

1 **SHADIE L. BERENJI (SBN 235021)**

2 berenji@employeejustice.law

3 **DAVID C. HOPPER (SBN 306281)**

4 hopper@employeejustice.law

5 **BERENJI LAW FIRM, APC**

6 8383 Wilshire Boulevard, Suite 708

7 Beverly Hills, California 90211

8 Telephone: (310) 855-3270

9 Facsimile: (310) 855-3751

10 Attorneys for Plaintiff

11 **KEITH HUCKABY**

12
13 UNITED STATES DISTRICT COURT
14 CENTRAL DISTRICT OF CALIFORNIA
15

16 KEITH HUCKABY, individually and
17 on behalf of all other persons
18 similarly situated, and on behalf of
19 the general public,

20 Plaintiff,

21 v.

22 CRST EXPEDITED, INC., an Iowa
23 corporation; CRST
24 INTERNATIONAL, INC., an Iowa
25 corporation; and DOES 1 through 30,
26 inclusive,

27 Defendants.
28

Case No. 2:21-cv-07766-ODW-PD
Assigned to Hon. Otis D. Wright, II

**COMPENDIUM OF EXHIBITS IN
SUPPORT OF PLAINTIFF'S
MOTION FOR CLASS
CERTIFICATION**

(VOLUME I OF IV)

Date: April 18, 2022

Time: 1:30 p.m.

Courtroom: 5D

TO ALL PARTIES AND TO THEIR ATTORNEYS OF RECORD:

Plaintiff KEITH HUCKABY (“Plaintiff”) hereby submits the following compendium of exhibits in support of his Motion for Class Certification.

TABLE OF CONTENTS/INDEX TO EXHIBITS

EXHIBIT	DOCUMENT
A	A true and correct copy of excerpts and exhibits from the certified deposition transcript of CRST Expedited, Inc.’s (“CRST”) Federal Rule of Civil Procedure 30(b)(6) witness, Chad Brueck, taken on February 15, 2022.
B	A true and correct copy of the relevant parts of “Defendant CRST Expedited, Inc.’s Responses to Plaintiff’s Interrogatories (Set One).”
C	A true and correct copy of excerpts from CRST’s “Safety and Operations Handbook” dated April 1, 2018.
D	A true and correct copy of “Getting Started with CRST!”
E	A true and correct copy of CRST’s “Entry-Level Driving Training Requirement Certificate.”
F	A true and correct copy of Plaintiff’s “Contingent Offer of Employment.”
G	A true and correct copy of CRST’s “Notice Employee Labor Code section 2810.5” notice.
H	A true and correct copy of excerpts from CRST’s “Driver Employee Handbook” dated January 2021.
I	A true and correct copy of an email from CRST to Plaintiff regarding discrimination and harassment training for drivers and an email regarding Plaintiff’s Certificate of Completion.

J	A true and correct copy of CRST's "Expedited Pay Scale."
K	A true and correct copy of Plaintiff's "CRST Expedited Entry Classification/Wage Verification (January 2019)."
L	A true and correct pdf copy of a native file with data from Plaintiff's Department of Transportation driver's logs.
M	A true and correct pdf copy of a native file with data from Plaintiff's Department of Transportation driver's logs.
N	A true and correct copy of excerpts from CRST's "Safety and Operations Handbook" dated September 2020.

DATE: February 27, 2022

BERENJI LAW FIRM, APC

By: */s/ Shadie L. Berenji*

SHADIE L. BERENJI

DAVID C. HOPPER

Attorneys for Plaintiff

KEITH HUCKABY, individually and on
behalf of all other persons similarly
situated, and on behalf of the general
public

EXHIBIT A

1 UNITED STATES DISTRICT COURT
2 CENTRAL DISTRICT OF CALIFORNIA
3
4

5 KEITH HUCKABY, INDIVIDUALLY)
6 AND ON BEHALF OF ALL OTHER)
7 PERSONS SIMILARLY SITUATED,)
8 AND ON BEHALF OF THE GENERAL)
9 PUBLIC,)

10 Plaintiff,)

11 vs.) No 2:21-cv-07766-ODW-PD

12 CRST EXPEDITED, INC., AN)
13 IOWA CORPORATION; CRST)
14 INTERNATIONAL, INC., AN IOWA)
15 CORPORATION; AND DOES 1)
16 THROUGH 30, INCLUSIVE,)

17 Defendants.)
18)
19)
20)

21 DEPOSITION OF CRST EXPEDITED, INC.
22 BY AND THROUGH CHAD BRUECK
23 TUESDAY, FEBRUARY 15, 2022
24 LOS ANGELES, CALIFORNIA
25

ATKINSON-BAKER, A VERITEXT COMPANY
(800) 288-3376

REPORTED BY: JEANINE CURCIONE
CSR NO. 10223, RPR

FILE NO.: AB 5084431

1 Deposition of CHAD BRUECK, taken on behalf of
2 Plaintiff, at 9:05 A.M., Tuesday, February 15, 2022
3 before Jeanine Curcione, C.S.R. No. 10223, RPR,
4 pursuant to notice.

5
6 APPEARANCES OF COUNSEL:

7 FOR THE PLAINTIFF:

8 BERENJI LAW FIRM, APC

BY: DAVID C. HOPPER, ESQ.

9 8383 Wilshire Boulevard

Suite 708

10 Beverly Hills, California 90211

Phone: (310)855-3270

11 e-mail: hopper@employeejustice.law

12 FOR THE DEFENDANTS:

13 SCOPELITIS, GARVIN, LIGHT, HANSON & FEARY, P.C.

BY: CHARLES ANDREWSCAVAGE, ESQ.

14 BY: JARED S. KRAMER, ESQ.

30 West Monroe Street

15 Suite 1600

Chicago, Illinois 60603

16 e-mail: candrewscavage@scopelitis.com

17
18 ALSO PRESENT:

19 LISA STEPHERSON
20
21
22
23
24
25

1 herself or assist with the loading or unloading of the
2 equipment, but very rare that that happens.

3 Q. What's the rate for load and unload pay?

4 A. It's based on the amount of weight that is
5 loaded or unloaded, and I don't remember the amount per
6 pound or per thousand pounds off the top of my head.

7 Q. Okay. And layover pay, what is that
8 compensating for?

9 A. That is excessive time in between loads.

10 Q. And how is that rate determined?

11 A. If a driver delivers a load and has to wait
12 more than 48 hours for his or her next load, they are
13 paid at a rate of \$100 per 24 hours after that initial
14 48-hour period.

15 Q. A hundred dollars for what time frame?

16 A. Every 24 hours.

17 Q. And then the breakdown pay, is that for when
18 they break down on the side of the road or something
19 like it that?

20 A. Yes. It could be that they break down on
21 the side of the road or it could be that their truck is
22 put in the shop for preventative maintenance which
23 happens a lot. They don't have access to the unit.
24 The same policy as the layover pay, 48 hours and then
25 every 24 hours after that.

1 Q. So are you saying the first 48 hours is
2 compensated at \$100 and then it's every 24 hours it's
3 another hundred?

4 A. Correct.

5 Q. And that's the same for breakdown pay and
6 for layover pay; correct?

7 A. That's correct.

8 Q. What is city work pay?

9 A. City work is where we ask the driver to pick
10 up and deliver, call it an extremely short load,
11 anything less than 100 miles.

12 Generally what happens is we have a load
13 that drivers can safely execute in significantly less
14 time than what the customer is calling for, so we'll
15 have drivers drop that load off at one of our terminals
16 and sit there for however long and then ask another
17 driver or another team to come in and make that
18 delivery 50 miles away. So because that movement is so
19 short we pay additional money on top of that.

20 Q. How much?

21 A. I don't remember what our current policy is.

22 Q. Is it like an additional rate per mile or
23 flat payment? How does that work?

24 A. It's a flat amount.

25 Q. Flat amount. Okay. And then you said

1 Q. BY MR. HOPPER: No. Just the policy of
2 paying drivers I guess by the load or, you know,
3 you said it was for -- paid by the movement, who
4 developed that policy, if you know?

5 A. I don't know, but that's pretty industry
6 standard and certainly was the way it was when I
7 started in 2003.

8 Q. Have there been any new policies for payment
9 of wages that have arisen since 2017 to your knowledge?

10 MR. ANDREWSCAVAGE: Objection. Vague.

11 Q. BY MR. HOPPER: In other words, load
12 pay, detention pay, layover pay, breakdown pay,
13 city work pay and miscellaneous pay and load and
14 unload pay, were these all forms of wages that
15 have been paid to drivers since 2017?

16 A. Yes.

17 Q. Are there any forms of wages or types of
18 wages that were paid at some point after 2017 that are
19 no longer paid to drivers?

20 A. None that I can recall.

21 Q. Okay. And I skipped over one area, but
22 what's the nature of CRST Expedited's business? What
23 do they do?

24 A. We are a truckload provider, meaning we load
25 product into 53-foot van trailers, safely deliver it

1 from point A to point B.

2 Q. Okay. And where's your office located?

3 A. Cedar Rapids, Iowa.

4 Q. Are you working at the corporate
5 headquarters?

6 A. We have multiple buildings in Cedar Rapids
7 and I work at one of them.

8 Q. What's the address of your office building?

9 A. 1332 Edgewood Road Southwest -- I apologize.
10 I don't know the zip code.

11 Q. That's okay. But that's in Cedar Rapids?

12 A. That's right.

13 Q. And does the company have any terminals in
14 California?

15 A. We do.

16 Q. Where?

17 A. Riverside, California. I don't know if it's
18 Riverside or Jurupa Valley officially.

19 Q. Okay. Any others?

20 A. No.

21 Q. Okay. And are there any -- does the company
22 have any terminals in states adjacent to California
23 like Arizona or Nevada?

24 A. No.

25 Q. How many employees does CRST Expedited

1 employ within California?

2 A. You mean with the California home address?

3 Q. Yeah, we can start there. So how many truck
4 drivers who are residents of California does CRST
5 Expedited employ?

6 MR. ANDREWSCAVAGE: I'll object as outside the
7 scope of the 30(b)6 topics and I'll let him answer in
8 his individual capacity, but the topics are focused on
9 policies, practices and procedures.

10 THE WITNESS: It's been a while since I looked
11 at the official number, but I can say somewhere between
12 4 and 500 I believe.

13 Q. BY MR. HOPPER: And to your knowledge
14 is that -- at any given time does the company
15 typically employ 400 to 500 California resident
16 truck drivers?

17 A. I would say yes.

18 Q. And the California resident truck drivers,
19 do any of them report to any terminals outside of
20 California to start their work?

21 MR. ANDREWSCAVAGE: Object as to outside of the
22 30(b)6 testimony. Chad, if you know in your individual
23 capacity based on your personal knowledge you can
24 answer that question.

25 THE WITNESS: All of the drivers report to

Page 27

1 California that's outside of California?

2 A. Yes.

3 Q. So drivers wouldn't -- on a regular basis, a
4 California resident driver is not going to report to
5 Oklahoma City or Cedar Rapids to begin their trips;
6 correct?

7 MR. ANDREWSCAVAGE: Objection as outside the
8 scope of the 30(b)6 testimony. Also argumentative.
9 You've asked him this a bunch of times.

10 You can answer.

11 THE WITNESS: They don't report to. They seat
12 the truck and get a load.

13 Q. BY MR. HOPPER: Seat the truck is that
14 what you said?

15 A. Yes. They seat the truck, log on to the
16 onboard computer, and they're ready for dispatch.

17 Q. Okay. And they could do that generally from
18 their home. You're saying they can have their truck at
19 their home in California, it could be at the CRST
20 location in Riverside, or there are occasions where
21 they could have to go pick up another truck at a truck
22 stop or another CRST terminal; correct?

23 MR. ANDREWSCAVAGE: Objection as to the scope of
24 the 30(b)6 topics. Outside the scope. It's vague,
25 misstates testimony.

1 You can answer, Chad.

2 THE WITNESS: Yes. And I use the term "home"
3 somewhat loosely because I don't necessarily mean
4 parked in their driveway. They can have it at a local
5 truck or local tow company if that's where they made an
6 agreement to park the truck, but yes.

7 Q. BY MR. HOPPER: California resident
8 drivers, where do they go to go through
9 orientation?

10 MR. ANDREWSCAVAGE: Objection as outside the
11 scope of the 30(b)6 topics. You can answer if you
12 know.

13 THE WITNESS: I believe most of them attend
14 onboarding in Riverside.

15 Q. BY MR. HOPPER: And there are other
16 trainings that drivers go through at various
17 points like -- I think I saw training materials
18 for hours of service and things like that; is that
19 correct?

20 A. Without seeing the materials I wouldn't know
21 what you're referring to.

22 Q. Sure. Okay. Well, we don't have to go into
23 that specific one, but periodically are there had other
24 in-person trainings that the drivers have to go attend?

25 A. I'm not aware of any other in-person regular

1 question or I can read it back?

2 A. No. I think I remember it. I'm not aware
3 of any trainings that have to specifically be done in
4 Riverside.

5 Q. Okay. Are you aware that the company has
6 policies that apply to drivers -- like has specific
7 policies that apply to drivers based in California?

8 MR. ANDREWSCAVAGE: Objection. Vague.

9 THE WITNESS: Not without an example.

10 Q. BY MR. HOPPER: Sure. Okay. We can
11 look at that when we look at the handbook.

12 What are the job duties of the drivers?

13 A. The job duties of the drivers? Is that what
14 you said?

15 Q. Yeah. What are the drivers' job duties?

16 A. The drivers are assigned a movement and they
17 have an obligation to determine if they can safely and
18 legally perform that movement, and once they commit to
19 that movement they have a duty to pick that load up
20 safely and deliver it safely.

21 Q. And as far as what's required to effectuate
22 that task, delivering items safely, what are the
23 responsibilities that the drivers have? So, for
24 example, driving is obviously one of their duties.
25 They also have duties to inspect the vehicle; correct?

1 states that 10 to 15 minutes is insufficient for a
2 pre-trip or post trip inspection?

3 A. It says it's insufficient?

4 Q. Correct.

5 A. I was not aware.

6 Q. Do you have any knowledge as to how long a
7 proper inspection should take?

8 A. I do not.

9 Q. Do you know if the drivers receive any
10 training on how to perform proper pre-trip and
11 post-trip inspections?

12 A. I believe that's part of our onboarding and
13 outside of that I can't say for sure.

14 Q. How are drivers compensated for pre-trip and
15 post-trip inspections?

16 A. That is part of the load pay.

17 Q. Okay. So for the load pay, what are all the
18 activities that the load pay is meant to compensate
19 for?

20 A. I can't give you a list of all of them. I
21 would say there are various on-duty events that are
22 required by federal law under a load that the load pay
23 is intended to compensate for.

24 Q. Why does the company compensate for some
25 duties in the load pay and then it has separate

1 compensation for other duties such as loading and
2 unloading and detention and layover and things like
3 that?

4 A. So layover and breakdown are not on duty.
5 Those are off-duty events or sleeper berth events, so
6 that is not on-duty time. The remainder of the items
7 that you mentioned such as detention and load, unload
8 are very rare events and so are somewhat outside the
9 scope of normal course of business for CRST.

10 Q. Okay. How are the drivers advised that load
11 pay compensates not just for the miles they're driving
12 but for all the tasks that they may be expected to
13 perform during the course of a trip or movement?

14 MR. ANDREWSCAVAGE: Objection. Vague. Calls
15 for speculation. You can answer.

16 THE WITNESS: I don't know.

17 Q. BY MR. HOPPER: Isn't it true that the
18 company, at least as of 2014, actually advised
19 drivers that the load pay included these -- strike
20 that. We'll cross that I guess when we get to it.

21 So is it your testimony as you sit here
22 today that it's not communicated to the drivers that
23 the load pay compensates for other activities other
24 than the miles they're driving?

25 MR. ANDREWSCAVAGE: Objection. Mischaracterizes

1 testimony. Vague. You can answer, Chad.

2 THE WITNESS: No. I said I don't know.

3 Q. BY MR. HOPPER: Okay. So you're not
4 aware -- as you sit here today, you're not aware
5 of any communications that the company provides to
6 drivers advising them that the load pay
7 compensates for all the tasks that are performed
8 during the course of a trip or a movement;
9 correct?

10 MR. ANDREWSCAVAGE: Objection. Mischaracterizes
11 testimony. You can answer.

12 THE WITNESS: I'm not aware.

13 Q. BY MR. HOPPER: Okay. I'm just going
14 to go through some more of these duties. Let me
15 know if they're duties the truck drivers have.

16 You said loading and unloading is a rare --
17 that's like a rare duty, but how's it determined when a
18 driver is going to have to load or unload? So in what
19 circumstances do they have to do that?

20 A. I would say frankly it's so rare for us that
21 either at the time we book the order the customer would
22 tell us that a load/unload is required, or the driver
23 shows up at a facility that we don't go to very often
24 potentially and is told by the company that they're
25 required to help load or unload.

1 that. Okay.

2 Giving or receiving receipts for shipments,
3 is that one of the driver responsibilities at CRST?

4 A. Giving receipts like to a customer after
5 they deliver?

6 Q. I guess. That's how it was written in the
7 materials.

8 A. The drivers are required to submit paperwork
9 after every load if that's what you're referencing.

10 Q. Okay. And the drivers are responsible for
11 fueling the vehicles; correct?

12 A. Yes.

13 Q. And there's reference to conditioning the
14 vehicles. Do you know what that's referring to?

15 A. I do not.

16 Q. And fueling, how's that compensated? Time
17 spent fueling the vehicle?

18 A. That is again a component of load pay. You
19 need fuel to run the truck so there's an assumption
20 that you'll need to fuel.

21 Q. And conditioning, you weren't quite sure
22 what that was referring to; is that right?

23 A. Correct. I don't know what that means.

24 Q. Okay. Do the drivers have any
25 responsibility for maintaining the vehicles?

1 Q. BY MR. HOPPER: And are these types of
2 things like getting assistance or remaining in
3 attendance of a disabled vehicle, would that fall
4 under the breakdown pay?

5 A. When the incident occurs that would start
6 the breakdown clock, that's right.

7 Q. Okay. From time to time drivers may be
8 required to give breath or urine samples for drug and
9 alcohol tests; correct?

10 A. That's right.

11 Q. Is that time compensated?

12 A. We do not have a specific category for pay
13 for submission of a drug or alcohol test.

14 Q. If drivers are required to attend safety
15 events are they compensated for that?

16 A. I can't think of any required safety events
17 that drivers must attend.

18 Q. Okay. Do the drivers ever have to like --
19 do they have to hook up or unhook trailers as part of
20 their duties?

21 A. Yes.

22 Q. And is that compensated?

23 A. That would be under the category of load
24 pay.

25 Q. Do drivers have responsibilities related to

1 is there some -- I mean, drivers are supposed to
2 plan out their trips I thought. Is that
3 incorrect?

4 A. There's no requirement that says they have
5 to plan their trips and certainly we find many times
6 where drivers do not do that. From a safety
7 perspective and understanding what can go wrong driving
8 an 80,000-pound truck it's certainly advisable, but
9 there's no one way to do it. There's no trip plan
10 template that drivers must follow and we certainly
11 don't manage and make drivers complete a trip plan.

12 Q. Okay. But would you agree that it's a best
13 practice to prepare a trip plan?

14 A. I'm not a truck driver. I know we have a
15 lot of truck drivers who do trip plan and we have a lot
16 who don't.

17 Q. If a driver does take it upon themselves to
18 plan out their trip, are they compensated for that?

19 A. There's no specific pay for trip planning.

20 Q. Okay. Are drivers compensated -- strike
21 that.

22 Drivers have to prepare daily logs; correct?

23 A. It's all done on the onboard device. They
24 have an obligation to confirm the daily logs.

25 Q. And that includes changing their duty

1 status. For example, if they go from, you know, off
2 duty to on duty, that's something you're saying they
3 can input in the onboard computer?

4 A. That's correct.

5 Q. Is there any -- is that compensated through
6 load pay?

7 A. Yes. The drivers are required by federal
8 law to use logbooks and use them legally.

9 Q. Okay. Is there another item that drivers
10 have to prepare called a trip report?

11 A. I don't recognize that term.

12 Q. And they also have to prepare bills of
13 lading; correct?

14 A. Yes. That's what we talked about.

15 Q. Oh, that's not the same as the daily log, is
16 it? Is this different?

17 A. No. I believe it's the delivery receipt
18 question that you asked earlier.

19 Q. Oh, right. So are drivers completing bills
20 of lading?

21 A. Not specifically. That's part of load pay.

22 Q. Are there times when a driver may be waiting
23 on company premises or at a customer's location waiting
24 to be dispatched?

25 A. I would say -- I can't think of a scenario

1 where a driver would have to wait at a customer's
2 location waiting to be dispatched. There certainly are
3 times where a driver may be at a company terminal
4 waiting to be dispatched.

5 Q. Okay. And are the drivers compensated for
6 that time waiting?

7 A. No. Assuming they're out of the truck, they
8 would be logging that as off duty. If they're in the
9 truck they're probably in the sleeper berth. If
10 they're in between loads that falls under our layover
11 policy.

12 Q. I believe that's supposed to be logged as on
13 duty. Are you aware of that, waiting to be dispatched?

14 A. I don't agree with that.

15 Q. Okay. Well, we'll take a look. Rest
16 breaks. Are rest breaks compensated?

17 A. Rest breaks are logged as sleeper berth or
18 off duty so they're not compensated.

19 Q. Including the mandatory 30-minute rest
20 breaks under the regulations?

21 MR. ANDREWSCAVAGE: Objection. Vague. You can
22 answer.

23 THE WITNESS: I don't remember exactly how they
24 have to log that but obviously that's a component of
25 load pay as well.

1 Q. BY MR. HOPPER: Well, okay. A second
2 ago you said it wasn't compensated but now you're
3 saying it's a part of load pay. Which is it?

4 A. Again, I don't remember if they have the
5 ability to log the 30 minutes as on duty or off duty.
6 I believe that if the driver logs off duty for at least
7 30 minutes that counts as their DOT break under the
8 federal regs, so there's no requirement to log that on
9 duty, so assuming they're logging off duty that's
10 non-compensable.

11 In the rare instance -- I don't know why
12 they have to log it on duty. I believe the regs allow
13 now that you can fuel and other things like that during
14 that 30-minute DOT break which you couldn't do before,
15 so that would be part of that load pay.

16 Q. Okay. Are there -- there are occasions
17 where drivers may need to stop the vehicle due to
18 severe weather; is that correct?

19 A. Correct.

20 Q. The waiting time, the time spent waiting for
21 the weather to clear up where they can drive again,
22 how's that compensated?

23 A. That's very similar to our breakdown policy
24 where if it's impassable roads for 48 hours or more
25 they're compensated at that \$100 daily rate.

1 Q. But only if it's over 48 hours?

2 A. Correct.

3 Q. So if the driver had a situation like that
4 would it be -- would it appear on their pay stub as
5 breakdown pay or is there another term for that?

6 A. Up until recently it would have shown up as
7 breakdown pay. I believe that we've created a pay code
8 now called impassable highway so if there's a recent
9 paystub that shows that that at least creates an
10 identifier for us.

11 Q. And the way the company would be advised
12 that breakdown pay or impassable highway pay is
13 appropriate would be through the onboard computer?

14 A. That's correct.

15 Q. Okay. And is that logged -- I mean, that
16 would be logged whether or not it was over 48 hours;
17 correct?

18 A. You're talking about -- sorry.

19 MR. ANDREWSCAVAGE: Objection. Vague.

20 Q. BY MR. HOPPER: So for breakdown pay,
21 for example, the driver only gets paid if they're
22 broken down for more than 48 hours, but would
23 there still be some communication through the
24 onboard computer demonstrating that they were
25 broken down even if it was for a period less than

1 communication would happen on the onboard device
2 regarding that breakdown.

3 Q. Time spent waiting at way stations, is that
4 compensated?

5 A. That would be -- would fall under load pay.

6 Q. And I think we kind of talked about
7 repairing or maintaining the vehicle, but I don't know
8 if we talked specifically about just cleaning the
9 vehicle, like washing it. Do the drivers wash the
10 vehicles?

11 A. We've had a truck wash policy off and on
12 over the years where a driver could go to a truck wash
13 facility and get the truck washed, but it was not
14 required or mandated.

15 Q. Okay. So it's never been mandated that they
16 have to clean the vehicles?

17 A. No.

18 Q. So they -- drivers aren't compensated if
19 they take it upon themselves to wash the trucks;
20 correct?

21 A. There's no additional compensation given to
22 drivers for that.

23 MR. HOPPER: All right. I'm about to start a
24 subtopic so why don't we take a break now before we get
25 into that. Let's go off the record.

1 the trip."

2 Do you see that?

3 A. I do.

4 Q. Does that refresh your recollection that the
5 drivers use the mileage charts in the Motor Carriers'
6 Road Atlas to determine the miles for their trips?

7 MR. ANDREWSCAVAGE: Objection. Calls for
8 speculation. Lack of foundation. Outside the scope of
9 30(b)6 testimony. You can answer.

10 THE WITNESS: I would say that's a general guide
11 and does not tell me the mileage for their trip. I
12 think it's essentially what I said, was it's not a
13 combination necessarily of every city to every city in
14 the United States.

15 Q. BY MR. HOPPER: Okay. How does the
16 company determine the mileage that the drivers are
17 paid based on?

18 A. So the mileage that's used to calculate load
19 pay is based on a -- and I apologize. I don't remember
20 the name of the mileage system we use and the version.
21 But it's based on a standard zip code to zip code based
22 mileage system. There's several of them out there. I
23 don't remember which one we use.

24 Q. Okay. What's -- what is that? A zip code
25 to zip code based system? Can you just describe that?

Page 77

1 to drivers so that they can plan their trips?

2 A. It looks like it was part of the driver
3 handbook in 2018, but I don't recall a time where we
4 provided these on a regular basis to drivers.

5 Q. Okay. The safety and operations handbook,
6 that's this document that is in Exhibit 3. This is an
7 accurate statement of company policy; correct?

8 MR. ANDREWSCAVAGE: Objection. Vague.

9 Q. BY MR. HOPPER: I mean, this document
10 is a collection of company policies; is that
11 correct?

12 MR. ANDREWSCAVAGE: Objection. The document
13 speaks for itself. You can answer.

14 THE WITNESS: I would say it's intended to be a
15 collection of company policies.

16 Q. BY MR. HOPPER: Okay. Let's skip
17 ahead. Is a trip sheet or bubble sheet the same
18 as the daily logs that we talked about where they
19 change their duty status?

20 MR. ANDREWSCAVAGE: Objection. Vague.

21 THE WITNESS: No, it's not the same.

22 Q. BY MR. HOPPER: Okay. Let's turn to
23 CRST 492, CRST F492. It's a page that starts --
24 at the top it says "Transflo scanning."

25 Do you see that?

1 A. Yes.

2 MR. ANDREWSCAVAGE: 482 or 492?

3 MR. HOPPER: 492.

4 Q. What's the Transflo scanning system?

5 A. That is essentially a image scanner that the
6 drivers use to submit their paperwork for delivery of
7 the load.

8 Q. Is that something that they can use -- well,
9 where is this scanner? Is it something in the Qualcomm
10 system? Is it something the drivers have on their
11 phone?

12 A. When we first went to Transflo they were
13 located in truck stops. We have, I believe, Transflo
14 devices at our terminals.

15 Q. Is that it? So there's nothing in the
16 onboard computer or it's not like an app that the
17 drivers have on their phones or something like that?

18 A. It is not on the onboard computer. Our new
19 system has it built in, but they have the option to use
20 an app on their phone as well. I don't remember how
21 long ago that app became available, but they're not
22 required to.

23 Q. Do you know if most drivers use the app on
24 the phone or do they continue to use the truck stop
25 scanners?

1 on there.

2 Q. Does it contain the drivers' hours or their
3 status or anything like that?

4 A. No, I don't believe so.

5 Q. What documents are you aware of that do
6 track driver hours worked?

7 A. I'm not aware of any documents at all. I
8 believe it's all housed on the electronic logging
9 device.

10 Q. Sure. Okay. So how does the company keep
11 the drivers' time?

12 A. Through the use of the electronic logging
13 device.

14 Q. Any other ways or it's just the electronic
15 logs?

16 A. I believe it's just the ELDs.

17 Q. And is that something that's submitted
18 through the onboard computer or how's that submitted to
19 the company?

20 A. Yes.

21 Q. Onboard computer?

22 A. Yes.

23 Q. On the next page, CRST F493, second
24 paragraph it says, "A trip sheet ensures the driver is
25 paid correctly and in a timely manner for the wages and

1 reimbursements for each trip."

2 How does the trip sheet ensure that the
3 driver is paid correctly, if you know?

4 A. I don't know how the back office works once
5 we receive the trip packet, for lack of a better term,
6 from a driver. It's indexed into our system somehow
7 and then the trip is essentially released for pay for
8 the driver. So the calculation of the trip pay is just
9 based on miles and that wage rate like we've been
10 talking about.

