

Riverside Contracting, Inc.



Truck Driver Handbook

01/01/2021

Introduction

As an employee of Riverside Contracting, you are an intragyr part of our operation. Your actions or inactions have a profound effect on the company as a whole. How you perform your duties as a truck driver can be an asset or a detriment to the company. As a truck driver for Riverside Contracting, you have employment requirements, employment expectations and regulatory requirements that are a condition of your employment with the company. This book is designed to inform you of those requirements and to help you to perform your duties in the company better and more efficiently.

Employment Requirements

Commercial Driver License & Medical Certificate

1. You are required to hold a current CDL license with the correct class and endorsements for the vehicle you are operating.
 - a. Class B – Single Unit – no trailer
 - b. Class A – Combination vehicle – single trailer
 - c. Doubles & Triples
 - d. Tankers endorsement – required for any vehicle with a tank >105 gallons
 - e. Hazmat endorsement – required to drive a fuel truck or tow a placard trailer or load.
2. If you do not have the correct endorsement, **Do Not Drive That Vehicle.**
3. Driver must have a minimum of a Medical Certificate if they are driving a pickup pulling a trailer.
4. All CDL holders must have a current Medical Certificate and must be registered in the Federal Motor Carrier Safety Administration Registry.

General Requirements

1. Follow all Company safety policies.
2. Complete all Online Training.
3. Follow and obey all Federal and State traffic laws.
4. Obey the Speed limit laws.
5. Follow the Federal Motor Carrier Safety Administration regulations.

6. Conduct a Driver Vehicle Inspection (pre-trip) prior to driving any commercial vehicle. Document the inspection on a DVIR form (attached to time card).

Truck Paperwork

Every truck has a paperwork book in it. We call it the Black Book. This is the most important item in that truck, it is important this book does not get lost, misplaced or damaged. The book contains all the paperwork that is required to keep Riverside legal. You will need the paperwork when you are inspected by the DOT for compliance.

Never under any circumstances give this book to the DOT officer, at a scale inspection or a roadside inspection. Keep this book in your procession at all times and make sure that when a piece of paper is removed it is put back in the same place.

Each truck will require different paperwork. Not all truck requires the same paperwork. There will be a paperwork check list in the front of the book to indicate the paperwork that is required for that truck. Make sure before you move the truck that you have all of the required paperwork for that truck. It is your responsibility as a Riverside driver to ensure you are legal to operate that vehicle on public highways.

Below is a list of all the paperwork that **could** be in the black book of a truck. Look at the checklist to determine the required paperwork for that particular truck.

- Checklist
- Registration (Montana/Wyoming)
- Current insurance card
- GVW
- Term Permit (annual dimension)
- Term Permit 20K (annual weight)
- Vehicle Analyzation (must have with annual weight permit)
- Annual Vehicle Inspection (good for 365 days from Inspection)
- Wyoming Operation Authority
- Shipping Papers (Diesel, Empty Tank)
- Shipping Papers (Diesel Fuel Trucks)
- Federal Hazardous Certificate (fuel trucks and oil trucks)

Driver Vehicle Inspection Record (DVIR)

It is a requirement mandated by the Federal Motor Carriers Safety Administration (FMCSA) and Riverside Contracting Inc. that every driver shall perform a vehicle inspection prior to the operation of the vehicle in a scheduled shift.

1. A DVIR (Driver/Vehicle Inspection Report) is located on the front of a time card.
2. It must be filled out prior to putting a truck and trailer into service for that shift or trip.
3. A walk around inspection of the truck and trailer(s) must be completed and the DVIR form filled out.
4. If any defects are found as a result of the walk around inspection, they must be documented. The DVIR form must be turned in with the time card to the supervisor. The mechanic will be given the DVIR form and the repairs will be made.
5. If no defects are found as a result of the walk around inspection the DVIR must still be turned in with time card.
6. All DVIR forms must be filled out and signed by the driver after each shift.
7. If a driver operates two different vehicles in the same shift a DVIR must be completed for each vehicle.
8. Riverside must retain DVIR's for a period of 90 days.

The following area of the vehicle must be inspected at a minimum.

- **Service brakes, including trailer brake connections.**
- **Parking hand brake.**
- **Steering mechanism.**
- **Lighting devices and reflectors.**
- **Tires.**
- **Horn.**
- **Windshield wiper or wipers.**
- **Rear-vision mirror or mirrors.**
- **Coupling devices.**
- **Fire Extinguisher.**
- **Warning Devices.**
- **Spare fuses.**

These are only the minimum requirements, tires, rims and structural cracks and any additional areas that would compromise the safety of the vehicle should be inspected. It is important to identify deficiencies of the vehicle to ensure that the truck is safe to be operated on the public highways.

Following this policy is a condition of your employment. It is all of our responsibility to ensure that our highways have vehicles that are safe to operate and never put the traveling public in danger.

Load Securement

Riverside Contracting, Inc. hauls equipment, asphalt oils, asphalt and gravel on the highway of the United States and Canada. In doing so, it is the policy of Riverside Contracting Inc. that all drivers that are hauling these commodities follow all the rules and regulations of the Federal Motor Carriers Safety Administration. The following policy applies to the all employees who move equipment and materials on US and Canadian highways.

Transporting Equipment:

- All equipment must be secured in accordance with the FMCSA regulation, CFR 393.100 – 393.136.
- All equipment must be secured prior to moving the vehicle.
- Use the correct securement devices with the correct Working Load Limit (WLL).
- Equipment that weighs 10,000 pounds or more must have a minimum of four chains securing the load.
- Equipment that weighs less than 10,000 pounds must have a minimum of two chains securing the load.
- The WLL of the chains shall not be less than ½ the weight of the machine being transported.

Chains Size	Working Load Limit
5/16 inch	6600 pounds
3/8 inch	6600 pounds
1/2 inch	11,300 pounds

- ✓ Example 1: A machine weighs 68,000 pounds, four ½ chains are required to secure the load.
- ✓ Example 2: A machine weighs 40,000 pounds, four 3/8 chains are required to secure the load.

