



ET Transport Driver Orientation Handbook “The Way Things Work”

Prepared For:

Date:

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Revision Record

March 21, 2018 – Added No Passengers/Pets Policy

April 26, 2018 – Add “training” to eLog disciplinary Policy

October 24, 2018 – Moved Sections covering Dispatch, C-TPAT, and Owner/Lessees; Removed duplicated “Extra Equipment Inspection”; Renamed “Illness” to “Illness and Driving” for clarity.

January 17, 2019 – Added “pets approval and waiver” stipulation. Added sign-off for Pets Damage agreement.

January 17, 2019 – Added Distracted Driving Policy.

February 2019 – Update contact information; add checking for ERG book to Hazmat checklist; Change ‘must scale’ from 40K to 37K; ADDED SECTION REGARDING TRAILER INSPECTION REPORTS

March 2019 – Updated Phone List; Added HazMat Checklist; Cannabis Policy;

May 2019 – Revision of Speeding Disciplinary Policy to align with HOS and Violations discipline. Add “Road Observations”; Seatbelts. Added new procedure and form for “Incident Reporting”.

May 2019 – added stipulations to cover documentation required for Owner/Operator Maintenance Reports.

June 2019 – added driver responsibility for ‘piece count’ confirmation to Dispatch Sections.

July 2019 – Added sections pertaining to Moncton Terminal (highlighted)

September 2019 – Clarified requirements surrounding Tickets, Citations, Fines; Modified reference to Insurance Carrier; Removed Van/Reefer Dispatch details (now separate handout from Dispatch Dept)

October 3, 2019 – Add Advance on Payroll Agreement October 28, 2019 – Add Trailer Cleanliness Agreement

June 10, 2020 – Reviewed in order to update Distracted Driving Policy, Samsara procedures and trip envelopes, re-arranged order of procedures to facilitate searching online.

Introduction

Hi _____ This Driver Orientation Handbook has been prepared to assist you in performing your duties, and to make you an informed employee.

The Driver Orientation Handbook is simply an introduction to ET Transport. You will receive a copy of this Handbook and are encouraged to refer to it regularly.

In the event that you should have any questions arising from the contents of this Handbook, please feel free to discuss any item of concern with your Dispatcher, Safety, or Human Resources. As this Handbook contains policies that are important to all of our employees, we encourage your comments and suggestions.

Confidentiality Policy and Pledge

Any information that you learn about 2063940 Ontario Inc. O/A ET Transport, or its members or donors, as a result of working for 2063940 Ontario Inc. O/A ET Transport that is not otherwise publicly available constitutes confidential information.

You may not disclose confidential information to anyone not employed by 2063940 Ontario Inc. O/A ET Transport or to other persons employed by 2063940 Ontario Inc. O/A ET Transport who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of 2063940 Ontario Inc. O/A ET Transport confidential information is prohibited. Any employee who discloses confidential 2063940 Ontario Inc. O/A ET Transport information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature:

Name:

Date:

IMPORTANT CONTACT INFORMATION**Office:** 905-669-0481, **Toll Free:** 877-212-0007 **Fax:** 905-669-0482, **Toll Free:** 866-737-1117

Van/Reefer Division		
Farah	Extension 228	farah@ettransport.ca
Sharma	Extension 216	sharma@ettransport.ca
Raj	Extension 212	raj@ettransport.ca
Lizzy	Extension 219	lizzy@ettransport.ca
David	Extension 218	afterhours@ettransport.ca
After-Hours Dispatch	Ph: 877-212-0007 extension 1 Cell (until 11 pm): 647-893-8863 Fax: 866-737-1117	

Maritimes Division		
Frank	Extension 215	frank@ettransport.ca

Flatbed Division		
Inga	Extension 232 After-Hours Cell 416-302-9946 Fax 866-606-1658	inga@ettransport.ca

City Division		
Mario	Extension 211 Cell 437-928-6142	mario@ettransport.ca

Management		
Roman	Extension 225	roman@ettransport.ca
Ronen	Extension 233	ronen@ettransport.ca

Safety		
Jay (Equipment)	Extension 504	jay@ettransport.ca
Mark (HOS, etc.)	Extension 501	mark@ettransport.ca
Alex (Mechanical)	647-717-6767	
After-Hours	Cell (until 11 pm) 437-229-2165	

Human Resources, Legal		
Jennifer	Extension 506	jennifer@ettransport.ca
Attendance (Vacation, etc.)		hr@ettransport.ca

Moncton Terminal – 161 Caledonia Road Moncton NB E1H 3C7		
Alan	Main Ph: 506-800-8085 Extension 622 Cell 506-995-0699	alan@ettransport.ca

GENERAL POLICIES

Welcome to ET Transport. This manual will help you get to know how the company operates, find valuable information and instructional procedures.

Our Goal

At ET Transport our goal is to add dependability to every piece of freight our organization handles.

Our customers have, for over 15 years, enjoyed our dependable service and personal attention to their products. The “ET Touch” is our customer’s guarantee of dependable service. Consistently great service is achieved through our courteous and helpful employees in their daily contact with our customers.

All of our staff, from dispatch to driver, helps to maintain customer satisfaction in all facets of our over the road operations.

You play an integral role in making sure that our customers are treated to great service!

Attitude and Expectations

Please remember: you are a representative of ET Transport while out in the community. Create a favourable image of the company and yourself by following these principles:

- Abide by all customer safety rules and regulations including PPE and **COVID19 policies**
- **Position your vehicle** in a manner that will least likely interfere with a customer’s business and/or flow of traffic
- Be **friendly** and greet customers with a smile
- **Avoid arguing** with a customer or their employees. If a problem arises, call your dispatcher and explain the situation.
- Always be neat, clean, and well-groomed.

Communication

We believe that communication is vital to our team. We make every effort to communicate with our drivers to alleviate stress.

- We use a number of methods of communication from email to text to phone. Your dispatcher will explain, during your dispatch training, how they communicate important information to you and how you can communicate with key personnel at ET.
- If you have a valid concern or complaint, please voice it respectfully to your dispatcher. If you have a suggestion, please follow the same process.
- Please do not “vent” to other drivers about personal dissatisfactions – this will not resolve an issue. Please, always keep in mind, that no two drivers have the same skills or level of experience.
- If you feel that you are not being heard by your dispatcher, you may contact Human Resources or Management.

Harassment Policy

ET Transport does not tolerate harassment in any form.

Each of us are responsible for creating an environment free of discrimination and harassment. If you have a complaint involving harassment please bring that complaint to the Human Resources Department immediately. We take this seriously and we will investigate all complaints.

Examples of prohibited conduct include:

- Racially motivated actions and behaviour including inappropriate questioning about racial or ethnic origin, offensive graffiti,
- Lack of tolerance or personal differences and making fun of personal difference or appearance,
- Intimidating or demeaning comments, remarks, or jokes about an individual's **sexuality, disability, race, age, religion, or gender**.

ET Transport prohibits employees and contractors from doing anything that coerces or harasses another person (employed or not employed by ET Transport). This specifically prohibits a driver from engaging in any intimidating, coercive, or harassing behaviour of a sexual nature.

ET Transport also abides by a Workplace Violence Policy, posted on our Safety Board along with the Canada Labour Act, near the entrance to the warehouse.

Signature:

Name:

Date:

Probationary Period - Employees Only

As both an employee or contractor, you will start your driving career with ET on a “probationary” basis. During the first three (3) months of your employment, your performance is subject to review by company management.