11 But from a reimbursement perspective, they
12 send in receipts if a reimbursement is necessary so --
13 just to make sure those things are captured, although
14 those reimbursements are entered by a driver manager.
15 So it's justification of the reimbursements more than
16 anything. But I don't believe there's a direct
17 correlation necessarily between the trip sheet itself
18 other than indicating which order it's for and getting
19 paid or reimbursements.

20 Q. Okay. What items are eligible to be
21 reimbursed for a driver? There's a few examples here,
22 like they've got tolls, lumpers, scale tickets,
23 miscellaneous receipts like motel and cab fires,
24 vehicle inspections, citations, warnings. Anything
25 else you can think of?

1 A. If they are -- if they have to rent -- if we
2 rent them a car and they have to buy fuel for that
3 rental car, we reimbursement them for the fuel for that
4 rental car.

5 I would say if they have to pay -- it's no
6 different than a citation or warning, but if they have
7 to pay for a permit out-of-pocket or something like
8 that at a scale, then we would reimburse that. But
9 those categories listed are the major categories.

10 Oh, if -- and this is understanding that
11 this goes back to 2017. If they're broken down and
12 they have to pay for a hotel out-of-pocket, we
13 reimburse for that. Those would be the major
14 reimbursements.

15 Q. Okay. Have there been any major changes in
16 the types of items that can be reimbursed since 2017 to
17 your knowledge?

18 A. No.

19 Q. Next page is CRST F494. And I think at the
20 top here is kind of what we were talking about earlier.
21 It says -- I guess it's like the third line down. It
22 says, "If the drivers elect to use a smart phone
23 application it becomes the driver's responsibility to
24 make sure all images are clear and legible."

25 So again, drivers can use a smart phone

1 application for the Transflo scanning; correct?

2 A. They can.

3 Q. Down in the middle of the page, is this --
4 this looks like it's the loading pay that we were
5 talking about earlier. It says, "Teams split physical
6 loading pay. Your pay equals 1.50 per 1,000 pounds
7 divided by 2."

8 Do you see that?

9 A. I do.

10 Q. Is that the loading pay that we were talking
11 about earlier?

12 A. It is, yes.

13 Q. And does this refresh your recollection that
14 the rate was 1.50 per a thousand pounds divided by 2?

15 A. Yes, at least in 2018. Again, I don't know
16 if it's changed at all since then or not.

17 Q. Is it true that drivers are paid twice
18 weekly?

19 A. No.

20 Q. Were they ever paid twice weekly?

21 A. Yes. We used to have two pay periods per
22 week.

23 Q. When was that pay period in effect?

24 A. Prior to August of 2019.

25 Q. Why did the company change the pay periods

1 per week, if you know?

2 A. We went to the new operating system and it
3 did not have capability to pay twice per week.

4 Q. This is when the company went over to
5 McCleod?

6 A. That's correct.

7 Q. So how often are drivers paid -- strike
8 that.

9 How often have drivers been paid since
10 McCleod became the operating system?

11 MR. ANDREWSCAVAGE: Objection. Vague. You can
12 answer.

13 THE WITNESS: Our pay days are every Friday now.

14 Q. BY MR. HOPPER: Okay. And it's been
15 that way ever since August of 2019?

16 A. Yes.

17 Q. Let's turn to CRST F501. This page has the
18 heading Safety Department Policies. Are you with me?

19 A. I'm getting there. Okay.

20 Q. Okay. There's a heading underneath that
21 that just says "safety" in italics and then it says in
22 that first paragraph, "Any fines, penalties,
23 assessments, fees or costs levied against the
24 individual driver and the company as a result of the
25 driver's failure to comply with any federal, state or

1 local laws and regulations will be charged back to the
2 driver."

3 Do you see that?

4 A. I do.

5 Q. Okay. Is that an accurate statement of
6 company policy?

7 A. It was in 2018.

8 Q. Did the policy change at some point?

9 A. I don't believe we charge those back to
10 drivers anymore.

11 Q. Do you know when that changed?

12 A. I do not.

13 Q. Do you know why the company made that
14 change?

15 A. I do not.

16 Q. How are you aware of the change? Is there a
17 document that you're aware of that could demonstrate
18 when the change was made, when these fines and
19 penalties were no longer charged back to the drivers?

20 A. I'm not aware of any document.

21 Q. At the bottom of the page is where the
22 pre-trip inspection section starts, and we'll actually
23 go over to the next page which is CRST F502. It says,
24 "As required by 49 CFR section 392.9, a driver must
25 inspect his truck and cargo within the first 50 miles

1 You need the correct air pressure and it is the only
2 way you can tell. A tire tread depth gauge is the only
3 sure way you can tell if a tire is within DOT limits
4 regarding tread depth. Gloves would help as well as a
5 few old rags for checking fluids under the hood."

6 Do you know if any of these tools are
7 provided by the company?

8 A. I do not. I know there is a new hire kit
9 given out at onboarding but I don't know what that
10 contains.

11 Q. Has the new hire kit been given out to new
12 drivers since 2017?

13 A. I would say some form of new hire kit has,
14 yes, but what has been in those and how it has changed
15 over the years I don't know.

16 Q. All right. If a driver had to -- if a
17 driver bought an air pressure gauge and tire tread
18 depth gauge pursuant to this guideline or policy, is
19 that something the driver could submit for
20 reimbursement?

21 A. No. I don't believe that submission of
22 receipts for tools on the truck is a reimbursable
23 expense.

24 Q. Bottom paragraph says, "One other thing to
25 remember. If you did your job by looking your truck

1 over and passing a DOT level 1 or level 2 inspection,
2 you will receive a \$25 bonus on your next paycheck."

3 Is that a bonus that the company gives out
4 to drivers?

5 A. Yes.

6 Q. Is there any other separate pay for drivers
7 related to inspecting the vehicle other than the bonus
8 for passing an inspection from the DOT?

9 MR. ANDREWSCAVAGE: Objection. Mischaracterizes
10 testimony. Mischaracterizes the document. Go ahead
11 and answer.

12 THE WITNESS: I think it's encompassed in the
13 load pay.

14 Q. BY MR. HOPPER: Like performing
15 inspections are encompassed in the load pay is
16 what you're saying.

17 A. That's logged as on duty time and is part of
18 safely and legally delivering a load.

19 Q. Okay. CRST F505, let's turn to that page.
20 This one talks about roadside inspections. What are
21 roadside inspections?

22 A. That is where a driver either gets pulled
23 into a scale house and a DOT officer will inspect the
24 equipment and the driver's logbooks and their fitness
25 to drive. This could also occur where a DOT officer

1 pulls the driver over on the interstate and performs
2 the same function.

3 Q. Are drivers compensated for time spent
4 waiting for completion of a roadside inspection?

5 A. That is a component of a driver's job and
6 encompassed in the load pay.

7 Q. On the next page, CRST F506, kind of midway
8 through the page it has a section for proper pre-trip
9 and post-trip inspections and then for the next few
10 pages through CRST F510 it lists the items that need to
11 be inspected. Is this a true and correct list of all
12 the items that need to be inspected during a proper
13 pre-trip and post-trip inspection?

14 A. The question again?

15 Q. Yeah. So there's a list of items -- let's
16 see. Yeah, there's a list of items that need to be
17 inspected during a pre-trip and post trip inspection
18 and it's listed from CRST F506 to CRST F510 and I'm
19 asking if that's a true and correct list of items that
20 need to be inspected during a proper pre-trip and
21 post-trip inspection.

22 A. I don't know if every one of those things on
23 that list has to be inspected per the federal
24 regulations every pre and post trip.

25 Q. But again, I mean, I think based on your

1 they do send one it's sent via the onboard device. We
2 have to have a record of the DVIR.

3 Q. Okay. But it says "Communication could
4 happen by phone or Qualcomm message," and on that
5 particular point, is there any sort of policy or
6 guidelines that the drivers need to follow when it
7 comes to using the phone versus using Qualcomm message
8 in this instance?

9 A. No. No. They have to send the DVIR on the
10 onboard device. And then how the communication
11 transpires from there -- I don't think there's a policy
12 that states you must communicate exclusively via
13 onboard or exclusively via phone, but most of the
14 communication would happen via the onboard, if not at
15 all.

16 Q. On CRST F517 there's reference to adverse
17 weather in the middle of the page. Do you see that?

18 A. Yep.

19 Q. Okay. And there's a reference to section
20 392.14, hazardous conditions, extreme caution. And
21 then in the middle of the paragraph it says, "If
22 conditions become sufficiently dangerous, the operation
23 of the commercial motor vehicle shall be discontinued
24 and not be resumed until the commercial motor vehicle
25 can be safely operated."

1 responsible for ensuring that the proper placards are
2 in place during the transit of the shipment. Placards
3 are provided by the shipper and must be placed on all
4 four sides of the unit at least three inches from other
5 markings." And in the next section it says, "Placards
6 should be checked regularly during transit to ensure
7 they have not been torn or damaged."

8 All the duties related to placarding, are
9 they compensated by a load pay or is there separate
10 compensation for those?

11 MR. ANDREWSCAVAGE: Objection. Compound.

12 THE WITNESS: It would be encompassed in the
13 additional load pay. It's a requirement of hauling
14 hazmat freight.

15 Q. BY MR. HOPPER: On CRST F538 there's a
16 section in the middle of that page that says
17 "Equipment, tire and freight checks." And it
18 says, "Federal laws require that the driver
19 inspect the tires of the unit transporting
20 hazardous materials." And it says they have to do
21 that when first picking up the load and every time
22 the vehicle stops. Is that compensated by load
23 pay?

24 A. Yes.

25 Q. On page CRST F541 there's a note there that

1 says, "A special note about California." And there's a
2 bullet point that says, "You must also have a
3 functional two-way communication device, e.g.,
4 Qualcomm, cell phone or CB radio. These rules apply
5 only when the vehicle is within the state of
6 California."

7 Are you familiar with those requirements?

8 A. No.

9 Q. All right. So are there occasions where the
10 Qualcomm or satellite or onboard computer doesn't work
11 and the drivers have to use a cell phone?

12 MR. ANDREWSCAVAGE: Objection. Calls for
13 speculation.

14 THE WITNESS: I would -- are there times where
15 the onboard quits working and the drivers have to use a
16 cell phone? Is that the question?

17 Q. BY MR. HOPPER: My question is, so are
18 there occasions where the Qualcomm or satellite or
19 onboard computer doesn't work and the drivers have
20 to use a cell phone to communicate?

21 MR. ANDREWSCAVAGE: Same objection.

22 THE WITNESS: Are you asking if it's
23 specifically related to this California issue?

24 Q. BY MR. HOPPER: No. This is just in
25 general.

1 A. I would say there are instances where the
2 onboard device -- there are outages of the onboard
3 devices that happen, yes. We have service agreements
4 with our providers. It's very rare. And I would say
5 in an emergency situation would a driver have to pick
6 up a phone and call somebody or would somebody have to
7 call a driver to find out information? It could
8 happen. It's not a mandate. It's not a requirement
9 and it's extremely rare.

10 Q. What isn't a mandate or requirement?

11 A. That a driver call us. Or that a driver
12 have their cell phone on and be available for somebody
13 to call them.

14 Q. But if there is an outage with the Qualcomm
15 system then are there any other methods that the
16 employee can use to communicate with the driver manager
17 or technicians other than their own personal cell
18 phone?

19 MR. ANDREWSCAVAGE: Objection. Vague and
20 ambiguous. Compound. Calls for speculation. Lacks
21 foundation.

22 THE WITNESS: I would say if they are driving
23 down I40 across New Mexico in the 1/10th percent of a
24 time the Qualcomm goes out and they have an emergency,
25 they would probably have to use their cell phone. But

1 there are terminals all over the country if they have
2 to communicate with somebody by the office. I don't
3 know if pay phones still exist in the United States but
4 there's no requirement that they stop what they're
5 doing and call us on the cell phone. I guess that
6 could happen. It's extremely rare and it's not
7 mandated.

8 Q. BY MR. HOPPER: Let's look at CRST
9 F551. This is the hours of service logbook
10 training section. And it goes in depth into what
11 types of tests have to be logged under what line
12 for the logbooks for the next few pages.

13 So first off, the company advises drivers
14 that they're not to falsify their logbooks; is that
15 true?

16 A. CRST tells drivers not to falsify their
17 logbooks?

18 Q. Yeah. It's against policy for drivers to
19 falsify their logbooks; correct?

20 A. It's against the federal law.

21 Q. Yeah. And company policy as well; correct?

22 A. Sure.

23 Q. And in this document they advise drivers if
24 you have log violations and out of service issues you
25 can lose your job as a driver/contractor. And it says,

Page 112

1 "Most of are our drivers out of services are due to
2 hour of service violations such as logs not current and
3 false logs in those bullet points."

4 Do you see that?

5 A. Sorry. I don't. I'm on 552. Is that the
6 number I should be on?

7 Q. No. I'm on 551.

8 A. Okay. Sorry. Now repeat, please.

9 Q. Sure. Is it true that out of service issues
10 can arise from logs not being current and false logs
11 being submitted?

12 A. Out of service would occur because of those
13 things, yes.

14 Q. And if you have out of service issues
15 combined with log violations, if you look at the third
16 bullet point it says drivers can lose their jobs; is
17 that true?

18 A. I would say that's a poorly written
19 statement. There's no automatic you can lose your job.
20 I'm sure we have a policy as it relates to escalating
21 discipline.

22 Q. Let's go over to CRST F552 and let's focus
23 on section 4 which is on duty line 4.

24 A. Okay.

25 Q. So on duty -- this is a section within the

1 logbooks; correct?

2 A. Yes, it's one of the statuses of the
3 logbook.

4 Q. Status. Right. And it says, "This is
5 supposed to be all time from the time a driver begins
6 to work or is required to be in readiness to work until
7 the driver is relieved from work and all responsibility
8 for performing work that is not actually driving."

9 And is that comport with your understanding
10 of what on duty time is?

11 A. Yes.

12 Q. Okay. And we went through a lot of these.
13 I won't go through them again one by one but there's a
14 number of bullet points underneath that section.

15 Does this appear to be a true and correct
16 list of job duties or activities that is -- strike
17 that.

18 The bullet points under on duty line 4, does
19 this appear to be a true and correct list of duties and
20 activities that need to be logged as on duty time?

21 MR. ANDREWSCAVAGE: Objection. The document
22 speaks for itself.

23 THE WITNESS: I'm just reading them.

24 Q. BY MR. HOPPER: Sure. Take your time.

25 A. I would say there's some pretty broad

1 statements in here, but yes.

2 Q. Okay. And look at CRST F553. It describes
3 the rest break rule kind of near the bottom. It says,
4 "Effective July 1, 2013 driver may not drive after 8
5 hours without a minimum of 30-minute break."

6 So drivers are required to take a 30-minute
7 break at least every eight hours; is that true?

8 A. Yes.

9 Q. And that's what we talked about earlier that
10 you said it's logged as off duty time and
11 compensated -- it's included in the load pay
12 compensation?

13 A. No. I believe it's logged as off duty or
14 sleeper berth which is both non-compensable time.

15 Q. But -- okay. So when you say -- so you
16 disagreed with my statement. Which part of my
17 statement is untrue or inaccurate, that it's logged as
18 off duty time or it's included in load pay
19 compensation, or both?

20 A. The load pay part.

21 Q. Okay. So it's not part -- the mandatory
22 30-minute breaks are not part of load pay; correct?

23 A. Correct. Load pay is intended to be driving
24 and on duty time. The 30-minute break is off duty or
25 sleeper berth.

1 Q. Let's look at CRST F562.

2 A. Okay.

3 Q. Actually let's start on 561 because there's
4 one that kind of goes on. So let's look at the bottom
5 bullet point. And it says, "You must put your total
6 miles driven each day on your" -- I don't know what
7 that means -- "on your per FMCSR section 395.8F4. This
8 is your miles only. This should not be the total truck
9 miles for the day and should not include your
10 co-driver's miles. Miles should come from odometer
11 readings when you start and stop driving for the day."

12 Do you know what this is talking about when
13 it comes to logging miles from the odometer?

14 A. So I think I understand where you get caught
15 up. I think that should read on your log per FMCSR,
16 but beyond that it evidently is a regulation that a
17 driver logs how many miles they drove that day. This
18 is written under -- as if they had to write it on a
19 paper log, which we can't use anymore expect in an
20 emergency. The ELD will automatically calculate
21 driving miles based on who's logged into the ELD at the
22 time.

23 Q. And why doesn't the company use the miles
24 that are recorded on the ELD when calculating the
25 driver's pay?

1 A. I would say because we don't pay by the
2 mile. We pay by the load and the load -- again, I
3 referenced the multiple different routing softwares and
4 mileage calculations that are out there in the
5 industry. And the shortest way is not always the
6 fastest and the fastest way is not always the shortest.

7 So I guess -- it's nearly impossible to
8 drill down to an expectation of this load should take
9 this many miles every time based on a number of
10 different variables.

11 Q. Why does it matter -- why is, I guess, the
12 predictability of the miles for the driver's pay so
13 important as opposed to accurately paying them for the
14 miles that are actually driven?

15 MR. ANDREWSCAVAGE: Objection. Compound.
16 Mischaracterizes testimony. Vague.

17 THE WITNESS: I guess I would answer that in
18 that if we have a load that is from Cedar Rapids, Iowa
19 to Des Moines, Iowa and it's supposed to be 150 miles
20 and the driver decides to route themselves through
21 Portland, Oregon on their way to Des Moines, I wouldn't
22 pay a driver 6,000 miles for a 150-mile load. I
23 wouldn't be able to bill the customer for that, and
24 we'd probably be out of business very quickly. That's
25 the best way I would answer that.

1 talked about?

2 MR. ANDREWSCAVAGE: Objection. Mischaracterizes
3 testimony.

4 THE WITNESS: It uses the same mileage
5 calculation.

6 Q. BY MR. HOPPER: Okay. On CRST F940
7 there's a section that I wanted to ask you about
8 where it says safety and then it has licensing.
9 Let me know when you're there.

10 A. I'm there.

11 Q. It says, "The employee is responsible for
12 verifying that the tractor and trailer permits are
13 current." And then skipping ahead in the paragraph it
14 says, "Fines incurred for expired or missing permits
15 will be the responsibility of the employee."

16 Is that an accurate statement of company
17 policy as of 2016?

18 A. I believe so, yes.

19 Q. All right. Do you know if that policy has
20 changed at all since 2016?

21 A. That would mostly be encompassed by what we
22 discussed earlier with no longer charging drivers back
23 for fines.

24 Q. Okay. Got it. On the next page, CRST F941,
25 underneath the bullet points it says, "Employees who

Page 127

1 compensation. Let me know when you're there.

2 MR. ANDREWSCAVAGE: What page was that again?

3 MR. HOPPER: CRST F336.

4 THE WITNESS: Okay.

5 Q. BY MR. HOPPER: All right. In the
6 middle of the first paragraph it says, "The
7 company relies upon the driver's hours of service
8 records in determining the hours worked and
9 drivers are under an obligation under federal law
10 and company policy to accurately record their
11 hours of service."

12 So the company relies on the driver's hours
13 of service records and I guess that's where I'm trying
14 to figure out how the company can rely on those records
15 if it's kept by a third party.

16 Does CRST have access to the Fleetworthy
17 system to be able to review the hours of service
18 records? Do you know if that's how it works?

19 A. Well, I mean, we have -- so I want to
20 understand the difference here. You're asking about
21 just being able to view driver logs or the retention of
22 driver logs and how we manage the retention of that?

23 Q. Well, tracking -- I'm more concerned with
24 tracking the driver's hours of service, their hours
25 worked. How does the company do that?

1 A. So we do have the ability to log into the
2 portal from the onboarding -- excuse me -- the onboard
3 recorder, and it's integrated with our McCleod system
4 so we can see a driver's record of duty status.

5 I think the question in my mind -- and this
6 is where maybe I got confused earlier -- is what
7 happens to it and what's our retention policy as it
8 relates to logs. But as -- it's an important part of
9 planning loads safely. So we absolutely can see
10 driver's record of duty status realtime if that's what
11 you mean.

12 Q. Okay. Yeah. I mean, for this section
13 that's what I meant for sure.

14 A. Okay.

15 Q. I mean, it's also relevant to know if you
16 can see -- or you have access to the actual hours of
17 service logs, so how does the company see the data for
18 the hours worked for the drivers in this integrated
19 portal?

20 A. So the onboard device -- again, we have two
21 different ones in our fleet now, but each onboard
22 device has an online portal that the company can log
23 into and review driver record of duty status. So we
24 could go put in a date range and review the driver's
25 logs from two months ago. I'm just saying I don't know

1 how long until those are purged out of that portal.

2 We also have an integration with our
3 operating system where we can see driver's record of
4 duty status both last seven days but also hours
5 available for that current day.

6 Q. Okay. So in the portal you can see the
7 actual log entry and then can you also see -- sorry.
8 Strike that.

9 Can you see the log itself for the day, or
10 is it just, I guess, sort of aggregated for the
11 employee so that you see all of their entries over a
12 particular period of time?

13 MR. ANDREWSCAVAGE: Objection. Vague.
14 Compound. You can answer.

15 THE WITNESS: We can look at -- I know we can
16 look at the individual detailed duty status for an
17 individual day. So if we go into the hours of service
18 it will show the four lines and the time that the
19 driver spent on each of those lines and then a summary
20 of each of those.

21 What I don't know is all of the rest of that
22 information that we looked at on that paper log
23 earlier, what all information is in there. But purely
24 from an hours of service management, we absolutely have
25 that ability.

1 A. I don't recall seeing that form.

2 Q. And on the next page it says, "CRST
3 Expedited driver wage sheet." I'm not sure if -- so on
4 the front page under wage information it has a box
5 checked other and it says "CRST Expedited pay scale
6 document." And then I don't know if this is the one
7 that it's referring to, but they were next to each
8 other in the document production.

9 Do you know if on page 2, the CRST F60, do
10 you know if that's the CRST Expedited pay scale
11 document that's referred to on the first page?

12 A. I would assume so.

13 Q. Does this appear to be a true and correct
14 copy of a CRST Expedited driver wage sheet that was in
15 effect as of April of 2019 when Mr. Huckaby signed it?
16 It actually says it's effective January 16, 2019 at the
17 top.

18 A. Yes, that's I was looking for. Oh,
19 January 16. Yes, I would say that was -- oh, 4-10-19.
20 Yes, I would assume that's the wage sheet in effect.

21 Q. All right. And each column it has in
22 parentheses split miles. Do you see that?

23 A. I do.

24 Q. What does split miles refer to?

25 A. So when there's two drivers on the truck the

1 load pay per driver is calculated with that mileage
2 basis times the wage rate divided by two.

3 Q. Do you have any understanding why the wage
4 sheet doesn't use the term "load pay" to inform the
5 drivers that they're being paid by the load and not by
6 the mile?

7 A. I do not.

8 Q. Okay. And then right above the signature
9 block it has a hazardous materials endorsement per mile
10 bonus. Is that what we are talking about earlier, the
11 4-cent increase for hauling hazardous materials?

12 A. That's correct.

13 Q. You can set that aside. We'll attach as
14 Exhibit 13 CRST Expedited entry classification/wage
15 verification and it's Bates stamped CRST F55.

16 (Exhibit 13 was marked for
17 identification by the Reporter.)

18 Q. BY MR. HOPPER: Have you seen this form
19 before even if you haven't seen the specific
20 information filled in?

21 A. I believe I've seen this document before.

22 Q. It's got parentheses January 2019, so does
23 it appear that this split mileage rate was in effect as
24 of January 2019?

25 A. Yes.

1 Q. And again, nowhere on this form is it
2 advising the driver that this pay rate refers to all
3 the duties that they would be expected to perform in
4 the general course of business during their trip;
5 correct?

6 MR. ANDREWSCAVAGE: Objection. The document
7 speaks for itself.

8 A. I do not see the words "load pay" on this
9 document.

10 Q. BY MR. HOPPER: We'll attach as Exhibit
11 14 the CRST Expedited Solutions wage verification
12 form that says it's been revised December 9, 2021.
13 Have you seen this form before?

14 (Exhibit 14 was marked for
15 identification by the Reporter.)

16 THE WITNESS: We're talking Number 14; correct?

17 Q. BY MR. HOPPER: Correct. Exhibit 14.

18 A. I don't recognize this document.

19 Q. Do you have any reason to doubt this is an
20 accurate pay scale that's in effect as of December 9,
21 2021?

22 A. No. That's the pay scale.

23 Q. What is mentor pay?

24 A. A mentor is a more experienced driver who
25 teams up with an inexperienced driver for 21 to 28 days

1 while that inexperienced driver is learning how to be
2 an over-the-road driver.

3 Q. Do you see anything on this form that
4 indicates to the driver that they're not being
5 compensated on a mileage basis?

6 A. What do you mean?

7 Q. Well, earlier you said the company doesn't
8 pay by the mile; it pays by the load. Do you see
9 anything on this form indicating that?

10 A. I don't see the words "load pay" on here.

11 Q. Okay. And it says -- there's a few check
12 boxes at the bottom end of the document and each one of
13 them there's a statement, "My wage rate will be blank
14 cents per mile."

15 Do you see that?

16 A. I do.

17 Q. And again, so as of 2021 the pay is based on
18 the split mileage method; is that correct?

19 A. The method we described earlier of the wage
20 rate times the miles on the trip divided by two.

21 Q. Right. And that's the split mile pay.
22 Where it says SMP that's what that's referring to;
23 correct?

24 A. Yes.

25 Q. You can set that aside. So now we'll move

1 portal that's maintained by Fleetworthy that's
2 integrated with McCleod; correct?

3 A. I don't know where this summary data came
4 from.

5 Q. No, I understand. I'm just asking generally
6 right now. If you needed hours of service data, that
7 could be obtained through the portal that's integrated
8 with McCleod and Fleetworthy; correct?

9 A. I would think we can get information
10 regarding driver logs through Fleetworthy or, if it's
11 more recent, that we would be able to look at either
12 actual logs or summary data. But again, I don't know
13 how we would go about that.

14 Q. I mean, all the data from the drivers' logs,
15 it's transmitted electronically through -- is it called
16 ELD?

17 A. Yes.

18 Q. And so the company should have electronic
19 data regarding the driver logs and timekeeping
20 information that was transmitted electronically;
21 correct?

22 A. I would think so, yes.

23 Q. Okay. All right. And just so we're clear,
24 on this spreadsheet driving time -- the driving time
25 off-duty, on-duty sleeper, those columns, that all is

1 data that would be contained in the driver logs that
2 are submitted through the ELD; correct?

3 A. Yes. I would assume that's just the summary
4 data of the driver's ELD.

5 Q. You can set that aside. We're going to
6 attach now Exhibit 25. These are some excerpts from
7 the sample wage statements that were provided by your
8 counsel. The first Bates stamp is CRST F957 and the
9 last one is CRST F1085. Not all of the Bates in
10 between are provided, but just ones that we wanted to
11 go over are in here. So take a look at these.

12 (Exhibit 25 was marked for
13 identification by the Reporter.)

14 Q. BY MR. HOPPER: Do these appear to be
15 true and correct payroll statements that would
16 have been maintained by CRST Expedited between
17 looks like July 5, 2017 and March 26, 2019?

18 A. I have no reason to doubt that they're not
19 real.

20 Q. Okay. And these payroll statements that
21 were provided as samples, they would be the same -- so
22 the same form and type of information would be
23 contained on all the payroll statements for all of the
24 California resident drivers during this time frame; is
25 that correct?

1 A. I don't know if there are any differences,
2 but I have no reason to believe there would be
3 differences.

4 Q. Okay.

5 MR. ANDREWSCAVAGE: And, David, for the record,
6 I think we stipulated to the fact that it would be
7 consistent as to form and type of information for all
8 punitive class members during that time period.

9 MR. HOPPER: I appreciate that. Thank you.

10 Q. Okay. So on the first page, can you just
11 walk me through the information here? The first
12 section is trip information. It looks like -- and this
13 is just documents -- customer, origin of the load, the
14 customer and the destination and the total miles.

15 So this basically is the information, all
16 the relevant information for the trip. Is that fair to
17 say?

18 A. Yes, and the pay number is blacked out there
19 on the far left.

20 Q. And the miles documented on there, is that
21 the miles that's used for the driver's pay?

22 A. That is the basis for the load pay, yes.

23 Q. Taxable compensation, it looks like that has
24 the split mile pay over there on the left. So you're
25 saying that's the load pay -- those would be the miles

1 MR. HOPPER: Why don't we take a short break and
2 I'll double-check what I need from Mr. Huckaby's
3 statements so I don't have to ask you everything.
4 Let's go off the record.

5 (Recess taken.)

6 Q. BY MR. HOPPER: You understand you're
7 still under oath?

8 A. I do.

9 MR. ANDREWSCAVAGE: And just for the record,
10 Lisa Stephenson, who was present at the deposition, had
11 a prior commitment so she is no longer at the
12 deposition.

13 Q. BY MR. HOPPER: All right. We're going
14 to go ahead and put on Mr. Huckaby's wage
15 statements as Exhibit -- we'll attach them for the
16 record as Exhibit 26 and it's going to be CRST
17 F718 through 795.

18 (Exhibit 26 was marked for
19 identification by the Reporter.)

