Davis Mail Services

Inc.

Employee Handbook

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Welcome to Davis Mail Services, Inc.

We welcome all new drivers as employees of Davis Mail Services, Inc. Your job as a driver of our equipment and a member of our team requires that you establish a professional attitude on the job and continue to train and improve your skills as a professional driver.

The purpose of this handbook is to acquaint you with published Company rules and policies affecting your job, to aid in safe and efficient vehicle operation, and to promote safety and good relationship with the Postal Service and the general public. The company reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, you are encouraged to ask them.

This handbook is not an expressed or implied employment contract. It does not guarantee any certain privileges, working conditions, or continued employment. Davis Mail hopes that your employment with us is long term and beneficial to both parties. Your employment with the company is on an “at-will” basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the company at any time, with or without notice and with or without cause. As you can see, “at-will” employment is a two-way street. Nothing in the employee handbook or any other company document should be understood as creating guaranteed or continued employment, a right to termination only “for cause,” or of any other guarantee of continued benefits unless state law limits or prohibits employment at will.

This book is confidential and is to be kept between Davis Mail Services, Inc. and its employees only. In order to maintain a high degree of proficiency and integrity, we urge you to keep yourself well informed of procedures by constant references of this booklet.

Our industry is highly competitive and the best-selling point of Davis Mail Services, Inc. is the safety, efficiency and courtesy of its drivers. Please keep this in mind at all times and live up to the good name and reputation that others in the past have strived hard to build and maintain.

Davis Mail Services, Inc. is grateful to employees who take a serious interest in helping our Company succeed. This Company could not exist without this type of employee. We hope you will be one of these employees.

A Personal Note

Davis Mail Services, Inc. is a family owned and operated company and we strive to honor God in everything we do. No one will be mistreated, and each employee will be treated with honesty and respect, and we expect the same in return.

Please understand we have many laws and government agency compliance requirements. There is a specific reason for each entry in this book. Although some of the information will seem basic and very familiar to some of you, this book contains information that will ensure that management and employees are operating under the same rules, regulations, policies and procedures.

Please take the time to read this handbook to help insure a positive working relationship and environment for all of us at Davis Mail Services, Inc.

Thank you,

Tony Davis

**GENERAL INFORMATION**

**TO REMAIN IN ACTIVE DRIVER STATUS**

All employees who perform a safety-sensitive function, driving a commercial motor vehicle (CMV), as defined in the **Federal Motor Carrier Safety Regulations (FMCSR/DOT) §382.107** at Davis Mail Services, Inc. (DMS), should meet, and maintain the following minimum requirements throughout their employment with the Company:

* Must always possess a valid driver’s license issued by their domicile State of residence, with proper endorsements for type of vehicle to be driven. Driver’s license expires at midnight on the expiration date. A current copy must be in the driver’s Driver Qualification file at the main office in Jacksonville, FL.
* Must always possess a valid, up to date Medical Examiner’s Certificate (MEC). MEC expires at midnight on the expiration date. A current copy must be in the driver’s Driver Qualification file at the main office in Jacksonville, FL.
* DMS Company policy and FMCSR, *requires* drivers to have their driver’s license and MEC in their possession and onboard the truck, available to law enforcement, at all times while working.
* Renewals of driver’s license and MEC, must be completed before their expiration date for driver to remain in active status and certified to drive… there is NO GRACE PERIOD!
* *Immediately* upon renewal of MEC, the new MEC is the legal and current MEC – Commercial Driver’s License (CDL) holders, are required by FMCSR §391.51(7)(ii) to submit their new MEC to the Department of Motor Vehicles of their current licensing State and notify DMS that they have done so.
	+ Within 15-days from the date of the new MEC, DMS *must* procure a new MVR showing the new MEC information. This MVR *must* be on file in the driver’s Driver Qualification file at the main office in Jacksonville, FL by the 15th day.
		- Failure to do so designates the driver as **“not-certified”** to operate a CMV in interstate commerce, as prescribed in §391.51(7)(ii).
* Drivers are responsible for the initial and renewal expense of their Driver’s License and MEC.
* Must maintain a controlled substances (drug) and alcohol-free record. If a driver violates a DOT drug and alcohol regulation, provides documentation of successful completion DOT return-to-duty requirements (including follow-up tests), DMS may, but is not required to by FMCSR, to reinstate an existing employee.
* **Must maintain clearance with the United States Postal Service (USPS)**. All USPS requested documents must be supplied at the driver’s expense.
* Be able to read and speak English sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records.
* Must not be disqualified to drive a commercial motor vehicle, as prescribed in 49 CFR Part 391.15.
* Must be able to perform all of the tasks and essential job functions of any job assignment.
* Must not be convicted of a felony criminal charge.
* Must maintain a safe driving motor vehicle record (MVR), that meets DMS, and USPS safe driver MVR criteria, regarding eligibility to drive for highway transportation contractor personnel and work performance guidelines.
* Must not be convicted of any of the following violations:
	+ Driving under the influence of alcohol and/or drugs
	+ Reckless or careless driving
	+ Hit and run accidents
	+ Vehicular manslaughter/homicide
	+ Flee/elude police officer
	+ Passing a stopped school bus
	+ Refusal to submit to an alcohol and/or drug test
	+ Leaving the scene of an accident
* Violation of the following serious infractions will be evaluated based on the specific circumstances of the event to determine appropriate level of action and response required:
	+ Operating with a suspended or revoked license
	+ Failure to report an accident
	+ Improper or erratic lane changing
	+ Following too closely
	+ Distracted driving (including cell phone use [texting or talking] while driving)
	+ Speeding 15 miles per hour over the posted speed limit

