



DRIVER HANDBOOK

LTI Trucking Services, Inc.

1028 Eagle Park Rd
Madison, IL 62060

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Company Safety Culture

LTI Trucking Services is fully committed, at all levels – starting from the top, to provide you with a work environment that encourages safety, while being efficient and customer focused.

Accident prevention is the responsibility of all employees. Preventing accidents shall be a primary consideration in all phases of our operations and administration. It is our intention as a company to provide a safe and healthy work place. This Company will establish and insist upon safe work practices by all employees at all times.

All supervisors must make employee safety an integral part of their management duties. Each employee must accept and follow all established safety, loss control and risk management regulations and procedures.

- ***LTI Trucking Services believes that safety starts with proper training!***
- ***We will provide training to all of our employees!***
- ***Employees must help to prevent accidents!***
- ***Unsafe conditions must be reported immediately to management!***

If an employee is not sure of how to perform a task safely, they should ask a qualified person for guidance or help. If someone needs help to perform a task safely, we will provide assistance.

Safety is a team effort!

Every injury and accident must be reported immediately. Even a slight cut, strain, or accident must be reported immediately. Accidents and injuries must be reported to your supervisor, management, or Safety Department immediately. "IMMEDIATELY" MEANS WHEN THE ACCIDENT OR INJURY OCCURS. Never leave the job site or clock out before reporting the accident or injury.

Serious injuries that require emergency medical care must be reported to management immediately after emergency care has been provided.

Remember, Always Work Safe! Accidents Hurt Everyone!

Nicholas Civello
President/CEO

This Driver Handbook




LTI Trucking Services, Inc.
1028 Eagle Park Rd
Madison, IL 62060

This Driver Handbook is an outline of the basic policies, practices, procedures, and program descriptions for drivers of LTI Trucking Services, Inc (hereafter referred to as LTI). This Handbook is directed to and pertains to what LTI is referring to collectively as drivers. This term is made up of the individuals who are either employed by LTI or are independent contractors with LTI and operate a commercial motor vehicle. In no way should this Handbook, or the terminology and language herein, be misconstrued as defining independent contracts as employees.

LTI reserves the right to eliminate, change, supplement, or interpret any of the policies, practices, and procedures in this Handbook at its discretion. Should such a change occur, LTI will attempt to notify all drivers of the change as soon as possible. All drivers are expected to abide by training standards, policies, and procedures at the moment of implementation.

A driver must follow all policies and procedures as outlined. Additionally, this Handbook must never be used as an excuse to act contrary to what common sense would dictate. If anything is ever unclear or unlisted, a driver must never hesitate to contact the respective department or the Executive Management Team.

End of Document

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|-----------------------|-------------------------|---------------|-----------|---|
| Code of Conduct | | | |  <p>LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060</p> |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-002-Code_of_Conduct | | | |
| Active Date: | 2/15/2017 | Last Revised: | 2/15/2017 | |

LTI prohibits behavior that violates our code of conduct. Actions or behavior that reflects the following will result in disciplinary action up to, and including termination:

- The use of offensive remarks, excessive profanity, or any derogatory comments toward anyone or anything based on religion, sex, ethnicity, etc.
- Wearing offensive clothing (including hats) displaying derogatory/racist symbols or offensive pictures.
- The displaying of unprofessional, abusive, argumentative, disrespectful behavior.
- Blatant negativity and lack of any enthusiasm whatsoever with regard to their job.
- Refusal, inattentiveness, and/or showing no necessary participation in activities.
- Unfavorable remarks that reflect anything mentioned above during the Orientation Interview.
- Dangerous or unsanitary personal hygiene that will have a sizeable effect on our equipment and others around.
- Discussions of drug and alcohol abuse.

End of Document

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| Equal Employment Opportunity | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-018-Equal_Employment_Opportunity | | | |
| Active Date: | 10/1/2005 | Last Revised: | 6/4/2018 | |

LTI is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age, medical condition (cancer), marital status, veteran status, sexual orientation, or any other characteristic protected by federal, state or local law.


The company is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If a driver needs assistance to perform his/her job duties because of a physical or mental condition, they must let the Human Resource Manager know.

The Company will endeavor to accommodate the sincere religious beliefs of its drivers to the extent such accommodation does not pose an undue hardship on the company's operations. If a driver wishes to request such an accommodation, he/she should speak to the Human Resource Manager.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resource Manager. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure LTI's workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge.

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| Sexual Harassment | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
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| Document Number: | 001-029-Sexual_Harrassment | | | |
| Active Date: | 1/1/2005 | Last Revised: | 1/1/2005 | |

It is LTI's policy to prohibit harassment of any employee by any supervisor, employee, customer, or vendor on the basis of sex or gender.


The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that all drivers are free from sexual harassment.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If a driver feels that he/she has been subjected to conduct which violates this policy, he/she should immediately report the matter to any manager. If a driver is unable for any reason to contact this person, or if he/she has not received a satisfactory response within five (5) business days after reporting any incident of what was perceived to be harassment, the driver should contact any member of LTI's Executive Management Team.

Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, LTI will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Drivers who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

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| Non-Harassment | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-029-Non-Harassment | | | |
| Active Date: | 1/1/2005 | Last Revised: | 1/1/2005 | |

LTI prohibits the intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our drivers' personal morality, but to ensure that in the workplace, no one harasses another individual.

If a driver feels that he/she has been subjected to conduct which violates this policy, they should immediately report the matter to any manager. If you the driver is unable for any reason to contact this person, or if he/she has not received a satisfactory response within five (5) business days after reporting any incident of what they perceive to be harassment, they should contact any member of LTI's Executive Management Team.

Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Drivers who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

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| Use of Social Media | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | |
| | | | |
| Document Number: | | | |
| Active Date: | 1/1/2020 | Last Revised: | |

LTI respects the right of any driver to maintain a blog or web page or to participate in a social networking, Twitter or similar site. However, to protect LTI's interests and ensure drivers focus on their job duties, employees must adhere to the following rules:

Drivers may not post on a blog or web page or participate on a social networking, Twitter or similar site while performing a safety sensitive function.

Whether a driver is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions LTI, has LTI equipment, or merchandise with the LTI logo represented and expresses either a political opinion or an opinion regarding the LTI's actions, the post must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not LTI's position. This is necessary to preserve LTI's goodwill in the marketplace.

Drivers should be respectful of their potential readers and colleagues and refrain from using discriminatory comments, personal insults, libel or slander when commenting about LTI, their superiors, co-workers or LTI's competitors.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, harassing, obscene, defamatory, libelous or threatening is forbidden. LTI's policies apply equally to drivers blogging. Drivers should review their Driver Handbook for further guidance.

LTI encourages all drivers to keep in mind the speed and manner in which information posted on a blog, web page, social networking, Twitter or similar site can be relayed and often misunderstood by readers. While a driver's free time is generally not subject to any restrictions by LTI, with the exception of the limited restrictions above, the Company urges all employees to refrain from posting information regarding LTI or their jobs that could embarrass or upset co-workers or that could detrimentally affect LTI's business. Drivers must use their best judgment. Drivers with any questions should review the guidelines above and/or consult with their manager. When in doubt, don't post. Failure to follow these guidelines may result in discipline, up to and including termination.

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| Workplace Violence | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
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| Document Number: | 001-029-Workplace_Violence | | | |
| Active Date: | 1/1/2005 | Last Revised: | 1/1/2005 | |

LTI is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to drivers and damage to company and personal property.

LTI does not expect a driver to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, the company specifically discourages a driver from engaging in any physical confrontation with a violent or potentially violent individual. However, the company expects and encourages drivers to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any driver will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, drivers and visitors are prohibited from carrying weapons onto Company premises.


Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the driver feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede the company's ability to investigate and respond to the complaints. All threats will be promptly investigated. All drivers must

cooperate with all investigations. No driver will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If LTI determines, after an appropriate good faith investigation, that someone has violated this policy, the company will take swift and appropriate corrective action.

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| Weapons Possession | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
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| Document Number: | 001-029-Weapons_Possession | | | |
| Active Date: | 1/1/2005 | Last Revised: | 1/1/2005 | |


Explicit weapons, or items that are used as weapons or for violent purposes, are strictly prohibited at LTI. This includes having on one's person, in possession of, storing in the driver's assigned truck, or simply existing on LTI's property or customers' facilities.

Specific items that are prohibited on include, but are not limited to:

- Firearms or any kind, irrespective of permits and licenses
- Knives with blades longer than three inches
- Swords or blades, other than utility pocketknives
- Clubs, bats, or batons
- Explosives of any kind
- Brass knuckles
- Tasers

Drivers found to be in possession of weapons, including the discovery of weapons in a driver's truck, will result in disciplinary action, up to and including termination.

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| Family Medical Leave Act | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-018-Family_Medical_Leave_Act | | | |
| Active Date: | 10/1/2018 | Last Revised: | 6/4/2018 | |


The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA applies to all public agencies, all public and private elementary and secondary schools, and companies with 50 or more employees. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- for the birth and care of the newborn child of an employee;
- for placement with the employee of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition;
- or
- to take medical leave when the employee is unable to work because of a serious health condition.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours of work.

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| <h1>Smoking</h1> | | | |  <p>LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060</p> |
| <h2>Driver Company Policy</h2> | | | | |
| | | | | |
| Document Number: | 001-029-Smoking | | | |
| Active Date: | 1/1/2005 | Last Revised: | 01/01/2023 | |

Smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is not allowed in the following company facilities. This prohibition includes non-tobacco nicotine delivery devices, such as e-cigarettes, vapes, or Juul.

- Corporate Office Building
- Service Center Office
- Repair Facility Bays & Parts Room
- Drivers Lounge
- Company Sedan and Van

Employees who use tobacco or nicotine products may only do so in outdoor designated areas during permitted breaks.

When smoking, or using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or elsewhere. Drivers must dispose of any litter properly.

All drivers are expected to abide by this policy in all respects while at work, whether on company premises or at a customer's site. This includes times of a driver being on-duty and off-duty.

While the Company allows the use of tobacco or nicotine products within proper breaks in proper areas, it must not interfere with the employee's work, fitness for duty, or professional appearance.

End of Document


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| <h1>Driver Job Description Overview</h1> | | | |  <p>LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060</p> |
| <h2>Driver Program Description</h2> | | | | |
| | | | | |
| Document Number: | 002-001-Driver_Job_Description_Overview | | | |
| Active Date: | 10/1/2005 | Last Revised: | 11/1/2019 | |

The LTI driver job description is to execute the delivery of freight, as assigned by your Fleet Manager, in a safe and timely manner. The job responsibilities include:

- Conducts pre-trips and post-trip inspections and submits report indicating truck and trailer condition.
- Inspect loads to ensure that cargo is secure.
- Respond and maintain communication on all loads with your Fleet Manager.
- Transmit Macro's properly, including load, seal, and cargo temp. info.
- Plan or adjust routes based on changing conditions, using computer equipment, global positioning systems (GPS) equipment, or other navigation devices, to minimize fuel consumption and carbon emissions.
- Maintain freight integrity in transit, and arrive at the destination safely and on-time.
- Preserve fuel usage by practicing proper driving and equipment usage techniques, including the usage of auxiliary power systems.
- Maneuver trucks into loading or unloading positions and checking that vehicle and loading equipment are properly positioned.
- Maintain a clean and undamaged tractor and trailer.
- Receive and follow instruction, updates, or plan adjustments from your Fleet Manager.
- Adhere to all company policies, safety policies, and applicable laws and regulations.
- Log all movements and hours of service accurately on Electronic Logging Devices.
- Cooperate with customer instructions in the load notes or at the customer's facility.
- Drive trucks to weigh stations after loading and along routes in compliance with state regulations.
- Perform trailer washouts as instructed by your Fleet Manager or company policy.
- Submit load paperwork before Monday of the following week.
- Lift and carry 20-50 lbs. occasionally.
- Crank trailer landing gear up or down to safely secure vehicles
- Climb into the trailer to inspect for cleanliness and sweep out as needed.
- Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs.

Exhibit a high level of professionalism and code of conduct as you represent the company.

End of Document

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|------------------------------|-------------------------|---------------|------------|---|
| Hire Definition | | | |  <p>LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060</p> |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-003-Hire_Definition | | | |
| Active Date: | 10/1/2005 | Last Revised: | 12/07/2022 | |


LTI has a hire definition to denote when a driver begins their employment with the company.

A driver is considered to be hired with LTI after all of the following events occur:

- A driver is vetted and approved against all of LTI's hiring criteria, and/or given explicit approval by LTI's Safety Director or a member of the Executive Management Team.
- A driver successfully completes all stages of orientation, including:
 - Completing a DOT Physical examinations as directed.
 - Completing all drug and alcohol testing as directed.
 - Properly and completely completing all paperwork as directed.
 - Participating in all speaker sessions and training sessions.
- A driver's pre-employment drug test is returned, and the results are confirmed to be negative.
- The Drug and Alcohol Clearinghouse Query is returned with no open violations.
- A driver successfully completed their road test to the Safety Department administering party's satisfaction.
- Assigned a truck by the Maintenance Department

Due to the nature of hiring truck drivers, many candidates for driving positions are brought to LTI's facility to continue forward with the hiring process. However, no events that happen before the comprehensive completion of the events above should constitute in whole or part being hired by the company. A driver will participate in preemptive paperwork, training, and testing but this is not done by the respective driver as an employee of the company. A driver is only hired when all the events above occur, and the driver has accepted the assigned tractor.

End of Document

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| Contractor Definition & Treatment | | | |  <p>LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060</p> |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-003-Contractor_Definition_&_Treatment | | | |
| Active Date: | 10/1/2018 | Last Revised: | 1/3/2021 | |

A contractor refers to an independent contractor and is defined as an individual who performs service but is not an employee of the person utilizing the services.

LTI employs a series of truck drivers, but also contracts with independent contractors. These individuals are not employees of LTI, but rather are independent of the company and simply contract their driving services to the movement of freight on behalf of LTI.

Independent contractors at LTI either own their own tractor, work for an individual who owns their own tractor and has contracted it for transportation use with LTI or is an active Lease Purchase program where they are leasing to own a tractor from LTI.

Independent contractors do not receive wages, but rather receive payment fees for the work that they have been contracted to perform. Contractors are responsible for a variety of expenses incurred by their own company. Contractors are not eligible for employee bonuses or LTI company benefits such as health insurance, dental insurance, vision insurance, life insurance, short-term disability, or 401-K

LTI engages in a policy to never “force dispatch” independent contractors. These individuals are agents for hire that are never forced to work by LTI. Although, once they confirm and accept their load, they are expected to honor their commitment and transport the load.

For more information, please review LTI’s Independent Contractor Agreement.

End of Document

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| DMV Requirements | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| Document Number: | | | | |
| Active Date: | 1/1/2005 | Last Revised: | 11/14/2020 | |

Driver’s Licenses

In accordance with all Department of Transportation and Federal Motor Carrier Association rules and regulations, all LTI drivers are required to have a valid commercial driver’s license (CDL) class A. Drivers must be in possession of the CDL-A at all times while on duty and operating a commercial motor vehicle.

If a driver’s license is expired, suspended, or revoked, the driver must notify LTI’s Safety Department as soon as possible. Failure to report a notice of an expiration, suspension, or revocation, will result in disciplinary action, up to and including termination.

Driver’s that fail to notify the Safety Department of information related to a license issue that results in a driver being shut down and prohibited from driving, are responsible for all expenses incurred to transport the driver.

Medical Cards


In accordance with all Department of Transportation and Federal Motor Carrier Association rules and regulations, all LTI drivers are required to have a valid medical card. Drivers must be in possession of their medical card at all times while on duty and operating a commercial motor vehicle.

If a driver’s medical card is expired, suspended, or revoked, the driver must notify LTI’s Safety Department as soon as possible. Failure to report a notice of an expiration, suspension, or revocation, will result in disciplinary action, up to and including termination.

Driver’s that fail to notify the Safety Department of information related to a medical card issue that results in a driver being shut down and prohibited from driving, are responsible for all expenses incurred to transport the driver.

LTI does not honor medical cards prescribed to a driver before working for or with LTI. All drivers at LTI must operate under the medical card renewed while at LTI or issued to him/her while in orientation.

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|-----------------------|--------------------------|---------------|------------|---|
| Hours of Service | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
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| Document Number: | 001-005-Hours_of_Service | | | |
| Active Date: | 1/12/2018 | Last Revised: | 10/01/2019 | |

Policy

LTI is committed to strictly following the hours-of-service regulations for property-carrying vehicles. Department of Transportation (DOT) regulations require all motor carriers and drivers to follow the hours-of-service requirements. Our hours-of-service procedures will help avoid DOT penalties and reduce driver fatigue.