20 Q. BY MR. HOPPER: And, Mr. Brueck, if you
21 could just take a look at the first payroll
22 statement. Does this appear to be the same form
23 in which -- the same form of payroll statement in
24 which we were just -- sorry, strike that. Getting
25 near the end of the day.

1 The first page, CRST F718, does this payroll
2 statement differ in any way from the previous
3 statements we were looking at in Exhibit 25?

4 A. No. It looks similar.

5 Q. And this particular form of the payroll
6 statement, do you know how long that was in effect or
7 like what the effective dates were?

8 A. These would have been in effect up until our
9 system transitioned in August of 2019.

10 Q. And so from -- we looked at the first page
11 in CRST -- in Exhibit 25. That was July 5, 2017. So
12 from that time all the way up to August of 2019 there
13 were no other forms of payroll statements that were
14 used for California resident drivers; correct?

15 A. None that I'm aware of.

16 Q. Okay. So on the next page, CRST F719,
17 there's a deduction for a drug test. Were employees
18 required to pay for their drug tests?

19 A. I believe that's related to that pre-hire
20 deduction that we reviewed earlier. There were things
21 that were paid for at the drivers' onboarding that were
22 later deducted.

23 Q. Okay. Right. But -- okay. So at the end
24 of the day Mr. Huckaby and the other California
25 drivers, they were the ones who paid out of pocket for

1 Q. CRST F726 under non-load-related items there
2 are a couple notations there for final DH. Do you know
3 what that refers to?

4 A. I do not. My only estimation would be it's
5 a mileage -- based on the code, it's a mileage
6 adjustment and PD is per diem. My estimation would be
7 that somehow a movement either got missed in the
8 computer or something along those lines and needed to
9 be corrected. So an adjustment was made after the
10 fact.

11 Q. Looking at -- let's start at page 729
12 through the end of -- through 736, CRST F729 through
13 736. You'll see that the miles on all these trips are
14 exactly the same and is that because -- earlier we
15 talked about the company -- the company's method of
16 determining the miles. It's not actual miles, it's
17 based on the zip code to zip code method?

18 A. It is based on whatever methodology is fed
19 into the computer.

20 Q. Right. At this time though -- well, we can
21 look -- actually, let's take a look at another exhibit
22 side by side with this one. Let's go ahead and
23 attach -- it's a little out of order but we'll attach
24 Exhibit 28. It's a CRST Expedited trip record and it's
25 Bates stamped CRST F799 through 806. Have you seen

1 this document before?

2 (Exhibit 28 was marked for
3 identification by the Reporter.)

4 THE WITNESS: I don't recognize this document.

5 Q. BY MR. HOPPER: Have you ever heard of
6 a trip record by unit as something the company
7 used to keep track of miles?

8 A. I'm not aware of this report. Just looking
9 at it, I would guess it's for fuel tax purposes.

10 Q. Why do you say that?

11 A. Because the trip miles by state are listed
12 out there.

13 Q. Okay. So looking at this side by side with
14 Exhibit 26, the trips from Santa Fe Springs to
15 Cincinnati, you'll see that in the trip record by unit,
16 it will fluctuate 21.93, 21.96, 22.07 and then the pay
17 statements it's always 2149. Do you see that?

18 A. I do.

19 Q. Is it fair to say that the company -- so I
20 think you testified at some point the company started
21 using latitude and longitude. Is it fair to say based
22 on these differences in the miles that the company was
23 still using zip code to zip code in 2019?

24 MR. ANDREWSCAVAGE: Objection. Mischaracterizes
25 the document. I think he testified it's not a pay

1 potentially, but there's still the whole -- there's
2 2,000 plus miles in between those locations and a lot
3 of different things could happen to cause odometers to
4 increase beyond what that mileage basis is.

5 Q. I understand that. I'm not trying to put
6 words in your mouth as to the 50 to 60-mile
7 discrepancy. The question was, would you expect the
8 latitude and longitude of calculating miles to be more
9 accurate than zip code to zip code?

10 MR. ANDREWSCAVAGE: Objection. Calls for
11 speculation. Vague. Relevance. Asked and answered.
12 Go ahead and answer, Chad.

13 THE WITNESS: If you're talking specifically
14 from one door to one door, I would say yes, but I can't
15 speculate whether or not that would cause an increase
16 in mileage compared to a more generalized system or a
17 decrease in mileage to a more generalized system.

18 Q. BY MR. HOPPER: Okay. Fair enough. So
19 moving on so CRST F737, the form of the wage
20 statements changes, and is this corresponding with
21 the change in system that we talked about earlier?

22 A. Yes.

23 Q. Okay. So I think that was the McCleod. So
24 once the company got the McCleod system the pay
25 statements changed into this new form; correct?

1 A. Yes.

2 Q. All right. Do you have any understanding as
3 to why the rate -- so the old pay statements, the rate
4 for miles was -- had the decimal point in front of the
5 number to indicate cents and now it's got 28.0 instead
6 of .28. Do you know why that is?

7 A. I don't. System limitation potentially.

8 Q. And another change in these new statements
9 is they no longer contain the hours worked. Why did
10 the company stop -- well, do you agree that there's
11 nothing on these pay statements after August of 2019
12 indicating the hours of work?

13 A. I do not see that hours worked on this
14 statement.

15 Q. Okay. And do you know why the company no
16 longer kept track of hours worked on the pay statements
17 after August of 2019?

18 A. I do not.

19 Q. Okay. On CRST F738 there's a deduction --
20 or there's a section for other earnings, deductions.
21 There's deficit for guarantee. Five units at \$230 per
22 unit. What is that in reference to?

23 A. So without being able to see the details of
24 movements, there is -- this is somewhat speculation on
25 my part, but just reaching back into the timing and

Page 188

1 go live.

2 Q. Was one of the issues that people's --
3 drivers' pay rates changed from what they had
4 previously had? Because I think Huckaby signed a wage
5 statement and he had a 40-cent -- or he signed the pay
6 scale document and he was getting 40 cents a mile, and
7 now if you look at CRST 740, for example, he's only
8 getting 36 or 37 cents a mile and it's fluctuating.
9 Was that one of the issues?

10 A. I don't remember specifically if that was an
11 issue, but it does seem very strange that there's two
12 different rates on the same pay statement.

13 Q. Do you have any understanding as to why
14 there was a rate fluctuation on Mr. Huckaby's pay
15 statements?

16 A. No.

17 Q. Did you receive any complaints? Did the
18 company get any complaints about variations in pay
19 rates around this time in 2019?

20 A. Specifically related to pay as to two
21 different rates on the same pay sheet? Not that I can
22 remember. But we absolutely received complaints about
23 pay being incorrect.

24 Q. Okay. And was that resolved?

25 A. To the best of our ability, yes.

1 Q. How was it resolved?

2 A. There was a lot of time and energy put into
3 reviewing driver settlements to ensure accuracy.
4 Obviously drivers were calling us about issues they
5 were seeing on their payroll statements which would
6 then be corrected, and then over time our IT team was
7 able to get all the fixes in that needed to be in place
8 to run accurate payroll statements.

9 Q. Do you have an estimate as to when the
10 payroll statements became accurate and there were no
11 more issues?

12 A. Well, system-related issues, I would say
13 within 30 to 45 days we had the company driver issues
14 resolved. But we're dealing in thousands of
15 transactions, so I can't guarantee you that no one ever
16 makes a mistake and payroll statements aren't wrong
17 from time to time but we do our best to rectify them
18 when we find them out.

19 Q. On CRST F742 under other earnings/deductions
20 there's a breakdown pay and layover pay noted there.
21 So what are the units here for breakdown pay for
22 example? Is that supposed to be one unit is 48 and
23 then there's two units at 24 hours where it says three
24 units?

25 A. So in that instance I would say layover

1 to some of the efforts that were made to rectify these
2 issues. You said there was efforts spent on reviewing
3 driver settlements where there was inaccurate pay based
4 on the rates being inaccurate.

5 How did the drivers get -- if there was a
6 discrepancy and the drivers lost money as a result, did
7 they receive a paycheck to compensate them for that?

8 A. It depends on the situation. I think there
9 were situations where it was entered as additional pay
10 like we've seen with the separate line items of
11 additional pay or reimbursements.

12 I know there were times when we ran a
13 special payroll to make up for issues that we had
14 discovered. But there was a lot of information flowing
15 and I can't tell you which specific instance led to a
16 separate payroll versus correcting in the moment with
17 the driver.

18 Q. So you don't know as you sit here today how
19 that would have been reflected or how that would have
20 been documented if the driver received pay related to
21 this -- like back pay related to this system error that
22 was leading to incorrect rates?

23 A. Not without seeing the details of the issue
24 at hand and the method we took to resolve it.

25 Q. So we'll attach as Exhibit 27 -- these are

1 more sample wage statements. CRST F1091 is the first
2 page and then it goes -- the last page is 1171. Again,
3 there's some omissions. But we'll attach this as
4 Exhibit 27.

5 (Exhibit 27 was marked for
6 identification by the Reporter.)

7 Q. BY MR. HOPPER: From the time of
8 August 2019 until the last date in Exhibit 27 which
9 is September 24, 2021, was this the same form of wage
10 statement?

11 A. Yes.

12 Q. So from 2017 to 2021 the company has only
13 used two forms of wage statements for all of California
14 drivers; is that correct?

15 A. For all drivers, yes.

16 Q. If you look at CRST F1116 there's an entry
17 there for miscellaneous reimbursement under other
18 earnings and deductions and it says one unit at \$32.
19 What sorts of items could be classified as
20 miscellaneous reimbursement?

21 A. Like we mentioned earlier, if the driver has
22 to put fuel in a rental car that's miscellaneous
23 reimbursement. I would say if there's things like
24 placards or load locks that drivers unfortunately have
25 to purchase out-of-pocket from time to time, we would

1 Q. Well, do you know what the TS represents,
2 the capital T, capital S that's referenced in column C,
3 column U, and I guess you said -- yeah, column BJ
4 there's a TS at the end of the column title.

5 A. My assumption is time stamp.

6 Q. So insert time stamp is BJ and then event
7 time stamp is in column C and what is your best
8 estimate as to column U, POSTS?

9 A. Could be position time stamp.

10 Q. Okay.

11 A. I think the device communicates with
12 cellular towers which then has to coordinate which then
13 sends into our computer system. So all that takes time
14 depending on where they're at and what kind of signal
15 they have.

16 Q. Do you have any idea how the data ends up in
17 the spreadsheet? Is that an automatic process or does
18 somebody have to copy the data into an Excel
19 spreadsheet?

20 A. I don't know.

21 Q. Let's attach Exhibit 34. It's CRST
22 F000810_native. It's another native file. Let me know
23 what this corresponds to.

24 (Exhibit 34 was marked for
25 identification by the Reporter.)

1 THE WITNESS: You said 34; right?

2 Q. BY MR. HOPPER: Exhibit 34, correct.

3 A. This appears to be details of log duty.

4 Q. Right. Okay. So column A is description.

5 It's got on duty, sleeper, driving, et cetera. So is
6 it your best estimate that this data comes from the
7 driver logs?

8 A. Yes.

9 Q. Okay. So these entries, do they correspond
10 with every change of status?

11 A. I don't know.

12 MR. HOPPER: We've been going about an hour. I
13 think nearing the end of my examination but let me take
14 a little bit longer break just to get everything put
15 together and go through my notes and make sure I don't
16 miss anything. So why don't we go off the record for
17 about ten minutes if that works.

18 MR. ANDREWSCAVAGE: That's fine.

19 (Recess taken.)

20 Q. BY MR. HOPPER: Back on the record. Do
21 you understand that you're still under oath?

22 A. I do.

23 Q. All right. I wanted to -- first off, we
24 could go through -- and we'll accept those
25 stipulations, Chip, that you were talking about. So

1 and it's CRST F433 through 436.

2 (Exhibit 22 was marked for
3 identification by the Reporter.)

4 Q. BY MR. HOPPER: Okay. I want -- if you
5 could, please pull up Exhibit 3. There's just a
6 couple things I wanted to ask you about in there.

7 A. Did you say 3?

8 Q. Exhibit 3, yeah. When you have it open let
9 me know.

10 A. Okay.

11 Q. So please turn to page CRST F489 and this
12 section -- there's a section in the middle of that page
13 that says "Check calls." It says, "If the satellite is
14 not working, please be sure to make at least two
15 check-in calls each day." And I think this is in
16 reference to securing high value loads.

17 So is it a requirement in the event there's
18 a high value load that the driver has to have a cell
19 phone with him?

20 A. I would say, yes, we would like the driver
21 to have a cell phone with him hauling high value loads.

22 Q. Okay. And then CRST F539, please turn to
23 that page. I think I maybe referenced this, but I
24 forgot to ask you about it in the actual book.

25 There's -- this is in reference to the

Page 211

1 "Remember never average your miles. A log that is
2 showing above the posted speed limit is a false log.
3 Remember you can be cited for speeding based on your
4 log."

5 How is it that a driver -- if you're aware,
6 how is it that a driver could be cited for speeding
7 based on their log?

8 MR. ANDREWSCAVAGE: Objection. Vague. Calls
9 for speculation. Lacks foundation.

10 THE WITNESS: I would say that certainly is in
11 reference more to when drivers used paper logs. They
12 would indicate that they drove 95 miles in one hour or
13 75 miles an hour across Los Angeles. So if a DOT
14 officer, if it's blatantly obvious, could certainly on
15 a paper log determine that a driver falsified his or
16 her logs.

17 Q. BY MR. ANDREWSCAVAGE: Why don't you tell
18 me why is it only for paper logs?

19 A. Because the electronic logging device is
20 able to capture the GPS position and it's only logging
21 driving time while the truck is in motion. If the
22 driver completely logged out of the device and drove
23 illegally, he or she could falsify it, but there's
24 checks and balances for that.

25 Q. So unless the driver is completely logged

1 out of the device, the logs that are submitted
2 electronically are -- I mean, would you agree that
3 they're a hundred percent accurate?

4 A. They're required to be by federal law, but I
5 can't obviously say for certain that drivers log on
6 duty when they're supposed to log on duty or log
7 sleeper berth when they should log sleeper berth. I do
8 know that I'm not aware of a situation where they can
9 manipulate drive time.

10 Q. Okay. And the logs, you said that they
11 capture GPS position. So the driver logs are able to
12 determine -- strike that.

13 Are you able to determine the driver
14 location for various statuses based on the driver logs
15 since it's linked up with GPS?

16 A. You mean in terms of where those status
17 changes take place or at any point?

18 Q. Well, let's say when there are status
19 changes first.

20 A. Yes, I believe that GPS should be able to
21 indicate where those status changes took place.

22 Q. And what about for -- is that the only time
23 when it would log the location with the driver status
24 is when there's a change in status?

25 A. No. That's the purpose of those pings.

1 Q. Okay. Yeah. So you could cross reference
2 but is there a centralized -- is there a centralized
3 group of data that has driver status combined with
4 location?

5 A. Not that I'm aware of.

6 Q. Okay. But you could figure that out based
7 on the GPS data that we looked at and the driver log
8 data; correct?

9 A. I would guess the data would be there to
10 allow us to run the Excel spreadsheets similar to what
11 we saw earlier that would have that information on it.

12 Q. Okay. Remember when we were looking at the
13 wage statements and we saw some entries for
14 miscellaneous reimbursements? How would -- would it be
15 possible to determine using other sources or other
16 records what those reimbursements were for?

17 A. No, not specifically. There's no more
18 detailed category than miscellaneous reimbursement.

19 Q. Sure. Not on the wage statements but the
20 drivers submit records to receive reimbursements;
21 correct? Or to request reimbursements I should say.

22 A. Yes. On their empty at final consignee
23 macro there was a form where they would enter those
24 reimbursements. I know that went away with our
25 transition to McCleod and I believe we've created

1 entered.

2 Q. BY MR. HOPPER: Okay. So in the
3 McCleod system there should be a way of
4 determining what the miscellaneous reimbursements
5 are for; is that correct?

6 MR. ANDREWSCAVAGE: Objection. Asked and
7 answered. Argumentative. You can answer.

8 THE WITNESS: I'm not aware of any further
9 detail beyond miscellaneous reimbursement. So unless
10 there was specific documented communication between a
11 driver and a driver manager on the onboard device, I
12 don't think by looking at any particular miscellaneous
13 reimbursement you'll be able to 100 percent guarantee
14 that you'll be able to know what it's for.

15 Q. BY MR. HOPPER: Are the drivers advised
16 that they are paid on -- based on estimated miles
17 versus actual odometer miles?

18 A. I don't know.

19 Q. Do drivers receive any documents that show
20 their actual miles, their odometer miles driven, to
21 your knowledge?

22 MR. ANDREWSCAVAGE: Objection. Vague. Asked
23 and answered. You can answer.

24 THE WITNESS: I don't believe they receive any
25 documents but it is on their daily log.

1 driving hours?

2 MR. ANDREWSCAVAGE: Objection. Asked and
3 answered.

4 THE WITNESS: I don't know what that number is.

5 Q. BY MR. HOPPER: Drivers are not --
6 drivers don't receive any reimbursements for cell
7 phones; correct?

8 A. Correct.

9 Q. All employee wages would have been tracked
10 through -- strike that.

11 So after 2019 all payroll was done through
12 McCleod; is that correct?

13 MR. ANDREWSCAVAGE: Objection. Asked and
14 answered.

15 THE WITNESS: That's correct.

16 Q. BY MR. HOPPER: Does the company have
17 any system -- strike that.

18 I think I heard you say something -- you
19 aren't sure if Fleetworthy was doing the hours, the
20 timekeeping as of 2017 during the time frame in that
21 pay statement that we just looked at.

22 Before Fleetworthy, how was the timekeeping
23 data tracked?

24 MR. ANDREWSCAVAGE: Objection. Vague.
25 Mischaracterizes testimony. Asked and answered.

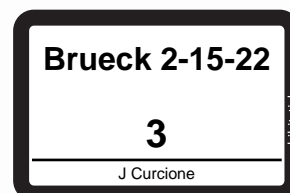
Page 219



SAFETY AND OPERATIONS HANDBOOK



**THIS BOOK
CONTAINS IMPORTANT DOCUMENTS
NEEDED ON YOUR TRUCK**



CRSTF000455

WELCOME TO CRST

It gives me great pleasure to welcome you, the professional driver to the Gold Team! Without a doubt the most satisfying part of my career at CRST are the friendships developed with thousands of the men and women who drive for the largest team carrier in America. Our commitment to you starts with our open door policy at CRST, which means at any time you are encouraged to stop in and see me or any of the management team to discuss whatever is on your mind.

You begin your career at CRST with an orientation program emphasizing safety. There is nothing we do at CRST that is more important than completing each and every load safely. The Safety and Training team will teach and challenge you to be the safest driver possible. Our expectation of you is to constantly improve your safety knowledge for the well-being of you and those around you on the highways. There are a lot of great training programs which will make you a safer and better driver, please take advantage of these by scheduling yourself into a safety class. Getting you home safely to your family is what matters to all of us!

You are the person closest to our customers and the rest of the team is here to support you in providing excellent customer service. As a team expedited carrier, we have many demanding customers who rave about the service provided by our outstanding drivers. You can help yourself by providing professional, reliable service to all our customers. In turn, you can expect the full support of the management team in assisting you to provide that great service. Please do not hesitate to contact myself, or anyone on the management team, if we are not giving you the full support you need to be a success.

In closing, it is with great pride I welcome you to a company I have called home for over 25 years. You have chosen a financially stable company that is an industry leader in providing expedited transportation. Welcome to the Gold Team, I look forward to working with you.

Drive Safely,

A handwritten signature in black ink, appearing to read "Mike Gannon".

Mike Gannon

Group President – CRST International

A handwritten signature in black ink, appearing to read "Cameron Holzer".

Cameron Holzer

President CRST Expedited

TABLE OF CONTENTS

.....	- 1 -
WELCOME TO CRST	- 3 -
HISTORY AND PROFILE OF CRST	0
COMMITMENT TO SUCCESS	1
CRST ORIENTATION AND TRAINING CLASSES	2
CRST's ORIENTATION MISSION STATEMENT:	2
OPERATIONS DEPARTMENT POLICIES, PROCEDURES, & DISCIPLINE	4
CUSTOMER RELATIONS	4
<i>Why is On-Time Delivery Important?</i>	4
<i>Be On Time:</i>	5
<i>First Impressions</i>	5
<i>Follow the Customer's Instructions</i>	5
<i>Dock Rules</i>	5
<i>The Golden Rule</i>	6
<i>Load Acceptance</i>	6
FUEL ECONOMY	6
TRIP PLANNING	6
TRAILERS	12
<i>Securing Your Unit and Cargo:</i>	12
HIGH VALUE LOAD SECURITY PROCEDURES:	12
CUSTOMS-TRADE PARTNERSHIP AGAINST TERRORISM (C-TPAT)	13
IACSSP – CRST AIRFREIGHT SECURITY CERTIFICATION TRAINING	14
<i>Indirect Air Carrier Standard Security Program</i>	15
<i>Written Instructions and Responsibilities</i>	16
<i>Visual Inspections:</i>	17
CARGO ACCEPTANCE AND LOAD VERIFICATION	18
SECURING HIGH VALUE LOADS:	24
<i>Check Calls:</i>	24
<i>Advances:</i>	24
HOMETIME:	24
SECURITY OF CRST EQUIPMENT WHILE ON HOME TIME:	25
PROCEDURE	25
SCALING LOADS:	26
<i>Scale All Loads As Soon As You Can After Loading:</i>	26
<i>Overweight Fines:</i>	26
<i>Cargo Overages, Damages, and Shortages:</i>	26
TRANSFLO SCANNING	27
LOAD DOCUMENTATION:	27
COMDATA PAY SYSTEM	34
SAFETY DEPARTMENT POLICIES	36
SAFETY MISSION STATEMENT:	36
<i>Safety:</i>	36

Logs:.....	36
PRE-TRIP INSPECTIONS:.....	36
WHAT IS A ROADSIDE INSPECTION?.....	40
CVSA-Commercial Vehicle Safety Alliance	40
PROPER PRE-TRIP AND POST TRIP INSPECTIONS:	41
CRST DRIVER VEHICLE INSPECTION REPORTING (DVIR) PROCESS:	49
CRST DVIR PROCESS:	50
OTHER SAFETY DEPARTMENT POLICIES.....	51
Federal Motor Carrier Regulations Book:	51
Hazardous Material Compliance Book:.....	51
Requirement for the Emergency Response Guidebook:	51
CRST International Qualification Cards:.....	51
ILL OR FATIGUED OPERATOR:	52
ADVERSE WEATHER: "COMFORT ZONE"	52
Lights:.....	52
UNAUTHORIZED HIGHWAYS:	52
REQUIREMENTS FOR DOT PHYSICALS.....	54
COMPLIANCE, SAFETY, ACCOUNTABILITY FOR CMV DRIVERS (CSA)	56
THE 7 DRIVER BASICS	58
Unsafe Driving (CFR parts 392 and 397):	58
Fatigued Driving (Hours of Service) (CFR parts 392 and 395):	58
Driver Fitness (CFR parts 383 and 391):	58
Controlled Substance/Alcohol (CFR parts 382 and 392):	58
Vehicle Maintenance, Cargo/Load Securement (CFR parts 392, 393, 396 and 397):	58
Hazardous Materials (Hazardous Materials):	59
Crash Indicator (Reportable Crashes):	59
HAZARDOUS MATERIALS	62
WHO IS RESPONSIBLE FOR COMPLYING WITH THE HAZARDOUS MATERIAL REGULATIONS?	62
Hazard Classes: Based on Class/Division number	64
Packing Groups:	67
THE LAWS:.....	67
Packaging Requirements:	68
Loading the Container/Vehicle:.....	68
Shipper Load & Count:	69
Shipping Papers:.....	70
EMERGENCY RESPONSE GUIDE:	71
PLACARDING	71
QUICK REFERENCE GUIDE: STEPS FOR PROPER PLACARDING.....	72
Equipment, Tire and Freight Checks §397.17 – Tires	73
PLAN STATEMENT AND OBJECTIVE:.....	74
Suspicious Activity and Suspicious Activity Reporting Procedures:	74
Employee/Management Security Information Sharing:	74
Hazardous Materials En Route Standard Security Operating Procedures:	74
EN ROUTE DRIVER SECURITY GUIDELINES & PROCEDURES.....	74
Enroute Parking and Driving Considerations: §397.7 - Parking	75
Stop Off/Destination Driver Security Procedures:	76
A special note about California:	76
HAZARDOUS MATERIALS SPILLS	76
Conclusion:.....	77
HAZARDOUS MATERIALS PERSONNEL SCREENING (APPLICATION VERIFIED):	77
Disqualifying Criminal Offenses for Hazardous Materials Endorsement:	77

QUALCOMM	80
MACROS	82
<i>Helpful Tips for using Macros:</i>	84
HOURS OF SERVICE, LOGBOOK TRAINING, FMCSR 395	86
11-HOUR AND 14-HOUR RULES: FMCSR §395.3 (A) (1) AND (2).....	88
10-HOUR REST PERIOD: FMCSR §395.1	88
<i>"Passenger Seat" Rule: FMCSR §395.2.....</i>	88
<i>"Rest Break" Rule: FMCSR §395.3 (a) (3) (ii)</i>	88
70-HOUR RULE:	91
34-HOUR RESTART:	91
MULTIPLE "OFF-DUTY" DAY LOGS: FMCSR §395.8 (F) (10)	92
LOCATION OF CHANGE OF DUTY STATUS: FMCSR §395.8 (c)	92
DRIVER VEHICLE INSPECTIONS:.....	92
<i>Part 396--Inspection, Repair, And Maintenance</i>	93
DOT INSPECTIONS:	94
E-LOGS / ELECTRONIC ON-BOARD RECORDING DEVICES (EOBR):.....	94
<i>Active vs. Inactive Driver:</i>	95
ELECTRONIC LOGGING DEVICE (ELD) MANDATE	96
GENERAL FORM AND MANNER: FMCSR §395.8 (D).....	96
IMPORTANT TIPS ON LOGGING (LOG RULES):	97
RECORD KEEPING	98
CRST PERSONAL CONVEYANCE POLICY FOR INDEPENDENT CONTRACTORS:	98
DEFENSIVE DRIVING	108
STOPPING DISTANCE:	108
THE SMITH SYSTEM: FIVE KEYS TO DEFENSIVE DRIVING	110
<i>The CRST Commitment to Safety:</i>	110
(KEY 1) AIM HIGH IN STEERING:	111
<i>Key 1 Techniques to obtaining 15 seconds of eye lead-time:</i>	112
(KEY 2) GET THE BIG PICTURE:	112
<i>The Selection and Rejection Process:</i>	113
<i>Proper Following Distance:</i>	113
<i>Calculating Proper Following Distance:</i>	113
<i>Proper Use of Mirrors:</i>	113
<i>Key 2 Techniques for Getting the Big Picture:</i>	113
(KEY 3) KEEP EYES MOVING:.....	114
<i>Understanding Peripheral and Central Vision:</i>	114
<i>Using Your Full Seeing Capabilities:</i>	114
<i>Key 3 Techniques For Keeping The Big Picture:</i>	115
(KEY 4) LEAVE YOURSELF AN OUT:	116
<i>The Space Cushion: A Way Out Of Trouble:</i>	116
<i>"Key 4" Techniques For Preventing Collisions:</i>	116
(KEY 5) MAKE SURE THEY SEE YOU:	117
<i>What is Eye Contact?</i>	118
<i>Key 5 Techniques For Seeking Eye Contact</i>	118
<i>"Are you Playing with a Full Deck?"Five Traffic</i>	120
SIGNS:	120
TRAFFIC SIGNS:.....	120
<i>The "One Second Rule"</i>	121
<i>The Lane Change Accident Avoidance:</i>	122
<i>The Lane Change:</i>	122
<i>Lane Change Steps:</i>	122
TURNS:	123

<i>What contributing factors are involved in the right turn accident?.....</i>	<i>123</i>
<i>Potential hazards of the right turn accident.</i>	<i>123</i>
LOSS OF CONTROL AND JACKKNIFE PREVENTION:.....	124
<i>3 Phases of Jackknives:</i>	<i>124</i>
<i>Tractor Jackknife:</i>	<i>124</i>
<i>Trailer Jackknife:</i>	<i>124</i>
<i>Loss of Control:.....</i>	<i>124</i>
<i>What makes a vehicle skid?.....</i>	<i>124</i>
<i>What causes a skid?.....</i>	<i>124</i>
<i>Jackknife Avoidance:.....</i>	<i>125</i>
<i>Safety Response to Jackknives:</i>	<i>125</i>
SMITH SYSTEM 5 KEYS TO BACKING:.....	126
EQUIPMENT BACKING POLICY:	127
BACKING PROCEDURES:	128
<i>Turns and Lane Changes:</i>	<i>128</i>
<i>Railroad Crossing/Non-Hazardous Loads:</i>	<i>129</i>
EMERGENCY STOPS.....	129
<i>Ten Tips from Million Mile Drivers:</i>	<i>129</i>
DETROIT DT12™ SHIFT OPERATION IN WINTER WEATHER.....	131
FLAT TERRAIN WITH REDUCED TRACTION.....	133
CLIMBING GRADES WITH REDUCED TRACTION	134
DESCENDING A GRADE WITH REDUCED TRACTION	135
DETROIT DIESEL CAB CARD FOR DT12 AUTOMATED TRANSMISSION	136
THE DEADLY SKIDS:.....	137
FRONT AXLE SKID	138
DRIVE AXLE SKID.....	138
TRAILER AXLE SKID	139
SPINOUT.....	139
HYDROPLANING	139
MOUNTAIN DRIVING:	140
DRIVING IN YARDS.....	140
BACKING	141
GROUND GUIDES	141
PARKING AT TRUCK STOPS	141
SEAT BELTS	142
SPEEDING	142
CRASHES	142
ROLLOVERS	143
DISTRACTIONS	143
REST STOP SAFETY.....	144
CRST FOOTWEAR POLICY	144
DRIVER WELLNESS:	144
<i>How do injuries affect you and your future?.....</i>	<i>145</i>
<i>Workers' Compensation.....</i>	<i>146</i>
<i>Dressing for Work</i>	<i>146</i>
FALLS FROM TRACTORS	148
CLIMBING INTO AND OUT OF TRAILERS.....	148
TRAILER DOORS	149
<i>Handling Tractor Hoods</i>	<i>149</i>
PULLING FIFTH WHEELS.....	149
LANDING GEAR.....	149

LOAD SECUREMENT EQUIPMENT	150
<i>Needed Equipment</i>	150
CLEAN WINDSHIELDS	150
SEAT ERGONOMICS.....	150
STRETCHING	151
LICENSING / PERMITS	153
LIST BY PERMIT NUMBER.....	156
LIST BY STATE.....	157
LIST BY EXPIRATION DATE.....	158
53-FOOT TRAILER REGULATIONS/RESTRICTIONS	160
DRIVERS ENTERING CANADA:	164
IMPORTANT PHONE NUMBERS	165
DIRECTIONS TO TERMINALS.....	166

HISTORY AND PROFILE OF CRST

In 1955, Herald Smith had vision for the future. With no trucks or customers, Herald and his wife Miriam purchased the authority for Cedar Rapids Steel Transport on borrowed money and set up a business in a refurbished chicken coop they bought for \$125. Herald convinced firms in Cedar Rapids he could save them money. He contracted owner/operators who were hauling livestock to Chicago to return with loads of steel. It worked and CRST began to grow. Many acquisitions were made through the years, yet the company remains family-owned.