Probation begins on _____ and ends on _____

Signature: _____ Name: _____ Date: _____

Termination

If any employee in good standing with the company decides to leave:

- Please provide 2 weeks’ notice
- Owner/Operators are asked to provide appropriate notice of the termination of their Agreement with ET Transport in accordance with the Contractor Agreement.
- Lease Operators who choose voluntary termination are subject to the terms of their Lease to Purchase Agreement.

Involuntary Termination

ET Transport reserves the right to terminate an employee at any time, without notice, for the following (but not limited to):

- Unsatisfactory work performance
- Violation of company policies
- Performing unsafe driving duties
- Positive drug and/or alcohol testing or Failure to complete drug and/or alcohol testing. (Drivers who are engaged in such conduct will be advised of resources available in evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances, including names, addresses, and telephone numbers of substance abuse professionals, counselling services and treatment programs. The employee, Owner/Operator is responsible for all costs involved in getting treatment.)

Returning ET Property

Upon termination, all company equipment is to be returned to ET Transport. This includes:

- Base Plates
- Keys and gate cards
- Pre-Pass
- GPS and Camera Equipment (can be removed by ET for a fee)
- Scanner/Printer
- Outstanding Paperwork (PODs, receipts, maintenance reports)
- BVD and T Check cards
- Trailer key
- Any other items issued that are the property of ET Transport

Drivers will be charged for any recovery fees incurred in securing equipment not returned to the ET Transport terminal.

Driver Personal Contact Information

Notify Dispatch and Safety if:

- address, phone number email, or emergency contact information changes.
- Driver's License, Passport, FAST Card, work permits, etc., expire or are renewed

FAILURE TO NOTIFY US WHEN IMPORTANT CONTACT AND IDENTIFICATION CHANGE, CAN RESULT IN ISSUES AT THE BORDER AND YOUR DISPATCHER BEING UNABLE TO PROVIDE YOU WITH A DISPATCH.

Payroll- Creditstone

- ET Transport pays drivers on the 1st and 15th day of each month.
- Payments are made through direct deposit.
- The first payroll is 'held back' **up to 14 days** depending on date of hire.
- You must provide a "Void Cheque" or similar document to direct the electronic funds transfer within 5 days of your start date.
- Settlements are emailed to drivers.
- Questions about your pay can be directed to your dispatcher.

Payroll – Moncton

- ET Transport pays drivers by the end of the next business day following return from a trip to the Moncton HOME Terminal.
- Payments are made through e-transfer
- Statements are emailed to drivers
- ALL questions regarding pay should be directed to your dispatcher.
- Drivers who remain 'on the road' for an excessive period of time may request an advance on miles already driven. This request is to be sent to your dispatcher. NOTE: This advance is **not** subject to the Administration fee outlined below.

Advance on Payroll Agreement

From time-to-time, drivers may request and advance on payroll. This request should be made directly through **Roman or Ronen**.

- I agree that any request for an advance on upcoming compensation owed must be approved by Executive Management.
- I understand that there is a 5% administrative fee associated with any advance.
- I understand that Management reserves the right to determine the appropriate repayment plan/schedule.

Signature:

Name:

Date:

Fuel Cards

Each driver is issued a **BVD Fuel Card (Petro Canada/Loves)** and a **T Check (Pilot/Flying J)** fuel card. By default, the T Check card is disabled.

- Contact Safety Extension 504 (or after hours Safety Cell) for:
 - emergency activation of your T Check card
 - changes to your cards
 - If a card is lost, damaged, or stolen
- These cards may be used for truck fuel and reefer fuel.
- Drivers may use the BVD Card for small cash advances several days a week.
- All fuel is to be purchased in Canada except in situations where it would not be possible to complete the trip otherwise.

407ETR

Unless you have been provided with a 407ETR Transponder by your Dispatcher, ET Transport trucks are not authorized to use the 407. Any charges will be the driver's responsibility.

Signature:

Name:

Date:

Illness and Driving

No driver will operate a motor vehicle while the driver's ability or alertness is impaired through fatigue, illness or any other cause as to make it unsafe for their operations of a motor vehicle. If you feel ill or too tired to drive, **notify your dispatcher immediately** so that appropriate actions may be taken to ensure everyone's safety.

Time Off (Vacation)

ET Transport requires drivers to give advanced notice when requesting time off for vacation or an appointment so that loads can be planned accordingly.

- A minimum of 14 days notice is required to be given to your dispatcher.
- If you are a "Moncton Slip Seating" driver, you are asked to confirm load acceptance and availability a minimum of 48 hours prior to departure time.

Please note that fixed repayments, payments, and escrow amounts continue during your time off.

Doctor & Dentist Appointments, etc.

Scheduling for periodic time off will require **1 week's minimum written notice**

- email to hr@ettransport.ca and your dispatcher
- requests for time off are not granted automatically and require prior approval from **ET Transport**.

Personal Property

ET Transport is **NOT RESPONSIBLE** for a driver's personal property. No valuables are to be left in unattended vehicles. Trucks should be locked at all times when not in the yard.

Truck and Trailer Insurance

ET Transport maintains appropriate coverage on all equipment.

- The deductible amount is \$10,000. Owner/Operators are encouraged to consider our “Buy-Down” coverage to mitigate unexpected costs in the case of a major mechanical breakdown or an accident.
- The Safety Department will review your Permit Book with you so that you can locate the Insurance Certificate and “pink slip” should the need arise.

Personal Protective Equipment

All drivers are required to have with them at all times: safety vest, safety glasses, work boots, gloves and hard hat.

It is the responsibility of each employee to utilize such safety equipment when on the premises of customers as may be required by such in the course of their duties on behalf of **ET TRANSPORT**. Any notification received by ET Transport in regards to an employee breach of our customers rules and regulations will result in disciplinary action.

Dress Code

As a driver, you are a Front Line Representative of **ET Transport** and as such need to make a good first impression. While uniforms for drivers are not required, a clean, well-kept appearance is. As a suggestion, please avoid ripped or torn jeans, shirts with the sleeves cut off and t-shirts with offensive pictures or words. Don't forget to take time for yourself. Your personal hygiene is just as important as the clothes you wear when attending a customer's place of business.

REMEMBER: You **are ET Transport**. Take pride in your personal appearance as professional driver.

Commercial Vehicle Driver – Blood Drug Content Policy

Per recent changes to the Highway Traffic Act, commercial vehicle drivers running under the authority of 2063940 Ontario Inc., must have **no blood drug content** when operating their vehicles. Effective July 1, 2018, the HTA requires that drivers of commercial vehicles have a blood alcohol content of zero – which is measured at 0.02 – and equivalent blood drug content as detected by an oral fluid screening device when driving a commercial motor vehicle.

With the Federal Government's intentions to legalize cannabis, we are implementing a zero tolerance drug sanction. Medical cannabis users **may** be exempted (in writing from Management and with appropriate medical documentation) from the zero tolerance sanction. However, these drivers will face termination if a police officer determines their ability to drive has been impaired by the use of these products.

Reference: <http://www.mto.gov.on.ca/english/safety/impaired-driving.shtml#novice>

Signature:

Name:

Date:

No Passengers or Pets Policy

This policy extends to any “ride along” family or friends of our drivers. Anyone who is not an employee or contractor of ET Transport, or assigned to the trip by Dispatch or the Safety Department are prohibited from riding in our equipment, or any equipment running under the authority of ET Transport.

