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	POLICY & PROCEDURE	New
PP-202-02	Pre-employment Application Process	07-01-11

PURPOSE

To expedite the employment process regarding the completion of documents and background investigation for applicants meeting the "Employee Selection and Hiring Qualifications."

POLICY

The company will accept and process applications that meet or exceed company and/or federal requirements. Applications will be accepted based upon supply and demand for employment as defined by the company's financial stability and business growth.

No employee will operate a commercial motor vehicle under the authority of the company until all paperwork is completed and the applicant has met the requirements for the company and the U.S. Department of Transportation.

RESPONSIBILITY

The company will accept and process applications meeting the criteria as stated in this policy.

The application must be completed and signed by the applicant as defined in the procedure section.

It is the responsibility of the company to ensure that all the required documents included in the "Driver Qualification File," as defined by the U.S. Department of Transportation, are completed, approved by management, and filed accordingly.

PROCEDURE

Only applications that meet the "Driver Selection and Hiring Qualifications" will be considered for employment. The application must be completed in its entirety.

Application –

- The application must be printed in ink and in the applicant's own handwriting.
- Information must be printed legibly.
- All blanks must be completed except for those marked "For Employer Use Only."
- If a particular question does not apply, the applicant must mark "N/A" (not applicable) in the blank.

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- The section entitled “ Employment Record” must be completed correctly. The applicant must list all employers, schools, military service and all periods of self-employment or unemployment for the last ten (10) years. List all commercial driving employment.
- Dates, phone numbers and addresses must be correct with no gaps in employment.
- In the section entitled “License” lists all drivers’ license held in the last five (5) years.
- List all moving violations, forfeitures, accidents and/or traffic safety incidents for the last three (3) years. Accidents and/or incidents regardless of fault, severity or motor vehicle type must be listed. Information must be accurate.
- The application must be read, dated and understood by the applicant and signed.

Additional Application Required Documents –

- The I-9 (Employment Eligibility Verification) must be completed, signed and dated. The applicant must have supporting documentation to verify his or her identity.
- Telephone Reference Check Forms must contain the full name and telephone numbers for the applicant’s personal references.
- The applicant must sign and date the required Confidential Inquiry to Past Employers.
- Two photocopies of the applicant’s Drivers License and Social Security card.
- Complete the required payroll documentation and the employee’s federal tax withholding form (W-4).

U.S. Department of Transportation Required Documents–

The following critical documents are required:

- Application for Employment.
- Past Employer Inquiries.
- Motor Vehicle Report (MVR).
- Certificate of Violation (may be included in the application).

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- Medical Examiner Certificate for the physical examination and Driver's Qualification to drive commercial motor vehicle.
- Negative Verification for the Pre-employment Drug Screening, and
- Drivers Data Sheet indicating the number of hours the applicant worked for the seven prior days.
- Record of Road Test. Optional
- Certificate of Compliance. Optional
- Any other U.S. Department of Transportation documents relating to the "Driver Qualification File."

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PP-301-02	Department of Transportation - Hours of Service	07-01-11

PURPOSE

To afford compliance with the Federal Office of Motor Carrier Safety Regulations as they pertain to employee's hours of service. The procedure is written to maximize safety and minimize injury and damages through the control and reduction of driver fatigue.

POLICY

Every employee must prepare a record of duty status (log book) that accurately and correctly reflects his or her time for the day. Additionally, the employee must inspect and present a vehicle inspection report for each vehicle operated each day.

RESPONSIBILITY

The employee is responsible to report daily (accurately and completely) his or her hours of service by means of the employee record of duty status (log book) and inspect and report the condition of his or her vehicle(s).

The terminal manager or a designated company representative is required to monitor compliance with this policy, monitor available hours of service and make sure all employee logs are submitted to the appropriate office weekly. Additionally, they are required to ensure that a vehicle inspection report (may be part of the log form) is prepared daily for each vehicle operated by the employee and the appropriate form is directed to the maintenance facility responsible for vehicle repairs.

