

# **FAST LANE CARRIERS, LLC DRIVER POLICY MANUAL**

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**FAST LANE CARRIERS, LLC  
115 Bain Drive  
La Vergne, TN 37086**

## **DRIVER POLICY MANUAL**

This manual is designed to serve as a guide in your relations with Fast Lane Carriers, LLC, Its customs and the motoring public. It has been prepared to assist you in the proper performance of your duties.

From time to time notices will be sent/posted which may revise or add to the information provided.

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## **GENERAL RESPONSIBILITY**

- You must maintain safe and efficient operation of your equipment at all times, under all circumstances
- Proper handling and protection of your load and equipment
- Required reports must be accurately completed and turned in promptly
- Courteous behavior toward our customers and other users of the highways
- You must maintain and have in your possession a valid driver's license covering equipment you are operation (Park 391 (b) (7) Federal Motor Carriers Safety Administration).

## **PAPERWORK**

All paperwork may be sent by USPS, UPS or FEDEX.

## **ATTITUDE AND PROFESSIONAL CONDUCT**

You are to maintain a professional attitude at all times. We are aware that this job can be frustrating at times but you have the ability to control your emotions. If at any point there is an issue at the shipper/receiver please notify Fast Lane Carriers, LLC right away so that can be taken care of. We do not want you to make any irrational decisions in the heat of the moment. A positive attitude will result in a rewarding experience for you.

Clients always come in first! When dealing with a client, the client must have your undivided attention. We are providing them with a service and must show them that we appreciate their business. This is the responsibility of every employee or contractor, even if we do not come in direct contact with them. Every transaction, telephone call and letter is part of that service. Patience and tactfulness is expected even with those who may seem to be unreasonable, If you remain patient, the client will be less frustrated.

## **TRUCK AND TRAILER CLEANLINESS**

As Owner Operator is it solely your responsibility to keep your equipment clean at all times. The trailer needs to be swept on regular basis and needs to be odor free at all times. You haul varies cargo some are more pleasant than others but inside of the trailer needs to be checked after every single load has been delivered. The cab needs to be clean from the outside and try to take it thru a truck wash every once in a while. Company drivers please notify FLC if any of the equipment needs attention.

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## **PROPER REST**

It is driver's responsibility to get adequate rest during and between hours of duty. Good health is essential to safely operate a vehicle. You are not to operate a vehicle if your alertness is impaired through fatigue or illness. (Part 392.60 Federal Motor Carrier Safety Administration).

## **VEHICLE OPERATION**

### **ENGINE, GAUGES AND WARNING DEVICES**

The following instances will require you to pull your unit to the side of the road and immediately shut down your tractor:

- A sudden drop in oil pressure
- A rise in water temperature above the normal operating range
- Any other warning device alerting you to an engine malfunction
- Sudden excessive loss of engine oil or engine coolant

### **PARKING OF VEHICLES**

All unattended vehicles should be parked – WITH THE PARKING BREAKS SET! [Part 392.20]. Fast Lane Carriers, LLC requires that the 4-way hazard lights be operational at all times the vehicle is not parked in an area designated for commercial vehicle parking. [Part 392.22]

### **COLD WEATHER OPERATION**

If you become stuck in snow or ice, do not attempt to burn your way by spinning the drive wheels. This causes unnecessary damage and wear to the drive train and tires. Fast Lane Carriers, LLC will consider this to be unnecessary damage and the financial responsibility for any repairs will be placed on the driver. Use chains, sand or rock salt to improve traction or get help.

### **PRE-TRIP INSPECTIONS**

Do not drive the vehicle unless you are satisfied that the vehicle is in safe working condition [Part 392.7] The following items must be checked before leaving the yard:

- Fuel – be sure there is enough to complete your trip
- Oil and water
- Steering Mechanism
- Coupling devices
- Tire and wheels
- Windows

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- Lights
- Doors
- Mirrors
- Wipers
- Horn – both city and air horn must be working
- Safety equipment – fire extinguisher and triangles
- Visual inspection of the tractor undercarriage for wet spots that would indicate a leak
- Service breaks, Parking breaks – check your trailer brake by moving forward, depressing the clutch, use your foot pedal to stop. This will familiarize you with reaction time of the tractor and trailer combined.