Responsibility

Drivers are expected to know and apply the property-carrying vehicle hours-of-service rules. They should familiarize themselves with company-specific policies that are in addition to these rules. Any disregard for these hours-of-service rules and/or company-issued policies will result in disciplinary actions by the company.

Drivers are expected to monitor their on-duty/off-duty time and know their availability. They have a certain level of responsibility for safety compliance, in addition to those who dispatch them and those who audit the hours-of-service records. A driver is expected to approach a supervisor if he or she has questions about the hours-of-service rules and/or company-issued policies. Any hours-of-service violations resulting from a misunderstanding of the rules may result in refresher retraining.

Drivers are expected to use their best judgment if feeling ill or fatigued. Even if they have available hours under the rules, they must not begin or continue with a shift. Safety and operations personnel must not allow a driver to violate the hours-of-service rules and/or company-issued policies. Supervisory personnel must not allow a driver to operate a commercial motor vehicle if he or she is ill or fatigued, despite having available hours available under the rules.

Procedures

11-hour driving rule

A driver cannot drive for more than 11 hours following 10 consecutive hours off duty. All time spent at the driving controls of a commercial motor vehicle is considered driving time.

14-hour on-duty rule

A driver cannot drive after the 14th consecutive hour after coming on duty. After the 14th hour, a driver cannot drive again until he/she has 10 consecutive hours of rest.

Rest-break rule

A driver cannot drive if more than 8 hours have passed since the end of the driver's last off-duty, on duty non-driving, or sleeper-berth period of at least 30 minutes.

Adverse driving conditions

A driver who encounters adverse driving conditions and, because of those conditions, cannot safely complete his/her run within the 11-hour maximum driving time may drive for an additional 2 hours to complete the run.

Adverse driving conditions mean snow, sleet, fog, or unusual road and traffic conditions which were not apparent to the person dispatching the run at the time it started.

A driver may not drive:

- For more than 13 hours following 10 consecutive hours off duty; or
- If more than 8 hours have passed since the end of his/her last off-duty or sleeper-berth period of at least 30 minutes; or
- After he/she has been on duty after the end of the 14th hour after coming on duty, following 10 consecutive hours off duty.

Adverse driving conditions do not include loading or unloading delays or conditions that were apparent before the run was dispatched.

Sleeper berth

The sleeper berth can be used to accumulate required off-duty time, as long as the driver follows prescribed guidelines. A driver can accumulate the required 10 hours of off-duty time by either:

- Spending 10 consecutive hours in the sleeper berth;
- Combining time in the sleeper berth with other off-duty time to get 10 hours off, as long as all 10 hours are consecutive; or
- Obtaining 10 non-consecutive hours off duty using two separate rest periods, with one being at least 7 consecutive hours in the sleeper berth and the other being at least 3 consecutive hours either off duty, in the sleeper berth, or any combination of the two.

When using the final option, once a driver has obtained the two required rest periods, the driver does not have 11 and 14 hours available. Available hours are calculated by counting forward from the end of the first rest period and subtracting driving time from 11 and all time (excluding any 7-hour sleeper-berth periods) from 14.

This method can be used continually as long as the driver has driving time available under the 70-hour rule.

70-hour/8-day limit

LTI follows the 70-hour/8-day schedule. A driver cannot drive after having been on-duty for 70 hours in any 8 consecutive days.

34-Hour Restart:

Any period of 8 consecutive days may be ended with the beginning of an off-duty period of 34 or more consecutive hours. Upon completion of the 34-consecutive hours off duty, the driver's hours worked for the previous 8 days goes to "0" and the driver has a full 70 hours available.

On-duty time


All time from the time a driver begins to work or is required to be in readiness to work until the time they are relieved from work and all work responsibility is considered on-duty time. Work for any entity, regardless of whether the employer is a carrier, is considered on-duty time. On-duty time includes the following:

- All time inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- All driving time.
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth, time spent resting in or on a parked vehicle, and up to 2 hours spent riding in the passenger seat of a moving property-carrying vehicle immediately before or after spending at least 8 consecutive hours in a sleeper berth.
- All time supervising or assisting in the loading or unloading or in giving or receiving receipts for shipments loaded or unloaded.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.
- All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with alcohol and drug testing requirements.
- Performing any other work in the capacity, employ or service of a motor carrier.

Fatigued drivers

Drivers are prohibited from operating a commercial motor vehicle if they are ill or fatigued, even if they have available hours under the hours-of-service rules. In a case of grave emergency where the hazard to occupants of the commercial motor vehicle or other users of the highway would be increased by compliance with this section, the driver may continue to operate the commercial motor vehicle to the nearest place at which that hazard is removed. This is in accordance with 49 CFR §392.3.

End of Document

| | | | | |
|---|------------|---------------|--|---|
| Electronic Logging Device (ELD) Policy | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | | | | |
| Active Date: | 01/12/2020 | Last Revised: | | |

Policy

LTI is committed to strictly following the hours-of-service and electronic logging device (ELD) regulations. It is the responsibility of all employees, supervisors, managers, and drivers to assure that all drivers are operating in compliance with all hours-of-service and ELD regulations under all circumstances. Violation of this policy will result in disciplinary action, up to and including termination of employment. This policy has no exceptions.

Responsibilities: Drivers

All drivers are expected to know and apply the hours-of-service and ELD rules. Any disregard for the ELD rules and/or this company policy will result in disciplinary actions by the company, up to and including termination.

Procedures: Drivers

When using an electronic logging device (ELD), all drivers must:

- Log in at the beginning of the tour, using their own assigned credentials. Under no circumstances is a driver to use another driver's login information.
 - As part of the login process, the driver is to review, and accept or deny any unassigned driving time on the device at time of login. Drivers are required to accept unassigned driving time if the driver's actions led to the unassigned driving time.
- Make manual duty status changes at the time the duty change takes place.
- Make location entries, when requested by the device.
- Find a safe parking location and stop operating the vehicle when alerted by the ELD that an hours-of-service limit (8-hour/30-minute break, 11 driving, 14 consecutive, 70) will be reached.
- Not operate the vehicle until a required break has been completed (30-minute, 10-hour, 34-hour).
- Use the following special driving categories when appropriate.
 - Personal Conveyance: To only be used only as described in the Personal Conveyance Policy.
 - Yard move: To only be used only when the vehicle is being operated in a facility that the public does not have access into due to gates or signs.
- Make edits and annotations as needed to correct for errors and omissions. All edits must include a comment stating the reason the edit was necessary.

- Review proposed edits and approve the edit only if the edit is appropriate. If the edit is not appropriate, the driver is to contact the supervisor that initiated the edit and explain why the edit is not appropriate.
- Enter a comment any time a limit is exceeded.
- Certify and submit their record daily.
- Log out upon completion of the tour or if having their vehicle serviced.

Roadside inspections

- It is the driver's responsibility to provide the officer with the requested records and documents during a roadside inspection.
 - Provide the officer with the display, the electronic user's manual, the data transfer instruction card, and the malfunction card.
 - Be prepared to show officer at least eight blank logs.
 - Display the information the officer requests.
 - Transfer the ELD data to the officer using the telematics.

Malfunctions

- A malfunction is any situation involving the device being unable to capture, process, store, or present the required hours-of-service data. If the device malfunctions, the driver is to:
 - Notify the company immediately
 - Immediately reconstruct the current and previous seven days' logs using (any combination is acceptable):
 - Blank logs
 - Printouts
 - The device display
 - Follow the company's instructions to get the device repaired or replaced.

Prohibited practices

- Under no circumstance is a driver to change (edit) a record in such a way that would result in a false record being created.
 - Examples:
 - Changing on-duty time to off duty to eliminate a violation
 - Changing on-duty time to off duty to make more hours available
- Under no circumstances is a driver to operate a vehicle without logging into the ELD
- Under no circumstances is a driver to operate a vehicle after logging out of an ELD
- Drivers are not allowed to operate upon reaching any of the appropriate hours-of-service limits, unless there is an exception that allows the driver to drive past the limit. In this case, the driver is to note the exception used in the comments area.
- Under no circumstances is a driver to operate a vehicle until all hours that are not in the ELD system have been entered via the edit process.
- Under no circumstances is the driver to tamper with the device or the data stored in the device.

End of Document

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|-----------------------------------|------------|---------------|--|---|
| Personal Conveyance Policy | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | | | | |
| Active Date: | 12/26/2019 | Last Revised: | | |

LTI Trucking Services, Inc. is strongly committed to full compliance with the current federal hours-of-service (HOS) regulations, as well as any additional local regulations which may apply. A major element of individual compliance with the hours-of-service regulations is the use of a Commercial Motor Vehicle for Personal Conveyance, 49 CFR 395.8.

LTI Trucking Services authorizes our company drivers, lease purchase drivers and owner operator drivers to use a Commercial Motor Vehicle (CMV) for 90 minutes per day while off-duty for Personal Conveyance per the authorized uses below.

Drivers are required to document such use as off-duty personal conveyance on their Records of Duty Status on their ELD used to record the driver’s Hours of Service.


A driver may record time operating a CMV for personal conveyance (i.e., for personal use or reasons) as off-duty only when the driver is relieved from work and all responsibility for performing work by LTI Trucking Services. The CMV may be used for personal conveyance even if it is laden, since the load is not being transported for the commercial benefit of LTI Trucking Services at that time. Personal conveyance does not reduce a driver’s or LTI Trucking Services’ responsibility to operate a CMV safely.

LTI Trucking Services authorized uses of a CMV while off-duty for personal conveyance:

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

While LTI Trucking Services authorizes the use of personal conveyance, LTI also reserves the right to suspend a driver's personal conveyance privileges if it is abused or misused. LTI Trucking Services also reserves the right to charge the driver the amount of fuel used if the company feels that the driver was not using personal conveyance for the reasons listed above or grossly abuses the privilege. The driver will be charged based off the distance drove, their vehicles mpg and the national average price for diesel fuel in the US.

***End of Document ***

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|------------------------------|---------------------|---------------|------------|---|
| Driver Logs | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-005-Driver_Logs | | | |
| Active Date: | 06/01/2018 | Last Revised: | 12/26/2019 | |

On your "Driver's Daily Log" you will find five categories as seen below. It is extremely important that you understand what each category means.

- Off Duty – This is time that you are not performing any LTI duties and are outside of your truck. Examples of this would be eating at a restaurant, being at your home, taking a walk in the morning.
 - Note: LTI drivers do not perform any duties while loading and unloading, drivers are permitted to record this time as "Off Duty." During this time, drivers are relieved from all duties and responsibilities related to the care and custody of the vehicle and cargo.
- Sleeper Berth – This is time that you are not performing any LTI duties and are in the sleeper berth. Examples of this include sleeping, watching T.V. inside your truck, or reading a book in the sleeper berth while waiting to get loaded or unloaded.
- Driving – This is the time that you are physically behind the wheel of the truck and driving.
- On Duty – This is the time spent doing your truck inspection in the morning, loading a truck or doing any other LTI work related duties other than driving.
- Off Duty Driving – This is the time spent using the truck for personal use, (Personal Conveyance). LTI limits this to 90 minute durations which drivers can use at their own discretion.

The assigned truck contains electronic logs, it is mandatory to use it instead of paper logs. You will be issued a User Name/ID and a Password by the Safety Department to login to and use the electronic logs. To begin and use the electronic log, follow these steps.

1. Press the Home icon.
2. Press the Log In button.
3. Touch the Name/ID box to highlight it and use the keyboard or press the Keyboard icon and enter your Login ID.
4. Touch the Password box to highlight it and enter your password.
5. Press O.K. or press the Red and White X button to remove the keyboard then press O.K.

If a team is logging in, press Add and repeat the previous steps. The first driver logged in is Active and the second driver logged in is Inactive.

6. Press the Home icon.
7. Press the Hours Of Service (HOS) button.


Here you will see the 7 tabs in the log section. They are:

- STATUS contains information and is where the CHANGE button resides. The CHANGE button allows the user to change duty status: Off Duty (OFF), Sleeper Berth (SB), Driving (D), On-duty/Not driving (ON), Off Duty Driving (Off DRV on MCP50). LTI does not use the EXCEPTION, CLOCK IN, or CLOCK OUT buttons. Personal Conveyance is available
 - On MCP50 not the IVG, *Must use Off Duty then Personal conveyance on IVG.
- SUMMARY contains information about the 3 D.O.T. clocks. The more Green there is in the line, the more time available. Teams can switch drivers by pressing the name with the green dot. A small drop down list appears. Choose the other driver's name. The one with the green dot is the active driver.
- GRAPH is the electronic picture of a logbook page. By pressing Previous, Next or the left and right arrows, log pages from a different date can be seen.
- DAY LOG is the same information shown on GRAPH, but written out.
- 8 DAY LOGS is a list of On Duty and Driving events for the previous 8 days. The Fax button and Request button on this screen are used to fax or E-Mail hard copies of logs to DOT officers.
- APPROVE or CERTIFY (IVG) is the list of duty statuses since the last Approval. This is where Non-driving events can be edited by the driver. Every day the list should be studied for accuracy and approved.
- LOAD is where the load number, trailer number, and bill of lading number are entered as part of the log.

Five minutes after you are finished driving, the status will automatically change to On-Duty. A driver should always be aware of these automatic functions.

On touch-screen-only units, there is additional training available by going to the Home screen. Use the arrow on the right side of the screen to see other Home screen options. Training is available as tutorials. If there are any other questions or problems that persist, after consulting these instructions and the training options, contact the Safety Department.


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|------------------------------|----------------------|---------------|------------|---|
| ELD Document Messages | | | |  <p>LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060</p> |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-005-Qualcomm_Use | | | |
| Active Date: | 06/01/2018 | Last Revised: | 11/01/2020 | |

Document List

| Description |
|-------------------------------|
| 2 – Depart Shipper |
| 3 – Depart Stop |
| 4 – Empty Call |
| Accident |
| Advance / Expense Request |
| Breakdown |
| Current Temp |
| Detention Request |
| Driver Feedback |
| Load Assignment Accept/Reject |
| Lumper Receipt Submission |
| OS&D Report |
| Passenger Request |
| Pay Inquiry |
| Reefer Alarm |
| Time Off Request |

End of Document

| | | | | |
|--|----------------------------------|---------------|------------|---|
| Drugs & Alcohol & Testing | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-006-Drug_&_Alcohol_&_Testing | | | |
| Active Date: | 06/01/2018 | Last Revised: | 01/01/2023 | |

LTI’s drug and alcohol policies apply to LTI drivers, independent contractors, and all other DOT-regulated employees is dedicated to the health and safety of its drivers. Drug and/or alcohol use may pose a serious threat to driver health and safety. Therefore, it is the policy of LTI to prevent the use of drugs and abuse of alcohol from having an adverse effect on our drivers.

The serious impact of drug use and alcohol abuse has been recognized by the federal government. The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which require the company to implement an alcohol and controlled substances testing program.

The purpose of the FMCSA-issued regulations is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles.

LTI will comply with these regulations and is committed to maintaining a drug-free workplace. It is the policy of LTI that the use, sale, purchase, transfer, possession, or presence in one’s system of any controlled substance (except medically prescribed drugs) by any driver while on the company premises, engaged in company business, operating company equipment, or while under the authority of LTI Trucking Services is strictly prohibited. Any violation of this policy will result in automatic termination.

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

Responsibility

In accordance with 49 CFR §382.601(a), the employer shall provide educational materials that explain the requirements in Part 382 and the employer’s policies and procedures with respect to meeting these requirements. The employer will ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing under this part and to each driver subsequently hired or transferred into a safety-sensitive function position (i.e., operating a commercial motor vehicle as defined in §382.107 requiring a CDL).

Each driver hired or transferring into a safety-sensitive function is responsible for reviewing the content of the information presented to drivers. Each driver is responsible for asking questions about the procedures if the content is unclear to him/her. Drivers may pose follow-up questions about the content of this policy and procedures to LTI.

Drugs and Alcohol Procedures

Regulatory Requirements

All drivers who operate commercial motor vehicles that require a commercial driver's license under 49 CFR Part 383 are subject to the FMCSA's drug and alcohol regulations, 49 CFR Part 382.

Non-Regulatory Requirements

The Federal Motor Carrier Safety Regulations (FMCSRs) set the minimum requirements for testing. The company's policy may be more stringent in certain instances. This policy will clearly define what is mandated by the FMCSRs and what company procedure is.