- All implements on a transported machine must be secured with a single chain in addition to the two or four tie-down chains.
- Any defective or damaged securement devices shall be discarded and shall not be used to secure a load being transported.

When chaining down a piece of equipment there are 2 different methods of chaining it to the lowboy, a “Direct Pull” or an “Indirect Pull”.

Direct Pull: This is when the chain is hooked to the lowboy with one end of the chain and the other end of the chain is hooked to the piece of equipment. The boomer is hooked in the middle of the chain and the slack of the chain is taken up so the machine will not move. This method of chaining down the piece of equipment will reduce the tensile strength of the chain by 50%. *Example:* if you have 4, 3/8 chains on a piece of equipment to tie it down and the tensile strength is 6600 pounds per chain, for a total of 26,400 pounds, the tensile strength will be reduced by 50% for a tensile strength of 13,200 pounds. **This will not be enough tensile strength for most loads.**

Indirect Pull: This is when the chain is looped through an eye on the lowboy and an eye on the machine. The boomer is then hook on both ends of the chain taking up the slack in the chain so the piece of equipment will not move. By chaining down a piece of equipment this way there is no reduction in the tensile strength of the chains.

If possible, always tie down your load using the “Indirect Pull” method. If you cannot tie the equipment down using this method you need to add more chins to the load to make up for the loss of tensile strength.

Flatbeds & Misc Loads:

- Items that are 5 feet or less in length and weigh less than 1100 pounds require a minimum of one tie down.
- Items that are 5 feet or less in length and weigh more than 1100 pounds require a minimum of two tie downs.
- Items longer than 5 feet but less than or equal to 10 feet in length, irrespective of weight, require a minimum of two tie downs.
- Two tie downs are required for item that are 10 feet in length and one additional tie down is required for every 10 feet thereafter or fraction of 10 feet.
 - ✓ *Example:* if an item is 33 feet long it would require 5 tie downs. Two tie downs for the first 10 feet, one tie down for each additional 10 feet and one for the last 3 feet.

Gravel, Bituminous Material and Dirt:

- When loading a truck or trailer make sure all of the material gets in the hauling unit.
- If any material spills in the loading process, clean any excess material off the unit prior to transport.
- When loading chips or dirt make sure it is not higher than the sides of the unit as the wind will blow it out of the vehicle while transporting.

Tanks:

- All containment lids must be shut and locked during transport, even when the tank is being transported empty.

Mobilization

Equipment mobilization is a very important part of the operations of Riverside Contracting. It is important that every driver is familiar with and understand the basic rules and regulations when moving equipment on state and federal highways. Riverside moves equipment in several states and not all of the states have the same rules. The rules in Wyoming are much different than the rules in Montana.

Riverside moves loads that are non-permitted loads (legal weight, width, height and length) and loads that require a special permit due to being over-weight, over-width, over-length or over-height. The loads range from equipment being hauled on a lowboy to loads being pulled by a tractor. It is the responsibility of the truck driver have the correct permit, if a permit is needed, to understand the conditions of that permit and make sure you follow the routes indicated on the permit. If you do not follow the routes and conditions of the permit the permit is null and void.

The following information is the basic rules and regulations for Montana & Wyoming. If you do not understand these rules and regulations you must contact Kevin Mackaman prior to moving any equipment.

Legal Dimensions

Width: 8 Feet 6 inches
Length: Truck/trailer - 55 Feet (Montana), 60 feet (Wyoming)
Truck/trailer/pup – the trailer and pup must be less than 81 feet, the truck can be any length.
Height: 14 Feet

- b. Length – 95 feet
- c. Height – 15 feet 6 inches

If a piece of equipment that is being hauled or being towed exceeds any of the above dimensions and additional single trip permit must be purchased. This is a \$10 permit and it is for the measurement that it exceeds on the term permit.

2. *Weight Term Permit:* A weight term permit allows the tractor/lowboy to haul up 25,000 or 35,000 lbs. overweight without having to purchase a permit. Truck # 4101 & 4150 are the only lowboys that have a 35,000 pound permit, all other lowboys have a 25,000 pound permit. Make sure you know which permit you have. There are several conditions that go with that permit.
 - a. The entire unit, truck and trailer, must have a vehicle analysis that is issued by the State of Montana the exactly matches the axle configuration of that vehicle. This shows the maximum allowable weight the vehicle can haul under various conditions. **The analysis must be in the truck at all times. Without the analysis the permit is null and void.**
 - b. Any tandem axle group cannot exceed 15,000 lbs.
 - c. Overall weight cannot exceed the weight on the permit.
 - d. If the load exceeds the weight on the permit, a single trip permit must be purchased for the entire excess amount. **The Blanket Permit will not work.**

Wyoming:

Single Trip Permits: Single trip permit are purchased for weight and/or dimension. If a load is over the legal axle load limit an overweight permit must be purchased. If the load is over the legal dimensions a single trip permit must be purchased. The state of Wyoming does not sell an annual term permit for weight or dimension. The load cannot move until the permit is purchased and the driver has a hard copy of the permit in the truck. If the load passes by a Wyoming port on the way to the load's destination, the port can be called, all the information of the truck and load can be given to the officer. A clearance number is assigned to the load and the permit can be purchased at the port when the load arrives. **If an over-weight or over-dimension load is entering the State of Wyoming from another state the port must be called and a clearance number must be assigned to the load prior to entering the state. If the load arrives at the port without a**

clearance number the driver will receive a citation.

Annual Trailer Permit: An annual trailer permit can be purchased for our lowboy trailers that are over 8 foot 6 inches in width. This allows that trailer to be pulled through the state of Wyoming without purchasing a single trip permit when you are empty. The trailer must be registered in Wyoming or the permit cannot be purchased. The permit stays with the trailer not the truck.