In November 1997, CRST International announced its transformation from a trucking company to a total transportation company to better serve the needs of its customers. CRST International management restructured the company from five independently functioning companies into one entity to better serve its customers. Now with a single call, customers can arrange the broadest range of services in the industry. This began "The Transportation Solution" - moving from a trucking company to a total transportation company.

CRST International, Inc. is one of the nations leading Transportation and Logistics Companies in the U.S., with annual revenues over \$1 billion and a workforce of over 1000 office employees, over 3,500 company drivers, and works with over 1,700 independent contractors. Headquartered in Cedar Rapids, Iowa and with offices across the United States, CRST operates with zero debt, which gives us the ability to reinvest in equipment, technology and human capital—all designed to bring our customers the finest services at a competitive cost.

CRST Expedited is the nation's largest team carrier with one of the newest fleets in the industry. Servicing the lower 48 states and Mexico with more than 1,700 company-owned tractors, 3,500 van trailers, 2,000 team drivers, 350 single drivers, and more than 250 independent contractors. CRST Expedited includes TCTS: Temperature Controlled Team Service – Refrigerated Teams, and CRST Air Cargo Expedited.

CRST Dedicated Services Founded in 1955 offers specialized expertise serving a wide variety of customers across manufacturing, retail, lumber, steel, glass, automotive and LTL sectors. Services include Dry Van, Flatbed, Bulk Container, Team/Solo/Slip-seat, LTL Line haul, Local Delivery, Straight Truck, Tanker, Pups, and Yard Jockey.

CRST Malone is one of the oldest privately held truckload carriers in the industry, having served the flatbed marketplace since 1928. Headquartered in Birmingham, Alabama, CRST Malone is the largest flatbed organization in the nation under one roof. We currently have over 1400 trucks and operate over 90 field offices throughout the contiguous United States. With over 1,200 contractors, CRST Malone is one of the country's largest flatbed carriers, and includes BESL Transfer, a local/regional flatbed carrier.

Specialized Transportation, inc. (STI) has been an asset-based industry leader of specialized supply chain solutions since 1965, formerly as the high value products/logistics division of North American Van Lines. In 2011, STI became a wholly owned subsidiary of CRST International; inc., and provides customized supply chain solutions for products that require high touch support, special handling and equipment, and value added on site services. Supporting the business to business and business to consumer markets, we provide multi-modal logistics supported by an extensive network of distribution centers throughout the U.S. and Canada. The suite of services includes specialized padded van transportation, trade show support, first and final mile logistics, white glove services, transportation management, warehousing, home delivery, and technology tools. We specialize in supporting customers in the Technology, Healthcare, Industrial, Furniture, Store Fixtures, Retail, and Financial Services.

COMMITMENT TO SUCCESS

We are pleased you have become a part of our corporation. It is our belief that you will find your employment/contracting with this company to be challenging and rewarding and most of all, hope it will be enjoyable. We have designed this book to help you adapt to your new surroundings as quickly and easily as possible. Please read it carefully. We have included information of general interest and rules, policies and procedures that we all must observe if we are to work together as a successful team.

The success of this organization speaks for itself. CRST has enjoyed steady growth through the years with a vision of our future to become a recognized leader in the transportation industry dedicated to an accident-free environment.

In a highly competitive transportation business, our professional drivers hold the key to customer satisfaction. You are the main company representative and can directly influence our profits by treating our customers courteously.

The success of CRST is founded on the skill and efforts of its employees. Each CRST Company, attempts to deal with employees fairly and honestly, and to respect and recognize each employee as an individual. It is a corporate philosophy and opinion that unionization would interfere with the individual treatment, respect, and recognition each company offers. For this reason, CRST believes a union free environment is in its employees' best interests and the interests of the customers.

Today all employees of CRST are looking forward to continued growth and success. If you are interested in making a valuable contribution in a dynamic company with plans for a bright future, CRST's efforts are to attract, retain and motivate competent employees while providing for recognition of, and reward for, individual ability and performance.

The policies and benefits described in this booklet may be revised whenever management deems appropriate. Any suggestions you may have are welcome.

- The adopting companies of this CRST Policy do not intend to limit their rights as an employer by adoption of this Handbook.
- Each individual adopting employer reserves the right to change, amend, modify, alter, supplement, delete, or otherwise terminate the adoption of this Handbook.
- The information contained in this packet can be changed or rescinded by CRST without notice at any time.
- The purpose of this Handbook is to give a general outline of company policy and to insure a general consistency of benefits for all CRST companies.
- This information is neither a contract nor guarantee of employment.
- For access to a complete version of the CRST Driver's Handbook, and driver benefits information, visit the company intranet site at: <https://chip.crst.com/wfc/logon/>
- For more information about CRST, it's services and career opportunities, visit the company internet site at: <http://www.crst.com>
- For driver services, payroll, medical certification and additional information visit the CRST driver internet site at: <http://crstpay.com>

CRST ORIENTATION AND TRAINING CLASSES

CRST'S ORIENTATION MISSION STATEMENT:

- Our intent is to provide you every key to being successful as an Over-The-Road driver!
- Our job is to get you hired at CRST and on the road making money!

A copy of the Training Department Orientation Schedule(s) is provided for informational purposes only and is subject to revision without notice based on the needs of CRST. A specific carrier or account may not require some subjects referenced in this handbook and listed on the schedule, and some subjects that are required may not be referenced or listed. Please refer to a Safety Trainer at your training site or terminal for details. CRST Training Sites: Cedar Rapids, IA, Oklahoma City, OK, Riverside, CA, Carlisle, PA, Birmingham, AL, Fort Wayne, IN, Morton, IL

- All Company Drivers and Independent Contractors please provide the following:
 - ♦ Class A CDL
 - ♦ Social Security Card, Birth Certificate, or Passport
 - ♦ Immigration or Naturalization cards
 - ♦ Current DOT Physical and Long Form with a minimum of 6 months left on card
 - ♦ Chain of Custody for CRST Pre-Employment Drug Screen, if completed within the previous 30 days (otherwise, a urine sample must be collected on day one)
- We need to complete the following items on your first day:
 - ♦ Photos for CRST ID Cards
 - ♦ Sign-In Sheets (1st four pages of your hiring folder)
 - ♦ Reference and Emergency Contact numbers
 - ♦ Flex Smoker / Special Request for Lead Drivers or Co-Drivers
 - ♦ Self Registration Driver Benefit Packets if applicable for your carrier
 - ♦ Hire Packet 1. (A Safety Trainer will cover this with you)
 - ♦ W – 9 For Independent Contractors
 - ♦ W-4, I-9, 8850, and TALX for Company Drivers
 - ♦ Hire Packet 2. (A Safety Trainer will cover this with you)
 - ♦ Receipts for reimbursement of expenses coming to orientation
 - ♦ Turn in to your recruiter or to a Safety Trainer
- Treat Orientation as if a formal job interview:
 - ♦ Be Professional and expect professionalism from us

- ♦ Be where you need to be, when you need to be there
- ♦ Cell phones off during class, please
- ♦ No sleeping in Orientation
- ♦ No food in the classroom (drinks are acceptable)
- ♦ Proper attire in the Orientation Classroom is required (See Driver Handbook)
 - ♦ No Shorts, cut-offs, tank-tops, sleeveless shirts, open toed shoes or sandals/flip flops, blue-tooth ear pieces, sunglasses, hoodies with hood up, other company logo gear
- ♦ No alcoholic beverages while staying in a CRST Training Center, as a guest of a CRST at a hotel, or while having access to CRST equipment (See CRST Alcohol Policy)

OPERATIONS DEPARTMENT POLICIES, PROCEDURES, & DISCIPLINE

CUSTOMER RELATIONS

To the customer, you are CRST! Although this sounds simple, it is very important to remember. The customer pays your wages. A satisfied customer will call CRST again if we provide them with good service. Drivers may forget that without the customer there are no loads to haul and no miles to run. Over the years, we have had some customers who stayed with CRST because our drivers provided premier customer service. Unfortunately, some customers have been disappointed by the poor performance or unsatisfactory behavior on the part of a driver. It is not easy to be courteous when someone else is rude to you, but in any service-related business, it is an absolute necessity!

Good customer service is job security. Every time you leave a shipper or consignee, that customer will form an opinion about CRST. If it is a good opinion, you have done your job well. If it is a bad opinion, you have done a poor job at customer relations and may have lost the customer for CRST.

Drivers who give bad customer service cannot and will not be tolerated. A driver can make things easier for all drivers by being polite, courteous and by obeying the rules on the dock. The next time you load or unload, ask the customer how CRST drivers are doing. You can bet they will have an answer. We hope it is a good one.

Why is On-Time Delivery Important?

Customers pay CRST to pick-up and deliver their freight safely and on time.

- What if a carrier cannot deliver a customer's freight on time?
- What if a carrier exceeds its customer's expectations by being on time for pick-up and delivery?
 - ♦ Which company would you rather work for?

The first thing a customer expects from CRST is that we arrive on time. When your fleet manager gives you an appointment time, keep it! If you are late, you run the risk of shutting down a production line or upsetting the customer's schedule. Being on time is your #1 responsibility after being safe. Many people depend on drivers. CRST relies on drivers to fulfill delivery promises. The Shipping or Receiving Department relies on drivers to keep them on schedule. Everyone at CRST relies on drivers to keep our customers happy. The professional driver takes pride in an on-time performance record.

Communication is the key! You must immediately notify Operations at the first indication that a late delivery may occur. Be prepared to provide reasons for being late. It is important to let the customer know that we are running behind before we miss the appointment time. It may save you having to wait. More than once a driver who did not communicate a late load to Dispatch ended up sitting more than a day or two while we worked to get the load rescheduled. Failure to communicate a late load to Dispatch will result in disciplinary action. Delivering a load on time is the responsibility of both drivers in the truck. Both drivers will be held accountable for a late load. Repeat late deliveries will be reported as a service failure regardless of notification. CRST's service target is 95%. Some customers expect as much as 95 - 97%!

We need your help to service the customer! Can we count on you?

Be On Time:

The first thing a customer expects from CRST is that we arrive on time. When your fleet manager gives you an appointment time, keep it! If you are late, you run the risk of shutting down a production line or upsetting the customer's schedule. Being on time is your #1 responsibility after being safe. Many people depend on drivers. CRST relies on drivers to fulfill delivery promises. The Shipping or Receiving Department relies on drivers to keep them on schedule. Everyone at CRST relies on drivers to keep our customers happy. The professional driver takes pride in an on-time performance record.

You must immediately notify Operations of a late delivery. It is important to let the customer know that we are running behind before we miss the appointment time. It may save you having to wait. More than once a driver who did not communicate a late load to Dispatch ended up sitting more than a day or two while we worked to get the load rescheduled. Failure to communicate a late load to Dispatch will result in disciplinary action. Delivering a load on time is the responsibility of both drivers in the truck. Both drivers will be held accountable for a late load. Repeat late deliveries will be reported as a service failure regardless of notification.

How Does On-Time Delivery Affect You? Let us do some simple math:

- On-time delivery = happy customers
 - ♦ Happy customers = more freight
 - More freight = more miles
 - ♦ More miles = more money for you
 - More money = Happier driver
 - ♦ So ... On-time delivery = Happy drivers

First Impressions

People usually decide whether they like you within ten seconds after they meet you. These ten seconds can make the difference between getting loaded or unloaded right away or after a couple of hours. When you climb down from the tractor and get up on the dock, you are in a position to help yourself or hurt yourself. Even if you have been driving all night to get a load to its destination on time, take a second to look in the mirror. Run a comb through your hair, and look as nice as you can. If at all possible, put on a clean shirt and trousers. If you greet the people with a smile, the chances are they will treat you better. Even if the person or persons you talk to do not seem to be in a good mood, you need to be the one who is pleasant and polite.

Follow the Customer's Instructions

Every customer may have slightly different rules. Find out and follow the customer rules. Park your truck and drop your trailer as instructed. You will not make a good impression and you will not get your job done sooner by not following their instructions.

Dock Rules

Most shippers and consignees have rules on their docks. Take the time to find out what they are and follow them. More and more companies are insisting on safety, just as we do. Safety is a habit that does not mean just highway safety. If a sign says "No Smoking", do not smoke. If a customer has a rule about drivers waiting in a specific place, follow it. If you do not know, ask.

The Golden Rule

Do not ever get into an argument or a hassle with someone on the dock. If there is a problem, call your Fleet Manager.

Load Acceptance

Failure by any company CRST driver to accept a legal dispatch will result in disciplinary action. The driver(s) will be placed at the bottom of the available trucks for dispatch list. The refusal will be documented in the driver performance file.

FUEL ECONOMY

Small changes in driving habits and watching your speed and avoiding speed fluctuations can have a big impact on your fuel costs.

TRIP PLANNING

Why is Trip Planning important?

- It is the difference between just average income and superlative income.
- *On-time* delivery benefits you (the driver) and the company (CRST), and our customers.
- Implementing a good trip plan helps deal with the unexpected (weather, traffic, breakdowns).
- Always utilize a Motor Carriers' Road Atlas!
- Plan arrival time, delivery time, and scheduled stops; fueling, breaks, showers, etc...
- Calculate the time left on the trip.
- Understand the importance of *banking* hours.

Our best and most successful drivers are good at communicating.

- They notify problems and potential problems early.
- They let their FM or dispatch know if early delivery can be accomplished.
 - ♦ In order to accomplish early delivery, only plan for necessary stops.

When do you plan a trip?

- When you receive a Qualcomm message from dispatch with your next load assignment, you need to begin planning your trip.
- You will need to know how many log hours you and your co-driver have available to make sure you can pick up and deliver the load *on time*.
- Your Trip Plan should be complete before you leave the shipper.
- When you commit to the load, you are expected to have completed the initial planning so you know you can get the load there on time.
- For Load Commitment Calculations use Paid Miles plus 5%. (This gives you error room)

Key Elements of a Trip Plan: Areas of Concern

- Hours of Service. Log hours available for each driver: (yours and your co-driver).
- Driving schedule(s).

- Total miles for the trip. Distance from current location (shipper) to final destination (consignee).
- *Your Route.* (Restricted routes, low clearance locations, or Hazardous Materials detouring)
- IFTA, Permits for states you will be operating in, and Insurance.
- Weights and Bridge Laws. (CAT Scale or public certified scale).
- Expenses required for the trip. (Tolls, lumber, etc.)
- Planned stops. (Fuel, driver swaps, meals, showers, breaks, etc.)
- Total time of the trip (be sure to account for time zones).

Allow for the unexpected: Weather, Traffic, Construction, and Breakdowns.

With trip planning you should know where you are and where you are going.

- If asked by Operations/Maintenance you can inform them of your location.

CRST's strives for 100% on-time pick-up and delivery. To meet customer expectations, transit extends upwards of 50 mph. From Pickup to Delivery, , including DOT required Rest Breaks, fuel stops, driver swaps, meals, breaks, showers, weigh stations, traffic, etc ...

- Find out what your total miles are for the trip.
 - ♦ Determine what major cities are along the way.
 - ♦ Use the mileage chart in the back of your Motor Carrier Road Atlas to figure the miles between major cities, this will help determine the mileage for the trip.
- Determine time needed for scheduled stops.
 - ♦ Shift change between drivers: each exchange equals a minimum of 30 minutes.
 - ♦ Calculate driver/co-driver breaks.
 - Plan 1 break every 5 hours, each a minimum of 30 minutes.
 - Remember the DOT required **Rest Break Rule**.
- Fuel stops: total miles divided by 900 will give the number of fuel stops in a trip.
 - ♦ Minimum time per stop equals a minimum of 30 minutes.
- Next, figure your total transit time.
 - ♦ Once you have the mileage, divide it by 50 mph, and add in the time for planned stops. This will give your transit time (Be sure to adjust for time zones).

Load Commitments: Send the load commitment Macro after a thorough trip plan has been completed.

Y = responsibility is on the driver to deliver on time!

N = responsibility is on the Fleet Manager to find a different solution.

Keys to successful pick-up and On-Time Delivery:

- Trip Plan, Trip Plan, Trip Plan!
- Team planning requires no shut down periods, except driver swaps, fueling, and breaks.
- Always review your available hours in your logbook, and total transit time, compared with the time given from pickup to delivery, to determine if the load is legal and that you can get it there *safely* and *on time*. Are you rested, feeling well, and maintaining sleep patterns?
- Review routing. Always follow suggested routing if possible.
 - ♦ Always review your route for restrictions, low clearance locations, or Hazmat detouring.

- ♦ Do you have all the appropriate permits? (Oregon trip permit, registration and insurance.)
- ♦ Are you routed on tolls? Do you need toll money before picking up the load?
- Can you maintain required transit, even those that are 50+ MPH?
- Make sure to get time stamp on bills before leaving shipper if the customer requires it.
- Do a *proper* Pre-Trip Inspection of all equipment before and after pick-up.
- Scale load only if over 27,500 pounds.
- Top off fuel tanks before arriving at shipper unless directed otherwise.
 - ♦ On high transit, (Airfreight loads) if load is less than 1000 miles, do not stop for fuel.
 - ♦ Send a Macro 36 every time you stop, fuel, driver change, rest, traffic, repairs, weather.
- Communication, communication, communication!
 - ♦ Address maintenance issues early enough so as not to affect on-time pick-up/delivery.
 - ♦ Keep dispatch informed of any problems: Weather, traffic, breakdowns, etc...
- Try to pick up and deliver early!
 - ♦ Update your ETA en-route if running early to prevent sitting on the load.

CRST is a T.E.A.M. Driven Company! On-time service is a team effort! Thanks for all your efforts and helping our team win. ***Remember You Are the Face of CRST to Our Customers.***

Questions to help you figure a quality Load Plan:

1. Where is your pick-up?
2. When is your pick-up?
3. Where is your Drop-off?
4. When is your Drop-off?
5. Where is your fuel solution?
6. How much fuel can you get?
7. How many miles is this load?
8. How many hours of drive time?
9. How many hours does dispatch give you to run this load?
10. How much time will you need to fuel?
11. How much time will you need to do shift change?
12. How many Weigh Stations are along the route CRST has provided?
13. Where are the Weigh Stations along this route? Highway and exit number.
14. How many Rest Areas are along the route CRST has provided for you?
15. Where are the Rest Areas along this route? Highway and exit number.
16. Are there any low bridges along this route?
17. Where are the low bridges? Highway and exit number.
18. Are there any truck restrictions along this route?
19. Where are the restrictions? Highway and exit number.
20. Are there any tolls along this route?
21. Where are the tolls? Highway and exit number.
22. How much is allotted for tolls on your dispatch?

23. What is the length of your bridge (between the king pin and tandems) for each of the states you are going through?
24. Lay out a written plan on how you will proceed with this load, showing your fuel solutions, where the weigh stations are, where the rest areas are, where you will shower, where you will switch drivers and what is your meal plans on this trip.

This is an example of a Dispatch:

To: 5747 (5747 CRST) : ***** DISPATCH INFORMATION *****
: 5747 READ 11/07 07:33: SHIPPER FEDEX FREIGHT
: : ADDRESS 3960 LOGISTICS WAY
: : CITY ANTIOCH STATE TN
: : ZIP 37013 PHONE# 6156415500 PICKUP
: : 11/08 FROM 0100 TO 0100
: : CUST LD# 1293125
: : DELIVER FEDEX FREIGHT
: : ADDRESS 130 OLD COUNTY CIRCLE
: : CITY WINDSOR LOCKS STATE CT
: : ZIP 06096 PHONE# 11/08
: : FROM 2300 TO 2300 APPOINT#
: : PAY# 63892042 DEADHEAD MILES 010
: : PAID MILES 1006 TRAILER#

From: IDSC (EXPERTFUEL) Sent on 11/07/12 13:25:10 CS
Rcvd on 11/07/12 13:25:41 CS

: To: 5747 (5747 CRST) : ** FUEL SOLUTION ** LOAD: 63892042
: 5747 RCVD 11/07 13:25: LOVES DEF #305 I 0081 QTY: FILL
: : TOMS BROOK VA EX: 291
: :

From: IDSC (EXPERTFUEL) Sent on 11/07/12 13:25:10 CS
Rcvd on 11/07/12 13:25:44 CS

: To: 5747 (5747 CRST) : ** ROUTE SUGGESTION ** LOAD: 63892042
: 5747 RCVD 11/07 13:25: ESTIMATED TOLL COST 86.10
: : HWY/RD. DIR./MI. -> HWY/RD. DIR./MI.
: : Korea S .1 -> US70 E 1
: : I24 E 9 -> TN254 E 1
: : Local .4 -> TN254 E 1
: : US41 N 3 -> TN255 N 2
: : I40 E 204 -> FUEL NEXT
: : I81 N 502 -> Georg N 4
: : I81 N 19 -> I78 E 125
: : I78L E 10 -> I95N N 11
: : I95 N 2 -> I95E N 4
: : I95 N 8 -> I95N N 15
: : I95 N 47 -> I91 N 49
: : CT159 N 1 -> CT140 E .1

Trip Planning Worksheet

Trip #: _____

Shipper / Origin: Customer Name: _____

City/State: _____ Pick Up/PO#: _____

Appt Date/Time: _____ Deadhead Miles: _____ ETA: _____

Stop #1 (if applicable): Customer Name: _____

City/State: _____ PO#: _____

Appt Date/Time: _____ Miles from last point: _____ ETA to Stop: _____

Stop #2 (if applicable): Customer Name: _____

City/State: _____ PO#: _____

Appt Date/Time: _____ Miles from last point: _____ ETA to Stop: _____

Consignee / Destination: Customer Name: _____

City/State: _____ PO#: _____

Appt Date/Time: _____ Miles from last point: _____ ETA to Stop: _____

Average MPH required: _____ (miles/hours) Example: 1000 miles/22 hours = 45.5MPH

Available hours for Driver #1: _____ Driver #2: _____ Total avail hours: _____

Hours required to run the load: _____ Do you have enough hours? (Y/N) _____

Certified scale (location): _____

Axle weights: Steer axle: _____ Drive axels: _____ Trailer Tandems: _____

Route: _____

Any approved tolls (Y/N) _____ States: _____ Cost: _____

Fuel stops:

(1) _____	(3) _____	(5) _____
(2) _____	(4) _____	(6) _____

Scheduled driver changes: (driver swaps should be combined with Fuel stops when possible)

On time check locations: (Where do you have to be 6, 12, 24, 36, 48, 60 hours into the trip to be on time)

Trip sheet recap: Pick-up appt time: _____ Actual pick up time: _____

Delivery appt time: _____ Actual delivery time: _____

Did you pick up and deliver on time? (Y/N) _____. If no what were the cause(s) for being late? -

TRAILERS

It is a driver's responsibility to do a pre and post trip inspections on each trailer they pickup and drop. This includes making sure the trailer they bring to a customer's facility is clean and ready to load. Check the floor, walls, and ceiling for nails, holes, and other things that might damage product or packaging. Even a small rip in a shrink-wrap can result in claims for wet product. A claim will tie you up and slow you down. Trailers must be swept out, free of trash, paper, wood, etc. Trailer doors should fit tightly and close snugly. The roof should be in good shape and not leaky. If you see anything that may cause a problem down the road, call 1-800-366-4028, and let the Maintenance Coordinator know. If you do not, you may find yourself tied up with a claim. Protect yourself from damage claims by making sure the trailer is ready to go!

Securing Your Unit and Cargo:

Always make sure your unit is safe when you leave it unattended for any reason for any period of time. Selecting the proper location to park your unit may prevent theft of the unit and/or its cargo. Leaving the tractor and/or trailer unprotected (or unattended without authorization) will result in being discharged. Cargo Claims result in over \$200 million in lost revenue each year.

There are 3 basic types of claims:

- Overages – more freight shipped than requested or manifested.
- Shortages – less freight shipped than requested or manifested.
- Damages – damaged freight (cartons, cases, pallets, etc.)

FMCSR §392 & §393 set forth guidelines and regulations for cargo securement.

- These regulations, in conjunction with proper professional driver procedures and safety practices, have a direct impact on limiting carrier risk with regard to cargo claims.
- Our risk management efforts must begin and end with the professional driver.

HIGH VALUE LOAD SECURITY PROCEDURES:

When you are assigned to a high value load, you are required to follow the mandatory steps.

- Do not discuss your load with anyone.
- You must have enough hours, fuel, etc to drive 200 miles from the shipper before stopping.
- Teams must have 1 driver remain with truck at all times.
- The truck and trailer must remain hooked at all times.
 - ♦ Unhooking from a High Value / Risk load will result in immediate termination.
- Seal must remain intact and the trailer pad locked at all times.
- A pre-trip inspection must be done every time drivers stop to make sure the load is secure.
- You are not authorized to take load thru the home town unless approved by dispatch.
- If you are going to shutdown for more than 2 hours, you must notify dispatch of your location & reason for shutting down. Any truck sitting for more than 2 hours without notification to dispatch will be assumed stolen and dispatch will call the local authorities to recover & secure the truck & trailer. The trailer may be towed at the driver's expense. These measures are very strict for your benefit and the company's. Theft of freight is extremely high in the trucking industry. We must work together to eliminate theft of our freight.