**Davis Mail Services, Inc., (DMS)** hauls mail for the United States Postal Service (USPS) exclusively, according to USPS pre-established pickup and delivery schedules for each route. The USPS is our only customer, as such, the USPS demands adherence to their pickup and delivery schedules. This facilitates the logistical coordination required to ensure that both inbound and outbound mail flow is seamless and continuous to meet expected USPS customer service goals. **Employee will be terminated immediately if unable to maintain or procure a USPS Non-Postal Service Contract Employee badge.**

**DMS has adopted as Company policy, the Federal Motor Carrier Safety Regulations (FMCSR), as prescribed by the U.S. Department of Transportation (DOT), within the Federal Motor Carrier Safety Administration (FMCSA).** This is the Federal agency that regulates Commercial Motor Vehicles (CMV) through the enforcement of the FMCSR. Enforcement is administered by Federal, State and local authorities through traffic violation stops, roadside inspections recorded on Driver Vehicle Examination Reports (DVER) and crash reports. The Information gathered from these sources is compiled into a new “enforcement and compliance” FMCSA program, Compliance, Safety and Accountability (CSA), where motor carriers are scored and rated by the Safety Measurement System (SMS), which quantifies the on-road safety performance of motor carriers and their drivers, as compared to other like size motor carriers.

**DMS requires adherence to all CMV regulatory and traffic compliance requirements to ensure a safe operation.**

**POSTAL SERVICE RELATIONS**

You are a representative of Davis Mail Services, Inc. Your conduct will reflect the overall business image of Davis Mail Services, Inc., as well as your own. **Never argue with a Postal Service employee.** When there is a complaint made by a Postal Service employee, tell him/her that you will make a note of it and turn it into your manager when you call in. Always be sure to report to Management any friction between yourself and a Postal Service employee so that it can be straightened out.

As a professional driver and employee of Davis Mail Services, Inc. you should make every effort to keep a friendly relationship with all Postal Service personnel with whom you come in contact.

**OUR EXPECTATIONS OF YOU**

* To be committed to the highest quality of service to our customers, vendors and associates.
* To comply with the employment policies of Davis Mail Services, Inc.
* To make effective use of your skill, effort, and time on the job.
* To discuss with your manager any opportunities for improving the Company’s operation, or any obstacles limiting your ability to perform your duties effectively.
* To be committed to safety as your #1 priority.

**YOUR FIRST NINETY DAYS**

* The first ninety days of your employment is a probationary employment period, during which time your abilities as a driver and your qualifications as an employee will be closely evaluated. We will be looking at timesheets to see that each run is completed within our scheduled times and we will be monitoring your safety performance as a part of this evaluation.
* After a satisfactory ninety-day probationary employment period you will have established a seniority date based upon the date you started at Davis Mail Services, Inc. and employment remains at the will of either party.

**EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the company to provide equal employment opportunity for all persons without regard to race, color, age, religion, sex, disability, or national origin. This includes, but is not limited to, the following: hiring, placement, upgrading, transfer, demotion or promotion, treatment during employment, rates of pay or other forms of compensation, layoff or termination, recruitment, advertisement, or solicitation for employment.