In addition, pets are prohibited from riding in any ET Transport-owned equipment without Management Approval and a signed damages waiver. Damages from pets WILL BE CHARGED to the responsible driver including cleaning, replacement of carpeting, etc.

Due to liability and security concerns, ET Transport will strictly enforce this No Passengers or Pets Policy. Any violation is also in violation of our C-TPAT policies.

All drivers will:

- Refrain from picking up hitchhikers along the road and transporting them even the shortest distance,
- If compelled to assist someone roadside, use your cell phone to call for help.
- No family, friends, or other passengers are to be transported.

Liability lays solely with the driver for legal responsibilities, costs, and damages.

Signature:

Name:

Date:

Preventing Theft

In the course of your normal activities as a driver, you will need to stop from time to time and take a break. In order to prevent cargo or vehicle theft, when you stop it is advisable to park:

- near the front of the truck stop,
- near the facilities,
- in a well lit area, rather than in a quiet back row.

Always check the trailer seal prior to leaving after your break.

Drivers should not discuss a load or where it's going on the C.B. or at truck stops. Controlling information is the key to preventing theft. It can be a seemingly innocent conversation over a cup of coffee, which, when combined with other information, reveals a lot about the supply chain. As a professional driver you must learn to watch for a vehicle tailing you.

Thieves routinely wait outside known shipping points, such as plants, warehouses and distribution centers. They follow trucks as they leave, wait for the driver to stop, and then grab the cargo, often in less than 5 minutes.

Drivers are instructed to drive at least **200 miles** or **4 hours** before stopping again.

What to do if Theft Occurs

- **First**, determine what was taken, when it was taken, where it was taken from, (your location) and write it down.
- If at a **truck stop** immediately contact the local authorities and ask them to send an officer. Contact **Safety at Extension 504** and inform them of the theft.
- Once an officer arrives, file a report and ask for an **Occurrence/Incident Number**. Contact safety for further instructions.
- If stopped at a **rest area** without facilities call safety and relay the same information. Safety will alert the authorities and send an officer to your location. File a report with the officer and ask for an **Occurrence/Incident Number**. Contact safety for further instructions.

If a problem arises when making a delivery at the customer's, in respect to the trailer arriving unsealed after an incident, showing the Incident report to the receiver and having them make a copy, should alleviate any further problems related to cargo damage and shortages. Please provide them with as much information as you can as they may not yet be aware of the theft.

Certification of Knowledge: Commercial Vehicle Inspection

I acknowledge that I have been assessed for **proper vehicle inspection reporting** according to Regulation 199/07. This assessment was conducted by the Safety & Compliance Department at 2063940 Ontario Inc. O/A ET Transport.

I agree to refer to this Policy to ensure that I understand these requirements and conduct my inspections according to the regulations.

I fully understand the following: I understand that I must comply with all requirements of Ontario Regulation 199/07 from January 01, 2008.

According to Regulation 199/07:

- Every vehicle must be inspected before being operated
- Schedule 1 must be used for the inspection

An inspection report must be completed and it must include:

- vehicle license number and jurisdiction
- motor carrier name
- inspection date, time and location
- inspection declaration (statement by the driver that the vehicle was inspected in accordance with the Regulation)
- name and signature of the person who conducted the inspection
- odometer reading
- driver signature

The inspection report must show when there are no defects and any minor or major defects must be recorded on the inspection report

When there are major defects, the vehicle cannot be operated

Minor defects must be repaired as soon as possible but do not prohibit use of a vehicle The inspection report and the schedule must be carried by the driver

The inspection is valid for 24 hours

Driver must monitor the vehicle while operating it and look for defects.

Signature:

Name:

Date:

C-TPAT (Customs Trade Partnership Against Terrorism)

Canada/US DRIVERS ONLY

2063940 Ontario Inc. O/A ET Transport signed a Memorandum of Understanding to voluntarily participate in the Customs Trade Partnership Against Terrorism (C-TPAT) as a U.S. / Canadian Highway Carrier. By entering into that partnership with U.S. Customs and Border Protection (CBP), **ET Transport** acknowledges the importance of maintaining the integrity and security of their international supply chain. **ET Transport** submitted their required C-TPAT security profile. The security profile summarized the procedures they have in place to ensure effective supply chain security worldwide.

It is understood that the company will at all times monitor my compliance with C-TPAT regulations and in the event of non-compliance will face disciplinary action and remedial training and upon discovery of repeated violations I may be subject to dismissal.

Any questions or concerns should be discussed with Roman Yakobov, Director and COO of ET Transport.

ALL VANS/REEFERS CROSSING INTO THE USA OR FROM THE USA INTO CANADA REQUIRE A C-TPAT SEAL

C-TPAT and Post-Trip Procedures

All drivers must do a proper post trip inspection when dropping trailers at the yard.

Our Goal is to keep drivers from having to spend 4 or 5 hours in the yard waiting for a repair to be done that went unreported.

If they are reported right away we can have them fixed right away.

Please put the Post trip trailer inspection reports (NO DEFECTS) in the drop box where they will be reviewed by Safety. If defects are found and repairs are necessary, you **MUST EMAIL SAFETY**. If the defect is serious, or involves a reefer unit, please notify Safety immediately **BY PHONE**. Your time is valuable and this will help keep you moving.

As you know we are a **C-TPAT** and **PIP** registered company and as such all trailers **must be locked, empty or loaded at all times**. The only exceptions will be if the lock is missing or a customer has sealed the load.

Please help us retain our good standing with C-TPAT and PIP.

C-TPAT and Security Seals

(Van/Reefer Only)

Only C-TPAT compliant ISO/PAS 17712 Security Seals are to be used to secure the trailer cargo doors. Each driver will be given a supply of 10 seals in a sealed container. The seals will be kept in a locked compartment in the tractor. A Security Seals Log is kept in the Safety Department. All used & unused seals are documented.

Only authorized personnel and drivers can affix Trailer Seals. The V.V.T.T. Inspection Process is used as follows:

- V - View seal & trailer locking mechanisms. V - Verify seal numbers for accuracy.
- T - Tug on seal to make sure it is affixed properly.
- T - Twist & Turn seal to make sure it does not unscrew.

The seals are inspected at each stop along the route. If it exhibits evidence of tampering, dispatch must be immediately notified and the trailer cannot continue en-route until the driver has conducted a **17 – point inspection**. At the discretion of management, the conveyance may be taken out of service, and CBP and/or

In the event that the seal is removed in-transit, a second seal must be placed on the trailer, and the seal change documented. The driver must immediately notify the dispatcher that the seal was broken, by whom, and the number of the second seal that is placed on the trailer. In turn, dispatch must make immediate notification to the shipper, the customs broker and/or the importer, of the placement of the second seal.

LTL pick up that is not consolidated prior to crossing the U.S. border must be re-sealed at each stop. The time and location of each change in seals must be logged and the new numbers communicated to dispatch. All used/broken seals must be kept and turned in at the end of each trip. Any discrepancies must be fully documented.

General Inspection and Circle Check

A general inspection (Circle Check) of the tractor and trailer must be made as per U.S. DOT Reg. 397.2 (see schedule 1)

As a **C-TPAT / PIP** carrier extra attention is needed. An eLog Trip Report is required to be filled out each time the driver is dispatched or changes trailers en-route or at the trailer yard.