Regularly scheduled service work is expected to be performed on each vehicle.

Daily vehicle inspections forms must be completed at the end of each trip and turned in with the rest of the paperwork. NO EXCEPTIONS!

All defects – SAFETY OR OTHERWISE – must be in writing.

## **ROUGH TERRAIN**

Equipment should not be driven over curbing, obstructions or operated over rough roads at high speeds. Avoid running over rocks or debris on the highway.

## **SMOOTH ACCELERATION AND STOPS**

Care should be used to avoid jerking the load while accelerating through the gears. This not only abuses the equipment, but is also shifts the cargo and may cause damage. Quick or sudden stops must be avoided whenever possible. This also may cause cargo damage. Use of the clutch is recommended.

## **VEHICLE INSPECTIONS BY REGULATORY AGENCIES**

Inspections by any regulatory agency, such as DOT or the State Police Carrier Enforcement Division, whether or not citation was issued, must be reported. If you are detained due to mechanical, load, weight limits or hours of service reasons etc. – notify Dispatch immediately.

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## **OPERATING PROCEDURES**

### **BREAKDOWNS AND WRECKER SERVICE**

When a breakdown occurs or a wrecker is needed notify Fast Lane Carriers, LLC and you will be instructed as what to do next.

### **CHECKING THE LOAD**

The driver is responsible that the load be checked before leaving the shipper to make sure that it will ride properly without falling and creating damage [Part 392.2] If not, it must be resolved properly prior to transport. Reexamine the cargo and securing devices periodically throughout the trip. Driver transporting loads in Fast Lane Carriers, LLC commercial motor vehicles shall be responsible to verify weight and securement of each load, according to regulations. Every driver shall bear financial responsibility for penalties, citations and fines relating to overweight and securement violations not corrected prior to transport. Notification to Fast Lane Carriers, LLC for any and all fines, penalties, citations and accidents shall be reported immediately. **NO EXCEPTIONS!**

## **SAFETY OF OPERATIONS**

### **APPROACHING OR PASSING A SCHOOL BUS**

When approaching a school bus, be on guard at all times for signals of its intention to either pick up or drop off students, then follow all traffic laws pertaining to school buses.

### **COURTESY PASSING SIGNALS**

If you use signals of any kind to assist drivers for lane changes etc. remember that you can be responsible for hazards and/or incidents that result from your assistance. Fast Lane Carriers, LLC does not condone this practice. (Part 392.15(e)).

### **DEFENSIVE DRIVING**

This section is not intended to be all inclusive list of good driving practices but it is intended to highlight some of the most important ones.

Defensive driving is the operation of a motor vehicle with such care that regardless of what other drivers may do or what circumstances may occur. A driver will be able to protect himself and avoid being involved in an accident.

Adjust your speed to existing conditions, the density of traffic, clear vision ahead, time of the day and range of headlights.

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Proceed slowly and cautiously through alleys, congested area and parking lots.

Do not follow too closely on the highway. Maintain enough room to allow you to come to a complete stop in the assured clear distance ahead.

In passing other vehicles make sure that the other driver is aware of your intentions and that you have sufficient clear distance ahead to avoid cutting off or forcing another vehicle off the road. Never attempt to pass at intersections, on hills, in curves, at any point when visibility or road conditions make passing hazardous.

Turns must be made at a speed consistent with the available area to turn in, sharpness of turn. Visibility and prevailing traffic conditions. Position your vehicle in the proper lane well in advance of turning and always attempt to block off the right side when making a wide swing. Always signal well in advance. Your intentions to changes lanes or turns.