Who is Responsible

It is the company's responsibility to provide testing for the driver that is in compliance with all federal and state laws and regulations, and within the provisions of this policy. The company will retain all records related to testing and the testing process in a secure and confidential matter.

LTI's alcohol and drug program administrator who is designated to monitor, facilitate, and answer questions pertaining to these procedures is:

Director of Safety
1028 Eagle Park Road
Madison, IL 62060
314-932-6970

The driver is responsible for complying with the requirements set forth in this policy. The driver will not use, have possession of, abuse, or have the presence of alcohol or any controlled substance in excess of regulation-established threshold levels while on duty. The driver will not use alcohol within four hours of performing a "safety-sensitive" function, while performing a "safety-sensitive" function, or immediately after performing a "safety-sensitive" function. The driver must submit to alcohol and controlled substances tests administered under Part 382.

All supervisors must make every effort to be aware of a driver's condition at all times the driver is in service of the company. Supervisors must be able to make reasonable suspicion observations to determine if the driver is impaired in some way, and be prepared to implement the requirements of this policy if necessary.

Definitions:

When implementing and interpreting the drug and alcohol policies and procedures required by the FMCSA, as well as the policies and procedures required by the company, the following definitions apply:

Actual knowledge means actual knowledge by an employer that:

- A driver has used alcohol or controlled substances based on the employer's direct observation of the driver,

- Information provided by the driver's previous employer(s),
- A traffic citation for driving a CMV while under the influence of alcohol or a controlled substance, or
- A driver's admission of alcohol or controlled substance use under the provisions of §382.121.

"Direct observation" as used in this definition means observation of alcohol or controlled substance use and does not include observation of driver behavior or physical characteristics sufficient to warrant reasonable suspicion testing under §382.307. As used in this section, "traffic citation" means a ticket, complaint, or other document charging driving a CMV while under the influence of alcohol or controlled substances.

Adulterated specimen means a specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

Alcohol screening device (ASD) means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration (NHTSA) and appears on Office of Drug & Alcohol Policy & Compliance's (ODAPC) webpage for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications from NHTSA.

Alcohol use means the consumption of any beverage, liquid mixture, or preparation, including any medication, containing alcohol.

Aliquot means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

Breath Alcohol Technician (or BAT) means an individual who instructs and assists individuals in the alcohol testing process, and operates an evidential breath testing device (EBT).

Collection site means a place designated by the company, where individuals present themselves to provide a urine specimen for a drug test.

Commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- Has a gross combination weight rating of 26,001 or more pounds (11,794 or more kilograms) inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds (4,536 kilograms); or
- Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

Confirmatory drug test means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy. (Gas chromatography/mass

spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine).

Confirmatory validity test means a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

Consortium/Third-party administrator (C/TPA) is a service agent that provides or coordinates the provision of a variety of drug and alcohol testing services for the company. C/TPAs typically perform administrative tasks concerning the operation of the company's drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the DOT drug and alcohol testing programs of its members. C/TPAs are not "employers."

Controlled substances mean those substances identified in §40.85. In accordance with FMCSA rules, urinalyses will be conducted to detect the presence of the following substances:

- Marijuana metabolites
- Cocaine metabolites
- Amphetamines
- Opioids
- Phencyclidine (PCP)

Detection levels requiring a determination of a positive result shall be in accordance with the guidelines adopted by the FMCSA in accordance with the requirements established in §40.87.

Designated employer representative (DER) is an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove drivers from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of the company. Service agents cannot serve as DERs.

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

Direct observation in context of DOT drug testing procedures, means the observer must request the employee to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show, by turning around, that he/she does not have a prosthetic device. After observer has determined that the employee does not have such a device, he/she may permit the employee to return clothing to its proper position for observed urination.

Disabling damage means damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

1. *Inclusions.* Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
2. *Exclusions.*
 - a. Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
 - b. Tire disablement without other damage even if no spare tire is available.
 - c. Headlight or taillight damage.
 - d. Damage to turn signals, horn, or windshield wipers which make them inoperative.

Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and

independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle at the direction of or with the consent of an employer.

Drugs means the drugs for which tests are required under this part and DOT agency regulations are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opioids.

Evidential breath testing device (EBT) means a device that is approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on the Office of Drug & Alcohol Policy & Compliance's (ODAPC) webpage for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

FMCSA means the Federal Motor Carrier Safety Administration, U.S. Department of Transportation.

Initial drug test (also known as a "screening drug test") means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial specimen validity test means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

Invalid result means the result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory means any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under Part 40.

Licensed medical practitioner means a person who is licensed, certified, and/or registered, in accordance with applicable federal, state, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

Medical Review Officer (MRO) is a person who is a licensed physician (Doctor of Medicine or Osteopathy) and who is responsible for receiving and reviewing laboratory results generated by the company's drug testing program and evaluating medical explanations for certain drug test results.

Negative result means the result reported by an HHS-certified laboratory to an MRO when a valid specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class.

Non-negative specimen means a urine specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), and/or invalid.

Oxidizing adulterant means a substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or drug metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function) means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Positive result means the result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

Prescription medications means the use (by a driver) of legally prescribed medications issued by a licensed health care professional familiar with the driver's work-related responsibilities.

Refuse to submit (to an alcohol or controlled substances test) means that a driver:

1. Fails to appear for any test (except pre-employment) within a reasonable time, as determined by the company, consistent with applicable DOT regulations, after being directed to do so by the company. This includes the failure of a driver (including an owner-operator) to appear for a test when called by a C/TPA;
2. Fails to remain at the testing site until the testing is complete (except pre-employment if the driver leaves before the testing process begins);
3. Fails to provide a urine specimen for any DOT-required drug test (except pre-employment if the driver leaves before the testing process begins);
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of the specimen;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take a second test the employer or collector has directed the driver to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER (In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment);
8. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector).
9. For an observed collection, fails to follow the observer's instructions to raise his/her clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if he/she has any type of prosthetic or other device that could be used to interfere with the collection process.
10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
11. Admits to the collector or MRO that he/she adulterated or substituted the specimen.
12. Is reported by the MRO as having a verified adulterated or substituted test result.

Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

Safety-sensitive functions include:

- All time waiting to be dispatched at an employer or shipper plant, terminal, facility, or other property, or on any public property, unless the driver has been relieved from duty by the company;
- All time inspecting equipment as required by §392.7 and §392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle, except time spent resting in a sleeper berth (a berth conforming to the requirements of §393.76);

- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Screening test technician (STT) is a person who instructs and assists employees in the alcohol testing process and operates an alcohol screening device (ASD).

Split specimen collection means a collection in which the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Stand-down means the practice of temporarily removing a driver from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive drug test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.

Substance abuse professional (SAP) is a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. A SAP must be:

- A licensed physician (Doctor of Medicine or Osteopathy);
- A licensed or certified social worker;
- A licensed or certified psychologist;
- A licensed or certified employee assistance professional;
- A state-licensed or certified marriage and family therapist; or
- Drug and alcohol counselor certified by an organization listed at <https://www.transportation.gov/odapc/sap>.

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

Alcohol Prohibitions

Part 382, Subpart B, prohibits any alcohol misuse that could affect performance of safety-sensitive functions.

This alcohol prohibition includes:

- Use while performing safety-sensitive functions;
- Use during the four hours before performing safety-sensitive functions;
- Reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.04 or greater;
- Use of alcohol for up to eight hours following an accident or until the driver undergoes a post-accident test; or
- Refusal to take a required test.

NOTE: Per FMCSA regulation (§382.505), a driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Drug Prohibitions

Part 382, Subpart B, prohibits any drug use that could affect the performance of safety-sensitive functions. This drug prohibition includes:

- Use of any drug, except when administered to a driver by, or under the instructions of, a licensed medical practitioner who has advised the driver that the substance will not affect the driver's ability to safely operate a commercial motor vehicle. (The use of marijuana or the use of any Schedule I drug under state law is not a legitimate medical explanation. Under federal law, the use of marijuana or any Schedule I drug does not have a legitimate medical use in the United States.);
- Testing positive for drugs; or
- Refusing to take a required test.

Circumstances for Testing

Pre-Employment Drug Testing:

In accordance with §382.301, all driver applicants will be required to submit to and pass a urine drug test as a condition of employment.

Each driver applicant will be asked whether he/she has tested positive, or refused to test, on any DOT pre-employment drug test administered by an employer to which the driver applicant applied for, but did not obtain, safety-sensitive transportation work during the past two years.

If the driver applicant admits that he/she has tested positive, or refused to test, on any DOT pre-employment test, the driver applicant may not perform any safety-sensitive functions for the company until and unless the driver applicant documents successful completion of the return-to-duty process.

Job applicants, who are denied employment because of a positive test under another motor carrier or under LTI's DOT pre-employment testing, will be barred from employment.

Driver applicant drug testing shall follow the collection, chain-of-custody, and reporting procedures set forth in 49 CFR Part 40.

An employee of LTI transferring to a safety-sensitive driving position is also subject to and must pass a urine drug test as a condition of the transfer.

If the employee transferring into a safety-sensitive function does not pass his/her DOT pre-employment drug screen, he/she will be barred from employment that requires a safety-sensitive function.

Post-Accident Testing:

Drivers are to notify their Fleet Manager or Safety Department as soon as possible if they are involved in an accident.

According to FMCSA regulations (§382.303), if the accident involved the following, the driver will be tested for drugs and alcohol as soon as possible following the accident:

- A fatality,

- Bodily injury with immediate medical treatment away from the scene and the driver received a citation, or
- Disabling damage to any motor vehicle requiring tow away and the driver received a citation

The driver must remain readily available for testing. If the driver isn't readily available for alcohol and drug testing, he/she may be deemed as refusing to submit to testing. A driver involved in an accident may not consume alcohol for eight hours or until testing is completed

If the alcohol test is not administered within 2 hours following the accident Name/title will prepare a report and maintain a record stating why the test was not administered within two hours.

If the alcohol test is not administered within 8 hours following the accident, all attempts to administer the test will cease. A report and record of why the test was not administered will be prepared and maintained.

The drug test must be administered within 32 hours of the accident. If the test could not be administered within 32 hours, all attempts to test the driver will cease.

The Director of Safety will prepare and maintain a record stating the reasons why the test was not administered within the allotted time frame.

Reasonable Suspicion Testing:

If the driver's trained supervisor or another trained company official designated to supervise drivers believes a driver is under the influence of alcohol or drugs, the driver will be required to undergo a drug and/or alcohol test.

The basis for this decision will be specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver.

The driver's supervisor or another company official will immediately remove the driver from any and all safety-sensitive functions and take the driver or make arrangements for the driver to be taken to a testing facility.

The person who makes the determination that reasonable suspicion exists to conduct an alcohol test may not administer the alcohol test. Per FMCSA regulation, reasonable suspicion alcohol testing is only authorized if the observations are made during, just preceding, or after the driver is performing a safety-sensitive function.

Per FMCSA regulation, if the driver tests 0.02 or greater, but less than 0.04 for alcohol, the driver will be removed from all safety-sensitive functions, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

If an alcohol test is not administered within two hours following a reasonable suspicion determination, the program administrator will prepare and maintain a record stating the reasons why the test was not administered within two hours.

If the test was not administered within eight hours after a reasonable suspicion determination, all attempts to administer the test shall cease. A record of why the test was not administered must be prepared and maintained.

A written record of the observations leading to an alcohol or controlled substance reasonable suspicion test, signed by the supervisor or company official who made the observation, will be completed within 24 hours of the observed behavior or before the results of the alcohol or controlled substances test are released, whichever is first.

Random Testing:

LTI will conduct random testing for all drivers as follows.

LTI will use a company-wide selection process based on a scientifically valid method, prescribed by FMCSA regulations.

Accutrace will administer the random testing program, maintaining all pertinent records on random tests administered.

The percentage of drivers tested will be equal to or greater than as directed annually by the FMCSA.

The random testing will be spread reasonably throughout the calendar year. All random alcohol and drug tests will be unannounced, with each driver having an equal chance of being tested each time selections are made.

A driver may only be tested for alcohol while he/she is performing a safety-sensitive function, just before performing a safety-sensitive function, or just after completing a safety-sensitive function.

Once notified that he/she has been randomly selected for testing, the driver must proceed immediately to the assigned collection site.

Return-to-Duty Testing:

After failing an alcohol test, a driver must undergo a return-to-duty test prior to performing a safety-sensitive function. The test result must indicate a breath alcohol concentration of less than 0.02.

After testing positive for a controlled substance, a driver must undergo a return-to-duty test under direct observation prior to performing a safety-sensitive function. The test must indicate a verified negative result for drug use.

Follow-Up Testing:

Following the driver's violation of Part 382, Subpart B, the driver will be subject to follow-up testing. Follow-up testing will be unannounced. The quantity and frequency of such follow-up testing will be directed by the SAP, and will consist of at least six tests in the first 12 months. Follow-up testing may be done for up to 60 months. Follow-up drug tests must be conducted under direct observation.

Refusal to Submit:

According to §382.211, a driver may not refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substances test required by the regulations. A driver who refuses to submit to such tests may not perform or continue to perform safety-sensitive functions and must be evaluated by a substance abuse professional as if the driver tested positive for drugs or failed an alcohol test.

Refusal to submit includes failing to provide adequate breath or urine sample for alcohol or drug testing and any conduct that obstructs the testing process. This includes adulteration or substitution of a urine sample.

Dilute Specimens

If the MRO informs the company that a positive drug test was dilute, LTI will simply treat the test as a verified positive test. The company will not direct the employee to take another test based on the fact that the specimen was dilute. This is in accordance with §40.197.

If the MRO directs the company to conduct a recollection under direct observation (i.e., because the creatinine concentration of the specimen was equal to or greater than 2mg/dL, but less than or equal to 5 mg/dL (see §40.155(c)), LTI will do so immediately.

The following provisions apply to all tests that LTI sends the driver for under the directive of the MRO:

- The employee is given the minimum possible advance notice that he or she must go to the collection site;
- The result of the retest taken under §40.197(b), and not a prior test, is accepted as the test result of record;
- If the result of the retest taken under §40.197(b) is also negative and dilute, LTI will not make the employee take an additional test because the result was dilute. Provided, however, that if the MRO directs LTI to conduct a recollection under direct observation under §40.197(b)(1), the company must immediately do so.
- If the employee declines to take a test as directed in accordance with §40.197(b), the employee has refused the test for purposes of Part 40 and DOT agency regulations.

If the creatinine concentration of the dilute specimen is greater than 5 mg/dL, LTI has elected to include the optional retest provision in its company policy. LTI will direct the employee to take another test immediately under company policy in accordance with §40.197. Such recollections will not be collected under direct observation, unless there is another basis for use of direct observation (see § 40.67 (b) and (c)).

The following provisions apply to all retests that LTI sends the driver for under company policy:

- The employee is given the minimum possible advance notice that he or she must go to the collection site;
- The result of the retest taken under §40.197(b), and not a prior test, is accepted as the test result of record;
- If the result of the retest taken under §40.197(b) is also negative and dilute, LTI will not make the employee take an additional test because the result was dilute. Provided, however, that if the MRO directs the testing center to conduct a recollection under direct observation under §40.197(b)(1), the company must immediately do so.
- If the employee declines to take a test as directed in accordance with §40.197(b), the employee has refused the test for purposes of Part 40 and DOT agency regulations.

Invalid Results

When the laboratory reports that the test result is an invalid result, the MRO must:

- Contact the employee and inform him or her that the specimen was invalid. In contacting the employee, the MRO uses the procedures set forth in §40.131.
- After explaining the limits of disclosure (see §§40.135(d) and 40.327), the MRO must determine if the employee has a medical explanation for the invalid result. He/she must inquire about the medications the employee may have taken.