Declaration

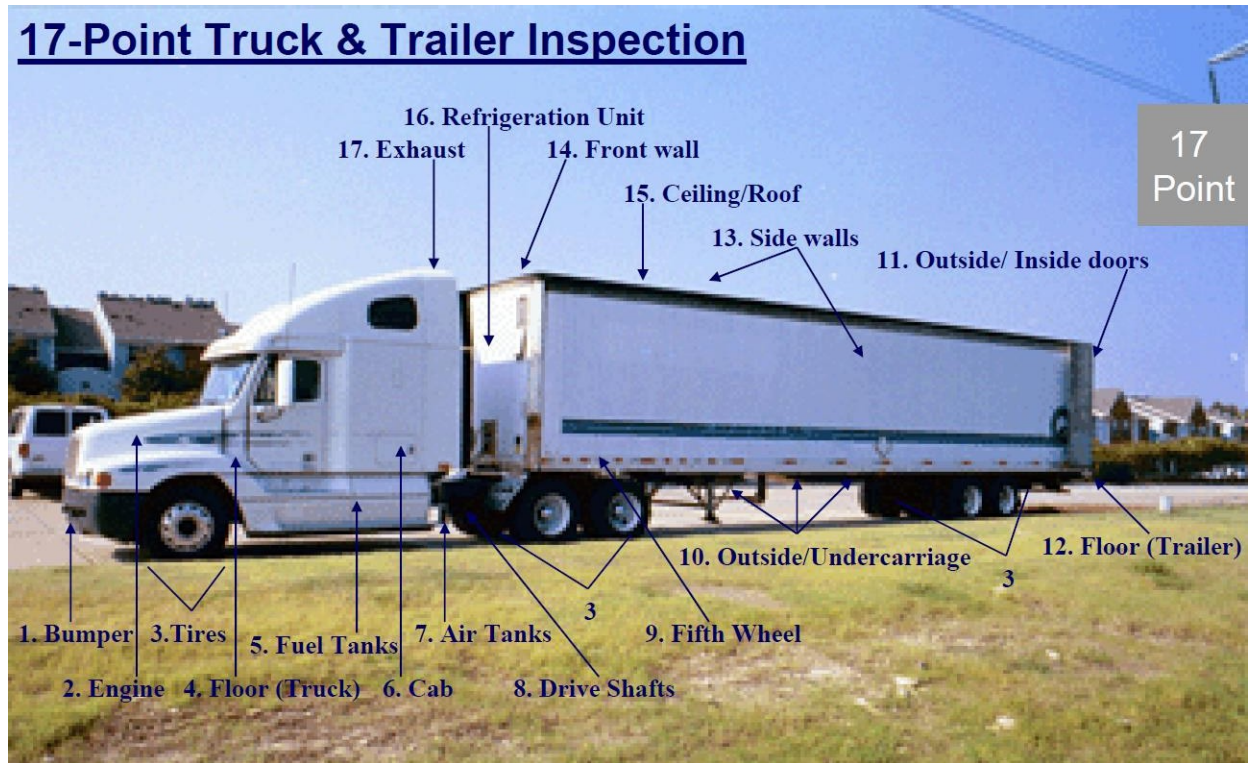
I hereby declare that I have read and understand the above procedures and agree to comply with every requirement. I agree to keep a copy of this document in the container containing the seals which will be locked at all times.

Signature:

Name:

Date:

17-Point Truck & Trailer Inspection



Hazmat Loads Checklist

- Place 4 placards **FOR EACH TYPE OF HAZMAT** you are carrying on the trailer
- Check paperwork for EMERGENCY RESPONSE PHONE NUMBER.
- MAKE SURE THAT THE SHEET WHERE IT HAS THE RESPONSE PHONE # YOU HAVE PLACED IT ON TOP OF ALL OTHER DOCUMENTS
- Any type of Hazmat **OVER 1001 POUNDS** requires placards
- Hazmat **MUST BE SECURE.**
- Paperwork must be on the **DRIVER'S SEAT OR DOOR POCKET AT ALL TIMES!!!!**
- Paperwork must be left **IN THE DOCUMENT HOLDER** when you un-hook
- **LTL LOADS** – Hazmat paperwork **MUST** be the **FIRST** presented to officers, or at the scales for inspection. You must **KNOW** what you have on board when asked.
- Absolutely **NO FOOD OR FOOD PRODUCTS OF ANY KIND** can be shipped with Hazmat materials.
- BRIDGE RESTRICTION: NO CROSSING AT DETROIT, EVER!
- Remove placards after delivery, **BEFORE** you **LEAVE THE CUSTOMER DOCK OR YARD.** If trailer is empty, there must be **NO PLACARDS ON IT**
- Ensure that you have the **ERG BOOK** in your truck at all times
- QUESTIONS??? CALL SAFETY AT 905-669-0481 X504 (437-229-2165 after hours)

Qualcomm, Samsara Equipment, eLogs and Cameras

Each truck is equipped with GPS Location Devices and Bi-Directional Cameras.

- This is one of the ways your dispatcher will communicate important information to you, track your mileage, and monitor your Hours of Service.
- These units are not to be tampered with or disconnected under any circumstances.
- If, at any time, your devices are not working properly, please contact the Safety Department immediately. Failure to do so could result in violations.
- Drivers may not, at any time, obscure the lenses on the Samsara cameras.
- Drivers may be held responsible for repair or replacement of units that are lost, damaged, or show signs of tampering.

Signature:

Name:

Date:

YOUR HOURS OF SERVICE LOGS (HOS)

All drivers are expected to operate in strict compliance with MTO and DOT requirements regarding hours of service. It is your responsibility to inform your dispatcher of your available hours and stay in constant communication regarding these hours.

ET closely monitors e-Log compliance.

Drivers will receive warnings if any of the following violations are found:

- Missing information (trailer number, driver name, truck number)
- Not showing 15 minute pre-trip
- Not showing 10 hours off-duty
- Showing sleeper berth when you don't have a sleeper
- Not showing a safety check within the first 100 miles or 2 hours of driving
- Not showing BOL number or shipper and commodity on your logs
- Supporting document dates do not match log dates and times
 - Shipment paperwork (bills of lading, shipment invoices, delivery receipts, etc.)
 - Dispatch and trip records, or equivalent documents
 - Expense receipts related to any on-duty non-driving time (fuel receipts, lumber receipts, etc.)

Disciplinary Policy

First offense: Verbal Warning/Training/ Written Notice

This will be documented as a verbal and written warning and become a part of the Driver's violation file. The driver will be required to review eLog regulations.

Second Offense: Suspension, Training, and or Final Written Warning

At the company's discretion, a final written warning, remedial training (and, in some cases, suspension up to 3 days without remuneration) will be issued.

Third Offense: Termination of Employment/Cancellation of Contract

Special Circumstances

Please note that in addition to the general progressive discipline outlined above, drivers who are found with the following violations (either internally or via an inspection, will face an immediate 24 hour period out of service and a written warning:

- Falsified logs
- Falsification of Personal Conveyance
- Exceeding hours of service
- Not taking required breaks (30 minutes before 8 hours driving in USA)
- Exceeding 14 hours combined (driving and on duty) status
- Driving for more than 11 hours without a 10-hour off duty period (USA)
- Driving for more than 13 hours without a 10-hour off duty period (CAN)
- Exceeding 70 hours in an 8-day period

I acknowledge that I have read and understand the HOS Disciplinary Policy of ET Transport.

