



Cardinal Logistics Management Corporation

P.O. Box 1389  
Concord, NC 28026



# **CARDINAL LOGISTICS MANAGEMENT CORPORATION**

## **Driver Orientation Handbook**

## **Orientation Lesson Plan**

### **Monday**

- 1200 Start
- Company Overview Powerpoint Presentation
- Target Zero Powerpoint Presentation
- Driver Orientation (Policies & Procedures PDF)
- Group Dinner

### **Tuesday**

- 0800 Start
- CSA Class
- Lunch at Hotel
- CSA Outside
- Dayforce Training Powerpoint
- Take 5 Overview Word Document
- HOS & DVIR Summary Powerpoint
- E-Logs Powerpoint
- Paper Log PDF
- Group Dinner

### **Wednesday**

- 0800 Start
- Smith System Classroom- Lunch during ride along
- Lytx Drivecam Overview
- Group Dinner

### **Thursday**

- 0800 Start
- OSHA-
  - Hazcom Powerpoint
  - Blood Bourne Pathogens Powerpoint
  - Fire Safety Powerpoint
  - Emergency Action Plan Powerpoint
  - Lockout/ Tag out Powerpoint
  - Lunch at Hotel
- Online Training- First 30 days requirement
- Comdata Fueling
- Group Dinner

### **Friday**

- OSHA Powered Industrial Truck Training (If needed)

\*\* Site specific OSHA Training will take place at your home location\*\*



New Cardinal Team Member,

Welcome to Cardinal Logistics Management! Cardinal is a company that is dedicated to its customers and employees. Our goal is to exceed customer expectations while providing employees with a safe, comfortable, financially rewarding, fun place to work.

As you begin your employment with Cardinal we encourage you to read and become familiar with the contents of this orientation handbook. You will find it full of helpful and valuable information about the policies and procedures in place at Cardinal. The policies, procedures, and programs outlined in this driver orientation handbook are designed to inform you of relevant facts about your employment.

We welcome your suggestions for improvements either to policies or procedures covered in this handbook or in other job-related areas or subjects. Your ideas are important to us, and along with your effort and performance, are an ideal way to contribute to Cardinal's future growth.

Please retain this manual for future reference during your employment. If you have questions about these guidelines or need further information about any subject, please consult with your Supervisor or the Human Resources Department.

Once again, we welcome you to Cardinal and wish you success as we jointly face the numerous challenges, opportunities, and rewards ahead.

**Be Safe!**



## GENERAL INFORMATION

- **AT-WILL PROVISION**

No policy or provision in this Driver's Orientation Handbook for Cardinal Logistics Management is intended to create a contract binding the driver or Cardinal to an agreement of employment for a specific period of time. The first ninety (90) calendar days of employment are considered a probationary period. The successful completion of a probationary period does not alter or change the nature of "at-will" employment, nor does it create an employment contract. A driver's employment can be terminated by either the employee or Cardinal at any time, for any reason, with or without notice. No representative or agent of Cardinal, other than the Chief Executive Officer, Chief Operating Officer, President or Senior Vice President of Administration, can authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific term.

- **GENERAL CONTRACT PROVISION**

The policies and procedures in this Driver's Orientation Handbook are designed to serve as guidelines for driver action. They are not intended to create a contract or binding agreement between Cardinal Logistics Management and any driver. All policies and procedures outlined in this handbook are subject to change or modification at Cardinal's discretion at any time that particular circumstances warrant.

This Driver's Orientation Handbook is provided for informational purposes only. No provision or portion of this handbook constitutes an implied or expressed contract, guarantee, or assurance of employment or any right to an employment-related benefit or procedure. Cardinal Logistics Management reserves the right to change, modify, eliminate, or deviate from any policy or procedure in this handbook at any time and to hire, transfer, promote, discipline, terminate and otherwise manage its' drivers as it deems appropriate. If you have questions concerning these guidelines, consult with your Supervisor or the Human Resource Department.



## 2020 New Company Driver Orientation



**Welcome!**

**On behalf of Cardinal Logistics we want to welcome YOU!**



**We are proud to have you and glad you chose us!**



## Welcome Aboard

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- Our mission is to be the leader in delivering high quality transportation logistics services to our customers.
- As a Company Cardinal will;
  - Treat you with respect and honesty.
  - Communicate with you openly and often
  - Compensate you fairly and accurately and deal with any payroll issues immediately.
- As a Company Driver with Cardinal you;
  - Must abide by all safety requirements
  - Must deal with all customers in a respectful manner.
  - Adhere to company policies and procedures.
  - Show up, suit up and represent the Company in a professional manner.

***You play a critical role in our success and growth!***



## Company Overview

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- 100% Dedicated – Drivers – Customers - Routes
- Nearly 1 Billion dollar private company
- Long-Term Dedicated Contract Customers
- 4,200+/- trucks in current fleet
- Safety is our NUMBER ONE priority



## Customers Overview

25,000 Dedicated stops per week, delivered at 99% on-time!

  NORDSTROM  	<p>Good things come from</p>   Associated Wholesale Grocers	    	    
Retailers	Food & Grocery	Building Products	Industrial/Manufacturing



## Operational footprint

Where We Operate



**185** locations (and growing)



## Communication

- [www.RedBirdsNest.com](http://www.RedBirdsNest.com)
- Website designed for Company Drivers & O-Os
  - Updated weekly Company Information
  - Health & Safety Updates
  - Forum for Questions
  - Links to
    - Payroll
    - Training
    - Benefits
    - Company Driver Uniforms
    - Weather
    - Games

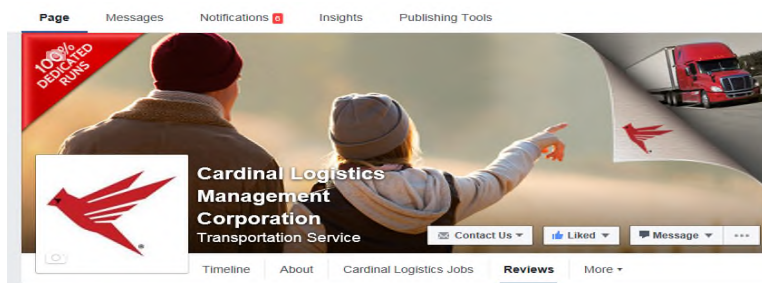


Please tour [www.RedBirdsNest.com](http://www.RedBirdsNest.com) now



## Communication

### Check out our Facebook Page



Should you have an issue and need help you can call Nikki Burris your driver advocate @ 704-789-2021, or email her at: [nburris@cardlog.com](mailto:nburris@cardlog.com)





## Driver Recognition Program

It is **critical** to recognize our company drivers as we know theirs is a difficult job.

Let's take a minute and review the key elements of the program.

- The program is strictly tenure based. We want to recognize our company drivers so on each "milestone anniversary" of the drivers "hire date", they will receive a recognition letter, sew-on patches and truck magnets indicating years of service -- and a gift from us.

- The gift comes in the form of a catalog whereby a driver can go on line and select a gift. Gifts range from jewelry, to cooking gear, to tools, and recreational items.  
( [www.RedBirdsNest.com/driver-annual-awards](http://www.RedBirdsNest.com/driver-annual-awards) )

- Milestone years for the company driver are 1, 5, 10, 15, 20, 25 years of employment anniversaries. The value of the gift award catalog increases with each milestone anniversary year.

- Next, you'll see some examples:



## Driver Recognition Program

*Samples of Some Gift Selections - 5 & 10 Years of Service*



*Samples of Some Gift Selections - 25 Years of Service*



*Samples of Some Gift Selections - 15 & 20 Years of Service*





## Safety Orientation



- Safety Overview
- Safety Responsibilities
- Distracted Driving Policy
- Safety Training
- Radar/Falsification/Seat Belt/Rider Policies
- Speed Policy
- Captain of the Ship Policy
- Equipment Idling Policy
- Security & Cargo Protection
- Accident & Injury Reporting
- Personal Protective Equipment
- Protective Footwear Program
- Hours of Service
- Injury Prevention
- Pre & Post Trip Inspections & DVIR's
- (Driver Vehicle Inspection Reports)
- Preventing Rear End Collisions
- Preventing Rollover/Overturn Accidents
- Preventing Backing Accidents
- Preventing Turning Accidents
- Speed & Space Management
- Avoiding Distractions While Driving
- Eliminating Fatigue
- Health & Wellness
- Crash Avoidance Technology



## Safety Overview



It is the policy of Cardinal Logistics Management Corporation to provide our drivers with the best training and equipment possible to ensure a safe work environment for you and the general public. Cardinal drivers have a moral and legal obligation to operate all equipment in a safe and efficient manner in order to protect their lives, lives of the public and the freight we are hauling for our customers.

Cardinal is committed to hiring the most qualified, safety conscious, professional drivers available. This is accomplished through strict hiring requirements, testing and skills review during orientation. After employment the training continues through in-service training and safety meetings held on a monthly basis.

Safety meetings are held by each project locally to go over company policies, new and changing regulations and current project accident data. Selected safety videos will be viewed and discussed by all persons present.

Every accident deemed preventable by the Safety/Risk department will require the driver involved to participate in an accident review. This review will be initiated by the Cost Center Manager and will take place within 7 days of the accident.

### Safe Working – Common Sense Rules to Follow

1. Never operate unfamiliar equipment.
2. Passengers or Riders are prohibited unless they are employees of Cardinal Logistics Management.
3. A Pre-Trip inspection is required for every run you make.
4. Never back up unless there are no other options.
5. Never operate with the trailer doors open or a roll door up.
6. Use proper material handling techniques and tools when physically handling freight.
7. Obey all customer posted safety rules and speed limits while on their property.
8. Use every step and handrail when entering and exiting the cab.
9. Use the SMITH SYSTEM DEFENSIVE DRIVING PROGRAM techniques at all times.



## Safety Responsibilities



Safe driving is the key factor in any successful truck operation and comes above all other duties. These are your basic responsibilities;

### PRE & POST TRIP INSPECTIONS

You must do a pre & post-trip inspection at the beginning & end of the trip, day, or tour of duty on each *motor vehicle (tractor and trailer)* you operated. It will include filling out a vehicle condition report (DVCR/DVIR) listing any problems you find only if problems are found. The DVIR must be completed even if no repairs are needed per Cardinal policy. All defects and deficiencies which would likely affect the safe operation of the vehicle must be reported to the Operations Manager. Driver must check all paperwork, registrations, permits, etc., during pre-trip inspections.

### DURING THE TRIP

Watch gauges for signs of trouble. Use your senses to check for problems (look, listen, smell, feel). Check critical items when you stop:

- 1) Tires, wheels, and rims.
- 2) Brakes
- 3) Lights
- 4) Trailer coupling devices
- 5) Brake and electrical connections to trailer
- 6) Cargo securement devices

### SAFETY IN THE CAB

Loose bottles, cans, and other articles are dangerous. Rags and papers can clog your heater filters and keep your heater from working. Cleaning the trash out of the cab is each driver's pre-trip and post-trip responsibility.



## Safety Responsibilities (cont)



### TRAILERS/DOCK AREAS

It is unsafe to jump from a trailer or dock. Always climb down when exiting a trailer. Use the sides of the trailer to hold onto or keep one door closed to hold onto.

Use proper door or stairs to exit or enter the dock area or a customer.

The operating noise of a tractor makes everyone around aware that it is running. But those sounds are not heard when you are behind the trailer. A backing trailer makes no noise and can be on you before you know it.

Never stand between the trailer and the dock. If a trailer is positioned to begin backing into a dock, stay clear of the area. Be aware of all trucks around you in warehouse areas, and never stand in an area where truck movement is expected.

### PERSONAL PROPERTY

Cardinal provides its employees with all of the equipment necessary for them to do their jobs safely, efficiently, and according to customer requirements. If an employee chooses to purchase a personal item(s) such as tools, equipment, clothing, personal items, etc., that are not issued by Cardinal; the employee assumes responsibility for the safe keeping of these items.

Cardinal will not be held responsible for any person's personal property that is placed inside of a Cardinal vehicle or left on Cardinal or customer property. This includes items misplaced, stolen, abandoned, damaged, rendered inoperable, etc. It is the sole responsibility of the employee to manage and keep their personal property safe.

Any person's personal property left in a Cardinal vehicle or on Cardinal customer property upon termination will be considered abandoned and disposed of by Cardinal. Any costs incurred by Cardinal for the disposal, including clean up, of these personal items will be deducted from the employee's final settlement. (unless prohibited by state law)

### LICENSING AND PERMITS

Each driver is responsible for making sure your equipment is properly permitted for the states you will be traveling in. Check your permit book during your pre-trip inspection. If you are cited for any registration violation, you will be responsible for paying the citation, as well as any over-length, over-height, or mechanical citations incurred by you with any tractor-trailer combinations or straight truck.

Each trailer or dolly will have an original registration in the registration box and a license plate. If the plate or registration is not on the equipment you must notify your Operations Manager, so replacements can be ordered.



## Captain of the Ship



Cardinal empowers every employee, owner operator and hired driver to act as “**CAPTAIN OF THE SHIP**” when immediate action is required to correct potentially unsafe conditions or situations. Cardinal’s Hazardous Conditions policy means that all employees have the **right** and **responsibility** to stop any work activity when they feel that they cannot proceed safely.



**To have the right** to stop means that you have the freedom to make this decision without fear of retribution. It also means that Cardinal management will support your decision and not pressure you to take unsafe risks.

**To have the responsibility** means that you will be held accountable for collisions or injuries you are involved in that occur as a result of unsafe conditions that you knew about prior to the collision or injury and that should have caused you to stop the work activity involved in the collision or injury.



## Equipment Idling



As everyone knows, the cost of fuel per gallon is extremely expensive.

Everyone thinks that a little idling doesn’t matter. Why does it matter if I leave my truck running for a few minutes a day?

### Here’s why;

Minutes add up to hours, x the number of trucks is a HUGE number.

Example:

5 hours idling per week.....

5 gallons of fuel per week @ \$4.00/gallon = \$20/per week

\$20/week x 4,200 trucks = \$84,000/week

\$84,000 x 52 weeks = \$4,368,000 dollars per year!!!!!!!





## Accident & Injury Reporting



**ALL VEHICLE ACCIDENTS MUST BE REPORTED IMMEDIATELY TO:**

**1-800-938-4544**

***ALL VEHICLE ACCIDENTS ARE TO BE REPORTED WITHOUT REGARD TO SEVERITY OR AMOUNT OF DAMAGE.***

If your vehicle or equipment comes in contact with anything at all, you must report it immediately.

**ALL EMPLOYEE WORK PLACE INJURIES MUST BE REPORTED IMMEDIATELY TO:**

**1-855-485-4177**

***ALL ON-THE JOB INJURIES MUST BE REPORTED IMMEDIATELY, REGARDLESS OF HOW MINOR.***

Employees and drivers may be subject to a Non-DOT Drug and Alcohol test when injured On-The-Job.

Cardinal reserves the right to have any driver re-examined by a physician after each injury to insure driver is medically qualified to operate a motor vehicle.



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## Collision Reporting

**Safety Leadership is Everyone's Responsibility.**



- The FMCSR and company policy require that all collisions are reported immediately.
- What is a collision?
  - Simple definition: any time a Cardinal unit hits something or something hits the Cardinal unit, e.g. poles, another vehicle, guardrails/fencing, or animals.
  - This includes alleged incidents or incidents where another vehicle “claims” we struck them. The cause or severity does not matter.
  - When in doubt, report your incident or collision immediately.



## Why bother reporting a collision?

To protect both the contractor/driver as well as the company.

- § Identify the various claims that may arise, some of which may not be immediately apparent.
- § Collect the names (and injury status) of those involved who may seek medical attention at a later time for real or fraudulent injuries.
- § Inform the customer of delays and make sure their product is delivered.
- § Get insurance professionals involved as quickly as possible to preserve evidence and ensure the best outcome of any claim.
- § Take photos from as many angles as possible.



## Collision Reporting



- If someone is injured call 911 immediately.
- **All** Accidents, incidents, fuel spills and/or near misses must be reported to the 24 hours reporting hotline.  
**(1-800-938-4544)**
- Regardless of the type of incident/collision, contact your Home Operating Center as soon as you have completed reporting the incident to the hotline.
- If a company employee is INJURED, that workplace injury must be reported SEPARATELY from any auto accident reporting.
  - Call **(1-855-485-4177)** to report employee workplace injuries. (*workers compensation injuries*)



## Injury Prevention

**Safety Leadership is Everyone's Responsibility.**





## Injury Prevention



### YARD CONTROL

- Only certified yard personnel are allowed in the yard outside of the designated pedestrian walkways and break areas.
- Use the pedestrian doors to enter or exit the building. Overhead doors are for vehicle traffic, and pedestrian doors are for human traffic.
- Persons authorized to drive vehicles in the yard must obey posted speed limit signs and wear a safety belt at all times.
- Operators of powered equipment and motor vehicles alert pedestrians by sounding the vehicle's horn before passing through doors, and before they start to back and as they back.
- Employees authorized to drive vehicles in the yard are required to take the ignition keys with them.



## Injury Prevention



### JOB SETUP – Prepared for Work

- **Dressed For The Job**
  - Dress to control body heat
  - Comfort
  - Footwear
- **Physically Ready For The Job**
  - Being rested is part of being physically ready to do the job.
  - Stretching helps our bodies wake up and prepare for activity.
  - Hydration and preventing dehydration
  - Signs of dehydration
- **Mentally Ready For The Job**
  - Know your job
  - Do not let “end of the day” anticipation allow you to be distracted or careless.

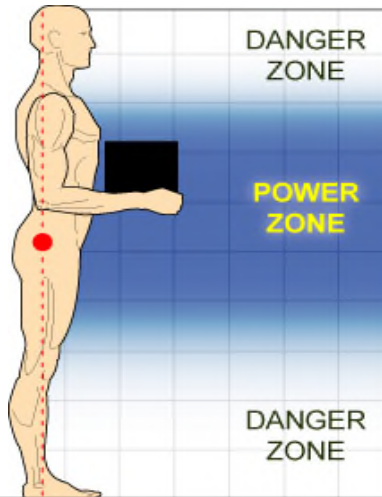




LIFTING & LOWERING

•Know Your Power Zone

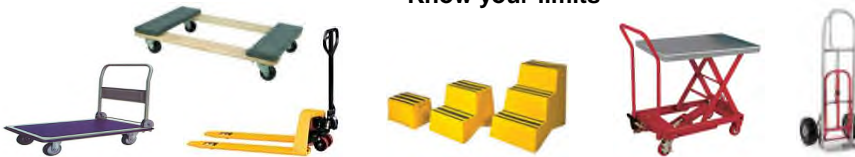
- The Power Zone is the area within your range of motion that gives you the maximum strength capability with the most comfort.
- The person who handles objects in the Power Zone maximizes their strength and comfort and minimizes forces applied to muscles and joints.
- When lifting, the Power Zone is close to the body and from mid-thigh to the arm pits.



LIFTING & LOWERING

•End Range Motion

- End-range motions occur at extreme limits of body part's movement
- Eliminate or minimize end-range movement by improving body position
- Eliminate or minimize end-range movement by using equipment
- Avoid twisting the body while lifting or lowering
- Slide, Walk or Roll Heavy Less Portable Objects
- Know your limits





## Injury Prevention



### LIFTING & LOWERING

Following These Key Steps Minimizes and Controls Forces Acting On The Body

- Get close to the object – Work within your power zone
- Position your feet
- Bend at the knees – Keep the natural curve of the back
- Test the object for weight & shifting contents
- Get a firm grip & grasp opposite corners
  - \*Do not pull or lift products by their banding material
- Lift with a smooth, steady motion – Don't jerk
- Move your feet – Step or pivot; don't twist
- Use the existing equipment or facilities to assist in the lift or lower (such as ladders, step stools, back belts, etc.)



## Injury Prevention



### SLIPS & FALLS

#### Keys To Preventing Slips & Falls

- **Slow down and take smaller steps – Do Not Run!**
- **Establish firm footing – Maintain your balance**
- **Be aware of your surroundings - Look before stepping**
- **Beware changing floor surfaces – Rugs to hard floor, concrete to smooth pavement, pavement to grass, wood to metal, etc.**
- **Beware of unprotected edges and keep your distance - Flat bed edges, dock plate holes, lift gates, etc.**
- **Avoid walking backwards - do not pull items onto lift gates**



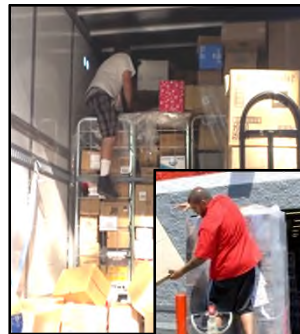


## Injury Prevention



### SLIPS & FALLS

- Utilize proper equipment for the job – Ladders, step stools, etc.
- Use designated pathways
- Always maintain visual of your walking path
- Remove and/or report hazards
- Do not stand or step on pallets
- Ensure the soles of your footwear are not excessively worn
- Make adjustments for changing weather conditions. Snow & ice – Utilize sand or salt and foot traction devices



## Injury Prevention



### THREE (3) POINT CONTACT

#### Ascending & Descending

- Face ladders and equipment
- Use three points of contact with equipment and ladders
- Use every step or rung – Don't jump



- Do not “ride” trailer doors down
- Do not let go of handholds until foot is firmly on the ground



## Injury Prevention



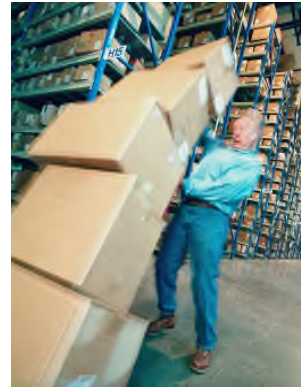
### PUSHING & PULLING

#### •Know Your Power Zone

- The Power Zone is the area within your range of motion that gives you the maximum strength capability with the most comfort.