If the employee gives an explanation that is acceptable, the MRO must:

- Place a check mark in the "Test Cancelled" box (Step 6) on Copy 2 of the CCF and enter "Invalid Result" and "direct observation collection not required" on the "Remarks" line.
- Report to the DER that the test is cancelled, the reason for cancellation, and that no further action is required unless a negative test result is required (i.e., pre-employment, return-to-duty, or follow-up tests). If a negative test result is required and the medical explanation concerns a situation in which the employee has a permanent or long-term medical condition that precludes him or her from providing a valid specimen, the MRO must follow the procedures outlined at §40.160 for determining if there is clinical evidence that the individual is an illicit drug user.
- If the medical evaluation reveals no clinical evidence of drug use, the MRO must report this to the employer as a negative test result with written notations regarding the medical examination. The report must also state why the medical examination was required (i.e., either the basis for the determination that a permanent or long-term medical condition exists or because the recollection under direct observation resulted in another invalid result for the same reason, as appropriate) and for the determination that no signs and symptoms of drug use exist.
- If the medical evaluation reveals clinical evidence of drug use, the MRO must report the result to the employer as a cancelled test with written notations regarding the results of the medical examination. The report must also state why the medical examination was required (i.e., either the basis for the determination that a permanent or long-term medical condition exists or because the recollection under direct observation resulted in another invalid result for the same reason, as appropriate) and state the reason for the determination that signs and symptoms of drug use exist. Because this is a cancelled test, it does not serve the purpose of an actual negative test result (i.e., the employer is not authorized to allow the employee to begin or resume performing safety-sensitive functions because a negative test result is needed for that purpose).

If the employee does not give a reasonable explanation, the MRO:

- Places a check mark in the "Test Cancelled" and enters "Invalid Result" and "direct observation collection required" on the "Remarks" line.
- Reports to the DER that the test is cancelled, the reason for cancellation, and that a second collection must take place immediately under direct observation.
- Instructs the employer to ensure that the employee has the minimum possible advance notice that he or she must go to the collection site.

If the employee admits to the MRO that he or she tampered with the specimen, the result is reported as a refusal to be tested.

If the employee admits to the MRO that he or she used drugs, the test is cancelled with the reason noted (invalid) and the DER is notified of the admission. The DER has actual knowledge of a violation, and the occurrence is treated the same as a positive result.

When the test result is invalid because the pH is greater than or equal to 9.0 but less than or equal to 9.5 and the employee has no other medical explanation for the pH, the MRO should consider whether there is evidence of elapsed time and increased temperature that could account for the pH value. The MRO:

- Is authorized to consider the temperature conditions that were likely to have existed between the time of collection and transportation of the specimen to the laboratory, and the length of time between the specimen collection, and arrival at the laboratory.
- May talk with the collection site and laboratory to discuss time and temperature issues, including any pertinent information regarding specimen storage.

If the MRO determines that time and temperature:

- Account for the pH value, he or she must cancel the test and take no further action.
- Fail to account for the pH value, he or she must cancel the test and direct another collection under direct observation, as provided at paragraph §40.159(a)(5).

Alcohol Testing Procedures

Alcohol testing will be conducted at Gateway Medical Center, Concentra, or another testing center approved by Accutrace by a qualified breath alcohol technician (BAT) or screening test technician (STT), according to 49 CFR Part 40 procedures. Only products on the conforming products list (approved by the National Highway Traffic Safety Administration (NHTSA)) and Part 40 requirements will be utilized for testing under this policy.

The testing will be performed in a private setting. Only authorized personnel will have access, and are the only individuals who can see or hear the test results.

When the driver arrives at the testing site, the BAT or STT will ask for identification.

The driver may ask the BAT or STT for identification.

The BAT or STT will then explain the testing procedure to the driver. The BAT or STT may only supervise one test at a time, and may not leave the testing site while the test is in progress.

A screening test is performed first. When a breath testing device is used, the mouthpiece of the breath testing device must be sealed before use, and opened in the driver's presence. Then the mouthpiece is inserted into the breath testing device.

The driver must blow forcefully into the mouthpiece of the testing device for at least six seconds or until an adequate amount of breath has been obtained.

Once the test is completed, the BAT must show the driver the results. The results may be printed on a form generated by the breath testing device or may be displayed on the breath testing device. If the breath testing device does not print results and test information, the BAT is to record the displayed result, test number, testing device, serial number of the testing device, and time on the alcohol testing form. If the breath testing device prints results, but not directly onto the form, the BAT must affix the printout to the alcohol testing form in the designated space.

When an alcohol screening device (ASD) is used, the screening test technician (STT) must check the device's expiration date and show it to the driver. A device may not be used after its expiration date.

The STT will open an individually wrapped or sealed package containing the device in front of the driver and he/she will be asked to place the device in his/her mouth and use it in the manner described by the device's manufacturer.

If the driver declines to use the device, or in a case where the device doesn't activate, the STT must insert the device in the driver's mouth and use it in the manner described by the device's manufacturer. The STT must wear single-use examination gloves and must change the gloves following each test.

When the device is removed from the driver's mouth, the STT must follow the manufacturer's instructions to ensure the device is activated.

If the procedures listed above can't be successfully completed, the device must be discarded and a new test must be conducted using a new device. Again, the driver will be offered the choice of using the new device or having the STT use the device for the test.

If the new test can't be successfully completed, the driver will be directed to immediately take a screening test using an evidential breath testing device (EBT).

The result displayed on the device must be read within 15 minutes of the test. The STT must show the driver the device and its reading and enter the result on the ATF.

If the reading on the EBT or ASD is less than 0.02, both the driver and the BAT or STT must sign and date the result form. The form will then be confidentially forwarded to the company's designated employer representative (DER).

If the reading on the EBT or ASD is 0.02 or more, a confirmation test must be performed. An EBT must be used for all confirmation tests.

The test must be performed after 15 minutes have elapsed, but within 30 minutes of the first test. The BAT will ask the driver not to eat, drink, belch, or put anything into his/her mouth. These steps are intended to prevent the buildup of mouth alcohol, which could lead to an artificially high result.

A new, sealed mouthpiece must be used for the new test. The calibration of the EBT must be checked. All of this must be done in the driver's presence.

If the results of the confirmation test and screening test are not the same, the confirmation test will be used.

Refusal to complete and sign the alcohol testing form or refusal to provide breath or saliva will be considered a failed test, and the driver will be removed from all safety-sensitive functions until the matter is resolved.

Drug Testing Procedures

Drug testing will be conducted at Gateway Medical Center, Concentra, or another testing center approved by Accutrace. Specimen collection will be conducted in accordance with 49 CFR Part 40 and any applicable state law. The collection procedures have been designed to ensure the security and integrity of the specimen provided by each driver. The procedures will strictly follow federal chain of custody guidelines.

A drug testing custody and control form (CCF) will be used to document the chain of custody from the time the specimen is collected at the testing facility until it is tested at the laboratory.

A collection kit meeting the requirements of Part 40, Appendix A must be used for the drug test.

The collection of specimen must be conducted in a suitable location and must contain all necessary personnel, materials, equipment, facilities, and supervision to provide for collection, security, and temporary storage and transportation of the specimen to a certified laboratory.

When the driver arrives at the collection site, the collection site employee will ask for identification. The driver may ask the collection site person for identification.

The driver will be asked to remove all unnecessary outer garments (coat, jacket) and secure all personal belongings. The driver may keep his/her wallet.

The driver will then wash and dry his/her hands. After washing hands, the driver must remain in the presence of the collection site person and may not have access to fountains, faucets, soap dispensers, or other materials that could adulterate the specimen.

The collection site person will select, or allow the driver to select, an individually wrapped or sealed container from the collection kit materials. Either the collection site person or the driver, with both individuals present, must unwrap or break the seal of the collection container. The seal on the specimen bottle may not be broken at this time. Only the collection container may be taken into the room used for urination.

The driver is then instructed to provide his/her specimen in a room that allows for privacy.

The specimen must consist of at least 45 mL of urine. Within four minutes after obtaining the specimen, the collection site person will measure its temperature. The acceptable temperature range is 90 to 100 degrees Fahrenheit. If the specimen temperature is outside the acceptable range, the collector must note this on the CCF and must immediately conduct a new collection using direct observation procedures outlined in §40.67. Both specimens must be sent to the lab for testing. The collector must notify both the DER and collection site supervisor that the collection took place under direct observation and the reason for doing so.

The collection site person will also inspect the specimen for color and look for signs of contamination or tampering. If there are signs of contamination or tampering, the collector must immediately conduct a new collection using direct observation procedures outlined in §40.67. Both specimens must be sent to the lab for testing. The collector must notify both the DER and collection site supervisor that the collection took place under direct observation and the reason for doing so.

The 45mL sample provided must be split into a primary specimen of 30 mL and a second specimen (used as the split) of 15 mL. The collection site person must place and secure the lids on the bottles, place tamper-evident bottle seals over the lids and down the sides of the bottles, and write the date on the tamper-evident seals. The driver then initials the tamper-evident bottle seals to certify that the bottles contain specimens he/she provided. All of this must be done in front of the driver.

All identifying information must be entered on the CCF by the collection site person.

The CCF must be signed by the collection site person, certifying collection was accomplished in accordance with the instructions provided. The driver must also sign this form indicating the specimen was his/hers.

The collector is responsible for placing and securing the specimen bottles and a copy of the CCF into an appropriate pouch or plastic bag.

At this point, the driver may leave the collection site.

The collection site must forward the specimens to the lab as quickly as possible, within 24 hours or during the next business day.

Laboratory Analysis

As required by FMCSA regulations, only a laboratory certified by the Department of Health and Human Services (DHSS) to perform urinalysis for the presence of controlled substances will be retained by LTI. The laboratory will be required to maintain strict compliance with federally-approved chain-of-custody procedures, quality control, maintenance, and scientific analytical methodologies.

All specimens are required to undergo an initial screen followed by confirmation of all positive screen results.

Results

According to FMCSA regulation, the laboratory must report all test results directly to LTI's medical review officer (MRO). All test results must be transmitted to the MRO in a timely manner, preferably the same day that the review by the certifying scientist is completed. All results must be reported.

The MRO is responsible for reviewing and interpreting all confirmed positive, adulterated, substituted, or invalid drug test results. The MRO must determine whether alternate medical explanations could account for the test results. The MRO must also give the driver who has a positive, adulterated, substituted, or invalid drug test an opportunity to discuss the results prior to making a final determination. After the decision is made, the MRO must notify the DER.

If the MRO, after making and documenting all reasonable efforts, is unable to contact a tested driver, the MRO shall contact the DER instructing him/her to contact the driver. The DER will arrange for the driver to contact the MRO before going on duty.

The MRO may verify a positive, adulterated, or substituted specimen without having communicated with the driver about the test results if:

- The driver expressly declines the opportunity to discuss the results of the test;
- Neither the MRO or DER has been able to make contact with the driver for ten days; or
- Within 72 hours after a documented contact by the DER instructing the driver to contact the MRO, the driver has not done so.

The MRO may verify an invalid test result as cancelled (with instructions to recollect immediately under direct observation) without interviewing the employee, as provided at §40.159 if:

- The driver expressly declines the opportunity to discuss the test with the MRO;
- The DER has successfully made and documented a contact with the driver and instructed the driver to contact the MRO and more than 72 hours have passed since the time the DER contacted the driver; or
- Neither the MRO nor the DER, after making and documenting all reasonable efforts, has been able to contact the driver within ten days of the date on which the MRO received the confirmed invalid test result from the laboratory.

Prescription drug use

When a prohibited drug is detected in a urine specimen, the MRO will verify it is a legally prescribed, non-Schedule I drug and declare the test negative. The MRO will instruct the employee that he or she has five days from the reported negative result to speak with the prescribing physician about getting another prescription that does not make the employee medically unqualified or pose a safety risk.

If the MRO believes there is a medical qualification issue or safety risk — after the five days expire or the issue is not resolved after the driver speaks with the prescribing physician — the MRO will report the possible medical disqualification in accordance with §40.327.

Section 40.327(b) indicates the third parties to whom the MRO is authorized to provide information include the employer, a physician or other health care provider responsible for determining the medical qualifications of the employee under the Federal Motor Carrier Safety Regulations, a Substance Abuse Professional evaluating the employee as part of the return to duty process, a DOT agency, or the National Transportation Safety Board in the course of an accident investigation.

Split Sample

As required by FMCSA regulations, the MRO must notify each driver who has a positive, adulterated, or substituted drug test result that he/she has 72 hours to request the test of the split specimen. If the driver requests the testing of the split, the MRO must direct (in writing) the lab to provide the split specimen to another certified laboratory for analysis. There is no split specimen testing for an invalid result.

The driver will pay for the testing of the split specimen.

If the analysis of the split specimen fails to reconfirm the results of the primary specimen, or if the split specimen is unavailable, inadequate for testing, or unstable, the MRO must cancel the test and report the cancellation and the reasons for it to the DER and the driver.

Specimen Retention

Long-term frozen storage will ensure that positive urine specimens will be available for any necessary retest. LTI's designated drug testing laboratory will retain all confirmed positive specimens for at least one year in the original labeled specimen bottle.

Confidentiality/Recordkeeping

All driver alcohol and controlled substance test records are considered confidential (§382.401). For the purpose of this policy/procedure, confidential recordkeeping is defined as records maintained in a secure manner, under lock and key, accessible only to the program administrator.

If the program administrator is unavailable, Name/title will have access to the alcohol and controlled substance records.

Driver alcohol and controlled substance test records will only be released in the following situations:

- To the driver, upon his/her written request;
- Upon request of a DOT agency with regulatory authority over LTI;
- Upon request of state or local officials with regulatory authority over LTI;
- Upon request by the United States Secretary of Transportation;
- Upon request by the National Transportation Safety Board (NTSB) as part of an accident investigation;
- Upon request by subsequent employers upon receipt of a written request by a covered driver;
- In a lawsuit, grievance, or other proceeding if it was initiated by or on behalf of the complainant and arising from results of the tests;
- Upon written consent by the driver authorizing the release to a specified individual; or
- As a required submission to the Commercial Driver's License Drug and Alcohol Clearinghouse.

All records will be retained for the time period required in §382.401.

Drug and Alcohol Clearinghouse (Clearinghouse):

Beginning January 6, 2020, a repository created by the FMCSA will collect information on drivers' DOT drug and alcohol violations occurring under a motor carrier's testing program.

Employers and service providers are called upon to report DOT drug and alcohol testing program violations to the Clearinghouse. Motor carriers, medical review officers, third-party administrators, and substance abuse professionals must provide information when a driver:

- Tests positive for drugs or alcohol;
- Refuses drug and alcohol testing; and
- Undergoes the return-to-duty drug and alcohol rehabilitation process.

The following records will be collected and maintained in the Clearinghouse:

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by Subpart C of Part 382;
- An employer's report of actual knowledge, as defined at §382.107, including:
 - On duty alcohol use pursuant to §382.205;
 - Pre-duty alcohol use pursuant to §382.207;
 - Alcohol use following an accident pursuant to §382.209; and
 - Controlled substance use pursuant to §382.213;
- A substance abuse professional report of the successful completion of the return-to-duty process; and
- An employer's report of completion of follow-up testing.

The Clearinghouse will aid the company in learning of a driver's need start or continue with the necessary steps in the DOT return-to-duty process (i.e., Substance Abuse Professional (SAP) program) in order to operate a commercial motor vehicle (CMV).

FMCSA requires motor carrier employers to:

- Query the system for information on driver applicants, and
- Search the database annually for current employees.

Before a motor carrier may gain access to the information in the Clearinghouse, the driver must grant consent. Failure to provide consent prevents the motor carrier from using the CDL driver in a safety-sensitive function.

A driver can review his or her report at no cost by registering with the Clearinghouse.

Driver Assistance

Driver Education and Training

All drivers will be given information regarding the requirements of Part 382 and this policy by their supervisor.

Supervisor Training

According to FMCSA regulation, all employees of LTI designated to supervise drivers will receive training on this program. The training will include at least 60 minutes on alcohol misuse and 60 minutes on drug use. The training content will include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use. The training allows supervisors to determine reasonable suspicion that a driver is under the influence of alcohol or drugs.

Referral, Evaluation, and Treatment

According to FMCSA regulation, a list of substance abuse professionals will be provided to all drivers who fail an alcohol test or test positive for drugs.

The alcohol and drug program administrator will be responsible for designating the appropriate substance abuse professional (SAP) who, in conjunction with the driver's physician, will diagnose the problem and recommend treatment. In the event a driver violates Part 382, LTI will identify at that time of the violation who they prefer to contract with for the SAP services.

The Driver will pay for the evaluation by the SAP and any treatment required.

According to FMCSA regulations, prior to returning to duty, a driver must be evaluated by a SAP and must complete the treatment recommended by the SAP and then the SAP must mark the driver as eligible to take a RTD test in the Clearinghouse. Upon successful completion of a return-to-duty test and a hair follicle test LTI will then reinstate safety sensitive function privileges. A driver must complete all follow-up tests as directed by the SAPs testing outline. Both return-to-duty tests and follow-up tests must be conducted under direct observation.

LTI will not employ any driver who tested positive for any drug other than THC or has tested positive for THC more than 1 time. All drivers who are in the SAP program or completed the SAP program must have a hair follicle test prior to being offered employment.