Signature:

Name:

Date:

Inspections and Violations

Drivers are to report immediately to Safety if they receive an “**Out of Service**” inspection. Documentation must be forwarded to the safety department within 24 hours of receiving an OOS (or upon request).

Any driver who receives a violation/citation or a written warning while operating a commercial motor vehicle must:

- Notify the safety department within one (1) hour of receiving the violation/citation/warning.
- Submit a copy of the document to the Safety Department within 24 hours
- In the event a repair was needed, a copy of the repair invoice **MUST** accompany the inspection report before it can be forwarded to the State Patrol that issued the violation. Failure to do so could result in a *license suspension* in the issuing state.
- Submit a copy of any court ruling on the violation/citation/warning to the Safety Department within 24 hours of the court date.

Clean Inspections

Drivers who receive clean inspections (zero violations and no warnings) will be rewarded with a **\$50.00** inspection bonus pending proof of inspection documentation.

Disciplinary Process

First Offense: Written Warning

This will be documented as a written warning and become a part of the Driver's violation file.

Second offence: Training courses

This will be documented as a second occurrence and become a part of the Driver's violation file. Drivers who receive a second violation may be required to participate in refresher courses as deemed necessary, and at the discretion of, the Safety Department.

Third offence: Termination

ET Transport Ltd., may, at their discretion, determine any violation is severe enough to warrant suspension or termination, and will exercise that option when necessary.

I have read and understand the Inspections/Violations Disciplinary Policy.

Signature:

Name:

Date:

Speeding Policy

At ET Transport we believe strongly in adhering to all Laws and Regulations. As a Transport Company and a user of our public road systems, we are very concerned with the safe operation of our vehicles. Each user of the public highways has a duty to operate their vehicle in a safe manner so that we do not put the safety of others and ourselves in danger.

The company has a speed policy that all vehicles must comply with the posted limit to a maximum of 105 kms per hour. All of our power units are 'governed' at 105 kph.

Drivers will be responsible for any costs incurred in payment of fines, legal representation, etc. ET Transport reserves the right to determine the appropriate legal course of action. This will be discussed with the driver.

Drivers shall report ALL citations and violations to the Safety Department within 24 hours of receipt.

Disciplinary Process

First Offense: Written Warning

This will be documented as a written warning and become a part of the Driver's violation file.

Second offence: Training courses

This will be documented as a second occurrence and become a part of the Driver's violation file. Drivers who receive a second violation may be required to participate in refresher courses as deemed necessary, and at the discretion of, the Safety Department.

If the second offense occurs within 30 days of the first offense, the driver will receive a 2-day suspension.

Third offence: Termination

ET Transport Ltd., may, at their discretion, determine any violation is severe enough to warrant a 5-day suspension or termination, and will exercise that option when necessary.

I have read and understand the Speeding Policy and Disciplinary Process.

Signature:

Name:

Date:

Road Observations

Conveying that ET Transport is a safe and responsible organization to our customers and the general public is critically important. Drivers have the most direct influence on this image.

Drivers are expected to drive in a defensive manner and exercise road courtesy at all times. Reported “road observations” that are phone in or written, are taken seriously and are included in the drivers overall safety performance review.

Drivers involved in repeated ‘road observations’ over a span or time are demonstrating a pattern of unacceptable driving behaviour contrary to Company policy.

Disciplinary Process

First Offense: Verbal Warning

This will be documented as a written warning and become a part of the Driver’s violation file.

Second offence (within 2 months): Training courses

This will be documented as a second occurrence and become a part of the Driver’s violation file. Drivers who receive a second warning may be required to participate in refresher courses as deemed necessary, and at the discretion of, the Safety Department.

Third offence (within 2 months): Suspension/Termination

ET Transport Ltd., may, at their discretion, determine any violation is severe enough to warrant suspension or termination, and will exercise that option when necessary.

I have read and understand the Road observations Policy and Disciplinary Process.

Signature:

Name:

Date:

Seatbelt Policy

All drivers as well as authorized passengers/secondary drivers are to wear seatbelts at all times when the vehicle is in motion.

Drivers will be responsible for any costs incurred in payment of fines, legal representation, etc. ET Transport reserves the right to determine the appropriate legal course of action. This will be discussed with the driver.

Drivers shall report ALL citations and violations to the Safety Department within 24 hours of receipt.

If you receive a citation for failure to wear a seatbelt, the disciplinary process is, as follows:

Disciplinary Process

First Offense: Written Warning

This will be documented as a written warning and become a part of the Driver's violation file.

Second offence: Suspension

The driver will receive a 3-day suspension.

Third offence: Termination

ET Transport Ltd., may, at their discretion, determine any violation is severe enough to warrant a 5-day suspension or termination, and will exercise that option when necessary.

I have read and understand the Speeding Policy and Disciplinary Process.

Signature:

Name:

Date:

Distracted Driving

According to research, distracted Drivers are three times more likely to be involved in a collision. Drivers must be aware of the risks and stay focused on the task of driving. ET Transport enforces our policy that requires Drivers to pull off the road safely to utilize their hand-held devices.

Other distractions such as personal grooming, eating, smoking, use of other electronic devices also carry considerable risks and should be avoided while your vehicle is in motion.

All Drivers will:

- Refrain from the use of hand-held devices while vehicle is in motion
- Avoid other distractions while vehicle is in motion. Drivers are not permitted to read or respond to emails or text messages while operating the vehicle.
- If you do not have 'hands-free', you are not permitted to make or accept phone calls while the vehicle is in motion.
- STOP in a safe place to deal with calls, eating, grooming, logging HOS, etc.

Disciplinary Process

First Offense: Written Warning

This will be documented as a written warning and become a part of the Driver's violation file.

Second offence: Training courses

The driver will receive a 3-day suspension or be required to attend in-class or virtual training programs.

Third offence: Termination

ET Transport Ltd., may, at their discretion, determine any violation is severe enough to warrant a 5-day suspension or termination, and will exercise that option when necessary.

I have read and understand the Distracted Driving Disciplinary Process.

Signature:

Name:

Date:

Traffic Tickets, Citations, Fines, Legal Representation and Costs

ET Transport makes it a policy to fight all tickers for all charges on behalf of all drivers.

While we try to keep these costs to a minimum, we choose the best method to defend tickets, citations, etc.

Since it is OUR CVOR/SAFER score, we choose what we feel is the best course of action to get the best results.

ALL fees and related fines will be the sole responsibility of the offending party and will be deducted as per your contract or employment agreement.

Any driver who receives a Ticket, Citation, or Fine while operating a commercial motor vehicle must:

- Notify Safety within 1 hour of receiving the ticket, citation, or fine.
- Submit a copy of the document to the Safety Department within 24 hours.

Signature:

Name:

Date:

Load Security

The driver of a vehicle shall inspect the vehicle's cargo and the cargo securement system and make proper adjustments:

- a) Before driving the vehicle, and when
- b) there is a change of duty status of the driver,
- c) The driver of a vehicle shall re-inspect the vehicle's cargo and the cargo securement system used and makes necessary adjustments to the cargo or cargo securement system as necessary, including adding more securing devices as needed.

As safety and security are of the utmost importance, given the nature of our business, load security must take top priority and additional time. Care must be used to insure that the cargo remains safely and securely on the trailer.

All drivers are instructed to contact dispatch if in doubt regarding the securement of any cargo. ALL LOADS REQUIRE ONE LOAD BAR OR ONE STRAP AT THE REAR, AT A MINIMUM.