If you feel that you have been discriminated against, we ask that you discuss your concerns with management at Davis Mail Services, Inc.

**OPEN DOOR POLICY (PROBLEM RESOLUTION)**

Davis Mail Services, Inc. is committed to an open-door policy with regards to any work-related questions, problems, or complaints you may have. You may contact the Jacksonville office Monday-Friday from 9:00am-5:00pm EST.

**SEXUAL HARASSMENT**

Sexual harassment is not tolerated. It is Davis Mail Services, Inc. policy to prohibit harassment of any employee by any manager, employee, customer or vendor on the basis of sex or gender. Disciplinary action will be taken against any employee who sexually harasses another. Sexual harassment is both illegal and a violation of company policy. It is not easy to define precisely what types of conduct could constitute sexual harassment but examples of prohibited behavior include unwelcomed sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit emails or texts, and any other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Improper conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee’s physical appearance, conversation about your own or someone else’s sex life or teasing or other conduct directed towards a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Every report of perceived harassment will be fully investigated, and corrective action will be taken as appropriate. Violation of this policy will result in disciplinary action, up to and including termination. All complaints will be kept confidential to the extent possible. The company will not allow any form of retaliation against individuals who report harassment in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action up to and including termination. All employees must cooperate with all investigations.

**If you feel you are experiencing Sexual Harassment in any form, report it immediately to management.**

**OTHER WORKPLACE HARASSMENT**

Other workplace harassment is verbal, written or physical conduct that insults or shows hostility or aversion towards an individual or group for any reason including the individual’s sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by federal, state or local laws, and that: (1) contributes to or has the effect of creating an intimidating, hostile, or offensive working environment; (2) unreasonably interferes with an individual’s work performance; or (3) otherwise adversely affects an individual’s employment opportunities. Again, while it is not possible to list all the circumstances that constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) using disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, text message, voicemail or elsewhere on the company’s premises, or circulated in the workplace; and (c) a display of symbols, slogans or items associated with hate or intolerance towards any select group.

**WE WILL NOT TOLERATE ANY FORM OF DISCRIMINATION OR HARASSMENT!** Any employee who feels he or she has witnessed, or been subjected to, any form of discrimination or harassment is required to immediately notify their manager, or another manager at the company.

Every report of perceived harassment will be fully investigated, and corrective action will be taken as appropriate. Violation of this policy will result in disciplinary action, up to and including termination. All complaints will be kept confidential to the extent possible. The company will not allow any form of retaliation against individuals who report harassment in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action up to and including termination. All employees must cooperate with all investigations.

**PHYSICAL FITNESS AND APPEARANCE**

Personal appearance and physical fitness go hand in hand. All drivers should be sure to always have the proper amount of rest and the proper attire for the facility they will be working and for the existing weather conditions when reporting for work. Good personal hygiene practices including cleanliness of body, teeth and hair are expected in the workplace. Neat appearance speaks well of the person and the Company for which he/she works.

**CONFIDENTIAL INFORMATION**

Much of the information, such as schedules, timesheets, truck information, etc., is confidential. As an employee of Davis Mail Services, Inc. you are responsible for protecting that information.

Do not disclose confidential information unless you have prior authorization from your manager. If anyone asks you for confidential information, refer the person to your manager. This includes posting on social media and disclosure to members of the news media soliciting comments regarding a specific situation or occurrence involving Davis Mail Services, Inc., and/or our employees. Giving out this information could cause harm to you and/or Davis Mail Services, Inc.

**CONFLICT OF INTEREST**

The guiding principle of our conflict-of-interest policy is that all employees are expected to avoid situations in which their personal interests may conflict, or appear to conflict, with the interest of Davis Mail Services, Inc. At the same time, the company recognizes and respects the individual employee’s right to engage in activities outside of his or her employment that do not conflict with or reflect negatively on the business of the company.

Davis Mail Services, Inc. reserves the right to determine when an employee’s activities represent a conflict with, or reflects negatively on the business of the company, and to apply the company’s discipline and/or termination procedures as necessary to resolve the situation.

If any employee has any doubt concerning any action or activity that may be covered by this policy or if an employee has any knowledge of any possible conflict of interest arising out of, or caused by, the conduct of another employee, he or she should immediately discuss the situation with his or her manager or next level of management.