Permit Conditions

Montana:

Every permit that is purchased has conditions that are part of the permit. It is up to the driver hauling or towing the piece of equipment to understand what the permit conditions are and follow them. If you do not follow the permit conditions it could result in a citation, the permit is null and void or the permit privileges of the company can be revoked. Not all single trip permits that are issued have the same conditions. The conditions that are tied to the particular permit are based on the weight, dimension, highway traveled, and if the load is moved on a holiday or holiday weekend.

General Conditions:

- a. Maximum speed is 65 mph or otherwise indicated on the permit or posted on the highway. (BLC is a maximum of 55 mph or otherwise posted.)
- b. The permit must be carried in the truck at all times. The load can be moved on a permit number and a hard copy printed off at the first scale. The conditions of the permit must be known, understood and followed.
- c. Trip permit is valid for 72 hours.
- d. Permit holder must comply with all State and FMCSA regulations.
- e. Must have all the pages of the permit to be valid.

Red Route Conditions: Red Routes are designated sections of highways that are subject to very high volumes of traffic on Friday after 3 pm until sunrise on Saturday and 12 pm Sunday until sunrise Monday. Oversized and overweight loads cannot be moved during these time periods. The load can be moved all day on Saturday. Red Route conditions are roads that may not be travel if the load exceeds 10 feet wide, 14 feet 6 inches high or 110 feet long. Make sure you know where the Red Routes roads are located. If you do not know where the Red Routes are located or do

not have access to a Red Route map, call Kevin Mackaman to get the locations.

Continuous Travel: The load can travel in hours of Darkness, Weekends, Holidays and on Red Route Highways if the load does not exceed 10 feet wide or 15 feet 6 inches high. The load cannot travel if it exceeds any of these dimensions. The load can move 7 days a week, except on Holidays, Holiday Weekends or Red Route Roads if the dimensions exceed the above dimensions. If the load is going to move after dark it must have front and rear marker lights on all four corners of the load and marker light down each side of the load.

Holiday Travel: Travel is not allowed on a Holiday or on a Holiday weekend if the load exceeds 10 feet wide, 15 feet 6 inches high.

Bridge Centerline Condition: BCL conditions are Maximum weight conditions. On non-interstate highway the towing unit must stop approximately 50 feet before the structure. Proceed at a maximum speed of 10 mph, the truck must centerline all the way across the structure. The load must be escorted by 2 pilot cars, one in the front of the load and one in the rear. The pilot car must stop traffic on each side of the structure not allowing any traffic on the structure at the same time as the load moving across. Travel in daylight hours only with a Maximum speed of 55 mph. DW21 conditions do not apply to interstate highways.

10 MPH Conditions: On non-interstate highway the towing unit must slow down approximately 50 feet before the structure. Proceed at a maximum speed of 10 mph in your own lane. One pilot car is required in the rear of the load under these conditions.

Pilot Car Requirements:

Non-Interstate: One pilot car is required in the front of any load that is over 12 feet 6 inches wide and traveling on a two lane highway. Pilot cars front and rear are required if the load exceeds 16 feet 6 inches. 2 pilot cars are required on all overweight BCL loads, one in the front and one in the rear. A rear pilot car is required for all overweight 10MPH loads. One pilot car is required for all loads that exceed 150 feet in length.

Interstate: One pilot car is required in the rear on an interstate highway if the load is over 16 feet 6 Inches wide or two pilot cars if the load exceeds 18 feet wide. No pilot cars are required for 10MPH & BCL weight condition loads.

Routes: All permits have designated routes that must be followed. If the routes are not followed for any reason the permit is “null and void”. **It is the same as having no permit at all.** If the designated route needs to be changed for any reason the state permitting office must be contacted and the permit must be amended prior to any movement.

Signs & Flagging: Any loads over 8’ 6” wide, 14’ height or 60’ long (single unit) must display warning signs that read “OVERSIZED LOAD” front and rear on the load. Flags on all four corners of the load and additional flags at the widest point if in the middle of the load. Tractors and lowboy must take the signs off when they are not hauling or towing a load. **A citation may be issued if the signs are on the tractor or trailer and it is empty.**

Wyoming:

General Conditions:

- a. The permit must be carried in the truck at all times. Must have a hard copy of the permit prior to moving the load. **The load cannot be moved with a permit number, hard copy must be present.** The routes and conditions of the permit must be known, understood and followed.
- b. Trip permit for a reasonable amount of time, not to exceed 4 days.
- c. Permit holder must comply with all State and FMCSA regulations.
- d. Must have all the pages of the permit to be valid.

Continuous Travel: The movement of any oversized load of vehicle shall be made only during daylight hours. Warning flags are required on all four corners of the load. Additional flags are required if any of the load exceeds the width of the front or rear. Flags are also required if there is a rear overhang of more than 4 feet. Overweight loads that are within legal dimensions are not restricted to daylight hours.

Holiday Travel: Oversized loads requiring pilot cars will not be allowed on legal holidays or during local celebrations when heavy local traffic is anticipated.

Legal Holidays when travel is restricted are:

- a. January 1 – New Year Day
- b. May – Memorial Day (Last Monday in May)
- c. July 4 – Independence Day
- d. September – Labor Day (First Monday in September)
- e. November – Thanksgiving Day (Fourth Thursday of November)
- f. December 25 – Christmas Day

Movement requiring pilot cars will not be permitted to travel from ½ hour after sunset in the day before the holiday to ½ hour before sunrise the day after the holiday. When a holiday is combined with a weekend for a 3 day weekend, these restrictions will be in force from ½ hour after sunset the day preceding the holiday weekend through ½ hour before sunrise the day following the holiday weekend. When a holiday falls on a Saturday, no move requiring pilot cars will be permitted from ½ hour after sunset Thursday to ½ hour before sunrise Monday and when a holiday falls on a Sunday, no move requiring pilot cars will be permitted from ½ hour after sunset Friday to ½ hour before sunrise Tuesday. Oversized loads may be restricted during inclement weather or on ice and snow covered highways. Inclement weather includes rain, fog, snow, ice and high winds.