Examine all freight prior to loading for any signs of damage. **If there is damaged freight, make sure this is reported and that the shipper/receiver notes "not driver fault" on the Bill of Lading.**

Check to see what special handling may be required. Secure all freight so that it will not move if you are forced to make sudden moves in traffic. Cargo transported in or on the vehicle must be contained, immobilized or secured in accordance with Load Security regulations. Always take all necessary precautions!

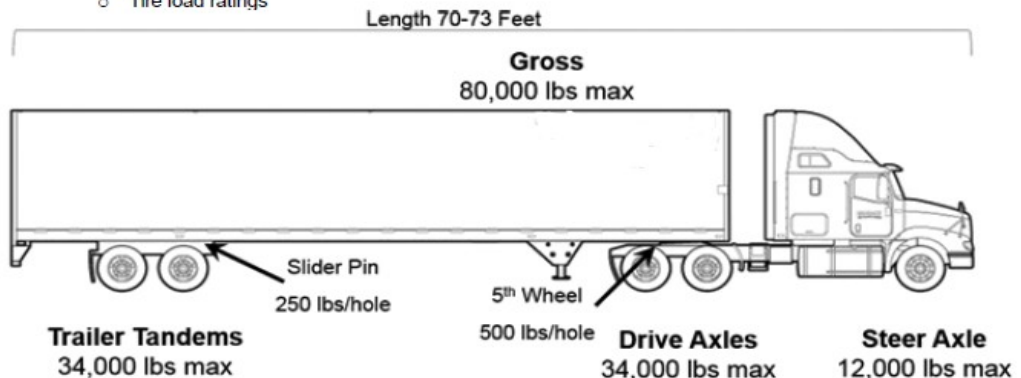
Weight Distribution

Weight Distribution

- The Company has found the following weight limits to be the safe and acceptable practice for weight distribution:

WEIGHT LIMITS	
Axle/Axle Group	Maximum Gross Weight in lbs
Steer axle	12,000
Drive axle group	34,000
Tandem (trailer) axle group	34,000
Total gross:	80,000

- The weight limits are based on a combination of:
 - State and local laws
 - Bridge weight restrictions
 - Equipment manufacturer's specifications
 - Tire load ratings



Maintenance & Repairs

Repairs (all Drivers)

It is the **driver's responsibility to notify Safety** if the tractor and/or trailer are in need of any repairs. This includes current plates and stickers. Repairs can be done at the ET Transport yard or at an outside location as approved.

1. Drivers are responsible for **providing a copy of the invoice for all repairs paid for by ET Transport within 24 hours**. Failure to provide a copy of the invoice will result in the charges being deducted from settlements.
2. If a repair is required on the road,
 - please locate the nearest service centre using an app like "TruckDown".
 - contact Safety to inform them that a repair is required.
 - If you are unable to locate a repair shop, Safety will be able to assist you.
 - Any repairs required on the road, to ET equipment, can be paid for by the driver and reimbursed by ET, or paid for by ET under certain circumstances.

Tire Repairs

1. If you have Trailer Tire issues, first check that you have a spare.
2. If one of the trailer tires is flat, continue to the nearest service centre.
 - Tire repairs: please pay the bill and we will reimburse you (with receipt). Please notify Safety during regular business hours. If you do not provide the receipt, you will not be reimbursed. You do not need to contact Safety after hours if you can look after the repair on the road!
3. If you cannot drive the trailer safely to the nearest service centre, please contact Safety and we will assist you.
4. Please notify your Dispatcher every time you are delayed because of a repair.

Trailer Damages

Management is attempting to reduce the extensive loss of money invested in the repair of unreported damages to ET Equipment.

The majority of this damage is done by drivers who are not reporting the damage to dispatch, safety, or ET Repairs Department when arriving at the Yard.

Please be aware that the cost of any and all damages found may be billed to the Driver to whom possession of the trailer was last driven, no exception.

It is your responsibility as the driver to do your Pre trip and Post trip inspection in a proper manner. Report the damage before you hook to the trailer!!

Your cooperation in this matter is appreciated. Should you have any questions regarding these procedures please feel free to ask your Dispatcher or Safety.

Use your **Incident Reporting Form** should damage occur at a shipper or receiver. Do NOT leave the location until you have obtained all of the information required on the Form. Contact Safety if you are having difficulty obtaining the appropriate signatures.

Trailer and Tractor Inspection Process

- 1) Complete a DVIR using the Samsara Application every day, pre and post trip for both the truck and trailer.
 - a. The driver is responsible for making sure any serious defects are reported to Safety immediately upon discovery.
 - b. The driver is responsible for making sure pictures are taken with every DVIR, otherwise the driver may be held responsible for damages detected later.

Please note: YOU are responsible for completing these reports. If a driver takes possession of a trailer after you and damage is discovered, at the time of hook-up, the investigation will include YOUR Trailer Inspection Report. If you have not followed this procedure, you may be held responsible for any and all damages to the trailer.

***** REFER TO SAMSARA PROCEDURES FOR PRE-TRIP INSPECTION INSTRUCTIONS AND DVIR *****

Vehicle Cleanliness

Drivers are responsible for maintaining a clean truck both inside and out. The Safety Department can authorize both truck and trailer washes for ET equipment.

Any trucks returned to ET Transport that are in an unsatisfactory condition will result in up to a **\$250 "housekeeping fee"** deducted from the driver's settlement. Examples are:

- Items left in the truck
- Dirt, grease, grime and dust on seats, dash, doors and/or carpeting
- Odor of smoke
- Damages caused by smoking
- Stained, torn, or missing mattress
- Trash or rotting food
- Evidence of rodents or bugs
- Rips, tears, scratches or dents inside or outside the cab
- Broken or missing pieces inside or outside of the cab

Signature: _____

Name: _____

Date: _____

Trailer Cleanliness

In an effort to create a pleasant working environment and to maintain standards of cleanliness for our clients, we require that trailers are left in good condition. When you are dropping an empty trailer, please check the following:

- At least $\frac{3}{4}$ tank of fuel for reefers
- Inside is clean (swept/washed) – floor clean, walls clean, chute is not mouldy or damaged, no water/puddles on the floor

Drivers who fail to uphold these standards and another driver is required to clean the trailer before re-loading, will be charged a **\$50 cleaning fee** that will be passed along to the driver who cleaned the trailer.

Signature: _____

Name: _____

Date: _____

Vehicle Idling Policy

Idling of vehicles wastes fuel, creates pollution and causes premature engine wear. It is every driver's responsibility to minimize fleet operating costs while reducing harmful effects to the environment. Violators may be subject to disciplinary action.

- Fleet vehicles will not be parked with the engine operating unless it is essential for performance of work.
- Exceptions are during an engine warm-up period and during periods of extreme cold weather. When engines must be left operating for any reason, the operator is to remain with the unit.
- Idling your vehicle impacts your quarterly safety bonus!
- Fleet units are designed to shut off after 10 minutes of idling.

Signature:

Name:

Date:

ACCIDENTS AND INCIDENTS

All accidents must be reported as soon as safety allows to the Safety Department no matter what time of the day or night. The Safety Department will guide you through the process of what needs to be filled out and what steps need to be followed.

