GROCERY SUPPLY COMPANY

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IMPACTING LIVES THROUGH EXCEPTIONAL SERVICE

Statement of Fleet Safety Policy

Accidents, whether they occur on the streets and highways or in our facilities, profit no one. They may result in damage to the goods and products in our care. They contribute toward delays in deliveries to and for our valued customers, and when personal injuries occur to our employees, they can cause unnecessary misery as well as possible loss of income.

It is well recognized that most accidents can be prevented, thus avoiding their many undesirable consequences. It is equally well recognized that accident-free operations are not achieved by chance. Rather, they result from the thoughtful application of sound safety principles to the work at hand. To achieve the highest degree of safety, it is our policy that sound safety principles be followed in all of our activities and applied to all phases of our work.

To implement our policy, an accident-control program has been developed and adopted. It applies to all activities at our facilities and to the operation of our vehicles. It will be conducted through the regular channels of supervision. It requires the fullest attention and cooperation of all employees.

In short, our policy is to provide exceptional service with safety.

Ryan McKenzie — President / CEO

June 1, 2023 — Date

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Safety Instructions for Drivers

A professional, courteous, and safe fleet is the ultimate goal of Grocery Supply Company. Wherever the driver may travel, our fleet is on public display. The preservation of our physical, financial, and human resources is an integral part of our goal. For this reason, you are expected to read and discuss the following safety instructions. Whenever you are in doubt about safety conditions concerning your vehicle, roads, weather, or delivery restrictions, discuss the matter with your supervisor and let them help you make the decision.

Introduction

This Fleet Safety Manual has been prepared to inform you of the policies and rules which apply to your employment with Grocery Supply Company. The information contained in this handbook applies to all commercial motor vehicle (CMV) drivers of Grocery Supply Company.

Please read this handbook carefully and keep it handy for future reference. One of your first responsibilities is to be familiar with its contents. This handbook is only a summary of our policies; please review it with your supervisor if you have any questions.

Employment at Will Statement

The policies, rules and regulations in this handbook are in no way to be interpreted as a contract between Grocery Supply Company and any of its employees, nor do they change or modify the at-will employment status of any employee. The Company reserves the right to modify or delete any part of these policies when, in its opinion, it becomes advisable to do so.

Uniforms

Uniforms: Appropriate Grocery Supply Company issued uniforms will be worn by all drivers and helpers while making deliveries to Grocery Supply customers. Company uniforms are furnished and are mandatory for all drivers and helpers. Uniform type or similar khaki pants and shorts are permitted. Gym-type shorts and sweatpants are not authorized.

Shoes: Appropriate footwear will be worn at all times while making deliveries; this includes recognized work boots, work shoes, or other shoe types with slip resistant soles. Leather soled shoes are not acceptable for making ramp deliveries.

*Appropriateness for attire or footwear is subject to management discretion.

Qualifications of Drivers

Driving while working

If you drive a company vehicle on your job, you will be expected to comply with company policy concerning its use. We have strict rules concerning the use of vehicles, and it is your responsibility to read and follow these rules.

1. Report any vehicle accident to your supervisor immediately, regardless of severity. Anytime a GSC vehicle strikes or comes in contact with another vehicle or stationary object while in motion, it will be considered a vehicle accident. If another vehicle in motion strikes a parked GSC vehicle it is considered a vehicle accident. All other accidents will be considered property damage unless otherwise determined by GSC Management. Any vehicle accident must be reported to the department manager or supervisor immediately or as soon as possible of its occurrence. Failure to report a vehicle accident promptly may result in termination.
2. Always observe all vehicle laws and speed limits. Any moving violation, whether on or off the job, must be reported to the department manager or supervisor immediately, or as soon as possible, of its occurrence. Failure to report them promptly may result in termination.
3. Always wear seatbelts when the vehicle is in operation.
4. No passengers other than company employees or others on company business may ride with you. No cargo, other than that authorized by Grocery Supply Company, may be transported.
5. No personal use of company-owned vehicles is permitted without specific approval of management. Do not make any personal, or "side trips" while you are on company business. This includes intermediate stops that you might want to make for personal convenience.
6. All maintenance and use records must be completed as directed by your supervisor, and vehicles must be clean at all times. Report immediately any broken, missing, or worn parts or tires needing maintenance as directed by your supervisor.
7. Use of alcoholic beverages/drugs or any other illegal controlled substance in a company vehicle is strictly prohibited.
8. All drivers must be 21 years of age or older, have a valid Driver's License (or CDL if required) and be eligible for GSC insurance policy.

Hiring criteria

Applicants will not be considered for a driving position if their driving record reflects the following:

A. Any failure to appear involving vehicle incident; or
B. 2 or more serious moving violations (i.e., excessive speeding which is 15 mph or more above the posted speed limit) or any other serious traffic violations in the last 3 years; or
C. Any DWI, DUI, DUID, reckless, or careless driving in the last 10 years; or
D. 3 moving violations and/or 3 preventable* vehicle accidents, or any combination totaling 3 or more, in the last 3 years (*Preventability to be determined by company management via interviews, police reports, past employment verification checks and/or other available means deemed necessary by the Company).

Information regarding vehicle accidents and/or moving violation citations will be gathered primarily through Motor Vehicle Reports (MVRs), however, other resources may be utilized.

Retention

Drivers whose Company Record, MVR and/or other law enforcement records reflect the following may be subject to **retraining.**

A. 2 moving violations on the MVR within the last 3 years.
B. 2 preventable* accidents on the Company Record that may or may not be listed on the MVR where the vehicle accident involved 2 or more vehicles in motion, or traffic situations, or single vehicle occurrences within the last 3 years (i.e., run off road, overturn).
C. 2 preventable* vehicle accidents (i.e., striking an overhead obstruction, damage occurring in a dock/parking area, striking, or sideswiping a non-moving object/ unoccupied vehicle) in a 12-month period, to be determined from the date of the first preventable accident.
D. Any combination totaling 2 within the last 3 years.
E. 1 serious moving violation (i.e., excessive speeding which is 15mph or more above the posted speed limit) will result in a final warning.