Routes: All permits have designated routes that must be followed. If the routes are not followed for any reason the permit is “null and void”. **It is the same as having no permit at all.** If the designated route needs to be changed for any reason the state permitting office must be contacted and the permit must be amended.

Pilot Car Requirements: Pilot cars are required on two lane or secondary highways when a portion of the vehicle exceeds 14 feet in width. Pilot cars are required on interstate highways divided highways and 4 lane roadways when the vehicle exceeds 15 feet. The Wyoming Highway Patrol may require additional pilot cars depending on the width of the load.

Pilot cars are required on two lane or secondary highways when the vehicle exceeds 110 feet in overall length. On interstate highways and divided highways pilot cars for length will be at the discretion of the Wyoming Highway Patrol.

Signs & Flagging: Any loads over 10' wide, 14' height or 60' long (single unit) must display warning signs that read “OVERSIZED LOAD” front and rear on the load. Flags on all four corners of the load and additional flags at the widest point if in the middle of the load. Tractors and lowboy must take the signs off when they are not hauling or towing a load. **A citation may be issued if the signs are on the tractor or trailer and it is empty.**

Permitted Loads

If you are hauling or moving a permitted load you must have in your procession or be aware and understand various things before departing. Below is a check list of these items.

1. A hard copy of the permit or a permit number.
2. A Blanket Weight Term Permit to cover the excess weight of the load.
3. A vehicle analyzation in the vehicle if you are using a Weight Term Permit.
4. The moving conditions the load is under and must follow.
 - a. Regular conditions (no pilot cars required)
 - b. 10mph conditions (requires rear pilot car)
 - c. Bridge Centerline (requires front and rear pilot cars)
5. The route that the load is permitted for.

Pickups Towing Trailers in all States

Riverside Contracting is classified as an “Interstate” commercial carrier. This means that the company conducts trucking operations in multiple jurisdictions, Montana, Wyoming, Idaho and several other states from time to time. Because we are an interstate carrier we fall under the federal regulations concerning pickups pulling trailers.

All drivers of pickups towing trailers with a load on (i.e. equipment, supplies, pipe, etc.) must have a current “Medical Certificate” at a minimum.

The regulation is: Any vehicle with a combined weight of 10,000 to 25,999 pounds is considered a commercial vehicle. Therefore the driver must have a current Medical Certificate to tow the trailer. If the combined load is 26,000 or above the driver must have a current Class A, Commercial Driver License. The size of the truck does not matter.

It is the responsibility and condition of employment for every driver of Riverside Contracting to be familiar with and understand the rules and regulations when transporting equipment on all highways. If you have questions or do not understand the regulation contact Kevin Mackaman, Safety Compliance Manager of Riverside Contracting, before you move any equipment.

Company Vehicles

Riverside Contracting has well over 100 vehicles that use public highways every day. They range from pickups to semi-tractors. Due to the nature of our business, these are very high exposure units. These vehicles are used on job sites and to also haul material and equipment over long distances. Obeying the state traffic laws and speed limits are a requirement when you are operating a company vehicle on public highways.

It is the policy of Riverside Contracting Inc.

- Drivers must have a valid driver's license and an endorsement for the type of vehicle being operated, and keep the license(s) with them at all times while driving.
- Vehicles are to be driven by authorized drivers only.
- **If an employee drives a company vehicle without a valid license, the employee will be terminated.**
- Traffic laws must be obeyed.
- Drinking of alcoholic beverages while driving, or driving while under the influence of alcohol or restricted drugs is prohibited.
- Seat belts shall be worn by drivers and passengers.
- Do not give rides to hitchhikers or strangers.
- Drivers must report all accidents immediately, as required by law and company rules.
- Drivers must report all arrests and traffic convictions to their company. Failure to report traffic accidents or traffic convictions may result in disciplinary action and/or termination.
- Speeding is strictly prohibited. Vehicle speed shall never be faster than the posted speed limit.
- Habitual speeders will be subject to disciplinary action and possible termination.
- All speeding tickets and warning tickets must be reported to the company Safety Manager (Kevin Mackaman) immediately.

This policy shall be strictly enforced. Following this policy is a condition of your employment.

Hours of Service

All drivers are required to follow the FMCSA Hours of Service regulations. If you travel outside a 150 mile radius (172-statute-miles) from your dispatch point you are required to fill out a log for your trip. If you stay within a 150 mile radius (172-statute-miles) of your dispatch point you are not required to fill out a log and a timecard will be sufficient.

The FMCSA is mandating that all CDL drivers start using an Electronic Logbook. This mandate goes into effect December 18, 2017. All drivers of Riverside Contracting will be required to use an Electronic Log if they meet the following criteria.

1. Any driver traveling beyond a 150 mile radius (172-statute-miles) from their dispatch point 8 times or more in any 30 day period. (The

30 day period is any 30 day period not a month. The 8 days do not have to be consecutive, any 8 days).

2. All drivers will also be required to fill out a paper log in addition to the electronic log. (Drivers will be operating under 2 logs, one electronic, one paper).
3. Electronic logs will be the same format as paper logs.
4. All logs are required to be turned into the office.
5. Logs are required to be retained for a period of 6 months.

Hours of Service Regulation

1. HOS is a 24 hour format.
 - a. A driver can work 14 hours a day.
 - i. A maximum of 11 hours driving.
 - ii. 3 hours non-driving.
 - b. Driver must take a 10 hour rest per day.
 - i. Can be 2 separate rest periods.
 - ii. One period must be minimum of 8 hours.
 - c. Driver must take a 30 minute break away from the truck each day.
 - i. Exemptions to the rule.
 1. Any activities associated with asphalt (asphalt paving, chip sealing, slurry seal).
 2. Moving special permitted loads (overweight or over dimension).
2. Drivers may only work 60 hours in 7 days (construction).
3. Drivers may only work 70 hours in 8 days (lowboys & oil hauling)
4. Drivers must be off duty for 34 hours to reset their HOS clock

Driver/Vehicle Examination Report (DOT)

1. This report is generated by the DOT in the jurisdiction (state) you are traveling.
2. The form lists the violation(s), if any, that you received as a result of the inspection.
3. When you are inspected by the DOT at a scale or a roadside location you will always receive this form from the DOT officer.
4. You must turn this form into the office or give it to your supervisor asap. If there are any violations as a result of the inspection they must be corrected and the form must be turned into the within 15 days of the day you received the report.
5. Drivers who receive a clean inspection with no violations will receive a prepaid Visa card.

