

HO-SANG THE ELITE TRANSPORTER LLC

SAFETY POLICIES

Hours of Service Policy

All drivers must follow the following driving regulations:

1. Drivers are required to **drive no more than a maximum of 11 hours** within a 24-hour period.
2. After which the driver is required a **total of 10 consecutive of OFF DUTY hours** before starting to drive again. (Drivers may split their required 10-hour off-duty period, as long as one off-duty period (whether in or out of the sleeper berth) is at least 2 hours long and the other involves at least 7 consecutive hours spent in the sleeper berth. All sleeper berth pairings MUST add up to at least 10 hours. When used together, neither time period counts against the maximum 14- hour driving window.)
3. May not drive beyond the **14th consecutive hour after coming on duty**, following 10 consecutive hours off duty.
4. Drivers must take a **30-minute break** when they have driven for a period of 8 cumulative hours without at least a 30-minute interruption. The break may be satisfied by any non-driving period of 30 consecutive minutes (i.e., on-duty not driving, off-duty, sleeper berth, or any combination of these taken consecutively).
5. All drivers may not drive after 60/70 hours on duty in 7/8 consecutive days. A driver may restart a 7/8 consecutive day period after taking 34 or more **consecutive hours off duty**.
6. Drivers are allowed to extend the 11-hour maximum driving limit and 14-hour driving window by up to 2 hours when **adverse driving conditions** are encountered.

Drivers that are cited during roadside or scale inspections for violations of the 11-hour, 14 hour or working beyond the 60/70 hours, will be:

- 1st Offense –Written up and re-trained
- 2nd offense, written up and suspended for one day,
- 3rd offense written up, pay a fine and suspended for a week.
- 4th Offense, termination of contract.

Completion of Logs

All Commercial Drivers are required to login to ELD and complete a daily vehicle record (log) for all 365 days of the year. —No exceptions.

- If driver is off duty for a day, weekend, a holiday period of several days, or even a month's vacation, driver must complete a log for the entire period. Enter dates in the Remarks section and show the off-duty time on the grid/log.
- If working as team, each driver must login using their own login information and complete their logs. **NO EXCEPTIONS**
- Drivers must keep their daily logs current to the time shown for the last change of duty status. This means that daily log must be up-to-date at all times.
- Drivers must sign and acknowledge that all entries input into the Daily Log book are correct by the end of day.

- Driver is to use Personal Conveyance for personal use or personal as off duty as off-duty only when the driver is relieved from work and all responsibility for performing work by the motor carrier. **NO EXCEPTIONS. If clarification is needed, please contact your safety manager ASAP.**
- If the ELD is malfunctioning, driver must: write a note on the ELD, notify his safety manager right away and use his 7 days of blank paper log until the device is working.
 - If problem exceeds 7 days, Safety manager will have to get approval of FMCSA to continue using paper logs.
- Daily Vehicle Inspection Reports (DVIR's) must be completed by the driver. If defect(s) or services are found, driver must document it on the Daily Vehicle Inspection and provide supporting documentation of completed service/repairs.
- Drivers MUST make sure that they document on their logs the exact time, date and location where they fueled, as listed on their fuel receipts
- Drivers must document all road and scale inspections; make sure to list on log the location and time.

The proper completion of logs is expected of all drivers. Drivers must make sure that each log must have the following information:

1. Name of driver
2. Date
3. Total miles driving in a day (24-hour period)
4. Truck or Tractor and trailer numbers
5. Name of Motor Carrier/Company
6. Carrier's main office address
7. Name of co-driver (if applicable)
8. Total hours for each duty status (Off Duty, Sleeper/Berth, Driving and On-Duty)
9. Shipping document number(s), or name of shipper and commodity
10. In the Remarks section, the driver must indicate the location (city) for changes in duty status
11. Acknowledgement of completed ELD by end of day

Drivers will be held accountable for the completion of their logs correctly and submitted on a timely basis.

Drivers that incur violations for **not** having or completing logs properly, **HO-SANG THE ELITE TRANSPORTER LLC**. Will hold the drivers responsible for these violations. The Driver will be responsible for the payment of the fines associated to those violations.

HO-SANG THE ELITE TRANSPORTER LLC is required to have the last 6 months of logs for all active and terminated drivers for audits. It is important all drivers are aware of this and complete their daily logs properly and on time.

HO-SANG THE ELITE TRANSPORTER LLC will not accept from any driver logs that are grossly falsified. Drivers will be subjected to disciplinary action, suspension and up to termination for falsification of logs.

Driver has read and understands all requirements relating to their duty of record (logs).

Driver's Signature

Date

Electronic Logging Device (ELDs) - Policy

HO-SANG THE ELITE TRANSPORTER LLC

Before you start driving

1. Make sure your device is working properly.

Verify that your ELD is working properly. For portable or phone ELDs, verify that the battery is fully charged. If you have any questions about whether your device is working properly, report it to your provider and write it down if possible. Putting it in writing provides you with evidence that you brought the problem to your supplier's attention, in case it becomes a malfunction later on.