Retraining methods include video and/or classroom based training, or other methods approved by management, or any combination thereof, accompanied by supporting documentation of completion.

Reclassification

A driver whose Company Record, MVR and/or other law enforcement records reflect the following will be placed on **12-month probation, reclassified as a driver trainee for 30 days and subject to retraining to be administered concurrently:**

A. 3 moving violations on the MVR within the last 3 years.
B. 3 preventable* accidents on the Company Record that may or may not be listed on the MVR where the vehicle accident involved 2 or more vehicles in motion, or traffic situations, or other single vehicle occurrences within the last 3 years (i.e., run off road, overturn)
C. 3 preventable* vehicle accidents (i.e., striking an overhead obstruction, damage occurring in a docking/parking area, striking, or sideswiping a non-moving object/ unoccupied vehicle, etc.) in a 12-month period, to be determined from the date of the first preventable accident.
D. Any combination totaling 3 within the last 3 years.

Disqualification

A driver whose Company Record, MVR and/or other law enforcement records reflect the following will be disqualified from driving any GSC company vehicle:

A. Any failure to appear involving vehicle incident.
B. 2 or more serious moving violations (i.e., excessive speeding which is 15 mph or more above the posted speed limit) or any other serious traffic violations within the last 3 years.
C. Any DWI, DUI, DUID, reckless or careless* driving citations (*careless driving to be reviewed on an individual basis to determine nature of citation).
D. 4 moving violations on the MVR within the last 3 years.
E. 4 preventable* accidents on the Company Record that may not be listed on the MVR where the vehicle accident involved 2 or more vehicles in motion, or traffic situations, or other single vehicle occurrences within the last 3 years.
F. Any combination totaling 4 or more within the last 3 years.

The Company reserves the right to require retraining at management's discretion.

*Preventability to be determined by interviews, police reports, company records, or other available means deemed necessary by the Company.

NOTE: The lists above are not all-inclusive. Some acts are so serious that no warnings need be given. These violations warrant automatic suspension and/or further disciplinary action up to and including termination. These acts include, but are not limited to, actions and/or accidents which management deems serious or unacceptable.

General Requirements

You, as a driver, must meet and maintain the following requirements:

1. **Mental and Physical Conditions** - As a driver, you have a responsibility to yourself, your family, your employer, and the general public to ensure that you are physically fit to drive before taking the wheel of a motor vehicle. If you suspect that you have any physical problems, see your doctor as soon as possible and report it to your supervisor. A check-up may prevent an accident. A driver must be in good physical condition with no mental, nervous, or other disorders, or any physical disability, which may interfere with safe driving as outlined in Federal Motor Carrier Safety Regulations (FMCSR) §391.41.
2. **Eyesight** - A driver must have good eyesight with at least 20/40 vision in both eyes with and without the use of corrective lenses. You must have at least 70 degrees in horizontal field of vision in both eyes and be able to distinguish the colors red, amber, and green.
3. **Hearing -** A driver must have good hearing with or without the use of a hearing aid. When recording hearing, record distance from patient at which a forced whisper voice can first be heard. If an audiometer is used to test hearing, record decibels at 500 Hz, 1,000 Hz and 2,000 Hz.
4. **Alcohol, Narcotics and Drugs** - A driver must not use any amphetamines, narcotics, any Schedule 1 drugs, any other habit-forming drugs (intoxicants) or controlled substances and have no current clinical diagnosis of alcoholism. (See Company Drug/Alcohol Policy for details and Federal Motor Carrier Safety Regulations (FMCSR) §391.83, Subpart H - Controlled Substance Testing.)
5. **License** - A driver must have a current, valid Commercial Driver's License (CDL) issued only from one State as required by the Federal Motor Carrier Safety Regulations (FMCSR) §391.11(b)(5).
6. **Knowledge and Skills of Federal/State DOT Regulations** - A driver must know federal and state driving rules and regulations and be able to pass a DOT written examination which meets the Federal standards contained in Part 383-Subpart F, G and H as outlined in the Federal Motor Carrier Safety Regulations (FMCSR) §383.23. (**Note:** CDL equivalent may be used in place of written examination when deemed appropriate by management.)
7. **Age** - A driver must be at least 21 years of age and meet all other requirements as outlined by the Federal Motor Carrier Safety Regulations (FMCSR) §391.11(b)(1) and Grocery Supply Policy and Procedures.
8. **Knowledge of English and Basic Math** - A driver must be able to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports, records and daily log books as required by the Federal Motor Carrier Safety Regulations (FMCSR) §391.11(b)(2).
9. **Annual Record of Violations -** At least once every 12 months, Grocery Supply Company will check the Motor Vehicle Record (MVR) of each driver for violations that he/she has received during the preceding 36 months.
    1. **Recertification Physicals** - Every driver will be required to pass a re-certification physical as required by the Federal Motor Carrier Safety Regulations (FMCSR) §391.45 and Grocery Supply Policy and Procedures. All physicals and re-certification physicals will be at the expense of Grocery Supply Company.
10. **Post Accident & Random Drug & Alcohol Testing** - All drivers will be required to submit to random and post-accident drug and alcohol testing. These programs will conform to the Federal Motor Carrier Safety Regulations (FMCSR) §382.303 and §382.305.

11. **Training -** Grocery Supply will provide training at least quarterly for all drivers. Training will consist of, but not limited to, the following: record of duty status, hours of service, defensive driving, safety lifting techniques, managing stress and fatigue, accident prevention and other programs which are important in maintaining a safe driving program. Non-attendance at training meetings will require a timely follow-up to review the information presented to the team.