CUSTOMS-TRADE PARTNERSHIP AGAINST TERRORISM (C-TPAT)

Truck and Trailer 17-Step Inspection Requirements for CRST

1. Check the bumper
 - ♦ Requires use of a flashlight and an inspection mirror
 - ♦ Checking behind bumper for false compartments or hidden material
2. Check the engine
 - ♦ Engine should be turned off.
 - ♦ Requires use of a flashlight and inspection mirror.
 - ♦ Check engine compartment, remove, and inspect the filter covers and filters
3. Check the tires of the truck and the trailer
 - ♦ Use tool to smack tires and vibrate them on the tractor and the trailer. They should sound and feel hollow.
 - ♦ Check the spare tire on the trailer and tractor.
4. Check the floor of the truck
 - ♦ Ensure there are no people in the truck.
 - ♦ Lift the floor carpet to confirm there are no new repairs.
5. Check the fuel tanks
 - ♦ Use a tool to tap the fuel tanks. They should sound like they contain fluid.
 - ♦ Use a flashlight to look inside the fuel tanks themselves.
6. Check the cab and storage compartments
 - ♦ Look inside and outside the storage compartments for improper contents.
 - ♦ Keep them locked after they are checked.
7. Check the air tanks
 - ♦ Tap the tractor air tanks. They should sound hollow.
 - ♦ Tap the trailer air tanks for any weld marks or other signs of tampering.
8. Check the drive shafts
 - ♦ Inspect the drive shaft for any repairs or new paint.
 - ♦ Use a tool to tap the drive shaft. It should sound hollow.
9. Check the fifth wheel
 - ♦ Check the empty spaces for improper material.
 - ♦ Check the battery areas to ensure they are secure and free of improper materials.
10. Check the outside or undercarriage of the truck and trailer
 - ♦ Use an inspection mirror to check the inside lip of the undercarriage of the truck and trailer.
 - ♦ Check the rear light areas to ensure there are no improper materials in the cavities.
11. Check the floor of the trailer

- ♦ The floor should be flat and not lifted or raised.
 - ♦ All floor planks should be bolted down to the trailer frame.
12. Check the inside and outside doors of the trailer
- ♦ Check the locking mechanism to ensure they work properly.
 - ♦ Check the bolts and rivets to ensure they are secure.
 - ♦ Check to ensure the door hinges are secure.
 - ♦ Check any repair and weld marks to determine what was supposedly repaired.
13. Check the sidewalls of the trailer
- ♦ Ensure there are no new or loose panels on the trailer.
 - ♦ Use a flashlight to check the inside panels of the trailer.
14. Check the ceiling or the roof of the trailer
- ♦ Check to ensure roof panels are secure.
 - ♦ Check outside of roof for any obvious signs of repairs or new rivets.
 - ♦ Check any obvious repairs to ensure the repairs are legitimate.
 - ♦ Use a range finder, measuring tape, or other measuring device to determine the height of the trailer (to see if there are any false walls).
15. Check the front wall of the trailer
- ♦ Check to ensure all front wall panels are secure.
 - ♦ Check any obvious repairs to ensure the repairs are legitimate.
 - ♦ Use a range finder, measuring tape or other measuring device to determine the inside length of the trailer (to see if there are any false walls).
16. Check the refrigeration unit and refrigeration unit compartment
- ♦ Open the doors to the refrigeration unit and check inside to ensure nothing improper is inside.
 - ♦ Use a flashlight to inspect the unit.
 - ♦ Turn the unit on an off to cycle it and ensure it works.
17. Check the exhaust system and exhaust pipe
- ♦ Ensure there are not ropes or other items tied to the exhaust pipe or exhaust.
 - ♦ Ensure the exhaust pipe is not loose. It should also be hot if the engine has been on.

IACSSP – CRST AIRFREIGHT SECURITY CERTIFICATION TRAINING

Sensitive Security Information Indirect Air Carrier Standard Security Program 2010 Service Providers procedures: *Service providers / independent contractors*

UPS-Supply Chain Solutions, Inc. requires the management team of any carrier providing Air Freight pick-up and/or deliveries to fully comply with the UPS-SCS Indirect Air Carrier Standard Security Program (IACSSP). The contents of this packet shall consist of the SCS written instructions for authorized representatives.

Indirect Air Carrier Standard Security Program

Service Provider Instructions

Introduction:

UPS-Supply Chain Solutions, Inc. (UPS-SCS) is a TSA approved Indirect Air Carrier (IAC), and maintains an approved Indirect Air Carrier Standard Security Program (IACSSP) with certification number: WP-94-01-070.

As a company providing trucking or storage and all other related air transport services to UPS Supply Chain Solutions, Inc. and its subsidiaries, we are required by our TSA Indirect Air Carrier Security Program (IACSSP) 1548.5 to ensure that the introduction of unauthorized explosives, destructive devices or hazardous materials are prevented and that all vehicles which deliver cargo to and from UPS-SCS, and its subsidiaries, are locked and or monitored at all times.

We require that you sign this Instruction Packet confirming that:

- All drivers have successfully passed the (STA) Security Threat Assessment (After June 15, 2007) **and**
- All freight will be stored and transported to and from our facilities via locked ***and/or*** monitored vehicles **and**
- Validate and record a Government issued ID from each person that tenders a package for air
- transportation on a passenger aircraft.

In addition, we ask that you confirm that your employees and independent contractors acknowledge their obligations under the TSA 1548 Security Program by also reviewing and signing this packet and successfully completing the test at the end of these written instructions. Failure to comply with all applicable requirements as outlined may result in civil or criminal penalties to SCS or its service providers.

Sensitive Security Information:

Warning: this record contains sensitive security information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the administrator of the transportation security administration or the secretary of transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520

**To: Truckers, Service Providers and Handlers servicing UPS Supply Chain Solutions
(and owned subsidiaries)**

From: Jon Haywood, UPS-SCS TSA Coordinator

Subject: TSA 1548 Service Provider Instructions

The Indirect Air Carrier (IAC) is required to comply with strict security measures set forth by the Transportation Security Administration (TSA). Compliance with these regulations is mandatory of all Service Providers and subcontractors providing services on behalf of the IAC (UPS-SCS).

UPS SCS understands the importance of compliance with the IACSSP and the need to clarify the role that some of our subcontractors may play in implementing our program. UPS-SCS has created formal (SSI) instructions and a test to be completed and turned in to your UPS-SCS contact or Transportation Service Provider Manager. Sensitive Security Information (SSI) is controlled under 49 CFR Parts 15 and 1520. No part of this instruction document can be given to those without a "need to know".

The requirements as listed in the notice are mandatory of all contract Service Providers and subcontractors to ensure compliance with our IACSSP as issued by the TSA. Compliance with listed items is limited to the services you may be providing to UPS-SCS. These procedures are required and enforceable under Federal regulations.

For your convenience, we have attached a statement at the bottom of this letter **that must be signed and returned to the UPS SCS station for which you conduct business.**

Should you have any questions regarding your company's specific responsibilities to ensure compliance with this program, feel free to contact Jon Haywood at 513-200-5521.

All-cargo delivered to and from UPS-SCS and all owned subsidiaries by our company will be transported in a locked and/or monitored vehicle. We also certify that our employees and independent contractors were notified of their obligations under TSA 1548.5

Company Name: CRST International	Print name & title: XXXXXXXXXXXXXXXXXX
Address: CEDAR RAPIDS, IA	Signature: XXXXXXXXXXXXXXXXXX
Provider Number: XXXXXXXX	Date: XXXXXXXXXXXX

Written Instructions and Responsibilities**Scope:**

The goals of this training are to enable Service Providers to fulfill their expected security responsibilities by:

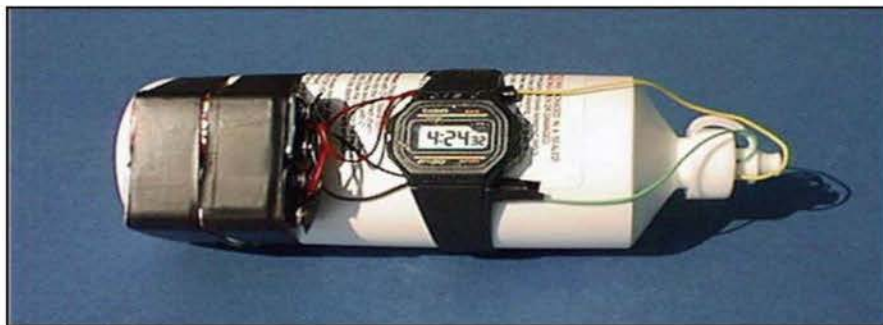
1. Accepting, handling, storing and tendering Air cargo securely.
2. Visually inspecting the exterior of all Air cargo packages.
3. Being alert to signs of tampering or other security breaches.
4. Storing cargo in locked or continuously monitored vehicles until it enters the controlled area of the Airport.
5. Using the appropriate IAC Certification form when tendering shipments to the airlines.
6. Visually Inspecting and recording Government issued ID from Known Shipper when accepting cargo.

Visual Inspections:

All cargo should be visually inspected for IED's (**Improvised Explosive Device**), signs of tampering, exposed wires, leaks, content inconsistencies, other suspicious conditions that may render the cargo unsafe to transport, or any unauthorized person and any unauthorized explosive, incendiary, and other destructive substance or item. IED's may have 4 components to their makeup. They are:

1. Power Supply
2. Initiator
3. Explosive charge
4. Switch or timer.

Any cargo that appears to have been tampered with has exposed wires, shows evidence of leakage, content inconsistencies, other suspicious conditions, or any unauthorized person and any unauthorized explosive, incendiary, and other destructive substance or item must **not** be tendered. An example of an IED:



Upon indication of or actual identifying tampered cargo, exposed wires, leaks, content inconsistencies, or other suspicious conditions discovered that may render the cargo unsafe to transport or if any unauthorized person and any unauthorized explosive, incendiary, and other destructive substance or item is discovered, the Service Provider must:

- Not tender the cargo for transportation
- Maintain positive control of the suspicious cargo
- Notify the Carrier/Employee's Supervisor
- Notify the appropriate authorities following procedures in the Emergency Contact section.

The IAC must visually inspect cargo on an individual basis (per box, carton, or package). The IAC is not required to breakdown cargo received shrink-wrapped to a skid or pallet or banded to a skid or pallet or in an ULD unless the signs in the section below are present on the exterior of the consolidation.

The IAC must look for signs of tampering and modification and resolve such signs to its satisfaction for all-cargo prior to tendering for transportation by air. Such signs include:

- Fresh scratch marks (for example: on screws and plastic housings).
- Inordinate weight or balance.
- Unusual smells.
- An odd piece that does not match the rest of the cargo tendered by the shipper.
- Size, weight, or shape of a cargo item not consistent with the items described on the air waybill.

Security Threat Assessment: A Security Threat Assessment (STA) by TSA is required for any individual seeking to obtain unescorted access to cargo. To comply with the Security Threat Assessment requirements in Subpart C of 49 CFR

Per Part 1540 and 49 CFR 1548.15 and 1548.16, the IAC must ensure that:

Each direct **IAC employee** and **each Service Provider** who has unescorted access to air cargo in order to transport cargo in the following manner undergoes a **Security Threat Assessment**. All Service Providers must **immediately make available their STA number upon request**. The **TSA defines immediately as on their person or quickly retrievable**.

CARGO ACCEPTANCE AND LOAD VERIFICATION

Upon or after acceptance, but prior to tendering to an all-cargo aircraft operator, full aircraft operator, or full foreign air carrier, the IAC or Authorized Service Provider must visually inspect all-cargo for signs of tampering, exposed wires, leaks, content inconsistencies, or other suspicious conditions that may render the cargo unsafe to transport . . .

- The **Service Provider** must visually inspect cargo on an individual (for example: per box, carton, package) basis and limited to the exterior of the inspected container or packaging.
- The **Service Provider** must look for signs of tampering.

Such signs include:

- Fresh scratch marks (for example: on screws and plastic housings)
- Inordinate weight or balance
- Unusual smells
- An odd piece that does not match the rest of the cargo tendered by the shipper
- Size, weight, or shape of a cargo item not consistent with the items described.

ID Verification:

At the time of acceptance, SCS and its Authorized Representatives must request a valid form of ID from each individual who tenders the cargo for transport.

An expired ID is not valid for the purposes of this check. Any of the following forms of ID is deemed valid:

1. A photo ID issued by a government authority. Service Providers must verify the ID is a true representation of the individual. **Or;**
 2. Two other forms of ID, at least one of which must be issued by a government authority.
- A completed ID check form must be returned to the local SCS station where the cargo was picked-up.
 - Each completed ID check document must be maintained for 30 days at the local SCS station and made available to TSA upon request.
 - If the person that Service Provider is accepting the cargo from refuses to provide the ID information, the cargo must **not** be accepted for air transportation and dispatch must be notified immediately.

Storage of cargo:

SCS and its Service Providers must control access to cargo to prevent access by unauthorized individuals, prevent or deter the introduction of any unauthorized person, and any unauthorized explosive, incendiary, and other destructive substance or item.

Cargo for Air Transportation

1. Cargo must be in locked or continuously monitored vehicles by SCS and its Service Providers while in transit until it enters the SIDA area of the airport.
2. Service Providers must notify SCS and proper authorities if locks or seals have been tampered with or if theft occurs.

Tendering to an Air Carrier

When tendering Known and Unknown Shipper cargo to an air carrier, to a cargo carrier, or to another IAC, the IAC must provide in writing:

- Identification of any items **under** 16 ounces
- An IAC Certification of compliance with the IACSSP and Security Directives
- Signature and date of the IAC's authorized employee or representative
- The Air Waybill number.

Remember that you will also need to provide identification **and** STA number upon tendering to the passenger air carrier.

Two different certificates are used to tender Known and Unknown Shipper cargo:

- When tendering cargo from a Known Shipper to a passenger air carrier, use the Known IAC certification statement. This is the current statement used by SCS and Service Providers when tendering to a passenger aircraft.
- When tendering cargo from an Unknown Shipper to an All-Cargo aircraft, use the Unknown IAC certification statement.

Remember an Unknown Shipper can be tendered to an all-cargo aircraft but SCS must also provide the Unknown Shipper certification statement to the all-cargo aircraft carrier with each shipment.

Emergency Contact:

Service Providers and Authorized Representatives must take the following actions when a potential threat is recognized:

- Contact your Employer/Supervisor or UPS-SCS contact immediately to report it.
- Contact law local law enforcement if an emergency situation exists.
- Contact the UPS-SCS IAC Security Coordinator (contact number handled by your local SCS representative).
- UPS-SCS IAC Security Coordinator will notify all other parties.

UPS Supply Chain Solutions Inc. Agent Security Endorsement Cargo Tendered to Passenger Air Carriers

TSA: Indirect Air Carrier Compliance Statement as issued to UPS Supply Chain Solutions, Inc. by the TSA.

*“**UPS-Supply Chain Solutions, Inc** is in compliance with its TSA-approved security program and all applicable security directives. Our number assigned by TSA is **WP-9401070**. All cargo tendered in conjunction with this certification was either 1) accepted from a known shipper or an unknown shipper in accordance with TSA requirements specified in the Indirect Air Carrier Standard Security Program or 2) accepted under transfer from another aircraft operator, foreign air carrier, or IAC operating under a TSA-approved or accepted security program.*

*The individual whose name appears below certifies that he or she is an employee or authorized representative of **UPS-Supply Chain Solutions, Inc** and understands that any fraudulent or false statement made in connection with this certification may subject this individual and **UPS-Supply Chain Solutions, Inc** to both (1) civil penalties under 49 CFR 1540.103(b) and (2) fines and/or imprisonment of not more than 5 years under 18 USC 1001.”*

Vendor's STA Number:			
Agent's Name:		Shipper Name & Date:	
Agent's Signature:		UPS Supply Chain Solutions Address: 12380 Morris Road Alpharetta, GA 30005	
Air Waybill Number:		Flight #	
Number of pieces:		Items Less Than 16 Ounces:	
Departure Airport:	Departure Time:	Arrival Airport:	Arrival Time:

UPS Supply Chain Solutions Agent Security Endorsement Cargo Tendered to All-Cargo Air Carriers

TSA: Indirect Air Carrier Compliance Statement as issued to UPS Supply Chain Solutions by the TSA.

UPS-Supply Chain Solutions, Inc is in compliance with its TSA-approved security program and all applicable security directives. Our number assigned by TSA is: **WP-9401070**.

"This shipment contains cargo originating from an unknown shipper not exempted by TSA. This shipment must be transported **only on All-Cargo Aircraft**. The individual whose name appears below certifies that he or she is an employee or authorized representative of **UPS-Supply Chain Solutions** and understands that any fraudulent or false statement made in connection with this certification may subject this individual and **UPS-Supply Chain Solutions** to both civil penalties under 49 CFR Part 1540.103(b) and fines and/or imprisonment of not more than 5 years under 18 U.S.C. 1001."

Agent's Name:	Shipper Name & Date:
Agent's Signature:	UPS Supply Chain Solutions Address 12380 Morris Road Alpharetta, GA 30005
Air Waybill Number:	

Purpose And Scope:

The purpose of this procedure is to ensure that we protect UPS-SCS Employees, Customers, Contractors, Supply Chain, and the General Public as part of the TSA Cargo Security program.

IACCSP requires that all cargo originating in the United States (and its territories) tendered to any passenger flight must have government issued I.D. reviewed and documented at the time of acceptance

from known shippers or agents at SCS stations and maintained for 30 days from the date of acceptance. This also applies when Logistics and Distribution operations originate cargo for passenger shipments from a Field Stocking Location or Distribution Center. Shipments on UPSCO "brown-tail" cargo aircraft or other all cargo aircraft are exempt from these guidelines. The effective date as imposed by the TSA is July 31, 2010.

Responsibility

Station Managers are responsible to ensure that all employees and cartage contractors (3rd party vendors) are trained and comply with prescribed procedures.

Origin - U.S. Locations only (50 states & territories)

Driver Responsibilities (SCS employee or cartage agent)

Confirm that the shipment(s) does not contain personal effects or household goods since these must never move via passenger flight.

Provide a photo ID from a government authority, (driver's license, passport, or airport SIDA badge.)

1. The photo **must** match the person offering the ID.
2. Ensure the ID has **not** expired.
3. Complete all fields on the required form (see sample on the following page. SCS will not record specific identification numbers. This is not required.
4. Ensure **all** stations have an ample supply of these forms on a daily basis.
5. Photo copies of previously used I.D. Validation forms **cannot** be reused. A new one must be completed for each shipment.
6. If the representative refuses to show identification for validation, the driver or agent must refuse the shipment. Dispatch will notify the IAC Security Coordinator for follow-up. **Refer to Emergency Contact List**

Directions:

TSA regulations require IAC's to review and record a government issued photo ID for each shipment that will be tendered to a passenger aircraft. You must comply with section A below at the time of acceptance. The completed ID check must be kept on file at the shipping location and maintained on file for 30 days.

At the time of acceptance, an employee or authorized representative must request and check a valid form of ID from each individual tendering the cargo for transport on a passenger aircraft. An expired ID is not valid for the purposes of this check. The following two options are deemed valid forms of ID:

- ♦ A photo ID issued by a government authority or a SIDA ID issued by an airport operator within the United States. The IAC employee or authorized representative must verify the ID is a true representation of the individual.
- ♦ Two other forms of ID, at least one of which must be issued by a government authority.

By August 1, 2010, IACs must ensure that all employees and authorized representatives with unescorted access to cargo and performing any other security measures under this security program have immediately available evidence that they have successfully completed an STA. Immediately available means on their person or quickly retrievable, such as in a locker on the premises. Forms of evidence may include, but are not limited to:

- Airport-issued SIDA identification (ID) or other form of ID referenced in paragraph A.

- Company issued ID that clearly indicates that the individual has successfully completed an STA by including “TSA-STA” on the ID.
- An STA approval number that has been issued by TSA.
 - ♦ Photo ID is from government authority or Airport approved SIDA badge
 - ♦ Photo **must** match person offering ID
 - ♦ ID has **not** expired
 - ♦ All fields are complete. “None or N/A” **must** be used for information not available.

ID Validation Form:

Service Order #		
Type of first ID reviewed:		
Matching photo on ID? Indicate:	Yes	No
SIDA badge or evidence of STA (after August 1, 2010)	Yes	No
Type of 2nd ID reviewed (if the first was not a photo ID issued by a government authority):		
Matching photo on ID? Indicate:	Yes	No
Printed name of individual from whom the cargo shipment was accepted:		
Shipper’s Company name (where applicable):		
Name of employee or authorized representative who verified ID information:		

Signature of person completing ID Verification:

Date:

SECURING HIGH VALUE LOADS:

Securing a load is a very important duty of the driver while the load is in transit. Every stop must be looked at as a threat that the load may be stolen. Loads have been stolen from Truck Stops, Terminals, and Rest Areas at any time, day, or night. Holidays and long weekends are a prime time for a load to be stolen. The driver is the key in securing the load.

- Never drop the load unless you have the load signed for by the consignee.
- Never leave the door to the tractor unlocked.
- Never leave the keys in the ignition even if the doors are locked.
- Never leave the unit running while the unit is left unattended.
- Park the unit in a well-lighted area.
- Park the unit with the trailer so that vandals cannot get to the doors,
- Do not talk to others about the type of cargo you are hauling. This includes other drivers, fuel attendants, as well as security personnel where the unit will be parked.

Check Calls:

If the satellite is not working, please be sure to make at least 2 check-in calls each day (one to be made between the hours of 7:30 a.m. and 10:00 a.m. and the second to be made between the hours of 7:00 p.m. and 10:00 p.m. central time). If the satellite is down you will also need to call in all forms that you normally send over the satellite while under Dispatch (forms 1-10).

Advances:

Advances are issued to drivers for truck related expenses only using the Comchek Advance System. Advances must be authorized by your first shift Fleet Manager and are issued between the hours of **7:30 a.m. to 3:00 p.m. (central time) Monday through Friday**. Drivers are responsible for requesting advances for weekend operation before 3:30 p.m. Friday or at time of dispatch on next load. At the time advances are requested, they will be deducted from the load that the driver is currently under. If you are not loaded when you request the advance, then it will come out when the next loaded move pays. Drivers will be allowed cash advances to a maximum of \$150.00 per week for expenses related to the operation of the truck. Advances may not be taken on home time. No advance will be given to a driver with a \$200.00 deficit or more, or to a driver with \$400.00 or more in outstanding advances. **A \$4.00 wire charge will be levied on an advance where more than 30% of the money advanced is for personal reasons.**

HOMETIME:

CRST is committed to improving the quality of life for our drivers. We realize that one of the most important aspects of "life on the road" is quality home time. CRST will assure that each agreed upon home time is fulfilled.

Your Fleet Manager will get his/her drivers home no later than midnight of the agreed upon date. Home is defined as company terminal or dispatch-approved parking location. Hometime will be allowed in any location in which CRST hires drivers. Contact your Fleet Manager or recruiter for a hiring map.

In order to get our drivers home, we must secure freight that delivers within the area of the drivers' home. Most freight delivers Mon – Fri and very limited amount of freight delivers on Saturday and Sunday. Therefore, all Home times that are outside of a 100-mile radius of our terminals must begin Monday thru Friday.

All Hometime requests must be submitted with at least 2 weeks prior notice. Hometime will be approved by first come first serve basis. CRST is required to have enough trucks on the road to meet our commitments to our customers. We strongly encourage each Driver to plan his time off as far in advance as possible. If possible, schedule your next time off with your Fleet Manager on your last day of current Hometime.

For each week out, you will be authorized 1 day of home time. If you stay out four weeks, you can take up to four days off without losing the company tractor you are operating. (Any home time longer than four days may result in the tractor being reassigned.) We do strongly suggest that after a month, you get away from the truck for a few days.

SECURITY OF CRST EQUIPMENT WHILE ON HOME TIME:

It is the responsibility of the driver, to mutually agree with his Fleet Manager, where the unit will be parked. Once it is decided, the driver or Fleet Manager will fill out a Secure Parking Form and submit it to the Security Department. Security will get approval through the law enforcement department that is listed on the form and either approve or disapprove the location. The Fleet Manager must have a phone number where the driver can be reached.

PROCEDURE

In order to allow Independent Contractors the full usage of their equipment CRST permits "personal conveyance" under the following circumstances.

- **Independent Contractors** who have been relieved from work and are traveling bobtail to or from home to the terminal. If an **Independent Contractor** selects a time off destination other than their normal home location, they must return to that original spot where they were relieved from duty.
- **Independent Contractors** using their CMV bobtail while on home time for personal use. These would be usages not related to maintenance of the tractor.
- **Independent Contractors** who are at the Cedar Rapids terminal or their home terminal needing to travel bobtail from the terminal to lodging or eating facilities or other personal destinations while relieved from duty.

The following procedures must be met in order to grant personal conveyance.

- **Independent Contractors** submit a Macro 26 indicating they are off duty and unavailable for dispatch.
- **Independent Contractor** submits a Macro 44 to the E-logs department requesting off duty drive time once personal conveyance usage is completed. This privilege will only be granted to individuals who logged original activity as drive time.
- When an **Independent Contractor** is ready to return to work, they must submit a Macro 22, which makes them available for dispatch.

SCALING LOADS:

Drivers are responsible for weighing each load that falls into the guidelines listed below. Notify Dispatch if you encounter any problem with a load. Drivers must scale loads even if the plan is to immediately relay the load. If you relay the load, keep a copy of the weight ticket with the trailer.

Scale All Loads As Soon As You Can After Loading:

Any load that has a gross weight of 27,500 or less does not need to be scaled. If the shipper has improperly loaded the trailer and it is over weight on an axel of any load under 27,500 pounds, CRST will assume the financial responsibility for this action and pay the fine. It is the drivers' responsibility to make sure the load is loaded properly, distributed appropriately throughout the trailer, and secured well.

Any load over 27,501 pounds must be scaled and CRST will reimburse the cost of the scale ticket. The first drivers that pick up the load are responsible to scale the load. A copy of the scale ticket should remain with the load, so the 2nd team does not have to scale this load again.

The Master BOL from the shipper determines the weight. The gross weight of everything that is placed on the trailer must be used (Product + Pallets + anything added). Remember, multi pick-up loads would need to be added together.

Overweight Fines:

Should a driver receive an overweight violation, the driver should contact the Operations Department immediately. The Operations Department will assist in making the load legal and will advise the driver of the Company's decision as to the outcome of the fine

Cargo Overages, Damages, and Shortages:

All cargo overages, damages, and shortages must be reported to the accident hotline immediately. Failure to report may result in disciplinary action

TRANSFLO SCANNING

LOAD DOCUMENTATION:

For **every trip or load**, there are very important documents which CRST requires and needs for daily operation. The documents which must be submitted and are important for the day to day operation of CRST. Paperwork submitted by the driver(s) is electronically submitted via the TransFlo scanning system to Document Control. These are distributed, and indexed as certain documents, which automatically go to the correct department(s), and would include, but are not limited to the following:

- Trip sheets or bubble sheets (one trip sheet per driver)
- Driver paper logs (if applicable)
- All pages of the Bills of Lading (BOL)
- O. S. & D. reports
- Key Rec Stickers and Delivery receipts
- Shipping orders and Shipping manifests
- Memorandums
- Packing lists and Pallet counts
- Gate passes
- Customs control papers
- U.S. Department of Agriculture Inspections
- Scale receipts
- Tolls
- Receipts for lumpers
- Motel receipts
- Trailer reports
- Accident reports
- Maintenance reports
- Fines and Citations
- Customer satisfactions surveys
- Independent Contractor/Owner Operator fuel receipts
- Truck supplies
- Drivers License
- In-Direct deposit requests
- Driver injury reports
- Federal Random drug tests and D.O.T. Physicals
- D.O.T. inspections
- Vehicle inspections and Equipment condition reports
- Equipment interchange receipts
- Funeral leave
- Immigration papers
- Insurance claims
- Driver evaluations and Lead / Student Compliance Agreement evaluations
- State Permits / Liquor permits
- Pictures of accidents and damaged goods
- Rental car paperwork if paid by the driver and Fuel receipts for rental vehicles
- Safety awards
- Driver safety evaluations
- Child support documents
- Secure tractor/trailer parking
- W-4 forms

- FMLA paperwork
- Logo store order forms

Every trip requires trip sheets (bubble sheets) for the driver (if a team for both drivers), to be filled out with their names, driver id's (not the owner/operator id), tractor and trailer numbers, Bills of Lading numbers, trip date, shipper's name and origin point (city and state), consignee's name and destination point (city and stat) and a list of his/her expenses which they wished to be reimbursed for and also their pay numbers which is the same as the load/trip number.

A trip sheet ensures the driver is paid correctly, and in a timely manner, for the wages and reimbursements for **each** trip. Do not combine loads on one trip sheet. You must scan one TransFlo cover sheet for **each** load.

Please remember the bubbles on the trip sheet feed information about the trip into the computer system. If the bubbles are not filled in correctly, we have to manually key in the information, which consists of everything the drivers fill out on their trip sheets. On any given payroll cut off day, Document Control can see up to 2700 trips with the average of at least 5 to 6 documents for each trip. Never highlight anything on the paperwork with a marker as this turns black once it is scanned. Each loads' paperwork should be scanned in this order and only has to be scanned once if done properly. Teams can and should scan their paperwork together.

Do Not Scan multiple trips in the same transmission. Multiple trips in one transmission will only cause the drivers delay in pay. Drivers are to send in one trip per transmission.

Nothing should be taped to either the Bills of Lading or Trip sheets

- * Drivers' trip sheet (bubble sheet) and anything this driver is requesting reimbursements for such as:

- Tolls
- Lumpers
- Scale tickets
- Misc. receipts, motel, cab fares, etc.
- Vehicle inspections
- Citations, Warnings

- * Co-driver's trip sheets (bubble sheet) and anything this driver is requesting reimbursements for such as:

- Tolls
- Lumpers
- Scale tickets
- Misc. receipts, motel, cab fares, etc.
- Vehicle inspections
- Citations, Warnings

Remember all paperwork from the time the load is picked up to the time the trailer is empty is important and belongs to that load. The majority of our customers require us to send the copy of the Bill(s) of Lading showing the consignee's receiving signature with the freight bill (or for them to have access to that paperwork). If you deliver the load, get their signature unless it is a drop and hook. All

loads delivering into any Wal-Mart or Costco facility will receive “gate stamp stickers”. It is imperative that the stickers are scanned in with the rest of the paperwork for that load. If the drivers elect to use a smart phone application, it becomes the drivers’ responsibility to make sure all images are clear and legible. If the images are **not** clear or legible, the paperwork will not be processed for either payroll or billing. Document Control Department then has to find out who the drivers dispatcher is, contact the dispatcher, and have them contact the driver with the loads information, which becomes very time consuming, and can affect the driver’s pay as well as CRST’s ability to bill the customer. Most of the CRST customers require these images, as proofs of delivery, so make sure all images are clear and legible.