A driver who fails to complete an evaluation by the SAP, treatment recommended by the SAP, a return-to-duty test, or a follow-up test will be terminated.

Self-Identification Program

LTI will not take disciplinary action against a driver who makes a voluntary admission of alcohol misuse or controlled substance use if:

- The admission is in accordance with the company's voluntary self-identification program;
- The driver does not self-identify in order to avoid Part 382 testing;
- The driver makes the admission of alcohol misuse or controlled substances use prior to performing a safety-sensitive function; and
- The driver does not perform a safety-sensitive function until the company is satisfied that the driver has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

The driver will be allowed to return to safety-sensitive duties upon successful completion of an education or treatment program, as determined by a drug and alcohol abuse evaluation expert. Also, the driver must undergo:

- A return-to-duty test with a result indicating an alcohol concentration of less than 0.02; and/or

- A return-to-duty controlled substances test with a verified negative test result; and
- A negative hair follicle test

Discipline

The company may not stand-down a driver before the MRO has completed his/her verification process unless the company has applied for and has received an FMCSA-issued waiver.

According to FMCSA regulation, no person who has failed an alcohol or drug test, or refused to test, will be allowed to perform safety-sensitive functions until the referral, evaluation, and treatment requirements have been complied with. The following company disciplinary measures apply to all reasonable suspicion, post-accident, and random tests.

Controlled Substance Positive Test Result

Upon notification that a driver has a drug test result of positive, adulterated, or substituted, the driver will be given the option of requesting a test of the split sample within 72 hours. If the driver has requested a test of the split sample, the driver will be placed in unpaid administrative leave until the results of a split sample test are obtained.

If the driver doesn't request a split sample test or the split sample test confirms the initial positive, adulterated, or substituted drug test result, the driver will be terminated.

If the split sample testing disputed the initial test results or if the initial test results are designated invalid, the driver will be reinstated.

Refusal to Test


A driver's refusal to test for alcohol or controlled substances will be considered a positive test result. Adulteration or tampering with a urine or breath sample is considered conduct that obstructs the testing process and is considered a refusal to test. A driver whose conduct is considered a refusal to test will be terminated.

Failed Alcohol Test Result

Upon notification that a driver has failed an alcohol test (0.04% BAC or greater), the driver will be terminated.

Upon notification that a driver tested 0.02% BAC or greater, but less than 0.04% BAC in initial and confirmatory tests for alcohol, the driver will be terminated.

End of Document

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|------------------------------|---------------------------|---------------|------------|---|
| Accident Protocol | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-007-Accident_Protocol | | | |
| Active Date: | 06/01/2018 | Last Revised: | 12/08/2021 | |

All vehicle accidents, injuries, and property damage must be reported immediately to your Fleet Manager or the Safety & Claims Manager.


A vehicle accident is an unplanned occurrence involving a company motor vehicle which results in death, injury, and/or property damage.

- Property damage can be to either LTI property or non-LTI property (including, customer or general public property).
- Vehicle accidents do not include damage from thrown rocks by other vehicles, but does include getting stuck and needing to be towed.
- Vehicle Accident Example (may not be all inclusive)
 - Collision with another vehicle
 - Loss of vehicle control resulting in towing
 - Parts, equipment, or cargo falling off the vehicle
 - Collision with a pedestrian
 - Dropping a trailer due to improper coupling/uncoupling
 - Striking a fixed or overhead object
 - Cargo damage resulting from erratic driving

In the event of an accident, drivers must do the following:

- Secure the scene and immediately begin investigating
- Complete the Accident document in Samsara
- Take pictures of the scene and of any damaged vehicles (all sides), and/or damaged property.
- Immediately report the accident to your Fleet Manager and/or Safety Claims Specialist. If you cannot reach your manager or someone from safety, leave a detailed voice message with name, truck number, location, call back number, and a detailed description of the accident. Including any and all report numbers.
- Get a list of all witnesses by name and contact numbers if possible.

End of Document*

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|------------------------------|----------------------------|---------------|------------|---|
| Breakdown Protocol | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
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| Document Number: | 001-007-Breakdown_Protocol | | | |
| Active Date: | 1/1/2005 | Last Revised: | 12/08/2021 | |

When a driver experiences a breakdown on the road, the following procedure will ensure that he/she gets moving quickly. The driver must:

- Get his/her equipment to as safe of a location as possible.
- Come to a complete stop, turn on the hazard lights, and set the parking brakes. It is also best practice to wear the LTI-issued reflective vest and lay out the triangles 10 and 30 yards behind the equipment.
- Contact his/her Fleet Manager first to update them on the current status. A driver should not assume that their fleet manager will be contacted for you.
- Complete the Breakdown document in Samsara
- Contact the LTI Service Center (shop) for troubleshooting instructions, and/or next steps.
 - Call (800) 338-8965
 - Press 1 to select departments
 - Press 1 to choose the LTI Maintenance Department, "The Shop"
 - Have the following information
 - Name, equipment number (truck and trailer), contact number
 - Descriptive geographic location (city, state, exit #, landmarks, etc.)

The Maintenance department exists to assist drivers with any questions, concerns, or issues regarding tractor, trailer, reefer or APU problems. To better serve drivers in a timely manner, it is important to contact the LTI Maintenance Department with equipment problems only.

Qualcomm troubleshooting and driver log issues are supported by Fleet Managers. Should a repair be needed, the Maintenance Department will then get involved and it will be repaired at an outside vendor. Fleet Managers will coordinate the repair appointments with the LTI Shop and the outside service center.

End of Document

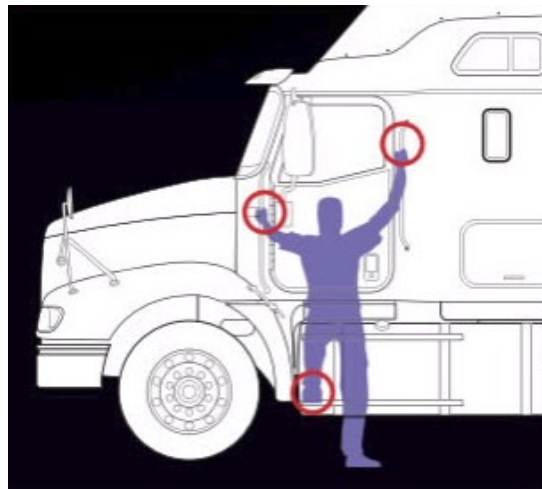
| | | | | |
|---|----------|---------------|----------|---|
| Entering & Exiting Equipment | | | |  |
| Driver Company Policy | | | | |
| Document Number: 001-008-Entering_&_Exiting_Equipment | | | | |
| Active Date: | 1/1/2005 | Last Revised: | 1/1/2005 | LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |

Drivers must follow specific instructions when he/she goes to either enter or exit their equipment.

LTI requires all drivers adhere to the Three Points of Contact method of entering and exiting a tractor, which will significantly reduce the likelihood of injury from a slip or fall.

Three Points of Contact

Three points of contact refers to a method of entry and exit of a tractor where three or four limbs remain in contact with the vehicle at all times (two hands and one foot, or two feet and one hand). A depiction is shown below:



Sideways movements should be avoided when mounting or dismounting a truck. Drivers must take his/her time to make deliberate and safe moves.

LTI requires that its drivers:


- Enter and exit facing the cab.
- Mount and dismount only when the equipment is stopped.
- Look for obstacles on the ground before exiting the vehicle.
- Take extra care in wet, snowy, and icy conditions.
- Avoid wearing loose or torn clothing that can catch onto the equipment.

- Wear closed toe shoes with support and traction.

LTI prohibits its drivers from:

- Jumping off of a truck or trailer.
- Climbing down or up with something in your hand. Instead, place items on the vehicle floor while mounting or dismounting.
- Using tires or wheel hubs as stepping surfaces.
- Using the door frame or door edge as a handhold.

End of Document

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|--------------------------------|------------------|---------------|------------|---|
| <h1>Speeding</h1> | | | |  <p>LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060</p> |
| <h2>Driver Company Policy</h2> | | | | |
| | | | | |
| Document Number: | 001-009-Speeding | | | |
| Active Date: | 1/1/2005 | Last Revised: | 12/08/2021 | |

LTI drivers are required to abide by all posted speed limits. Failure to adhere to the posted speeding limits will result in disciplinary action, up to and including, termination.

LTI drivers are prohibited from receiving speeding violations, FMCSA or otherwise, or speeding warnings from a law enforcement representative. Warnings for speeding count against the driver's and company's CSA scores, and drivers given warnings will be disciplined in accordance with the Corrective Action Policy. The drivers are personally responsible for the cost of any speeding citations.

The company also measures its drivers via Samsara software; LTI personnel including the Safety Department and driver's Fleet Manager will coach a driver based on these metrics. Samsara violations more than 15 mph will be recorded in the driver's profile. When a driver acquires more than 3 violations within a 30-day period the driver will be coached over the phone. If a driver has 4 violations within a 45-day period, the driver will be assigned remedial training. If the driver has 5 violations within a 60-day period or has a second 4 violation offense, the driver will be brought to the yard for a formal meeting with the Safety Department.

Drivers are prohibited from being in the possession of, or utilizing, radar devices. Radar detectors, or smart phone applications denoting the location of speed detectors or law enforcement agents, are prohibited. Failure to do so will result in confiscation of the device and disciplinary action, up to and including termination.

End of Document

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|------------------------------|--------------------|---------------|------------|---|
| Seat Belts | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-009-Seat_Belts | | | |
| Active Date: | 1/1/2005 | Last Revised: | 10/17/2022 | |

Seat belts must be always used while driving or operating a commercial motor vehicle or a company owned vehicle, regardless of the speed, direction of travel, or physical location of vehicle. Similarly, riding as a passenger also requires that a seat belt be worn.

Seat belts must be always used while driving or riding as a passenger in a personal vehicle while on company business or performing any travel that has a connection to work.


LTI will treat instances where seat belts are not worn properly the same as an instance where they are not worn at all. Seat belts are not worn properly when they are not properly adjusted (if the vehicle allows for such adjusting), properly positioned on the body (i.e., shoulder strap not being worn over the shoulder), have had their retractor / locking mechanism locked thus creating slack in the shoulder belt, or have otherwise been altered or improperly fitted.

For sleeper berths, occupant restraint systems installed by the manufacturer must be used, whether the system is at the entry point of the berth or incorporated as a belt-type restraint within the berth itself.

If a driver is ever pulled over, at a D.O.T. scale house, or any other such facility, it is critical that the driver does not remove his/her seatbelt. If an officer approaches the vehicle and asks the driver to move, come out of the vehicle, unlock the other door, etc. the driver must first politely ask the officer if it is okay to remove his/her seatbelt.

Failure to comply with this policy will result in disciplinary action, up to and including termination.


End of Document

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|------------------------------|------------------------|---------------|----------|---|
| Mobile Devices | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-009-Mobile_Devices | | | |
| Active Date: | 1/1/2005 | Last Revised: | 3/1/2020 | |

LTI prohibits the use of any handheld mobile phone device while operating a commercial motor vehicle. Calling, texting, or any other handling or engaging with a cell phone while in transit is strictly prohibited unless a hands-free device is being used properly. Examples of hands-free devices would include headsets or truck Bluetooth technology that is voice-activated.

The use of a mobile device with a hands-free device does not negate a driver's responsibility to stay focused on their tasks and surroundings. A driver must never use a device on a hands-free system if it causes a distraction. Drivers may use hands free cellular phone device while operating a Company Vehicle; except, when travelling through construction zones, school zones, and while backing, or driving through other hazardous areas. Drivers are prohibited from texting, downloading applications, watching videos, or browsing the internet while operating a Commercial Motor Vehicle.

End of Document

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|---------------------------------|-----------------------------------|---------------|------------|---|
| Daily Vehicle Inspection | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-010-Daily_Vehicle_Inspections | | | |
| Active Date: | 06/01/2018 | Last Revised: | 12/20/2021 | |

Vehicle Inspections – Ensuring our Equipment is Safe:

Equipment must be checked via a vehicle inspection to ensure the conditions of the equipment is safe for operation. Inspections must be conducted on tractors and trailers, before and after operation. The driver must be in an On-Duty, non-driving status during the vehicle inspection.

Failing to complete a thorough inspection can result in the following conditions:

- Vehicle Breakdowns
- Out of Service Orders
- Roadside Inspection Violations
- CSA Points

Vehicle Inspections – What to Check:

Approaching Vehicle

- Check for oil, fuel and water leaks, and any other signs of defects on the ground
- Check for any obvious damage to the tractor and trailer.
 - Report damage to the Maintenance Department
- Take pictures of the damage.

In-Cab Checks

- Documentation, Cab Card, Insurance Card, Samsara Instruction Card, Lease Agreement (if, vehicle is leased), IFTA Card, etc...
- Start engine, check gauges and/or warning lights, including ABS (if equipped)
- Safety Belts, Windshield Wipers, Horns
- Emergency equipment, triangles, fire extinguisher
- Mirror adjustment and condition
- Steering wheel for excess free play
- Turn on lights and four-way flashers before exiting the cab

Air Brake Check

- Build air pressure to maximum
- Charge trailer system
- Apply service brakes; after initial drop, air pressure must not drop more than 4 psi for a combination vehicle for 1 minute and 3 psi on cab only.
- Turn off engine; apply and release brakes with foot pedal; low air warning light and buzzer must activate around 60 psi , continue fanning the brakes until the service brakes (valves) pop out at around 25 psi

Rebuild Air Pressure

- Set parking brakes for trailer before exiting the cab
- Adjustment – check that the distance between slack adjuster and pushrods is approximately the same on each side of each axle and no more than 1 inch of pull.
- Completely drain moisture from each tank daily
- Make a test stop before leaving yard

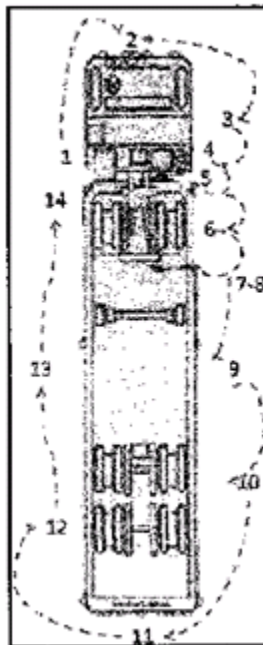
Vehicle Walk Around:

The following are steps that should be taken when walking around to inspect a vehicle. This list includes both the walk around stage, and the specific items that should be observed by a driver during that particular stage:


1. Left Side of Cab
 - Left front wheel
 - Left front suspension
 - Left front brake
 - IFTA Sticker
 - Vehicle Decals
2. Left Front of Cab and Underneath Hood
 - Fluid levels and any obvious leaks
 - Belts
 - Steering System
 - Axles
 - Windshield
 - Lights and reflector Tape
3. Right Side of Cab
 - Right front wheel
 - Right front suspension
 - Right front brake
 - IFTA Sticker
 - Vehicle Decals
4. Right Saddle Tank
 - Right Tanks
 - Condition of visible parts; including, fuel cap and seal
5. Front of Trailer
 - Air and electrical connection
 - Lights and reflectors
 - Document compartment
6. Right Rear Tractor Wheels
 - Dual Wheels
 - Suspension
 - Tandem Axels
 - Brakes
7. Rear of Tractor Wheels
 - Lights and reflectors
 - Air and electric line properly secured to frame, not damaged or chafing
8. Coupling System
 - Fifth Wheel
 - Air and electric lines visible, not touching the catwalk.
9. Right Side of Trailer
 - Front trailer support
 - Lights and reflectors
 - Frame and body
10. Right Rear Trailer Wheels
 - Dual wheels
 - Suspension

- Tandem axels
- Brakes
- 11. Rear of Trailer
 - Lights and reflectors
 - Cargo Securement
- 12. Left Rear Trailer Wheels
 - Dual wheels
 - Suspension
 - Tandem axels
 - Brakes
- 13. Left Side of Trailer
 - Front trailer support
- Lights and reflectors
- Frame and body
- 14. Left Rear Tractor Wheels
 - Dual Wheels
 - Suspension
 - Tandem Axels
 - Brakes
- 15. Left Saddle Tank
 - Right Tanks
 - Condition of visible parts; including, fuel cap and seal

Vehicle Inspection Process



End of Document

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|--------------------------------|---------------------------------|---------------|----------|---|
| Bringing Equipment Home | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-010-Bringing_Equipment_Home | | | |
| Active Date: | 1/1/2015 | Last Revised: | 6/7/2018 | |

LTI reserves the right to selectively authorize certain drivers to take a tractor (and potentially trailer) home.