#### •Follow These Guidelines

- Torso – (Push) Lean slightly forward (Pull) Lean slightly backward
- Arms – Bent slightly (not locked)
- Shoulders – Square shoulders to proper direction
- Rule of Thumb – Align yourself with the object



## Injury Prevention



### PUSHING & PULLING

- Maximize Use of Leg Strength
- Preferred Method is Push vs. Pull
- Secure Footing and Surface Contact
- Slide, Walk, or Roll Heavy, Less Portable Objects
- Push/Pull With a Smooth, Steady Motion. Know Your Limits
- Do not over-stack/overload a dolly
- Push onto lift gates and over dock plates



Do not pull onto lift gate



Do not overload a dolly

Avoid jerking while pushing or pulling





## Injury Prevention



### PERSONAL PROTECTIVE EQUIPMENT (PPE)

**PPE – Is a means to put a protective barrier between you and a hazard**

- If there is ever a hazard that you need a special type of PPE please request it as soon as possible.
  - Hearing protection, back belts, traffic cones or signs, etc.
- Employees are not responsible to pay for PPE
  - Steel Toe/Slip Resistant boot allowance is available
- You are responsible to pay for your PPE if it is mistreated, abused, or lost



**Inspect your PPE daily before use:**  
Cracks, Holes, or Excessive wear



## Personal Protective Equipment (PPE)



**Cardinal Logistics is responsible for providing all PPE (hard hats, glasses, vests, gloves, etc.) to all employees exposed to safety hazards in the workplace.**

- ü **All drivers** are required to wear in good repair, close toed shoes with a skid/slip resistant sole.(see next slide)
- ü **All drivers** must follow the mandatory HR dress code concerning shirt and pants, or as dictated by current customer.
- ü **All drivers** are required to wear work gloves that meet or exceed the demands of the hazard analysis when performing tasks other than driving a CMV.

Examples include but are not limited to: manually handling pallets, cargo securement, moving wooden dunnage, pulling/adjusting the king pin and tandems, connecting the trailers pig tails.

- o **All Forklift operators** must wear work gloves, eye protection, hard hat, fluorescent vest and appropriate footwear during forklift operations.
- o **All Flatbed accounts** that loads, unloads or secures cargo by secured strapping methods and/or utilizes tarps and/or side curtains must wear a hard hat, eye protection, fluorescent vest, hand protection and appropriate footwear while loading/unloading/securing/un-securing cargo.\*\*\*
- o **All Tanker & Feed Delivery Trailers** must wear approved hard hats, eye protection, hand protection, fluorescent vest and appropriate footwear during the loading or off loading process.\*\*\*
- o **All drivers who utilize manual or electric pallet jacks** must wear steel toe work boots.
- o **All drivers that work in or near a roadway** and has a stopped commercial vehicle as defined by FMCSR 392.22 must wear a fluorescent vest to increase their visibility to the public. As well as activating the emergency signals and utilizing 3 bidirectional reflective triangles.

**\*\*\*NOTE:** Affected employees exposed to a fall of greater than 6 feet must use, and be trained to use, fall protection equipment and/or a personal fall arrest system, in accordance to CFR 1926.1423(d)(e) & 1926.502(d).

Cardinal is not required to provide employees non-specialty items such as steel toe boots in accordance with CFR 1917.96(b). Cardinal is not responsible to pay to replace lost or intentionally damaged PPE –1917.96(e).



## Protective Footwear Program



### Foot Protection

All maintenance and service employees, employees working in areas where maintenance is performed, drivers, warehouse workers, and yard workers must wear footwear appropriate to their daily work and that protects them from:

- Crushed feet or toes and
- Slips, trips & falls.



Cardinal identifies foot protection requirements by assigning a level of protection to each Cost Center. Depending on the level of protection required an employee may be eligible for a subsidy allowance which will cover the cost of complying with the requirement.

### Identifying Cost Centers

Cardinal classifies each Cost Center to denote whether or not specific requirements regarding proper footwear is required. There are two (2) classifications that are used.

- Level 2 – Tennis/Gym Shoes, Sneakers and/or Boots with slip resistant soles.  
open toed sandals, cowboy boots and flip flops are prohibited
- Level 3 –Steel Toe Slip Resistant Shoes or Boots  
sneakers, tennis/gym shoes and/or any shoe without a steel toe is prohibited



If an employee works at a level three (3) cost center Cardinal Dedicated offers a \$100 allowance certificate to be used ONLY at Redwing Stores or Authorized Redwing Dealers. Contact your cost center manager to see if you are eligible for this protective footwear allowance.

A Substantial Company Discount is available at all Redwing stores and authorized dealers for all Cardinal Dedicated Employees.



## Injury Prevention



### LANDING GEAR

- Stretch before attempting to disengage king pin and raise/lower the landing gear



Try Stretching

- Maintain landing gear in good condition – report poor maintenance on your DVIR

- Majority of injuries occur in the winter months. Proper stance, a good grip, proper maintenance becomes even more important in the cold

- Utilize the proper gears for your situation (low gear – if loaded & High gear if unloaded)

- Always hold and maintain control of the handle bar. DO NOT spin it quickly with the back of your hand



Risk:  
Facial and  
Wrist  
injuries





## Injury Prevention



### LANDING GEAR

Stance during the Low and High gear operations are different

#### LOW GEAR:

Utilize both hands and a solid base while facing down the trailer



#### HIGH GEAR:

Utilize one hand facing the trailer with the off hand on the trailer for balance



#### High gear alternative:

Place both hands on the bends and "bicycle pedal" the handle



## Injury Prevention



### CARGO SECUREMENT

Inspect and remove damaged and worn cargo securement devices.

Climbing on your trailer to place securement devices is not necessary – utilize tools such as ladders or extension poles to keep you safe



Suggest throwing straps by holding onto the metal hook and releasing the rolled-up strap over



Holding onto the hook



## Injury Prevention



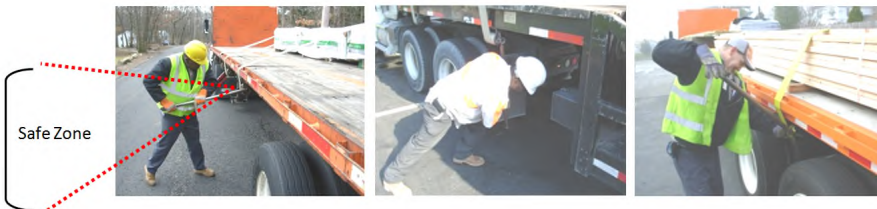
### CARGO SECUREMENT

Inspect and remove damaged and worn cargo securement devices.

No need to strain yourself or jump on the winch bar to get that last click.  
Keep your posture upright, feet underneath you – shoulder width apart.  
Utilize your body weight more than your shoulders or elbows.

Keep the winch bar in your safe zone  
- chest to thigh

Avoid over-exertion  
injuries – Backs & Elbows



## Preventing Rear End Collisions





## FACTORS AND CAUSES

- **Speed:** it reduces reaction time
- **Maintain Proper Following distance:**  
4-6 seconds under 30 mph, 6-8 over 30 mph
- **Road Conditions:** traffic congestion, visibility, weather and terrain
- **Driver Factors:** fatigue, skill, and distracted driving
- **Type of Vehicle:** Cars, vans, SUV's and tractor trailers all stop differently



## PREVENTION

- Rear end collisions, specifically where the driver hits another vehicle in the rear, can be prevented in many cases.
- The driver can prevent being hit in the rear by maintaining the space cushion to the front. The space cushion provides for smooth stops and turns and buys the driver time.
- If you don't make sudden stops you give other drivers more reaction time.
- Use your horn, lights and signals to communicate in traffic. Signal your intentions to those around you.

## Preventing Rollover/ Overturn Collisions



## The Primary Causes of Rollovers

- Entering a curve/exit ramp at too high a speed
- Swerved to avoid an obstacle
- Fatigue, fell asleep
- Stopping or parking on a soft surface
- Trailer improperly loaded/shifting cargo
- Sudden maneuvers due to inattention to the road.
- Driver distracted, drifted off the road
- Poor weather conditions, snow, ice and high winds



## Rollover / Overturn Collisions



### SPEED

Slow down on turns and curves, at least 10 MPH below the posted advisory speed.

- Always use the speedometer to know your speed. Check your speed before you come to the curve.
- Do not judge your speed by what it feels like, you will probably be wrong. See first bullet point and check your speedometer.
- After driving for a long time at highway speeds, you become used to the speed and you generally under-estimate your actual speed. It may “feel” like you are doing 50 MPH, but in fact you are probably going 6-9 MPH faster. See first bullet point and check your speedometer.



## Rollover / Overturn Collisions



### SWERVED TO AVOID AN OBSTACLE

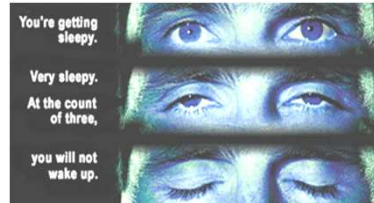
Making sudden maneuvers at speed with a high center of gravity truck is asking for a rollover.

It may be instinctive to turn sharply to miss an obstacle, especially if it's a person, so don't put yourself into a position where this is necessary.

- Always leave yourself plenty of clear vision ahead.
- Maintain plenty of following distance (at least six (6) seconds)
- Plan an escape route.
- If you can't foresee a clear safe exit, slow down and increase your following distance.

## FATIGUE

Drowsiness is a form of distracted driving and remains a significant problem that increases a driver's risk of a crash or near-crash by at least a factor of four.



- *Observe the Hours of Service rules.*
- *Eat light meals and snacks*
- *Keep your eyes moving*
- *Get sufficient rest before you commence driving.*

If you feel drowsy, **STOP** - for your own safety and the safety of the other road users.

## STOPPING OR PARKING ON A SOFT SURFACE

Road side verges are not usually meant to carry the load of a heavy truck. If one axle group subsides into a soft surface, gravity takes over, and the truck will end up on it's side.

- Plan where you pull off the road to stop
- Look for paved or other hard surfaces
- Avoid unmade surfaces
- Avoid soft shoulders
- Choose a flat area
- Triangles must be properly spaced and used within 15 mins of stopping





## Rollover / Overturn Collisions



### TRUCKS IMPROPERLY LOADED

Partly filled compartments result in load shift and sloshing during a turn and this increases the centrifugal force, and can cause a rollover, even at speeds as low as 10 MPH.

- Avoid partly filled compartments, if you can't do so, then reduce your speed substantially before entering a turn.
- An unbalanced load, especially with full rear compartments and empty front ones, will result in reduction in steering, and can cause "fish-tailing" and loss of control resulting in a rollover.
- Leave with a balanced load, and if doing multiple drops, plan the discharges so that the truck axle loadings remain balanced.
- With a rigid truck and trailer combination, unload the trailer first.



## Rollover / Overturn Collisions



### SUDDEN MANEUVERS

Sudden sharp turns at too high a speed are sure to cause a rollover.

Driving is a full time job, keep your attention on the road and the area ahead.

- Never let yourself get into a situation where because of inattention, you have to make a sudden steering adjustment.
- If you do leave the paved surface, don't swing back sharply. Reduce speed, and when slowed turn gradually back onto the road.
- Always maintain the big picture, then there won't be any surprises, and you'll have time to brake or make a smooth turn if you have to avoid an object.



## Rollover / Overturn Collisions



### DRIVER DISTRACTED

Don't be distracted by things that happen or things you see either inside or outside the cab.

At 60 MPH, your truck travels around 90 feet in one second. That's more than enough time for your truck to drift off the road onto the verge, and it can be very difficult to recover, especially if the ground is soft, or sloping.

- Ensure all objects carried in the cab are secured.
- Ignore external objects that are irrelevant to your driving, such as advertising signs, nice views and the general surroundings.
- Never let yourself get into a situation where because of inattention, you have to make a sudden steering adjustment.
- Always maintain the big picture, then there won't be any surprises, and you'll have time to brake or make a smooth turn if you have to avoid an object.



## Rollover / Overturn Collisions



### POOR WEATHER CONDITIONS

Entering curves or turns at the posted speed limit during inclement weather is just asking to be involved in a rollover. Even more so if the trailer being hauled is empty.

The same can be said of times when high wind warnings are in place or if strong wind gusts are being reported.

Any empty or light weighted trailer increases your chances of an overturn in inclement by over 50%.

- If your trailer is empty remember to keep a close watch out for high wind warnings and strong wind gusts. If encountered, you should decrease your speed immediately and pull over into the first safe haven.
- Increase your following distance by 100% or double the distance you would normally follow at. Sudden steering maneuvers on snow or ice increases your chances of running off the roadway and overturning.



## Rollover / Overturn Collisions



### RURAL ROADS

- Rollovers are more likely to occur on rural roads and highways – particularly undivided, two-way roads or divided roads with no barriers.
- When a vehicle goes off a rural road, the vehicle can overturn when it strikes a ditch or embankment, or is tripped by soft soil.
- Nearly **75%** of all rollover crashes **occur in rural areas**, so practice caution when driving on rural roads.



## Preventing Backing Accidents





## Preventing Backing Accidents



### BACKING SAFELY

- Does it make sense to back?
- Look for all hazards including overheads (canopies, wires, & signs, oh my)
- Set up for a driver's side back
- Use the **GOAL** Principle

(**Get Out And Look**)



## Preventing Backing Accidents



### BACKING SAFELY

- Tap Horn Continuously
- Use 4-Way Flashers
- If utilizing a spotter, communicate your hand signals before backing



Guess who is at fault if you hit something using a spotter?

**Drivers are 100 % responsible**

#### KEEP IN MIND THE 3 KEYS OF BACKING

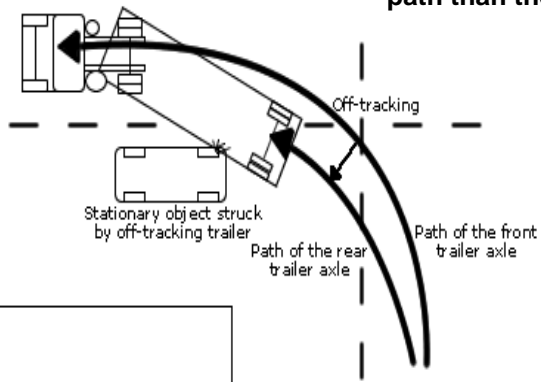
- **VISIBILITY** (avoid blind side backing)
- **SPEED** (as slow as you can go)
- **SPACE** (GET OUT AND LOOK G.O.A.L.)





### OFF TRACKING

Wheels on tractor follow a different path than the wheels on the trailer.



The longer the vehicle is, the bigger the off-tracking problem.

Rear Wheels follow the shortest path.

## RIGHT HAND TURNS

Get in the right most lane –  
- Block traffic from passing you on the right.

Adjust your speed -  
- Best to error on the slow side.  
- The sharper the corner the slower you need to go.

Signal early -  
- 100 or more feet in advance.

Size up the intersection -  
- Narrow street?  
- Multiple lanes?  
- Obstacles?



**Beware of those fixed objects – such as a utility pole.**

## RIGHT HAND TURNS

- Best to swing wide into the cross street as you move into the turn.
- Get half way past the corner.
- Turn sharply and accelerate slowly.
- Don't back up.
- Keep checking your Right Mirrors.
- Straighten those wheels in the right most lane.



Avoid turning Right on a **RED** light



**Square or “button hook” turn**

## RIGHT HAND TURNS

Jug Handle turns – Swinging left before turning right is not the way to make a right hand turn.

Avoid the pinch accident by not using the jug handle method.



## LEFT HAND TURNS

- Get in the proper lane
- Start as far right in your lane as possible to allow for off-tracking
- Pull half the rig past the intersection before starting your turn
- Turn and accelerate for a smooth turn
- Watch your left mirrors
- Straighten wheels and get fully into the appropriate lane



## TURNING

### LEFT HAND TURNS

#### Beware:

- On-coming cars
- Cars next to you
- Stationary objects
- Tighter the turn the more off-tracking to the left

#### Common Mistakes:

- Approaching the turn too fast
- Turning from the wrong lane
- Forgetting to gear down
- Shifting gears while turning
- Failing to allow enough space for oncoming traffic while turning



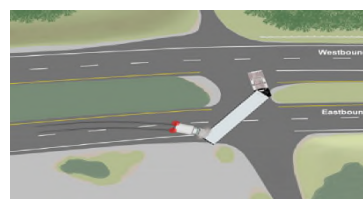
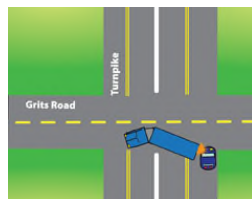
Left, Right, and the Left again before turning

## TURNING

### U - TURNS



- Smaller vehicles can cover a large distance in the time it takes a tractor trailer to make a U-turn.
- Take time to travel to the next safe location to turn.
- Risky maneuver – Definitely NOT a safe shortcut.





## Speed & Space Management

### SPEEDING



Take your time and drive the speed that the road conditions allow for.

***Better to get home late than not at all.***

Curves, Gravel, Rain, Snow, Hills, are just some of the conditions when you need to tightly manage your speed.



**Cardinal Logistics Management** requires all trucks operating under its authority to have the speed governed at a **maximum of 65 mph**. This includes all company owned trucks as well as independent contractor trucks operating under Cardinal's authority.

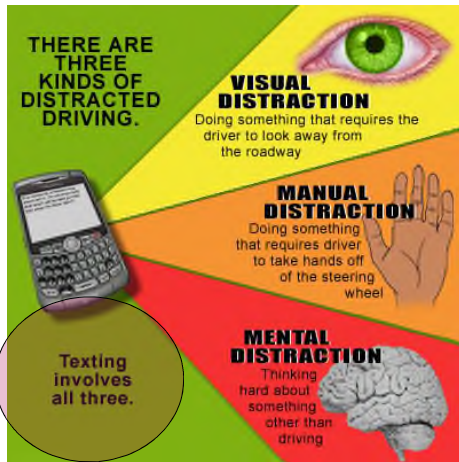
There are **no exceptions** to this requirement.



## Avoid Distractions While Driving



**3 KINDS OF DISTRACTED DRIVERS**



- **VISUAL** – anything that takes your eyes off the roadway.  
Ever look over at the pretty or handsome driver in the car next to you?
- **MANUAL** – Doing something that will take your hands off the steering wheel.  
Ever eat while driving, adjust the radio or perhaps reached for your phone?
- **MENTAL** – Thinking hard about something other than driving.  
Ever daydream while driving?

**DRIVING DISTRACTIONS**



Avoiding other motorists that are distracted is hard enough. Don't increase your odds of an accident by being distracted yourself.

- Keep a clean and organized cab
- Make phone calls before you drive and then put the phone away
- Put on your sunglasses, adjust your radio, etc before you put your truck in gear.
- Adjust your GPS before driving
- Do not eat or smoke while driving







## Avoid Distractions While Driving



### CELL PHONES

*Distractions now join alcohol and speeding as leading factors in fatal and serious injury crashes.*

A controlled driving simulator study conducted by the University of Utah found that drivers using cell phones had **slower reaction times** than drivers with a .08 blood alcohol content, the legal intoxication limit.



There is a simple solution – drivers talking on cell phones can immediately eliminate their risk by **hanging up the phone**, while drunk drivers remain at risk until they sober up.



Drivers talking on cell phones can miss seeing up to 50% of their driving environments, including pedestrians and red lights. They look but they don't see. This phenomenon is also known as **"inattention blindness."**



## Avoid Distractions While Driving



### CELL PHONES

Because of the increased driving risks associated with the use of cell phones, to ensure that all company vehicles are operated in a safe manner without the influence of peripheral factors, the use of **cell phones are strictly prohibited** while on-duty, unless the vehicle is off the public roadway and stopped.

This policy applies while operating a vehicle on company business **regardless** of whether the cell phone is owned by Cardinal or owned by the employee.