2. Verify that the ELD documentation is accessible.

Make sure you have all three required ELD documents in the cab / electronically accessible:

- **Transfer Guide**
- **ELD manual**
- **Malfunction Guide**

Your ELD manufacturer should have these documents available.

3. Keep backup paper logs on board.

Make sure you have at least 8 days of blank paper logs available in case of a problem with your ELD. These four items (the three ELD documents listed above and the additional blank paper records) must be on board at all times. You may be in violation if you do not have them available.

4. Verify the location and interface of the controller.

Finally, make sure the controller interface (the screen you use to enter RODS, view remaining time, etc.) is mounted on the vehicle and in line of sight, while complying with other state rules such as windshield mounting. Keeping the ELD device properly mounted and in line of sight is an ELD requirement. If using a tablet/portable phone device, make sure you have a mount, as officers may cite you if it is not secured while being used as part of your ELD solution.

Roadside Inspections

If you are asked to show your records during a roadside inspection, your first action should be to ask the officer which transfer method he or she is requesting. Some states may support both transfer mechanisms as described in the ELD mandate:

1. "local" - which is a USB or Bluetooth transfer.
2. "telematic" - wireless transfer via the ELD provider and email.

However, they are much more likely to support only one. Telematic transfer is emerging as the method of choice for many jurisdictions.

If your ELD supports the requested transfer method, follow the instructions in the Transfer Guide (which is a required document to be in your booth) to transfer records electronically to the officer.

Two important notes about transfers and errors:

- If your ELD does NOT support the option the officer is requesting OR you are unable to transfer the records for any reason (error due to missing information, cellular connection or any other problem), refer to your ELD manual for instructions on the secondary option, which will be an on-screen display or printout (on-screen display is the most common method). Follow the instructions to show the officer the screen display on your device or printout. This backup option is mandate compliant and you cannot be subpoenaed to use it if the primary transfer method fails.

- If the ELD gives you an error during the transfer, take note of the screen, as most ELD systems will note what went wrong, and in the case of missing or incorrect information, you should report it to your provider's administration so it can be fixed. Something as small as a DOT number containing an incorrect character (such as a hyphen) can disrupt the transfer.

Keep your ELD top of mind.

Keep your ELD top of mind.

- With electronic logging, it's important to protect yourself as a driver by staying on top of your device and understanding how it works and why. Doing so will help keep yourself and your provider out of hot water, as well as help you get the most out of this new electronic age.

Driver Responsibility

REPORT ANY MALFUNCTIONS in writing IMMEDIATELY TO THE COMPANY. Driver must report within 24 hours of any malfunction:

Company Contact Information:

HO-SANG THE ELITE TRANSPORTER LLC
8630 NW 56TH ST

CORAL SPRINGS
FL
33067

- The driver is responsible for making sure to have at least 8 days of blank paper logs (LOGS) in case of a malfunction.
- The driver must ensure that he/she has the following documents and knows where to locate them to comply with roadside inspections

- USER'S MANUAL
- TROUBLESHOOTING AND PERFORMANCE GUIDE
- TRANSFER GUIDE - ROADSIDE INSPECTION GUIDE

- Devices must not be tampered with, disconnected or damaged.
- Drivers are required to log in and out of the device at appropriate times and have a secure username and password that they do not share with anyone.
- Drivers are required to certify their logs within 24 hours
- All drivers must return equipment if they will no longer be operating under the authority of HO-SANG THE ELITE TRANSPORTER LLC. An equipment deduction will be applied if equipment is not returned or is damaged.

I understand that my signature below acknowledges that I have read and understand these regulations and rules of HO-SANG THE ELITE TRANSPORTER LLC regarding the Electronic Logging Device (ELD). I also understand that failure to comply with the above may result in termination of my employment.

Driver Signature

Date

Personal Conveyance Policy

HO-SANG THE ELITE TRANSPORTER LLC is strongly committed to full compliance with the current federal hours-of-service (HOS) regulations, as well as any additional local regulations which may apply.

A major element of individual compliance with the hours-of-service regulations is the use of a Commercial Motor Vehicle for Personal Conveyance, 49 CFR 395.8.

HO-SANG THE ELITE TRANSPORTER LLC authorizes our company drivers, lease purchase drivers and owner operator drivers to use a Commercial Motor Vehicle (CMV) while off-duty for Personal Conveyance per the authorized uses below:

1. Drivers are required to document such use as off-duty on their Records of Duty Status, irrespective of the method used to record the driver's Hours of Service (e.g., paper logs, automatic on-board recording device AOB RD, electronic logging devices ELD, etc.).
2. A driver may record time operating a CMV for personal conveyance (i.e., for personal use or reasons) as off-duty only when the driver is relieved from work and all responsibility for performing work by **HO-SANG THE ELITE TRANSPORTER LLC**.
3. The CMV may be used for personal conveyance even if it is laden, since the load is not being transported for the commercial benefit of **HO-SANG THE ELITE TRANSPORTER LLC** at that time.
4. Personal Conveyance does not reduce a driver's or **HO-SANG THE ELITE TRANSPORTER LLC** responsibility to operate a CMV safely.