Personal Requirements – Your Responsibilities

1. You have a very important responsibility as a professional truck driver. You are responsible for the life of every person you meet on the highway, as well as your own. As a driver, you are responsible for the vehicle and its load. Learn to do your job properly by following these steps:
    a. Operate your vehicle safely at all times.
    b. Keep the cab of your truck clean and orderly at all times. Do not carry loose objects that can become projectiles that can injure someone.
    c. Do your work safely and in a manner that gives the best service to the customer and to the company.
    d. Follow instructions given to you by your dispatcher.
    e. Properly load and unload your cargo in a safe and orderly manner. Make sure cargo is secure prior to moving the vehicle.
    f. Inspect your vehicle to ensure that it is always in good mechanical and operating condition.
    g. Daily logbooks, timecards and time sheets MUST be kept up to date at all times.

2. **Driver's License** It is the driver's responsibility to maintain and keep his/her CDL driver's license up to date. If your license expires or is revoked, suspended, disqualified, or otherwise restricted, you must notify your supervisor within 24 hours after such restriction.
    a. Failure by the driver to report the revocation, suspension, restriction, or disqualification of driver's license within 24 hours may result in disciplinary action up to and including termination.
    b. If your driver's license has been reinstated due to revocation, suspension, disqualification, or other restrictions, written documentation must be provided to the company as proof of license reinstatement before you will be allowed to return to regular driver duties.
3. **Recertification Physicals –** Every driver is required to pass a DOT re-certification physical in accordance with the Federal Motor Carrier Safety Regulations. It is the driver's responsibility to provide documentation of the qualifying re-certification physical result to Grocery Supply Company management on or before expiration of previous physical certification; driver will be ineligible for dispatch after the date of expiration of previous physical certification unless re-certification physical documentation is provided.
4. **Reporting Accidents/Citations for Motor Vehicle Violations**
    a. **Accident with a Company vehicle** – Report all accidents to your supervisor immediately, regardless of severity. Failure to report an accident may result in disciplinary action up to and including termination.
    b. **Citations** - Notification within 24 hours is required if a driver receives any citation for a motor vehicle violation, on and off the road, other than parking. If a citation is issued, but later dismissed, the dismissal and basis for the dismissal should also be reported. Failure to do either of the above may result in disciplinary action up to and including termination.
5. **Intoxicants, Stimulants and Drugs** - The use of intoxicants, stimulants, and/or drugs while on duty, including the carrying or possession of such substances on Company property or in Company owned/operated

equipment, will not be permitted. This prohibition applies to alcohol in any form and to all forms of narcotics, depressants, stimulants, hallucinogens, or any other controlled substance of which sale, use, or possession is prohibited by law. The only exception is prescribed medication under the direction of a physician. Drivers taking medication prescribed by a physician must inform their supervisor, in writing, that they are taking such medication and the physician's orders will determine whether or not the driver can be dispatched. (See Grocery Supply Company Drug/Alcohol Policy)

6. **Drug and Alcohol Abuse** - Grocery Supply Company recognizes that drug abuse and alcoholism are problems that can be successfully treated. Consequently, any Employee who voluntarily admits to chemical dependency may request assistance through H.R. and will be allowed the opportunity to complete a rehabilitation program. After successful completion of an approved rehabilitation program in accordance with DOT standards, the Employee will be allowed to return to work, providing he/she agrees to follow an after-care program, which includes periodic follow-up testing. If a driver tests positive for a controlled substance in a random, post-accident and/or reasonable suspicion test, said driver will be terminated immediately and he/she will be referred to a DOT certified Substance Abuse Professional.
7. **Proper and Sufficient Rest** - It is the driver's responsibility to obtain proper and sufficient rest. Proper notice concerning illness or other unsafe driving conditions must be given in accordance with DOT regulations and company policies.
8. **Courtesy -** Courtesy and consideration for others are essential to a good safety record; therefore, make it a practice to extend courtesy to others on the road.

Transportation Work Safe Rules

Truck/Tractor/Trailer Safety

1. Drive defensively.
2. Always follow DOT rules and regulations and all traffic laws.
3. Utilize the co-driver or helper when backing up. Always know where your co-driver or helper is before moving the vehicle.
4. Never use a cell phone, including hands free and other electronic devices while operating the vehicle.
5. Never initiate a call while operating the vehicle.
6. Never look up a number or dial information while operating the vehicle.
7. Texting, social media, and the use of any apps is prohibited while operating the vehicle.
8. Do not read or send e-mail while operating the vehicle.
9. Employees while driving may use an earbud in their right ear only, for the sole purpose of listening to music. Earbuds and any other hands-free devices cannot be used for any other purpose while driving.
10. Perform a thorough pre-trip inspection prior to dispatch to ensure the vehicle is safe to operate.
11. Always clean windshield, mirrors, and windows to ensure good visibility.
12. Always use caution whenever sliding tandems and ensure locking pins are properly seated.
13. Always be aware of surroundings whenever entering or exiting the vehicle and/or trailer.
14. Always make sure hands are free of any objects while entering/exiting the vehicle.
15. Always enter and/or exit the vehicle using 3 points of contact (2 hands, 1 foot; 2 feet, 1 hand).
16. Utilize ramp whenever possible to enter and/or exit the rear of the trailer.
17. Utilize pull-out steps or platform(s) to enter side door(s).
18. Always enter and/or exit side door(s) using 3 points of contact (2 hands, 1 foot; 2 feet, 1 hand).
19. Always secure rear or side door(s) in the **open** position before entering during delivery.
20. Always secure side door(s) in the **closed** position after exiting during delivery.
21. Always secure rear doors in the **open** position before backing into dock during pick-up or delivery.

22. Always secure doors in the **closed** position before leaving delivery/pick-up point.
23. Never jump down to the ground from the side door(s), rear of trailer, dock, or elevated platform.
24. Always check load, down stack product and/or use additional load bars to secure load before leaving out.
25. When opening rear or side doors, always open doors carefully in case product has shifted during travel.
26. Always secure unused load bars out of the way to prevent possible injuries.
27. Always be aware of broken pallets, protruding nails in pallets, and protruding tote box hinge wires.