If any employee works additional job(s) it will be considered a conflict of interest if it causes him/her not to be available when needed for an emergency at Davis Mail Services, Inc., and can result in termination. (Exceptions: part time drivers hired with prior agreement.)

* *Please note: All drivers with 2nd jobs - Under 49 CFR §395.8(a), drivers must record their duty status for each 24-hour period, including all on-duty time. The definition of "on-duty time" in §395.2 includes "performing any compensated work for a person who is not a motor carrier." Therefore, all compensated work, whether for a motor carrier or not, must be counted against the driver's available hours and included on:*
	+ Electronic Logging Devices (ELD),
	+ Traditional “paper logs” when ELD unit is in malfunction status
	+ Must be recorded on the 2ND JOB RECORD OF ON-DUTY HOURS form and submitted with your normal DMS Time Sheet for each semi-monthly pay period where you work a 2nd job.

**SOLICITATIONS AND DISTRIBUTIONS**

To avoid interruption of your work and to protect you from unnecessary annoyance, the solicitation of membership or contributions, distributions of printed material, or conducting of personal business on company property is limited by the following rules:

1. The solicitation of an employee or distribution of literature to an employee by a fellow employee is prohibited during the time either is required to be engaged in the performance of job duties. This prohibition does not apply to periods such as breaks and mealtimes when employees are not required to be working (off the clock).
2. The solicitation of an employee or distribution of literature to an employee by a non-employee is prohibited at any time on company property.
3. This policy applies to all company locations and includes solicitations and distributions of information relating to lotteries, raffles, personal business, charitable or political organizations, labor organizations, fraternal organizations, and the like.

**DRUGS AND ALCOHOL (Drug-Free Workplace Act)**

Davis Mail Services, Inc. is a Drug-Free Workplace. The use of illegal drugs and alcohol is inconsistent with the behavior expected of employees. The use of illegal drugs and alcohol and misuse of prescribed and over the counter drugs subjects’ employees and others to unacceptable safety risks that undermine the Company’s ability to operate safely, effectively, and efficiently.

To comply with the Drug-Free Workplace Act of 1988 and FMCSA 49 Part 40 CFR §380 for all employees who perform safety-sensitive functions, as prescribed in the Alcohol and Controlled Substance Policy, and as required in DOT COMPLIANCE MANUAL SUBPART F SECTION 382.601, Davis Mail Services, Inc. has adopted the following policy:

The unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance is prohibited in our workplace. No drugs (of any form) or alcohol are permitted in any Company owned vehicle, building or property. No employee should come to work, or any work function, under the influence of any drug or alcohol. If an employee comes to work, or any work function, under these circumstances, they can be subject to immediate termination.

All employees may be required to attend the drug-free awareness seminar. In this seminar, employees will be advised of the dangers of drugs in the workplace, Davis Mail Services, Inc. policy to maintain a drug-free workplace, our employee assistance program, and the penalties for violating Company policy.

**SAFETY STATEMENT**

**The management of DAVIS MAIL SERVICES, INC. is committed to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper use of company fleet vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver’s responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. Davis Mail Services, Inc. expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely. Every employee is required to follow all federal, state, local and company laws, rules and regulations.**

Employees are to report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their Area Manager.

Area Managers, with support from the Safety Management team, are directly responsible for supervision and training for their workers. This includes proper procedures, work practices and safe methods for performing the job. Managers must enforce company rules and take immediate corrective action to eliminate hazardous conditions and practices.

**Davis Mail Services, Inc. works in cooperation with management, Area Managers and lead drivers to promote safety and health for our company and workplace.** The Safety Management team is responsible for making recommendations on how to improve safety and health in the workplace and has been charged with the responsibility for defining problems and removing obstacles to accident prevention; identifying hazards and recommending corrective actions; and helping identify employee safety training investigation procedures for our company.

The primary responsibility for the coordination, implementation and maintenance of our workplace safety has been assigned to our DMS Safety Dept. You may contact them with any questions or concerns at safety@davismail.biz.

**SAFE DRIVING RULES**

Safe driving is the result of ability, knowledge, intention, and caution. The professional driver requires a high degree of skill and coordination in handling of the vehicles. However, mental attitude is just as important. He/she must know and obey all Company rules and all DOT, federal, state, and local laws and regulations involving his/her work.