THE RESPONSIBILITY OF BACKING SAFELY INTO DOCK OR ANY OTHER PLACE IS ENTIRELY YOURS. Make sure the way is clear; above, behind and to the sides. When you are unsure STOP, GET OUT AND LOOK. When you are not sure of clearances or must back through a congested area, always attempt to guide yourself and direct traffic. When enlisting someone's help, make sure that they understand what you want them to do. When backing up a trailer with swing open doors, be sure that they are properly secured so that they will not swing on strike an object.

Watch out for low viaducts and other overhead objects. Most of our trailers are 13'6" in height. When in doubt about the clearance; get out and check.

When parking your truck, always set the trailer emergency brake and tractor brake. If necessary block or chock the wheels.

Stay alert, recognize an accident producing situation far enough in advance to apply the necessary preventive action and concede right away when required to prevent an accident.

## **DRIVING DURING FREEZING CONDITIONS**

This is the greatest test of your judgement and we expect you to recognize honestly and sincerely your ability to cope with freezing conditions. Do not "overdrive" your ability. Keep in mind that Fast Lane Carriers, LLC cannot take responsibility for your decision.

## **DRIVING DURING FROST SEASON**

When you have a question concerning your route during the frost season, check with state of local authorities or ask dispatch for assistance. Weight allowances are changed and some states have reduced speed limits and certain restrictions. Reduce speed, extend distance between vehicles. If fog is too dense to drive, get your unit off the road into a safe parking area. In fog, keep headlights on low beam to avoid reflection glare from moisture particles in the air.

## **DRIVING IN RAIN**

When driving in rain, two principles must be followed:

1. Reduce speed as water builds up a cushion between tires and the road



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2. Extend distance between vehicles

## **EMERGENCY WARNING DEVICES**

Whenever your vehicle must be stopped on the traveled portion or shoulder of a public roadway, other than for regular traffic stops.

1. Turn on your 4-way hazard lights (Part 392.22 (a)).

2. If you feel like that you have stopped for 10 or more minutes, set out the Emergency Warning Devices. These must be placed according to DOT FHWA guidelines. The guidelines state that they must be placed in position if your vehicle will be stopped for 10 or more minutes-that does not mean that you have to wait 10 minutes to place triangles. The triangles can be placed immediately. Place them as follows:

A. One at the traffic side of your vehicle within 10 feet of the rear of the vehicle (visible to traffic direction that may be affected).

B. One at approximately 100 feet from the rear of the stopped vehicle in the center of the traffic lane or shoulder occupied by the vehicle-in the direction of approaching traffic.

C. If there is a median between you and opposing traffic, than 200 feet from your vehicle.

D. If there is no median place the triangle 100 feet in front of your vehicle, facing oncoming traffic.

E. If necessary, any other location you feel warning for the hazard may be required.

## **EMPTY TRAILERS**

Braking power is less effective when pulling an empty trailer. This can cause skids and jackknives. Know your load and drive accordingly.

## **FUELING SAFETY**

These safety regulations must be observed while fueling:

1. NO smoking

2. Keep the fuel pump hose nozzle in contact with the fuel tank. Fill spout when pumping to avoid static sparks.

3. Do not leave vehicles unattended while fueling.

## **HAZARDOUS CONDITIONS**

Extreme caution in the operation of motor vehicle shall be exercised when hazardous conditions occur, such as: snow, ice, sleet, fog, mist, rain, dust or smoke. This can affect your visibility and traction. Speed shall be reduced when such conditions exist. If conditions become too dangerous the operation of the vehicle shall be discontinued. If you are creating more of the hazard by stopping continue to the next safe area in which to park and wait for conditions to improve.