Once you have scanned in your paperwork for the load, you need to have a filing system in your truck (an accordion file works very well). You are to keep 2 months (60 days) worth of paperwork in your truck at all times and 6 months at home. You are not to throw away the paperwork for any load that you have moved/delivered.

If you switch trucks, the paperwork is to go with you to your next truck or home if its over 2 months old.

Expenses must be given to your Fleet Manager at the completion of your trip.

Enter the layover/breakdown pay **authorized** by your Fleet Manager.

Enter the amount **approved** by your Fleet Manager for lumper expenses. A hand written receipt must be included with your paperwork. The amount, name, and social security number of the lumper must be on the receipt.

Teams **split** physical loading pay. Your pay equals \$1.50 per 1000 pounds divided by two. The bill of lading **must** be marked carrier load and initialed by the shipper.

Enter the amount authorized by your Fleet Manager for motel expense. You must include a receipt for motel expense with your paperwork.

If you purchase permits for tractor/trailer enter that amount here. Send a receipt in with your paperwork.

Enter the cost to scale your load. Send the receipt in with your paperwork.

Total the amounts of tolls you paid for this trip and enter that amount here. Send all receipts in with your paperwork. All toll reimbursement must be approved by Dispatch prior to running the toll road. Toll receipts not approved by Dispatch will not be reimbursed.

Enter the work related miscellaneous amount approved by your Fleet Manager. Please explain in the remark section (city work, spotting multiple trailers, etc.).

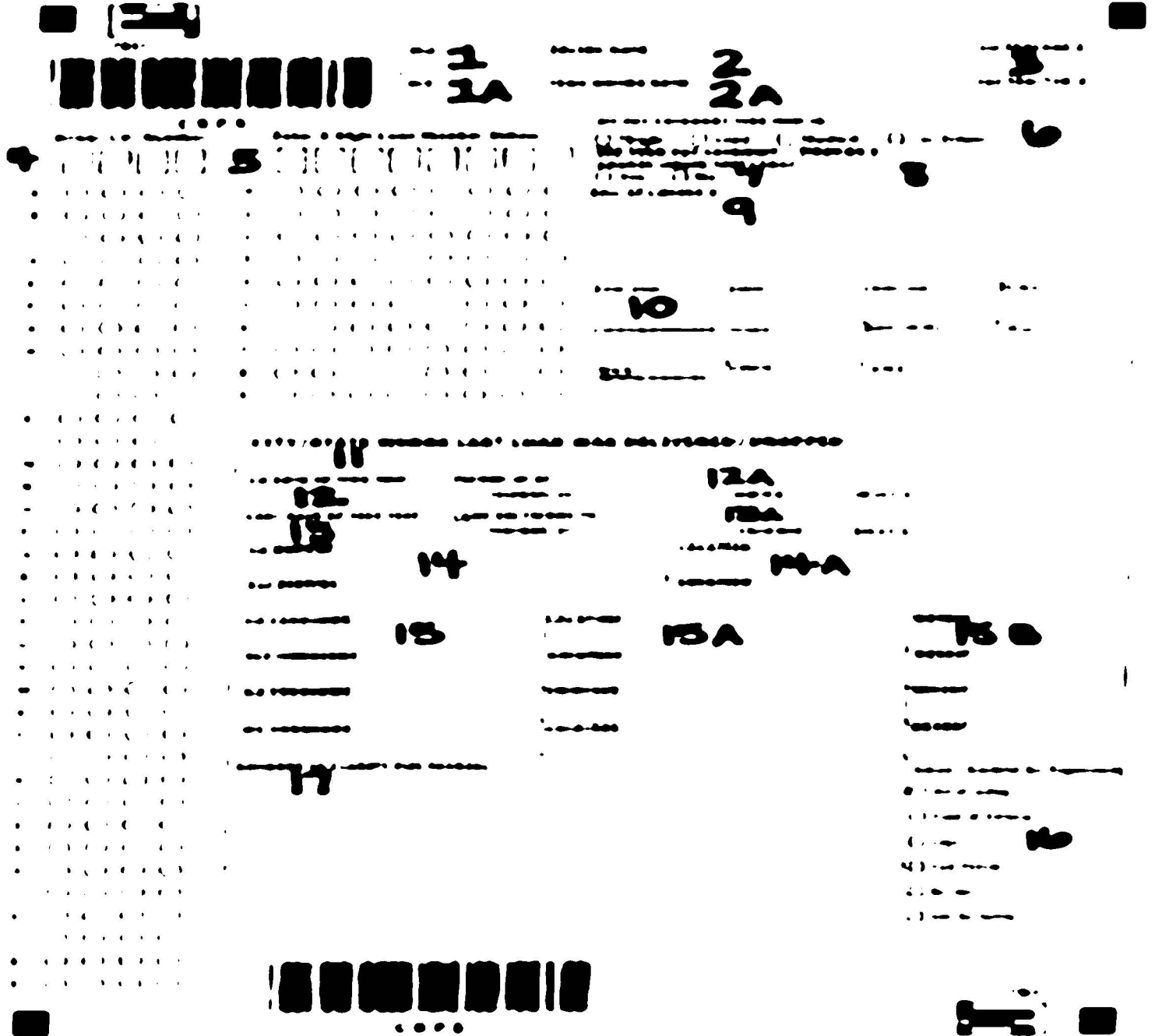
Other expenses not covered on this trip sheet should be entered here. Please explain in the remark section. Send in all receipts with your paperwork.

- **Note:** Be sure to scan all pages of each Bill of Lading (BOL). Insure that any delivery verification stamps on the back of any of your BOLs are included in the scan. If the Billing Department does not receive this import piece of information, it can prevent/delay

payment for delivering the load.

The following is a description of each section of the trip sheet. Please use this as a guide when filling out your trip sheet. Reference the numbered trip sheet at the end of this section.

1. Enter **your** four-digit ID number here. You will find the number on your CRST ID card.
 - Enter your lead driver, student driver, or co-driver **partner's** ID number.
2. **Print** your first and last name. **Your** name always appears first on your trip sheet.
 - Print your lead driver, student driver, or co-driver's name.
3. Enter your tractor number.
4. Enter your driver I.D. number and shade the corresponding boxes below.
5. Enter the load number and shade the corresponding boxes below.
6. Check off your pay category.
7. Did you pay category change under this load?
8. Write in your trailer number.
9. Write in your Bill of Lading number.
10. Check and miscellaneous pay boxes and denote payment and approval in box 17.
11. Enter the city and state where the load last delivered.
12. Enter the date you picked up the load.
 - Enter an "X" where you picked up your load. Print the city and state if your pick up was somewhere other than the shipper.
13. Enter the date you delivered or dropped the load
 - Enter an "X" at the location you completed the trip. Print the city and state if you dropped at a terminal/drop lot or relay point.
14. Enter the name of the shipper(s) as it appears on the bill of lading.
 - Enter the city and state of the shipper(s).
15. Enter the name of the consignee(s).
 - Enter the city and state of the consignee(s).
 - Enter the weight for each consignee.
16. This section is a checklist of items needed when you scan your trip documents to CRST
17. This section is for additional remarks to clarify payroll such as type (see #10) or who approved the payroll.



ID #: 674

CRST EXPEDITED

Scan by FRI midnight CST = pay on TUES / Scan by TUES midnight CST = pay on THURS

62519



ID #	DRIVER NAME	1st TRACTOR #
ID #	TEAM DRIVER NAME	2nd TRACTOR #

CRPS

Driver I.D. Number:

--	--	--	--

Enter 8 Digit Load Number Below:

--	--	--	--	--	--	--	--

SCAN ALL PAGES OF THE BILL OF LADING

TRAILER #

BILL OF LADING #

MISC. WORK	MOTEL	HAND LOAD	SCALES
LAYOVER/BREAKDOWN	PERMIT	HAND UNLOAD	TOLLS
PHONE SHIPPER/CONSIGNEE	LUMPER	OTHER	

A				
B				
C				
D				
E				
F				
G				
H				
I				
J				
K				
L				
M				
N				
D				
P				
Q				
R				
S				
T				
U				
V				
W				
X				
Y				
Z				
0				
1				
2				
3				
4				
5				
6				
7				
8				
9				

CITY/STATE WHERE LAST LOAD WAS DELIVERED/DROPPED

1st DATE OF THIS TRIP

PICKED UP AT

☐ TERMINAL AT: _____☐ SHIPPER☐ RELAY AT: _____

LAST DATE OF THIS TRIP

LOAD DELIVERED TO

☐ TERMINAL AT: _____☐ CONSIGNEE☐ RELAY AT: _____

1st SHIPPER

LOCATION

2nd SHIPPER

LOCATION

1st CONSIGNEE

LOCATION

WEIGHT

2nd CONSIGNEE

LOCATION

WEIGHT

3rd CONSIGNEE

LOCATION

WEIGHT

4th CONSIGNEE

LOCATION

WEIGHT

REMARKS TO CLARIFY FOR PAYROLL

Driver Checklist for Paperwork

☐ Bill of Lading☐ Proof of Delivery☐ Logs☐ Fuel Tickets☐ Receipts☐ Info for Safety**CRPS**

62519



CRSTF000497



58441



CRST DEDICATED

DRIVER NAME

TRACTOR #

TRAILER #

PREVIOUS DESTINATION - CITY/STATE WHERE LAST LOAD WAS DELIVERED

CRFB

Driver I.D. Number:

Enter 8 Digit Load Number Below:

--	--	--	--

--	--	--	--	--	--	--	--

A	A	A	A
B	B	B	B
C	C	C	C
D	D	D	D
E	E	E	E
F	F	F	F
G	G	G	G
H	H	H	H
I	I	I	I
J	J	J	J
K	K	K	K
L	L	L	L
M	M	M	M
N	N	N	N
O	O	O	O
P	P	P	P
Q	Q	Q	Q
R	R	R	R
S	S	S	S
T	T	T	T
U	U	U	U
V	V	V	V
W	W	W	W
X	X	X	X
Y	Y	Y	Y
Z	Z	Z	Z
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

DIESEL FUEL PURCHASES

DATE	STATION - CITY & STATE	
	TICKET NO.	GALLONS
DATE	STATION - CITY & STATE	
	TICKET NO.	GALLONS
DATE	STATION - CITY & STATE	
	TICKET NO.	GALLONS
DATE	STATION - CITY & STATE	
	TICKET NO.	GALLONS
DATE	STATION - CITY & STATE	
	TICKET NO.	GALLONS

1ST SHIPPER	DATE PICKUP	LOCATION
CHECK APPROPRIATE BOXES		
<input type="checkbox"/> Multiple Shipments <input type="checkbox"/> Extra pickups. How many? ____ <input type="checkbox"/> Extra stops. How many? ____ <input type="checkbox"/> Relayed		
Pieces	Weight	Bill of Ladings
CONSIGNEE	DATE EMPTY	LOCATION

MILEAGE REPORT BY STATE

LIST STATE MILES AND HIGHWAYS SEPARATELY FOR EACH TRACTOR IF YOU CHANGED TRACTORS DURING THIS TRIP.
PLEASE INDICATE CITY AND STATE WHERE YOU CHANGED TRACTORS.

DEADHEAD MILES FROM PREVIOUS DESTINATION TO YOUR PICKUP LOCATION ONLY.

STATE	MILES	HIGHWAYS TRAVELLED	STATE	MILES	HIGHWAYS TRAVELLED

LOADED MILES FROM PICKUP LOCATION TO YOUR DELIVERY LOCATION.

STATE	MILES	HIGHWAYS TRAVELLED	STATE	MILES	HIGHWAYS TRAVELLED

CRST DEDICATED

SEE INSTRUCTIONS ON REVERSE SIDE.



CRFB

58441



CRSTF000498

COMDATA PAY SYSTEM

Note that the information provided in this section is provided for general information only. ComData is a vendor service and CRST is not responsible for changes by ComData, which would impact the accuracy of the information below.

For questions or concerns, please contact our Cedar Rapids ComData Department, Monday thru Friday at 866-660-4238 or 866-660-2432. Business hours are from 7:30am thru 4:30pm (CST)

You will be issued a ComData card upon your hire date. Within 72 hours you must assign the card a 4-digit pin number. If this is not done, your card will become blocked.

Please refer to the ComData Welcome Kit for the guidelines on how to set up your pin number. Once your pin number has been created, you will have full access to your payroll and advances. Payroll is loaded to your ComData card between 11:00am and 12:00 noon (CST), each payday..

For our **Independent Contractors** you will be issued **2** ComData cards upon your hire date. Both cards must be assigned a 4-digit pin number. *You may use the same pin number for both cards.* One card is designated for only the payment of loads (owner card), while the other card is designated for your fuel and advancements (fuel card).

Using the ComData Answer Plus System

ComData does offer you the ability to use your ComData card as a calling card, along with many other features. The phone charges are deducted directly from your ComData card immediately following the phone call. *Be advised if you are calling from a pay phone, there will be an additional **\$0.56** fee to compensate the owner of the phone for the call. The Federal Communications Commission (FCC) requires this fee.*

The current charge per minute using the Answer Plus system is **\$0.25**. To gain access to the Answer Plus system you will call **800-266-2435**, enter your card number, and pin number when prompted.

The computer will speak a list of options available to you:

Press "1" for Phone Services.

Press "4" for Personal Speed Dial Maintenance.

Press "5" for Mailbox Services:

- To access voicemail box, press "1".
- To access fax mailbox, press "2".
- To access your greeting, press "3".
- To hear your mailbox number, press "4".
- To leave a guest message, press "5".
- To add a guest mailbox, press "6".
- To delete a guest mailbox, press "7".
- To review guest mailbox numbers, press "8".

Press "6" for Message Delivery to create a message for future delivery.

The system will prompt you to put in the **month** (June=06), the **day** (01 thru 31), and the **time** (which must be in military time format and based on Eastern Time Zone [1800=6pm]) for when you want the

message to be delivered. Enter the phone number that will receive the message and then record the message you wish to send. Press "#" to repeat the menu.

To make more than one long distance call without redialing:

After completing a call, do not hang up-press the "#" key twice. Follow the automated instructions to dial your next call. This will eliminate any additional FCC charges.

Accessing the ComData Online Service

You can check your account balance, transaction activity, and up to 14 months of account history on the ComData website. Log on to www.cardholder.comdata.com, and then click on the "Cardholders Register Here" icon.

1. Enter your card number and activation code* to set up your account, username, and password.

Once you have registered, you will be able to check your account status and activity in real time.

Contact the ComData Department for your activation code: 866-660-4238 or -2432

Draft Registration of a Comchek:

Once your Comchek is registered, it is considered "active", and should be treated like cash. If you make an error while registering the check, or while filling it out, please contact the Cedar Rapids ComData Dept at 866-660-4238 or -2432. Do not destroy the Comchek.

- Dial **800-741-6060** (ComData Services) to access the automated system
- You will be asked to enter your ComData card number and 4-digit pin number
- The automated system will then give you an available balance
- When prompted, press "2" for money services, then press "1" for check registration
- When prompted, enter the amount you wish the Comchek to be for, then press the "#" key
- When prompted, enter the Comchek number, and press the "#" key
- You will hear "Please wait", and then you will hear "Your transaction is complete"

*You are **not** given an authorization number; the person/company cashing the Comchek obtains this.*

After your transaction is complete, the automated system will give you the new available balance. After the automated system gives you the available balance, you can chose to register another Comchek, do a direct deposit transfer, or simply hang up.

Please note that if you have already used your two free transactions (direct deposit or registered a Comchek) the balance given will be less the \$0.75 fee. The reason the automated system does this, is to let you know the available balance should you wish to do another transaction. The \$0.75 fee will not be deducted unless you chose to do another transaction.

Accessing In-Direct Deposit:

CRST **does not** have the ability to place your paychecks or advances directly into the bank of your choice. The only type of direct deposit available at CRST will require you to make a phone call **every time** you wish to have your funds placed into your home bank account.

SAFETY DEPARTMENT POLICIES

SAFETY MISSION STATEMENT:

At CRST, the safety of our employees and the general public is our #1 priority. Each employee, from office staff to the President, will recognize safety as being everyone's responsibility. CRST will strive to be the safest motor carrier in the industry. This goal will be accomplished through a comprehensive approach to safety, including accountability, education, reward, and recognition.

Safety:

All drivers are expected to comply with federal, state, and local laws, as well as Company policy. Any fines, penalties, assessments, fees or costs levied against the individual driver and the Company, as a result of the driver's failure to comply with any federal, state, or local laws and regulations, will be charged back to the driver.

- Drivers are required to use safety equipment when and where required by shippers and consignees.
- No one may use the satellite (Qualcomm) while driving.
- Safety belts will be worn when seated in the driver or passenger seat and bunk restraints applied while the vehicle is in motion. Movement between the sleeper and the cab of the vehicle is discouraged while the vehicle is in motion due to the risk of injury. The top sleeper bunk is not to be used when the vehicle is in motion.
 - ♦ U-turns on a public roadway are a violation of Company policy and will result in immediate termination of employment/lease.
 - ♦ Parking on the shoulder next to highways is a violation of company policy.
 - ♦ Drivers will avoid parking on entrance/exit ramps.
 - ♦ Drivers will access exit ramps at speeds of 10 or more miles an hour below the posted ramp speed.
 - ♦ While driving in any parking lot, truck stop, terminal yard, shipper or consignee location, etc, CRST drivers will not exceed 5 MPH.
 - ♦ Cell phones may only be used in conjunction with hands free devices while operating the vehicle. Texting, manipulating or use of any other electronic device (including and not limited to the qualcomm / ELD)while in operation of the vehicle is strictly prohibited under federal law.
 - ♦ Right Turn on Red Light in a CMV is illegal in most cities and towns and is discouraged while driving CRST owned or issued equipment.

Logs:

All drivers are expected to comply with part 395 of the Federal Motor Carrier Safety Regulations as well as Company policy. For additional information on the Hours of Service regulations and CRST policy concerning EOBR logs and paper logs, see the CRST HOS Study Guide.

PRE-TRIP INSPECTIONS:

Pre-trip inspection requirements are probably the most violated mandatory safety rule by the trucking industry today. Unfortunately, most lawyers who handle truck accident cases have no idea what those

inspection requirements are. Most lawyers think a pre-trip inspection is one inspection by the driver before he gets behind the wheel.

As required by 49 CFR § 392.9, a driver must inspect his truck and cargo:

- Within the first 50 miles of a trip
- Whenever the driver changes duty status
- When he drives more than three hours or 150 miles

If you ask any experienced truck accident lawyer, it is almost never done, and when it is done, it is usually wrong. If you see a 10-minute inspection on the driver's logbooks, you know that driver is cutting corners. Unfortunately, when it comes to pre-trip inspections of an 80,000-pound tractor-trailer, cutting corners means contributing to a preventable truck accidents.

Why does a 10-minute pre-trip inspection mean that important things are being skipped over?

Under 49 CFR § 396.11, every motor carrier must require its drivers to report, and every truck driver must prepare a written pre-trip inspection report at the completion of each day's work on each vehicle operated. The report **MUST** cover the following at a minimum:

- Service brakes (including trailer brake connections) Parking brakes
- Steering mechanism
- Lighting devices and reflectors
- Horn
- Windshield wipers
- Rear-view mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment

Before driving the truck, the trucker must be satisfied that the vehicle is in safe operating condition. Then he must review the last driver's inspection report and sign it, certifying that any required repairs have been performed.

How Much Time Did the Trucker Really Spend on the Inspection?

Looking at a driver log, the driver only allowed himself 15 minutes to perform a pre-trip inspection of his truck. Many truck accident lawyers have found that truckers typically either spend much less than is actually needed to perform a proper inspection, or falsify the inspection time on the daily log. This situation sets up a fantastic opportunity to impeach the credibility of the driver.

During the deposition, a truck accident lawyer can ask:

- Was a pre-trip inspection completed?
- What did you inspect?
- In what manner did you inspect the various parts and accessories?
- How long did that take you?
- Was this inspection recorded on FMCSA compliant paperwork?
- How often do you perform this inspection?

- When was the last time you reported a vehicle as out-of-service and brought it in for repairs?
- How do you record this downtime on your logbook?
- Is 15 minutes enough to thoroughly inspect these parts and accessories?
- Who within the organization trained you on proper pre-trip inspection procedures?
- Do you believe that 15 minutes is sufficient?

By asking these questions, a truck accident lawyer will either expose the driver with a) submitting a false log for only reporting 15 minutes on the inspection or, b) conducting an improper pre-trip inspection for not thoroughly inspecting the list of parts and accessories under 49 CFR § 396.11.

Section 396.13 states that before driving a commercial motor vehicle the driver must:

- Be satisfied that the vehicle is in safe operating condition;
- Review the last vehicle inspection report
- Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge that the driver has reviewed the report and certified that the repairs needed were performed.

392.7 —Equipment, Inspection and Use:

No commercial motor vehicle shall be driven unless the driver thereof shall have satisfied himself/herself that the following parts and accessories are in good working order, nor shall any driver fail to use or make use of such parts and accessories when and as needed:

- Service brakes, including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wiper or wipers
- Rear vision mirror or mirrors
- Coupling devices

As a professional truck driver, you are expected to pick up and deliver freight safely and on time. What many drivers forget to think about is the condition of their tractor and trailer. For many it is simply an afterthought, "What could be wrong with my truck"? Even with the best shops, maintenance schedules, and mechanics review, plenty can "go wrong" with your truck. Think about it! You can put 1000 miles on a truck a day. If you have a good week you can put 7000+ a week on the same tractor and trailer, yet some drivers risk their safety, the safety of that car next to you on the interstate or behind you and never check their truck! Is that you? A thousand miles a day on any piece of equipment is a lot of miles! Drivers that never check their truck and are shut down due to simple things like tires, lights, air leaks, and bad brakes. These mistakes will hinder your ability to make money. How can you make money if you are shut down by the DOT at a roadside inspection on the side of the highway? If you and your co-driver check your truck each drive shift from front to back, and top to bottom you can keep moving down the road. The teams that are lazy and do not commit to a proper inspection are sure to be

stopped by the DOT. If you are shut down, the next step will be to wait for roadside service to come out and repair your truck at triple the cost to CRST.

If the issue had been discovered during a proper PTI this could have been avoided. If the company has to send roadside service trucks out to repair a truck, it costs money. Stop and think about this; if you are a customer of CRST, you are expecting good quality service. You expect your freight to be picked up and delivered on time, period! Drivers that do a proper PTI, make more money. In today's economy we must take care of our customers, pick up and deliver their freight safely and on time, 100% of the time.

CRST customers have the capability of viewing the carriers CSA score on internet. CSA is a web page administered by the Federal DOT so anyone with a computer can access a companies safety issues by their DOT number (The number on the side of your tractor). CSA as it pertains to PTI will show the amount of CRST vehicles shut down for Vehicle Out-of-Service violations. Out-of-Service Inspections will be cited by a DOT officer for equipment issues on tires, lights, brakes, frame, suspension etc... Why would a potential customer for CRST risk putting freight on a tractor/trailer if it is potentially going to be sitting on the side of the road?

Have you ever been through a weigh station and notice one company or another's trucks always parked out back behind the weigh station being inspected? DOT officers at every weigh station in the country are sent the same information every month from their home office on what companies seem to have a hard time with drivers inspecting and getting out of service issues repaired. Ever been on a commercial air flight and watch the pilot go around his airplane with a flashlight looking his plane over? Would you not feel more comfortable knowing they are thoroughly examining the plane?

Drivers must perform a Pre-trip Inspection for every tractor or trailer operated during their shift. Any findings must be annotated on the form found on the bottom of the log. All you have to do is get out and inspect your tractor and trailer for items in need of repair; advise maintenance, and your dispatcher what needs to be done and get it fixed. It is that easy and you will probably not be one of the trucks behind the weigh station waiting on roadside service for repairs. You and CRST can be issued a fine for not have your equipment in working condition.

To do a proper Pre-Trip Inspection you will need a few tools. A flashlight is necessary because many times you are going to need to inspect your equipment in the dark. An air pressure gauge would be a good tool. Simply "thumping" the tires is not going to tell you if a tire is in fact, "flat" You need the correct air pressure, and it is the ONLY way you can tell. A tire tread, depth gauge is the only sure way you can tell if a tire is within DOT limits regarding tread depth. Gloves would help as well as a few old rags for checking the fluids under the hood. So, how do you do a good Pre-trip Inspection? See the CRST Inspection Process Checklist:

- Use 392.7 of the FMCSR as a guideline
- Use the "North American Standard Inspection Procedures" to insure you are checking the same items the DOT will look at during a Level I or Level II Inspection.
- Fix the things you can, note the things you cannot, and **never** operate an illegal or unsafe vehicle!

One other thing to remember; if you did your job by looking your truck over and passing a DOT Level I or Level II Inspection you will receive a \$25.00 bonus on your next paycheck (make sure you log your PTI at the proper time on your log page, as the times *must* match). A passing inspection is one that is marked "No Violations Noted" or blank under the "Violation" section. If you do not pass and are placed Out-of-Service, be prepared to do a DDC at a terminal in the near future which can cost you fees.

396.7 — Unsafe Operations Forbidden:

General: A motor vehicle shall not be operated in such a condition as to likely cause an accident or a breakdown of the vehicle.

Exemption: Any motor vehicle discovered to be in an unsafe condition while being operated on the highway may be continued in operation only to the nearest place where repairs can safely be effected. Such operation shall be conducted only if it is less hazardous to the public than to permit the vehicle to remain on the highway.

WHAT IS A ROADSIDE INSPECTION?

The roadside inspection is designed to be an on the spot safety check of commercial drivers, and vehicles. These inspections are regulated under the provisions of the Federal Motor Carrier Safety Regulations Section 395.13, and 396.9. The inspections are conducted to ensure that the safety and operational regulations are followed. Drivers must understand the inspection criteria, and prepare to successfully meet the requirements, and pass these inspections.

CVSA-Commercial Vehicle Safety Alliance

The **CVSA** is an association of state, local, provincial, and federal officials responsible for the development, administration, and enforcement of motor carrier safety laws and regulations in the United States, Canada, and Mexico. The inspections are conducted by federal, state, and local Motor Carrier Safety Assistance Program inspectors who have met federal training requirements, and are certified for meeting the performance standards.

There are six different levels of roadside inspections:

- Level I - Comprehensive Inspection. This is the standard (Truck/Trailer, Cargo, Paperwork, Driver, and Driver's Documents)
- Level II - Walk around (Vehicle Only)
- Level III - Driver Only (Documents relating to driver only)
- Level IV - Special Inspections (one time inspection of selected enforcement items)
- Level V - Special study (vehicle)
- Level VI - NAS (radioactive shipments only)

The typical Level I Inspection will take between 30 and 60 minutes to complete. The inspector will review the drivers' documents, physical condition, and the vehicle operating and safety components.

Driver and Documents come first:

- **Commercial Drivers License** (valid / current / restrictions / endorsement)
- **Medical Certificate** (current / valid / long form / waivers)
- **DOT Annual Inspection Form** (current / valid / proper format)
- **Hazardous Materials paperwork** (if applicable)
- **Permit Credentials** (IRP cab card / IFTA / Insurance / valid permits)

- **Driver Physical Condition** (age / fatigued / disqualification sections 383.51 or 391.15 / influence or possession of drugs or alcohol)
- **Driver's Record of Duty Status** (Log current, accurate, violations/errors).

The inspector will now move on with the vehicle inspection. Listen carefully to the instructions, and procedures.

All DOT Level I and Level II Inspections are based on the North American Standard Inspection Procedures (see NAS Inspection Procedures). The inspection begins at the front of the unit, proceed along the left side, around the rear, and then proceed along the right side to the front of the unit for completion. This is a complete inspection of the following components, and violations within these areas can possibly place your vehicle Out-of-Service:

- **Brakes**
- **Coupling devices**
- **Exhaust system**
- **Frame**
- **Fuel system**
- **All lighting equipment / All safety equipment**
- **Steering mechanism**
- **Suspension - trailer or freight box body**
- **Tires / wheels – rims - hubs**
- **Windshield - wipers and visibility**
- **Cargo Securement / Hazardous Materials - if applicable**

Remember, the Pre-Trip Inspection is necessary before you begin your work shift. A proper inspection will prevent a future problem that could cause a breakdown or accident. Think SAFETY, for you, your co-driver, and other persons on the roadways.

PROPER PRE-TRIP AND POST TRIP INSPECTIONS:

Approach the truck, look for puddles under the engine compartment, and raise the hood. If there are puddles, you may have an oil or antifreeze leak, which could shut you down!

- Check oil level (make sure you know where to add oil to the engine if needed).
- Coolant level (modern engines will now power down and eventually shut down if there is not enough in the overflow/fill tank).
- Power Steering Fluid check, make sure the fluid level is above the refill mark and the hoses are not leaking.
- Water Pump; make sure it is not leaking.
- Belts; secure not lose, cracked or frayed.
- Windshield Wipers; are they in good shape? Do you have plenty of washer fluid?