COMPANY NAME authorized uses of a CMV while off-duty for personal conveyance:

1. Time spent traveling from a driver's in route lodging (such as a motel or truck stop) to restaurants and entertainment facilities.
2. Commuting between the driver's terminal and his or her residence, between trailer-drop lots and the driver's residence, and between work sites and his or her residence. In these scenarios, the commuting distance combined with the release from work and start to work times must allow the driver enough time to obtain the required restorative rest as to ensure the drive is not fatigued.
3. Time spent traveling to a nearby, reasonable, safe location to obtain required rest after loading or unloading, regardless of whether the driver exhausted his or her HOS. The time spent driving under personal conveyance must allow the driver adequate time to obtain the required rest in accordance with minimum off-duty periods under 49 CFR 395.3(a)(1) (property-carrying vehicles) before returning to on-duty driving, and the resting location must be the first such location reasonably available. FMCSA recommends that the driver annotate on the HOS if he/she cannot park at the nearest location and must proceed to another location.
4. Moving a CMV at the request of Federal, State or Local laws enforcement official to relocate the CMV during the 10- hour break period. However, the CMV must be moved no farther than the reasonable and safe area to complete the rest period

Signature

Date

HO-SANGTHEELITETRANSPORTERLLC

8630 NW 56TH ST
CORAL SPRINGS, FL,33067

Vehicle Maintenance

Definitions:

- **HO-SANG THE ELITE TRANSPORTER LLC** – A vehicle operating under the authority of HO-SANG THE ELITE TRANSPORTER LLC. Can be a company owned unit, Owner Operator unit or a leased vehicle operated by a 3rd part driver.
- **HO-SANG THE ELITE TRANSPORTER LLC Driver** – A driver operating HO-SANG THE ELITE TRANSPORTER LLC Vehicle.

Policy

Systematic maintenance of equipment is an essential element of our transport operation. Part 396 of the Federal Motor Carrier Safety Regulations (FMCSRs) requires motor carriers to "inspect, repair and maintain all motor vehicles" under their control. Even if there were no federal regulations in place, however, it makes excellent business sense to have an organized maintenance program in operation. At **HO-SANG THE ELITE TRANSPORTER LLC** policy is to keep all transportation equipment well maintained and in safe and efficient operating condition at all times.

It is further the policy of **HO-SANG THE ELITE TRANSPORTER LLC** to use the "preventive maintenance" approach with our transport equipment. The specifics of that approach will be detailed in the procedures to follow.

Responsibility

Drivers are responsible for knowing the mechanical condition of their vehicles at all times, and for operating those vehicles correctly and efficiently. The maintenance department is responsible for providing safe and drivable vehicles to **HO-SANG THE ELITE TRANSPORTER LLC** drivers & ensuring that owner operator's vehicles meet the company standards.

Procedures

Sec. 396.3(b) of the FMCSRs specifies required vehicle records that must be kept on each vehicle controlled for 30 consecutive days or more by a motor carrier. These records include:

- a vehicle identification including a company number (if so marked),
- make,
- serial number,
- year, and
- tire size
- copy of current Registration
- copy of Annual Inspection

If the vehicle is not owned by **HO-SANG THE ELITE TRANSPORTER LLC** this record should indicate the name of the owner/supplier of the vehicle. The record must also contain a way to indicate the nature and due date of any inspection and maintenance operations to be performed on the vehicle, and a record of any inspections, repairs, and maintenance performed on the vehicle in question, including dates performed and specifics on the nature of the operations.

HO-SANG THE ELITE TRANSPORTER LLC keeps maintenance records on file for a period of 1 year from termination of a lease agreement.

HO-SANG THE ELITE TRANSPORTER LLC will maintain a complete record on each vehicle in its fleet as a matter of course. That record will include basic vehicle information, along with a listing of repair orders, procedures performed, dates of maintenance.

HO-SANG THE ELITE TRANSPORTER LLC will keep each vehicle subject to its control properly lubricated, and free of oil and grease leaks, per the provisions of the FMCSRs. All tractors operating under **HO-SANG THE ELITE TRANSPORTER LLC** require a full PM every 10,000 miles and a PM inspection every 3 months, this includes oil change, new air filter, fuel filter, etc.

HO-SANG THE ELITE TRANSPORTER LLC operates an in-house maintenance shop which has service capabilities for most routine maintenance jobs, such as, tire repairs, brake repairs, lighting, etc. PM's and Large or specialized maintenance jobs are required to be done at a certified Maintenance location.

Brake inspectors

HO-SANG THE ELITE TRANSPORTER LLC employees who are responsible for inspections, maintenance, repairs, or service to the brakes must be qualified in accordance with Sec. 396.25.

HO-SANG THE ELITE TRANSPORTER LLC will ensure that a brake inspector employed by us:

- understands the brake service or inspection task to be performed
- knows and has mastered the methods, procedures, tools, and equipment used in inspecting and servicing brakes and has training or experience under one of the following:
 - has successfully completed a state or federally sponsored apprenticeship or training program or has a certificate from a state or Canadian province qualifying the person to perform brake work, or
 - has training or experience totaling 1 year, which may include appropriate training in a manufacturer sponsored or commercial training program, or experience performing brake maintenance or inspection in a motor carrier maintenance program, commercial garage, fleet leasing program, etc.