**This policy includes both hand-held and hands-free model phones**

### "LET IT RING"



**NO DIALING  
NO TEXTING NO TALKING  
WHEN OPERATING VEHICLE**

While Cardinal recommends against it, Owner Operators and their hired drivers may use hands-free devices when operating commercial vehicles if they are in compliance with federal regulations. Non-compliance may result in termination of lease contract.

## Eliminating Fatigue



## Eliminating Fatigue

### DRIVING PATTERNS

When fatigued, driving patterns change. There is less steering, irregular or erratic speed changes, weaving back and forth, and finally, crossing the center line or drifting off the road entirely. This is the time when a fatigued driver is a hazard to themselves as well as others.

**Drowsiness contributes to more than 100,000 collisions each year, resulting in over 1,500 deaths and 40,000 injuries.**







## Eliminating Fatigue



### FATIGUE TIPS

Fighting against fatigue is not a game you can win. Sleep is the **ONLY** way to beat fatigue.

- Turning up the radio or rolling down the window does not keep a driver awake. The only cure for drowsiness is sleep, taking a "power nap" can help restore alertness.
- For maximum alertness, get enough sleep before your trip.
- Try getting some exercise every two hours or 100 miles.
- Eat well balanced meals at your usual meal times. Avoid fatty foods which can make you feel drowsy



## Eliminating Fatigue



### CSA - FATIGUE

**ALWAYS** – stay within your Hours of Service...  
The 11 and 14 hour rules are in place to help with fatigued driving.

If found to be driving beyond your hours of service by an officer, you will get shut down until you once again meet the HOS guidelines.  
*An additional 2 points will also be added to the violation.*

CSA points will show up on your record for three years.

392.3	Operating a CMV while ill/fatigued	10 x 3 = 30 pts.
395.3(a)(1)	Requiring or permitting driver to drive more than 11 hours	7 x 3 = 21 pts.
395.3(a)(2)	Requiring or permitting driver to drive after 14 hours on duty	7 x 3 = 21 pts.
395.3(a)(3)(ii)	Mandatory 30 minute rest break	7 x 3 = 21 pts.
395.3(b)	60/70 hour rule violation	7 x 3 = 21 pts.
395.3(c)	34 hour restart violation	7 x 3 = 21 pts.





## Health & Wellness



Grandma said “If you don’t have your health, you don’t have anything”.

Typical driver’s expected lifespan is ten years less than average.

Industry is the perfect storm of poor health:

Sedimentary  
Limited Meal Choices  
Available Time

Typical Issues:

Obesity  
Sleep Apnea  
Diabetes  
Back Issues  
Family Issues



**Frequent Exercise and Proper Nutrition will allow you to live a long, healthy life.**



## Crash Avoidance Technology



Cardinal Logistics operates many different types of truck makes and models across it’s diverse group of customers. Despite the many makes and models of trucks you will find three main types of crash avoidance technology in use. Bendix Wingman Advance and Bendix Fusion, Meritor Wabco On-Guard and Mobileye. Each device is similar yet different and the below informational videos will help you become familiar with those in use at your cost center.

- Bendix Wingman Advanced
  - <https://www.youtube.com/watch?v=prb4q3VfJr4>
- Bendix Fusion
  - <https://www.youtube.com/watch?v=Cv9Uyl2gjll>
  - <https://www.youtube.com/watch?v=Ni781XgT8oM>
- Meritor Wabco On Guard
  - [https://www.youtube.com/watch?v=xO9422\\_QzpY](https://www.youtube.com/watch?v=xO9422_QzpY)
- Mobileye Features
  - <https://www.youtube.com/watch?v=HXpijLUEOOY>



We're excited to announce that we're in the early phase of implementing the Lytx DriveCam safety program to elevate our culture of safety.

### **Why the DriveCam safety program**

The safety of our employees is our top priority. Drivers, in particular, face risks and challenges on the road every day, so it's critical that we have a top-notch safety solution in place. That's why we chose the Lytx DriveCam safety program. The DriveCam program currently protects hundreds of thousands of drivers in more than 1,300 fleets, including many of the country's largest waste, transit, trucking and service fleets. The DriveCam safety program provides an objective picture of what happens on the road, which can help protect drivers and the organization from false claims. It's an investment in helping our drivers get home safely as well as protecting their reputation and the reputation of our company.

### **How it works**

The DriveCam safety program is a video-based safety management and coaching tool designed to help drivers be safer and perform their best. It captures critical seconds before and after an unsafe driving maneuver or incident, like a sudden swerve or collision. Those short video clips will help identify coaching opportunities as well as occasions to recognize drivers for doing all the right things. Having video proof will also help exonerate drivers when they weren't at fault.

### **Find out more**

We're looking forward to telling you more about the program and the dramatic results organizations like ours have seen by using it.

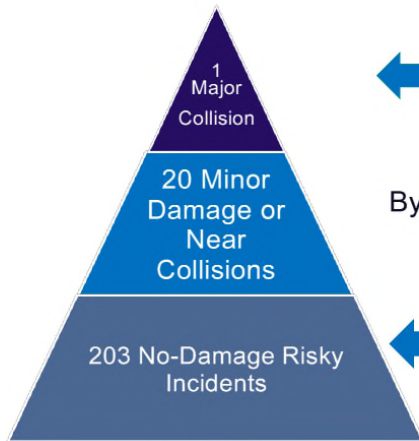
Start by watching this video: [28867&"<<< !=5989. 0!/54 "<- 8/2\(; ' - , \\$\\*3%7\) #](#)

Together, we will continue to be the best and safest company.

Sincerely,

Jerry Bowman, Chief Operating Officer (COO), Cardinal Logistics Management, Inc

# SAFETY FOUNDATION – AVOID COLLISIONS BY



Source: Based on actual Lytx Client Data

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← Prevent this collision

By **modifying driver behavior before** they get into a major accident

← Change risky behaviors here

"Error is pervasive. The unexpected is pervasive....What is not pervasive are well-developed skills to detect and contain these errors at their early stages."

- Karl E. Weick

## LYTX DRIVECAM SAFETY SOLUTION WHEEL



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lytx

## EVENT REVIEW - Reviewing an Event, the behaviors

### Awareness

Late Response  
Intersection Awareness  
Not Scanning Roadway

### Fundamentals

Failed To Keep an Out  
Too Fast for Conditions  
Unsafe Lane Change  
Following Distance behavior

### Traffic Violations

Failed to Stop  
Incomplete Stop  
Red Light  
Not on a Designated Roadway  
Posted Speed Violation  
Speed Policy Violation  
Other Violation

### Other Behaviors

ER Obstruction

### Roadway Types

Roadway  
Residential Roadway  
Off Identifiable Roadway  
Company Premises  
Parking Lot  
Yard  
Landfill

### Outcomes

No Collision  
Possible Collision  
Collision  
Near Collision  
Near Collision Unavoidable

### Driver Conduct

Aggressive  
Aggressive-Level 2  
Other Concern  
Positive Recognition

### Driver Condition

Drowsy  
Falling Asleep



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## Distracted Driving Policy



### **ONE TEXT OR CALL COULD WRECK IT ALL**

Distracted driving is a dangerous epidemic on America's roadways. Nearly every year 3,285 (9 per day) people are killed in distracted driving crashes and another 420,845 are injured.

Distracted driving is any activity that could divert a person's attention away from the primary task of driving. All distractions endanger driver, passenger, and bystander safety. These types of distractions include:

- Texting
- Using a cell phone or smartphone
- Eating and drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Using a navigation system
- Watching a video
- Adjusting a radio, CD player, or MP3 player

DOT Regulations and Company Policy do not consider CB radio's to be mobile communication Devices.

Company policy prohibits the use of a cell phone/blue tooth for calls or texting while a **Company Driver** is operating a Cardinal vehicle. Owner Operators are strongly encouraged to follow this policy.

All driver types, both Owner, Company and Hired Driver's are prohibited from using a handheld phone or texting while operating any vehicle running under a Cardinal or Greatwide Operating Authority.

If you are required to use a cell phone, you must safely pull off the road to complete the communication.



## Distracted Driving Policy (cont')



Cardinal audits company phone records in comparison with driving logs to ensure cell phone devices are being used in compliance with federal and state laws, and this policy.

Accordingly, associates should not assume that their telecommunication records are private. Certain cellular phones and handheld communication devices issued by the company may also be equipped with a location based service application which may be accessed by Cardinal at any time to identify the geographic location of the device.

Various state and local laws and federal regulations place additional restrictions on the use of cell phones for calls and texting while driving. Compliance with state and federal law is mandatory. This policy is intended to be complementary to those laws and regulations, which take precedent over anything in this policy to the contrary.

Company policy prohibits the use of a cell phone/blue tooth for calls or texting while a **Company Driver** is operating a Cardinal vehicle. Federal law prohibits all drivers, including Owner Operators, from using handheld phones or texting while driving.

**Violations of this policy will result in disciplinary action, up to and including termination of employment or contract termination.**

**This policy also prohibits all in-cab technology including but not limited to video recording equipment not installed or approved by Cardinal.**





## Speed Policy



It is the driver and/or owner operators obligation to abide by all posted speed limits. It is also the driver and/or owner operators obligation to adjust your speed for any and all conditions including, but not limited to road conditions, construction, changing traffic patters, other vehicular traffic, weather, and pedestrians.



## Rider Policy



### Company Drivers

Due to the unnecessary liability and undue risk placed on the company, any Company Driver operating under Cardinal's authority will not be permitted to have any passengers (including pets) inside of company equipment or equipment operating under Cardinal's authority, at any time unless the passenger is a full time employee with Cardinal, has been assigned to the commercial motor vehicle by Cardinal, or has been assigned to the commercial motor vehicle as an eligible helper in a contractual agreement with and independent contractor.

Any exception will only be made with the expressed written consent signed by Cardinal's VP of Safety.

Any driver found to have an unauthorized passenger (including pets) in a vehicle operating under Cardinal's authority, will be subject to termination.

### Owner Operators

Owner Operators are permitted to have passengers (but no pets) provided they have obtained approval from management and have executed the **LIABILITY RELEASE, WAIVER OF CLAIMS AND PASSENGER AUTHORIZATION** form.

Any owner-operator found to have an unauthorized passenger (including pets) in a vehicle operating under Cardinal's authority will be subject to contract termination



## Recertification of Medical Cards



- All drivers are required to self-certify with the state, in which they are licensed, within 15 days of obtaining a new DOT Physical card. Failure to self-certify may result in your license being revoked, suspended or downgraded by the state and disqualified.
- Any driver with an expired DOT physical is not permitted to operate any equipment for Cardinal or Greatwide.
- Drivers who become medically disqualified or their ability to perform their normal duties of operating a CMV, has been impaired by injury or disease, will be required to be re-examined and recertified by a DOT certified medical examiner.



## Citations & Roadside Inspections



### CITATIONS

- Drivers must report **ALL** motor vehicle violations and citations to the Operations Manager immediately and must supply the copy of the citation.
- For citations that are issued to the driver or in the driver's name, then the driver will be responsible for the payment of any fines or court appearances.

### ROADSIDE INSPECTIONS

- Drivers must turn in inspections to the Operations Manager immediately.
- When defects are noted and repaired, the signature of the repairer and Operation Manager is required on the form.
- A roadside inspection violation review must be performed after any roadside violations and turned into the CSC Safety Department.
- Driver will be required to take additional on-line safety training involving CSA/Pre-trips after receiving a roadside inspection with violations, and classroom instruction if 3 roadside inspections with violations occurs within a rolling year.



## Security & Cargo Protection



### **DROPPING LOADED TRAILERS**

Loaded trailers SHALL NOT be dropped at any location other than an authorized drop yard or terminal unless otherwise authorized by a Management. Loaded trailers must be signed for by the consignee prior to dropping the load at the consignee's yard.

**NOTE:** This section DOES NOT include dropping HIGH VALUE loads. See HIGH VALUE LOAD PROCEDURES.

### **PARKING TRACTORS WITH LOADED TRAILERS**

Anytime a tractor and loaded trailer is parked and left unattended, the driver must comply with the tractor disabling procedures, if available, for Company owned tractors. Tractors connected to loaded trailers SHALL NOT be parked at any location other than an authorized drop yard or terminal unless otherwise authorized by a Management. **NO LOADED TRAILER SHALL BE DISCONNECTED FROM THE TRACTOR** for any reason (except at the consignee, after the load has been signed for) without direct and specific approval of a Dispatcher.

If authorized by Management to park in a location other than an authorized drop yard a tractor and loaded trailer must be legally parked. Drivers will be responsible for paying all citations, towing fees, and any other related costs associated with a tractor/trailer that is towed or illegally parked.

**NOTE:** This section DOES NOT include parking or dropping HIGH VALUE.

### **PARKING TRACTORS WITH LOADED TRAILERS IN HIGH CRIME AREAS**

Loaded trailers, including tractors connected to loaded trailer, SHALL NOT be dropped or parked on any street or unsecured parking area (i.e. malls, side roads, alleys, residential areas including driver's home, etc.). All loaded trailers must be taken to a secure drop yard unless otherwise authorized by the Management.

### **PARKING BOBTAIL**

All tractors must be legally parked. Drivers will be responsible for paying all citations, towing fees, and any other related costs associated with a tractor that is towed or illegally parked. Anytime a Company owned tractor is parked and left unattended, the driver must comply with the tractor disabling procedures, if available.



## Radar/Falsification/Seat Belt Policies



### **RADAR DETECTORS PROHIBITED**

The Federal Motor Carrier Safety Regulations, Part 392.71, bans the use of radar detectors in all commercial motor vehicles. Therefore, Cardinal strictly prohibits the use of radar detectors and/or jamming devices in any vehicle that is owned by Cardinal or that operates under Cardinal's authority.

### **FALSIFICATION**

No driver shall falsify or fraudulently prepare or have prepared, any personnel, medical, incident, or accident report or other Cardinal or public records of any kind or nature.

No driver shall knowingly give "false testimony" or omit important facts from verbal or written reports made to Cardinal or other persons representing Cardinal's interest.

No driver shall willfully falsify Cardinal records, (i.e.) driver application, payroll, logs, financial information, insurance, or any other information or forms required by Cardinal or the Federal Motor Carrier Safety Regulations.

### **SEAT BELTS REQUIRED**

The Federal Motor Carrier Safety Regulations, Part 392.16, requires commercial drivers to use seat belts to restrain themselves in the motor vehicle.

A commercial motor vehicle which has a seat belt assembly installed at the driver's seat shall not be driven unless the driver has properly restrained himself/herself with the seat belt assembly. Further seat belt information can be obtained by your Manager.

It is a requirement by Cardinal for all drivers and passengers to wear seat belts while driving or riding in any vehicle that is owned by Cardinal or that operates under Cardinal's authority (such as forklifts). Sleeper safety belts are required to be used while vehicle is moving.





# CARDINAL

DEDICATED | DELIVERY | LOGISTICS



# Policies & Procedures

## ALCOHOL AND CONTROLLED SUBSTANCES

- I. Introduction**
- II. Statement of Company Policy**
- III. Employees/Contractors under Cardinal's Alcohol and Controlled Substance Testing Rule**
- IV. Non-DOT Covered Position**
- V. Independent Contractors**
- VI. Definition of a Safety-Sensitive Function**
- VII. Restrictions on the Use and Possession of Alcohol**
- VIII. Restrictions on the Use and Possession of Controlled Substances**
- IX. Required Tests and Circumstances**
- X. Refusal to Submit to a Required Drug or Alcohol Test**
- XI. Breath Alcohol Testing Procedures**
- XII. Urine Drug Test Procedures**
- XIII. Cardinal Disciplinary Policy**
- XIV. Controlled Substances**
- XV. Other Activity**
- XVI. Employee Assistance Program**
- XVII. Effects of Drugs and Alcohol on the Body**
- XVIII. Definitions**
- XIX. Contact Person**
- XX. National Hotlines and Help Lines**

### **I. INTRODUCTION**

This policy provides an overview of Cardinal's Alcohol and Controlled Substances Testing Program as mandated by the Federal Motor Carrier Safety Administration (FMCSA) of the US Department of Transportation (DOT) and Cardinal company policy. It also contains information relative to the effects of drug use, testing procedures, circumstances for testing, and company policies with regard thereto. Cardinal's drug and alcohol program administrator designated to monitor, facilitate, and answer questions pertaining to these procedures is the Designated Employee Representative (DER) listed on the final page of this policy.

### **II. STATEMENT OF COMPANY POLICY**

Cardinal is committed to maintaining a drug-free workplace. All drivers/contractors are advised that remaining drug-free and medically qualified to drive are conditions of continued employment or continued contracting with Cardinal.

Specifically, it is the policy of Cardinal that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed and approved drugs) by any driver/contractor, while on the premises of Cardinal or its customers, engaged in company business, while operating Cardinal equipment, or while under or operating under the authority of Cardinal, is strictly prohibited.

DOT regulations, as well as Cardinal's company policy, prohibit drivers/contractors from going on duty if they possess, are using, or are under the influence of any of the following:

- a. Any alcoholic beverage regardless of its alcohol content.
- b. Any controlled substance, illegal drug or derivative thereof,
- c. Any other substance that could impair their ability to perform a job safely and competently.

These rules consist of Cardinal's policies along with Federal rules and regulations that strictly prohibit the use or possession of alcohol prior to coming on duty or while on duty, and use of any controlled substance whether on or off duty. They, as a matter of law and company policy, apply to Cardinal's employees, drivers, contractors, drivers employed by contractors, and leased drivers.

In accordance with Cardinal's Alcohol and Controlled Substances Testing Program, any covered employee, prospective employee or contractor (or contractor employee) who test positive for controlled substances (drugs) or alcohol, or who refuses to submit to testing under any of the following circumstances will result in termination or discontinuation of contract under the termination clauses of Cardinal's Drug and Alcohol Testing Program and all applicable company policies.

1. Pre-employment Testing.
2. Random Testing.
3. Post Accident Testing.
4. Reasonable Suspicion Testing.
5. Other drug or alcohol related dischargeable offenses.
6. Refusal to Submit.
7. Adulterated Specimen.

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. Cardinal retains the sole right to change, amend or modify any term or provision of this policy without notice.

### **III. EMPLOYEES/CONTRACTORS UNDER CARDINAL'S ALCOHOL AND CONTROLLED SUBSTANCE TESTING RULE**

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#### **DOT (FMCSA) Covered Employees/Contractors**

Cardinal employees/contractors covered under Cardinal's Alcohol and Controlled Substances Testing Policy include:

1. All drivers of commercial motor vehicles as set forth in this booklet, including contractors and their employees.
2. Any person, including managers, supervisors and mechanics, who could reasonably be expected to operate a "commercial motor vehicle", as defined, on an occasional basis.

### **IV. CANDIDATES FOR NON-DOT COVERED POSITIONS**

As a condition to be considered for employment or contract in a non-DOT covered Cardinal position, Cardinal will conduct the following tests:

1. Pre-employment and controlled substance testing
2. Random drug and alcohol testing
3. Post accident testing
4. Reasonable Suspicion testing

## **V. INDEPENDENT CONTRACTORS**

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Independent Contractors (contractors) engaged by Cardinal are not employees of Cardinal, nor are they to be considered as such under this policy. However, every contractor operating under Cardinal's authority and engaged to provide services to Cardinal and its customers must agree to, and successfully participate in Cardinal's alcohol and drug testing program. All contractor agreements will be entered into by Cardinal contingent upon the contractor's successful completion of urinalysis, subsequent participation under all phases of Cardinal's program, and upon the contractor's continued status as a medically qualified driver.

The term "driver" as used in these procedures includes Independent Contractors and his/her designated drivers.

## **VI. DEFINITION OF SAFETY-SENSITIVE FUNCTIONS**

**Performing (A Safety-Sensitive Function) – A covered employee/contractor is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.**

**Safety-Sensitive Function – All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.**

**Safety-sensitive functions shall include:**

1. All time at an employer or shipper, plant, terminal, facility, or other property, or any public property, waiting to be dispatched, unless the driver has been relieved from duty by Cardinal.
2. All time inspecting equipment, as required by 49 CFR Parts 392.7 and 392.8 of the DOT regulations, or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial motor vehicle in operation.
4. All time other than driving time, in or upon any commercial motor vehicle, except time spent resting in a sleeper berth as defined by the DOT regulations.
5. All the time spent loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

## **VII. RESTRICTIONS ON THE USE AND POSSESSION OF ALCOHOL**

### **Alcohol Concentration**

No covered employee or contractor will be allowed to report for duty or remain on duty requiring the performance of a safety sensitive function while having an alcohol concentration greater than 0.00. A covered employee, contractor (or contractor's driver) having an alcohol concentration exceeding 0.00 will be removed from service and terminated and/or contract terminated.

### **Alcohol Possession**

No covered employee or contractor will be allowed to be on duty or operate a commercial motor vehicle while the covered employee or contractor possesses alcohol, unless the alcohol is manifested and transported as part of the shipment. This shall include the possession of medicines containing alcohol (prescription or over-the-counter).