6. Violations that could have been prevented will count against the driver and could affect the year end safety bonus.
7. Excessive violations could result in termination of employment.

It is important to understand and follow all the rules and regulations of the FMCSA.

Policies

Riverside Contracting, Inc.

Cell Phone Policy

Cell phones in the workplace are a distraction and have the potential to cause serious injury or death. Unauthorized use of cell phones is prohibited at Riverside Contracting. Cell phone use includes verbal conversations, texting, social media, web browsing, etc. This safety policy will be strictly enforced.

It is the policy of Riverside Contracting Inc.:

1. Employees that are issued a company phone are allowed to use their cell phones at work.
2. Authorized personnel * may use their phone at work, as their job requires. This includes:
 - a. Lowboy drivers and mobilization operations.
 - b. Long haul operations with limited radio contact.
 - c. Oil Truck Drivers.
 - d. Lime Truck Drivers.
 - e. When authorized by your supervisor.
3. While driving a Riverside vehicle, including pickups, all cell phone use must be hands free.
4. Personal cell phones are to be left in your vehicle while in the workplace.

Riverside Contracting understands that special circumstances may require phone contact. Proper protocol must be followed:

1. Notify your supervisor of your situation.
2. Make your next-of-kin aware of your Supervisor's phone number. In the event that they need to contact you, they may contact your supervisor.
3. Your supervisor's phone is available to you if you need to make a call.

The purpose of this policy is to provide a SAFE work-orientated environment for all team-members at Riverside Contracting. Safety is the responsibility of EVERY EMPLOYEE, and compliance of safety policies is a condition of your employment.

****CMV Drivers:*** *The Federal Motor Carrier Safety Administration (FMCSA) restricts the use of all hand-held mobile devices by drivers of commercial vehicles (CMVs). CMV drivers who use a mobile phone while driving can only use a hands-free phone located in close proximity, and may dial by pressing no more than a single button (voice commands acceptable). Simply, the rules are: No REACHING, No HOLDING, No DIALING, No TEXTING, No READING. It is not only safe practice, it is the LAW, and your job as a CMV driver depends on it.*

I, _____, am committed to promoting a safe work environment at Riverside Contracting. I understand the hazards of cell phone use. I understand and will comply with Riverside Contracting's cell phone policy.

CMV Driver

Not a CMV Driver

Signature
Date

Date

Witness

DRIVER REQUIREMENTS POLICY FOR RIVERSIDE CONTRACTING, INC.

It is the policy of Riverside Contracting, Inc. (RCI) that all employees, that operate a company vehicle with a GVW over 26,000 lbs., meet the following criteria.

Prior to the date of hire, or as reasonably close to the hire date as possible, a driving record will be requested from the Driver Services in Helena, Montana. Upon receipt of this record, a review will be conducted to verify that the driver falls within the guidelines set forth by this company policy. This policy is over and above the minimum requirement of the Federal DOT, as outlined in CFR 49, Part 383. Driving records will also be requested and reviewed annually, at a minimum, for all RCI drivers.

Review of the driver's record must first verify that the driver possess a current Class A Commercial Drivers License along with an Air Brake endorsement. Additionally, an endorsement for Doubles/Triples is required for units pulling more than one trailer. If the driver's license is in order, an evaluation will then be conducted on the record of violations received for the past three (3) years by the driver. Violations are defined as **Major or Moving**, as follows:

Major: Serious convictions which indicate a disregard for public safety. **Major violations** received in the last 36 months are equal to 12 points each.

For example:

- Driving Under the Influence of Drugs and/or Alcohol
- Driving with a suspended or revoked license
- Reckless Driving
- Speed Contest (racing)
- Careless Driving
- Hit & Run
- Gross Negligence

Moving: Violations which reflect improper attitude and poor driving habits. **Moving violations** received in the last 36 months are equal to 6 points each.

***Speeding in a 25mph zone is equal to 8 points each**

For example:

- Speeding*
- Improper lane change
- Following too close behind
- Failure to obey traffic signal
- Failure to report violation to RCI
- Operating a vehicle that is not insured
- Failure to yield right-of-way
- Driving too fast for conditions
- Others not specified

Accidents which are preventable equal 8 points and accidents which are non-preventable equal 4 points for each instance in the last 36 months.

Points Totals: **11 points or less**, Driver can operate a company vehicle
12-18 points, Driver will not be hired, if currently driving will face a possible suspension as determined by RCI Management.
19+ points, Driver must be terminated

I agree to the above policy and recognize it as a condition of my employment. I also agree to notify RCI if, the status of my drivers license changes, I receive a **Major** or **Moving** violation or I am cited for an accident.

(Please initial the RCI Employee Acknowledgments page.)

Last Review 01/01/2013

LOAD SECUREMENT POLICY

Riverside Contracting, Inc. hauls equipment, asphalt oils, asphalt and gravel on the highway of the United States and Canada. In doing so, it is the policy of Riverside Contracting Inc. that all drivers that are hauling these commodities follow all the rules and regulations of the Federal Motor Carriers Safety Administration. The following policy applies to the all employees who move equipment and materials on US and Canadian highways.

Transporting Equipment:

- All equipment must be secured in accordance with the FMCSA regulation, CFR 393.100 – 393.136.
- All equipment must be secured prior to moving the vehicle.
- Use the correct securement devices with the correct Working Load Limit (WLL).
- Equipment that weighs 10,000 pounds or more must have a minimum of four chains securing the load.
- Equipment that weighs less than 10,000 pounds must have a minimum of two chains securing the load.
- The WLL of the chains shall not be less than $\frac{1}{2}$ the weight of the machine being transported.