If a driver lives within a 50-mile radius of 1028 Eagle Park Road – Madison, IL 62060 then he/she is not authorized to take LTI equipment home with them. Instead, the driver must take the equipment to LTI’s truck yard at 1028 Eagle Park Road – Madison, IL 62060.

If a driver outside of a 50-mile radius of 1028 Eagle Park Road – Madison, IL 62060 then he/she is authorized to take LTI equipment home with them as long as they physically have the space to legally and safely park their equipment. Equipment brought home with a driver must be on a driver’s private property and within a proximity to the driver (physically) for he/she to monitor the equipment.

Drivers that are required to park equipment at LTI’s service center have the option of parking a personal vehicle on the property while they are on the road working.

If a driver’s home location is deemed to be unfit to safely store LTI equipment, LTI has the right to take away authorization for a driver to bring the equipment home. This is at the decision of a driver’s Fleet Manager or the LTI’s Safety Department.

End of Document

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|------------------------------|-------------------------|---------------|------------|---|
| Load Securement | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-011-Load_Securement | | | |
| Active Date: | 06/20/2018 | Last Revised: | 06/20/2018 | |

Load Securement Requirements

Cargo being transported on the roadways must remain secured on or within the transporting vehicle.

Under all conditions that could reasonably be expected to occur during normal driving.
When a driver is responding in all emergency situations, except when there is a crash.

Degree of Securement

Securement system must be able to withstand a minimum amount of force in each direction.

- 80% of cargo weight when braking (forward force)
- 50% of cargo weight when accelerating (rearward force)
- 50% of cargo weight when turning (sideways force)
- 20% of cargo weight when traveling over bumps (upward force)

A cargo securement system is a method that uses one or more of the following elements to properly immobilize cargo... The vehicle structure, securing devices, blocking and bracing, or a combination.


Inspection Securement

The cargo must be inspected during the pre-trip inspection process, and during the following times:

- Within the first 50 miles of your trip
- At 3-hour intervals or every 150 miles (whichever comes first)
- Whenever the duty status changes

The exception to this is if the trailer is sealed. It is acceptable to not note the condition and securement of freight, as it would necessitate breaking the seal of the trailer door which is strictly prohibited.

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|------------------------------|--------------------------|---------------|------------|---|
| Seal Requirements | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-011-Seal_Requirement | | | |
| Active Date: | 06/20/2018 | Last Revised: | 06/20/2018 | |


If a load is sealed, the driver must be sure the seal number is on the bills and be sure the consignee has signed the bill's "Seal Intact" section. The driver must always be aware of the seal on the trailer before he/she leaves the shipper ****Verify that the seal matches the seal on the paperwork**** and must keep it sealed while in transit.

Once at the destination, a driver should never break the seal. While at the receiver, if a driver is given orders to break the seal, he/she must make sure that the "Seal Intact" section of all bills are signed before taking action. The distribution center personnel are usually required to be the ones to break a seal. Failure to do so could lead to the rejection of the load.

Whenever a seal has been compromised, the driver's dispatcher needs to be contacted immediately so that they can advise the appropriate parties and still arrange favorable receiving.

It's possible that a seal can become compromised in a number of ways including D.O.T. inspections, attempted thefts, or mishandling of any sort. It is advised by LTI that drivers make every effort to minimize freight and seal vulnerability. This includes attempting to back up to stationary objects so that the doors cannot be opened and parking in well-lit areas.

End of Document

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|-----------------------|---------------|---------------|------------|---|
| OSD's | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-011-OSD's | | | |
| Active Date: | 06/20/2018 | Last Revised: | 12/01/2021 | |

Report all overages, shortages, and damages (OS&D's) immediately to the Fleet Manager.

The driver must check his/her bills carefully before leaving the consignee (even if told everything is Okay). A driver must always look inside the trailer (if possible, without breaking the seal) when picking up a load to protect LTI and themselves from being charged with preventable claims. If there is a discrepancy noted on your bills or if there is any proof or suspicion of OS&D when you are at the receiver, be sure that the item numbers on the discrepancies are the item numbers that are listed on your bills and not the consignee's item numbers. After you have this information, immediately call your Fleet Manager.

OS&D issues should be reported at the time and point of delivery when delivering during regular office hours. If delivery is after hours the driver should leave a message on voicemail and follow up with a phone call the following morning (even if it's been reported to dispatch). It is the driver's responsibility to report the OS&D issues.

OS&D Document in Samsara must be done before leaving the property and wait for a decision unless permission from fleet manager to leave is given.


Pictures of the product in the trailer will be taken and sent to their Fleet Manager or CSR.

The driver should have their paperwork ready with the following information when he/she calls in an OS&D issue or leaving a message:

- LTI Load Number
- BOL/Shipper Number/Order Number
- Seal Number
- Number of Cases
- Discrepancies
- Product Number off of Bills (Not Consignee's product numbers)
- Product Description

For any occurrence of misconduct regarding freight, overages, shortages, and damages, disciplinary action up to and including termination of employment may be taken. If it is determined that a driver is responsible for any overages, shortages, or damages, then the driver will be liable for the full amount of the loss, as valued by the shipper.

End of Document

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|--|--|---------------|------------|---|
| Temperature Setting & Reefer Monitoring | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| Document Number: | 001-012-Temperature_Setting_&Reefer Monitoring | | | |
| Active Date: | 06-20-2018 | Last Revised: | 12-20-2021 | |

All drivers are responsible for the safety and integrity of the load they are carrying.

The Bill of Lading (BOL) is the defining document regarding temperature requirements. The driver must sign the BOL, ensure that the refrigeration unit is set properly, and the trailer temperature is within plus or minus 10 degrees of the set temperature prior to leaving the shipper. Verbal direction cannot be proven and will not be an acceptable reason for a reefer unit to not have been set properly.

If there is a discrepancy between the bills and any other instruction, the driver will contact their Fleet Manager immediately.


If the product arrives out of temp, the BOL will be validated as a first step. If the carrier is in error (the refrigeration unit was not set according to the BOL), the carrier is responsible for the product. Shippers will do everything they can to mitigate the loss, most customers do not salvage product.

If the product arrives out of temp and the refrigeration unit was set properly, the carrier will still be asked to prove that the trailer was able to maintain the proper temperature. The driver will be directed by the Operations Management in these instances.

In order to take steps to lessen the likelihood of temperature problems, LTI requires that their driver always be conscious of their trailer’s reefer unit. Naturally, this requires that the driver makes sure that the reefer unit is set at the BOL temperature before they leave the shipper. If you pick up a “drop trailer,” always check the temperature before you get on the road. While in transit, always take note of the color light on the unit and make sure that it is green.

Every four hours or at breaks, the driver must make sure that the temperature is still maintained. This procedure is still required of drivers that take trailers home with them, or on any other down time with a loaded trailer.

End of Document


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|------------------------------|--------------------------|---------------|----------|---|
| Trailer Washouts | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-013-Trailer_Washouts | | | |
| Active Date: | 1/1/2005 | Last Revised: | 5/6/2022 | |

Having the inside of a trailer washed out, should occur at either the direction of the customer or the driver.

A driver must check the inside of a trailer before arriving at the shipper’s facility. He/she should carry a broom or electric leaf blower to remove minor debris from previous loads. Organic and harmless material in small amounts can be removed easily, but all other debris should be responsibly thrown away properly and not placed out into an open street or parking lot.

If a trailer does not pass a customer’s inspection, the driver must call into his/her Fleet Manager to receive approval to take the trailer to a washout service. Payment will be sent to a driver via EFS. If a driver pays for the washout with their own funds, they will receive a reimbursement if approval was given and a receipt was turned in.

End of Document

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|------------------------|--------------------------------|---------------|----------|---|
| FDA Trailer Sanitation | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-013-FDA_Trailer_Sanitation | | | |
| Active Date: | 4/6/2016 | Last Revised: | 4/6/2017 | |

Vehicles and Transportation Equipment

All LTI equipment used to transport food product is designed to ensure suitable and adequate cleaning for their intended use to prevent food from becoming unsafe. Their design shall be maintained as necessary to provide adequate temperature control and to prevent pest and other contamination.

LTI drivers shall ensure that trailer equipment meets sanitary conditions by visually inspecting trailers for debris, spills, food residue, foreign objects, and visual signs of pest infestation. Equipment can be brought to sanitary condition by removing such contaminants by sweeping the trailer surface, or in some case, by washing the trailer out with soap and water. A driver should contact the Safety Department if unsure about specific actions.

Transportation Requirements


Fleet Load Planners will document all special instructions (e.g. preload cooling conditions, temperature settings, etc.) when creating load in McLeod. Drivers should review all special instruction when accepting loads on their Qualcomm and also when viewing the Bill of Lading.

If dictated by the load paperwork or by Fleet Management, pre-cooling conditions must occur prior to loading trailer at a shipper's location. The driver shall ensure appropriate conditions and controls are taken to prevent food from becoming unsafe during transport.

If a driver or mechanic discovers a temperature control failure or other conditions that may render the food unsafe, the conditions shall be reported to LTI's Safety Department immediately and the load shall not be delivered until further instruction.

All drivers are required to complete the following training: ProTread Lesson ID# 623 – Sanitary Transportation Act – What Drivers Need to Know.

End of Document


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|---------------------------|-----------------------|---------------|------------|---|
| Scaling Loads | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver action description | | | | |
| | | | | |
| Document Number: | 001-014-Scaling_Loads | | | |
| Active Date: | 06/01/2018 | Last Revised: | 07/20/2020 | |

It is company policy that requires a driver to scale all loads to ensure their truck’s weight is legal with regard to axle weight and gross weight. If a driver is ticketed for being overweight, they are responsible for the fine and can be disciplined accordingly at the determination of LTI management. Going out of route to scale a load is not compensated but a part of normal driver duties.

To move the excess weight off the drive tires, release the trailer tandems and slide the trailer backwards. To remove weight off the trailer tandems, slide the trailer forward.

Weight per Hole on slide: 350-450 lbs. depending on product and single stack or double stack pallets.

End of Document

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|-----------------------------|-------------------------|---------------|------------|---|
| <h1>Dock Procedures</h1> | | | |  <p>LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060</p> |
| <h2>Drivers procedures</h2> | | | | |
| | | | | |
| Document Number: | 001-015-Dock_Procedures | | | |
| Active Date: | 06/01/2018 | Last Revised: | 06/20/2018 | |

Dock Procedures

LTI customers are required to have a documented process to prevent creeping and an unscheduled departure during the loading/unloading process. LTI drivers are responsible for following dock procedures when loading/unloading at the shippers and receivers.

Below are few examples of dock securement devices and practices:

- Wheel Chocks
- Red Light / Green Light Communication System
- Wheel Locks
- Dock Locks
- Glad Hand Locks
- Some customers may require a Driver to disconnect from the trailer
- Some customers may require a Driver to turn in his/her tractor keys until the loading/unloading process is complete.

Failing to follow a customer's docking process can result in serious injuries and/or property damage. If you are uncertain when to move their truck, stop what you're doing and ask the supervisor on duty.

Notify your Fleet Manager if you have any concerns or issues regarding a dock process at any of your delivery locations.

Working around Powered Industrial Trucks (PITs / Forklifts)

If you are working around PITs, either at a customer's location or at the yard, you will be exposed to some hazards that must be addressed. PITs are powered industrial vehicle used to carry, push, pull, lift, stack, or tier materials and come in various styles.

PIT characteristics which require you to be on high alert:

- Heavy, can weigh anywhere from 2800lbs, to over 10,000lbs.
- Low Visibility – Operators have to adjust their line of sight to accommodate for the loads they are carrying.
- Tight Turns – Because the vehicle uses its rear wheels to turn, their turn radius is much tighter than a standard automobile.


- Congested Work Areas – docks are often busy places with multiple PITs and personnel.

How to protect yourself when exposed to PIT traffic:

- Wear highly visible clothing so it's easier for PIT operators to see you
- Stay in the designated walkways so operators know where you are
- Actively increase your awareness of your surroundings

No driver should ever operate a PIT at the yard, unless they have a certificate to operate. Never operate a customer's PIT under any circumstance.

End of Document

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|------------------------------|--------------------------|---------------|------------|---|
| Passenger Policy | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-019-Passenger_Policy | | | |
| Active Date: | 06/20/2018 | Last Revised: | 07/01/2020 | |

The following items will be checked on the driver before authorizing a rider.


- No history of avoidable accidents
- No moving violations on their most current MVR
- No log violations in the last six (6) months

Any exceptions to this policy must be approved by the Safety Department.

In order to be fully approved, the driver must also be aware, understand, and agree to various conditions that are outlined below. The driver must have followed all procedures listed and must agree to all of the proceeding terms before LTI allows a driver to have a passenger in the vehicle.

- Driver must contact the Safety Department and obtain a Passenger Release From, and upon completion, return the form to Safety Department for approval.
- The owner operator or driver shall purchase from an Insurance Company approved by LTI, the required passenger insurance.
- Participation in the operation of the vehicle by the passenger is strictly forbidden.
- At no time will alcoholic beverages or drugs of any kind be consumed or transported in or on the vehicle (excluding prescribed drugs) by any party.
- It should be fully understood that the passenger’s activities during this period shall be held to the same level of professional and same codes of conduct that are expected by our drivers.
- Passengers are not allowed to accompany the unit to any restricted loading or unloading areas.
- No more than two (2) persons including the driver may be aboard the vehicle at any time. This will include any pets on the vehicle. For example if you are going to have a pet on board the vehicle then you may not take a passenger unless the pet is removed from the vehicle.
- All passengers must meet all requirements per the passenger insurance policy.
- Any violation of this Agreement, or use of subterfuge to obtain a passenger authorization, will result in immediate termination of this Agreement and will result in further disciplinary action.

End of Document

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|------------------------------|--------------------|---------------|------------|---|
| Pet Policy | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-020-Pet_Policy | | | |
| Active Date: | 06-20-2018 | Last Revised: | 01-01-2023 | |

This Policy applies to LTI drivers and lease to own contractors who travel with an authorized pet. This policy does not apply to service dogs, as defined by the Americans with Disabilities Act (ADA).

Any driver who wants to travel with a pet, must acknowledge and agree to the following requirements in the Pet Policy:

Drivers are limited to one cat or one dog in the truck at a time.

- 1 dog – weighing less than 50 lbs. at full maturity.
- 1 cat – with the appropriate bathroom equipment.

An updated copy of the pet’s immunizations must be kept with the pet at all times. At any time, members of the Maintenance Department can request a copy of the pet immunization records.

All pets must be kept on a leash, 10 feet or shorter. If the pet is outside of the truck, and not on a leash, the pet must be placed securely in an animal kennel or crate.

In the event that a complaint is filed involving the pet, the driver may be required to immediately remove the pet from company equipment and/or property.

Pets are prohibited from the following areas:

- Corporate Office
- Maintenance Office
- Drivers Lounge
- Shuttle vehicles
- Customer work areas (shipper, receivers, etc.)

Pet owners are responsible for picking up all pet waste. Equipment is provided at the yard for picking up and disposing of waste.

Pet owners must provide a \$450 non-refundable escrow cleaning deposit.

The deposit may be deducted weekly in the amount of \$37.50 over a 12 weeks period, or until the \$450 amount is met.

If a driver makes a permanent truck switch, the non-refundable deposit will be used to clean the original truck. The driver will be required to provide a second non-refundable cleaning deposit of \$450 for the second truck.

The \$450 non-refundable escrow cleaning deposit will be in place, for any additional cleaning as needed, and all or portion may be used to clean the truck whenever necessary (to be determined by LTI shop).

Drivers are responsible for reimbursing LTI for any damages exceeding the \$450 non-refundable deposit.

Drivers are responsible for keeping the interior and appearance of the truck clean and serviceable.

Trucks will be inspected during every Preventable Maintenance (PM) intervals.


Prior to beginning a scheduled PM, the truck must be free of pet hair, food, fleas, waste, etc.

In the event a pet owner can no longer care for the pet (medical emergency, abandonment, etc.), the pet will be taken to a local animal shelter. The cost of boarding the animal will be deducted from the drivers escrow account.

Anyone wanting to travel with a pet, must read and sign the "Pet Policy Acknowledgement Form." In addition, LTI Drivers with a pet prior to January 1, 2018, may request a Pet Policy Waiver. The policy waiver allows the driver to keep the pet(s) they already have in the truck.

Failure to comply with LTI's Pet Policy could result in Corrective Action and removal of the pet from the truck or property.