**THE PROFESSIONAL DRIVER MUST ALWAYS KEEP IN MIND:**

1. **Defensive Driving:**

Always practice defensive driving. Remember, the three types of accidents that are automatically determined to be “preventable” on your driving record are:

1. Backing accidents
2. Hitting stationary objects
3. Rear-ending another vehicle
4. **Unnecessary Risks:**
5. Never lose your temper while driving. This results in taking unnecessary risks and poor decision-making.
6. Never stop on the traveled part or side of the road, especially on an Interstate highway, except for emergencies only!
* If you must stop, immediately turn on your 4-way flashers and
* Put out your 3 Emergency Reflective Triangles within 10 minutes of stopping.
1. Entering your truck**:**

 Always use the “Three -Point Rule” to avoid injury:

* Always face the truck and use both hands whenever possible
* Use the vehicle to support your body weight
* Use the “Three-Point rule:”
	+ Always keep three points in contact with the truck:
	+ 2 feet and a hand, or
	+ 2 hands and a foot

Always keep at least one hand on the handle or grab bar so you can catch yourself if you start to slip.

1. Exiting your truck:

 Always face the truck and use both hands whenever possible

* Exit the truck the same way you entered
* Step down cautiously and deliberately to avoid losing footing or slipping on steps
* Never jump from vehicle or equipment

 Always keep at least one hand on the handle or grab bar so you can catch yourself if you start to slip.

1. **Distance:**

Always maintain a safe distance between you and the vehicle ahead of you. Do not run in close convoys and no tailgating. **Use the “4 Seconds following distance rule!” Keep 4 Seconds distance between you and the vehicle in front of you!** Stay vigilant and alert to improve your reaction time, judgement, and response when conditions change quickly and are beyond your control. Drive defensively and consider all reasonable allowances for the lack of skill or improper driving practice of the other driver. Be aware of what is ahead of you and leave yourself a safe distance and always look for an “escape route out” to avoid a crash.

1. **Mirrors:**

**Check your mirrors every “8 seconds” for traffic AROUND and BEHIND you**. Know your surroundings to be able to safely react in the event of an emergency, unexpected quick stop, or lane change by other vehicles.

1. **Congested Areas:**

Slow down and be alert and observant when entering congested areas. Always be prepared for the unexpected, especially at intersections.

1. **Curves and Intersections:**

Approach all curves and intersections with complete caution, regardless of whom has the right-of-way.

1. **Stay Alert:**

Keep your eyes moving. Maintaining a fixed stare tends to blur your vision, make you sleepy, and blinds you to dangers from the side and rear.

1. **Surrounding Traffic:**

Look at the overall picture, not just the vehicle ahead of you. This way you will see changes in speed and direction of all vehicles and pedestrians along your intended path.

1. **Backing:**

Before backing your vehicle, **Get-Out-And-Look (G.O.A.L.)**. Avoid blind side backing. Remember you are responsible for your vehicle, even when someone is directing you.

1. **Turning Corners:**

Turning corners in congested areas is always hazardous. Be sure to take your time and keep a constant watch in your mirrors. When possible, block the right lane with the rear end of your trailer to prevent other traffic from approaching on your blind side. When turning around, be sure you have plenty of clearance of all objects.

1. **Speed:**

The posted speed limit is not to be exceeded, without exception. Use common sense in your speed. If you are on especially poor, rough roads or highways, or if you encounter severe weather conditions, reduce your speed accordingly and always drive at a speed that is safe for the conditions.

1. **Clearance Top and Bottom:**

When driving Davis Mail Services, Inc. vehicles, the driver must be aware of the top and bottom clearance to avoid contact with any top or bottom obstructions. Before operating any DMS vehicle, you must first perform a pre-trip inspection that includes walking around the vehicle to observe and know the clearance height, width, length and rear wheel placement that may cause the rear of the vehicle to swing wide during turns, of each component of the vehicle to be driven. This will also identify any other close obstructions, such as vehicles, fences, building or other potential hazards. When driving, exercise extreme caution when passing under bridges over the roadway to avoid vehicle damage.

1. **Radios:**

AM/FM and CB radio volumes are not to exceed Engine Sounds, Emergency Vehicles, RR Crossings, etc. No headphones, double ear buds or any other device that inhibits driver from hearing emergency warnings, mechanical issues or any other signals or warnings are permitted while driving.

