



Verification of Load Information (B.O.L.) Policy

All verification of load information and correct use of Bill of Lading (BOL) forms will be completed by the driver.

Any discrepancies noted by the driver should be communicated to Pride Academy (CEO-*Marvin* and Dispatcher-*Mark*) before the driver signs the associated paperwork and takes receipt of the freight.

Responsibility

It is the responsibility of the supervisor to verify that each driver understands proper completion of the BOL, what items must be included on the BOL and actions to be taken by the driver in the case of a problem.

It is the responsibility of the driver to represent Pride Academy in a professional manner and to not sign for any freight until they have verified that its condition, count, and product makeup are satisfactory by company standards. Each driver must look presentable and professional in Pride Academy Trucking attire. Give each location a "Thank You" postcard.

Procedure

Upon arrival at the shipper the driver will obtain the paperwork associated with their load and verify that all information is correct and complete.

The driver will then supervise the loading of their trailer to assure that the product loaded matches what is listed on the BOL. If the trailer is pre-loaded, the driver will make every reasonable attempt to inspect the freight and verify its correctness and condition.

If the driver is instructed to pick up a load that is pre-loaded on a sealed trailer, the driver will sign the BOL, "One sealed trailer, contents unknown." This identifies that you are signing for a sealed trailer of product and that you do not know nor do you accept the condition of the contents.

All BOL's should be signed, "Shipper load and count or SLC" unless the driver actually loads the trailer.

Any discrepancies found in quantity, description, or condition of freight during loading should be passed on to the CEO (*Mark*) and dispatcher (*Mark*) immediately, before signing for the freight or leaving the dock of the shipper.

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Dispatcher: Mark – (810) 287-6616
Chief Servant: Alisia – (317) 373-5183
Hospitality: Alison – (317) 332-2021



Driver Logs - Property-Carrying Vehicles Policy

Pride Academy is strongly committed to full compliance with the current federal hours-of-service regulations, as well as any additional local regulations which may apply. The hours-of-service (logging) regulations for drivers of property-carrying vehicles are part of the Federal Motor Carrier Safety Regulations, specifically contained in Part 395 of the FMCSRs.

A major element of individual compliance with the hours-of-service regulations is regular completion of the company's specified log form.

Drivers should use only the forms provided by Pride Academy to keep track of their time. Following you will find guidelines on what Pride Academy expects in completion of the required documents.

Responsibilities

Drivers are expected to know and apply both logging procedures under the FMCSRs and company policy. Infringements will result in corrective actions up to termination.

Dispatchers (*Mark*) and CEO (*Marvin*) will be expected to instruct and correct drivers on the proper completion of a driver log.

Driver Logs Procedures

Sec. 395.1(e)(1) allows for an exemption from Sec. 395.8 (standard log) requirements if a driver can meet all of the following conditions:

- driver operates within a 100 air-mile radius of the normal work reporting location;
- driver returns to the work reporting location and is released from work within 12 consecutive hours;
- at least 10 consecutive hours off duty separate each 12 hours on duty;
- driver does not exceed 11 hours maximum driving time following 10 consecutive hours off duty; and
- motor carrier maintains and retains for a period of 6 months accurate and true time records showing the time the driver reports for duty each day, the total number of hours the driver is on duty each day, the time the driver is released from work each day, and the total time for the preceding 7 days in accordance with Sec. 395.8(j)(2) (for drivers used for the first time or intermittently).

Drivers making use of the 100 air-mile exemption on certain days must shift back to providing a standard log document for any day when they do not meet the exemption requirements.

For example, driver A falls under the 100 air-mile exemption for 20 days out of the month, but exceeds that distance requirement on the remaining 11 days. He/she would be required to complete standard log forms for the 11 days, but could make use of a simple time sheet document for the other days. Pride

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Academy needs to make certain the distinction between "logging" days and 100-air-mile radius days is clear on the time recording document.