End of Document

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|------------------------------|------------------------|---------------|----------|---|
| Truck Washings | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-013-Truck_Washings | | | |
| Active Date: | 10/1/2005 | Last Revised: | 5/1/2021 | |


Tractors are allowed to have an exterior wash, provided by a cleaning service, once a month. Truck washings should occur at an America’s Best, Blue Beacon, Gateway, St Louis Trailer Washout, or Truck-O-Mat truck wash facility.

Truck washouts are monitored via Blue Beacon online records. Drivers that wash their tractors unauthorized beyond the one per month limit may be charged the cost of the wash, and/or will receive disciplinary action up to and including termination.

If a driver feels that a truck wash is needed beyond once a month, or at a location other than Blue Beacon, he she must get approval from their Fleet Manager or the Maintenance Department.

Payment will be sent to a driver via EFS. If a driver pays for the truck wash with their own funds, they will receive a reimbursement if approval was given and a receipt was turned in.

End of Document

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|------------------------------|---------------------------|---------------|----------|---|
| Truck Cleanliness | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-021-Truck_Cleanliness | | | |
| Active Date: | 1/12/2018 | Last Revised: | 1/1/2020 | |

LTI drivers and Independent Contractors must all acknowledge, understand, and agree that they are responsible for the cleanliness of their assigned unit. Cleanliness refers to both the outside appearance of the unit and the inside cab and sleeper berth.


To be considered clean, the following applies:

- There is not excessive mud or debris on the outside of the unit. All signage, decaling, and plating must be clearly visible to those passing by. Naturally, outside elements affect the appearance of tractors, but a driver must take reasonable action to ensure that the unit is reasonably presentable.
- There cannot be trash, paperwork, or a pileup of belongings on the dashboard.
- There is not excessive pet hair on the floor and upholstery of the tractor.
- There is not remnants of food and spills on the floor, dashboard, console, and upholstery
- Trash is collected and contained in designated bins or bags in the unit and not spread out throughout the unit.
- There is no trash, bottles, or containers of any kind containing human waste present in the unit anywhere.

Drivers should note that declaring a truck as being unclean is at the discretion of LTI's Director of Maintenance, Director of Safety, or anyone on the Executive Management Team.

Failure to maintain a clean truck can lead to truck cleaning fees and disciplinary action up to, and including termination.

End of Document

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|-----------------------|-----------------------------|---------------|----------|---|
| Truck Cleaning Fees | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-021-Truck_Cleaning_Fees | | | |
| Active Date: | 1/12/2018 | Last Revised: | 1/1/2020 | |


As stated in LTI company policy, LTI drivers are expected to maintain a clean tractor. Additionally, declaring a truck as being unclean is at the discretion of LTI's Shop Manager, Director of Safety, or anyone on the Executive Management Team.

When a truck is declared unclean, the driver will have the opportunity to adequately clean the interior of their truck to remedy the uncleanliness. To do so in accordance with policy, the cleaning of the truck must meet the standards of LTI's truck cleanliness policies and the standards of LTI's Shop Manager, Director of Safety, or anyone on the Executive Management Team.

If the driver does not adequately clean the truck, or chooses to not clean the truck at all, LTI will have its cleaning staff do so or it will be contracted to an outside cleaning company. Drivers will be responsible for a \$250.00 truck cleaning fee. This fee can either be paid by the driver directly or through their escrow reserve account.

If the driver refuses to clean his/her truck as directed, and/or refuses to pay the truck cleaning fees then they will be subject to disciplinary action up to and including termination.

End of Document

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|--------------------------------|---------------------------------|---------------|----------|---|
| Damages Chargeback Fees | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| Document Number: | 001-021-Damages_Chargeback_Fees | | | |
| Active Date: | 1/1/2018 | Last Revised: | 6/4/2018 | |

LTI reserves the right to charge back drivers for damages incurred as a result of a preventable accident or incident.

Damages can mean physical damage to LTI equipment, physical damage to equipment not belonging to LTI, but that the company is financially responsible for, or property damage that occurred on LTI property or that the company is financially responsible for.


All of the damages related to this program are as a result of preventable occurrences as determined by LTI's Safety Department and/or Maintenance Department.

Depending on the level of severity of the damage, a driver will be responsible to pay a corresponding fee. If it is a driver's first time damaging equipment, he/she will not be charged. On the second occurrence, he/she will be responsible for the damage chargeback fee.

Below are the three categories of damages with the chargeback amount at the top of the respective column.

| \$100.00 Chargeback | \$300.00 Chargeback | \$500.00 Chargeback |
|--|--|--|
| Scrape Tire / Sidewall Damage | Front Bumper Damage | Cracked Fiberglass Fenders |
| Hood Mirror Damage | Side Faring Damage | Severe Hood Damage |
| Sliced Tire Damage | Hood Damage | Back of Cab Damage |
| Flat Tire Damage | Broken Cab Extender | Sub-Frame Replacement |
| Non-Weather Winch Outs | In-Cab Upholstery Damage | Bent or Torn Trailer Door |
| Bent Tire Rim | Door Mirror Damage | Improper Coupling Drop |
| Torn Air Line in Undercarriage | Sub-Frame Damage | Topped Trailer Damage |
| | Sidewall Gash | |
| | Trailer Door Damage | |
| Other Preventable Damage valued at less than \$2,500 | Other Preventable Damage valued at \$2,501 - \$7,500 | Other Preventable Damage valued at more than \$7,500 |

End of Document

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|---|---|---------------|------------|---|
| Equipment (or Spec.) Alterations | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-022-Equipement_(or_Spec.)_Alterations | | | |
| Active Date: | 1/1/2018 | Last Revised: | 12/16/2018 | |

LTI company policy prohibits the alteration of LTI equipment. Alteration is considered to be any change in the settings, configurations, specifications, or physical design or layout of a piece of equipment.


The following actions constitute alteration and are prohibited:

- Logging into a tractor’s Engine Control Module and changing specifications with respect to speed governing and RPM.
- Altering the idle shutdown time or temperature on a tractor.
- Attaching or disconnecting any cables connected to a tractor’s APU batteries.
- Disconnecting or tampering with wiring going to ELD.
- Removing shelving, seats, doors, or curtains.
- Drilling into the interior of a tractor’s sleeper berth walls or shelving, or the tractor’s console.

If there ever is an approved alteration, it will come at the direction of a driver’s Fleet Manager, the Director of Maintenance, or a member of the Executive Management Team.

Any driver that engages in equipment alteration, or alteration to the specifications of a piece of equipment, will be disciplined, up to and including termination.

End of Document

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|-----------------------|------------------------------|---------------|----------|---|
| Requesting EFS Check | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-028-Requesting_EFS_Check | | | |
| Active Date: | 1/1/2005 | Last Revised: | 5/1/2022 | |

When drivers need to make business-related transactions while out on the road, they should do so via requesting and using an EFS check. An EFS check is a form of payment that LTI can administer to transactions that drivers are experiencing remotely.


A driver can request an EFS check when they need to pay for the following:

- Approved washouts
- Lumper charges
- Late fees
- Repairs (must receive additional approval through LTI’s Maintenance Dept.)
- Additional advances (must receive additional approval through Director of Operations)

To request an EFS check, a driver should send an Advance Expense document in Samsara.

A driver must keep the receipt of anything that he/she has used an EFS check for. If a receipt is not submitted with a driver’s paperwork, then LTI reserves the right to deduct the charge amount back to the driver via a payroll deduction.

End of Document

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|--------------------------------|-------------------------|---------------|-----------|---|
| <h1>Accepting Loads</h1> | | | |  <p>LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060</p> |
| <h2>Driver Company Policy</h2> | | | | |
| | | | | |
| Document Number: | 001-023-Accepting_Loads | | | |
| Active Date: | 1/1/2005 | Last Revised: | 11/1/2021 | |

LTI dispatches loads to drivers through the truck’s ELD unit.

When a load is sent to a driver, the driver must submit confirmation and acknowledgement of the load by accepting it. To accept a load, the driver must reply to the ELD message by sending the Accept Reject document in Samsara.

Accepting loads must happen within 2 to 3 hours of the load being sent to the driver. However, if a driver is in transit and needs to wait longer than this time period to submit, that is okay as long as it happens immediately after the driver reaching a destination or safe haven.

LTI company drivers are required to accept the loads that are dispatched to them. If a driver has reason to not accept the loads, they must present those to their Fleet Manager as soon as possible. The company will do its best to accommodate a driver’s preferences, plans, and/or concerns when making load assignments but it cannot make any guaranteed.

Independent contractors should follow the same timeline and document protocol, but are not required to accept all loads that are assigned to them. LTI does not have a forced dispatch policy for independent contractors as they are not employees of the company.

End of Document

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|--------------------------|----------------------------------|---------------|-----------|---|
| Operations Communication | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-024-Operations_Communication | | | |
| Active Date: | 10/1/2005 | Last Revised: | 10/1/2005 | |


LTI drivers are required to be cooperative and active when it comes with communicating with their Fleet Manager and the Operations team.

A driver must have a cell phone that accepts calls as text only communication cannot be solely relied on. Additionally, a driver must ensure that their phone's voicemail box is setup and is not full.

Calls to drivers that are missed and result in a voicemail should be returned within one day.

When a driver is on home time, they must be available and reachable on either phone or ELD within a day of returning to work so that Operations can transmit important load-related information.

End of Document

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|------------------------------|---------------------------|---------------|------------|---|
| Fueling Procedure | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-027-Fueling_Procedure | | | |
| Active Date: | 10/1/2005 | Last Revised: | 01/01/2022 | |

LTI drivers are required to maintain necessary fuel levels in the equipment that they are in possession of. When a driver is in possession of a trailer that will be dropped at a facility, the driver is responsible for ensuring that the trailer’s refrigeration unit has fuel at a ¾ full level.

Drivers must make all fuel purchases at Love’s fuel stop.

To protect against fuel theft, LTI has limits on the amount of fuel that a driver can purchase in a given day:

| Limit | Tractor | Trailer |
|------------------|-------------|------------|
| Love’s Locations | 165 Gallons | 40 Gallons |
| Other Locations | 30 Gallons | |

If fuel purchases are needed beyond these levels than a driver must contact their Fleet Manager for approval.


Under no circumstances is fuel, purchased by LTI, and/or meant to be used in the operation of LTI’s business allowed to be given or sold to anyone in any circumstances.

Behavior that constitutes fuel theft activity (regardless if LTI is victim or not), and therefore is strictly prohibited, includes any of the following:

- An LTI driver using his/her assigned fuel card to purchase fuel to any other individual.
- An LTI driver allowing access of his/her truck or trailer available to anyone else where someone may have access to the fuel tank.
- Directly or indirectly allowing someone to extract fuel from the tractor or trailer’s refrigeration unit.
- The puncturing or manipulation of any fuel screen in the fuel tank opening.
- Purchasing fuel from any individual who is not an authorized fuel provider.
- Taking or extracting fuel from any vehicle or unit of equipment.

Engaging in any of the following behavior will result in disciplinary action, up to and including termination.

End of Document

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|------------------------------|-------------------------------|---------------|-----------|---|
| Driving Proper Routes | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-027-Driving_Proper_Routes | | | |
| Active Date: | 11/14/2013 | Last Revised: | 1/24/2017 | |

When LTI drivers are dispatched loads, the driver is required to follow the proper route.


When a load is sent to a driver on the Qualcomm unit, it will often times be accompanied by step-by-step navigation directions. These instructions must be followed unless otherwise directed by a Fleet Manager. If expected deviations from the route are foreseen by the driver, he/she must bring that up to his/her fleet manager so that mutual understanding and explicit permission is first achieved.

Under the rare circumstances that no navigation is sent over on the Qualcomm or given by the Fleet Manager, the driver has a responsibility to the company to take the most direct and efficient route possible.

When a driver goes 50 miles out of route, LTI's operating software will detect this and notify the Fleet Manager.

Taking unnecessary detours, or detours for personal reasons, are prohibited. Failure to adhere to the proper driving routes will result in disciplinary action, up to and including termination.

End of Document

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|----------------------------------|-----------------------------------|---------------|-----------|---|
| Turning in Load Paperwork | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-025-Turning_in_Load_Paperwork | | | |
| Active Date: | 11/14/2013 | Last Revised: | 1/24/2017 | |

Drivers must turn in the paperwork associated with their loads on a reoccurring basis in order to get paid, and provide LTI with the proper documentation.

Load paperwork includes, but is not limited to, all of the following documents:

- Load bills
- Bills of Lading
- Delivery receipts
- Cargo manifests
- Lumper receipts

Know that the amount of paperwork varies by customer, receiver, etc. and that a driver should send any and all paperwork he/she feels may be applicable. If the driver is still unsure, they should call their Fleet Manager for clarification.

In order for a driver to be paid for a load worked on a particular week, he/she must send in their load paperwork before Monday at 8:00am of the following week. Note that a pay week goes from 12:00am on Saturday to 11:59pm on Friday.


Load paperwork can be turned in two ways:

1. Utilizing a TRANSFLO Express Kiosk
 - Available at the fuel desks of all major truck stops.
 - Use the standard LTI cover sheet for all transmissions.
 - Fill out the cover sheet in its entirety.
 - Place the cover sheet on top of all paperwork.
 - Ensure all staples and paperclips are removed.
 - Hand to the attendant or place the paperwork into the scanner face up.
2. Scanning the paperwork scanner at the Drivers Lounge.
 - Follow the instructions posted next to the computer.
3. Using the TRANSFLO Mobile Plus application on a smart phone

Drivers should transmit loads one at a time.

Additional paperwork associated with a load may include fuel receipts and paper logs (only if the driver's e-log was not functioning). These documents must be dropped off in the labeled bin the Drivers Lounge.

End of Document

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|-----------------------------------|--------------------|---------------|------------|---|
| Driver Pay | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Program Description | | | | |
| | | | | |
| Document Number: | 002-004-Driver_Pay | | | |
| Active Date: | 10/1/2018 | Last Revised: | 01/03/2021 | |

LTI drivers are paid on a weekly basis. A driver’s payroll total is calculated by looking at what authorized movements were delivered during a pay period. LTI’s pay period runs Saturday through Friday. Specifically, a week begins at 12:00 AM on Saturday and ends on 11:59 PM on Friday.

Payroll totals are calculated looking at loads delivered versus loads that a driver has picked up or currently have in progress. If a driver picks up a load but is not responsible for making the final delivery, the driver’s Fleet Manager will “split” the load and create a terminating point for the respective driver’s treatment of the load; this will act as delivery status in order for the driver to receive payment. Fleet Managers may occasionally split a load at the end of the pay period in order to get a driver payment sooner, but this is never a guarantee and is only at the Fleet Manager’s discretion.

Payroll totals will only consist of loads that have all paperwork turned in. A driver has until close of business Monday of the subsequent week to scan in, or submit, a load’s paperwork for it to be included on a driver’s next paycheck.


Payments are made to drivers on Friday of the subsequent week. Payments are delivered via direct deposit, if set up with the Payroll Department ahead of time, or via an issued check. Independent contractor payments cannot be delivered via direct deposit as this feature is only available to company employees.

LTI driver pay can consist of any of the following:

- Mileage Pay on an authorized loaded movement.
- Mileage Pay on an authorized empty movement.
- Authorized reimbursements.
- Additional pay: Detention, Layover, Stop-Off, Orientation, Trainer Pay
- Anniversary Pay
- Bonus Pay: Referral Pay, Productivity Incentive Pay, Fuel Incentive Pay

Drivers that are paid on a mileage basis will be paid on what the miles noted in LTI’s McLeod operating software which stores point-to-point mileages via PC Miler. These miles may or may not match what a driver noticed on his/her truck’s odometer; nevertheless, for consistency LTI only uses the mileage rates attached to a load’s record in McLeod.

End of Document

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|------------------------------------|-----------------------------------|---------------|-----------|---|
| <h1>Home Time Pay Calculation</h1> | | | |  <p>LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060</p> |
| <h2>Driver Company Policy</h2> | | | | |
| | | | | |
| Document Number: | 001-023-Home_Time_Pay_Calculation | | | |
| Active Date: | 10/1/2005 | Last Revised: | 10/1/2005 | |

Drivers who live in an areas where we authorize them to take the tractor (and possibly trailer) will go home (or take home time) in between delivering a load and picking up a load.

To compensate the driver accordingly, LTI does the following:


- LTI systematically creates a dispatch movement from a driver's delivery location to his/her home. This movement's miles are unpaid.
- LTI systematically creates a dispatch movement from a driver's home to his/her next pickup location (or delivery location, if the driver is in possession of a load). This movement's miles are paid.