Delivery/Two-wheeler/Ramp Safety

1. Never stack a two-wheeler so high as to not be able to see your path of travel.
2. Never stack more weight on two-wheeler that is rated to carry, and you can safely control.
3. Never stack a two-wheeler so wide as to make it difficult to enter store door(s) upon delivery.
4. Always check the two-wheeler to ensure it is in safe operating condition and that the hand brake is functional.
5. Always secure ramp to trailer prior to use to prevent a fall.
6. Always be aware of surroundings whenever exiting trailer down the ramp or out of side door(s).
7. Always use safe lifting techniques when loading/unloading two-wheeler, ramp, or pallet(s).
8. Always secure ramp in carrier before leaving delivery point.
9. Always be aware of slippery conditions at the delivery point, inside as well as outside.
10. Never text, use a cell phone, or other electronic device while using two-wheeler during deliveries.
11. Appropriate footwear will be worn at all times while making deliveries; this includes recognized work boots, work shoes, or other shoe types with slip resistant soles. Leather soled shoes are not acceptable for making ramp deliveries.

On-Site Safety

1. Always be aware of surroundings when entering/exiting the yard and watch for pedestrians and other vehicles.
2. Always be conscious of, and courteous to others, whenever maneuvering in and around the yard.
3. Never crawl under trailer when fueling tank for refrigeration unit.
4. Always be aware of surroundings when unloading totes and return merchandise upon returning from route.

Transportation Work Schedule

1. Check the schedule and report to work on time.
2. If not scheduled, be available by phone.
3. If dispatch calls, return the call within 15 minutes.

Transportation Load Security

It is the responsibility of each driver and helper to use reasonable means to secure and safeguard the load on each route and at each store being delivered. This policy outlines the procedures to be followed at the point of delivery.

A. All doors on all trailers must be closed and locked at all times whenever they are not being utilized at the point of delivery.
B. On routes where two people are available:
C. One person must remain in the trailer door that is being utilized at all times during the delivery.
D. If you are working out of the cooler/freezer, one person should remain at the cooler/freezer door until all products for that customer have been accounted for. Once all the products have been removed, the door MUST be closed and LOCKED before proceeding into the store or moving to the rear doors to continue delivery of dry goods. The same procedure applies to rear doors before moving to the cooler/freezer door.
E. On solo routes and team routes where only one person is available for certain number deliveries due to DOT regulations:
F. Cooler/Freezer: Only the door being utilized can be unlocked while working in the cooler/freezer compartment. Anytime the driver has loaded their two-wheeler and is about to leave the cooler/freezer area, the door must be closed and locked before proceeding into the store. All other doors must be closed and locked while working in the cooler/freezer compartment.
G. Dry Compartment: Only the door being utilized can be unlocked while working in the dry grocery compartment. Anytime the driver has loaded their two-wheeler and is about to leave the dry grocery area, the door must be closed and locked before proceeding into the store. All other doors must be closed and locked while working in the dry compartment.

Once delivery has been completed, the ramp is to be secured in the ramp carrier, all doors closed and locked before proceeding to the next customer location, backhaul location, or GSC.

Locks are provided and available in the Transportation office. No route should leave until all doors are locked and secured.

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

Disciplinary Action

A. Certain rules and regulations regarding employee behavior are necessary for efficient operation and for the benefit and safety of all Employees.
B. All matters pertaining to substandard performance will be discussed in such a manner that will attempt to resolve the issue.
C. Should an Employee violate the established rules, disciplinary action may be taken as required. The department supervisor may issue discipline to correct situations that are not up to standard or in line with company rules and policies.
D. The following conduct is prohibited and may subject the individual to disciplinary action up to and including termination. These acts include, but are not limited to:

    1. Making false or malicious statements about other employees, customers, the company, or its products.
    2. Disobeying company policy.

3. Indulging in carelessness, recklessness, horseplay, and any other form of disorderly conduct on the job or on company property with disregard for the safety and comfort of fellow employees.
4. Soliciting or collecting contributions on company premises without written authorization from the Human Resources department.
5. Posting, defacing, or removing notices or signs on bulletin boards or elsewhere without specific permission from the supervisor.
6. Producing work of sub-standard quantity or quality.
7. Violating common work safe rules, regulations, and practices.
8. Gambling or participating in games of chance on company premises.
9. Restricting one's own work output or that of others.
10. Malicious mischief or the deliberate abuse, misuse, defacement, or destruction of company property, machines, materials, tools, or equipment.
11. Disrespectful toward customers.
12. Failing to timely report on-the-job injuries to the supervisor.
13. Willfully neglecting the care or use of company property and/or careless workmanship resulting in unnecessary waste.
14. Smoking in unauthorized areas.
15. Using a radar detector in any company vehicle used for company business.

E. Some acts are so serious that no warning is required. These violations warrant automatic suspension of the employee and/or further disciplinary action up to and including termination. These acts include, but are not limited to:

1. The purchase, sale, consumption, possession, transportation, use, or distribution of illegal drugs and/or controlled substances and/or any alcohol while on company premises, in company equipment, or on company business is absolutely prohibited. These prohibitions apply to all forms of narcotics, depressants, stimulants, or hallucinogens of which the sale, purchase, transfer, use, or possession is prohibited or restricted by law, rule, or regulation. Reporting to work under the influence of any number of drugs and/or alcohol is strictly prohibited.
2. Willful damage to equipment and/or property.
3. Theft or dishonesty of any kind.
4. Falsifying or refusing to give testimony when accidents are being investigated or making false statements when applying for employment.
5. Stealing or misappropriating property.
6. Unauthorized carrying of passengers.
7. Repetition of a violation for which a driver has previously received a warning.
8. Carrying firearms or the possession of weapons of any kind, while on duty, in a company vehicle, or on company property, is strictly prohibited.
9. Any alteration of a wiring harness on any company vehicle such as adding any electrical equipment or lights without the proper authorization.
10. Any unauthorized adjustments to vehicle components.
11. Failure to timely report an accident involving a company vehicle.