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## **HOOK UP PROCEDURE**

- Before attempting to hook up, be sure that the trailer is not too high and the fifth wheel is completely depressed to a level position when backing under the trailer to guard against missing the pin or false coupling.
- Be sure the air is set on the trailer brakes or the wheels are blocked before attempting to go under the trailer.
- If the air is not set on the trailer, connect the tractor gland hand and set the air.
- After coupling, check by pulling against the pin and visually checking the coupling jaws.
- Connect the light cords and air hoses
- Raise the dolly landing gear to its full height of travel and secure the handle.

## **JOGGERS AND BICYCLISTS**

We must recognize the dangers of joggers and bicyclists being there and act accordingly. Always reduce speed and allow as much room as practically possible when passing them

## **PEDESTRIANS**

Never take it for granted that they see you. You must be prepared at all times to grant them the right of way.

## **PERSONAL INJURY**

Most driver injuries occur not while driving but rather when getting in and out of their vehicles or while loading and unloading when driver assist is required. Report all personal injuries promptly to your dispatch on the day that the injury occurs.

Here are some precautions you should take to avoid the most common types of driver personal injuries:

- Keep your back straight when lifting. Lift with your leg muscles. Get help with objects that are too heavy for one person.
- While safety shoes are not mandatory you are encouraged to wear them. In no instances will gym, jogging or canvas shoes be acceptable. Wear sturdy work shoes.
- Use extra caution when climbing around tractors. Check your footing, particularly when tractors are wet. At night use flashlight to be sure of your hand and foot holds.

## **SEAT BELTS**

Fast Lane Carriers, LLC requires that drivers and passengers traveling in Fast Lane Carriers, LLC vehicles to observe the seat belt laws by utilizing the restraint devices equipped in each vehicle (Part 392.16).

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## **STOPPING AND PARKING ON THE ROADWAY**

Never stop or park your vehicles on the traveled portion of the highway. In emergency, if you find it impossible to travel off the highway, leave as much as possible of the roadway clear for other traffic.

If you cannot remedy and avoid the problem and find it absolutely necessary to park along public highway:

- Make every possible effort to stop your vehicle as far from the traveled portion of the roadway.
- Hazard lights must be operational immediately.
- Emergency warning devices must be in place within 10 minutes or sooner of stopping.

Fast Lane Carriers, LLC feel that vehicles parked along highway for more than a period of an hour is only increasing exposure to an extremely hazardous conditions. Once you have had contact with the service and they are unable to clear your unit from public roadway or shoulder within one hour-contact Fast Lane Carriers, LLC to help to resolve this situation as to whether the vehicle must be towed to a safer location.

## **TRAILER DOORS**

Driving on road with trailer door open is strictly prohibited.

## **SPEED**

Fast Lane Carriers, LLC does not condone exceeding the legal speed limit at any time. [Part 392.6] Any and all traffic citations for speed shall be solely the responsibility of the driver.

## **TRAFFIC CITATIONS**

As Fast Lane Carriers, LLC does not condone or promote violations of traffic laws, all traffic citations and parking tickets received while on FLC's duty or personal time, in FLC's or personal vehicles will be the sole responsibility of the driver or contractor. Fast Lane Carriers, LLC will NOT take any responsibility for the consequences, financials or any others.

## **VEHICLE DAMAGE**

Report all scrapes, holes, dents or any other damage to your unit before leaving the terminal. Damage that occurs during the course of your trip must be reported as soon as possible. It is expected that drivers properly care for any property or documents belonging to Fast Lane Carriers, LLC or customers.

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## **UNAUTHORIZED PASSANGERS**

No passengers are permitted to ride in Fast Lane Carriers, LLC equipment (Part 392.60).

## **REPAIRS**

All repairs need to be logged in the Vehicle Maintenance Log (VML). The log needs to be turned in to Fast Lane Carriers, LLC periodically. Previously we have asked for this to be turned in every 3 months. Please keep up with this as this is required by the law.

## **WHAT TO DO IN CASE OF AN ACCIDENT**

### **DEFINITION**

-Accident- Occurrence while operating on a public roadway involving a fatality, bodily injury or disabling damage.