### **On-Duty Use**

No covered driver, employee or contractor will be allowed to use alcohol while performing safety-sensitive functions or during the four (4) hours prior to performing safety-sensitive functions. A covered driver, employee or contractor must inform his or her immediate supervisor of any therapeutic alcohol use.

**Positive Test Result**

No covered driver, employee or contractor will be allowed to continue employment or contract with Cardinal.

**Use or Possession Following an Accident**

No covered driver, employee or contractor who is required to take a post-accident alcohol test will be allowed to use alcohol for eight (8) hours following the accident, or until undergoing a post-accident test, whichever occurs first.

**Refusal to Submit to a Required Alcohol Test**

No covered driver, employee or contractor shall refuse to take a required alcohol test as described and set forth in this manual. A refusal to submit to a required alcohol test will constitute a positive test result and will be cause for immediate termination of employment or contract.

**VIII. RESTRICTIONS ON THE USE AND POSSESSION OF CONTROLLED SUBSTANCES (DRUGS)**

**Pre-Duty/On-Duty Use**

No covered driver, employee or contractor is allowed to report for duty, remain on duty, or remain in a safety-sensitive position when he or she uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the covered driver, employee or contractor and documented in writing that the substance does not adversely affect the covered driver, employee or contractors ability to safely operate a commercial motor vehicle. This written documentation must be provided to the company before the performance of any safety-sensitive function and failure to do so will result in termination of contract/employment. A covered employee or contractor must inform his or her immediate supervisor of any therapeutic drug use.

**Positive Test Result**

No covered driver, employee or contractor shall report for duty, remain on duty or be allowed to perform safety-sensitive duties following a positive drug test result or has an adulterated or substituted test specimen for controlled substances and employment/contract shall be terminated.

**Refusal to Submit to Controlled Substance (Drug Testing)**

No covered employee or contractor shall refuse to take a required drug test as described and set forth in this booklet. A refusal to submit to a required drug test will constitute a positive result and will be cause for immediate termination of employment or contract.

**IX. REQUIRED TESTS AND CIRCUMSTANCES FOR TESTING**

**1. Pre-Employment Testing**

DOT requires that a pre-employment drug test be given and the results obtained prior to the first time an employer uses a driver/person in a safety-sensitive function. As a matter of company policy and condition of employment or contract, Cardinal will require that pre-employment drug tests be given to all prospective applicants, including non-DOT covered employees, who apply for or transfer into any position that has the potential for performing a safety-sensitive function. Refusal to submit to pre-employment testing will constitute a positive test result and the driver will no longer be considered for employment or contract.

Offers of employment or contracting are made contingent upon passing the Company's medical review and drug test. Under no circumstances may a driver perform a safety-sensitive function until a confirmed negative result is received. All driver pre-employment testing shall follow the collection, chain-of-custody, and reporting procedures as set forth in 49 CFR Part 40.

**2. Random Testing**

Covered employees, contractors, and lease drivers will be subject to random drug and alcohol testing in accordance with DOT regulations and company policy. Once a covered employee or contractor is notified to submit to a random test, that



person must proceed immediately to the testing site. If the site is closed, individuals must notify their supervisor and test as soon as the testing site re-opens, if no other site is available. This test must be completed before resumption of any safety-sensitive functions.

**\* Random Selection Process**

The random pool of employees and contractors to be (randomly) tested for alcohol and drugs will be selected each month, with all covered employees, contractors, and their employees included. The selections will be made by the Cardinal Drug and Alcohol Testing Administrator or as an alternative, either a designated Medical Review Officer (MRO) or a third party administrator. Selections will be made utilizing social security numbers as the identifying number. These procedures will ensure that all covered employees, contractors, and their employees are treated equally and fairly.

**3. Post Accident Testing**

As soon as possible following an accident (as defined in 49 CFR section 390.5), Cardinal will require that each surviving Cardinal driver or contractor (or contractor employee) be post accident tested for drugs and alcohol consistent with the DOT rules and regulations and this Cardinal policy. Drivers will be drug and alcohol tested when:

- A. A fatality occurs;
- B. As a result of the accident, a bodily injury to any person requiring immediate treatment away from the accident scene, or any person that is transported from the accident scene by an ambulance for medical treatment and the Cardinal driver or contractor receives a citation within 32 hours of the occurrence of the accident, for a violation arising from the accident, or;
- C. One or more of the motor vehicles involved incurs disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle, and the Cardinal driver or contractor receives a citation within 32 hours of the occurrence of the accident, for a violation arising from the accident.

Covered employees and contractors (and contractor employees) are required by DOT and the policies of Cardinal to submit to alcohol testing within two (2) hours after an accident. The employer or contractor (or contractor employee) may not use alcohol for at least eight (8) hours following an accident, or until he or she is alcohol tested, whichever is first.

Covered employees and contractors (or contractor employee) are required by DOT and the policies of Cardinal to submit to drug testing within 32 hours of an accident. A covered employee or contractor (or contractor's employee) who is required to submit to post accident drug/alcohol testing must remain readily available for testing. Failure to remain available will be deemed as a refusal to submit to testing and will result in termination or termination of contract.

The requirement in the preceding paragraph is not meant to delay and shall not delay the necessary medical attention of individuals injured in the accident. Also, it is not meant to prohibit a covered employee or contractor (or contractor employee) from leaving the scene of an accident for the period of time necessary to obtain assistance or emergency medical care for injured individuals.

**4. Reasonable Suspicion Testing**

Reasonable Suspicion drug and/or alcohol testing is required under DOT rules and is also a Cardinal policy. Whenever a (Trained/Certified) manager or supervisor has reason to believe that a covered employee or contractor's (or their employee's) appearance, speech, body odors or behavior indicates the use of alcohol or drugs, Reasonable Suspicion testing should be administered. In circumstances where there is reasonable suspicion of alcohol or drug use in violation of the FMCSA regulations and/or company policy, Cardinal will require that the employee or contractor (or contractor employee) be removed from service and immediately be required to submit to a breath test or urinalysis.

Drivers who have an on-the-job injury, or may have contributed to an injury, should be observed for reasonable suspicion testing under this policy section, and applicable documentation completed. (Note: All on-the-job injuries must be reported to the Injury Hotline 1-855-485-4177.)

The covered employee will be temporarily suspended and the contractor will not be offered work until a confirmed negative test result is received. If the test(s) are positive for either alcohol or drugs, termination of employment or contract shall result.

## **5. Return to Duty Testing**

As a matter of company policy, covered Cardinal employees, contractors and leased drivers who engage in conduct prohibited by FMCSR Part 382 (positive alcohol/drug tests) will be immediately terminated, and in the instance of a contractor have their contract terminated, and no return to duty test will be administered.

DOT regulations do not require that a motor carrier hire (rehire) a driver after referral to and evaluation by a Substance Abuse Professional (SAP). As a matter of company policy, Cardinal will conduct no follow-up testing and any driver or covered employee who engages in conduct prohibited by FMCSR Part 382 (positive alcohol/drug tests) will be immediately terminated, or in the instance of a contractor or their employee, the contract terminated immediately.

## **X. REFUSAL TO SUBMIT TO A REQUIRED DRUG OR ALCOHOL TEST It is**

Cardinal's policy that the following occurrences will be considered a "refusal to test":

1. Refusal to submit to breath alcohol testing;
2. Failure to sign step two (2) of the breath alcohol testing form;
3. Failure to provide a urine specimen for any required drug test;
4. Fail to cooperate with any part of the testing process or engage in any conduct that clearly obstructs the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, failure to wash hands after being directed to do so by the collector.);
5. A report from the MRO that verifies an adulterated or substituted specimen, or admittance by the driver to the collector or MRO that the specimen has been adulterated or substituted.;
6. Failure to provide an adequate breath or urine specimen unless a valid medical condition exists as validated by a licensed physician.
7. Failure to proceed immediately and appear for any test after being directed to do so by Cardinal or its service agent. In no case should elapsed time exceed two (2) hours.
8. Failure to remain at the testing site until the testing process is complete;
9. Failure or decline to take a second test that Cardinal or the collector has ordered to be taken.
10. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the Designated Employee Representative (DER).
11. In the case of directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of a specimen.
12. For an observed collection, failure to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine existence of any type of prosthetic or other device that could be used to interfere with the collection process.
13. Possession of or wearing a prosthetic or other device that could be used to interfere with the collection process.

Any Cardinal driver, contractor or employee engaging in any of the above will be considered as a "refusal to test", removed from service, deemed unqualified, and terminated. In the instance of contractors and their employees, the contract will be terminated and employees of the contractor will no longer be allowed to operate under Cardinal authority.

## **XI. BREATH ALCOHOL TESTING PROCEDURES**

### **Zero Tolerance Policy**

Testing will be conducted under the direct observation of a Breath Alcohol Technician (BAT). The procedures will be in accordance with applicable DOT regulations and conducted in a professional, discreet, and objective manner. The testing device used to determine the levels of alcohol will be an Evidential Breath Testing (EBT) device.

It is Cardinal's policy that any covered employee, contractor or (contractor employee) that tests above 0.00 for alcohol on the evidential breath testing device will not be returned to duty (rehired) and the lease/contract of any contractor (or their employee) be terminated.

## **XII. URINE DRUG TEST PROCEDURES**

All urine drug testing will be performed in accordance with and/or as outlined in Cardinal's Drug & Alcohol Policy, DOT regulations, and applicable state or federal laws.

- A. Urine drug testing is performed by a certified laboratory.**
- B. Urine samples are collected in a private location and are separated into two (2) separate specimens, the primary sample and the split sample. All urine samples are sealed with tamper resistant tape, in the presence of the donor, to affirm the integrity of the samples. These samples are shipped to the testing laboratory.**
- C. All primary specimens are screened to identify any positive samples. If the initial screen identifies a positive test, a confirmatory test must be performed.**
- D. The Medical Review Officer (MRO) is the physician who receives all test results and contacts all donors regarding any positive test results. The MRO will determine whether the positive drug test is due to medicinal use of a drug.**

In the event of a positive drug test result, the donor has 72 hours to request that the MRO forward the split sample to another certified laboratory to have an additional confirmation test performed.

- E. From the initial date of the contact by the MRO, the donor has five (5) working days to contact the MRO to provide a legitimate, verifiable reason for the drug use.**

Any donor who has a MRO-verified positive test result will immediately be removed from any safety-sensitive function, terminated and classified ineligible for hire/rehire, or in the case of a contractor (or contractor's employee) the contract will be terminated.

## **XIII. CARDINAL DRUG AND ALCOHOL DISCIPLINARY POLICY**

Covered employees of Cardinal and contractors who test positive for alcohol or drugs, or refuse to submit to testing, will be terminated and/or subject to contract termination.

For the purpose of this disciplinary policy, the term "covered employee" means all Cardinal applicants, employees and employees performing or intending to perform safety sensitive functions and the term "contractor" means all contractors and their employees operating vehicles under lease or contract with Cardinal, performing, or intending to perform, safety-sensitive functions.

## **XIV. CONTROLLED SUBSTANCES (DRUGS)**

### **1. Pre-Employment Controlled Substance Testing**

A positive pre-employment drug test will render the covered employee ineligible for hire and removal from consideration for future hiring. In the instance of a contractor, the lease or contract will not be executed nor will any be executed in the future.

### **2. Random Controlled Substance Testing**

A positive random drug test is a dischargeable offense and the covered employee will not be eligible for rehire. The lease or contract of a contractor will be terminated and no future leases or contracts executed.

### **3. Reasonable Suspicion Controlled Substance Testing**

A positive reasonable suspicion drug test is a dischargeable offense and the covered employee will not be eligible for rehire. The lease or contract of a contractor will be terminated and no future leases or contracts executed.

#### **4. Post Accident Controlled Substance Testing**

A positive post accident drug test is a dischargeable offense and the covered employee will not be eligible for rehire. The lease or contract of a contractor will be terminated and no future leases or contractors will be executed.

#### **5. Return to Duty Controlled Substance Testing**

It is Cardinal's policy that any covered employee testing positive for drugs will not be returned to duty (rehired) and the lease or contract any contractor (or their employee) testing positive for drugs, the contract will be terminated. In consideration of this policy, Cardinal will not conduct/perform return to duty testing.

#### **6. Follow - Up Controlled Substance Testing.**

In consideration of the policy that Cardinal will not hire or rehire covered employees that test positive for drugs, no follow-up testing will be done.

### **XV. OTHER ACTIVITY OR VIOLATIONS INVOLVING CONDUCT PROHIBITED BY CARDINAL'S POLICIES OR DOT CONTROLLED SUBSTANCE AND ALCOHOL USE AND POSSESSION REGULATIONS**

If an applicant or covered employee otherwise violates the policies of Cardinal or the regulations of the US DOT, applicable state or federal laws regarding alcohol or controlled substance use and possession, then the applicant will not be hired, employee terminated, and in the case of a contractor, the contract will be terminated.

### **XVI. EMPLOYEE ASSISTANCE PROGRAM (EAP) INFORMATION**

Employees requesting additional information regarding drugs or alcohol are encouraged to contact the Employee Assistance Program for assistance. That person's title and phone number are listed on the last page of this subject heading.

### **XVII. EFFECTS OF DRUGS AND ALCOHOL ON THE BODY**

#### **Alcohol**

Alcohol, a drug, is a central nervous system depressant. Alcohol is the most widely abused substance in the United States, both within and outside the workplace. The cost of alcohol-related problems is conservatively estimated at more than \$50 billion annually.

An individual who develops a compelling need to drink will develop adverse work habits. These work habits may include:

1. Chronic lateness
2. Absenteeism
3. Abuse of sick time
4. Increased illness
5. Reduced efficiency
6. Undependable
7. Reduced accuracy
8. Frequent work related accidents
9. Decreased cooperation

Many users may also display physical symptoms of alcohol abuse. They are listed as follows:

1. Flushed complexion
2. Swollen face and hands
3. Slurred speech
4. Loud, excessive talking
5. Memory loss

# Policies & Procedures

## ALCOHOL AND CONTROLLED SUBSTANCES

- I. Introduction**
- II. Statement of Company Policy**
- III. Employees/Contractors under Cardinal's Alcohol and Controlled Substance Testing Rule**
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### **I. INTRODUCTION**

This policy provides an overview of Cardinal's Alcohol and Controlled Substances Testing Program as mandated by the Federal Motor Carrier Safety Administration (FMCSA) of the US Department of Transportation (DOT) and Cardinal company policy. It also contains information relative to the effects of drug use, testing procedures, circumstances for testing, and company policies with regard thereto. Cardinal's drug and alcohol program administrator designated to monitor, facilitate, and answer questions pertaining to these procedures is the Designated Employee Representative (DER) listed on the final page of this policy.

### **II. STATEMENT OF COMPANY POLICY**

Cardinal is committed to maintaining a drug-free workplace. All drivers/contractors are advised that remaining drug-free and medically qualified to drive are conditions of continued employment or continued contracting with Cardinal.

Specifically, it is the policy of Cardinal that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed and approved drugs) by any driver/contractor, while on the premises of Cardinal or its customers, engaged in company business, while operating Cardinal equipment, or while under or operating under the authority of Cardinal, is strictly prohibited.

DOT regulations, as well as Cardinal's company policy, prohibit drivers/contractors from going on duty if they possess, are using, or are under the influence of any of the following:

- a. Any alcoholic beverage regardless of its alcohol content.
- b. Any controlled substance, illegal drug or derivative thereof,
- c. Any other substance that could impair their ability to perform a job safely and competently.

These rules consist of Cardinal's policies along with Federal rules and regulations that strictly prohibit the use or possession of alcohol prior to coming on duty or while on duty, and use of any controlled substance whether on or off duty. They, as a matter of law and company policy, apply to Cardinal's employees, drivers, contractors, drivers employed by contractors, and leased drivers.

In accordance with Cardinal's Alcohol and Controlled Substances Testing Program, any covered employee, prospective employee or contractor (or contractor employee) who test positive for controlled substances (drugs) or alcohol, or who refuses to submit to testing under any of the following circumstances will result in termination or discontinuation of contract under the termination clauses of Cardinal's Drug and Alcohol Testing Program and all applicable company policies.

1. Pre-employment Testing.
2. Random Testing.
3. Post Accident Testing.
4. Post On-the-Job Injury Testing
5. Reasonable Suspicion Testing.
6. Other drug or alcohol related dischargeable offenses.
7. Refusal to Submit.
8. Adulterated Specimen.

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. Cardinal retains the sole right to change, amend or modify any term or provision of this policy without notice.

### **III. EMPLOYEES/CONTRACTORS UNDER CARDINAL'S ALCOHOL AND CONTROLLED SUBSTANCE TESTING RULE**

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#### **DOT (FMCSA) Covered Employees/Contractors**

Cardinal employees/contractors covered under Cardinal's Alcohol and Controlled Substances Testing Policy include:

1. All drivers of commercial motor vehicles as set forth in this booklet, including contractors and their employees.
2. Any person, including managers, supervisors and mechanics, who could reasonably be expected to operate a "commercial motor vehicle", as defined, on an occasional basis.

### **IV. CANDIDATES FOR NON-DOT COVERED POSITIONS**

As a condition to be considered for employment or contract in a non-DOT covered Cardinal position, Cardinal will conduct the following tests:

1. Pre-employment and controlled substance testing
2. Random drug and alcohol testing
3. Post on-the-job injury testing
4. Post accident testing
5. Reasonable Suspicion testing

## **V. INDEPENDENT CONTRACTORS**

Independent Contractors (contractors) engaged by Cardinal are not employees of Cardinal, nor are they to be considered as such under this policy. However, every contractor operating under Cardinal's authority and engaged to provide services to Cardinal and its customers must agree to, and successfully participate in Cardinal's alcohol and drug testing program. All contractor agreements will be entered into by Cardinal contingent upon the contractor's successful completion of urinalysis, subsequent participation under all phases of Cardinal's program, and upon the contractor's continued status as a medically qualified driver.

The term "driver" as used in these procedures includes Independent Contractors and his/her designated drivers.

## **VI. DEFINITION OF SAFETY-SENSITIVE FUNCTIONS**

**Performing (A Safety-Sensitive Function) – A covered employee/contractor is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.**

**Safety-Sensitive Function – All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.**

**Safety-sensitive functions shall include:**

1. All time at an employer or shipper, plant, terminal, facility, or other property, or any public property, waiting to be dispatched, unless the driver has been relieved from duty by Cardinal.
2. All time inspecting equipment, as required by 49 CFR Parts 392.7 and 392.8 of the DOT regulations, or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial motor vehicle in operation.
4. All time other than driving time, in or upon any commercial motor vehicle, except time spent resting in a sleeper berth as defined by the DOT regulations.
5. All the time spent loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

## **VII. RESTRICTIONS ON THE USE AND POSSESSION OF ALCOHOL**

### **Alcohol Concentration**

No covered employee or contractor will be allowed to report for duty or remain on duty requiring the performance of a safety sensitive function while having an alcohol concentration greater than 0.00. A covered employee, contractor (or contractor's driver) having an alcohol concentration exceeding 0.00 will be removed from service and terminated and/or contract terminated.

### **Alcohol Possession**

No covered employee or contractor will be allowed to be on duty or operate a commercial motor vehicle while the covered employee or contractor possesses alcohol, unless the alcohol is manifested and transported as part of the shipment. This shall include the possession of medicines containing alcohol (prescription or over-the-counter).

### **On-Duty Use**

No covered driver, employee or contractor will be allowed to use alcohol while performing safety-sensitive functions or during the four (4) hours prior to performing safety-sensitive functions. A covered driver, employee or contractor must inform his or her immediate supervisor of any therapeutic alcohol use.

**Positive Test Result**

No covered driver, employee or contractor will be allowed to continue employment or contract with Cardinal.

**Use or Possession Following an Accident**

No covered driver, employee or contractor who is required to take a post-accident alcohol test will be allowed to use alcohol for eight (8) hours following the accident, or until undergoing a post-accident test, whichever occurs first.

**Refusal to Submit to a Required Alcohol Test**

No covered driver, employee or contractor shall refuse to take a required alcohol test as described and set forth in this manual. A refusal to submit to a required alcohol test will constitute a positive test result and will be cause for immediate termination of employment or contract.

**VIII. RESTRICTIONS ON THE USE AND POSSESSION OF CONTROLLED SUBSTANCES (DRUGS)**

**Pre-Duty/On-Duty Use**

No covered driver, employee or contractor is allowed to report for duty, remain on duty, or remain in a safety-sensitive position when he or she uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the covered driver, employee or contractor and documented in writing that the substance does not adversely affect the covered driver, employee or contractors ability to safely operate a commercial motor vehicle. This written documentation must be provided to the company before the performance of any safety-sensitive function and failure to do so will result in termination of contract/employment. A covered employee or contractor must inform his or her immediate supervisor of any therapeutic drug use.

**Positive Test Result**

No covered driver, employee or contractor shall report for duty, remain on duty or be allowed to perform safety-sensitive duties following a positive drug test result or has an adulterated or substituted test specimen for controlled substances and employment/contract shall be terminated.