12. Falsification of documents, personnel records, or any other records.
13. Permitting unauthorized personnel to operate company vehicle and/or equipment.
14. Involvement in any physical altercation while on duty.
15. Refusing to follow established work procedures.
16. Refusing to accept an assigned job.
17. Threatening, intimidating, coercing, or interfering with other co-workers at any time.
18. Immoral conduct or harassment of any kind while on duty.
19. Misuse or removal of employee lists, company records, or confidential information without proper authorization.
20. Excessive absenteeism and/or tardiness as set forth in the company attendance policy.
21. Unauthorized carrying of animals.
22. Failure to follow Emergency Procedures.
23. Texting, use of cell phone, or any other electronic device while driving a vehicle on company business.

Each case will be reviewed by the driver's supervisor, the Transportation Department, and the Risk Management/Human Resources Department on an individual basis.

Unauthorized Parking of Company Vehicles

Parking company equipment is *prohibited* at any location which is not within the regularly scheduled scope of the delivery route for that vehicle without approval from the transportation management. Failure to comply with this policy may result in disciplinary action up to and including suspension and/or termination**.**

Fueling Precautions

To avoid the danger of fire:

A. Fuel vehicle with engine off.
B. Do not smoke or expose an open flame when fueling the vehicle.
C. Never fill vehicle unless fill pipe has complete contact with nozzle.
D. Never carry fuel on vehicle except in properly mounted tanks.
E. Drivers are to remain with vehicle at all times while fueling.
F. Return the hose to the pump and turn off the pump.

Emergency Procedures

A. **Fuel, Hydraulic Fluid and/or Cargo Spill** - It is the responsibility of any driver involved in a vehicle accident or incident, who is physically able, to check for leaking lubricants, fuels, battery acid, hydraulic fluid, or cargo. If any of these materials have a chance of entering any creek, spring, river, lake, or pond, then the driver should attempt to restrict the movement of the material by any means available (dirt, absorbent material, or sandbags). Notify your supervisor as soon as possible. Be prepared to describe the exact location, number of vehicles involved, number of injured persons, seriousness of the accident, and if there is possible environmental damage from a spill.

B. **Vehicle Fire** - As a part of DOT regulations all large vehicles are required to carry a fire extinguisher. The driver as part of the pre-trip and post-trip vehicle inspections should inspect this extinguisher. It should be fully charged and in proper working condition at all times. If the vehicle has a fire, the driver should attempt to extinguish the

blaze with the fire extinguisher or other non-flammable material. If the driver is unable to extinguish the fire, the driver should then move away from the vehicle and seek assistance from other persons or emergency personnel.

C. **Rainstorm** - A driver should always drive with headlights on whenever it is raining. When water collects on the roadway, hydroplaning can result. During periods of heavy rainfall or when there are puddles on the road, reduce speed and increase following distance. The driver should be aware that wet roads can double the stopping distance of a large vehicle.

D. **Fog** - When fog is present, use low beam headlights to aid in visibility and also to make your vehicle more visible to other motorists. Do not use high beams on headlights, as the light from high beams will reflect off the fog and throw the glare back into driver's eyes. During periods of heavy fog, reduce speed and increase following distance.

E. **Flood** - A driver encountering flood conditions should never attempt to drive through standing water on a roadway. Water can be deeper than it appears, and the water level can rise very quickly. A vehicle can be buoyed for a short time by floodwaters. Floodwater can erode roadways, and a missing section of road, even a missing bridge, will not be visible with water running over the area.

F. **Tornadoes and Thunderstorms** - A vehicle is the least safe place to be during a tornado. If a tornado approaches, do not try to out-drive the storm. Leave the vehicle and seek shelter in the nearest safe structure. When a shelter is not available, get into a ditch or other ground depression and lie flat with arms over your head. Tornado winds are very destructive, but most tornado related injuries and deaths are a result of flying debris. Storms with lightning can be life threatening. If a lightning storm approaches your location, move to a safe structure, or get back in your vehicle. Stay away from metal objects, trees, and elevated open ground.

G. **Winter Weather** - When encountering snow or ice while driving, use your lights correctly. Make your vehicle more visible to other motorists. Use low beam headlights, not high beams or just parking lights. Braking safely calls for different techniques. Press the brake pedal down until you feel the brakes about to lock-up, let up, then press again. Start slowing and braking well in advance of any turns or stops. Pressing the brake slows you quickly but keeps the tires rolling. This is the key to being able to steer and stop the vehicle safely. Skids happen very fast, and the driver must act quickly to get out of one and to avoid a jackknife situation. To pull out of a skid, turn the steering wheel in the direction that you want the front of the vehicle to go. Change gears smoothly and gently on slippery winter roads. Do as little gear shifting as possible - that will keep the drive wheels turning at a lower speed and help avoid skids. Remember that Black Ice is a thin layer of ice that is clear enough that you can see the road underneath it. It makes the road look wet, when actually it is ice. Anytime the temperature is below freezing, and moisture is present, be aware of Black Ice.

Vehicle Emergency Equipment

Fire Extinguishers - Each fire extinguisher must be securely mounted on the vehicle and located so that it is readily accessible and easy to reach. The extinguisher must be where the driver can check it regularly to see that it is charged and ready at all times. If you are not sure how to use the fire extinguisher, ask your supervisor to show you how it is to be used. If the extinguisher is discharged, turn it in to your supervisor so that it can be replaced or recharged.