Drivers who have passed the air brake knowledge and skills test for a commercial driver's license (CDL) are considered qualified to inspect air brakes, but not to adjust or repair them without meeting the other qualification requirements listed above.

Documentation of the brake inspector's qualifications must be retained for as long as the employee is responsible for brake related work and for one year thereafter.

Preventative maintenance

Preventive maintenance (PM) is an attitude and a commitment by **HO-SANG THE ELITE TRANSPORTER LLC** to get the most out of transport equipment by investing in its maintenance on a regular basis, according to a planned schedule.

Maintenance is part of the cost of doing business, and every fleet has a major investment in its equipment. Whether or not that equipment operates efficiently and reliably has a major impact on corporate profitability. Making certain that equipment operates well is where preventive maintenance comes into the picture.

HO-SANG THE ELITE TRANSPORTER LLC has implemented a PM program because of the positive impact it has in the following areas:

PM is a major factor in promoting highway safety: A well-maintained truck is a safer truck. PM alerts all personnel to potentially hazardous conditions, e.g., equipment failure. It also facilitates recordkeeping. Safer trucks promote high driver morale, are involved in fewer accidents, create a favorable public image for **HO-SANG THE ELITE TRANSPORTER LLC** and the trucking industry in general, have fewer breakdowns and delays, and may play a role in determining better insurance rates.

- PM prolongs useful life of equipment: Narrow profit margins mean that transportation companies need equipment that continues to run economically and well as its ages. Component replacement in older vehicles is more difficult to schedule, so PM and its careful monitoring of vehicles is a big help.
- PM reduces unscheduled downtime: An idle truck is not making any money. Anything that minimizes unscheduled downtime in a fleet makes the equipment more productive. Drivers don't have to wait for vehicles to get out of the shop, and customers are happy because service is more reliable. Vehicle and personnel utilization are both improved when companies are able to balance workloads.
- PM reduces unscheduled repairs and the higher cost related to them: In an in-house shop, parts inventory can be kept lower if component replacement is planned as part of an overall PM schedule. The fewer times vehicles have to be repaired on the road, the better the bottom line for **HO-SANG THE ELITE TRANSPORTER LLC**. In summary, a good preventive maintenance program lowers repair frequency and lowers overall maintenance cost.

The service portion of PM is actually scheduled maintenance. **HO-SANG THE ELITE TRANSPORTER LLC** vehicles will be given PM according to the following schedule:

- *every 10,000 miles PM completed*
- *every 3 months PM inspection conducted*

Owner operators will be required to provide PM's on a quarterly basis and a PM sheet will be kept by our safety department ensuring they are keeping to the required PM schedule.

At **HO-SANG THE ELITE TRANSPORTER LLC** compliance with the PM program is the responsibility of **HO-SANG THE ELITE TRANSPORTER LLC**.

Each unit will be inspected prior to departing any of **HO-SANG THE ELITE TRANSPORTER LLC** terminals and upon returning to a **HO-SANG THE ELITE TRANSPORTER LLC** terminal. If any issues are found, the unit in question will not be allowed to depart until the issue has been fixed.

Drivers will receive training on vehicle inspection procedures including how to prepare and submit a driver vehicle inspection report (DVIR). **HO-SANG THE ELITE TRANSPORTER LLC** views its drivers as the first line of defense in preventing serious maintenance problems. We expect drivers to spot developing problem situations before they get to the "breakdown" point. This on the road expertise of drivers should work together with the in-shop expertise of the maintenance department.

Communication is key between drivers and the maintenance department. Some basic guidelines should help drivers contribute the most information possible to the **HO-SANG THE ELITE TRANSPORTER LLC** preventive maintenance program.

Drivers are expected to do complete pre-trip and post-trip inspections of their vehicles as well as any company owned vehicles in use (TRACTOR, CHASSIS) Drivers are expected to treat company vehicles and

equipment as their own. Drivers are expected to report any problems they find accurately and in detail. Problems should be reported promptly.

On the road, drivers are expected to spot and report potential maintenance problems:

- LISTEN for unusual or abnormal equipment sounds. Thumps, rattles, squeaks, bumps, squeals, and hisses all can signal the beginning of trouble. If things don't sound right, they should be reported to maintenance.
- SMELL for unusual odors that may signal trouble. Burning rubber, insulation, wood, scorched fabric or hot oil or other fluid can all mean problems. Diagnosis can be made early with a good sense of smell
- FEEL changes in the vehicle's response. Steering, braking, shifting, and other handling operations all have unique "feels" in a particular vehicle. If the vehicle doesn't seem to behave the way it should, it should be reported promptly. Little problems cost much less to fix and cause less downtime.
- • OBSERVE the equipment carefully when you make your required routine inspections. Defects in wiring, lights, cables, tires, splash guards, locks, air lines, coupling devices, fifth wheels, tarps and fasteners, landing gear, brakes and various accessories should all be carefully noted and reported to the maintenance department.
- If a **HO-SANG THE ELITE TRANSPORTER LLC** driver has an unexpected breakdown while on the road, he/she should stay calm and use common sense. Report the problem and follow prescribed procedures.
- If a **HO-SANG THE ELITE TRANSPORTER LLC** vehicle is put out of service during a roadside inspection, the driver must notify his/her driver supervisor as soon as possible to receive instructions. **HO-SANG THE ELITE TRANSPORTER LLC** strictly forbids the operation of an out-of-service vehicle until the required repairs are completed. A driver who violates this policy will be subject to disciplinary action.