**Refusal to Submit to Controlled Substance (Drug Testing)**

No covered employee or contractor shall refuse to take a required drug test as described and set forth in this booklet. A refusal to submit to a required drug test will constitute a positive result and will be cause for immediate termination of employment or contract.

**IX. REQUIRED TESTS AND CIRCUMSTANCES FOR TESTING**

**1. Pre-Employment Testing**

DOT requires that a pre-employment drug test be given and the results obtained prior to the first time an employer uses a driver/person in a safety-sensitive function. As a matter of company policy and condition of employment or contract, Cardinal will require that pre-employment drug tests be given to all prospective applicants, including non-DOT covered employees, who apply for or transfer into any position that has the potential for performing a safety-sensitive function. Refusal to submit to pre-employment testing will constitute a positive test result and the driver will no longer be considered for employment or contract.

Offers of employment or contracting are made contingent upon passing the Company's medical review and drug test. Under no circumstances may a driver perform a safety-sensitive function until a confirmed negative result is received. All driver pre-employment testing shall follow the collection, chain-of-custody, and reporting procedures as set forth in 49 CFR Part 40.

**2. Random Testing**

Covered employees, contractors, and lease drivers will be subject to random drug and alcohol testing in accordance with DOT regulations and company policy. Once a covered employee or contractor is notified to submit to a random test, that



person must proceed immediately to the testing site. If the site is closed, individuals must notify their supervisor and test as soon as the testing site re-opens, if no other site is available. This test must be completed before resumption of any safety-sensitive functions.

**\* Random Selection Process**

The random pool of employees and contractors to be (randomly) tested for alcohol and drugs will be selected each month, with all covered employees, contractors, and their employees included. The selections will be made by the Cardinal Drug and Alcohol Testing Administrator or as an alternative, either a designated Medical Review Officer (MRO) or a third party administrator. Selections will be made utilizing social security numbers as the identifying number. These procedures will ensure that all covered employees, contractors, and their employees are treated equally and fairly.

**3. Post Accident Testing**

As soon as possible following an accident (as defined in 49 CFR section 390.5), Cardinal will require that each surviving Cardinal driver or contractor (or contractor employee) be post accident tested for drugs and alcohol consistent with the DOT rules and regulations and this Cardinal policy. Drivers will be drug and alcohol tested when:

- A. A fatality occurs;
- B. As a result of the accident, a bodily injury to any person requiring immediate treatment away from the accident scene, or any person that is transported from the accident scene by an ambulance for medical treatment and the Cardinal driver or contractor receives a citation within 32 hours of the occurrence of the accident, for a violation arising from the accident, or;
- C. One or more of the motor vehicles involved incurs disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle, and the Cardinal driver or contractor receives a citation within 32 hours of the occurrence of the accident, for a violation arising from the accident.

Covered employees and contractors (and contractor employees) are required by DOT and the policies of Cardinal to submit to alcohol testing within two (2) hours after an accident. The employer or contractor (or contractor employee) may not use alcohol for at least eight (8) hours following an accident, or until he or she is alcohol tested, whichever is first.

Covered employees and contractors (or contractor employee) are required by DOT and the policies of Cardinal to submit to drug testing within 32 hours of an accident. A covered employee or contractor (or contractor's employee) who is required to submit to post accident drug/alcohol testing must remain readily available for testing. Failure to remain available will be deemed as a refusal to submit to testing and will result in termination or termination of contract.

The requirement in the preceding paragraph is not meant to delay and shall not delay the necessary medical attention of individuals injured in the accident. Also, it is not meant to prohibit a covered employee or contractor (or contractor employee) from leaving the scene of an accident for the period of time necessary to obtain assistance or emergency medical care for injured individuals.

**4. Post on-the-job Injury Testing**

Covered employees, contractors, and lease drivers will be subject to post on-the-job injury drug and alcohol testing. Covered Cardinal Employees operating Industrial Powered Equipment covered by CFR 1910.178 (a)(1) will be subject to Non-DOT drug and alcohol post on-the-job injury testing if an operator of Industrial Powered Equipment directly or indirectly causes an injury to another person. This is a non- DOT test. Covered workers at Ohio locations must refer to the Ohio Post on-the-job injury policy.

**5. Reasonable Suspicion Testing**

Reasonable Suspicion drug and/or alcohol testing is required under DOT rules and is also a Cardinal policy. Whenever a (Trained/Certified) manager or supervisor has reason to believe that a covered employee or contractor's (or their employee's) appearance, speech, body odors or behavior indicates the use of alcohol or drugs, Reasonable Suspicion testing should be administered. In circumstances where there is reasonable suspicion of alcohol or drug use in violation of the FMCSA regulations and/or company policy, Cardinal will require that the employee or contractor (or contractor employee) be removed from service and immediately be required to submit to a breath test or urinalysis. The covered

employee will be temporarily suspended and the contractor will not be offered work until a confirmed negative test result is received. If the test(s) are positive for either alcohol or drugs, termination of employment or contract shall result.

#### **6. Return to Duty Testing**

As a matter of company policy, covered Cardinal employees, contractors and leased drivers who engage in conduct prohibited by FMCSR Part 382 (positive alcohol/drug tests) will be immediately terminated, and in the instance of a contractor have their contract terminated, and no return to duty test will be administered.

DOT regulations do not require that a motor carrier hire (rehire) a driver after referral to and evaluation by a Substance Abuse Professional (SAP). As a matter of company policy, Cardinal will conduct no follow-up testing and any driver or covered employee who engages in conduct prohibited by FMCSR Part 382 (positive alcohol/drug tests) will be immediately terminated, or in the instance of a contractor or their employee, the contract terminated immediately.

#### **X. REFUSAL TO SUBMIT TO A REQUIRED DRUG OR ALCOHOL TEST** It is

Cardinal's policy that the following occurrences will be considered a "refusal to test":

1. Refusal to submit to breath alcohol testing;
2. Failure to sign step two (2) of the breath alcohol testing form;
3. Failure to provide a urine specimen for any required drug test;
4. Fail to cooperate with any part of the testing process or engage in any conduct that clearly obstructs the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, failure to wash hands after being directed to do so by the collector.);
5. A report from the MRO that verifies an adulterated or substituted specimen, or admittance by the driver to the collector or MRO that the specimen has been adulterated or substituted.;
6. Failure to provide an adequate breath or urine specimen unless a valid medical condition exists as validated by a licensed physician.
7. Failure to proceed immediately and appear for any test after being directed to do so by Cardinal or its service agent. In no case should elapsed time exceed two (2) hours.
8. Failure to remain at the testing site until the testing process is complete;
9. Failure or decline to take a second test that Cardinal or the collector has ordered to be taken.
10. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the Designated Employee Representative (DER).
11. In the case of directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of a specimen.
12. For an observed collection, failure to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine existence of any type of prosthetic or other device that could be used to interfere with the collection process.
13. Possession of or wearing a prosthetic or other device that could be used to interfere with the collection process.

Any Cardinal driver, contractor or employee engaging in any of the above will be considered as a "refusal to test", removed from service, deemed unqualified, and terminated. In the instance of contractors and their employees, the contract will be terminated and employees of the contractor will no longer be allowed to operate under Cardinal authority.

#### **XI. BREATH ALCOHOL TESTING PROCEDURES**

##### **Zero Tolerance Policy**

Testing will be conducted under the direct observation of a Breath Alcohol Technician (BAT). The procedures will be in accordance with applicable DOT regulations and conducted in a professional, discreet, and objective manner. The testing device used to determine the levels of alcohol will be an Evidential Breath Testing (EBT) device.

It is Cardinal's policy that any covered employee, contractor or (contractor employee) that tests above 0.00 for alcohol on the evidential breath testing device will not be returned to duty (rehired) and the lease/contract of any contractor (or their employee) be terminated.

## **XII. URINE DRUG TEST PROCEDURES**

All urine drug testing will be performed in accordance with and/or as outlined in Cardinal's Drug & Alcohol Policy, DOT regulations, and applicable state or federal laws.

- A. Urine drug testing is performed by a certified laboratory.
- B. Urine samples are collected in a private location and are separated into two (2) separate specimens, the primary sample and the split sample. All urine samples are sealed with tamper resistant tape, in the presence of the donor, to affirm the integrity of the samples. These samples are shipped to the testing laboratory.
- C. All primary specimens are screened to identify any positive samples. If the initial screen identifies a positive test, a confirmatory test must be performed.
- D. The Medical Review Officer (MRO) is the physician who receives all test results and contacts all donors regarding any positive test results. The MRO will determine whether the positive drug test is due to medicinal use of a drug.

In the event of a positive drug test result, the donor has 72 hours to request that the MRO forward the split sample to another certified laboratory to have an additional confirmation test performed.

- E. From the initial date of the contact by the MRO, the donor has five (5) working days to contact the MRO to provide a legitimate, verifiable reason for the drug use.

Any donor who has a MRO-verified positive test result will immediately be removed from any safety-sensitive function, terminated and classified ineligible for hire/rehire, or in the case of a contractor (or contractor's employee) the contract will be terminated.

## **XIII. CARDINAL DRUG AND ALCOHOL DISCIPLINARY POLICY**

Covered employees of Cardinal and contractors who test positive for alcohol or drugs, or refuse to submit to testing, will be terminated and/or subject to contract termination.

For the purpose of this disciplinary policy, the term "covered employee" means all Cardinal applicants, employees and employees performing or intending to perform safety sensitive functions and the term "contractor" means all contractors and their employees operating vehicles under lease or contract with Cardinal, performing, or intending to perform, safety-sensitive functions.

## **XIV. CONTROLLED SUBSTANCES (DRUGS)**

### **1. Pre-Employment Controlled Substance Testing**

A positive pre-employment drug test will render the covered employee ineligible for hire and removal from consideration for future hiring. In the instance of a contractor, the lease or contract will not be executed nor will any be executed in the future.

### **2. Random Controlled Substance Testing**

A positive random drug test is a dischargeable offense and the covered employee will not be eligible for rehire. The lease or contract of a contractor will be terminated and no future leases or contracts executed.

### **3. Reasonable Suspicion Controlled Substance Testing**

A positive reasonable suspicion drug test is a dischargeable offense and the covered employee will not be eligible for rehire. The lease or contract of a contractor will be terminated and no future leases or contracts executed.

Alcohol can be very damaging when consumed in large amounts for extended periods of time. It may cause damage to the liver, heart, and pancreas.

### Amphetamines/Methamphetamines

The stimulant effects of amphetamines are similar to that of cocaine, but last longer. A single dose enhances attention and performance, especially in boring repetitive tasks, but exhaustion breaks through and performance deteriorates as the effect wears off.

Observable effects include:

1. Dilated pupils
2. Talkativeness
3. Restlessness
4. Over-excitement

As with cocaine, repeated high doses lead to:

1. Exhaustion
2. Mental Confusion
3. Paranoia

### Cocaine

The most addictive drug today is cocaine. Alcohol is a very addictive substance, with one in seven (1 in 7) drinkers becoming an alcoholic. With cocaine, one of two (1 of 2) cocaine users will become addicted.

The physical effects of cocaine are listed below.

1. Accelerated heartbeat
2. Increase in blood pressure
3. Dilation of the pupils
4. Perspiration
5. Pallor

Cocaine is the opposite of many drugs in that its abuse is more difficult to detect. Most cocaine abusers actually show greater output during periods of use. Subsequent swings in mood and “crashes”, after two (2) and three (3) day binges, can be devastating to the abuser and end in severe depression.

Observable Effects include:

1. Nasal stuffiness
2. Runny nose
3. Frequent nosebleeds
4. Restlessness
5. Judgment and capabilities become impaired or halt completely
6. Extreme excitability or irritability
7. Paranoia

### Marijuana

Marijuana consists of dried, chopped plant parts of the hemp plant. Marijuana, or hashish (more potent than marijuana), is classified as a psychoactive drug. These substances contain the drug THC, which effects one’s emotions, thoughts, and behavior.

A mild abstinence syndrome may follow abrupt termination of very high-dose, chronic marijuana use. Withdrawal includes:

1. Irritability
2. Sleep disturbance
3. Diminished appetite
4. Gastrointestinal distress
5. Salivation
6. Sweating
7. Tremors

**Marijuana produces the following characteristics:**

1. Strong tendency to talk and laugh more than normal
2. Increase in pulse rate
3. Reddening, glassy look of the eyes
4. Munching
5. Misconstrues time
6. Attention impairment

### **Opiates**

**Opiates are a commonly prescribed pain medication in the United States. The most widely abused opioid, heroin, is sold only in the illicit market. Opiate intoxication may cause confusion or mental dullness, slurring of speech, drowsiness or “nodding” (the head drooping toward the chest and then bobbing up).**

**Characteristics of opiate use:**

1. Nausea
2. Diarrhea
3. Occasional vomiting
4. Weakness
5. “Gooseflesh”

### **Phencyclidine**

**Phencyclidine, or PCP, was primarily used in the field of veterinary medicine to immobilize large animals for medical care. The drug now has no therapeutic role and is strictly illegal.**

**Accidents are very common with great doses because the PCP causes the user to lose feeling and experience numbness. High doses can lead users to display extreme violence and are characterized by the inability to feel pain.**

**Characteristics common with the use of PCP include:**

1. Paranoia
2. Severe agitation
3. Feelings of isolation
4. Bizarre delusions
5. High number of accidents
6. Extreme euphoria, three to five (3 to 5) hour periods, depending on the user

## **XVIII. DEFINITIONS**

### **Adulterated Specimen**

**A urine specimen containing a substance that is not a normal constituent or containing an endogenous substance at a concentration that is not a normal physiological concentration.**

### **Alcohol**

**Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.**

### Alcohol Concentration

Alcohol in volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test performed under a 49 CFR Part 382 and Part 40.

### Alcohol Use

The drinking or swallowing or any beverage, liquid mixture, or preparation, including any medication containing alcohol.

### Breath Alcohol Technician (BAT)

A person who instructs and assists employees, drivers, or contractors in the alcohol testing process and operates an evidential breath-testing device.

### Commercial Motor Vehicle

As defined by the DOT, a motor vehicle or combination used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers, including the covered employee; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).

### Controlled Substances

For DOT regulation purposes, controlled substances applies to the following drugs:

1. Amphetamines/methamphetamines (to include MDMA and its metabolites)
2. Cannabinoid/marijuana
3. Cocaine
4. Phencyclidine (PCP)
5. Opiates - Codeine, Morphine, 6-AM (6-AM tested independently of codeine/morphine levels)

### DER – Designated Employee Representative

An employee identified by the employer as able to receive communications and test results for the employer from service agents and who is authorized to take immediate actions to remove drivers or employees from safety-sensitive duties, or cause drivers or employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes.

### Dilute Specimen

A specimen with creatinine and specific gravity values that are lower than expected for human urine.

### Driver

All company-covered employees are considered “drivers” under the DOT definition for “driver”.

As defined by the DOT, a driver includes any person, including any company-covered employee, who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers, casual, intermittent, contractors, or occasional drivers.

Driver also includes leased drivers and independent, owner-operator contractors who may either be directly employed by or under lease or contract to our Company, who operate a commercial motor vehicle at the direction of, or with the consent of, our Company. These drivers may alternatively comply with the SAT drug and alcohol testing requirements by providing a letter certifying compliance with their own company or consortium-testing program.

For the purpose of pre-employment/pre-duty testing only, the term driver includes any person applying to or requesting to

contract with Cardinal to drive a commercial motor vehicle, including any current company employee applying for a covered position.

**Evidential Breath Testing Device (EBT)**

A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and is placed on NHTSA's "Conforming Products List (CPL) of Evidential Breath Measurement Devices" and identified on the CPL as conforming with the model specifications available from NHTSA's Traffic Safety Program.

**Invalid Result**

The result reported by a laboratory for a urine specimen that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

**Medical Review Officer (MRO)**

A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

**Screening Test (Initial Test)**

An immunoassay test to eliminate "negative" urine specimens from further consideration or to identify the presumptively positive specimens that require confirmation or further testing.

**Split Sample**

In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee/contractor requests that it be tested following a verified positive test of the primary specimen to a verified adulterated or substituted test result.

**Substance Abuse Professional (SAP)**

A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

**Substituted Specimen**

A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

**XIX. CONTACT PERSON**

Contact person regarding the information contained in the "Drug and Alcohol Testing" Handbook, Employee Assistance Program, and the Designated Employee Representative (DER):

**Employer**

Phil Daugherty, Safety Compliance Manager  
Tina Panitzke, Safety Supervisor  
1-800-800-8293

**Medical Review Officer**

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National Diagnostics, Inc.  
(C/TPA) Dr. Simo / Dr. Theriault  
1-800-404-0016

**Drug Testing Laboratory**

Advanced Toxicology Network (ATN)  
3560 Air Center Cove  
Memphis, TN 38118  
1-888-222-4894

## **XX. NATIONAL HOTLINES AND HELP LINES**

**The National Council On Alcoholism & Drug Dependency Hopeline.**

**Agency for public abuse treatment programs provides written information on alcohol and drug abuse and referrals to treatment and counseling services nationwide.**

**1-800-NCA-CALL**

**The Substance Abuse Treatment Locator.**

**Helps individuals locate drug and alcohol abuse treatment programs in their communities.**

**1-800-662-HELP**

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## **OBSTRUCTIVE SLEEP APNEA (OSA)**

### **Purpose**

Cardinal Logistics Management Corporation (and/or the following companies under common ownership with Cardinal: Greatwide Dedicated Transport I, LLC; Greatwide Dedicated Transport II, LLC; and Greatwide Distribution Logistics, LLC), hereinafter "Cardinal" has created this policy with regard to commercial drivers and the screening, diagnosis and treatment of Obstructive Sleep Apnea (OSA). Each driver will need to follow the requirements stated within this policy in order to maintain his/her medical qualification to drive a commercial motor vehicle for Cardinal.

Cardinal takes the medical certification of drivers of commercial motor vehicles very seriously. We want to ensure our drivers are able to operate safely.

Obstructive Sleep Apnea (OSA) occurs when one is asleep and the soft palate and/or tongue falls against the back of the throat to the point that it partially or completely obstructs the airway. The person is trying to breathe but their airway is obstructed. During this time the oxygen level in the blood is dropping, which is of course very disturbing to the body and causes one to begin to awaken. Most patients with OSA don't wake up completely, but they are aroused enough that the muscle tone returns to the back of their throat and their airway opens up and they breathe again. This cycle repeats itself throughout the night. The obstruction of the airway and drop in oxygen disturbs the body enough that the individual never gets into the deeper phases of sleep where effective rest occurs. As a result they are not as alert the next day.

### **Federal Regulation – CFR 391.41 (b)(5)**

The section in the Federal Regulations that addresses sleep apnea and drivers of commercial motor vehicles follows:

*A person is physically qualified to drive a commercial motor vehicle if that person has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with the ability to control and drive a commercial motor vehicle safely. Since a driver must be alert at all times, any change in his or her mental state is in direct conflict with highway safety. Even the slightest impairment in respiratory function under emergency conditions (when greater oxygen supply is necessary for performance) may be detrimental to safe driving.*

*There are many conditions that interfere with oxygen exchange and may result in incapacitation, including emphysema, chronic asthma, carcinoma, tuberculosis, chronic bronchitis and **sleep apnea**. If the medical examiner detects a respiratory dysfunction, that in any way is likely to interfere with the driver's ability to safely control and drive a commercial motor vehicle, the driver must be referred to a specialist for further evaluation and therapy.*

### **Screening and Diagnosis**

Cardinal drivers who present any of the following conditions (as reported during a DOT medical certification exam, including Pre-employment exams, or as directed by the Medical Review Officer, Examiner or Physician) are deemed to be *at risk* for OSA and must participate in a sleep screening test conducted by Aeroflow Industrial Clinics. Medical Examiners, Personal Care Physicians and/or other medical providers may refer drivers to additional testing outside of Cardinal's policy, this will be at the cost of the driver/applicant. The person being directed by the medical provider will be expected to follow thru with all referrals as directed.

- Neck circumference greater than 17 inches for men and 16 inches for women
- Body Mass Index (BMI) of 35 or higher
- Previously diagnosed Obstructive Sleep Apnea

This screening will include a telephone survey with the driver followed by an in-home sleep study provided at no cost to the employee and/or applicant through Aeroflow. Individuals may choose their own provider at their expense or through personal insurance carrier. Results of the test will be reviewed by a Board Certified Sleep Physician for interpretation and therapy recommendations.

If results show evidence of sleep disordered breathing (Apnea-Hypopnea Index  $\geq 15$  or  $\geq 10$  with comorbidities), the driver will be notified immediately and must begin treatment via CPAP/Bi-PAP therapy as recommended by the Board Certified Sleep Physician. Employees will be issued the proper device and given instructions on use as soon as a signed prescription from a physician is obtained. Follow-up contact will be made after 2 weeks of use to resolve any concerns. Thereafter, support calls will be made on a monthly basis to ensure on-going satisfaction with the equipment. New participants who are required to treat with PAP therapy is expected to do so within the first 60 days of diagnosis.