PROCEDURE

Every employee must prepare a daily log that accurately and correctly reflects his or her time for the day. General Information to be included on the Employee Daily Log:

DATE - The proper month, day, and year (e.g., Aug 11, 1997) 395.8 (f) (3)

TOTAL MILES DRIVEN TODAY - Total miles driven from midnight to midnight. (Canadian Requirements - must indicate beginning odometer reading at border.) 395.8 (f) (4)

VEHICLE EQUIPMENT NUMBER - Indicate each unit number operated for that day (tour of duty) tractor # and each trailer #. (Canadian Requirements - must indicate equipment number and vehicle license number for each unit.) 395.8 (f) (5)

EMPLOYEE SIGNATURE IN FULL - Must sign your legal company payroll name. If signature is not legibly. The company requires employee to print name above signature. 395.8(f)(7)

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2. Get the names and addresses of injured and all others involved.
3. Get the names and addresses of all witnesses.
4. Never admit fault of an accident and/or safety incident, simply get the facts and report them to the company.
5. Never talk to anyone about the accident and/or safety incident, except the company representative, law enforcement, or the company's insurance investigator.
6. Complete the forms in the accident reporting kit, and take photographs if appropriate.

All accidents, safety incidents and injuries, regardless of responsibility or scope, must be reported to the company to protect the employee and the company from unjust claims.

For bodily injury to an employee or third party, protect the scene, render emergency aid (if trained and certified to do so), call the authorities, and then notify the company as soon as possible.

It is the responsibility of the employee to take photographs of the accident and/or safety incident scene using the company camera, if provided in the accident reporting kit. The following is a list of recommendations.

1. Keep safety in mind –
 - Stay out of the roadway.
 - Make certain hazard warnings are in place prior to taking photographs.
 - Make certain injured are cared for.
2. Take photographs of -
 - The layout of the vehicles involved.
 - All damage to the vehicles involved.
 - Skid marks.
 - The layout of the roadway.
 - All roadway signs in the area.
 - All debris as it is positioned directly after the crash.
 - License plates of the first few vehicles to stop at the scene.
 - Other safety related accident scenes (other than vehicle accident).

For cargo damage or intentional release of fuel or hazardous materials, limit the danger as much as possible and notify the company. Obtain accurate information regarding the

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location, extent of damage, and the owner of the property, and submit this information to the company.

Complete the initial accident and/or safety incident report found in the company's accident reporting kit. Follow the step-by-step instructions in the kit. The initial report must be completed prior to leaving the accident and/or safety incident scene whenever possible.

The employee must submit the initial report to the company immediately upon his/her return to the company or the next business day.

For accidents and/or safety incidents considered to be major, defined by the USDOT as any vehicle being towed, someone obtaining medical attention at the accident scene or away from the accident scene or fatality, the employee is to submit to "Post Accident" drug and alcohol testing. The employee must be tested for drugs within thirty-two hours and alcohol within two hours. Furthermore, the employee is not to drive him/herself to be tested, nor is he/she to drive until results from the tests indicate negative findings.

COMPANY - For accidents and/or safety incidents considered to be major, defined by the USDOT as any vehicle being towed, someone obtaining medical attention at the accident scene or away from the accident scene or fatality, the employee is to submit to "Post Accident" drug and alcohol testing as indicated above.

It is the responsibility of the company to inform and ensure that the employee is tested within the specified time period as indicated above. Furthermore, the employee is not to drive him/herself to be tested, nor is he/she to drive until results from the tests indicate negative findings, as indicated above.

Upon receiving the accident and/or safety incident information from the employee, the company will complete the required paperwork as mandated by the appropriate insurance company and process accordingly.

For fuel spills or other releases of hazardous materials, immediately contact the appropriate vendor for remediation.

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NAME OF CO-EMPLOYEE - If team operation, co-employee's name must be indicated. No co-employee is present, indicate "none" or NA.

HOME TERMINAL ADDRESS - Employees are required to enter, on the record of duty status, the city and state of the main office address and the domicile terminal where employee is assigned.

TOTAL HOURS - Hours must be totaled at the end of each duty status line. Lines 1-4 must total 24 hours. 395.8. (f) (11)

SHIPPER'S INFORMATION - Shipping document number(s), or name of shipper and commodity shall be shown on the employee's daily log. 395.8 (f) (12)

SPEED (MPH) - The company's speed limit is as follows:

Maximum speed limit is 65 mph or posted lower, with the exception of California, which is a maximum of 55 mph or posted lower. MPH adjustment may be required, based upon adverse conditions, but not to exceed listed speed.