Name

Signature

Date

Vehicle Maintenance Breakdown and Road Repair

The goal of is to minimize on the road equipment breakdowns by having strong vehicle inspection and preventive maintenance programs in place. As part of its overall driver support system, is committed to providing drivers with expedient and reliable breakdown and road repair service in the event of equipment failure.

When an equipment breakdown does occur, the safety of the driver and the general motoring public is top priority, but the needs of our customers must also be considered. With this in mind, has implemented the following vehicle breakdown and road repair procedures that all drivers will be trained in, and are expected to follow.

Responsibility

Safety, Drivers, dispatchers, and the maintenance department must know and apply the following procedures. They must not take on roles outside of the scope of this policy. They must only address mechanical problems that are within the realm of knowledge or authorization.

Procedures

vehicle breakdown procedures have been developed to insure the safety of our drivers and the motoring public, securement of the equipment and its cargo, timely customer notification of any shipment delay, and facilitation of expedient equipment repair. All drivers are expected to follow these procedures in the event of a breakdown.

Before beginning any work assignment or trip, the driver should perform a complete pre-trip inspection on all assigned equipment. That means the driver will check service brakes, brake hose connections, parking brake, steering, all lights and reflectors, tires, horn, windshield wipers, all mirrors, and coupling devices for road readiness.

The driver is required to make certain that the vehicle is equipped with required emergency gear. All vehicles, leased vehicles, or vehicles contracted by the company, will be equipped with a fully charged fire extinguisher, fuses, and warning signals. If any of these items is missing or needs charging, the driver must get the situation corrected immediately. Drivers should not begin any trip or work assignment unless the vehicle has all the required emergency gear.

In the event of a minor vehicle breakdown, drivers are authorized by the company to perform some small repairs. The company defines minor breakdowns as those that simply require replacing a headlamp, a fuse, a trailer reflector, etc.

All vehicles must carry spare parts necessary for quick and efficient repairs of minor breakdowns. This includes items like fuses, headlamps, fuel and oil filters, spare flasher light bulbs, trailer reflectors, etc.

Drivers should see their supervisor or maintenance personnel to obtain adequate vehicle spare parts inventory.

Vehicle Maintenance Breakdown and Road Repair

When a breakdown occurs

When an equipment breakdown occurs that requires road repair assistance, the following procedures must be implemented:

- Safely stop and secure the vehicle. No vehicle should be left unattended until the parking brake has been properly set, and the driver is confident the vehicle is secure from moving. If a breakdown occurs while the vehicle is in motion, the driver should activate the emergency hazard warning signal flashers, and park as far out of traffic as possible.
- Safely place the warning devices as prescribed in Sec. 392.22 within 10 minutes of the breakdown. Once these warning devices have been placed, the driver should deactivate the emergency hazard warning signal flashers.
- After the vehicle has been secured and the warning devices put in place, the driver should communicate the vehicle's breakdown. When signaling for assistance, the driver should give the exact location information of the vehicle, including road or highway route number, nearest mile marker or exit, and direction of travel. The driver should be as specific as possible and should also provide a suggested diagnosis of the cause of the breakdown. If the cause is a blown tire, the driver should have tire size and location information available.
- When signaling a breakdown through satellite communications system, the driver should stay with the vehicle for updates and instructions. Dispatch operations are responsible for contacting the driver with updates on pending road repairs.
- Once repairs have been made, the driver shall notify dispatch, turn on the emergency hazard warning flashers, and safely remove the warning devices.
- All paperwork for the repairs will be forwarded to the Safety Department where it will be on file in that unit's maintenance file for a period of 12 months from date of receipt.

After hours breakdowns

In the event of a vehicle breakdown during these hours, drivers should contact their assigned dispatcher, if unavailable, then contact the assigned assistant dispatcher.

breakdown responsibilities Driver's responsibilities when a

breakdown happens include:

- Safely stopping and securing the vehicle and load,
- Safely placing the warning devices,
- Diagnosing and calling in the breakdown,
- Notifying dispatch when repairs have been made,
- Safely removing the warning devices, and
- Forwarding all repair paperwork to the Maintenance Department.

Dispatch operations responsibilities when a breakdown happens include:

- Notifying the customer of any delays,
- Locating, contacting, and dispatching a vendor to facilitate repairs,
- Taking care of all billing, and
- Obtaining all repair records to be kept on file
- Following up with driver to ensure repairs are being made,
- Rescheduling any customer appointments when driver is moving again.