-Incident- Occurrence while operating a motor vehicle anywhere involving a fatality, bodily injury, damage of any kind to property of others, another motor vehicle or the Fast Lane Carriers, LLC property or equipment.

### **VEHICLE ACCIDENT**

Accidents do not happen, they are caused by the actions of a driver of one or more vehicles. You as a driver can prevent accidents by developing and following proper defensive driving procedures. We expect a driver to extract all possible precautions to eliminate the possibilities of accidents. However, should you be involved in an accident certain steps must be taken to protect your own and Fast Lane Carriers, LLC interest:

- A. If your vehicle is involved in an accident or incident stop immediately!
- B. Take necessary precautions to prevent another accident by getting the unit off the traveled portion of the roadway if possible. Place the emergency triangles and flares in such manner as to warn oncoming traffic of the incident and disabled vehicles as prescribed in the Federal Motor Carrier Safety Regulations.
- C. Give all possible assistance to injured persons. Do not move an injured person unless their life is threatened by not moving them. Call police or ambulance as needed.
- D. Call to report any accident or incidents for further instructions. Give all information requested.
  1. What happened?
  2. Are there any injuries?
  3. What time did it happen?
  4. Where? (location).
  5. How much damage was done to both our equipment and other vehicles or properties?

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E. If possible, do not move the vehicle until arrival of the police.

F. Be sure to secure complete data as follows:

1. Complete names, addresses and driver's license numbers of drivers.
2. Insurance address and phone numbers.
3. Get complete descriptions and license numbers of other vehicles.
4. Addresses and names of the owners of the property vehicles, if different than drivers.
5. Secure as many witnesses to the accident as possible. The names of all witnesses should be secured whether they are in favor or against you.
6. Correct location and time of the accident.
7. Make note of the damage to other vehicles or property and cover it in your report. Describe damaged areas of the vehicle clearly. Take pictures! It is important for this information to be completed, as State and Federal reports require this data.

G. YOU SHOULD NOT MAKE A STATEMENT TO ANYONE OTHER THAN AN AUTHORIZED REPRESENTATIVE OF THE Fast Lane Carriers, LLC.

H. You should never plead guilty to any violations either by ordinance or statute, unless advised to do so by a representative at Fast Lane Carriers, LLC.

I. Under no circumstance should you offer to make a statement of any claim or damages regardless of the circumstances.

J. Drug and Alcohol test requirements

1. If a fatality occurs you will be required to submit to a drug and alcohol test according to DOT regulations. Call dispatch immediately.
2. If you receive a citation and a vehicle is required to be towed away or any person involved requires medical attention- away from scene a drug/alcohol test is required immediately. Contact dispatch immediately a Fast Lane Carriers, LLC representative will guide you through this process.

K. Regardless of how minor an accident may appear or whose fault it is, it must be reported to Fast Lane Carriers, LLC immediately, NOT AFTER YOU RETURN TO THE TERMINAL. This applies when any contact is made between Fast Lane Carriers, LLC vehicles and any other vehicles or if it appears that any action on the part of a FCL driver caused an accident or damage. Even though vehicle contact between Fast Lane Carriers, LLC equipment and other vehicles did not occur.

L. Before going off duty complete an accident report which must be legibly completed showing all the available information.

M. Damage to Fast Lane Carriers, LLC equipment must be completely noted.

N. When assistance is required and you are not involved, properly protect your own equipment first.

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## **HOURS OF SERVICE – DRIVER’S LOG BOOKS**

### **LOG BOOK PROCEDURES**

When completing your daily log all drivers and contractors must adhere to the following guidelines:

- 1) Entries to be current – Drivers shall keep their recorded duty status current to time shown for the last change of duty status record.
- 2) Entries are to be made by the driver only – All entries relating to the drivers duty status must be legible and in the drivers own handwriting.
- 3) Date – The month, day and year for the beginning of each 24 hour period shall be recorded on the log containing the driver’s duty status record.
- 4) Total mileage driven – Total miles driven during that 24 hour period shall be recorded on the log containing the driver’s duty status record.
- 5) Vehicle Identification – FLC’s vehicle number of each tractor and trailer operated during that 24 hour period shall be shown on the driver’s log.
- 6) Name of Carrier – Fast Lane Carriers, LLC should occupy at least half of this line. If you are compensated by any other company for any other work during any part of that 24 hour period the second company’s name is to be listed behind Fast Lane Carriers, LLC and the hours indicated in the grid portion of the log sheet.
- 7) Signature/Certification – Your signature must appear, which certifies as to the accuracy and correctness of all entries on the record.
- 8) Time base to be used – Daily logs must be prepared and maintained using the standard in effect at the driver’s home terminal.
- 9) Main office address – The entire address must be listed.
- 10) Off duty days – There must be a written log for every day of the month including days that you are not on duty (Off Duty). If two or more days are off duty in succession, they may be listed on one log sheet providing they are all in the same calendar month.
- 11) Total Hours – Total hours on each line of the log grid must be totaled at the end of the 24 hour period and listed at the end of each line. The grand total of all four lines should equal 24 hours.
- 12) Shipping document number – The shipping document number OR the name of the shipper and a description of the commodity shipped must be listed in the bottom left side of the remarks section.
- 13) Off Duty – Except for time spent in sleeper berth off duty time is when you are not on duty and are not required to be in readiness to work or are not under any responsibility for performing work.
- 14) Sleeper Berth – Any time spent in a sleeper berth cannot be attributed toward your 10 Hours off duty unless it is at least 2 hours and/or 8 hours in succession or more. After the balance of sleeper berth time needed to total 10 hours is accomplished, you may drive another 11 hours.

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- 15) Driving – This must list all times that you are actually behind the wheel driving and/or waiting.
- 16) On Duty Not Driving – This is all on duty time other than driving such as loading/unloading, when responsible for loading/unloading, inspecting your vehicle, fueling, accident time etc.
- 17) Location or remarks – The name of the city, town or village with state designation after it must be listed under each change of duty status. The state may be abbreviated, but the city, town or village name must be completely spelled out. Only your location needs to be put in this section. (Note: Other notations such as meals, fuel, vehicle inspections etc. should be omitted. If you are taken off duty during the course of a tour by FLC’s management, it must so be denoted and on your log as “per dispatch instructions” as well as your location.)
- 18) Co Drivers – When working with a co-driver, your log and his/hers must match. Any deviation will be considered a falsification of logbooks, violating both drivers.
- 19) Previous log sheet records – Every driver must carry previous 8 days prior to the day in which he/she is currently working with them at all times during a tour of duty.
- 20) Log Accuracy – Logs must be accurate as to time and location.

All log book are to be turned in to Fast Lane Carriers, LLC within 14 days of the date on the logbook. All drivers are to make sure that prior to turning in any of the paperwork that everything is neat and legible. Logs are not to be altered if such occurs the drivers initials must appear next to the correction made.

### **DISCIPLINARY POLICY FOR VIOLATIONS**

Under Federal Department of Transportation guidelines, Fast Lane Carriers, LLC is held responsible jointly with you as the driver, to comply with the regulations concerning HOS (Hours of Service), logging procedures, and vehicle maintenance. Violation of these regulations will not be tolerated and the following program will take effect immediately.

All violations will be classified serious. And in case of any violation such as HOS (Hours of Service), vehicle maintenance, speeding or use of radars. Disciplinary action will be as indicated below:

- 1<sup>st</sup> Offense – Verbal Warning (Documented)
- 2<sup>nd</sup> Offense – Written Warning (\$100 Fine)
- 3<sup>rd</sup> Offense – Written Warning (\$300 Fine)
- 4<sup>th</sup> Offense – Written Warning (\$500 Fine)
- 5<sup>th</sup> Offense – TERMINATION (NO EXCEPTIONS)

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Note: In either case, each offense will be removed from the driver's record after 12 months from the date of occurrence. After being removed it will not be used in conjunction with other offenses toward more stringent disciplinary action.