An example is as follows:

- A driver lives in Joplin, MO and makes a delivery in Springfield MO.
- A non-pay move will be created from Springfield, MO to Joplin, MO.
- The driver's next load picks up in Carthage, MO.
- A pay move will be created from Joplin, MO to Carthage, MO.

If a driver ever needs clarification on what movements he/she will be compensated when they take home time, they should ask their Fleet Manager or the Operations Manager.

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| ***End of Document*** |
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|-----------------------------------|----------|---------------|------------|---|
| Operational Pay | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Program Description | | | | |
| | | | | |
| Document Number: | | | | |
| Active Date: | 1/1/2005 | Last Revised: | 11/30/2021 | |

Layover Pay

LTI drivers are eligible for layover pay when he/she experiences certain waiting conditions. Layover Pay is a fixed amount of additional payment that a driver receives for every 24 hour increment of approved downtime.

Time counted towards layover pay begins after 24 hours of sitting without a load since a driver's last departure from a shipper. Note that the first 24 hours of layover is not paid out, but regular detention pay procedure is in effect. After the initial 24 hours has passed, layover pay will be accrued and paid out in 24 hour increments thereafter.

The driver must request layover pay from his/her Fleet Manager for it to be approved. A driver must request layover pay through the ELD on the Detention Request document and add layover justification in the comments field.

Company drivers are paid for layovers at a rate of \$125.00 for every 24 hours after the initial 24 hours of sitting. For independent contractors, the layover rate is \$200.00 for every 24 hours after the initial 24 hours of sitting.

In circumstances where a driver must sit for a long period of time because of actions within his/her control, they will not be able to receive layover pay; examples include cases of driver error, driver neglect, or driver violation of job description adherence.

Detention Pay

LTI drivers are eligible for detention pay when he/she experiences certain waiting conditions. Detention Pay is a fixed amount of additional payment that a driver receives for each hour of approved downtime.

Detention pay is received after two hours of sitting from the driver's appointment time at the shipper or consignee. The driver must notify his/her Fleet manager through the ELD Detention Request document. This detention time notification should be sent upon departure with the arrival and departure times accurately annotated. Failure to notify one's Fleet Manager will mean that a driver is ineligible for detention pay on that load.

The amount of detention for company drivers is \$15.00 per hour, maxing out at \$125.00 per day. The amount of detention for independent contractors is \$25.00 per hour, maxing out at \$200.00 per day.


In circumstances where a driver is detained because of actions within his/her control, they will not be receiving detention pay; examples include cases of driver error, driver neglect, or driver violation of job description adherence.

Stop Off Pay

LTI drivers are eligible for stop off pay when he/she has a stop between a load's pickup origin and final destination.

Stop off pay is paid at a flat rate of \$25.00 per stop for company drivers. Stop off pay is paid at a flat rate of \$35.00 per stop for independent contractors. The stop off pay is automatically tracked by a driver's Fleet Manager and no additional action is required of the driver.

End of Document

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|-----------------------------------|-------------------------|---------------|----------|---|
| Orientation Pay | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Program Description | | | | |
| | | | | |
| Document Number: | 002-005-Orientation_Pay | | | |
| Active Date: | 1/1/2005 | Last Revised: | 1/1/2020 | |

Drivers that successfully complete LTI's multi-day orientation program and become new hires will receive orientation pay.

Standard orientation pay is \$200.00 for the orientation period.

To receive orientation pay, a driver must comprehensively participate in and complete the orientation process as laid out by LTI, and then must deliver his/her first load. If a first dispatch does not occur, or is not completed, then orientation pay will not be paid out.

End of Document

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|-----------------------------------|-------------------------|---------------|----------|---|
| Anniversary Pay | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Program Description | | | | |
| | | | | |
| Document Number: | 002-005-Anniversary_Pay | | | |
| Active Date: | 12/8/2014 | Last Revised: | 1/3/2021 | |

Only OTR company drivers are eligible for Anniversary Pay.


An individual must be employed and actively working at the time of payout. The individual cannot be on a leave of any type; instead the individual will be paid their earned incentive within two weeks of them returning to work full-time.

Anniversary Pay of \$1,000 is paid out annually on the driver’s work anniversary; a work anniversary is an annual anniversary from a driver’s hire date.

A driver must be continuously working over the course of the year to receive Anniversary Pay. If a driver was on leave or not working for part of the year, LTI has the right to either prorate the Anniversary Pay amount or prolong the Anniversary Pay payout date by the amount that the individual was not working or on leave.

LTI’s Executive Management Team reserves the right to alter, update, or discontinue this program at their discretion.

End of Document

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| Trainer Pay | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Program Description | | | | |
| | | | | |
| Document Number: | 002-005-Trainer_Pay | | | |
| Active Date: | 10/17/2017 | Last Revised: | 6/1/2018 | |


LTI maintains a skills refresher driver training program. Drivers selected as trainers can earn additional compensation for their services in training drivers and mentoring them.

Trainers are assigned trainees through the Safety Department. When a driver is assigned a trainee and that individual accompanies the trainer on the road, the trainer will receive a flat \$200.00 a week. This amount is prorated by the day for any partial weeks.

Additionally, the trainer will receive their normal pay per mile on every mile that their truck drivers – this includes miles driver by the trainer or by the trainee.

Upon a trainee graduating from his/her training, they will become an independent autonomous driver. The trainer’s responsibility continues, though; he/she will actively stay in touch with their former trainee and make themselves available to their former trainee. This can be for acting as a resource, answering questions, or for general comradery purposes. In exchange for this, the trainer will receive compensation equal to \$75 per month that their former trainee drives for eighteen months after the trainee’s graduation date.

End of Document

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| <h1>Driver Referral Program</h1> | | | |  <p>LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060</p> |
| <h2>Driver Program Description</h2> | | | | |
| | | | | |
| Document Number: | 002-005-Driver_Referral_Program | | | |
| Active Date: | 10/17/2017 | Last Revised: | 6/20/2020 | |

LTI has a Driver Referral Program to reward individuals who refer drivers that the company hires.

When a current LTI driver refers an outside driver to LTI’s Recruiting Department that driver candidate is reviewed and recruited to work for the company. If the referred driver is hired, the driver who referred him/her will be eligible for a series of payments depending on how long the new hires stay with LTI.

The bonus program only applies towards referrals that are for over-the-road drivers rather than local drivers. Similarly, referrals for trainees are not included in this program and drivers referred must have experience of two years or more.

The first payment is accrued to the referring driver upon the new hire’s first dispatch and every other month for the next 20 months following the date of hire.


To help drivers be successful in referring the right drivers who have a higher likelihood of being hired by the company, LTI is looking for the following:

- Over-the-road drivers who;
- 23 years old or more
- Two years or more of CDL-A driving experience
- Have a clean safety and work background with respect to accidents, drug and alcohol, truck abandonment, etc.

For a driver to receive a referral bonus, he/she must be employed and actively working at the time of payout. The individual cannot be on a leave of any type; instead the individual will be paid their earned bonus within two weeks of them returning to work full-time. If a driver separates from LTI and ends their employment, he/she effectively relinquishes any referral bonuses.

LTI’s Executive Management Team reserves the right to alter, update, or discontinue this program at their discretion.

End of Document

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|-----------------------------------|--------------------------------|---------------|------------|---|
| Incentives | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Program Description | | | | |
| | | | | |
| Document Number: | 002-006-Productivity_Incentive | | | |
| Active Date: | 10/17/2017 | Last Revised: | 12/31/2022 | |

Productivity Incentive

LTI Solo drivers will earn \$0.07 per mile and team drivers will earn \$0.035 per mile for every mile driven if they maintain an average of 2,000 miles for solo drivers and 4,000 miles for a team over the rolling 5-week average. All new drivers are eligible for the incentive for their first 4 weeks, thereafter, the new driver is required to average 2,000 miles per week to maintain their incentive. The average weekly miles calculation will start with the 5th week. The productivity incentive is paid weekly if the driver continues to meet the requirements and employed by LTI. If a driver fails to maintain the requirements the driver will lose the incentive until they meet the rolling 5-week miles requirement.

Drivers that are paid layover or breakdown pay for more than 2 days per week with no home time will have that week excluded from their rolling average. On Thanksgiving and Christmas, the mileage average will be reduced to 1,900 miles for that week. On Memorial Day, Labor Day, Independence Day, and New Year’s Day the mileage average will be reduced to 1,900 miles.

Safety Incentive


LTI recognizes the importance of safety in our business and industry and has developed a safety incentive to reward and recognize the drivers that demonstrate this trait. Solo drivers will earn \$0.04 per mile and team drivers will earn \$0.02 per mile for every mile if they maintain the safety qualifications. The safety incentive is paid in advance and when the driver fails to meet the requirements, the driver will lose the safety incentive for the number of weeks as listed below.

To qualify for the safety incentive, a driver must meet all the following safety requirements:

- No preventable accident, injury, cargo claim, or damage to equipment. A violation will result in a suspension of the safety incentive for 6 weeks.
- No speeding ticket or FMCSA violation or warning. A violation will result in a suspension of the safety incentive for 4 weeks.
- No internal HOS violation greater than 1 hour. A violation will result in a suspension of the safety incentive for 2 weeks.

The driver must be currently employed by LTI at the time of payment for any incentive to be paid. LTI’s Executive Management Team reserves the right to alter, update, or discontinue this program at their discretion.

End of Document

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| Employment Benefits | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Program Description | | | | |
| | | | | |
| Document Number: | | | | |
| Active Date: | 10/1/2018 | Last Revised: | 01/03/2021 | |

Health Benefits

Drivers may elect to be included in LTI’s benefit program following 90 days of continuous, active, employment.

A driver must make his/her elections and return their enrollment forms no later than 90 days following the date of his/her hire so that the company is able to begin coverage when the driver reaches the eligibility date.

If a driver does not take action, he/she will not have the opportunity to enroll again until the next open enrollment period. The only exception to this rule is if the driver experiences a qualifying life event such as a change in legal marital status or change in dependents before that time.

Please refer to the LTI Employee Benefits Guide for additional information and details, as well as up to date pricing and plans.

401-K

LTI offers the option for drivers to participate in a 401(k) retirement plan, with matching money from the company.

Active full-time employees working 30 hours or more per week are eligible to participate starting on the 90th day of their active employment. LTI offers drivers the choice of a traditional, pre-tax 401(k) or a ROTH, post-tax 401(k).

- Traditional Plan Option – reduces a driver’s taxable income now and helps him/her save for retirement.
- ROTH Option – allows a driver’s money to grow without owing taxes when he/she withdraws later.

When a driver sets aside money, LTI will also match a portion of the contributions. LTI matches 50 cents for every dollar you contribute, on the first 2% of your salary. Note that a driver must be employed on Dec 31st of the current year to receive LTI a contributions.

Please refer the LTI Trucking Services, Inc. Retirement Savings Plan Enrollment Guide for additional details or consult with 401(k) advisors at the Moneta Group (314)244-3450.

Life Insurance Policy


Each, active, full-time driver working 30 hours or more per week, is eligible for Company-Paid Life and Accidental Death & Dismemberment Insurance through Unum. The benefit amount for a driver is \$10,000.

Accidental Death & Dismemberment (AD&D): AD&D pays a benefit for loss of life or dismemberment resulting from a covered accidental bodily injury. A driver should refer to the policy documents for the specific benefit payments for each covered accidental loss such as loss of limbs, hearing, vision, and speech.

Drivers are eligible for benefits starting on the 90th day of their active employment. Employees are auto enrolled at the 90th day of active employment, although beneficiary designation forms are completed during new hire orientation.

Please refer to the LTI Employee Benefits Guide for additional information and details.

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| Reserve Account (Escrow) | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-026-Reserve_Account_(Escrow) | | | |
| Active Date: | 1/12/2018 | Last Revised: | 12/26/2020 | |

All new company drivers are set up to have a deduction of \$25.00 per week to come out of their paycheck. All independent contractors are set up to have a security deposit extracted from their payment of \$50.00 a week.

These deductions are placed in a reserve account (sometimes referred to an escrow account) under the driver's name.


For company drivers, the weekly escrow contributions will stop only when the escrow balance reaches \$500.00. For independent contractors, the escrow contributions continue indefinitely up to the truck buyout amount. Note that LTI cannot and does not require independent contractors who are not in a Lease Purchase agreement with LTI, to set up and contribute to a reserve account. If an independent contractor who owns their own truck wants to be excluded, they may do so by notifying LTI's Payroll Department.

Upon separation from the company, the escrow balance will be kept for 30 days and then returned to the driver. However, a driver will not receive their escrow balance amount back if any of the following occurs:

- There are outstanding balances for pay advances requested by the driver.
- There are outstanding balances for preventable damage to LTI equipment or cargo hauled.
- There is less than a two week notice of a driver's separation from the company.
- There are missing shipping documents that preclude LTI from billing a customer.
- There is damage is caused by the driver, or party relating to the driver.
- Cleaning charges need to be assessed in accordance with the Truck Cleaning Fees section of this Handbook.

If any pay advances or costs mentioned above are less than escrow balance amount, then the amount will be paid with the driver's escrow account and the remaining balance will be returned to the driver in 30 days.

End of Document

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| Terminations | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-030-Terminations | | | |
| Active Date: | 1/12/2018 | Last Revised: | 1/12/2019 | |

Terminations are defined as LTI dismissing a driver from the company and effectively ending his/her employment agreement with the company; or as a driver voluntarily choosing to leave LTI and terminate their own employment agreement with the company.


When a termination occurs, the LTI driver must do the following immediately:

- Safely, but immediately, return self and all of LTI’s equipment currently in the driver’s possession to 1028 Eagle Park Road – Madison, IL 62060.
- Return all LTI equipment including but not limited to:
 - Tractor
 - Trailer (if under a load)
 - Qualcomm
 - All transponders, receivers, sensors, and technology equipment within the tractor
 - All load documentation, bills, receipts, and statements
- After completing the items above, remove self and personal belongings from LTI’s facility and property, immediately and in a safe, professional, and calm manner.

For circumstances where a driver is unable to take all of their personal belongings, LTI will temporarily store such belongings at 1028 Eagle Park Road – Madison, IL 62060 for thirty days.

Failure to wholly complete any of the items listed about will result in LTI having to call their local law enforcement authorities and take legal action.

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|-----------------------|-----------------------------|---------------|------------|---|
| Transportation Home | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| Driver Company Policy | | | | |
| | | | | |
| Document Number: | 001-030-Transportation_Home | | | |
| Active Date: | 10/1/2005 | Last Revised: | 12/06/2022 | |

When a driver’s employment, or contract with LTI, is terminated by the company then the driver must leave LTI property. If a driver does not have a personal vehicle or a private means of transportation home, then the company will assist the driver in arranging transportation home via bus, train, or airplane depending on location of their home not to exceed \$150. LTI will not rent a car on our account for any driver that no longer works for LTI.

When a driver terminates their own employment, or contract with LTI, they also must leave LTI property. Under this circumstance, the driver is responsible for coordinating and financing their travel home.

If a driver quits and does not have means to get themselves home, they may be given the opportunity to rescind their notice and continue working for the company or a member of the Executive Management Team may give approval to financially contribute towards the driver’s travel arrangements. Under that scenario, this amount will be deducted from a driver’s final paycheck or escrow reserve account.

End of Document

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|--------------------------------|-------------------------|---------------|-----------|---|
| Acknowledgement Receipt | | | |  LTI Trucking Services, Inc. 1028 Eagle Park Rd Madison, IL 62060 |
| LTI Driver Handbook | | | | |
| | | | | |
| Document Number: | Acknowledgement Receipt | | | |
| Active Date: | 8/1/2012 | Last Revised: | 6/12/2018 | |

I, _____, hereby certify, on this date, _____, that I have been presented with the company policies and programs of LTI Trucking Services, Inc. as described in this Driver Handbook. During the orientation process, policies and procedures were explained to me so that I am aware of my job's obligations and requirements, and the acceptable standards to which I must act and perform my duties. I hereby affirm that I have been educated on the policies that govern my employment and I fully agree to comply with the policies of LTI Trucking Services, Inc.

Additionally, since the information, policies, and procedures of LTI Trucking Services, Inc. are necessarily subject to change, I acknowledge that revisions to such policies and procedures may occur. I understand that LTI reserves the right to eliminate, change, and update any of the company's policies, practices and procedures at its discretion. Should such a change occur, I understand that LTI will provide me access of all current and up-to-date policies and programs.

Driver's Name:

Driver's Signature:

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