Drivers who may not present *at risk* symptoms but feel they may need to be screened are encouraged to volunteer for testing, diagnosis and treatment, also at no cost.

**NOTE:** Any delays in the testing process may place drivers/applicants at risk of being placed out of service or ineligible for employment with Cardinal Logistics Management Corporation. Delays may include, but are not limited to, the following:

- Once a sleep study has been received, the test should be taken and returned to Aeroflow within 7 days.
- Applicants, who are identified as needing to rule out sleep apnea, will be required to complete the test the first time.
- Drivers (applicant or incumbent) who test with extremely severe results will be expected to obtain CPAP as soon as practicable and provide one week of compliance at 70% or higher prior to being offered dispatch.
- Falsification of the Federal DOT Medical Examination Report would disqualify application.
- Applicants who are treating sleep apnea at time of application will be required to provide 30 days of compliance at 70% before being considered for a driving position.
- Applicants who are treating sleep apnea at time of application will be responsible for insuring their current equipment provider will provide the ability to allow us to monitor compliance (i.e. releasing serial numbers to our vendor).
- Applicants who refuse any portion of the sleep apnea testing process would disqualify application.
- Current drivers who refuse any portion of the sleep apnea testing process will place driver at risk for suspension.

### **Monitoring and Compliance**

Positive Airway Pressure (PAP) therapy is most effective when used daily. For that reason, Cardinal will monitor CPAP/Bi-PAP therapy compliance of all drivers diagnosed with OSA. Cardinal will ensure that the machines of all newly hired drivers are equipped with a wireless modem or upgraded at no cost to the employee so that compliance data can be captured.

If a driver's usage of the CPAP/Bi-PAP device falls below a minimum of 4 hours per night every night before work and no less than 70% of nights (5 or more nights per week), Cardinal will take the following actions:

**1<sup>st</sup> Incident:** Employee will be counseled by a member of the Safety Department, Operation Manager (or Region Manager) and driver and issued a written warning.

**2<sup>nd</sup> Incident:** Employee will be suspended from driving for 48 hours in order to regain compliance.

**3<sup>rd</sup> Incident:** Employee will be suspended from driving for one week (or 7 consecutive days) in order to regain compliance.

**4<sup>th</sup> Incident:** Employment will be reviewed for termination from their driving position with Cardinal.

During the suspension, the driver is not eligible to perform any safety-related duties or compensated work for Cardinal. Additional action will be taken if: disorder follow-ups are not completed within the recommended time frame, a driver has a preventable motor vehicle accident related to any sleep disturbance, has observed unexplainable excessive daytime sleepiness, or confesses excessive sleepiness. In these instances the driver will be deemed unqualified to operate Cardinal equipment until satisfactory compliance levels have been reached.

### **Health and Wellness Opportunity**

For drivers who test at an AHI level of 5 to 9 will fall below the recommended PAP treatment and should follow up with their personal care physician for wellness programs to help improve his/her health.

### **Definitions**

**Apnea/Hypopnea Index (AHI)** – Number of events per hour, calculated as Apneas + Hypopneas.

**Apneas** – No airflow for 10 seconds or longer.

**Arousals** – Interruptions of sleep lasting 3 to 15 seconds.

**Awakenings** – Arousal less than 15 seconds.

**Central Apneas** – An absence of airflow for >10 seconds accompanied by an absence of respiratory effort.

**Central Hypopneas** – 50% reduction in both airflow and respiratory effort.

**Hypopneas** – Shallow breathing where airflow reduced by at least 50% - lasting 10 seconds or longer.

**Lateral AHI** – AHI while sleeping on your side.

**Mixed Apneas** – An absence of airflow for >10 seconds accompanied by absence of respiratory effort at the beginning of the event, followed by a gradual increase in effort which eventually breaks the apnea.

**Obstructive Apneas** – No airflow for 10 seconds or longer but respiratory effort remains intact.

**Obstructive Hypopneas** – 50% decrease in airflow but respiratory effort remains intact.

**Oxygen Saturations (SpO<sub>2</sub>)** – Referring to the concentration of oxygen in the blood.

**Prone AHI** – AHI while sleeping on your stomach.

**Rapid Eye Movement (REM) Latency** - How long to enter rapid eye movement sleep phase.

**Respiratory Disturbance Index (RDI)** – All apneas + hypopneas + RERAs/Total sleep time (hours).

**Respiratory Effort-Related Arousals (RERA) Count/Index** – A sequence of breaths characterized by marked decreased in airflow for at least 10 seconds, with increased respiratory effort, no desaturation and which leads to an arousal from sleep.

**Sleep Efficiency** – The number of minutes of sleep divided by the number of minutes in bed.

**Sleep Latency** – How long to fall asleep.

**Supine AHI** – AHI while sleeping on your back.

**Total Respiratory Events** – Total of central apneas and hypopneas, obstructive apneas and hypopneas, and respiratory effort-related arousals or RERAs.

**Wake After Sleep Onset (WASO)** – The amount of time spent awake after sleep has been initiated and before final awakening.

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### **(Part-Time Jobs – Off-Duty Time)**

Cardinal recognizes that some full-time employees may find it necessary to work a second job outside their primary job with Cardinal and that some employees use their off-duty time in pursuit of recreation or hobbies.

Cardinal expects all full-time employees to devote their full-time and effort to their job with Cardinal. Employees are responsible for balancing their off-duty pursuits so they do not negatively impact the employee's performance, safety, or become a professional conflict of interest with their primary job at Cardinal. Negative impacts include but are not limited to the following: reduced productivity, increased errors, burnout, accidents, loss of mental alertness, etc. Any employee who is too tired to perform work related functions is not only unproductive but is also a serious safety risk to themselves, other employees, and the general public.

Any full-time Cardinal employee who feels it necessary to work a second job must inform their supervisor of the decision and be willing to explain what company the second job is with and the nature of the work involved.

All work performed for other employers must be reported to the Cardinal supervisor at the beginning of each shift and those hours will be considered as "on duty" time and combined with the hours worked at Cardinal for calculation of the daily allowable DOT Hours of Service. If those hours worked for other employers involve driving, then the driving hours must be reported separately.

A full-time employee who violates this policy may be subject to disciplinary action, which may include a written or oral warning, suspension or termination depending on the severity of the violation and related job performance.

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## UNIFORM POLICY

All company drivers who operate within Cardinal will be placed on a corporate uniform program. Only approved uniforms can be worn in accordance with this policy by any driver while performing a work related function. This is a mandatory compliance program.

Accounts will be allowed \$200.00 for each newly hired driver. After one (1) calendar year, each Account will be allowed another \$150.00 per driver to supplement the uniforms. Home Depot driver can speak to your OM about uniform allotment amounts. Unless prohibited by state law, if a driver leaves the company within 90 days of the uniform being issued, they will be financially liable for the cost of the uniform. Uniforms cannot be turned in to the Account in lieu of this charge. After 90 days there will be no financial penalty for the uniform if the driver leaves the company. The driver is responsible for the cleaning and maintenance of the uniform including repairs or replacements due to size changes. The driver is also financially responsible for new replacement cost for any uniform item that is lost, stolen, damaged beyond repair or abused/destroyed due to driver negligence.

- Pants. Long denim pants may be worn in lieu of work pants. The cost of the denim pants will be the responsibility of the individual driver. Any pants worn must be neat, clean, with no rips, tears, holes, patches, or stains. If there is a customer issue, or another valid reason not to allow jeans at a particular account, the Operations Manager can issue a written statement indicating jeans are not allowed at a particular account.
- Short Pants. If a driver wants to wear his/her own personal shorts, they must be longer than mid thigh in length; gray, dark blue, black or khaki; neat, clean with no rips, tears, holes, patches, or stains. No athletic wear, nylon or spandex shorts will be permitted. Jean shorts are allowed if they are hemmed – no cutoff shorts will be permitted. The cost of these personal items will be the responsibility of the driver. If there is a safety issue, customer issue, or another valid reason not to allow shorts on a particular account, the Operations Manager can issue a written statement indicating that short pants are not allowed while performing work related functions at a particular account.
- Shirts. The style of shirt worn is at the discretion of the Operations Manager and any specifications laid out by the customer.
- Shoes. Drivers are responsible for providing their own footwear. These items should be suitable to the work environment. No open toe footwear, flip-flops, or sandals are permitted while performing work related functions. Steel Toe footwear may be a requirement at particular accounts. Cardinal will reimburse drivers for steel toe footwear when this is required by a customer. One pair per year.
- Hats. Only Cardinal caps or hats may be worn. No personal ball caps or hats may be worn.

At all times drivers will be expected to be neat, clean, and present themselves professionally. Part of being presentable includes proper wearing of the uniform – clean, shirt tucked in, front buttoned up, etc. and good hygiene.

No clothing with potentially offensive or derogatory statements and/or symbols will be allowed at any time.

# **HARASSMENT POLICY**

Cardinal does not tolerate workplace harassment. Harassment violates an individual's fundamental personal dignity. Harassment also undermines Cardinal's deep commitment to the primacy of a reward system based upon merit, intellectual excellence, and job performance. Cardinal considers harassment in all its forms to be a serious offense.

## **HARASSMENT DEFINED**

Harassment is the unwanted attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Harassment may include: sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or any behavior that creates an intimidating, hostile, or offensive work environment.

Harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute harassment even if one of the incidents considered on its own would not be harassing.

All employees are prohibited from harassing other employees whether or not the incidents of harassment occur on Cardinal's premises and whether or not the incidents occur during work hours.

Harassment can involve males and females being harassed by members of either sex. Although harassment typically involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.

Consensual sexual or romantic relationships between employees are deemed unwise and are strongly discouraged especially if one employee has any form of authority over the other employee.

## **RESPONSIBILITIES**

- 1) **Employees** – If you believe that you have been subjected to harassment, you should:

- 3/4 Make your unease and/or disapproval directly and immediately known to the harasser.
- 3/4 Make a written record of the date, time, and nature of the incident(s). Include the names of any witnesses.
- 3/4 Report the incident to your supervisor, the Vice President of Human Resources, or a Human Resources representative.

All incidents of harassment or inappropriate conduct must be reported regardless of their seriousness.

- 2) **Supervisors** – Supervisors must deal expeditiously and fairly with allegations of harassment within their department whether or not there has been a written or formal complaint. Supervisors must:
  - 3/4 Act promptly to report allegations of harassment or inappropriate conduct to Cardinal's Vice President of Human Resources and
  - 3/4 Upon the advice and counsel of the Vice President of Human Resources take corrective action to prevent prohibited conduct from reoccurring.

## **DISCIPLINE**

**Any employee who knowingly allows or tolerates harassment is in violation of this policy and is subject to disciplinary action up to and including termination.**

**If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment.**

## **CONFIDENTIALITY**

**All inquiries, complaints, and investigations are treated confidentially. Information is revealed strictly on a need to know basis.**

**Information contained in a complaint is kept confidential. However, the identity of the complainant is usually revealed to the respondent and witnesses. The Vice President of Human Resources will take adequate steps to ensure that the complainant is protected from retaliation during the period of the investigation. The Vice President of Human Resources explains the procedures for handling information related to harassment complaints and investigations of complainants to respondents.**

## **DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES**

**Cardinal Logistics Management thoroughly and promptly investigates discrimination and harassment complaints. Employees who believe they have been subject to unlawful discrimination or harassment should report the matter to their supervisor or a Human Resource Department representative.**

**All complaints, inquiries and investigations are treated confidentially. Information is revealed strictly on a need to know basis. The identity of the employee lodging a complaint is usually revealed to the individual accused of the policy violation and any witnesses. A Human Resources representative will take adequate steps to ensure that the associate making the complaint is protected from retaliation during the investigation.**

**Human Resources are principally responsible for investigating policy violations. Where appropriate, a Human Resources representative explores informal means to resolve discrimination or harassment complaints. Informal dispute resolution procedures might include counseling the alleged violator or serving as a mediator between the parties. Where the matter cannot be resolved informally, Human Resources meets with the department head providing a recommendation for resolution. Recommendations can include discipline for the violator as well as the restoration of any employment terms, conditions or opportunities the complainant lost or was denied because of the discrimination or harassment.**

**If the department head and Human Resources cannot agree on the appropriate action, a panel of three (3) officers selected by the Senior Vice President of Administration convenes to hear evidence of both parties and make a final determination.**



# **GENERAL WORK RULES AND DISQUALIFYING CRITERIA**

The following pages reflect the work rules established by Cardinal for all employees working as truck drivers and operating commercial motor vehicles that run under any one of the Cardinal DOT Operating Authorities. All drivers need to be familiar with these work rules / disqualifiers and with any work rules / disqualifiers that are not included in this section but are applicable to the specific account where the driver works. Any driver who works for multiple customer accounts will need to be familiar with and work within the rules and disqualifiers established for the account he/she is working on each day. As it relates to this policy the term "DRIVER" refers to any employee working as a truck driver and operating a Commercial Motor Vehicle under any one of the Cardinal DOT Operating Authorities.

- **DISCIPLINARY PROCESS**

Every incident of unacceptable conduct will be reviewed on a case-by-case basis to determine an appropriate course of disciplinary action. In general, penalties will follow the progressive disciplinary schedule below. However, Cardinal reserves the right to skip any or all of these steps based on the severity of the incident.

- 1<sup>st</sup> Offense: Verbal Warning
- 2<sup>nd</sup> Offense: Written Warning
- 3<sup>rd</sup> Offense: Final Written Warning (with or without Suspension from Work)
- 4<sup>th</sup> Offense: Termination

Exceptions: Any violations that fall within the CSA categories of Cargo Related, Unsafe Driving, Driver Fitness, or Hours of Service violations (with the exception of form and manner), would move the driver to the 2nd offense option and he or she would receive a mandatory written warning.

- **FMCSA - COMPLIANCE SAFETY ACCOUNTABILITY (CSA) VIOLATIONS**

All drivers have a responsibility with respect to all five types of the safety-related CSA violations (Unsafe Driving, Vehicle Maintenance, Cargo Securement, Driver Fitness & Fatigue Driving). The appropriate level of corrective discipline to be imposed on a driver in a particular safety-related CSA violation situation is a function of three factors:

- The nature/severity of the violation.
- Whether the situation involves multiple violations by the driver.
- Whether the situation is a repeat violation that indicates a pattern of careless and/or unsafe behavior by the driver.

- **ACCIDENTS & MOVING VIOLATIONS**

All accidents and incidents will be reviewed by the driver's manager. Based on this review, the driver may be required to take a remedial training class, placed on probation, suspended from work, and/or terminated.

Any combination of violations and preventable collisions that exceeds two (2) total violations or a single DOT-reportable preventable accident in a thirty-six month period will result in immediate termination of the lease agreement.

Drivers who fail to immediately report an accident/incident of any type to the Cardinal Safety Department, knowingly falsify an accident report, or makes false statements about an accident to a company representative, will be immediately terminated and not considered for re-employment with Cardinal.

- **REGULATORY AUTOMATIC DISQUALIFICATION**

Regulatory requirements call for the automatic disqualification of any driver who has been convicted of, or forfeited bond for, any of the actions listed below:

1. operating a CMV while under the influence of alcohol

2. operating a CMV while under the influence of a controlled substance
3. leaving the scene of a collision involving a CMV
4. committing a felony involving the use of a CMV
5. operating a CMV with a revoked, suspended, or canceled commercial driver's license
6. using a CMV in commission of a felony involving manufacturing, distributing, or dispensing a controlled substance

If a Cardinal driver is convicted of any of the above listed Regulatory Disqualification items that driver will be immediately disqualified for life from returning as a driver for Cardinal.

#### x SERIOUS TRAFFIC VIOLATIONS

Drivers will automatically be disqualified if they are charged with any of the below listed violations. The exception will be if a court of law DISMISSES any of the below charges during court proceedings. Plea Bargains or reductions in the original charge are not recognized and the original charge will stand.

1. driving while under the influence of alcohol;
2. driving while under the influence of a controlled substance;
3. possession of alcohol or drugs in a vehicle in violation of local or state laws or the Federal Motor Carrier Safety Regulations (FMCSR);
4. excessive speeding (15 mph above the posted limit) ;
5. making improper or erratic traffic lane changes;
6. reckless or careless driving as defined by state, local law enforcement or regulation;
7. following a vehicle too closely ;
8. violating a state or local law relating to motor vehicle traffic control (*other than parking, vehicle weight, or vehicle defect violations*) arising in connection with a fatal collision;
9. leaving the scene of a collision;
10. violating a driver or vehicle out-of-service order;
11. overturn of the tractor or trailer (preventable)
12. dropped trailer incidents where the equipment is not proven to be defective (preventable)

#### x SUSPENSION, REVOCATION OR CANCELLATION OF COMMERCIAL DRIVER'S LICENSE (CDL)

Driver's will automatically be disqualified if the MVR indicates that their driver's license is currently suspended, revoked, or canceled, including for administrative reasons (non-safety related).

Driver's will also automatically be disqualified if the MVR indicates any suspensions, revocations or cancellation of CDL status that are NON ADMINISTRATIVE and have occurred within the previous 3 year period.

Driver's may still be considered for employment, or be allowed to retain their existing employment if their current MVR shows two or less administrative suspensions, revocations, or cancellations of the candidate's driver's license during the past three years.

**EXCEPTIONS:** If a driver has their CDL suspended due to not self-certifying or providing a copy of the medical card to their State Driver's License Authority (SDLA) that driver can still qualify IF the driver had a VALID MEDICAL CARD at the time of the citation/violation and subsequent suspension. (*See Minimum Eligibility Requirements Policy for more info*)

#### x DEFINITIONS

A preventable collision is an accident that involved a commercial motor vehicle that could have been averted but for an act, or failure to act, by the motor carrier or the driver. A major preventable collision is a preventable collision resulting in:

- x A fatality
- x Immediate medical treatment, away from the scene of the collision, for one or more individuals involved in the collision
- x One or more vehicles being towed due to disabling damage (damage preventing the vehicle from leaving the scene of the collision under its own power)

- **OTHER VIOLATIONS**

The following chart lists specific offenses and the resulting penalty for each infraction. This is not intended to be an all-inclusive list.