1. **Cell Phones and Texting: (49 CFR Parts 383, 384, 390, 391 and 392)**
* Specifically, as prescribed in §392.82 “No driver shall use a hand-held mobile telephone while driving a Commercial Motor Vehicle” … or any other electronic device! Use of a hand-held mobile telephone or electronic device while driving, is a Serious Traffic Violation that can subject a driver to disqualification, as prescribed in §383.51 Table 2.
* Cell phones and hands-free devices are a requirement of employment. However, talking on the phone without a hands-free device can result in disciplinary action, up to and including termination.
* NO texting and driving at any time – NO exceptions!
* In case of accident your cell phone records may be required to eliminate the possibility that the accident was caused by you being on the phone.

Hands-free use of a mobile telephone is allowed using either a wired or wireless earpiece, or the speakerphone function of the mobile telephone. Wireless connection of the mobile telephone to the vehicle for hands-free operation of the telephone, which would allow the use of single button controls on the steering wheel or dashboard, would also be allowed. A driver can initiate, answer, or terminate a call by touching a single button on a mobile telephone, earpiece, steering wheel, or instrument panel – comparable to using vehicle controls or instrument panel functions, such as the radio or climate control system.

The driver may not reach for, dial, or hold the actual mobile telephone or any other electronic device in his/her hand while driving. The driver must be able to touch the button needed to operate the push-to-talk feature from the normal seated position with the safety belt fastened. Generally, the use of this type of communications equipment does not require drivers to take their eyes off the forward roadway because the button used to enable the driver to communicate can be operated from the normal seated position with the safety belt fastened. For example, if the mobile phone is mounted in a cradle or similar device near the driver, or there is a remote push-to-talk button near the vehicle controls to allow the driver to communicate without reaching for, dialing, or holding the actual mobile telephone in his/her hands while driving, the equipment may be used.

1. **Distracted Driving**

**Concentrate on driving!** **Distracted driving** is any activity that could divert your attention away from the primary task of driving. All distractions endanger driver safety, and that of those around him/her, and can result in a preventable crash.

Driver distraction increases your risk of getting into a crash and is a major cause of crashes today. Distractions can come from both inside and outside of your truck. To be a safe driver you must minimize all distractions, such as: **visual distractions** – that takes your eyes off the road; **manual distractions** – that causes you to take your hands off the wheel and **cognitive distractions** – that includes activities that take your mind off of driving.

**Distracted driving** is extremely dangerous. To avoid the risk of unsafe distractions, always pull over to a safe location and stop driving before, a distraction diverts your attention away from your primary responsibility to drive safely.

1. **Seatbelts:**
* **SEAT BELT USAGE IS MANDATORY by:**
	+ **DMS Company policy.**
	+ Required use by the law in all 50 States.
	+ A major violation of **FMCSR**, as prescribed in **§392.16 Seat Belt Usage -**
		- *No* ***CMV*** *shall be driven unless the Driver has properly restrained himself/herself with the seat belt assembly.*
* **All drivers are required to be properly restrained by the seat belt assembly while driving**. This is a serious safety matter, there are **NO EXCEPTIONS!**

Failure to wear a seat belt can result in disciplinary action, up to and including termination.

1. **Safety Meetings:**

The Company strives to keep drivers informed of current regulatory issues and how they can avoid penalties, such as fines and out-of-service orders. All of which can cost both drivers and the Company alike. Driver input is always encouraged and appreciated, especially in safety related areas.

Safety meetings are regularly conducted and designed to provide current regulatory information and other topics regarding pertinent issues that affect driver daily performance requirements. As such, **Scheduled Safety Meetings will be required.**

**MAJOR COMPANY RULES**

Any driver failing to comply with the following Major Company Rules will be subject to the disciplinary action as deemed appropriate by your managers up to and including termination. It should be understood, however, that these rules do not address every type of employee misconduct which may result in this disciplinary action.

1. **Pre-Trip / Post-Trip Inspections:**

Driver must perform the DOT required {**FMCSR §392.7(a)}** pre-trip inspection before each route and for each vehicle driven, including but not limited to checking tires, lugs, wheels, rims, service brakes, parking brakes, steering mechanism, mirrors, coupling devices, fuel, oil, coolant, lights, belts, hoses, horns, windshield wipers, doors and emergency equipment. A Driver Vehicle Inspection Report (DVIR) is to be completed if any safety defects are discovered during a pre- or post-trip inspection. Post-trip: Inspect vehicle at the end of your route to ensure the vehicle is still in a safe operating condition.