## **DRUG AND ALCOHOL POLICY**

### **POSSESSION OF ILLEGAL ARTICALS**

Drivers while on duty or during a tour of duty under Fast Lane Carriers, LLC authority shall not have in their possession, take onto or into Fast Lane Carriers, LLC premises under any condition, transport or store in any vehicle, any of the following articles ( Or similarities ).

- Illegal substances (barbiturate, narcotics or similar substances)
- Weapons of any kind
- Firearms of any kind

If drivers are found in possession of any of these articles while on premises of Fast Lane Carriers, LLC or during a tour of duty, or if evidence of possession or use of these substances or items are discovered in any vehicle, or if incriminating reports have been forwarded to Fast Lane Carriers, LLC pertaining the above. A full investigation will take place. If investigation results find that this policy has been violated, the consequence will be automatic termination.

### **SUBSTANCE ABUSE/TESTING PROGRAM**

Refer to the Drug & Alcohol policy. All employees and contractors must strictly adhere to these policies, as stated by Federal and State Laws.

### **CONTROLLED SUBSTANCES**

The possession or use of intoxicants, barbiturates or narcotics etc. on Fast Lane Carriers, LLC property or equipment is strictly prohibited. (Part 392.4 and part 392.5) No use of alcoholic beverages within 4 (four) hours prior to operating any vehicles for Fast Lane Carriers will be tolerated.

Each driver/employee as a condition of employment and regulation is subject to pre-employment drug test, random drug tests, reasonable suspicion test, post-accident test, return to duty and follow up test.

All over the counter and/or prescription medications that could affect the safe operation of vehicle must be reported to Fast Lane Carriers, LLC. Check with physician and check the labels on all over the counter medications and/or prescriptions to make sure that it will not cause any type of impairment while operating motor vehicles.

### **PHYSICAL EXAMINATION REQUIREMENTS**



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You will be required to have a current, valid DOT physical to operate a Fast Lane Carriers, LLC vehicle. The physical must be renewed every two years or as required by the physician. Failure to pass your physical prior to renewal date will result in your loss of eligibility to continue to earn your livelihood as a driver for Fast Lane Carriers, LLC

### **ARRESTS**

All summons or warnings notices pertaining to or resulting from your actions as a Fast Lane Carriers, LLC driver that are issued to you while on duty (or to pertain to commercial motor vehicles or employees) must be reported immediately to dispatch.

Citations for any violations (other than parking tickets) against your driver's license must be reported immediately. Revocation, suspension or restrictions of your driver's license must be also reported immediately to Fast Lane Carriers management. (Part 393.31(a) and (b). This supplies to operation of any vehicle, not just a commercial motor vehicle for Fast Lane Carriers.

Additionally once each year a "Violations and Review" form will be provided to you and you are expected to complete it and return to Fast Lane Carriers.

### **DETENTION**

This is not always paid out regardless of how many hours are spent waiting. Fast Lane Carriers, LLC takes proper procedures to try to collect any detention that we feel is owed to our drivers. Different companies have different procedures it is up to the customer whether they want to pay out the detention or not, Fast Lane Carriers, LLC does not determine this. We follow all company policies according to the carrier/broker agreement and there is no need for any driver to constantly keep requesting detention as this is taken care of by Fast Lane Carriers, LLC right away. If any detention is granted it is awarded to the driver right away.

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I, \_\_\_\_\_ acknowledge that I have read and understood everything that was written in the driver's policy manual issued by Fast Lane Carriers, LLC. I also acknowledge that Fast Lane Carriers, LLC has issued me a copy of the driver's policy manual to have for my records.

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Driver's Signature

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Date