If a breakdown occurs during normal business hours, drivers are instructed to contact their assigned dispatcher for assistance.

DRIVER SIGNATURE

DATE

HO-SANG THE ELITE TRANSPORTER LLC
VEHICLE INSPECTION REPORT (DVIR) POLICY

As per FMCSA§ 396.11 Driver vehicle inspection report(s). (a)

Equipment provided by motor carrier.

(1) Report required

Every motor carrier shall require its drivers to report, and every driver shall prepare a report in writing at the completion of each day's work on each vehicle operated,

The report shall cover at least the following parts and accessories:

- (i) Service brakes including trailer brake connections;
- (ii) Parking brake;
- (iii) Steering mechanism;
- (iv) Lighting devices and reflectors;
- (v) Tires;
- (vi) Horn;
- (vii) Windshield wipers;
- (viii) Rear vision mirrors;
- (ix) Coupling devices;
- (x) Wheels and rims;
- (xi) Emergency equipment.

(2) Report content.

The report shall identify the vehicle and list any defect or deficiency discovered by or reported to the driver which would affect the safety of operation of the vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report shall so indicate. In all instances, the driver shall sign the report.

**If a driver operates more than one vehicle during the day, a report shall be prepared for each vehicle operated.

(3) Corrective action.

(i) Prior to requiring or permitting a driver to operate a vehicle, every motor carrier or its agent shall repair any defect or deficiency listed on the driver vehicle inspection report which would be likely to affect the safety of operation of the vehicle.

(ii) Every motor carrier or its agent shall certify on the original driver vehicle inspection report which

lists any defect or deficiency that the defect or deficiency has been repaired or that repair is unnecessary before the vehicle is operated again.

(4) Retention period for reports.

Every motor carrier shall maintain the original driver vehicle inspection report, the certification of repairs, and the certification of the driver's review for three months from the date the written report was prepared.

Effective immediately all drivers are to abide by the FMCSA regulations listed under 396.11

- Driver agrees to complete and sign a DVIR every day at the end of his/her shift. The DVIR will be given to Maintenance Supervisor at the end of the day.
- If a defect/repair is needed, driver will identify the defect on the back of the DVIR and advise Maintenance Supervisor and/or the Mechanic of the defect.
- All defects/repairs found that would compromise the safety of the bus, must be corrected/repaired before the driver is allowed to drive the bus again.
- All DVIRs with defects or repairs identified, must have the mechanic's signature as proof that repair has been completed.

Disciplinary Action:

Drivers will be given a

1. Verbal warning for first offense,
2. Written warning for second offense,
3. Suspension for third offense
4. Lastly, termination due to gross neglect of driver not adhering to the policy

Signature

Date

ROADSIDE INSPECTION POLICY

HO-SANG THE ELITE TRANSPORTER LLC

Roadside inspections are a fact of life for drivers of commercial motor vehicles. Enforcement officers may enter and perform inspections upon a motor carrier's vehicles in operations. It is HO-SANG THE ELITE TRANSPORTER LLC policy to cooperate fully with law enforcement officers during roadside inspections.

Responsibility

HO-SANG THE ELITE TRANSPORTER LLC expects its drivers to behave in a professional and courteous manner when asked to participate in a roadside inspection. Directions given by the inspection official should be followed. Failure to comply with the procedures set forth below may result in disciplinary action. Drivers are expected to report the inspection results in accordance with the regulations and company policy. All driver-related violations will be reviewed for possible discipline actions.

Supervisors will be expected to follow through with any necessary vehicle repairs or driver corrections and return the report in accordance with the regulations.

Procedures

When a driver is approached to undergo a roadside inspection, he/she must go immediately to the area designated by the inspection officer. If the driver believes that the designated area is unsafe for the driver and/or the inspection officer, the driver shall state his/her concern to the inspection officer in a courteous and professional manner. Once the inspection is underway, the driver shall follow the directions given by the officer and act appropriately.

Roadside inspection results

The results of the roadside inspection must be reported to HO-SANG THE ELITE TRANSPORTER LLC during the driver's next scheduled check-in call if the inspection was passed with no violations.

If a violation was noted on the inspection the driver is to notify their supervisor of the inspection and the violation(s) before the end of the next business day.

The driver must turn in the inspection report to HO-SANG THE ELITE TRANSPORTER LLC upon arrival. If the driver is not scheduled to arrive at a terminal location within the next 24 hours, the report must be mailed to HO-SANG THE ELITE TRANSPORTER LLC at 8630 NW 56TH ST
CORAL SPRINGS, FL,33067

If the vehicle or driver is placed out of service, the driver must call in immediately so HO-SANG THE ELITE TRANSPORTER LLC can notify the customer of any delays that may result and dispatch can coordinate the return of the vehicle and/or driver to service.

A vehicle that is placed out of service cannot be operated until all repairs required by the out-of-service notice have been completed. A driver may be placed out of service if the driver does not meet qualification requirements or has violated the hours-of-service rules. A driver placed out of service must not resume driving until the out-of-service condition is rectified.