Notify your immediate manager as soon as you know of any repairs needed.

**A thorough and complete Pre-Trip Inspection is The *Most Critical Component* to Driver Safety on the Road and if not performed properly, the “*Most Likely” area to incur fines and penalties or be placed out-of-service at a Roadside Inspection!***

1. **Passengers:**

Unauthorized passengers are prohibited by strict Davis Mail Services, Inc. Company policy, the USPS and FMCSR, as prescribed in §392.60.

* No driver *shall* allow anyone (except in case of extreme emergency, as determined by management), other than employees of Davis Mail Services, Inc. who are on duty at the time, to ride in any Davis Mail Services, Inc. vehicle or to bring an unauthorized passenger onto any USPS property, without pre-issued written authorization from Davis Mail Services, Inc. **No exceptions!**
* Remember, you are hauling US Mail, as such, **Unauthorized Passengers are not permitted on USPS contract trips or USPS premises.**

Transporting an Unauthorized Passenger *will* subject the driver to disciplinary action, up to and including termination.

1. **Parking:**

**Parking other than at USPO facility:**

Strict rules for parking are as follows:

1. Always park truck legally in a designated parking area.
2. Never use trailer brakes or emergency hand valve for parking unit.
3. Once parked - set parking or emergency brake:
	1. Leave in park or neutral if automatic transmission.
	2. Leave in gear if manual transmission.
4. Turn engine and lights off.
5. Follow specific area protocol for vehicle key procedures.
6. Park personal vehicle in designated area.
7. **Unusual Delays:**

If an unusual delay at the loading, unloading point, or in route occurs, the driver must call and inform the Area Manager immediately as to the reason for the delay. In addition, destination USPO must be informed if over 30 minutes late.

1. **Falsification:**

Falsification of any DOT required document or any Davis Mail Services, Inc. document, including timesheets, will not be tolerated and may result in disciplinary action up to and including termination.

1. **Foul Language:**

Conversation, speech, and tone must always be respectful and professional.

1. **Dress Code:**

Drivers should wear proper, professional, and modest attire. You may not wear clothing that displays anything that could be interpreted as offensive, crude or demeaning. For safety reasons, shoes should be close-toed with slip-resistant and non-skid soles and you should not wear any jewelry or items that dangle. You should wear a reflective vest. If your Area Manager or Post Office employee finds that your attire violates dress code, you may be subject to disciplinary action up to and including being asked to leave the workplace.

1. **Drugs & Alcohol:**

**The use, sale, transfer, or possession of alcohol, drugs, controlled substances, prescription drugs that impair safe driving, drug paraphernalia, or any combination thereof, on any Davis Mail Services, Inc. premises or worksites (including Davis Mail Services, Inc. vehicles and any private vehicles parked on Company premises or worksites) is grounds for discharge for the first offense.** Consumption of alcoholic beverages is prohibited for **four (4) hours prior to driving (*FMCSR******§392.5)***. Entry upon Davis Mail Services, Inc. premises or being at work with drug paraphernalia or under the influence of alcohol, drugs, or controlled substances, or any combination thereof is grounds for termination for the first offense. “Under the influence” is defined as being unable to perform work in a safe and productive manner, being in a physical or mental condition which creates a risk to the safety and well-being of the individual, other employees, the public, or Company property as determined by existing law and Davis Mail Services, Inc personnel.

Any employee’s refusal to submit to a lawful security exam (e.g., interview, lawful electronic devices), to a search or inspection of his or her personal property located on Company premises, worksites or facilities, including, but not limited to, Company parking lots, or refusal to submit to physical testing (e.g., urine sample, blood sample, physical examination, sobriety examination) is grounds for termination for the first offense.

1. **Loitering:**

Drivers are not allowed to loiter in the shop portion of the terminal. If a driver has Davis Mail Services, Inc. business to discuss, it will be discussed with the shop manager or corporate office. The mechanics are not to be distracted from their work.

1. **Insubordination:**

Insubordination will not be tolerated and is grounds for termination. Flagrant insubordination (including any refusal to follow lawful instructions) will be considered grounds for strict disciplinary action up to and including termination.