Emergency Triangular Reflectors - Each vehicle is required to have three (3) bi-directional emergency reflectors that conform to the requirements of Federal Motor Vehicle Safety Standards. Each reflector should be a collapsible equilateral triangle, with legs not less than 17 inches long and not less than 2 inches wide.

Proper Procedures for Warning Devices

1. **Emergency 4-Way Flashers** - If the vehicle is disabled on the highway, pavement or shoulder, emergency 4-way flashers must be used as warning signals. Emergency 4-way flashers must remain operational at all times while setting out emergency triangular reflectors and are to remain operational after emergency triangular reflectors are in place.
2. **Reflectors Placement** - Immediately place three (3) red emergency reflectors on the traveled portion of the highway. Reflectors should be placed as follows:
    - **a.** Divided or one-way roads - On any divided roadway or one-way highway, place one reflector at a distance of 100 feet and the second at 200 feet to the rear of the vehicle in the center of the occupied lane and place the third reflector on the traffic side of the vehicle not less than 10 feet from the rear of the vehicle.
    - **b.** Undivided two lane-two way roads - Place one reflector 100 feet in front of the vehicle, the second 100 feet from the rear of the vehicle, and the third 10 feet from the rear of the vehicle.
    - c. Hills, curves, and obstructions - If within 500 feet of a curve, hill, or obstruction, same as above, except place one reflector in a way to give ample warning, but no closer than 100 feet or further than 500 feet from the rear of the vehicle.

Hours of Service

A. **On-Duty** - A driver is on duty from the time he/she begins to work or is required to be ready for work, until the time he/she is relieved from work and all responsibilities for doing work. On duty time is described as follows:
    1. Time spent at a warehouse or other locations, waiting to be dispatched, unless relieved of duty. (On-Duty Not Driving)
    2. Time spent at the controls of the vehicle in operation. (Driving Time)
    3. Time spent inspecting or servicing the vehicle. (On-Duty Not Driving)
    4. Time spent in the vehicle, except when in the sleeper berth. (On-Duty Not Driving)
    5. Time spent loading and unloading the vehicle. (On-Duty Not Driving)
    6. Time spent performing required duties related to an accident. (On-Duty Not Driving)
    7. Time spent in case of disablement for repairing vehicle. (On-Duty Not Driving)

B. **Driving Time -** Includes all time spent at the driving controls of a motor vehicle (even time stopped due to traffic congestion).

C. **Seven Consecutive Days** - Means any period of seven consecutive days beginning at 12:01 a.m. on any given day.

D. **Eight Consecutive Days** - Means any period of eight consecutive days beginning at 12:01 a.m. on any given day.

E. **Twenty -Four Consecutive Hours** - Means any such period starting when a driver goes **on duty.**

F. **MAXIMUM DRIVING AND ON-DUTY TIME**

i. **Federal Interstate Regulations**

Grocery Supply Company abides by the Maximum Driving and On-Duty Time requirements as defined in Part 395 of the most current rules set forth in the Federal Motor Carrier Safety Regulations regarding interstate commerce.

ii. State Intrastate Regulations

Grocery Supply Company abides by the Maximum Driving and On-Duty Time requirements as defined in Part 395 of the most current rules set forth in State Motor Carrier Safety Regulations regarding intrastate commerce.

1. **Adverse Driving Conditions -** snow, sleet, fog, smoke, blowing dust or other adverse weather conditions: a highway covered with snow or ice, or unusual road and traffic conditions, none of which were apparent based on information known to the person dispatching the route at the time it began. A driver who encounters adverse driving conditions and cannot, because of those conditions, safely complete the route during the maximum driving time permitted by DOT standards must contact Transportation Management for instructions.
2. **Emergency Conditions** - In case of any emergency, a driver may complete the route subject to transportation management's prior approval without being in violation of the Hours of Service Regulation.
3. **Sleeper Berth** – Grocery Supply abides by the sleeper berth requirements as defined in Part 395 of the most recent rules set forth in the Federal Motor Carrier Safety Regulations.
4. **Travel Time** - When a driver, at the direction of a motor carrier, is traveling, but not driving or assuming any other responsibility to the carrier, he/she shall be counted as on duty unless the driver is afforded at least 8 consecutive hours off duty when arriving at his/her destination, in which case he/she shall be considered off duty for the entire period.

Driver's Record of Duty Status - Each driver who operates a commercial motor vehicle is required to maintain a Record of Duty Status (Driver's Log) and shall record his/her duty status for each 24-hour period. It shall be the responsibility of each driver to maintain his/her own daily logbook and keep it up to date at all times.
GSC utilizes an electronic logging device (ELD) to record Driver's Record of Duty Status. However, each driver should always carry a blank driver's logbook or pad in the event of an ELD malfunction, or the GSC tractor becomes inoperable and a replacement tractor is used, or a tractor that is not equipped with an ELD must be driven. Under these circumstances the driver is required to hand write his/her record of duty status using logbook or pad.

Driver's Log Violations - Within any consecutive six (6) month period, any driver violating hours of service may be subject to disciplinary action up to and including termination.

Inspection & Maintenance

A. Unsafe Load Procedure

1. The driver is responsible for their own safety and the safety of their load and should immediately report any concerns to transportation management in charge.
2. Transportation management will then work with the appropriate warehouse supervisor (loads) or Ryder (mechanical) to resolve the issue and ensure the load is safe.
3. If the issue is not resolved, it can be escalated to Warehouse and Transportation management to resolve.

B. Pre-Trip Inspection - Drivers will satisfy themselves that the vehicle or combination of vehicles are in safe operating condition by checking the following items before starting their trip and document any vehicle deficiencies on a Driver Vehicle Inspection Report (DVIR):

1. **Service and Hand Brakes** – Conduct an air brake test per DOT regulations. Check for air leaks, rotten hoses, and poor connections. Test brakes when the vehicle first starts rolling to make sure they are in proper working condition and that the brakes do not grab or pull to one side. If they do, have them repaired before leaving the warehouse.
2. **Steering Mechanism** – Check for worn or loose steering mechanism parts and linkage.