<b>OFFENSE</b>	<b>PENALTY</b>
Failure to properly report any mechanical defect to Management in writing.	Progressive Disciplinary Process
Knowingly tampering with or destroying tractor speed sensors, cables, fuel pumps, electronic parameter settings, etc., against company specifications.	Termination
Unauthorized use of a company vehicle.	Termination
Failure to report a breakdown promptly and accurately.	Progressive Disciplinary Process
Failure to properly secure a load and to protect equipment and lading, including the proper use of locks or security measures to meet company or customer security requirements.	Progressive Disciplinary Process
Failure to use proper securement or properly secure load to prevent movement or loss of load during transport.	Progressive Disciplinary Process
Failure to perform a pre-trip inspection or a post-trip inspection as required by DOT regulations.	Progressive Disciplinary Process
Failure to sweep out trailers when empty, including removing nails from the floor.	Progressive Disciplinary Process
Use of alcoholic beverages, intoxicating liquors, or any other substance/controlled substance described in Title 21 of the US Code, Section 21, either prescribed or not, when reporting for duty, while on duty, while on break preparing for duty, while on company property, or while on a dispatch trip for the company.	Termination
Any driver who operates a company vehicle or performs a safety sensitive function while taking a prescription medication under the direction of a licensed physician without providing the company with a signed release from that physician stating the medication will not affect the driver's ability to safely operate a commercial motor vehicle.	Termination
Gross violations of safety or security regulations and policies, to include, Federal Motor Carrier Safety Regulations.	Termination

Failure to maintain Cardinal's minimum eligibility requirements for employment, or loss/suspension of any license or other qualification necessary to perform assigned duties.	Termination
Conviction of a felony while employed by Cardinal.	Termination
Displaying blatant and public disrespect, being discourteous, and/or threatening, intimidating, or coercing any associate or customer.	Progressive Disciplinary Process
Directing abusive language toward and/or openly making or publishing false, vicious, or malicious statements concerning the company, any associate, or customer.	Progressive Disciplinary Process
Unauthorized use of company long distance telephone facilities for personal calls.	Progressive Disciplinary Process
Reckless operation of a company vehicle.	Termination
Exceeding 10mph on all Cardinal owned yards or the posted speed limit on a customer's yard.	Progressive Disciplinary Process
Failure to engage the 4 way emergency flashers whenever the vehicle is placed in reverse gear.	Progressive Disciplinary Process
Proper attire: All drivers are required to wear a uniform in accordance with the Cardinal Uniform Policy for the dedicated drivers. All clothing must be neat, clean without rips, holes or tears. No open toe shoes or clothing with potentially racial or derogatory statements will be allowed.	Progressive Disciplinary Process
Wearing unauthorized badges, insignias, pins or other devices while on duty, on company property, or on customer property.	Progressive Disciplinary Process
Solicitation during working time or solicitation of other associates during their working time, or distribution of materials at any time in working areas of the company or customer property inconsistent with the Solicitation Policy.	Progressive Disciplinary Process
Insubordination. (Failure to follow instructions - written or oral - and/or refusal of work assignment.	Termination
Theft or dishonesty of any kind and/or fraudulent activities.	Termination
Use of a radar detector in truck.	Termination
Willfully or negligently destroying damaging or defacing any company property, company equipment, customer property or property belonging to a fellow employee.	Termination
Fighting or disruptive conduct while on Cardinal or customer property or while on a dispatch trip for the company.	Progressive Disciplinary Process

Delivering the load to the wrong destination and/or picking up the wrong trailer against instructions.	Progressive Disciplinary Process
Failure to report any on-the-job injury to Cardinal management immediately or, in case of serious injury, as soon as medically possible.	Progressive Disciplinary Process
Failure to wear a seatbelt.	Progressive Disciplinary process
Failure to follow Company Policy regarding the use of cell phones and hands free devices.	Progressive Disciplinary Process
Unauthorized carrying of passengers (including animals), property, narcotics or alcoholic beverages in any quantity. Also, unauthorized possession of firearms or other dangerous weapons on company or customer's property.	Termination
Failure to properly and legibly complete and turn in Driver Trip Sheets, Driver Vehicle Inspection Reports & Driver Daily logs.	Progressive Disciplinary Process
Falsification of Motor Vehicle Violation certification required for DOT Annual Review.	Progressive Disciplinary Process
Failure to report any discrepancies identified upon pick up or delivery of freight.	Progressive Disciplinary Process
Proven negligence by the driver, resulting in shortage or damage cargo claims and related expenses.	Progressive Disciplinary Process, Plus potential financial liability for all or part of the costs incurred.
Failure to weigh vehicle on loads exceeding 36,000 pounds.	Progressive Disciplinary Process
Flagrant disregard for Federal Motor Carrier Safety Regulations, including violations of Federal Motor Carrier Safety Regulations pertaining to maximum driving and on-duty time and drivers record of duty status.	Progressive Disciplinary Process
Deliberate falsification of applications, expense reports, or other company related documents, including electronic records.	Termination
Failure to be on time for pickup and /or delivery appointments and failing to notify dispatch when a scheduled time cannot be made.	Progressive Disciplinary Process
Running out-of-route without authorization.	Progressive Disciplinary Process
Failure to report to work or absence from duty without contact for 48 hours.	Voluntary Resignation

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Employees who believe they have been the recipients of inappropriate disciplinary action (excluding counseling) can appeal using the following procedure:

- **STEP ONE**

Within five (5) working days after receiving a written warning, suspension or discharge the employee can request in writing a meeting/telephone conference with his/her supervisor's manager. The written request must include the statement of facts surrounding the dispute, identify all witnesses and state the remedy sought. The manager will meet or have a telephone conference (venue for communication will be at the sole discretion of the manager) with the employee within ten (10) working days. The associate is given an opportunity to explain why he/she believes the discipline was unjust. Following the meeting or telephone conference, the manager conducts any investigation necessary including interviewing identified witnesses. The manager then replies to the employee within ten (10) working days after the meeting/telephone conference.

- **STEP TWO**

If the employee is not satisfied with the manager's response, the employee can submit a written appeal request to the division head providing new evidence or witnesses the investigating manager failed to consider. This must be done within five (5) working days of receiving the investigating manager's response. The division head will contact the employee and set up a meeting or telephone conference within ten (10) working days of receiving the appeal request (venue for communication will be at the sole discretion of the division head). The employee will be given an opportunity to explain to the division head why he/she believes the disciplinary decision was unjust and to present any new evidence. The division head will reply in writing within ten (10) days of the meeting/telephone conference. The division head can uphold, overturn, or modify the discipline.

- **STEP THREE**

If the employee is not satisfied with the division head's response, the employee can forward all written communication (appeal requests and responses) to Human Resources Department within five (5) working days of receiving the division head's response. The Vice President of Human Resources will review the written documents. Therefore the employee should attach copies of all written evidence for review. The Vice President of Human Resources is authorized to take any action deemed appropriate based upon the information provided. The Vice President of Human Resources will communicate the final decision in writing to the employee and the division head within ten (10) working days of receiving the appeal request. If an extension is needed to obtain additional information or for further evaluation, the employee and division head will be notified as to when the final decision may be rendered. All reviews and investigations should be thorough and objective. Management is committed to resolving these disputes at the earliest possible step in the above procedure. No retaliation is taken against employees who pursue their interests to appeal disciplinary actions.

All reviews and investigations will be thorough and objective. Management is committed to resolving these disputes at the earliest possible step in the above procedure. No retaliation is taken against employees who pursue their interests to appeal disciplinary actions.



## POWERED INDUSTRIAL TRUCK WAIVER

I, as an employee, driver, or independent contractor for Cardinal Logistics or Greatwide Dedicated Transport, understand that I have not received powered industrial truck certification or have not been recertified in the past 3 years as outlined by the Occupational Safety and Health Administration Regulation Title 1910.178 – Powered Industrial Trucks, which includes, but not limited to all types of forklifts, moffetts, electric pallet jacks, etc. Prior to operating a powered industrial truck, the regulation outlines who shall be trained and when training is required, as follows:

*§1910.178(l)(1)(i) The employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in this paragraph (l).*

*§1910.178(l)(1)(ii) Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the employer shall ensure that each operator has successfully completed the training required by this paragraph (l), except as permitted by paragraph (l)(5).*

I will not attempt to operate any industrial powered equipment until properly certified or recertified as required by regulation. I understand that operating or attempting to operate any such equipment can result in the termination of my employment, or contract for independent contractors, with Cardinal Logistics Management or Greatwide Dedicated Transport.



## VACATION POLICY

This vacation policy applies to employees in the following entities: Cardinal Logistics Management Corporation. This policy does not apply to employees of Greatwide Distribution Logistics, LLC.

The company awards paid vacation time for all full-time associates subject to specific guidelines and any existing agreements

Employees whose vacation is covered by a union contract are exempt from coverage under the corporate policy

Vacation pay means compensation by the company to an associate for time off granted under the company's vacation program. In the case of an hourly rated regular associate, the amount paid for each day shall be 8 hours multiplied by the regular hourly rate of the associate recipient for each day of entitlement. For drivers, the amount paid for each day of vacation shall be determined on an individual account basis and may vary slightly for each location. Employees may refer to the specific work rules established for their worksite to view exact pay rates. Vacation pay rates are subject to change at the company's discretion.

Vacation time will accrue each pay period, based on the length of service of the associate. Non-driver staff may not receive vacation pay in lieu of time off, except in the event of termination. Drivers may take up to five (5) days of vacation pay in lieu of time off with approval by the account and region managers.

The vacation period of each qualified associate will be established with due regard to seniority and preference of the associate, but should be scheduled to meet working requirements of the department involved.

Associates who have been employed full-time will be awarded vacation days based on length of service.

Associates who have been employed full-time for less than 5 years will accrue vacation time at the rate of 10 working days per year.

Associates who have been employed full-time for greater than 5 years, but less than 10 years, will accrue vacation time at the rate of 15 working days per year.

Associates who have been employed full-time for greater than 10 years will accrue vacation time at the rate of 20 working days per year.

Vacation may be taken by the associate in periods of no less than half (1/2) day.



Except as stated below regarding employees in the state of California, associates may not accrue a balance in excess of the annual accrual rate based on their years of service.

### **Part-time Work**

Periods of time that an associate works part-time (less than 30 hrs per week) shall not be counted towards the associate's full-time seniority for purposes of benefits in this policy. Associates who transition from full-time to part-time employment status will lose any unused vacation days upon the date of the transfer.

### **Borrowing Vacation**

Associates who have not accrued sufficient paid vacation time may go into a negative balance of no more than 40 hours.

### **Requesting Vacation**

Employees must give notice before taking vacation. For vacations of a week or more, employees should try to give at least two weeks' notice, although supervisors can accept shorter notice.

### **Scheduling Vacation**

In scheduling vacations, Cardinal tries to accommodate employee preferences. However, employees who request vacation leave during busy periods or at times when co-workers have already requested vacation might need to make alternate plans. If two employees who need to cover for each other have overlapping vacation requests and cannot resolve the matter themselves, their immediate supervisor makes a final decision. In making such decisions, supervisors weigh the organization's business needs, the timeliness of the requests, and the employees' respective seniority.

### **Vacation Carry-Over Rights**

Vacation is intended to be used in the year awarded. However, if job demands make it difficult for the associate to use all vacation time in the year earned, the associate may carry one-half of unused vacation days over from one year to another (unless the employee works in a state where law mandates greater vacation carry over rights). The maximum carryover allowed (except in the state of California) is 80 hours.

For associates working primarily in the state of California, associates may carry over all of their unused vacation time, up to a maximum of 160 hours. For associates in California with greater than 160 hours of vacation time, no further time will accrue until the employee's vacation balance is less than 160 hours. When vacation is taken again and the total accrued amount falls below the maximum, vacation accrual will restart.

### **Termination of Employment**

Employees who have unused vacation time when their employment with Cardinal ends will be paid for unused days on their final payroll check. If employment is terminated and the vacation balance is in the negative, the amount of the vacation advance will be deducted from the associate's final paycheck, except where state law provides otherwise.

# DAYFORCE FOR DRIVERS

How to navigate and use the Ceridian Dayforce system.

## ACCESSING DAYFORCE

- ▶ Use the links on RedBirdsNest, [www.cardlog.com](http://www.cardlog.com), Birdseed or go to [www.dayforcehcm.com](http://www.dayforcehcm.com). You can also download the mobile app from Google Play (Ceridian Dayforce).
- ▶ Log in using the following information:
  - ▶ Company: cardinal (all lower case)
  - ▶ Username: Your driver code (Example: CODE)
  - ▶ Password: cardinal plus last four SS# (Example: cardinal2345). \* This temporary password is used for new hires.

## VIEWING YOUR INFORMATION

- ▶ From the "Home" screen, Click on "Profile & Settings."

DOE, JOHN A  
Company Driver  
Profile & Settings

- ▶ Information on your current employment, home address and contact information is easily viewed on this screen.

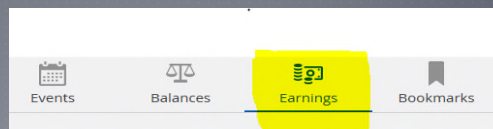
The screenshot displays a user profile page with the following sections:

- Address:** Primary Residence: 5333 Davidson Highway, Concord, NC 28027, United States of America. Includes an "Add" button for other addresses.
- Contact Information:** Phone Numbers: Home +1 (704) 786-6125. Email Addresses: No email address contact information available. Online Profiles: No online profile contact information available. Emergency Contacts: (empty).
- Employee Information:** Number: SAMPLE, Status: Active, Location: 00005 CL Office BW NC CONCORD Human Resources, Position Title: 688 Clerk, Department: Human Resources, Original Hire Date: 8/8/2015, First Day Worked: 8/8/2015, Security Data: Manager: Hardie, Holly.
- Pay Information:** Pay Class: Full Time, Pay Group: Cardinal Biweekly Office, Pay Type: Hourly, Pay Frequency: Bi Weekly, Hourly Rate: view, Payroll Information: view.
- Balance Information:** Overview | Expiring Transactions | Time Bank Balances. A table shows a VAC balance of 40 hours.

Type	Accrued	Approved	Pending	Remaining	Exceeded	Unit
VAC	40			40		Hours

## VIEWING PAYSTUBS

- ▶ To see your weekly pay statements, do the following:
- ▶ From the "Home" screen, Click on Earnings Icon



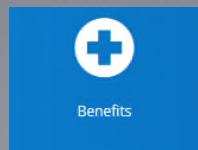
- ▶ Click on "View Earnings Statements."



[View Earning Statements](#)

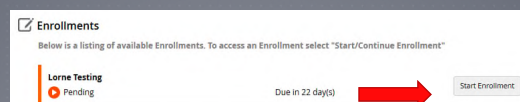
## ENROLLING IN BENEFITS

- ▶ Use this for first time enrollment, open enrollment, or reporting a life event change.
- ▶ From the “Home” screen click on Benefits Icon

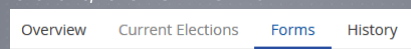


## BENEFIT ENROLLMENT

- ▶ If you are eligible to enroll, you will see a message under “Enrollments.” Click on “Start Enrollment.”



- ▶ To submit a life event, click on “Forms”



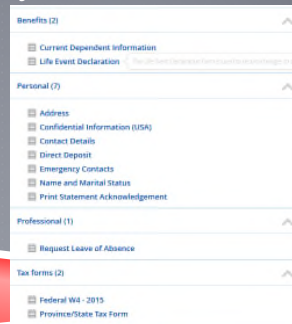
- ▶ Select “Life Event Declaration,” and enter the requested information and documentation.

## CHANGING YOUR ADDRESS, DIRECT DEPOSIT, TAX WITHHOLDINGS, ETC.

- ▶ From the “Home” page, click on Forms icon. ↓

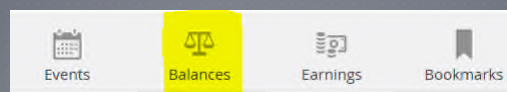


- ▶ Select the form which applies to your situation.
- ▶ Complete and submit.



## REQUESTING TIME OFF

- ▶ You can see your time off balance on the Home page by clicking on the Balances Icon.



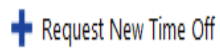
- ▶ Click on [View Time Away From Work](#).

[View Time Away From Work](#)



# REQUESTING TIME OFF

- ▶ Select "Request New Time Off."

+ Request New Time Off

# REQUESTING TIME OFF

- ▶ Enter the information for your request and submit.

Create Time Off Request

Time Requested: **8.00 Hours** Status: **Pending**


Reason:  Start:  End:  Type Remaining Unit  
VAC 48 Hours

Type of Request:  All Day  Partial Day

Employee Comments:

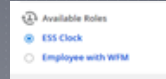
Balance Details:

- ▶ Check the "Time Off List" screen to see the status of your request.

Wednesday, September 09, 2015 Requested: Tuesday, September 08, 2015 Manager: Hardie, Holly 4.00 hours  Approved

## CLOCKING IN AND OUT (IF APPLICABLE)

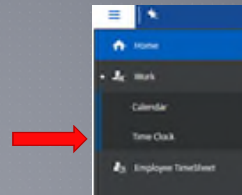
- ▶ Select "ESS Clock" under Available Roles.



- ▶ Click on the three vertical lines in the upper left corner of the screen to bring up the drop down box.

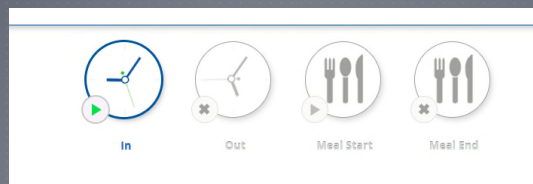


- ▶ Click on "Work", then on "TimeClock."



## CLOCKING IN AND OUT

- Click on "In."

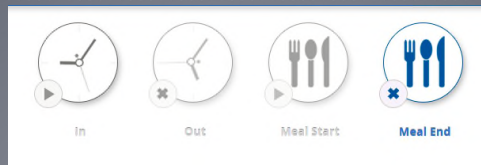


- At the start of your meal break, click on "Meal Start."



## CLOCKING IN AND OUT

- ▶ At the end of your meal break, click “Meal End.”



- ▶ At the end of your shift, click “Out.”

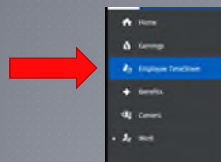


## SEEING YOUR TIME WORKED (IF HOURLY)

- ▶ Click on the three vertical lines in the upper left corner of the screen to bring up the drop down box.



- ▶ Click on “Employee Timesheet.”



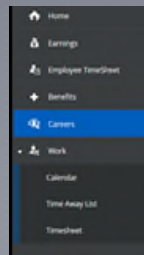


## APPLYING FOR NON-DRIVING JOBS

- ▶ Click on the three vertical lines in the upper left corner of the screen to bring up the drop down box.

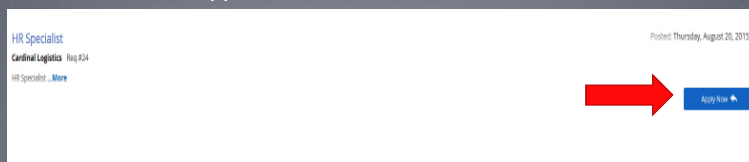


- ▶ Select "Careers."

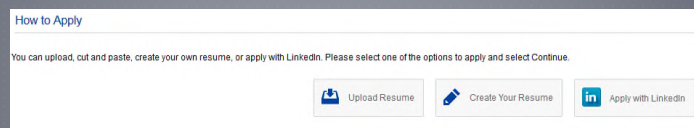


## APPLYING FOR NON-DRIVING JOBS

- ▶ All available non-driving positions will be shown. Click "Apply Now" to submit an internal application.



- ▶ Follow the steps to complete your application.



## CHANGING YOUR PASSWORD

- ▶ From the “Home” page, select “Profile & Settings.”

DOE, JOHN A  
Company Driver  
Profile & Settings

- ▶ Click on Security tab. Enter the change to your password and click on “Save.”

### Security Settings

#### Update Password

Enter your current password and type your new password twice (once to confirm)

Current Password

New Password

Repeat Password

## YOUR NEXT STEP

- ▶ Review all of your information in the system and make changes as necessary.
- ▶ Email your questions to [humanresources@cardlog.com](mailto:humanresources@cardlog.com)

## Regional Safety Program Example



We have incorporated two very simple messages/logos into our safety initiative program.

**“TAKE FIVE”** - TAKE FIVE conveys the simple premise that we should always step back, take a deep breath and allow ourselves the several minutes necessary to gain perspective and make decisions with a clear mind. We should all TAKE FIVE minutes to plan, five minutes to relax, five minutes to calm down, five minutes to be professionals. At the end of each year we sponsor a TAKE FIVE logo contest.

**“Home: The Most Important Stop”** – Along with TAKE FIVE we have also adopted a complimentary brand to remind ALL of us why we do this work in the first place. Home, in this context, means those things that are important to us: wives, children, friends, family, life. Work provides the ability to provide for families and enjoy time with friends and loved ones. Because of the nature of being a professional truck driver and the inherent dangers involved in operated tons of equipment, we want our drivers to TAKE FIVE, think about what HOME means to them and act with HOME in mind.



## HOS Summary



- Log books and/or ELD devices (PeopleNet / XRS)
- Four ways to take the 10 hour break
- Using a split sleeper berth
- 30 minute break
- 34 hour reset



## Log Books and ELD Devices



- Log books and or ELD devices (PN/XRS) should be kept current to the last change of duty status at all times.
- If you are stopped at a roadside, or POE, make certain to log it.
  - If less than 15 minutes you may flag the stop if using graph logs.
- Remember to flag any and all toll way's you travel through.
- Remember to log random drug or alcohol testing.
- Remember to turn your logs in daily to your operating center staff.
  - CMV Operators **MUST** submit logs up through the previous 24 hour calendar day before each new dispatch if using graph logs.
- Remember that **FLAGRANT** hours of service violations are a disqualifying offense at Cardinal and could cost you your contract or employment.
  - Log it like you run it!



## Four Ways to Take a 10-Hour Break



- 10 consecutive hours Off Duty
- 10 consecutive hours in the Sleeper Berth
- 10 consecutive hours
  - combination of Off Duty and Sleeper Berth with no other duty status changes.
- Split Sleeper Berth:
  - must be split under specific circumstances.
  - It may only be split in TWO PERIODS.
  - Minimum of 8 hours **consecutive in the sleeper berth** but less than 10 and
  - a minimum of 2 hours **consecutive** in the sleeper berth, off duty or combination of the two.
- The 8 hours stops your clock and the 2 counts into your 14 hours.

*Please note that once your 14 hour clock has started, all off duty time less than 10 consecutive hours and all sleeper berth time less than 8 consecutive hours must be calculated into the 14 hour limit.*



## Using a Split Sleeper Berth



- **Example:** Following your 8 hours in the sleeper berth, you drive 4 hours back to the Ops Center, take 15 minutes for your post-trip, then you take your 2 hour break before your next run.
- You add the 4 ¼ hours with the 2 hour break which equals 6 ¼ hours, subtract that from 14 and you will have 7 hours and 45 minutes to run before you must take your next break.
  - $4.25 \text{ hrs} + 2 \text{ hr break} = 6.25 \text{ hrs} - 14 \text{ hrs} = 7\text{hrs } 45 \text{ Minutes}$
- You will determine your time always
  - from your last break minus 14 hours, and
  - be sure anything under 10 hours off duty or
  - less than 8 hours sleeper counts into your 14 hour clock.