Any driver that is placed out-of-service for HOS log violations or equipment violations that should have been detected in a walk around or a pre-trip inspection will be discharged. (If you have questions regarding this policy you are to speak with your supervisor ASAP)!

To avoid this happening:

- Log books must be in neat clean and free of any violation. (HOS) or form and manner
- Equipment should be in good mechanical shape: (Refer to pre-trip check list)
- Check especially: tires and tire pressure, heavy fluid leakage, mud flaps, headlights, signal lights, tail lights, brake lights, brakes, wheel seals, air leaks, and any other visual equipment problems.
- cargo leakage

Responsibility for citations and fines

Equipment-related citations

Drivers shall not be held responsible for the citation if the defect could not have been detected in the course of a reasonable and proper pre-trip inspection, or if the defect developed while in transit after a proper vehicle inspection was conducted by the driver.

Oversize/overweight citation

Drivers are responsible to make certain that all loaded vehicles are within legal size and weight limits. Drivers may be held responsible for oversize/overweight citations if the fine was due to driver negligence or failure to follow established measuring/scaling procedures.

Driver citations

A driver who receives a citation for being found to be in violation of the hours-of-service regulations during the course of a roadside inspection shall be responsible for the citation. A driver who receives any other type of driver citation will be responsible for the fine if it was due to driver negligence.

HO-SANG THE ELITE TRANSPORTER LLC disposition of report

Upon receipt of a roadside inspection report, HO-SANG THE ELITE TRANSPORTER LLC will decide to correct any defects still outstanding.

Within 15 days of the inspection, HO-SANG THE ELITE TRANSPORTER LLC must certify that all defects have been corrected by completing the "Signature of Carrier Official, Title, and Date Signed" portions of the inspection report form. The form will then be mailed to the issuing agency at the address indicated on the form.

The driver will be notified when defects have been corrected. Roadside inspection reports will be analyzed for ways to reduce the number of violations and lower the out-of-service rate.

A copy of the roadside inspection report will be retained at HO-SANG THE ELITE TRANSPORTER LLC safety department for a minimum of 12 months.

COMPANY NAME

Date

HO-SANG THE ELITE TRANSPORTER LLC

Unsafe Driving Policy

Illegal, unsafe, and unprofessional driving practices are all considered to be “prohibited” driving practices, and will not be condoned by **HO-SANG THE ELITE TRANSPORTER LLC** at any time.

Any driver observed performing this type of driving will be subject to disciplinary action up to and including termination of employment with **HO-SANG THE ELITE TRANSPORTER LLC**.

A list of prohibited driving practices is included in the “procedure” section of this policy.

Responsibility

It is the responsibility of every driver to operate their equipment in a safe, professional, and legal manner at all times. It is also the responsibility of every driver to know and understand all local, state, and federal regulations pertaining to the operation of commercial motor vehicles where ever they are.

Procedure

All **HO-SANG THE ELITE TRANSPORTER LLC** drivers will operate their company equipment in a safe and professional manner at all times and will abide by all applicable rules and regulations. This also applies to all independent contractor leased to **HO-SANG THE ELITE TRANSPORTER LLC**.

Below is a list of some of the actions that are considered by **HO-SANG THE ELITE TRANSPORTER LLC** to be “prohibited driving practices” and will result in disciplinary action. This list is a representation only and does not constitute a complete list of all actions that **HO-SANG THE ELITE TRANSPORTER LLC** may consider to be “prohibited driving practices.”

Speeding

Aggressive lane change

Tailgating

Over-speed on exit and entrance ramps

Lack of turn signal use

Excessive speed in curves

Excessive speed for road or weather conditions

Attempting to go around railroad crossings that are signaling an approaching train

Not stopping at any railroad crossing while transporting hazardous materials

Any action that can be viewed as “road rage”

As stated above, this is not an all-inclusive list as other actions may be considered to be “prohibited driving practices” should the situation warrant.

Any report of a company driver or independent contractor driving in an aggressive manner or performing any of the above listed actions will be investigated. If the driver is in fact found to be in direct violation of this policy, they will be brought into the terminal for discussion and possible re-training with the safety department.

If continued actions of this type are observed and documented, the driver will be subject to disciplinary action including termination of employment with **HO-SANG THE ELITE TRANSPORTER LLC.**

Name

Signature

Date

COMPANY POLICY ON HAND-HELD COMMUNICATIONS DEVICES

HO-SANG THE ELITE TRANSPORTER LLC

The Federal Motor Carrier Safety Administration has implemented a strict policy that prohibits the use of hand-held communications devices. In response to this regulation, our company is implementing the following company policies:

- 1) Cell phone use while operating a company vehicle is expressly prohibited. This prohibition includes the use of the following:
 - Cell Phones
 - PDA's
 - Texting
 - Qualcomm or similar devices
- 2) If you are required to make or receive a call, find a safe location (not the shoulder of the highway) and park your vehicle before using a communication device.
- 3) If you receive an incoming call while driving, allow it go to voice mail and, if necessary, respond after finding a safe place to stop your vehicle.
- 4) Although not prohibited by federal regulation, the company believes that blue-tooth devices create a distraction for the driver and is therefore prohibiting the use of such devices while driving.
- 5) If making an emergency call to 911 or other authorities, find a safe location to park your vehicle prior to using the phone.