Chains Size	Working Load Limit
3/8 inch	6600 pounds
1/2 inch	11,300 pounds

- ✓ Example 1: A machine weighs 68,000 pounds, four $\frac{1}{2}$ chains are required to secure the load.
- ✓ Example 2: A machine weighs 40,000 pounds, four $\frac{3}{8}$ chains are required to secure the load.
- All implements on a transported machine must be secured with a single chain in addition to the two or four tie down chains.
- Any defective or damaged securement devices shall be discarded and shall not be used to secure a load being transported.

When chaining down a piece of equipment there are 2 different methods of chaining it to the lowboy, a Direct Pull” or an “Indirect Pull”.

Direct Pull: This is when the chain is hooked to the lowboy with one end of the chain and the other end of the chain is hooked to the piece of equipment. The boomer is hooked in the middle of the chain and the slack of the chain is taken up so the machine will not move. This method of chaining down the piece of equipment will reduce the tensile strength of the chain by 50%. *Example:* if you have 4, 3/8 chains on a piece of equipment to tie it down and the tensile strength is 6600 pounds per chain, for a total of 26,400 pounds, the tensile strength will be reduced by 50% for a tensile strength of 13,200 pounds. **This will not be enough tensile strength for most loads.**

Indirect Pull: This is when the chain is looped through an eye on the lowboy and an eye on the machine. The boomer is then hooked on both ends of the chain taking up the slack in the chain so the piece of equipment will not move. By chaining down a piece of equipment this way there is no reduction in the tensile strength of the chains.

If possible always tie down your load using the “Indirect Pull” method. If you cannot tie the equipment down using this method you need to add more chains to the load to make up for the loss of tensile strength.

Flatbeds & Misc Loads:

- Items that are 5 feet or less in length and weigh less than 1100 pounds require a minimum of one tie down.
- Items that are 5 feet or less in length and weigh more than 1100 pounds require a minimum of two tie downs.
- Items longer than 5 feet but less than or equal to 10 feet in length, irrespective of weight, require a minimum of two tie downs.
- Two tie downs are required for items that are 10 feet in length and one additional tie down is required for every 10 feet thereafter or fraction of 10 feet.
 - ✓ Example: if an item is 33 feet long it would require 5 tie downs. Two tie downs for the first 10 feet, one tie down for each additional 10 feet and one for the last 3 feet.

Smoking Policy

Smoking in the workplace affects everyone. Riverside Contracting has adopted a NO SMOKING POLICY for certain areas in the workplace.

There is to be NO SMOKING:

- In any of the company tractors, end dumps water trucks and mechanic/service trucks.
- In any piece of equipment that has a totally enclosed cab, a cab having windows. (i.e. loaders, motor grader, dozers, rollers, brooms, etc.).
- In any of the control houses at the asphalt plants, CTB plant or the crusher.
- In the proximity of a fuel truck or fuel tank.
- In the proximity of a propane tank.in the proximity of any flammable or combustible substance, (i.e. gasoline, diesel fuel, starting fluid, etc.).
- In the proximity of any oxygen & acetylene tanks.

Smoking is allowed:

- On any piece of equipment that does not have a totally enclosed cab. (i.e. pavers, some rollers, rotomills, etc.).
- In any open area that is not in the proximity of fuel tanks, flammable or combustible materials.

This policy will be strictly enforced. All employees are expected to follow this policy as a condition of their employment.

Driver Vehicle Inspection Record Policy (DVIR)

It is a requirement mandated by the Federal Motor Carriers Safety Administration (FMCSA) and Riverside Contracting Inc. that every driver shall perform a vehicle inspection prior to the operation of the vehicle in a scheduled shift. If at any time during that shift the driver of the vehicle changes, a vehicle inspection must be performed by the new driver. Upon completion of the pre-trip inspection the driver shall fill out the DVIR and check a box on the daily time card showing that he/she has performed the inspection (**note, if deficiencies are found do not check the "Satisfactory" box, only the component box(s)**). The inspection form and time card shall be turned in at the end of the shift. It is the driver responsibility to be satisfied that the vehicle is "in good working order". If the vehicle is in good operating condition the appropriate box should be checked. If any deficiencies were found the box indicating this should be checked on both the DVIR and the time card.

The following area of the vehicle must be inspected at a minimum.

- **Service brakes, including trailer brake connections.**
- **Parking hand brake.**
- **Steering mechanism.**
- **Lighting devices and reflectors.**
- **Tires.**
- **Horn.**
- **Windshield wiper or wipers.**
- **Rear-vision mirror or mirrors.**
- **Coupling devices.**
- **Fire Extinguisher.**
- **Warning Devices.**
- **Spare fuses.**

These are only the minimum requirements, tires, rims and structural cracks and any additional areas that would compromise the safety of the vehicle should be inspected. It is important to identify deficiencies of the vehicle to ensure that the truck is safe to be operated on the public highways.

Following this policy is a condition of your employment. It is all of our responsibility to ensure that our highway have vehicles that are safe to operate and never put the traveling public in danger.

Riverside Contracting Inc. Management

Riverside Contracting, Inc.

Dash Cam Policy and Procedures

Contents List:

1. Policy Statement
2. Purpose and Scope
3. Principles
4. Dash Cam Footage
5. Employees
6. Non-Employees
7. Complaints
8. Monitoring and Review
9. Acknowledgement

1. POLICY STATEMENT

This policy sets out the position Riverside Contracting, Inc. on the use of on-board incident capture devices (Dash Cams) in vehicles and its effect on employees.

2. PURPOSE AND SCOPE

The primary uses of Dash Cams are to assist in the Protection and Safety of Persons and Property, Prevention or Detection of Criminal Offences, Defense of Legal Claims, and most importantly, Driver Training. It is not Riverside's intended purpose to use Dash Cams for monitoring the work of employees or finding out whether or not they are complying with the organization's policies and procedures.