SPEED (MPH) LOGGING PURPOSE - The maximum miles logged per 24 hour period (as indicated on the employee's record of duty status) divided by the total driving time for the same period must not exceed the following:

Interstate movement - 59 mph
 Intrastate movement - 49 mph (California only)

(example: total drive time is 10 hours divided into 500 miles = 50 mph)

OFF DUTY TIME - Two (2) or more consecutive 24 hour periods off duty may be recorded on one employee's record of duty status. Multiple days must be indicated. Graph grid will only indicate 24 hours for multiple days. 395.8 (f) (10)

PRE-LOGGING - At no time should an employee's record of duty status be prepare or submitted prior to the completion of each day's work. 395.8 (a) (1)

LOADING AND UNLOADING TIME - Indicate the word "*loading*" or "*unloading*" in the remark section with the geographic location (city and state abbreviation.) If relieved of all responsibility for loading and/or unloading by a company management personnel, this time may be logged as "off duty." A minimum of

fifteen (15) minutes must be logged "on duty; not driving," to receive or process paperwork prior to the actual loading or unloading.

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DROP AND HOOK - Indicate the word "drop" or "hook" in the remark section with the geographic location (city and state abbreviation) when transporting pre-loaded trailers.

CHANGE OF DUTY STATUS - All duty status changes must indicate proper city and state abbreviation. If duty status occurs outside of a city, indicate the nearest city and state followed by the mile marker. 395.8. (h) (5)

FUEL STOPS - Indicate the word "fueling" in the remarks section with the geographic location (city and state abbreviation.) Fuel stops must be logged as "on duty; not driving," with a minimum of fifteen (15) minutes. On placarded hazardous loads, the driver must be in control of the fueling process.

PRE-TRIP INSPECTION - Before driving the vehicle, the employee shall inspect the equipment and be satisfied that the motor vehicle is in a safe operating condition. Employee will review the last vehicle inspection report, which is required to be carried on the power unit. If any defects or deficiencies were noted by the employee who prepared the report, the equipment must be repaired. This inspection must be shown as "on duty; not driving." A minimum of 15 minutes must be logged. Indicate the wording "pre-trip inspection," in the remarks section with the geographic location (city and state abbreviation.) The inspection report is not completed until the completion of each day's work. 396.13 (a) (b) (c)

POST TRIP INSPECTION - Every employee shall prepare a vehicle inspection report in writing at the completion of each day's work on each vehicle operated and the report shall cover all items of safety as mandated by the DOT. This entry may be flagged and identified as "post trip inspection" on the employee's record of duty status without any lost time. You are required to turn in the original completed inspection report with your paperwork; the copy will remain with the power unit per company requirements. 396.11 (a)

TIRE CHECK (HAZARDOUS MATERIALS) - Employee must stop the vehicle in a safe location at least once during each two (2) hours or 100 miles of travel, whichever is less, and examine the tires for defects or deficiencies. This entry may be flagged and the geographic location (city and state abbreviation) indicated on the employee's daily log without any lost time. 397.17 (a)

MISTAKE CORRECTION - Any manner of correction is acceptable. The employee shall certify the correctness of all entries by signing the form containing the employee's record of duty status with his/her legal name or name of record.

The employee's signature certifies that all entries required by this section made by the employee are true and correct. 395.8 (f) (7)

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RETENTION OF EMPLOYEE'S RECORD OF DUTY STATUS - The employee shall retain a copy of each record of duty status for the previous seven (7) consecutive days, which shall be in his/her possession and available for inspection while on duty. 395.8 (k) (2)

ENTRIES BY EMPLOYEE ONLY - All entries relating to employee's record of duty status must be legible and in the employee's own handwriting. 395.8 (f) (2)

FILING EMPLOYEE'S RECORD OF DUTY STATUS - The employee shall submit or forward by mail the original employee's record of duty status to his/her domicile terminal within thirteen (13) days following the completion of the form. 395.8 (l)

TIME BASE TO BE USED - The Company has selected to operate under the 70 hr, 8 day rule, with the 24 hour graph grid from midnight to midnight. 395.8 (f) (8) (l)

All regulations relating to the Employee's Record of Duty can be located in the Federal Motor Carrier Safety Regulations, Part 395. If you have questions regarding the proper interpretation of these regulations, please contact the Safety Department.

