trailers

Special steps need to be taken for the type of cargo hauled. At **Pride Academy INC.** with the nature of business, we need to focus on some additional areas. Therefore, attention needs to be paid to the following.

- Climbing onto the equipment.

- Lifting and pulling of cargo.
- Proper clothing, footwear, and eyewear protection are required when necessary.
- Be in proper and secure position to open the doors.
- Condensation on floor (slip hazard)
- Opening and closing of cargo. Pay special attention to shifted cargo and wind.

Injury Reporting Procedures

Report injuries immediately regardless of severity. Depending on the severity of the injury, we will first notify emergency help. **Pride Academy INC.** will need to determine the cause of any incident or accident to reduce future recurrence. Consequences for failure to report on time can lead to disciplinary actions and/or termination.

Compliance Topics

Pride Academy INC has adopted safe work practices as a means to protect drivers, equipment, cargo, and the motoring public while still being a successful company.

Driving Records

At **Pride Academy INC.** we use a stringent set of guidelines to select our drivers, including a complete review of each driver's previous driving record. We take safety and risk management very seriously and expect all our company drivers and owner-operators to comply with all of the Department of Transportation regulations, plus our own rigorous driver safety standards and background checks. Poor driving records may lead to probation and/or termination. No driver shall knowingly falsify the annual motor vehicle violation and review record. Violation will result in immediate termination.

Driver Qualification

Pride Academy INC. wants to ensure our drivers meet and abide by the requirements in place. Our applicants must meet the following guidelines:

- Able to read & speak the English language.
- By experience and training safely operate our type of equipment.
- Meets or exceeds the FMCSA physical requirements including being able to handle freight and equipment on flatbed trailers in all types of weather conditions.
- Has valid license.
- Has prepared & furnished us with a list of moving violations.
- Is not disqualified to drive a commercial motor vehicle.
- Must meet insurance company standards.

Upon hire, drivers must continue to meet the above requirements. Repeated moving violations may be cause for disqualification. Drivers are expected to keep his/her DOT physical and commercial driver's license current. Drivers are also expected to provide **Pride Academy INC.** with a listing of moving violations annually.

Hours of Service

Pride Academy INC. feels that compliance with the FMCSR regarding hours of service is an absolute necessity. Our commitment will be to complete an absolute compliance order to ensure safe operation of our vehicles. A mandatory responsibility of the driver and company is to operate within the parameters of the hours of service regulations not around them. The following policies apply in order to guarantee compliance:

REQUIREMENTS

1. Logs will be audited for all drivers.
2. Drivers must obey and understand the hours of service regulations.
3. Logs/ELD's must be maintained ***CORRECTLY!***

Pride Academy INC. considers on duty time to be:

1. All time at a plant, terminal, facility, or other property of a **Pride Academy INC.** or shipper, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier.
2. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time.
3. All driving time as defined in the term **driving time**.
4. All time, other than **driving time**, in or upon any commercial motor vehicle except time spent resting in a **sleeper berth**.
5. All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded.
6. Any time spent in readiness to operate the commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.
8. All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing required by part 382 of this subchapter when directed.
9. Performing any other work in the capacity, employ, or service of **Pride Academy INC.**
10. Performing any compensated work for a person who is not **Pride Academy INC.**
11. All logbooks must be kept neat and current.
12. Every violation will need to be explained in writing and orally to management. A violation of the ELD logs will result in fines and/or immediate termination of

LOG PROCEDURES

All company drivers and owner operators must follow **Pride Academy INC.** log procedures and regulations. If steps are not taken to follow the rules mandated by **Pride Academy INC.**, STRICT disciplinary/decertification actions will be taken.

1. All logs and paperwork must be turned in together ***at the end of each trip***. Quick submission allows **Pride Academy INC.** to bill customers sooner as well as audit logs and supporting documents sooner. The sooner logs are audited the sooner any deficiencies can be found and corrected.
2. All logs must be filled out completely. This includes recaps, all fuel stops, tickets, violations, lease cuts, PRO / bill of lading #'s, origin and destinations, etc...
3. All supporting documents must be handed in with paperwork and/or submitted electronically. Please include all original fuel receipts.
4. Everything must be signed: Mileage sheets, logs, delivery receipts and expense receipts.
5. All paperwork ***MUST*** match up. This means ***ABSOLUTELY*** no incomplete or false logs. **Pride Academy INC.** will not tolerate any attempt to hand in incorrect or false logs.

If the above procedures are not followed, the following consequences will be administered:

1. A violation letter will be presented to each driver at the end of the week with dates showing any discrepancies on the log. The driver must sign and correct.
2. After the third violation, a written violation will be issued and the driver will then be suspended for 30 days. He will not be dispatched!
3. After 3 suspensions for log violations, the driver will be up for termination.

LOG AUDIT

Pride Academy INC. follows the hours of service regulations mandated by the Federal Safety Administration. **Pride Academy INC.** will advise drivers if duty status will be ended en-route to comply with the regulations.

11-Hour Rule: A driver shall not drive more than 11 cumulative hours following 10 consecutive hours off duty.

14-Hour Rule: A driver shall not drive for any period after the end of the 14th hour after coming on duty following 10 consecutive hours off duty.

Hour Rule: A driver shall not drive for any period after having been on duty 70 hours in any period of 8 consecutive

Split Sleeper Berth: A driver who operates a property-carrying commercial motor vehicle equipped with a sleeper berth, may split the 10-hour break into 2 periods as long as one of the two periods is at least 8 consecutive hours in the berth. The other period, at least 2 hours, can be all off-duty time; all berth time, or a combination of the two. Drivers splitting sleeper berth time need to recalculate the 11-hour drive rule and 14-hour all time rule based on the 8-hour berth break and the other rest period to determine the available hours under each rule. You must also remember that if you split the sleeper berth in 2 periods (an 8-hour and a 2-hour) the time before and after the split cannot exceed 11 hours driving or 14 hours on duty.

Speed Limit: All drivers running under **Pride Academy INC.** operating authority shall not exceed the posted speed limits. **The company may cross reference logs with software programs along with monitoring engine data for ensuring proper speed limits are followed.**

Daily Mileage: Mileage must be reported each day on each log.

Shipping Information: Driver must show either: Manifest number, Shipper and commodity, or other information such as deadhead or empty.

Daily Inspection: Both pre-trip and post-trip inspections are required.