Under the hood, tractor-left side (Steer Axle)

1. Steering Gear box. Secure? Not leaking and no missing parts?

2. Steering linkage-Mounted and secure?
3. Tie rod-secure and not broken?
4. Cotter Pin-Not missing?

Under the hood, Front Suspension:

1. Spring-not cracked or broken, none missing?
2. Mounts-secure and not broken no missing parts or bolts.
3. Shock-mounted and secured, not leaking.
4. U-bolts-secure, not broken.

Front Brake:

1. Slack adjuster (single chamber); no more than 1-inch of free travel when pulled by hand.
2. Pins-secure and not missing.
3. Brake Chamber (round can) secure, clamps or bands tight.
4. Hoses/Lines-NOT cracked frayed or rubbing.
5. Brake Drum,-Not cracked no missing pieces.
6. Brake lining (shoes) not less the ¼-inch lining, (CRST replaces them at 3/8 inch).

Front Wheel:

1. Rim (inside)-not cracked no non-factory welds.
2. Tire NO RECAPS! (inside of tire)-no cuts, bulges, no fabric or metal showing, no less than 4/32 inch tread (use your tread gauge!) *CRST policy is to replace steer tires if the tread depth is 7/32 or less during a tractor service only*.
3. Wheel seal-not leaking.
4. Rim outside-Not cracked no non-factory welds.
5. Tire (Same is #2) No recaps, cuts or bulges, no fabric or metal showing, no less than 4/32 inch tread.
6. Tire is properly inflated 100 psi (Use the air gauge). A tire that is at 80 lbs or less is flat!
7. Hub Oil Seal (outside)-Not leaking.
8. Lug Nuts-tight, none missing, no streaks extending from the lug nuts (steel wheel-rust streaks/aluminum wheel-black streaks).
9. Valve Stem/Cap-Straight, cap present.

Side/Under Vehicle (left)

1. Door/mirror-mounted and secure, no broken or cracked glass.
2. Emergency Equipment-Fire extinguisher fully charged, mounted.
3. Three emergency triangles.
4. No fuel leaks.
5. Drive shaft-secure with no apparent damage.
6. Exhaust System-mounted and secure, no leaks, black marks at exhaust pipe joints,
7. Frame-not cracked no welds, no missing bolts.
8. Battery Box-secure, not leaking fluid.

Tractor Coupling Area (left)

1. Air/Electric lines/Glad hands-no cuts, leaks, seals not damaged, not rubbing, or dragging on catwalk.
2. Catwalk is secure.
3. Spare tire mounted to cab correctly and will not come lose (If equipped).

Left side, Axel 2

1. Springs, not cracked or broken, none missing.
2. Air Bag, inflated, no cuts and secure, not leaking.
3. Mounts-secure and not broken.
4. U-Bolts, secure and not broken.
5. Shock, secure and not leaking.

Brake:

1. Slack Adjuster, This axel should have a "maxi can" brake (parking) no more than 1-inch of free travel pulled by hand.
2. Brake Chamber (the "can") secure, clamps (bands) tight.
3. Hoses/Lines not cracked frayed or rubbing.
4. Drum, not cracked and no missing parts.
5. Brake Linings, not less then ¼ inch lining.

Wheel:

1. Rim, (inside) not cracked.
2. Tire, (inside) no cuts bulges, no less than 2/32 inch tread (use your depth gauges).
3. Seal, not leaking.
4. Rim (outside) not cracked.
5. Tire (outside) no cuts bulges, no less than 2/32 inch tread.
6. Tire, proper inflation 100 psi, 80 pounds or less, the tire is flat. 100 of air pressure is required for all tires.
7. Seal, (outside) not leaking.
8. Lug nuts, tight, none missing, no streaks extending from the lug nuts.
9. Tires (duals) No foreign objects lodged between dual tires.
10. Valve Stem/Cap straight and cap present.

Coupling:

1. Fifth Wheel mount/platform-not cracked, no welds, bolts not broken or missing.
2. Fifth Wheel Plate-not cracked no foreign objects.
3. Locking Jaw (bobtail) open, in released position.
4. Locking Jaw (with trailer) CLOSED! There is only one-way to be sure the kingpin is locked into the fifth wheel. Get out and get under the trailer with a flashlight. Make sure the jaw of the fifth wheel is completely around the kingpin! Pull tests do not work if you have a high hook! No space or daylight between kingpin and upper plate of the trailer!
5. Mounting Bolts-secure and none missing.

Repeat: Suspension, Brake & Wheel Axel 3, and Right Side

Repeat: Coupling Right Side

Repeat: Suspension, Brake & Wheel Axel 2, and Right Side

Repeat: Side/Under Vehicle Right Side

Repeat: Front Suspension. Brake & Wheel Axel 1, Right Side

Inside cab:

1. Clutch Pedal-1 ½ to 2 inches of free travel.
2. Steering Play-no more than 10 degrees.
3. Gauges: Oil pressure-normal operating range, Water Temperature and Air Pressure - within normal range.
4. Windshield-Not broken, no cracks.
5. Windshield wipers-operational.
6. Lighting indicators-functional.
7. Horn (city-air) at least one horn working.
8. Heater/Defroster-working.
9. Mirrors-not broken, no cracks.

Trailer Front:

1. Air/Electric cords/connection-secure, glad hand seals not damaged or leaking air.
2. Header Board-secure, in good repair.
3. Kingpin Apron (plate kingpin is attached to) not cracked or worn.

Side of Trailer (Left)

1. In good condition, no missing parts.
2. Handle secure.
3. Door ties-secure.
4. Frame Cross Members-not bent, broken, missing.
5. Air lines/hoses-secure. At least 18 inches off the ground.
6. Sliding Tandem pins-pins are locked in.
7. Tandem slider release bar-secure, in locked position.

Repeat: Suspension, Brake & Wheel Axel 4, Left Side

Repeat: Suspension, Brake & Wheel Axel 5, Left Side

Rear of Trailer:

1. License plate-present, clean secured and current.
2. ICC bumper, good repair, securely mounted.
3. Doors and Hinges-locked/sealed and properly latched, not broken.
4. Lights, clean and proper working order.
5. Mud Flap-present, properly mounted and in good repair.

Repeat: Suspension, Brake & Wheel Axel 5, and Right Side

Repeat: Suspension, Brake & Wheel Axel 4, and Right Side

Repeat: Side of Trailer Right Side

Lights/Reflectors:

1. Tractor & Trailer, all working.
2. Clearance lights working.
3. Headlamps working (check high beams as well).



INSPECTION PROCESS:

Driver Name: _____
 Location: _____
 Plate #: _____
 Year: _____
 Inspector: _____

ID #: _____
 Date: _____ Time: _____
 Unit #: _____ State: _____
 Model: _____
 Mileage: _____ Inspection Level: _____

DRIVER	YES	NO	EXP Date
Driver's License			
Medical Card			
Registration			
Insurance Cert.			
Haz-Mat Permit			
TWIC Card (If Applicable)			
Lease Agreement			
EOBR Card			

DOOR MARKINGS	YES	NO	Comments
Door Placards			
DOT#			
DOT Inspection			
Fuel Tax decal			

EQUIPMENT	OK	Defective	Comments
Headlamps			
Marker Lamps			
Front Turn Lamps			
Windshield Wipers			
Horn			
Glass/ Mirrors			
Hazard Lamps			
Rear Lamps			
Rear Turn Lamps			
Stop Lamps			
Hands Free Device			

	YES	NO	Comments
Safety Books			
Fire Extinguisher			
Charged Mounted			
Emergency Triangles			
Seat Belt			
Log Book Current			

TIRES	OK	Defective	# 32nds	#32nd	Minimum
Left Axle 1					4/32nds
Left Axle 2			in	out	2/32nds
Left Axle 3			in	out	2/32nds
RT Axle 3			in	out	2/32nds
RT Axle 2			in	out	2/32nds
RT Axle 1					4/32nds

BRAKES	OK	Defective	LINING
Left Axle 1			in
Left Axle 2			in
Left Axle 3			in
RT Axle 3			in
RT Axle 2			in
RT Axle 1			in

	OK	Defective	Comments
Frame/ Suspension			
Fifth Wheel			
Glad Hands			
Fuel Tank			
Battery Box			
Exhaust			
Fluid Leaks			
Reflect Tape (Flaps)			
Reflect Rear of Cab			
Zip Ties			
Bungee Cords			

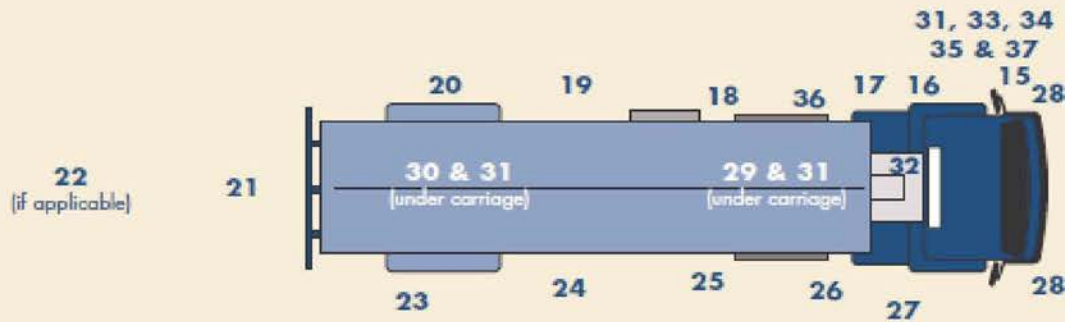
***** Check for CRST Insurance Certificate ONLY ***** CAB CARD
 ***** Check driver on completed Haz-Mat Paperwork and using guide books.

COMMENTS:

PASSED (circle one): YES NO OUT OF SERVICE

Inspector Signature: _____

Driver Signature: _____



☐ **STEP 15** Inspect Left Front Side of Tractor

- Check front wheel, rim, hub, and tire.

☐ **STEP 16** Inspect Left Saddle Tank Area

- Check fuel tank area.
- Check exhaust system.

☐ **STEP 17** Inspect Trailer Front

- Check air and electrical lines.

☐ **STEP 18** Check Left Rear Tractor Area

- Check wheels, rims, hubs, and tires.
- Check lower fifth wheel.
- Check upper fifth wheel.
- Check sliding fifth wheel.
- Check all required lamps.

Caution: Never place yourself in between tires of tandem axles.

☐ **STEP 19** Inspect Left Side of Trailer

- Check frame and body.
- Check condition of hoses.
- Check van and open-top trailer bodies.
- Check cargo securement.

☐ **STEP 20** Inspect Left Rear Trailer Wheels

- Check wheels, rims, hubs, and tires.
- Check sliding tandem.

☐ **STEP 21** Inspect Rear of Trailer

- Check tail, stop, turn signals, all other required lights and lamps/flags on projecting loads.
- Check external ABS malfunction lamp.
- Check cargo securement.

☐ **STEP 22** Inspect Double, Triple and Full Trailers

- Check safety devices on full trailers/converter dollies.
- Check the safety devices (chains/wire rope) for sufficient number, missing components, improper repairs, and devices that are incapable of secure attachments. Inspect pintle hook, eye and drawbar for cracks, excessive movement, and improper repairs.

☐ **STEP 23** Inspect Right Rear Trailer Wheels

- Check as in step 20.

☐ **STEP 24** Inspect Right Side of Trailer

- Check as in step 19.

☐ **STEP 25** Inspect Right Rear Tractor Area

- Check as in step 18.

☐ **STEP 26** Inspect Right Saddle Tank Area

- Check as in step 16.

☐ **STEP 27** Inspect Right Front Side of Tractor

- Check as in step 15.

☐ **STEP 28** Inspect Steering Axle(s)

- Check steering system (both sides).
- Check front suspension (both sides).
- Check front axle.
- Check frame and frame assembly.
- Check front brake components (both sides).
- Mark push rods (both sides).

Note: Inform the driver that you are going under the vehicle. Enter the under carriage in view of the driver. (At front of power unit, rear of power unit, and in front of trailer axle(s)).

☐ **STEP 29** Inspect Axles 2 and/or 3

- Check suspension (both sides).
- Check frame and frame assembly.
- Check brake components (both sides).
- Mark push rods (both sides).
- Exit under carriage in view of driver.

☐ **STEP 30** Inspect Axles 4 and/or 5

- Same as step 29.

☐ **STEP 31** Check Brake Adjustment

- Ensure air pressure is 90–100 psi.
- Have driver fully apply brakes and hold.
- Measure and record all push rod travel.
- Identify size and type of brake chambers.
- Ensure brake lining to drum contact.
- Listen for air leaks.

☐ **STEP 32** Inspect Tractor Protection System (This procedure tests both the tractor protection system and the emergency brakes.)

- Have driver release brakes and disconnect both brake lines.
- Full brake application.
- Listen for air leaks.

☐ **STEP 33** Inspect Required Brake System Warning Devices

- Observe the dash panel area when the key is turned "on" for the function test of the ABS malfunction lamp(s) (if applicable).
- Observe dash gauges while ignition is "on" and the driver is pumping the foot valve to approximately 55 psi for the function test of a low air pressure warning device.

☐ **STEP 34** Test Air Loss Rate

- Apply brakes while the engine is idling, the governor has cut in, and pressure is 80–90 psi.

☐ **STEP 35** Check Steering Wheel Lash

- Measure steering wheel lash while wheels are straight and the engine is running.

☐ **STEP 36** Check Fifth Wheel Movement

- Prepare the driver and vehicle.
- Check for excessive movement.

Caution: If conducted improperly, this method of checking for fifth-wheel movement can result in serious damage to the vehicle. Use caution and instruct the driver carefully.

☐ **STEP 37** Complete the Inspection

- Complete documentation.
- Conclude with driver.
- Follow correct and current OOS procedures (if applicable).
- Issue CVSA decal(s) (if applicable).

Rev. November 2007

Proprietary and Confidential

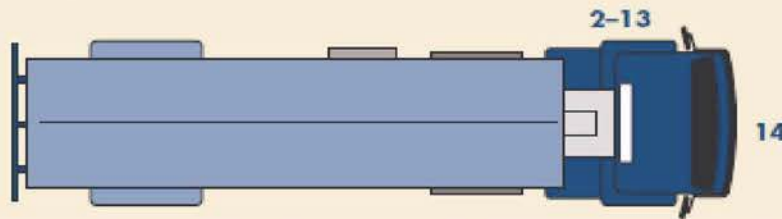
04/01/2018
Page 47

CRSTF000512

North American Standard Level I Inspection Procedure



For Levels II, III, IV, and V, omit steps that do not apply.
For more detailed information, see the written procedures contained in the CVSA Operations Manual.



- ☐ **STEP 1 Choose the Inspection Site**
 - Select a safe location, paved, level, away from traffic, visible to traffic, and able to support the weight of the vehicle.
 - Avoid hills, curves, soft shoulders and construction sites.
 - You must be visible to oncoming traffic.
 - ☐ **STEP 2 Approach the Vehicle**
 - Observe the driver.
 - Adhere to officer/inspector safety policies.
 - Be alert for leaks, unsecured cargo.
 - ☐ **STEP 3 Greet and Prepare Driver**
 - Identify yourself.
 - Ensure that the driver is capable of communicating sufficiently to understand and respond to official inquiries and directions.
 - Place chock blocks on the driver's side.
 - Explain this inspection procedure.
 - Ensure engine is off.
 - Check seat belt usage and condition.
 - Observe the driver's overall condition for illness, fatigue or other signs of impairment.
 - Check for illegal presence of alcohol, drugs, weapons or other contraband.
 - ☐ **STEP 4 Interview Driver**
 - Ask for the following from the driver: starting location, final destination, load description, time traveled, most recent stop, fueling location(s).
 - Talk to the driver about the trip.
 - ☐ **STEP 5 Collect the Driver's Documents**
 - Medical Examiner's Certificate (if applicable).
 - Skill Performance Evaluation (SPE) Certificate (if applicable).
 - Driver's license, CDL, record of duty status.
 - Shipping papers.
 - Periodic inspection certificates, CVIP.
 - Supporting documents: bills of lading, receipts, other documents used to verify record of duty status.
 - ☐ **STEP 6 Check for the Presence of Hazardous Materials/Transportation of Dangerous Goods**
 - Check shipping papers, placards, any leaks or spills, unsecured cargo, markings and labels.
 - ☐ **STEP 7 Identify the Carrier**
 - Identify carrier using the following: vehicle identification, vehicle registration, insurance, operating authority, driver interview.
 - ☐ **STEP 8 Examine Driver's License**
 - Expiration date
 - Class
 - Endorsements
 - Restrictions
 - Status
 - ☐ **STEP 9 Check Medical Examiner's Certificate and Skill Performance Evaluation (SPE) Certificate (If Applicable)**
 - Check certificate date (valid for 24 months).
 - Check corrective lens requirement.
 - Check hearing aid requirement.
 - Check physical limitations.
 - ☐ **STEP 10 Check Record of Duty Status**
 - Hours of Service verification.
 - If driver claims to be exempt, check that driver meets all criteria for said exemption(s).
 - Check accuracy of record.
 - ☐ **STEP 11 Review Driver's Daily Vehicle Inspection Report (If Applicable)**
 - Review the required vehicle inspection report to verify that listed safety defects have been certified as corrected.
 - Check for driver signature on previous inspection reports.
 - ☐ **STEP 12 Review Periodic Inspection Report(s)**
 - Ensure vehicle has passed the required inspection and has the required documents and decals.
 - ☐ **STEP 13 Prepare Driver for Vehicle Inspection**
 - Explain the vehicle inspection procedure.
 - Advise the driver in the use of hand signals.
 - Check chock blocks.
 - Prepare the vehicle, vehicle transmission in neutral. Engine off, key must be in the "on" position, and release all brakes.
 - Instruct driver to remain at the controls.
 - ☐ **STEP 14 Inspect Front of Tractor**
 - Check headlamps, turn signals (do not use four way flashers to check turn signals) and all other required lamps for improper color, operation, mounting, and visibility.
 - Check windshield wipers for improper operation (two wipers are required unless one can clean the driver's field of vision).
- Note: In Canada and Mexico proper class indicates adequate medical.



Commercial Vehicle Safety Alliance

1101 17th Street, NW, Suite 803, Washington, DC 20036

Phone: 202-775-1623 • Fax: 202-775-1624

www.cvsa.org

Promoting Commercial Motor Vehicle Safety and Security

© 2007 Commercial Vehicle Safety Alliance

CRST DRIVER VEHICLE INSPECTION REPORTING (DVIR)

PROCESS:

Drivers have a responsibility to monitor and report on the condition of every commercial motor vehicle (CMV) they operate each day – this includes both tractors and trailers. This reporting is an indication that the vehicle condition is unsatisfactory, and a need to arrange for repairs is necessary to ensure the continued safe operation of the CMV.

To: CRST
From: Chuck Haffenden, Vice President Safety
SUBJECT: **Change in Driver Vehicle Inspection Report (DVIR) Enforcement**
Date: January 29, 2014

The Federal Motor Carrier Safety Administration (FMCSA) enforces compliance with Federal Motor Carrier Safety Regulation 396.11 Driver Vehicle Inspection Reports (DVIR).

The good news is that drivers are no longer required to complete and send in a Driver Vehicle Inspection Report if there are no defects noted on the vehicle. (Note: this does not mean drivers/contractors are no longer required to inspect vehicles pre-operation and post-operation. It just means that if no defects are found a DVIR does not need to be prepared.) Drivers are only required to complete and send in a DVIR when they detect anything wrong with their tractor or any trailers they hauled that particular shift or work day.

The bad news is that the FMCSA now checks DVIRs by examining our roadside inspection report record and asks for DVIRs for the days our vehicles were inspected and found to have defects. While lightening the paperwork load on drivers, this change has made the job harder.

Drivers/Contractors:

1. Our policy is that you have to report all roadside inspections **on the day they occur** to your fleet managers or night/weekend coverage.
2. Prepare a DVIR noting **all** the defects listed on the roadside inspection form on the day of the roadside inspection. **This applies to out-of-service and non-out-of-service violations noted.** Drivers/contractors using Qualcomm to complete Macro 39 must do it the day of the roadside inspection in order to have a DVIR with the correct date on it. Sending a DVIR three to four days after the fact does us no good. (If we miss getting a Macro 39 completed the day of the roadside inspection, drivers/contractors will need to prepare a paper DVIR and date it the day of the roadside inspection.)
3. **Do not move a vehicle with out-of-service defects until those defects have been repaired.**
4. Non-out-of-service defects must be repaired at the next available stop with a repair facility/capability.

DVIR Process for CRST International:

DVIRs can be sent to:

<u>Division</u>	<u>Macro 39</u>	<u>Fax #</u>	<u>Email</u>
Expedited	Yes	319-731-6447	crmaintenance@crst.com
Malone	Yes	319-731-6447	crmaintenance@crst.com

Dedicated

Yes

319-731-6628

dedicatedcompliance@crst.com

CRST DVIR PROCESS:

1. For vehicles with defective equipment, identified by the driver during a visual inspection, or by the DOT during a roadside inspection, the driver is required to report the defect on a DVIR via a Macro 39 on the Qualcomm.
2. Drivers identifying equipment safety defects must report this to directly to CRST Maintenance on or before the completion of that day's trip with a particular CMV.
3. Defects are identified either by:
 - ♦ Driver's experience while operating the CMV.
 - ♦ Defects reported during a roadside inspection.
4. Communication with Maintenance will happen by phone or Qualcomm message routed to a Vehicle Response Technician (VRT) who will initiate the following:
 - ♦ Open a road call report that will be retained electronically for a minimum of 90 days in our maintenance database system
 - ♦ Each road call report will contain the following information:
 - the unit number(s) of the equipment being reported
 - the driver reporting the equipment problem
 - a description of the equipment deficiencies affecting safe operation
 - a continuing record of all updating communications to the initial report
 - the date and description of the inspection and/or repairs completed
 - ♦ Determine with the driver's input as necessary the level and immediacy of response relative to the problems being reported
 - A vehicle subject to an official Out-of-Service order, or presenting a defect constituting an imminent hazard, must be repaired before the vehicle is allowed to return to service
 - All other equipment safety defects will be repaired either at a company terminal or an approved repair facility before that unit is again authorized for dispatch
 - ♦ Advise the driver to complete the DVIR to reflect the vehicle's condition at the time of reporting
 - ♦ Road call reports noting safety defects will be reviewed by Maintenance Director/VP for verification of planned or completed repairs
 - ♦ Same day by 5 p.m.
 - ♦ Open reports from previous day reviewed by 8 a.m.
 - ♦ Open reports from previous day not planned for repairs by 5 p.m. review must be referred to Safety to determine whether to place vehicle OOS
 - ♦ Weekend road call reports not closed within 24 hours requires on-call notice and direction from Maintenance Director/VP or Safety
5. For any dispute between a driver and a VRT regarding either the nature of the defect reported or the proposed maintenance response, the following steps will be taken:
 - ♦ VRT will immediately refer the driver to the Maintenance supervisor.
 - ♦ If the supervisor is unable to address the driver's concerns about their equipment, they will immediately conference Safety into the call.

- ♦ Safety in consult with the driver will determine the maintenance response.
6. Under no circumstance will a driver be pressured to operate a vehicle they believe is not safe to drive. Drivers must also be advised that it is their prerogative to contact Safety directly to discuss their concerns or questions regarding the condition of their equipment.

OTHER SAFETY DEPARTMENT POLICIES

Federal Motor Carrier Regulations Book:

It is a Federal requirement to have the Federal Motor Safety Regulations Pocketbook detailing federal safety regulations as prescribed by the U.S. Department of Transportation in Title 49 of the U.S. Code, Chapter 3, Subchapter B, Part 383, 387, 390-399. This manual will be on each tractor in the CRST International fleet. Replacement copies are available at any terminal.

Hazardous Material Compliance Book:

It is a Federal requirement to have the Hazardous Materials Compliance Pocketbook (120-ORS) which details driver responsibilities and duties in the transportation of hazardous materials, as prescribed by the U.S. Department of Transportation in Title 49 CFR 107, 171-180 and 390-397. This manual will be on each tractor in the CRST International Fleet. Replacement copies are available at any terminal.

Requirement for the Emergency Response Guidebook:

It is a Federal requirement to have in the tractor a copy of the Emergency Response Guidebook (14-ORS-14) detailing emergency response procedures prepared by the staff of Transport Canada, the U.S. Department of Transportation and the Secretariat of Communication and Transport of Mexico. This manual will be on each tractor in the CRST International Fleet. Replacement copies are available at any terminal.

CRST International Qualification Cards:

Qualification cards issued to drivers of CRST International owned or leased equipment are the property of CRST International. These cards include, but are not limited to, the medical/Road Test card, the driver's certification ID card and the Company Hazardous Materials Certification / IACSSP Certification training card. Failure to turn any one of these cards into CRST International may result in a delay of final settlement.

ILL OR FATIGUED OPERATOR:

Drivers will need to park and immediately call Dispatch when illness or fatigue impairs their ability to safely operate the truck, or pick-up/deliver on schedule. When a driver takes time off work for medical reasons, CRST will require medical documentation prior to be certified to drive again. The company physician will make the final determination.

§392.3—Ill or fatigued operator: “No driver shall operate a motor vehicle, and a commercial motor carrier shall not require or permit a driver to operate a commercial motor vehicle, *while the driver’s ability or alertness is so impaired, or so likely to become impaired, through fatigue, illness, or any other cause, as to make it unsafe for him/her to begin or continue to operate the vehicle*”.

ADVERSE WEATHER: “COMFORT ZONE”

Our drivers and contractors need to be reminded to pay attention to these changes in the weather and adjust how they drive or even cease driving if the conditions warrant. When weather becomes too severe to travel, or during a mandatory shutdown, pull the truck off the highway, find a safe place to park, and notify Dispatch immediately. Termination may result from driving in mandatory shutdown areas.

§ 392.14 Hazardous conditions; extreme caution.

Extreme caution in the operation of a commercial motor vehicle shall be exercised when hazardous conditions, such as those caused by snow, ice, sleet, fog, mist, rain, dust, or smoke, adversely affect visibility or traction. Speed shall be reduced when such conditions exist. If conditions become sufficiently dangerous, the operation of the commercial motor vehicle shall be discontinued and shall not be resumed until the commercial motor vehicle can be safely operated. Whenever compliance with the foregoing provisions of this rule increases hazard to passengers, the commercial motor vehicle may be operated to the nearest point at which the safety of passengers is assured.

§392.14 Hazardous conditions; extreme caution. - *Guidance*

Question 1: Who makes the determination, the driver or carrier, that conditions are sufficiently dangerous to warrant discontinuing the operation of a Commercial Motor Vehicle (CMV)?

Guidance: Under this section, the driver is clearly responsible for the safe operation of the vehicle and the decision to cease operation because of hazardous conditions.

Lights:

Clearance lamps and headlights must be turned on, 2 hours before sunset, until 2 hours after sunrise, or anytime there is not enough light to clearly see other vehicles or pedestrians at a distance of 500 feet.

UNAUTHORIZED HIGHWAYS:

CRST does not allow drivers to use the following highways:

- U.S. 50 in the state of West Virginia and up to Winchester, VA

- U.S. 60 from Charleston, WV to the Virginia State line
- U.S. 219 & U.S. 220 southbound to the state of West Virginia
- U.S. 19 south of Bluefield, VA
- U.S. 209 from Interstate 80 to Interstate 84 (Closed to tractor semi-trailer traffic) in PA
- U.S. 30 in the state of Pennsylvania from U.S. 15 west to the Ohio State line.
- U.S. 33 in the state of West Virginia
- State route 68 west of Kingman, AZ up to the Arizona/Nevada state line
- State route 163 from the Nevada/Arizona state line west to U.S. 95
- Interstate 70 west of Denver, Colorado
- Interstate 80 (Turnpikes) in Indiana and Ohio without authorization from Fleet Management
- US 50 between Salina, UT and Sparks, NV
- All PARKWAYS in New York
- PLEASE REFER TO THE FRONT OF A ROAD ATLAS FOR OTHER NON-TRUCK ROUTES

These are routes that have historically created serious problems for drivers, but there are other problem roads out there. Whenever you are planning a route and you are not sure about it, contact Operations or Safety to get some guidance.

REQUIREMENTS FOR DOT PHYSICALS

It is the driver's responsibility to have a current physical. Drivers must have a copy of their current medical card on their person at all times, and register the DOT Physical with the driver's state DMV each time a new physical is completed.

All Owner Operators and Company drivers are required to take a physical at a CRST approved location. A list of approved locations is available in Operations. The driver's Fleet Manager must schedule the physical. The driver cannot go to the clinic without authorization from CRST. ***The physical will not be accepted if an authorization is not given.***

Drivers must list all illness, injuries, medications, and medical conditions in the last five years on their physical. If it is found that, a driver did not disclose all medical information the driver may be terminated for falsification of their physical.