3. PRINCIPLES

The following principles apply:

- a. Dash Cams will be installed when appropriate in company vehicles, (i.e. pickups, trucks & tractors).
- b. Dash Cams are set up in a way that ensures that there is minimal intrusion of privacy, and that any intrusion is fully justified.

All drivers are aware if there is a Dash Cam in their vehicle and have been provided with the manufacturer's overview sheet and an explanation of how the camera works. An acknowledgement sheet will be provided which drivers are requested to sign. This exercise for new employees joining the driving team is carried out as part of their orientation.

- c. No images and information will be stored except where a relevant incident(event) has occurred. Dash Cams only retain up to 12 seconds of the incident(event). However, it is possible to review up to 100 hours of video if deemed necessary to determine fault in the case of a complaint, citation or incident that did not get saved as an Event. This is an outside view only.

- d. Access to retained images and information will be restricted, with clearly defined rules to Designated Responsible Persons (DRPs) who can gain access.
- e. The Dash Cam is not normally active and the driver cannot be remotely viewed in real time. However, there is a Live view feature on each camera. It is an outside viewing feature only. This feature will only be used and activated at the request of the driver.
- f. The Dash Cam cannot be accessed covertly to monitor the quality and amount of work completed by employees or just to see what the driver is doing at that time. However, where an incident is captured that reveals inappropriate conduct that cannot in good conscience be ignored, Riverside Contracting, Inc. reserves the right to process in the business interests. This may include grievance, or disciplinary proceedings, defense or litigation of a legal claim, and driver training. When relevant to do so, Dash Cam footage may be retained and used for future Health & Safety training, including the improvement in Safety Quality and Training of drivers. We shall seek the employee's consent, if we wish to use it for this purpose.
- g. Recorded images and information will be subject to appropriate security measures to safeguard against unauthorized access and use.

4. DASH CAM RECORDINGS

Access is approved on an incident by incident basis. Once access is approved by the Designated Responsible Person, recorded footage can be reviewed (not deleted or amended) by:

1. Safety Compliance Manager
2. Directors
3. Management
4. Driver Trainers
5. Statutory bodies such as Police, HSE, etc.

Any other person with interest must obtain authority from the Safety Compliance Manager to view recorded footage, providing reasons and justification. Any persons whose images are recorded have a right to view those images, and to be provided with a copy of those images, within one month of making a written Subject Access Request. Availability of images will be subject to the retention period. Employees making such a request should do so in writing, providing the relevant time and date of the image, so that they may be easily identifiable. The request should be made to klmackaman@riversidecontracting.com.

5. EMPLOYEES

As stated, the primary uses of Dash Cams are to assist in the Protection and Safety of Persons and Property, Prevention or Detection of Criminal Offences, Defense of Legal Claims and Driver Training. However, when Dash Cams are deployed, they are likely to capture pictures of employees and workers.

In accordance with the principle at 3(f) above, Dash Cam evidence may be used as part of an employee investigation where, in the reasonable belief of management, that there may have been misconduct, or a breach of Health and Safety. In such cases the footage must be requested by the Human Resources Manager.

Where footage is used in disciplinary proceedings, it will be retained for a further period of up to five years. The employee will be permitted to see and respond to the images, in addition to the employee's right to request a copy, which will be provided within one month.

Under appropriate circumstances the footage may be provided to Police (or other Competent Authority) with the intention to prosecute for criminal offences. In defense of legal claims, or in pursuance of civil recovery, footage may also be provided to our legal representatives with the intention of providing evidence before the courts.

6. NON-EMPLOYEES

Where an incident involves a third party, the relevant insurers will be informed of the details.

Although the third party may be made aware that there is recorded evidence in the form of Dash Cam footage, a copy of the recorded material can only be obtained if requested by the subject themselves. Third Parties should also be aware that under appropriate circumstances the footage may be provided to Police (or other Competent Authority) with the intention to prosecute for criminal offences. In defense of legal claims, or in pursuance of civil recovery, footage may also be provided to our legal representatives with the intention of providing evidence before the courts.

7. COMPLAINTS

Complaints about the operation of the Dash Cam system should be addressed initially to Kevin Mackaman, Safety Compliance Manager, Riverside Contracting, Inc.

8. MONITORING AND REVIEW

This policy will be regularly reviewed, or sooner if there is a policy need or legislative change.

This policy does form part of employees' terms and conditions of employment and may be subject to change at the discretion of Riverside Contracting, Inc.

9. DISCIPLINARY ACTION

Disciplinary action up to and including termination of employment will be taken against any employee who is involved in any of the following actions.

1. Destroying, dismantling or unplugging the camera(device).
2. Deliberately blocking the view of the camera inside the cab or outside the cab of the vehicle. This will include clothing items, tape, sun visor, etc.
3. Exhibits unsafe behavior that endangers the lives of other workers and the traveling public.

10. ACKNOWLEDGEMENT

I, _____, have read the Company's Dash Camera Policy and agree to abide by it. I understand violation of any of the above terms, dismantling, destroying, or altering the view of the camera inside the cab or outside the cab may result in discipline, up to and including my termination.

Employee Name (Printed)

Employee Signature

Date

Riverside Contracting

ELD User Guide

Before any driver uses a Truck with an ELD in it, they need to complete the ELD training. The driver must also have a Log In and User Name assign to them.

Call Dana Schumacher Cullip in the Missoula office (406-721-9267) and set up time for training

1. Watch the J.J. Keller Videos
2. Getting to know your ELD
3. Understanding the basics of Hours of Service
4. Read and Sign The Riverside Contracting ELD Policy

Video Training.

Please watch these J.J. Keller Videos on You Tube (You can do this on your tablet.)

Go to Google Search and type in You Tube and then J.J. Keller ELD.