## 30 Minute Rest Break Requirement



### Thirty (30) Minute Rest Break Requirement

- Prohibits a driver from driving if more than eight hours have passed since the driver's last off-duty or sleeper-berth break of at least 30 minutes.
- A driver can take the required break anywhere between the third and eighth hour after coming on duty.
- A driver who plans to drive until the end of the 14th hour and wants to take only one break will need to take the break between the sixth and eighth hour after coming on duty.
  - If the break is taken BEFORE the sixth hour after coming on duty the driver will be required to take another 30 minute break before reaching the 14<sup>th</sup> hour of on-duty time.



## 34 Hour Restart/Reset



### Thirty-Four (34) Hour Restart provisions

- Any driver that takes a consecutive 34 hours off duty may reset their 70 hour in 8 day total.
- The reset is voluntary. Driver's may opt to not accept the re-start and maintain their 70 hour in 8 day totals. Log notations must be made by the driver identifying if and when an eligible 34 hour restart is taken.
- Recently, restrictions on the 34 hour re-start provision were lifted. Driver may now take the re-start as often as they are able based on taking 34 consecutive hours off-duty.



## 70 Hour / 8 Day Rule: Recap



- The 70hr rule is sometimes thought of as a “weekly” limit. However, this limit is not based on a “set” week, such as Sunday through Saturday. The limit is a “rolling” 8-day period.
- The oldest day’s hours drop off at the end of each day (Midnight) and each day you calculate the total on-duty time (Lines 3 and 4) for the past 8 days.
- For example: Using the 70-hour/8-day schedule:
  - The current day would be the newest day of your 8-day period.
  - The hours you worked 8 days ago would drop out of the calculation at midnight of the current day.



## 70 Hour / 8 Day Rule: Recap Example



### • Date Hours Worked

- 4/1            10
- 4/2            5.5
- 4/3            10
- 4/4            10
- 4/5            10
- 4/6            5.5
- 4/7            10
- 4/8            10 at 11pm

In the example to the left, the current day is 4/8. At 11pm this driver completed 10hrs on duty.

Looking back 8 days, this driver worked a 10hr day on 4/1. At midnight on of the 8<sup>th</sup> day, this driver will get those 10hrs added back to the available hours.

Using this example, Is the driver in violation of the 70 hour rule?

**YES!**

How many hours over is the driver?

**1 Hour:**

This driver reached 70hrs on duty at 10pm on 4/8 and should have stopped until Midnight, at which time he/she would get 10hrs back.



## Inspections



### Complete and Maintain Your DVIR's

- It's the law – FMCSR 396.11 and 13 – at the end of each day, you must inspect and prepare a report in writing on every vehicle used during the day **that had defects or required repairs.**
- If there were safety-related defects noted on the last DVIR, both the person making the repair and the next driver must sign the form.
- Reports must be retained for 3 months.
- Making and keeping these reports makes sense
  - Part of a sound maintenance program
  - May be required as part of legal defense in case of a collision
- The DVIR must still be completed even if no repairs are required. (*Cardinal company policy*)

The image shows a 'DRIVER'S VEHICLE INSPECTION REPORT' form. It includes sections for 'CARRIER', 'LOCATION', 'DATE', 'DRIVER', 'VEHICLE', and 'INSURANCE'. There are two main inspection grids: one for 'TRUCK/TRACTOR' and one for 'TRAILER'. Each grid lists various vehicle components with checkboxes for 'OK', 'N', or 'N/A'. A 'REMARKS' section is provided for notes. At the bottom, there are checkboxes for 'CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY' and 'NONE DEFECTS CONNECTED'. The form is marked with a large 'DRAFT' watermark.

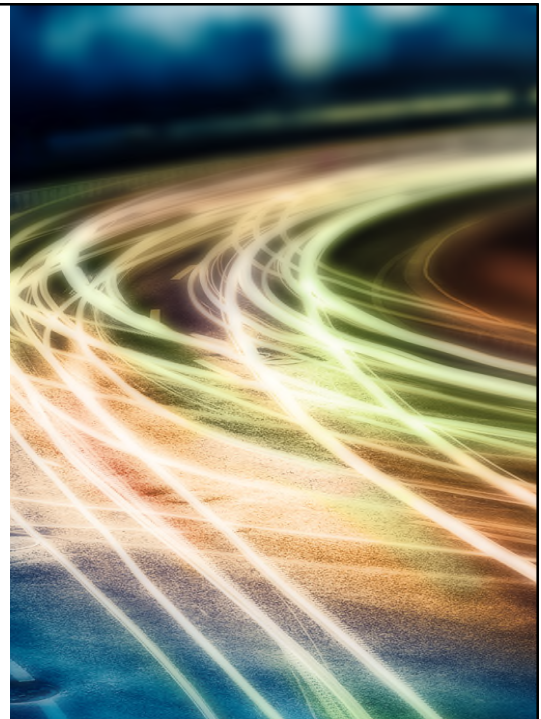




## XRS Omnitracs



### Mobile Device Training



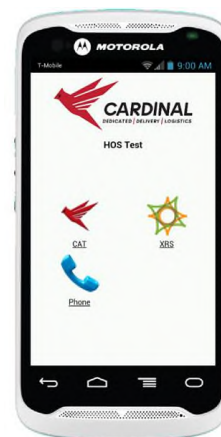
Choose the XRS icon from the device menu



Windows



Android



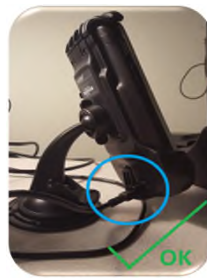
Handhelds need at least **40% Battery life** to properly run XRS and the Cardinal Activity Tracker (CAT).

Keep your handheld properly charged to avoid logging issues.

Place handheld in the provided cradle and plug the charger into the cradle.  
Placing the charger directly into the handheld does NOT properly charge the handheld.



Bad



Good

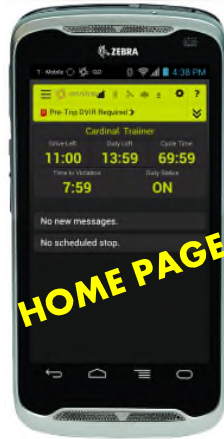
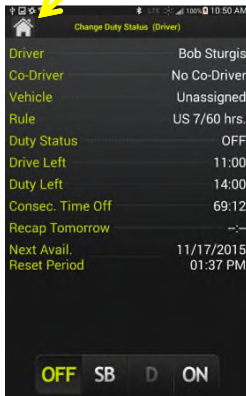


Each vehicle will have a relay setting somewhere on the dashboard.  
This needs to remain uncovered with a clear view to the sky.

Tampering with this equipment is unauthorized. It may result in employee discipline including termination. You may only unplug this relay if the Corporate Safety Department directs you to.



**Touching the “HOME” button will take you back to the XRS Home Screen**



**Touching the devices home button will take you to the devices home screen**

## Logging In

At the beginning of each trip, the driver must login with his/her Driver ID.

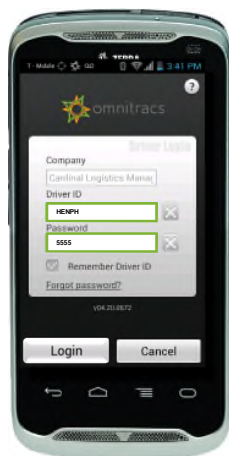


Enter Driver ID and Password and Touch Login

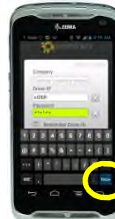
- Driver ID is your driver code
- Password is your last 4 digits of your SSN

Note: check remember ID if you use the same hand held everyday.

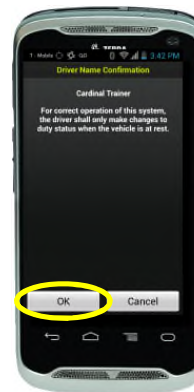
Forgot Password: use your license # to gain access.



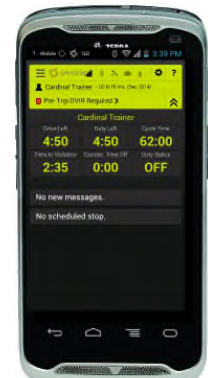
Touch Driver ID space-enter your ID then touch NEXT



Touch Password space – enter your password then touch DONE

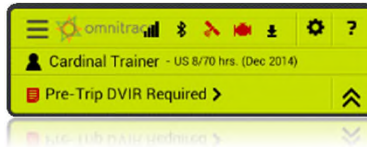


Confirm Driver Name and safety message by touching OK



Logged in viewing Home Screen

## HOS Home Screen (Dashboard)



First lets talk about the top menu bar



Menu bars



? Is a help button the Gear is a settings button you do not need to touch unless instructed to.



Signal strength bars / Bluetooth signal / GPS signal / Engine data signal/ downloading information signal.  
If icon is ever **RED** that means there is a problem with it.

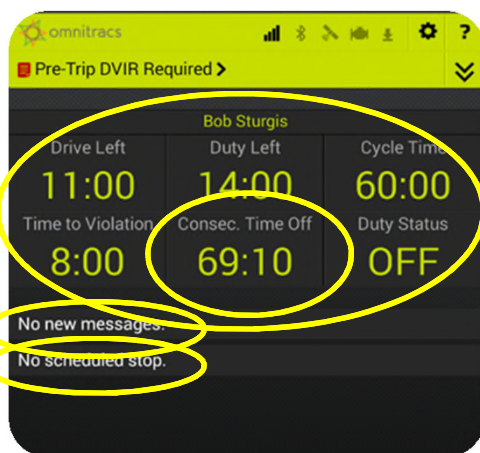


Your name should appear here. Hide or unhide with the arrow button



Tells drivers the next step to perform.

## HOS Home Screen (Dashboard)



DASHBOARD will:

Count down your:

- Drive Time
- Duty Time
- 8/70 Cycle Time
- Time to Violation (break/11/14/17)

Counts up:

- Consecutive Time Off Duty

Email:

- Will show your messages

No Scheduled Stop:

- This function is not utilized

In the **Remarks** Section, John wrote down the locations of duty status changes as follows:

- He reported for work at Richmond, VA.
- He stopped and fueled his truck in Fredericksburg, VA.
- He had lunch in Baltimore, MD.
- He made a delivery stop in Philadelphia, PA.
- He went into the sleeper berth at Cherry Hill, NJ.
- He drove to Newark, NJ, checked out, and went off duty.

**A Completed Log**

U.S. DEPARTMENT OF TRANSPORTATION		<b>DRIVER'S DAILY LOG</b> (ONE CALENDAR DAY - 24 HOURS)		ORIGINAL - Submit to carrier within 13 days DUPLICATE - Driver retains possession for eight days																				
<u>04</u>	<u>09</u>	<u>08</u>	<u>350</u>	<u>123,20544</u>																				
(MONTH)	(DAY)	(YEAR)	(TOTAL MILES DRIVING TODAY)	VEHICLE NUMBERS - (SHOW EACH UNIT)																				
<u>John Doe's Transportation</u>		<u>John E. Doe</u>																						
(NAME OF CARRIER OR CARRIERS)		(DRIVER'S SIGNATURE IN FULL)																						
<u>Washington, D.C.</u>		—																						
(MAIN OFFICE ADDRESS)		(NAME OF CO-DRIVER)																						
MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS
1: OFF DUTY	[Graph showing duty status changes]																							<u>10</u>
2: SLEEPER BERTH	[Graph showing duty status changes]																							<u>1.75</u>
3: DRIVING	[Graph showing duty status changes]																							<u>7.75</u>
4: ON DUTY (NOT DRIVING)	[Graph showing duty status changes]																							<u>4.5</u>
MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	<u>24</u>
REMARKS	[Remarks section with location annotations]																							
Pro or Shipping No.	<u>101601</u>																							

After you have completed your log, the regulations allow you 13 days to get the original copy to your carrier. Your carrier may require you to turn it in sooner.

You must keep a copy of your completed log for the next 7 consecutive days. The copies must be available for inspection by law enforcement officers.

Any time you work for more than one motor carrier during a 24-hour period, you must make extra copies and give a copy of your log to each motor carrier. The log must include:

- All duty time for the entire 24-hour period,
- The name of each motor carrier you worked for during the 24-hour period, and
- The beginning and finishing time, including a.m. or p.m., worked for each motor carrier.





## Injury Prevention



### OSHA REQUIREMENTS



- Established in the 1970's
- Part of the United States Department of Labor
- Mandatory OSHA Safety Training  
Include but not limited to:

- BLOODBORNE PATHOGENS
- PERSONAL PROTECTIVE EQUIPMENT
- EMERGENCY ACTION PLAN
- FIRE EXTINGUISHER
- HAZARD COMMUNICATION (SDS)
- LOCK OUT / TAG OUT

# New Hire Company Driver: 2018 Online Training Curriculum

## E-TRAIN30DAY2018

HOS New Series: Part 2-  
The 14 Hours Window/11 Hour Limit/60-70 Hour Duty Limit (5:36)  
HOS New Series: Part 3- The 30 Minute Break and 34 Hour Restart (3:19)  
HOS New Series: Part 6- The Driver's Daily Log Book (8:51)  
CSA BASIC Drivers Series: Part 6- HOS Compliance (4:45)  
Seatbelts (4:43)  
Distracted Driver Awareness: No Device Allowed (5:08)

## E-TRAIN60DAY2018

Speed Management (17:15)  
Approaching Intersections: Part 1 (7:50)  
Approaching Intersections: Part 2 (6:38)

## E-TRAIN90DAY2018

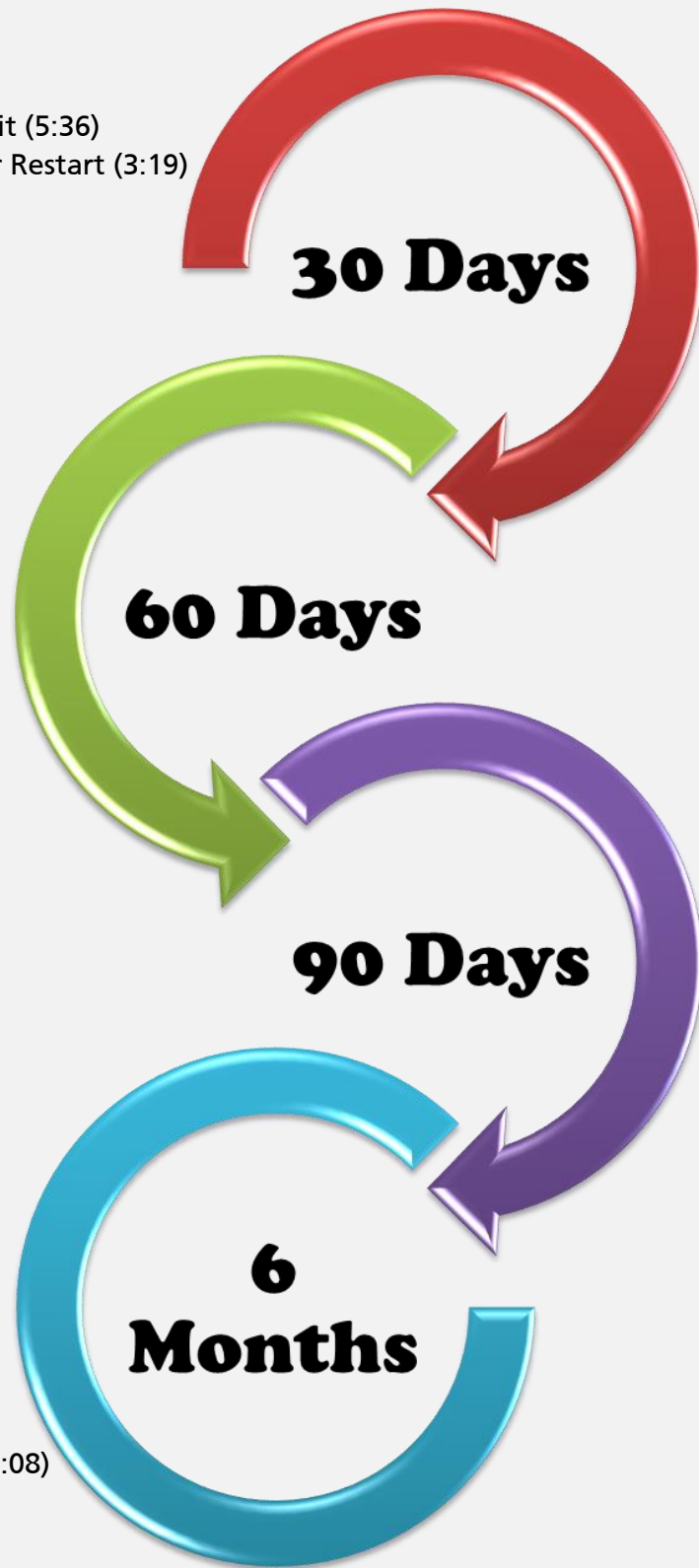
Tailgating (6:54)  
Changing Lanes (5:10)  
Three Points of Contact (6:02)  
Cargo Securement (3:10)  
Cargo Door Safety (5:43)

## E-TRAIN6M02018

Fatigue Management: Part 1 (7:53)  
Fatigue Management: Part 2 (7:00)  
Exterior Power Unit and Trailer Inspection (7:43)  
Entering and Exiting Truck Cab: Hurry Now, Wait Later (3:08)  
Cabin Interior: Pre-Trip Checklist (6:27)

## Reminders:

All lessons are available at Vertical Alliance.  
Assignments are due the first of the month after each milestone.  
Do you have questions about the curriculum? Contact your manager.



# 2018 Company Driver Online Training General Reminders:



**All Training is completed via the Vertical Alliance website.**



**Assigned courses must be completed within the prescribed time frame in order to clear the related TMW expiration.**

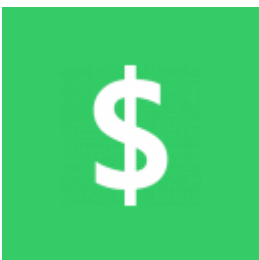
Any extension of an established training deadline will require approval from the Region Manager.



**Access training from the following address:**

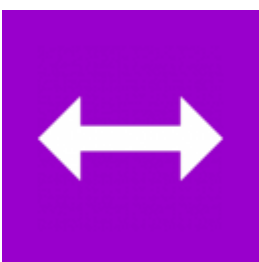
**<http://cardinallogistics.infinet-i.net>**

Using any other address, bookmark, or link may result in login issues and errors.



**Drivers will be compensated \$7 per required course.**

- Yard drivers and hourly drivers do not receive the productivity compensation.
- Drivers are not compensated for elective training.
- A completion list is forwarded to Driver Payroll by 10 AM every Monday to compensate drivers for the previous week's required training completions.



**The datafeed between Vertical Alliance and TMW processes multiple times each day.**

The driver's expiration should be removed from TMW within 4 hours of completion of every required course in the assignment.



**There will be company-wide quarterly assignments, but there will also be cost center specific assignments.**

This will be set up as two different enrollments at Vertical Alliance and two different expirations at TMW.

**Do you have questions about your Vertical Alliance access? Contact HR  
Do you have questions about your training curriculum? Contact your manager**





By affixing my signature below, I acknowledge that I have been provided a complete and comprehensive orientation class, a copy of the Cardinal Logistics Management Corporation “Driver Orientation Handbook” used in the class, and a complete review of the “Target Zero Safety Overview” presentation. I will adhere to and be bound by the policies and procedures discussed and provided within the aforementioned documents.

Date Provided to Driver: \_\_\_\_\_

Driver’s Printed Name: \_\_\_\_\_

Driver’s Signature: \_\_\_\_\_

Driver’s Code: \_\_\_\_\_

=====

Date Witnessed by OM: \_\_\_\_\_

Operation Manager’s Signature: \_\_\_\_\_

Cost Center: \_\_\_\_\_

*This signed and witnessed document is to be detached from the “Driver Orientation Handbook” and returned to either the Operations Manager at the Cost Center shown above or uploaded into the Tenstreet system.*

## PUBLICITY CONSENT FORM

Employee Name: \_\_\_\_\_

Department/Job Title: \_\_\_\_\_

Cardinal Logistics Management Corporation would like permission to share your name and/or photograph in our external media communications.

Please check one of the two boxes below. By checking the first box, you are consenting to allow Cardinal Logistics Management to use your name and/or photograph for any and all promotional and recognition purposes. Your name or picture could appear or be included in electronic newsletters, websites, pod casts, slideshows, Facebook, LinkedIn, Twitter or other external communication outlets.

If you do not want your name or photograph publicized, please check the second box.

**NO RESTRICTION / GENERAL USE**

Cardinal Logistics Management has my permission to use my name on all external communication vehicles. I understand that my name may appear on Cardinal's Internet and Intranet, in videos, pod casts, web casts and in any printed or published promotional materials such as brochures, newsletters and others.

**NO USE**

Please do not use my name or photo externally on any Cardinal Logistics Management Corporation sites.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

*This release agreement will be kept in your personnel file. You may change or update this document at anytime during your employment with Cardinal Logistics Management Corporation.*