3. **Lights/Reflectors** - Check to see that all lights are functioning properly. Make sure that the trailer lights are hooked up and working properly and that turn signals are working both front and rear. If they are not, have them repaired before you start the trip.
4. **Fluids** - Check for proper levels and fill if necessary.
5. **Tires** - Check for flats and proper tire pressure. Verify that tires comply with FMSCA 393.75. Also, check for loose caps/nuts.
6. **5th Wheel** - Be sure the 5th wheel is latched properly, check the kingpin, and check for looseness or extra play. Be careful when hooking up and making these checks.
7. **Safety Equipment** - Make sure all safety equipment is in its proper place and operable.
8. **Accident Investigation Packets** - Make sure there is an accident investigation packet in the truck.

C. **Post Trip Inspection** - All drivers will perform a thorough post-trip inspection and document any nonconformities on a DVIR after the completion of each trip and/or once every 24 hours from the beginning of the trip. The original of the completed DVIR is to be turned in to the maintenance shop and a copy should be kept in the cab of the truck.

In Case of Accident

Anytime a GSC vehicle strikes or comes in contact with another vehicle or stationary object while in motion, it will be considered a vehicle accident. If another vehicle in motion strikes a parked GSC vehicle it is considered a vehicle accident. Driver should be in control of the vehicle at all times**.**

All other accidents will be considered property damage unless otherwise determined by GSC Management.

A. Stop immediately.
B. Take all precautions to prevent further accidents.
C. Assist the injured person or persons to the best of your training and ability. (Do not move any injured party unless necessary.)
D. Notify the police immediately, no matter how minor.
E. Notify your supervisor/dispatcher immediately, no matter how minor.
F. **DO NOT** leave the scene of the accident.
G. If you hit another vehicle and cannot find the owner or driver, leave your name, company name, and how you can be reached.
H. Follow DOT procedures concerning placement of emergency reflectors.
I. **Do Not** admit fault and **Do Not** place blame.
J. **Do Not** argue with any person who may have been involved in the accident.
K. Get names, addresses and phone numbers of any witnesses. If they will not give their name and address, get the license plate number from the car in which they leave. Be sure to get the state in which the license plate is registered.
L. Take pictures of the accident scene, any skid marks, or property damage. Do not take pictures of injured victims and do not post any of the pictures on social media.
M. Answer all questions asked by the investigating officer to the best of your knowledge. **Do Not** discuss the accident at the scene with anyone other than the investigating officer or an authorized Grocery Supply Company representative. **Do Not** make any statements. Give **ONLY** the following information to other involved party(s) and/or witnesses:

1. Name
2. Address
3. Telephone Number
4. Driver's License Number
5. Employer's Name
6. Employer's Address
7. Employer's Telephone Number
8. Unit Number
9. Unit License Number
10. Unit Make and Serial Number
11. Insurance Carrier

N. Completely and accurately fill out the documents found in the vehicle accident reporting kit at the scene of the accident. A Vehicle Accident Reporting Kit should be in the glove compartment of each tractor. If not, contact your supervisor.

O. The forms must be completed upon arrival at the warehouse and submitted to transportation management. If the driver is on the road and unable to submit the report in a timely manner, telephone all pertinent information to transportation management. The supervisor or dispatcher will complete a preliminary report and submit it to the transportation department and the risk management department.

P. **Do Not** answer any questions concerning the accident if contacted by an attorney or insurance representative unless you are directed to do so by the Transportation Manager, or a member of the Risk Management/Human Resource Department.

Q. If you use a vehicle accident reporting kit, please notify management so it can be replaced.

Driver Evaluation System

The transportation department within GSC serves indispensable and irreplaceable roles in our production and marketing operations. At the heart of the transportation system is the single most important element of that system, **the professional driver.** We strive to select drivers who operate our vehicles in a professional manner and who maintain quality standards associated with professional driving. An important quality of any professional driver is their safe driving record.

MVRs: All Motor Vehicle Records (MVRs) will be checked continuously to determine the status of every driver's eligibility.

Preventable Accident Definition: *Any accident involving a company vehicle in which the driver in question failed to exercise every reasonable precaution to prevent the accident.*

1. **Preventable Accident –** If an accident is found preventable by the Accident Review Board, it will be recorded on the driver's company record. Other disciplinary steps will be taken, if warranted, in accordance with company policy.
2. **Non-Preventable Accident** If an accident is found non-preventable by the Accident Review Board, it will be noted on the driver's company record and the driver may continue to work.
3. **DUI/DUID/DWI** - As a condition of continued employment, those employees whose position requires driving a company vehicle must remain insurable. Any employee charged with DUI, DUID, or DWI may be placed on 90-day suspension without pay, pending resolution of the charge. If the conclusion results in a conviction of DUI, DUID, or DWI, this constitutes grounds for immediate dismissal. If within the 90-day period charges have been cleared, the employee may return to regular duty. If the charges have not been resolved within the 90-day period, the result may be termination.

Accident Review Board

A. The Accident Review Board (ARB) will meet at least monthly to review any accidents involving company vehicles. Responsibilities of the ARB will be as follows:

I. Identify the cause or causes and weigh all factors involved in an accident.

II. Determine whether an accident is "preventable" or "non-preventable".

III. Make recommendations to management and the Transportation Department for corrective action to prevent reoccurrence of similar accidents in the future.

IV. The Transportation Department will notify each driver involved in an accident of the ARB decision in writing within five (5) working days after the ARB has met.

V. If information is obtained by the ARB which may affect the determination of preventability concerning a previous decision, the ARB may reopen the investigation concerning the accident for the purpose of rendering a decision based on any pertinent additional information.