Main Point of Contact: 905-669-0481 x504 JAY

After Hours: 437-229-2165 Please text first and wait at least 10 minutes before calling

What to do if the accident involves another person:

- Remain Calm
- Pull over to the side of the road, if possible, or park in a safe location
- Call 911 if you require law enforcement, fire, or medical assistance
- Do not discuss accident details with witnesses
- Do not admit fault
- Call the ET numbers above
- Remain at the scene of the accident – Never leave the scene unless you are in immediate physical danger
- Obtain information from everyone involved: drivers, passengers, witnesses (use the **Accident Reporting documents in your Permit Binder**)
- Obtain insurance and Driver's license (photos) or information from the drivers of all other vehicles involved
- Take pictures of the damage to other vehicles, property, and/or tractor and/or trailer
- Obtain a copy of the police report and attending officer's identification

IF THERE IS AN INJURY TO ANYONE INVOLVED, FATALITY, OR DISABLED VEHICLE, DRIVERS MUST SUBMIT TO POST-ACCIDENT ALCOHOL AND DRUG TESTING – PER REGULATIONS.

If the accident does not involve another person:

- Remain Calm
- Pull over to the side of the road, if possible, or park in a safe location
- Call 911 if you require law enforcement, fire, or medical assistance
- **Do not admit fault**
- If you have damaged someone's property or hit an animal, call the local 10-digit number for the police to report the incident.
- Call the ET numbers above
- Remain at the scene if directed to do so by ET personnel or law enforcement.
- Take pictures of the damage to the property and/or tractor and/or trailer
- Complete the Accident Reporting Documents in your Permit Binder

Incident Reports

Incidents that effect **equipment or cargo** must be reported on a timely basis to the Safety Department. If an incident occurs at a shipper or receive, the driver is required to complete an **Incident Reporting Form**. This form must be completed and forwarded to Safety BEFORE you leave the shipper or receiver.

If the damage is the fault of the shipper or receiver, you must ensure that the person who caused the damage signs the acknowledgement at the bottom of the form BEFORE you leave their location.

The form should then be sent as soon as possible to safety@ettransport.ca

If the responsible party refuses to acknowledge the damage contact the Safety Department for assistance.

DISPATCH

Dispatch General

- Your dispatcher is your FIRST POINT of contact regarding issues, concerns, questions, or information that needs to be updated.
- For non-emergency situations, please give your dispatcher appropriate time to resolve the issue. If you have not received a response to your request after 24 hours, you may contact the Safety Department.
- For emergency requests, if you cannot reach your dispatcher, you may contact the Safety Department (see also on-road repairs and accident-reporting).

There is always someone in the office on Weekdays until 9:00 pm. Please call the office first. Dispatch's cell phone and the Safety After-Hours Emergency number are for EMERGENCIES ONLY. If you need to contact us using either of these numbers, please TEXT FIRST.

Overweight Responsibility

It is a driver's responsibility to make sure that the loads are secured and are not overweight. Each driver must respect the following securement rules. Overweight fines are costly and an unnecessary expense.

- You must check axle weights and maintain them within legal limits. If you are unsure about the applicable weight limits, please check with Dispatch or the Safety Department.
- **Scale all loads immediately after loading if the load reads 37K lbs on paper. All drivers are provided with access to the CAT Scales app for prepaid scaling.**
- You are responsible to scale all loads whether it is outbound or inbound.
- If you are approaching the maximum gross weight allowable and you are light on one set of axles and heavy on the other, you may attempt to more evenly distribute the weight by use of sliding the fifth wheel or the trailer tandems.
- Certain truck stop scale tickets will not meet the standards of the official government weigh scales; allow yourself plenty of tolerance on the axle weights. If in doubt, weigh again before getting to a government scale.

Many times careful loading of the trailer can save many headaches later.

If you have a load which is heavy on gross weight, you are responsible to report this situation to Dispatch before departing with the load, they will advise you of a course of action.

If you don't know how to estimate the axle weights, ask for instruction. It is the driver's responsibility not to proceed with a load if he/she has a doubt that the load is over weight!

REMEMBER: As a rule of thumb, **850 lbs per foot** will generally prevent the trailer from being loaded beyond the legal axle limit.

If you have picked up a load in Canada for a US-Bound driver and you have failed to scale the load before dropping it in the yard, any miles or lost time due to "rework" will be deducted from your compensation.

Signature:

Name:

Date:

Trailers

Loading and Unloading

- Before loading any trailer, make sure you sweep it out and remove any nails from the floor.
- Notify Safety if the trailer was left in an unclean condition by a previous driver.
- Check the roof, sides, and floor for holes that might allow the weather to damage the cargo.
- Load heavier freight on the floor and lighter freight on top. Always observe loading instructions, such as THIS SIDE UP DO NOT DROP FRAGILE etc.

REMEMBER: As a rule of thumb, **850 lbs per foot** will generally prevent the trailer from being loaded beyond the legal axle limit.

Before Hooking To Trailer

- Make sure it is the correct trailer number.
- Is the Seal intact and the correct number.....if not sealed.....remove lock and.....
- Look inside and inspect cargo – is it secure? If not, secure with load bar or strap.-Does the address on the freight match your bills? If not, call dispatch immediately to report problem.

Hooking To Trailer

- Before backing under trailer, check fifth wheel for grease.
- Block trailer wheels.
- Back up to, but not completely under trailer, and check trailer pin height.
- If height is O.K. attach air lines and electrical cord, back under and hit pin.
- Check under trailer to see if jaws are closed on fifth wheel.
- Wind up dollies and secure handle.
- Close air valve on trailer air bags, apply air to bags,(check that they have filled)
- Move bogey wheels to proper position (41' mark)
- Remove trailer blocks and place out of the way.

In the Dock

- Check to see if dock plate has been removed.
- Make sure you have the correct freight and it is secure
- Make sure no one is in your trailer when you pull away from the dock.
- Close and lock doors.

Dropping Trailers

- a) Lock the trailer by “dynamiting” the trailer.
- b) Wind down the dollies and place blocks (where required) under the trailer wheels. Ensure that the trailers are parked on cement pads (where provided) or that wood is placed between ground and the dollies to prevent damage to the ground and keep the trailer from sinking into soft sand, gravel, asphalt etc. especially in warm weather.
- c) Make sure the trailer wheels are properly blocked.
- d) Release the air in the trailer air bags.
- e) Release the fifth wheel

- f) Ease ahead but not out from under the trailer.
- g) Unhook the air lines and electrical cord.
- h) Dump the tractor air bags
- i) Gently pull out from under the trailer once the tractor air bags are completely empty.
- j) Air up tractor air bags, drive away.

Backing Trailers

- a) Where possible do not back up from the blind side.
- b) AVOID BACKING UP SITUATION WHENEVER POSSIBLE.
- c) Make sure the lane or area you are backing up in is clear in both height and width.
- d) GET OUT AND CHECK
- e) Turn on four way flashers.
- f) Blow your horn, pause, then slowly back into position.
- g) If possible ask someone to guide you in.

Load Refusal

If the company has a load for you and you refuse that load for any reason other than safety issues (over weight- HOS regulations-etc.) you are not entitled to any compensation for empty miles, waiting time or lay over thereafter. You may be responsible for any loss of revenue to the company. (empty miles on trailer, border crossing etc.)

Signature: _____ Name: _____ Date: _____

Load Bars and Straps/Flatbed Accessories

Each trailer will, at some point need load bars or straps or both. If at any time you require bars or straps, simply ask and someone in dispatch will see that you get the equipment you need. Should the bars get damaged, bring them to the Safety Department for proper disposal and replacement.