Our company is dedicated to both compliance with state and federal laws and is committed to operating safely. Distracted driving represents an unacceptable risk to the public. Drivers who violate the rules governing hand-held communication devices shall be subject to disciplinary action up to and including termination.

I have received and read the above policy on hand held communication devices and agree to comply with it.

Signed _____

Dated _____

HO-SANG THE ELITE TRANSPORTER LLC

SEAT BELT POLICY

SEAT BELT POLICY Federal Motor Carrier Safety Regulation §392-16 states that 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 him/herself with the seat belt assembly.

We value the lives and safety of our Drivers. Our company has adopted the following policy concerning employee seat belt usage.

It is the policy of our company, and a condition of employment, that all Drivers who operate under or ride in company vehicles, or operate or ride in personal vehicles on company business, wear properly fastened and adjusted seat belts, shoulder harnesses and other such similar equipment when provided in the vehicle in which they are operating or riding.

Drivers are required to report any malfunction of seat/shoulder belts and to have this equipment repaired or replaced as soon as possible after its discovery.

Any driver found operating or riding in a company vehicle or personal vehicle on company business, without seat belts/shoulder harnesses fastened will be subject to disciplinary action, up to and including suspension and possible termination. “Operating” and “riding in” are to be defined as occupying a moving vehicle.

Name

Signature

Date

I understand that my signature above acknowledges that I have read and understand these rules of HO-SANG THE ELITE TRANSPORTER LLC regarding SEAT BELT POLICY. I also understand that failure to comply with the above mentioned, can result in Termination of my employment.

HO-SANG THE ELITE TRANSPORTER LLC
8630 NW 56TH ST

CORAL SPRINGS, FL 33067

HO-SANG THE ELITE TRANSPORTER LLC

UNAUTHORIZED PASSENGERS

- **VIOLATION CFR § 392.60 Unauthorized persons not to be transported: HO-SANG THE ELITE TRANSPORTER LLC will NOT permit any employee and/or independent contractor to allow another passenger in his/hers CMV (Commercial Motor Vehicle) or a CMV that is owned or lease under HO-SANG THE ELITE TRANSPORTER LLC without HO-SANG THE ELITE TRANSPORTER LLC authorization:**

A. Unless specifically authorized in writing to do so by the motor carrier under whose authority the commercial motor vehicle is being operated, no driver shall transport any person or permit any person to be transported on any commercial motor vehicle other than a bus. When such authorization is issued, it shall state the name of the person to be transported, the points where the transportation is to begin and end, and the date upon which such authority expires. No written authorization, however, shall be necessary for the transportation of:

1. Employees or other persons assigned to a commercial motor vehicle by a motor carrier
2. Any person transported when aid is being rendered in case of an accident or other emergency
3. An attendant delegated to care for livestock.

B. This section shall not apply to the operation of commercial motor vehicles controlled and operated by any farmer and used in the transportation of agricultural commodities or products thereof from his/her farm or in the transportation of supplies to his/her farm.

Name

Signature

Date

I understand that my signature above acknowledges that I have read and understand these rules of HO-SANG THE ELITE TRANSPORTER LLC regarding unauthorized passengers. I also understand that failure to comply with the above-mentioned company policy, can result in Termination of my employment

HO-SANG THE ELITE TRANSPORTER LLC

ACCIDENT REPORTING

- **Accident Reporting:** In the event that you are involved in an accident of any kind while operating a **HO-SANG THE ELITE TRANSPORTER LLC** vehicle, you must do the following:

1. Report it to the local Authorities
2. Notify your immediate Supervisor/Dispatcher/Safety Manager
3. Obtain as much information possible from the other party
4. Remain calm and courteous at all times
5. There are 3 circumstances under which a Post-Accident Drug & Alcohol test **MUST** be conducted according to FMCSA/DOT regulations. **The Drug Test must be conducted within 32 hours of the accident, the Alcohol Test within 2 hours.** If the Alcohol Test is not conducted within 2 hours, the employer should continue to try to have the driver tested for **up to 8 hours.**

- a) Fatality (always)**
- b) Tow Truck was involved (ONLY if driver was cited)**
- c) Medical Treatment/Injury involved (ONLY if driver was cited)**

Type of Accident Involved	Citation Issued to the CMV Driver	Test Must Be Performed by Employer
Human Fatality	Yes	Yes
Human Fatality	No	Yes
Bodily Injury With Immediate Medical Treatment Away From the Scene	Yes	Yes
Bodily Injury With Immediate Medical Treatment Away From the Scene	No	No
Disabling Damage to Any Motor Vehicle Requiring Tow Away	Yes	Yes
Disabling Damage to Any Motor Vehicle Requiring Tow Away	No	No

Name

Signature

Date

I understand that my signature above acknowledges that I have read and understand these rules of "HO-SANG THE ELITE TRANSPORTER LLC" regarding Accident Reporting. I also understand that failure to comply with the above mentioned, can result in Termination of my employment