B. The ARB will consist of managerial representatives or supervisors of the Transportation Department and Risk Management/Human Resources Department and at least two (2) Grocery Supply Company drivers with clean driving records who have been accident free for at least 12 months. These drivers will be rotated annually. Drivers serving on the ARB will determine the preventability of accidents regarding the Grocery Supply Company employee. In the event of a tie vote, corporate management will cast the deciding vote. Accidents should be reviewed no later than the following month. Drivers and/or witness or witnesses to the accident may or may not be called by the ARB to present testimony. An emergency meeting may be called as required by the Transportation Manager.

C. Management reserves the right to reverse a decision at their discretion.

D. Status changes will be enforced until overturned on appeal.

Emergency Review Board

For serious situations needing to be reviewed, an ARB meeting should be called prior to the regular scheduled meeting (i.e., to prevent a driver from going out when he should be terminated or bumped back to trainee, and prior to year-end for bonus purposes).

Appeals Procedure

A. If a driver disagrees with the decision of the ARB, and additional information is available, he/she may appeal the decision to the board. The following guidelines are to be followed in order for a driver to request an appeal.

1. The driver must submit in writing their intention to appeal within seven (7) working days after receipt of the ARB determination.
2. The driver can then either submit further written documentation or evidence for the ARB to consider; or
3. The driver can appear in person at the ARB meeting at which the appeal will be reviewed to present further evidence or information.

The ARB will consider all additional information and render any decision based on original accident documentation and any additional information pertinent to the accident.

B. If a driver still disagrees with the decision of the ARB, and additional information is available, he/she may again appeal the decision to the board. The following guidelines are to be followed in order for a driver to request a second appeal.

1. The driver must submit in writing their intention to appeal within seven (7) working days after receipt of the ARB determination on the first appeal.

2. The driver **must** appear in person at the ARB meeting at which the appeal will be reviewed to present further evidence or information.

The ARB will consider all additional information and render any decision based on original accident documentation and any additional information pertinent to the accident.

Types of Accidents and How to Prevent Them

A. **Backing Accidents** - When backing, the driver is responsible for making sure the way is clear before starting back and throughout the entire movement. The driver does this through the use of the rear-view mirrors, looking back, and if necessary, getting out to check or having someone direct him/her. A professional driver will back slowly and cautiously from the time he/she starts backing until he/she comes to a complete stop. If a driver uses someone to assist in backing, the driver is still responsible for the backing of the truck. Vehicles should be parked in a way so as to avoid backing as much as possible.

B. **Intersection Accidents -** Slow down when entering an intersection. Observe signs and lights and yield right of way. Use care when turning and be alert in anticipating the movement of other drivers and compensate for them.

C. **Pedestrian Accidents** - Pedestrians have the right of way at all times.

D. **Rear-End Collision**- A sudden stop by the vehicle ahead is not unusual and a good driver expects it and is prepared for it. Keep a safe distance between your vehicle and the one ahead. Keep your vehicle under control at all times. Watch the traffic situation in front, around and behind you. This will forewarn you of any emergencies that may arise. Maintain at least a four (4) second minimum distance between the front of your vehicle and the rear of the vehicle ahead. In adverse weather conditions or heavy traffic, increase your following distance to ensure and maintain a cushion-of-safety around your vehicle. Also be extremely careful if you are pulling a longer and heavier trailer. The heavier the load, the more stopping distance is required, and a greater following distance should be maintained.

E. **Accidents Caused by Vehicle Defects** – A professional driver will operate his/her vehicle within the limits of its mechanical ability. Any accident which can be traced to a mechanical failure caused by abuse of the vehicle is considered preventable and the accident will be charged against the driver's driving record.

F. **Accidents due to Rolling after Vehicle is Parked** - Accidents of this nature tend to show negligence on the driver's part in leaving a vehicle in an unsafe position. Turn off the engine and set the emergency brake. "Chock" the wheels (when possible) to secure the vehicle.

Driver/Helper Safety Program

In recognition of a driver's ability to operate a vehicle in a safe and professional manner, Grocery Supply Company initiated a Driver/Helper Safety Program to reward those professionals who meet all eligibility requirements. See your supervisor for a copy of the eligibility requirements at your location.

CERTIFICATION OF RECEIPT

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GROCERY SUPPLY COMPANY
FLEET SAFETY MANUAL

I, the undersigned, have been issued a copy of the Grocery Supply Company Fleet Safety Manual. I understand that it is my responsibility to read or have someone read it to me and to voice any questions or concerns that I might have. I have also had the duties of the position, which I have accepted explained to me, and I understand the requirements of the position. I further certify that I am qualified and capable of performing these duties. I also understand and agree that my job assignment or duties may be changed, as management deems necessary. I further understand that violation of any of the policies in the Manual may result in disciplinary action up to and including termination without necessity of progressive disciplinary measures.

Furthermore, I understand that the Company has the right to change, interpret, withdraw, or add to the policies, benefits, or terms and conditions of employment, at its sole discretion, and without prior notice, consideration, or approval by me or any other employee or employee group. It is my responsibility to review bulletin boards, notices, or to attend meetings where such changes may be posted or announced.

I am aware that the policies and procedures contained in the Fleet Safety Manual **DO NOT CONSTITUTE A CONTRACT OF ANY KIND**. The Company does not guarantee anyone employment for any specific duration or for any specific hours per week. I understand that employment with this company is at-will for an indefinite period and may be terminated at any time by the Company or myself.

I also understand that any oral or written statements (whether expressed or implied) to the contrary are **EXPRESSLY DISAVOWED** by this Company (unless it is a bona fide contract in writing, contains the usual and necessary elements of a formal contract, and is signed by an officer or other authorized official of the Company), and should not be relied upon by myself, or any other prospective or existing employee.

_____ _____

Employee Name (please print) Employee Signature

_____ _____

Witness Signature Date Signed and Witnessed

****

(This Receipt is to be placed in the driver's DQ file and a copy is to be placed in driver's Personnel file)