Flatbed drivers will be equipped with necessary accessories. Please notify Dispatch if you require additional accessories.

Transportation Responsibility Waiver

If a customer asks you to deliver in an area not usually frequented by large trucks, such as a private home, back yard business or any location where there may be a high probability that property damage could occur, ask them to sign the **Transportation Responsibility Waiver**. Ask your dispatcher to fax or e-mail one to you. This could save you and the company a lot of money if we were to be held responsible for replacing such items as; laneways, lawns, fences, etc.

Axle Spread Regulations

1. All drivers must comply with Provincial and State axle spread regulations.
2. Drivers are responsible for any and all violations/citations/tickets received as a result of non-compliance.
 - a. For example: A driver crossing from the US into SK or AB will have to close the axle spread. It can be opened when crossing back into the US.


Trip Envelopes

Each driver is required to complete and return a Trip Envelope for every trip originating from the **ET** Yard. Upon return to the yard, the Trip Envelope and all original bills/ Proof of Delivery, receipts, logs, seals, etc. will be turned in to dispatch. *(Try to scan and send PODs from the shipper/receiver right away.)*

The Trip envelope **must** contain:

1. Trip Number
2. Truck Number
3. Driver Name

The envelope must be completely filled out or it will be returned and could cause a delay in payment.



ET TRANSPORT
Where There Is Always a Solution

500 Creditstone Rd. Concord, ON L4K 3Z3
Tel: 905-669-0481 - Fax: 1-866-611-0669

TRIP NUMBER

DATES: FROM _____ TO _____

CODES FOR RECEIPTS

T - TOLLS	V - VIOLATIONS	R - REPAIRS
P - PERMITS	S - SCALES	M - MISC.
F - FAXES	L - UMPER	

Driver's Name Tractor No.

Starting Odometer Reading _____ Ending Odometer Reading _____

RECORDS ALL DISTANCES TRAVELLED KILOMETERS MILES

PROV. /STATE	ODOMETER READING	TOTAL MILEAGE FOR STATE OR PROV.	RECEIPTS CODE	U.S. AMOUNT	CDN

Figure 1 TRIP ENVELOPE FRONT

* Drivers hired for the City division will fill out a **City daily strip sheet** *

Lease-to-Purchase and Owners Only

Loan Agreements – Owner/Operators Only

ET Transport may, at times, agree to make payments for maintenance and repairs to vehicles on behalf of owner/operators. Such payments carry interest (see contract) and will be deducted from payroll over a period of up to 3 months.

Equipment Standards for Owner/Operators

The Owner/Operator agrees to keep all equipment in safe operating condition at all times while contracted by ET Transport. The following basic standards must be upheld:

- All equipment must remain externally clean and damage-free with presentable paint and chrome in good repair where applicable.
- Any external damage will be repaired in a reasonable amount of time from the date the damaged occurred, that being 90 days or less, or prior to hiring.
- Wheels must be painted or polished with no visible rust.
- ET Decals must be displayed and placed as per Company's direction.

Equipment must not be more than 10 years old, however, each piece of equipment will be judged on its own merits and exceptions may be made at the Company's discretion.

Monthly Maintenance Reports for Owner/Operators

Monthly Maintenance Reports are required by the Safety Department by the **13th day of the following month**.

- Reports may be sent via Samsara or by email to safety@ettransport.ca
- Reports must include copies of actual Invoices provided by the repair shop.
- PM Invoices must include an appropriate PM checklist provided by the mechanic who conducted the PM
- Annual Safety Certificate copies must accompany Invoices for Annual Safeties

Signature:

Name:

Date:

Repairs Owner/Operators Only

The Owner/Operator agrees to keep all equipment in safe operating condition at all times while contracted by ET Transport.

All non-owned equipment must be inspected by a mechanic of ET's choosing prior to being added to the fleet.

Every 90 days thereafter the operator must have equipment inspected according to our guidelines.

The inspection sheet must be signed by a licensed mechanic and the license number provided where indicated. ET reserves the right to inspect equipment every 90 using the mechanic of their choice.

Any repairs needed, will be done at the time of the inspection or before the next dispatch.

If the Company feels the equipment is not being maintained based on inspection results 'on-road' the Company may, at its discretion, require the Owner Operator to have the equipment inspected every 30 days until such time as the company feels that the inspection intervals, again based on the "on road" inspections, can be returned to the 90 day interval.

Fees for ET Repairs Department 90-Day Inspections are \$50.00 per inspection. Any additional labour arising from the inspection will be invoiced at ET's prevailing rate of \$85.00/hour.

Corporate Lease to Purchase Maintenance Agreement (L2P Only)

In order to ensure the ongoing roadworthiness of vehicles in the ET Transport Lease-to-Purchase Program, it is imperative that equipment is used in a careful manner and that certain scheduled maintenance activities take place during the year.

Use of Equipment

The Lessee will use the Equipment in a good and careful manner and will comply with all of the manufacturer's requirements and recommendations respecting the Equipment and with any applicable Law, whether local, state or federal respecting the use of the Equipment.

The Lessee will use the Equipment for the purpose for which it was designed and not for any other purpose. Unless the Lessee obtains the prior written consent of the Lessor, the Lessee will not alter, modify or attach anything to the equipment unless the alteration, modification or attachment is easily removable without damaging the functional capabilities or economic value of the Equipment.

Repair and Maintenance of the Equipment

The Lessee will, at the Lessee's own expense, keep the Equipment in good repair, appearance and condition, normal wear and tear excepted. The Lessee will supply all parts that are necessary to keep the Equipment in such a state.

If the Equipment is not in good repair, appearance and condition when it is returned to the Lessor, the Lessor may make such repairs or may cause such repairs to be made as are necessary to put the Equipment in a state of good repair, appearance and condition. The Lessor will make the said repairs within a reasonable time of taking possession of the Equipment and will give the Lessee written notice of and invoices for the said repairs. Upon receipt of such invoices, the Lessee will immediately reimburse the Lessor for the actual expense of those repairs.

The Lessee will carry out Annual Safety Inspections and regular 90-Day vehicle inspections at the facility of the Lessor's discretion. Such inspections shall be carried out by competent mechanical staff and will be priced at market value as follows:

Annual Safety Inspection:	\$550.00 per inspection
90-Day Inspection	\$50.00 per inspection

Any additional services required to make the vehicle roadworthy, and/or to meet regulatory requirements will be documented and the vehicle may, as a result, be deemed out of service until such time as the repairs are completed by a competent mechanic at a repair facility of the Lessor's discretion.

I have read and understand the Terms of this Agreement. "Lessee"

Printed Name:

Date:

Signature:

"Lessor"

Printed Name:

Date:

Signature:

Title:

Decals (Owner/Operators)

The decals applied on all ET Transport vehicles is uniform. No additions (bumper stickers, window decals, etc.) may be added without prior written approval of the Safety Department. ET Transport reserves the right to have any such markings removed at their discretion.

No modifications or drilling of holes in ET Transport vehicles may be done without prior written approval of the Safety Department.

Any driver who willingly, purposely, or knowingly damages or destroys any ET Transport equipment will be subject to immediate termination and will be liable for all associated costs.

Speed Limiter

All equipment added to the ET Transport fleet require a Certificate from the dealership or a licensed mechanic indicating that the “governor” has been properly installed and is functional.