Additionally, the employee must inspect and present a vehicle inspection report for each vehicle operated each day.

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PP-302-02	Department of Transportation (DOT) Commercial Motor Vehicle Inspection	07-01-11

PURPOSE

To establish a system for identifying and documenting any and all equipment placed out-of-service or equipment with noted deficiencies as a result of a commercial motor vehicle inspection (Roadside Inspection).

POLICY

To review all U.S. Department of Transportation commercial motor vehicle inspection reports and immediately perform all corrective action, equipment and/or driver violations as mandated by the inspection report.

RESPONSIBILITY

The company's designated maintenance employee is responsible to ensure that all equipment violations are repaired immediately and documented. The work-order documentation will be forwarded to the appropriate acting company official.

For signature purposes, the acting company official for the report will be appointed by management. The signature will be placed on the report and forwarded to the appropriate state agency within the allotted time period.

PROCEDURE

It is imperative that copies of any roadside service receipt be attached to the commercial motor vehicle inspection report for proper completion.

In case of "employee repair," documentation in the form of a driver statement of said repairs and receipts for any parts purchased must be attached to the report. A statement of the nature must include the wording to acknowledge actual repair of the equipment.

Although a violation may be deemed "out-of-service," acknowledgement of the repair must be attached subsequent to processing.

If the employee is under dispatch, the inspection report including necessary repair documentation, should be immediately mailed to the main office.

All commercial motor vehicle reports are to be forwarded to the main office with the appropriate attachments no later than five (5) days prior to the return date as noted on the inspection report.

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A copy of the original commercial motor vehicle inspection report will be filed accordingly at the main office. A second copy may be maintained at the appropriate office where the equipment is domiciled.

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PP-303-02	Unauthorized Passengers	07-01-11

PURPOSE

To provide the company and employees with a clear understanding of the safety risks involved in transporting "Unauthorized Passengers" in company equipment.

POLICY

No employee shall transport or permit any person to be transported on/in any motor vehicle under the authority of the company, except as defined by Federal Motor Carrier Safety Regulations, Part 392.

Unless specifically authorized in writing by the company whose authority the motor carrier is operated, no employee shall transport or permit any person to be transported on/in any motor vehicle other than a bus.

When such authorization is issued, it shall state the name of the person to be transported, the point where the transportation is to begin and end and the date upon which such authority expires. No written authorization, however, should be necessary for the transportation of:

- Employees or other persons assigned to the vehicle by the company;
- Any person transported when aid is being rendered in case of an accident or emergency.

RESPONSIBILITY

It is the responsibility of the company or its representatives to communicate the "Unauthorized Passenger" policy to the employees. The company should document the communication so there is no misunderstanding between the company and the employees regarding the policy.

Employees operating company equipment must understand and abide by the policy.

PROCEDURE

The company must inform all employees operating company equipment of the "Unauthorized Passenger" policy.

Employees must read and sign the acceptance document acknowledging the "Unauthorized Passenger" policy.

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Employees violating the "Unauthorized Passenger" policy are subject to the progressive disciplinary policy.

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PP-401-02	Vehicle Accident and/or Safety Incident Reporting	07-01-11

PURPOSE

The purpose of this policy is to explain the procedures necessary to successfully handle vehicle accidents and/or safety incidents, in a way that will prevent or reduce the chance of litigation, and to allow the information of each accident and/or safety incident to be used as a learning tool to eliminate future, similar incidents.

POLICY

An accident is defined as any unplanned event that may interrupt the completion of an activity and may (are may not) include property damage or injury.

Prior to an investigation of an accident and/or safety incident, it is necessary for the employee involved to provide the following:

1. Factual information as soon as possible after the occurrence, which will provide direction throughout the administration of the claim.
2. Factual insight into the causative factors that led to the loss, that will lead to preventability or corrective action from a personnel or operational standpoint.

RESPONSIBILITY

The employee is responsible to call the company immediately and accurately report information regarding all aspects of the accident and/or safety incident. The employee must also complete as necessary the written report forms and other required documents provided in the reporting kit.

The company is required to assist and administrate the employee to handle the accident and/or safety incident and in preparation of the written reports.

The company is responsible to receive and respond appropriately to the employee's call regarding an accident and/or safety incident.