If a driver has a CDL in a state that requires a copy of the physical for their CDL to be valid, it is the drivers responsibility to make sure this is sent in to the state before the expiration date of his or her current physical. Beginning January 2012 each state will require the drivers to submit a valid medical card and an affidavit to their licensing state in order to make their CDL valid.

The CRST Safety Department would like to assist the driver in remaining compliant with Federal and State regulations. The Federal Motor Carrier Safety Administration (FMCSA) regulation requires each state to ensure every driver they issue a CDL is physically qualified with a current DOT physical. This impacts a CRST driver in three ways:

- CDL must be issued by the driver's state of residence.
 - ♦ Student driver's CDL must match the state of residence within 30 days of hire.
 - ♦ Current driver's CDL must match the state of residence within 30 days of the driver moving to a new state of residence.
- Each DOT physical renewal: regardless of the time period the physical is valid - driver will need to provide a copy of the physical (either the medical certificate, DOT physical long form, or both according to state requirements) to the state that issued the license in order to keep the CDL valid.
- Driver must self-certify with the state that issued the CDL. This is completed each time a driver renews their DOT physical or is issued a new CDL. A CRST driver must certify that he/she operates in non-excepted/non-exempt interstate commerce.

☒ **Category 1. Non-excepted Interstate. Not/Non-exempt.** I operate or expect to operate in interstate commerce, am both subject to and meet the qualification requirements under 49 CFR part 391, and am required to obtain a medical examiner's certificate by §391.45. (*CDL-4, CDL-10 box 7, medical certificate is required*)

States will track the expiration of drivers' DOT Physical Examinations. The driver is responsible for renewing their DOT Physical Examinations and turning in the required information along with the self-certification forms to the state agency that issued the CDL. Failure to self-certify on time will mean that the state will suspend/cancel the CDL, making it illegal to operate a CMV.

- Review your state's requirements carefully. In several cases, the actual CDL holder needs to make the initial certification in person to the state and provide their own medical information. However, following initial certifications and medical information can be provided by mail, fax, or e-mail. Other

states allow medical information to be mailed, faxed, or e-mailed on the initial submission of information.

- If the driver wishes the CRST Safety Department to assist with the initial submission of medical information, in those states that allow it, or the on-going submission of medical information, the driver will need to:
 - ♦ Sign the Medical Release giving CRST permission to submit this information. This release will stay in effect for as long as the driver is employed with CRST, or until the authorization is rescinded in writing.
 - ♦ Self certification forms for your licensing state are located at:
 - ♦ Licensing state DMV website.
 - ♦ www.crstpay.com: self – certification forms are located on the center of the home page under the driver sign in area. Select the licensing state from the drop down arrow and push “open CDL Self Certification form” located directly under the state chosen.
- Complete the self-certification form and return it to CR Medical along with the release form via:
 - ♦ E-mail : CRMedical@crst.com
 - ♦ Fax: (319) 390-6111
- Notify the Safety Department immediately with any change to your home state or address by turning in a new W-4 submitted via:
 - ♦ E-mail: DOTcompliance@crst.com
 - ♦ Fax: (319) 390-6110
 - ♦ TransFlo

You can obtain a new W-4 by contacting a Fleet Manager or the Safety Department. Please direct questions regarding this policy to your Fleet Manager, Safety Compliance, or the CR Medical Department.

Affidavits can be obtained at the driver’s local DMV office or in the Safety Department.

Drivers who fail to submit the required medical card can face license suspension.

COMPLIANCE, SAFETY, ACCOUNTABILITY FOR CMV DRIVERS (CSA)

CSA is an important initiative to improve the efficiency and effectiveness of FMCSA's enforcement and compliance program to achieve the Agency's mission to reduce Commercial Motor Vehicle (CMV) crashes, fatalities, and injuries. CSA is a Federal Motor Carrier Safety Administration (FMCSA) program to improve large truck safety, ultimately reduce crashes that involve a CMV, and save lives. The program allows the FMCSA to contact a larger number of carriers earlier in order to address safety problems before a crash occurs.

Under CSA, SMS (Safety Measurement System) is used to assess high-risk motor carriers that require an intervention. SMS evaluates all safety based roadside inspections, not just Out of Service violations. SMS assesses each carrier's safety performance in each of the seven Behavior Analysis and Safety Improvement Categories (BASIC's). The SMS calculates a measure for each BASIC by combining the time and severity weighted violations/crashes. Violations that are more recent are weighted more heavily and the scores are updated monthly.

The way FMCSA assesses carrier safety.

- Identifies unsafe carrier and driver behaviors that lead to crashes.
- Uses all safety-based roadside inspection violations.
- Evaluates/tracks driver performance individually.

How FMCSA addresses carrier safety issues?

- Reaches more carriers earlier and more frequently.
- Improves efficiency of investigations.
 - ♦ Focuses on specific unsafe behaviors.
 - ♦ Identifies root causes.
 - ♦ Defines and requires corrective actions.

CSA's three components to FMCSA's enforcement and compliance model:

- The Safety Measurement System (SMS) replaces SafeStat.
 - ♦ DSMS: Driver Safety Measurement System.
 - ♦ CSMS: Carrier Safety Measurement System.
- The intervention process augments CRs (Compliance Review).
 - ♦ Allows for a "Focused" review within one category alone, saving the government and the carrier, both time and money.
- Safety Fitness Determination (SFD).
 - ♦ Is tied currently to safety performance and not limited to acute or critical violations discovered during a review.

How does the Safety Measurement System work?

Evaluates safety of carriers and CMV drivers based on unsafe behaviors that lead to crashes.

- Calculates safety performance based on seven Behavior Analysis and Safety Improvement Categories (BASICs).
- Weights time and severity of violations based on relation to crash risk.

- Uses crash records and all safety-based violations found at roadside inspections.

Measures carrier safety performance.

Includes a tool for use by Safety Investigators to assess driver safety performance.

Measurement results support future Safety Fitness Determinations.

A Relevant Inspection is any Driver Inspection (Level I, II, III, or VI), including those that do not result in a violation, or any other inspection resulting in an applicable BASIC violation.

Applicable Violation is as any violation recorded in any level roadside inspection that matches the FMCSR and HMR cites listed for Vehicle Maintenance, Cargo-Load Securement Related, or Hazardous Materials BASIC during the past 36 months, and for any violations, which the CMV driver can be held responsible. In cases of multiple counts of the same violation, the DSMS only uses each violation cite once per inspection.

A Severity Weight is assigned to each applicable violation, with a value dependent on two parts: (i) the level of crash risk relative to the other violation cites used in the BASIC measurement, and (ii) whether or not the violation resulted in an OOS condition. The level of crash risk is assigned to each applicable violation ranging from 1 (less severe) to 10 (most severe); for the corresponding severity weights of each violation cite. An OOS weight of 2 is then added to the severity weight of OOS violations. In cases of multiple counts of the same violation, if any of the counts of the violation are OOS the OOS weight of 2 applies. The sum of all severity weights yielded by any one inspection for violations in any one BASIC is capped at a maximum of 30 points. A time weight of 1, 2 or 3 is assigned to each applicable violation based on how long ago it was recorded. Violations recorded in the last 6 months (12 months for the driver); receive a time weight of 3. Violations recorded between 6 and 12 months ago (older than 12 months, but within 24 months for the driver); receive a time weight of 2.

All violations recorded earlier than 12 months, but within 24 months (older than 24 months, but within 36 months for the driver); receive a time weight of 1. Using the exact same time weight scheme, time weights are assigned to each relevant inspection, regardless of whether or not an inspection yielded an applicable violation. This time weighting places more emphasis on results of recent inspections relative to older inspections. Time and Severity Weighted Violation is a violation's severity weight multiplied by its time weight.

Violations for carriers are time weighted for 24 months.

- 0-6 months = Severity X 3
- 6 – 12 months = Severity X 2
- 12 – 24 months = Severity X 1

Violations for drivers are time weighted for 36 months.

- 0 - 12 months = Severity X 3
- 12 – 24 months = Severity X 2
- 24 – 36 Months = Severity X 1

Driver Safety Measurement System:

The Driver Safety Measurement System (DSMS) is used to calculate the driver measures and percentiles for each BASIC and the Crash Indicator for individual CMV drivers. BASICs that are evaluated similarly are described together.

The DSMS driver categories are as follows:

- Unsafe Driving BASIC and Controlled Substances/Alcohol BASIC
- Fatigued Driving (HOS) BASIC and Driver Fitness BASIC
- Vehicle Maintenance, Cargo-Related BASIC and Hazardous Materials BASIC
- Crash Indicators

The violations in the DSMS category are available to Safety Investigators, Officers, and Carriers to view driver safety patterns and point violations.

THE 7 DRIVER BASICS

Unsafe Driving (CFR parts 392 and 397):

Violations within this category relate to the driver and operation of the CMV, such as following too close and failure to obey a traffic device (FTO) - 5 points, failure to wear seatbelt – 7 points, and violating an out of service order, or reckless driving – 10 points. CRST's top violations are for speeding, Failure To Obey (a traffic control device), and seatbelts.

Fatigued Driving (Hours of Service) (CFR parts 392 and 395):

Fatigued Driving (HOS) BASIC—Operation of a CMV by drivers who are ill, fatigued, or in non-compliance with the Hours-Of-Service (HOS) regulations. This BASIC includes violations of regulations surrounding the complete and accurate recording of logbooks as they relate to HOS requirements and the management of CMV driver fatigue. Instances related to the Fatigued Driving (HOS) BASIC are distinguished from incidents where unconsciousness or an inability to react is brought about by the use of alcohol, drugs, or other controlled substances.

Violations within this category relate to the Hours of Service and the driver's log book such as failure to include driver signature on log – 2 points, failure to maintain 7 days previous logs and failure to keep change of duty status current – 5 points, 11/14/70 hour driving violation – 7 points, operating a commercial motor vehicle while ill or fatigued – 10 points. CRST's top violations are for General Form and Manner, and the 14-Hour rule.

Driver Fitness (CFR parts 383 and 391):

Operation of a CMV by drivers who are unfit to operate a CMV due to lack of training, experience, or medical qualifications. Example violations: failing to have a valid and appropriate commercial driver's license and being medically unqualified to operate a CMV. CRST's top violations are for driving while disqualified or on a suspended license, and driver not in possession of medical card.

Controlled Substance/Alcohol (CFR parts 382 and 392):

Operation of a CMV by drivers cited in roadside inspections for impairment due to alcohol, illegal drugs, or misuse of prescription / over-the-counter medications. CRST's top violations are for being intoxicated behind the wheel of a CMV.

Vehicle Maintenance, Cargo/Load Securement (CFR parts 392, 393, 396 and 397):

Violations within this category relate to the driver conducting a thorough, proper, Pre-Trip Inspection, or failure to properly maintain a CMV, bridge laws, weight restrictions, permits, cargo and load securement. Example violations: brakes, lights, and other mechanical defects, and failure to make

required repairs, failure to properly prevent shifting loads, and spilled or dropped cargo. CRST's top violations are for inoperative lights, replacement parts, and damaged or worn tires.

Hazardous Materials (Hazardous Materials):

Violations within this category relate to, and the Hazardous Materials Compliance regulations. Examples include unsafe handling of hazardous materials on a CMV. CRST's top violations are for missing or incorrect placards.

Crash Indicator (Reportable Crashes):

This is a list of all DOT recordable accidents, injuries, and fatalities. Histories or patterns of high crash involvement, including frequency and severity, based on information from state-reported crash reports. Applicable Crash is based on crash reports provided by the states for each crash that meets the reportable crash standard during the past 36 months. A reportable crash is one that results in at least one fatality; one injury where the person injured is taken to a medical facility for immediate medical attention; or one vehicle having been towed from the scene (i.e. tow-away) as a result of disabling damage caused by the crash.

All violations count toward a carrier's score.

- If received while driving for *that* carrier.

Speeding is categorized into 5 sections as follows.

- Speeding 6-10MPH >limit; Severity weight 4 points
- Speeding 11-14 MPH >limit; Severity weight 7 points
- Speeding 15+MPH/Workzone; Severity weight 10 points
- Speeding related – radar detector; Severity weight 5 points

CRST considers a driver to be on alert status with a score 100 or more. This can result in a Final Safety Review / DDC or termination. (See Carrier specific CSA Corrective Action Plan)

Developing a poor driving record while employed by a carrier can result in termination. Carriers are to use an intervention process designed to prevent events from reoccurring. The new intervention process provides an array of tools that can be used depending on the specific safety problems of the carrier/driver. This includes an "early warning" in the form of a warning letter.

Carriers must have a follow up plan for all interventions. Was the driver given a verbal warning? Written warning? Safety Review or Defensive Driving Class (DDC)? Termination? The process allows for focused attention on specific problem areas pertaining to the carrier or driver.

CRST and its drivers must continually focus on a reduction in all BASIC categories. Drivers can accrue points for both the carrier and their self. An inspection with "no violations found" or "clean inspection" count as positive points for both the carrier and driver.

Clean driving inspections, no accidents, no moving violations/warning are the best way both you and CRST can prosper under the CSA program. A \$25.00 bonus will be paid for a clean inspection that is scanned in to Safety via the TransFlo scanning system within 24 hours and show On-Duty time with a flag on your driver's daily log. If the officer states you have a clean inspection make sure you receive a copy that states clean inspection or no violations and that you have taken the steps above to send it in to the Safety department.

*** All inspections, tickets, or warnings must be sent to Safety within 24 hours. ***

“Driver Profiles” from FMCSA’s Driver Information Resource (DIR) are available to carriers through PSP. PSP is currently available to drivers. Access and additional information can be found at:
www.psp.fmcsa.dot.gov

Violations within the control of the driver (as deemed by the agency) count toward a driver’s safety profile. Carriers cannot see the historic driver safety profile.

- Carriers can only see the violations received while the driver was employed by the driver’s current company.

Individual driver safety profiles are used by investigators during carrier investigations only.

- To identify drivers with safety problems
- To prioritize driver sample during carrier investigation
- To issue Notice of Violations (NOV’s)/Notice of Claims (NOC’s) to individual drivers based on this driver investigation as appropriate

The SMS BASICs data is sent to roadside inspectors.

- To assist in determining the level of the roadside inspection.
- North American Standard (NAS) Inspection procedures are not changed.

Know and follow safety rules and regulations.

- Check out web-based commercial motor vehicle (CMV) safe driving tips at
<http://www.fmcsa.dot.gov/about/outreach/education/driverTips/index.htm>

Become knowledgeable about the Behavior Analysis and Safety Improvement Categories (BASICs) and how FMCSA assesses safety under CSA. Review the Safety Measurement System (SMS) methodology document at:

<http://csa.fmcsa.dot.gov/Documents/SMSMethodology.pdf>

- Using the SMS and a copy of the driver’s PSP will enable the ability to determine a driver’s CSA, which is otherwise not available to the carrier or the driver.

Visit the driver resources at: <http://csa.fmcsa.dot.gov/outreach.aspx>

- The driver toolkit provides vital information to help you understand your roles and responsibilities under FMCSA’s CSA program.

Learn about employers’ safety records.

- Check carrier safety records online at <http://ai.fmcsa.dot.gov/default.aspx>
- Visit the CSA Website: <http://csa.fmcsa.dot.gov> and subscribe to the RSS feed or email list to stay up-to-date on CSA news and information.

What is the detailed process for drivers to contest information contained in FMCSA records?

- Drivers should use FMCSA’s DataQs system to make a request for Data Review (RDR) in FMCSA databases.
- To do this, drivers can go to the DataQs registration page at <https://dataqs.fmcsa.dot.gov/login.asp> select “Register Online” as a general public user, and create a DataQs account profile. Once registered, drivers can request a review of their data by following detailed instructions in the help menu.

ALL violations found during roadside inspections count toward carrier and driver safety measurement according to vehicle or driver violation type. BASIC information/scores are sent to roadside inspectors as a tool in the decision of whether to inspect and what level to inspect a specific CMV.

- Roadside inspectors see carrier information/scores.
- Roadside inspectors do not see driver measurement information.

Safety Investigators will be able to see the safety performance history of drivers when they are conducting a carrier investigation.

- Safety profile includes the entire history of the driver and is not available to carriers.
- Safety profile is a tool for investigators to use in sampling and to issue NOC's/NOV's to drivers based on performance. Drivers are not rated (i.e. unfit) under CSA

Frequently Asked Questions:

Does CSA give FMCSA the authority or processes to rate drivers and revoke CDLs?

- No. Driver safety profiles are available to investigators but these *are not* used to rate drivers and/or revoke CDLs; State licensing agencies perform that function.
- Carriers will review driver profiles and make employment decisions based upon their findings.

Do tickets or warnings that drivers receive while operating their personal vehicles impact the Safety Measurement System?

- No.

Does the SMS hold carriers responsible for drivers' errors, such as speeding?

- Yes. Carriers are held accountable for drivers' errors because they are responsible for the job performance of those who work for them.

Is it considered an inspection every time I talk to an inspector at a weigh station?

- Not necessarily. Law enforcement performs two types of actions at the roadside: a screening and an inspection. A screening evaluates a CMV to determine if that driver and/or vehicle warrants an inspection. Screening methods may vary by jurisdiction. A screening does not constitute an inspection unless an inspection report is generated.

Keep copies of all Inspection Reports. Advocate for safety among all professional drivers.

For more information, visit: www.csa.fmcsa.dot.gov

HAZARDOUS MATERIALS

According to the U. S. Department of Transportation (DOT), a hazardous material is "A substance or material, including a hazardous substance, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated". In layman's terms, this means any material that, because of its chemical properties, may cause injury, loss of life, damage to property or the environment if involved in an accident during transportation. A minor transportation accident can quickly escalate into a major catastrophe when hazardous materials are involved.

There are currently two sets of regulations covering the shipping of hazardous materials.

International Maritime Dangerous Goods Code regulations:

- pertains to international shipments,
- enforced by the "competent authorities" of the countries who have adopted these regulations.

Code of Federal Regulations (CFR-49)

- regulations are governed by the DOT,
- pertain mainly to domestic shipments,
- reference international regulations when shipping by ocean and/or air,
- enforced by the Federal Aviation Administration, United States Coast Guard, Federal Highway Administration, and Federal Railroad Administration.

The two sets of regulations are very similar in documentation, labeling, marking, and placarding requirements. However, some differences do exist. Whenever these regulations conflict, the more stringent of the two must be adhered to.

WHO IS RESPONSIBLE FOR COMPLYING WITH THE HAZARDOUS MATERIAL REGULATIONS?

The shipper or their agent is responsible for having their Hazardous Material cargo in compliance with all the regulations at the time the cargo is offered for transportation (at the time of pick up from the shipper's facilities, or at the time of delivery to the carrier's terminal). The carrier's (highway, ocean, rail, air) responsibility is to determine that the shipper has, in fact, complied to the regulations before the carrier transports the cargo. A signed "shipper's certification" statement is required.

Federal law dictates that each company whose drivers haul Hazardous Materials must be trained and certified by that company in the rules and regulations concerning the transportation of Hazardous Materials. **CRST requires all of its OTR drivers to be certified every 2 years.** Recertification can be completed by Self Study Guide or by attending formal classroom instruction to refresh your knowledge of the regulations and requirements for transporting Hazardous Materials shipments, and is followed by a test, which must be completed and submitted to the Safety or Training Department before being certified to haul Hazardous Materials shipments for CRST.

- The rules regarding Hazardous Materials are found in both the **Hazardous Materials Compliance Book** as well as in the **Federal Motor Carriers Safety Regulations** pocketbook. The penalties for violating a requirement can range up to \$175,000 for **each** violation.
- The Federal Motor Carriers Safety Regulations pocketbook, the Hazardous Materials Compliance Book, and the Emergency Response Guide are required to be on the truck at all times.

Hazard Classes: Based on Class/Division number

Class 1 - Explosives

- Division 1.1 Explosives with a mass explosion hazard
- Division 1.2 Explosives with a projection hazard
- Division 1.3 Explosives with predominantly a fire hazard
- Division 1.4 Explosives with no significant blast hazard
- Division 1.5 Very insensitive explosives with a mass explosion hazard
- Division 1.6 Extremely insensitive articles

Class 2 – Gases

- Division 2.1 Flammable gases
- Division 2.2 Poison gases
- Division 2.3 Toxic gases

Class 3 – Flammable Liquids (and Combustible Liquids U.S.)

Class 4 – Flammable Solids; Spontaneously Combustible Materials; and Dangerous when Wet Materials / Water- Reactive Substances

- Division 4.1 Flammable solids
- Division 4.2 Spontaneously combustible materials
- Division 4.3 Water-reactive substances/ Dangerous when wet materials

Class 5 - Oxidizing Substances and Organic Peroxides

- Division 5.1 Oxidizing substances
- Division 5.2 Organic peroxides

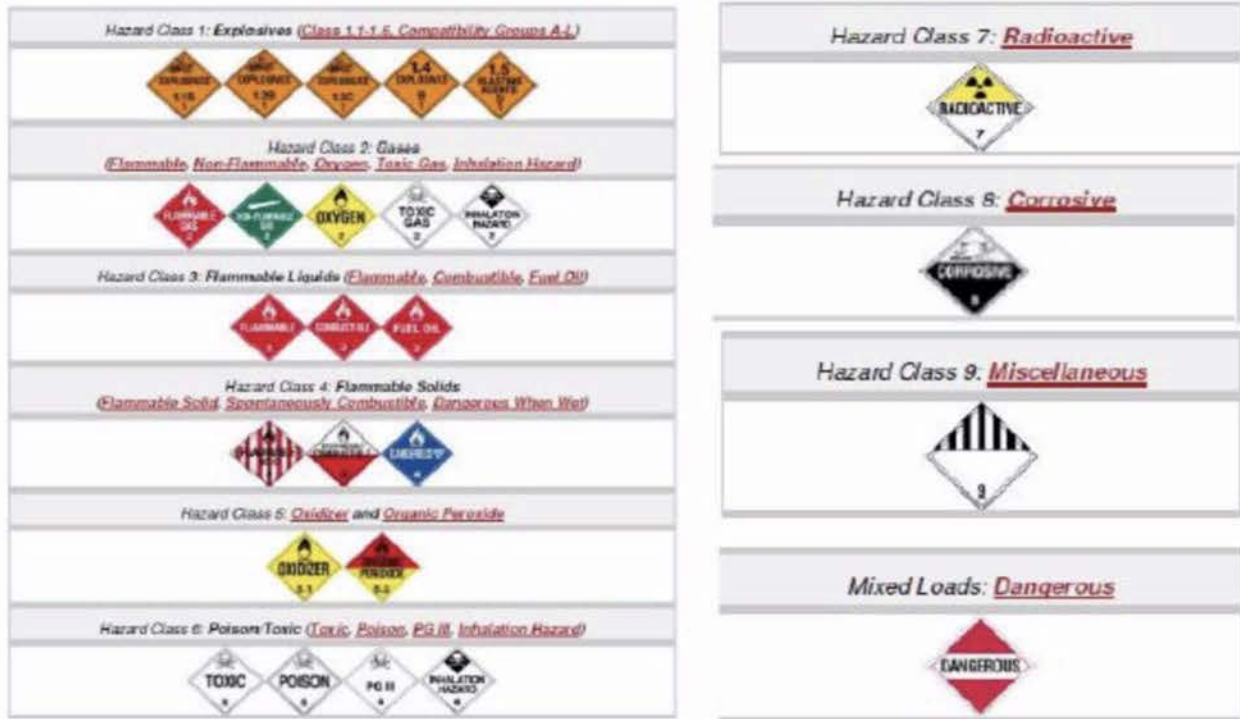
Class 6 - Toxic Substances and Infectious Substances

- Division 6.1 Toxic substances
- Division 6.2 Infectious substances

Class 7 - Radioactive Materials

Class 8 - Corrosive Substances

Class 9 - Miscellaneous Hazardous Materials / Products, Substances or Organisms



ORM-D: Other Regulated Material from Class 1 through 9 that is eligible for, packaged, and offered for shipment as a Consumer Commodity suitable for retail consumption.









§173.144 Other Regulated Material (ORM)—Definitions.

Until December 31, 2020 and for the purposes of this subchapter, “ORM-D material” means a material such as a Consumer commodity, Cartridges, small arms, Cartridges, power devices (used to project fastening devices), Cartridges for tools, blank, and Cases, cartridge, empty with primer, which, although otherwise subject to the regulations of this subchapter, presents a limited hazard during transportation due to its form, quantity and packaging. The article or substance must be a material for which exceptions are provided in Column (8A) of the §172.101 Hazardous Materials Table.

[78 FR 65480, Oct. 31, 2013]





DOT Hazardous Materials Placard Tables: <http://www.labelmaster.com/Placard-finder/> DOT Hazardous Materials Placard Tables from 49 CFR Section 172.504. Except as otherwise provided in this subchapter, each bulk packaging, freight container, unit load device, transport vehicle or rail car containing any quantity of a hazardous material must be placarded on each side and each end with the type of placards specified in Tables 1 and 2 of this section and in accordance with other placarding requirements of this subpart, including the specifications for the placards named in the tables and described in detail in §§ 172.519 through 172.560.

Table 1

Category of material (Hazard class or division number and additional description, as appropriate)	Placard name	Placard design reference (g)
1.1	 EXPLOSIVE 1.1 EXPLOSIVE 1.1	172.522
1.2	 EXPLOSIVE 1.2 EXPLOSIVE 1.2	172.522
1.3	 EXPLOSIVE 1.3 EXPLOSIVE 1.3	172.522
2.3	 TOXIC GAS 2.3 TOXIC GAS 2.3	172.540
4.3	 WATER REACTIVE 4.3 WATER REACTIVE 4.3	172.548
5.2 (Organic peroxide, Type B, Liquid or solid, temperature controlled)	 ORGANIC PEROXIDE 5.2 ORGANIC PEROXIDE 5.2	172.552
6.1 (material poisonous by inhalation (see § 171.8 of this subchapter))	 TOXIC INHALATION 6.1 TOXIC INHALATION 6.1	172.555
7 (Radioactive Yellow III label only)	 RADIOACTIVE 7 RADIOACTIVE 7	172.556

(1) RADIOACTIVE placard also required for exclusive use shipments of low specific activity material and surface contaminated objects transported in accordance with § 173.427(b) (4) and (5) or (c) of this subchapter.

Table 2

Category of material (Hazard class or division number and additional description, as appropriate)	Placard name	Placard design reference (g)
1.4	 EXPLOSIVE 1.4 EXPLOSIVE 1.4	172.523
1.5	 EXPLOSIVE 1.5 EXPLOSIVE 1.5	172.524
1.6	 EXPLOSIVE 1.6 EXPLOSIVE 1.6	172.525
2.1	 CORROSIVE 2.1 CORROSIVE 2.1	172.532
2.2	 CORROSIVE 2.2 CORROSIVE 2.2	172.528
3	 FLAMMABLE 3 FLAMMABLE 3	172.542
Combustible Liquid	 COMBUSTIBLE LIQUID COMBUSTIBLE LIQUID	172.544
4.1	 FLAMMABLE SOLID 4.1 FLAMMABLE SOLID 4.1	172.546
4.2	 FLAMMABLE SOLID 4.2 FLAMMABLE SOLID 4.2	172.547
5.1	 OXIDIZING 5.1 OXIDIZING 5.1	172.550
5.2 (Other than organic peroxide, Type B, liquid or solid, temperature controlled)	 OXIDIZING 5.2 OXIDIZING 5.2	172.552
6.1 (other than material poisonous by inhalation)	 TOXIC 6.1 TOXIC 6.1	172.554
6.2	 TOXIC 6.2 TOXIC 6.2	172.558
8	 CORROSIVE 8 CORROSIVE 8	172.556
9	 ENVIRONMENTALLY HAZARDOUS SUBSTANCE 9 ENVIRONMENTALLY HAZARDOUS SUBSTANCE 9	172.560
ORM D		

CRST does not haul any "Table 1" products, or any products that are "Placard any Quantity". We will not accept the following Classes:

Class 1.1, 1.2, 1.3, 1.5 (we will accept 1.4 and 1.6 in Less Than Truckload quantities)

Class 2.3 Toxic Gases (unless approved by management)

Class 4.3 Water Reactive Substances (unless approved by management)

Class 5.2 Organic Peroxides (Temperature controlled)

Class 6.1 Toxics by Inhalation (unless approved by management)

Class 6.2 Infectious Substances

Class 7 Radioactive Materials (unless approved by management)

Class 8 Wet-Filled Batteries with Acid (we will accept Less Than Truckload amounts)

Manifested Hazardous Waste (we do accept Class 9 Environmentally Hazardous Substance)

We do not accept any material which has any of the above as a subsidiary hazard.

- The Hazardous Materials Table (HMT) is found in 49 CFR, Part 172.101.
- The Table lists alphabetically, by proper shipping name, those materials that the Secretary of Transportation has determined to be hazardous.
- This module assumes that the manufacturer or shipper has already classified the hazardous material.

Refer to this table in reviewing your shipping paper and related hazard communication information.

Packing groups indicate degree of hazard risk.

- ## THE LAWS:

- The person offering the Hazardous Material for transportation (usually the shipper) must provide a shipping paper to the carrier. This document must contain the following information (taken from the CFR-49 and IMDG Code):

- CRSTF000532