Select the You Tube Video Keller Mobile for iPhone & iPad Quick Start to Common Daily Functions.

Select and watch the J.J. Keller video on Road Side Inspection

ELD exemption

This is the Federal Motor Carriers Safety Administration exemption ELD rule.

A CLD driver is exempt under these conditions

1. If the driver does not go out of a 100 air mile radius
2. If a driver uses the short haul time card exemption
3. Drivers required to prepare paper logs for not more than 8 days during any 30 day period.

Example of any 30 day period is (July 5th thru August 5th) the thirty day period does not have to start on the first of the month.

4. Driving a vehicle manufactured before model year 2000

If you are a driver required to use an ELD here are the things you must have in your vehicle before you start driving and must remain in the vehicle at all times.

1. You must have a J.J. Keller inspection guide for a road side inspection
2. You must have a J.J. Keller Technical support contact information card in case of an ELD malfunction.
3. you must have at least 8 days of paper logs to fill out in case of an ELD malfunction

You must check and make sure this paperwork is in the vehicle. Call Dana at the Missoula Office if any of this paperwork is missing.

Getting to know your ELD

Your ELD has four components.

1. The ECM plugs that plugs directly into the ECM under the dash of your vehicle.
2. Your Electronic Logging Device (Black Box on your dash)
3. Your Tablet that has the J.J. Keller app on it.
4. You're Tablet Mount for the dashboard.

Your Vehicle must be turned on to start the ELD.

You will see the lights on the front of the ELD flash which means there is power to the ELD. If the lights do not flash check all your connections.

Next turn your I Pad on the press the J.J. Keller app.

Enter your user name and password. You are now ready to drive. The ELD will automatically put you in to driving mode once you start driving.

What do I do if the tablet or the ELD is not working right.

You can call Dana in the Missoula office for help getting started. It is possible that you will have to also call J.J. Keller Support to fix the problem.

You will have a J.J. Keller Support Card in the Truck with the phone number on the card.

If your ELD malfunctions and J.J. Keller support cannot fix it right away then you must have the last seven days of paper logs filled out along with your current day.

The J.J. Keller Roadside Inspection support and the J.J. Keller Support are available 24 hours a day.

Hours of Service Questions and Answers

1. Do the Hours of Service rules change because I am using an ELD?

No, the Hours of Service rules are the same for a driver using an ELD or a paper log.

If you have any question about the Hours of Service you can call Dana at the Missoula Office

Or you can look up questions on the FMCSA web site.

1. Can I use Yard Move to extend my hours?

No, you cannot use Yard Move to extend your hours.

Yard move is defined as a move in a yard to couple or uncouple a trailer. This is the correct Duty of Status when waiting to load or unload.

How should “waiting” time be logged?

1. “waiting” time at a terminal, plant or port may be recorded as off duty, sleeper berth or on duty/not driving, **depending on the circumstances.** For the “waiting” time to be **off duty,** the following conditions must be met:
 - The driver must be relieved of all duty and responsibility for the care and custody of the vehicle, its accessories, and any cargo or passengers it may be carrying.
 - During the stop, and for the duration of the stop, the driver must be at liberty to pursue activities of his/ her own choosing and leave the premises where the vehicle is situated.
 - If the driver is required to remain with the vehicle to move it when necessary, the waiting time should be recorded as “on duty/ not driving”

Personal Conveyance

May a driver, who drops his or her last load at a receivers facility use personal conveyance to return to their normal work location (i.e. home or terminal)?

No. Returning home or to the terminal from a dispatched trip is a continuation of the trip, and therefore cannot be considered personal conveyance.

May a driver use personal conveyance when they run out of available (driving/on- duty) hours?

No, except for the one exception described in the guidance where a driver who runs out of hours while at a shipper's or receiver's facility to a nearby, safe location to park, provided that the driver allows adequate time to obtain rest in accordance with daily minimum off duty periods under the Hours of Service rules before beginning to drive. Personal Conveyance is those times where a driver is operating solely for a non-business purpose and cannot be used to extend the duty day.

Drivers may only use Personal Conveyance if they are driving the vehicle for personal errands only.

If the driver is using the vehicle for any work related purpose such as taking the vehicle in for repairs that would be considered on duty driving, because it is still a work related move.

Riverside ELD Policy

1. If you are a CLD driver that will need to use an ELD, you must make sure you have completed the training and have a user name and password before you drive.
2. If your ELD is not working you must as soon as possible call the J.J Keller support line to get the problem solved. If it cannot be taken care of immediately please call Dana at the Missoula office to get a replacement.
3. The Hour of Service rules applied to all CLD drivers that are employed with Riverside Contracting Inc. All CLD drivers are expected to know and follow the Hours of Service rules.
4. Drivers are required to keep track of the days they go out of the 100 mile radius.
5. It is the driver's responsibility to let his/her supervisor know if they are over their eight days and cannot drive out of the 100 mile radius.

How to get started.

Check and make sure the black Box on the dash has the green light on.

Turn on your tablet if it is not already on. You can do that by pressing the small button on the right side of the tablet.

Go to your J.J. Keller app on the tablet

The important safety information warning will be the first thing you see. Please read this and then tap ok.

Add your user name and password. If you do not have a user name and password please call Dana at the Missoula Office (406-721-9267) to get them.

ELD Malfunctions and Corrections

What should you do if your ELD is not working correctly?

You must call the J.J. Keller Support line as soon as you are able.

The Number is 1-800-327-13420 Ext. 8223

There will be times when you might not get through to the support people right away.

You must be patient and understand that J.J. Keller support is the only place you can call to get the ELD problem solved.

You can call Dana Schumacher Cullip at the Missoula Office (406-721-9267) if you have any questions after you have called the J.J. Keller Support Line.

What should you do if you need to edit your ELD?

If you put in the wrong information or forgot to change a duty status you can edit that on your tablet.

Just go to Menu and find edit, fill in all of the boxes. And finish with enter.

JANUARY

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NOVEMBER

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DECEMBER

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