PROCEDURE

EMPLOYEE - No employee shall leave the scene of an accident and/or safety incident in which he/she is involved, unless directed to do so by the Law Enforcement.

The employee shall follow the following guidelines, which may be given in more detail throughout this policy:

1. Check for personal injuries, call or send for help.

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PP-501-02	Annual Inspection /Preventative Maintenance	07-01-11

PURPOSE

Equipment inspection and maintenance are of vital importance for safe transportation on highways. The annual inspection and preventative maintenance procedure will be performed for the continuing qualification and use of equipment under the policy of the company and meeting the requirements of the U.S. Department of Transportation.

POLICY

All tractors and trailers operated under the authority of the company are inspected annually as mandated by the U.S. Department of Transportation. Preventative maintenance for company and/or contract tractors is 12,000 miles or 30 days and company and/or contract trailers will be inspected and/or serviced every 30 days.

RESPONSIBILITY

The designated company maintenance employee is responsible to ensure that the annual inspection and preventative maintenance for all equipment operating under the authority of the company is in compliance. The compliance process will abide by the requirements of the U.S. Department of Transportation, Part 396.17.

Employees of the company will acknowledge the policy and notify the designated maintenance employee when equipment, operated by the employee, is due for maintenance and/or the annual inspection as mandated by the U.S. Department of Transportation.

The designated company maintenance employee is responsible to ensure that all documents, company and federal, regarding the equipment is in compliance and filed accordingly.

PROCEDURE

The annual inspection will be performed by a qualified mechanic/inspector at the company motor carrier facility, commercial garage, vehicle manufacturer or state and federal agency.

The preventative maintenance inspection/service is to be performed by a qualified mechanic at the company motor carrier facility, commercial garage or vehicle manufacturer.

The results of the annual inspection and/or preventative maintenance will be recorded on the appropriate inspection report, company or federal, completed and signed by the mechanic/inspector.

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A copy of the annual inspection and/or preventative maintenance report will be retained with the equipment and the location where the equipment is domiciled.

The original copy of the annual inspection and/or preventative maintenance report will be forwarded to the appropriate main office and filed accordingly.

Any tractor or trailer that fails the annual inspection and/or preventative maintenance is placed out-of-service until the proper repairs are made and a satisfactory follow-up inspection is performed.

The designated company maintenance employee is responsible for the corrective action to place the tractor or trailer back in service.

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PP-502-02	Pre & Post Vehicle Inspection	07-01-11

PURPOSE

The final inspection of equipment prior to starting a trip is to be certain there are no defects or deficiencies which may affect the safe operation of the vehicle.

POLICY

Employees operating equipment governed by the U.S. Department of Transportation Regulations, Part 396, are required to perform the mandated vehicle inspection prior to starting a trip and completing the paperwork at the end of the tour of duty.

RESPONSIBILITY

The employee operating the equipment is responsible for performing the vehicle inspection. Any defects or deficiencies noted must be corrected by the company's designated maintenance employee prior to the departure of the employee.

The company is responsible for repairing any defects or deficiencies as indicated by the employee prior to his or her departure. If the repairs cannot be corrected, the equipment will be placed out-of-service pending the necessary repairs.

PROCEDURE

Before driving the vehicle, the employee shall perform a pre-trip inspection as follows:

- Be satisfied that the motor vehicle is in safe operating condition.
- Review the last vehicle inspection report.
- Sign the report, only if defects or deficiencies were noted by the employee who prepared the report, to acknowledge that the employee has reviewed it and to certify that the required repairs have been performed.
- Every employee shall perform a post trip inspection on each vehicle he/she operated, and prepare the appropriate report in writing at the completion of each day's work.. The report shall cover the required parts and accessories to be inspected as mandated by the U.S. Department of Transportation, Part 396.11.

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The post trip inspection report will be turned in to the company's designated maintenance employee and reviewed. Equipment defects or deficiencies noted on the report by the employee will be repaired prior to the next departure. Copies of the vehicle inspection report and work orders will be filed accordingly. If the repairs cannot be corrected, the equipment will be placed out-of-service pending the necessary repairs.

EMPLOYEE ACKNOWLEDGEMENT

I, _____ acknowledge receiving a

copy of the Company's Policy. Date _____

I have read this entire policy and each of the above statements Yes No

Signature & Date