Sec. 395.1(e)(2) allows for an exemption from Sec. 395.8 (standard log) requirements and Sec. 395.3(a)(2) (14-hour rule) if a driver can meet all of the following conditions:

Attendance Policy:

Using the Log Grid

Time on the grid is entered in one of four different duty statuses. Following is a description of each of the types of duty statuses:

- Off duty: A driver may log off duty when he/she is relieved of responsibility for his/her job. (Example: days off, company authorized meal stops)
- Sleeper berth: Drivers may log time on this line that they actually spend in a sleeper berth which meets the requirements set forth in Sec. 393.76 of the FMCSRs.
- Driving: A driver must log on this line all time spent at the "driving controls of a commercial motor vehicle in operation" (Sec. 395.2).
- On Duty (Not Driving): All other time when the driver is working or is in the vehicle and not in the sleeper or driving must be logged on line 4.

On-duty time includes:

- all time at a plant, terminal, facility, or other property, of a motor carrier or shipper or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;
- all time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- all driving time as defined in the term "driving time";
- all time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth, time spent resting in or on a parked vehicle, and up to 2 hours spent riding in the passenger seat of a moving property-carrying vehicle immediately before or after spending at least 8 consecutive hours in a sleeper berth;
- 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, remaining in readiness to operate the commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded;

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- all time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle;
- 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 by a motor carrier;
- performing any other work in the capacity, employ, or service of a motor carrier; and
- performing any compensated work for a person who is not a motor carrier. (Sec. 395.2)

The following 11 items must appear on any log:

Hours of Service 116

- the graph grid with a "remarks" section (can be used either vertically or horizontally)
- the date
- the total miles driving on the 24-hour period covered by the log
- the truck or tractor and trailer numbers
- the name of the carrier
- the carrier's main office address
- the driver's signature/certification
- the 24-hour period's starting time (most commonly midnight or noon, but any other time can be chosen by the carrier for a particular terminal to use on their logs)
- the name of the co-driver
- the total hours (at the end of the grid)
- the shipping document number or name of shipper and commodity.

When you begin to fill out your log, some items can be immediately entered, with the rest being filled in as your day progresses.

To begin, fill in the following:

- the date (generally located at top left of the form)
- the full company name (this may already be preprinted on the log form you are using)

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- the city and state address (again this may be preprinted on your form; if it's not, the city name must be written out in full, but

the state can be abbreviated)

- the truck or tractor and trailer numbers (generally located at the top of the form)

- the co-driver's name, if applicable

- the shipping document numbers or the name of the shipper and commodity (generally located in the Remarks section of the form.) Drivers have a number of specific responsibilities under the regulations when it comes to keeping their log. They include:

- entries must be current to the last change of duty status.

- entries must be legible and in the driver's own handwriting.

- entries should include all of the required 11 items as described elsewhere in this procedure.

- entries on the log should be made using the time standard in effect at the driver's home terminal.

- entries for multiple days off or vacations can be consolidated onto a single log form, as long as the inclusive dates are clearly shown.

- entries must be done in duplicate, according to the regulations.

- entries made in error should be corrected following these guidelines a copy of the log made in error noting the error and another log filled out with the error corrected and signed.

Always double check your calculations and math before you hand in a log.

You are required to submit driver logs directly or forward it by scanned email on Friday of that week to Alisia Jackson @ prideacademyinc@yahoo.com.

If a driver cannot submit logs on schedule, he/she should: Contact Alisia Jackson immediately at (317) 373-5183 or by email at prideacademyinc@yahoo.com.

Logs should be submitted to Alisia Jackson by email at prideacademyinc@yahoo.com on a regular basis.

A driver must have the current day's log, current to the last change of duty status, plus the logs for the previous 7 consecutive days in his/her possession, according to Sec. 395.8 (k)(2). He/she must be able to produce these documents if requested to do so by a law enforcement official or DOT inspector.

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