1. **Firearms and pornographic material:**

These are not allowed in Davis Mail Services, Inc. vehicles or on US Post Office or Company premises.

1. **Railroad Crossings:**

All Davis Mail Services, Inc. trucks must slow down and assure clearance at all railroad crossings. No railroad crossing is to be traversed at highway speed. Be prepared to stop for oncoming trains. ***FMCSR******§383.51 Table 3.h***

1. **Cleanliness of Units:**

All units should be checked by the driver for cleanliness at the end of route. It is mandatory that all drivers ensure that cabs are completely free of debris and dirty rags, food and all trash and personal items etc.

1. **Arrests:**

Davis Mail Services, Inc. must be notified immediately of any and all traffic citations (within 24 hours), arrests or conviction of a felony or misdemeanor. Davis Mail Services, Inc. must also be notified immediately of the outcome of any court decision regarding these arrests.

Driver cited for Disqualification for Major Offenses, as prescribed in **FMCSR** **§383.51 Table 1-4, must immediately notify their manager, who will consult with the Safety Manager to determine the driver’s continued employment status. Examples of disqualifying offenses are:**

1. *Operation of a motor vehicle while under the influence of alcohol, amphetamines, narcotic drugs, formulations of an amphetamine, or a derivative of a narcotic drug.*
2. *A crime involving transporting, possession, or unlawful use of amphetamines, narcotic drugs, formulations of an amphetamine, or derivatives of narcotic drugs.*
3. *Leaving the scene of an accident which resulted in personal injury or death.*
4. *A felony involving the use of a motor vehicle.*
5. **Destruction of Company Property:**

Tampering or speeding up fuel pumps, destruction/damage of any Davis Mail Services, Inc. property and/or destruction/damage of any terminal facilities will not be tolerated. Violations may result in immediate disciplinary action up to and including termination without a prior warning letter.

1. No smoking in any Davis Mail Services, Inc. truck, vehicle, shop, terminal, or USPS facility. This includes e-cigarettes and vaping.
2. **Driving Record:**

Drivers must complete a **“Background Check Disclosure and Authorization” (BCDA)** form, as part of the employment application documents. Each driver must possess an active and valid driver’s license issued by their domicile State, with proper endorsements for type of vehicle to be driven and verified by that State’s **Motor Vehicle Report (MVR)**. For continued employment with **DMS**, all drivers must maintain a satisfactory **MVR**, consisting of a minimum of the following:

* A current valid copy of the driver’s license and **MVR** must be maintained in the Driver’s Qualification file in Jacksonville, FL office at all times.
* Must not be disqualified to drive a commercial motor vehicle under the rules and regulations set forth in **FMCSR §391.15 & §383.51 Tables 1-4**.
* Must meet **DMS** **Insurance Carrier’s Preferred Driver MVR criteria** guidelines.
* Must meet the **USPS** **Safe Driver MVR criteria** guidelines.

Effective May 9, 2022, all drivers MVRs are monitored constantly throughout the year by **Samba Safety Monitoring Program**. Samba identifies traffic violation convictions, accidents, and any change in a driver’s license status, such as: suspension, disqualified, not active or expired. Drivers are required to provide documented evidence (copy of citation or completed Notification of Traffic Violation form) of all traffic violations immediately to their manager when issued by any federal, state, or local authorities, whether issued as a citation or warnings, as the result of an accident or listed on a **Driver Vehicle Examination Report (DVER)** at a roadside inspection. A driver found to be operating without a valid driver’s license will be removed from dispatch immediately pending an investigation of the facts to determine if continued employment or termination is warranted.

Notification must be in writing if any of the following driver’s license offences occur as prescribed in *FMCSR §383.33:* suspension, revocation, cancellation, lost privilege, disqualification, not active, or any other designation that restricts driving privilege. **A driver loses the right to operate a CMV if any of these stated driver’s license actions have been declared. Under these circumstances a driver is not qualified to work and cannot be assigned or accept work until their driver’s license has been reinstated by their state of issuer and a new MVR has been obtained. The DMS Safety Department will review documentation and if approved they will authorize and communicate return to work eligibility. Driver may not return to work until such authorization is given.**

1. Keep all your conversation about Davis Mail Services, Inc., respectful. Discuss any complaints or concerns with your Area Manager.
2. **ALL** DOT Roadside Inspections must be reported to your Area Manager immediately and the Driver Vehicle Examination Report (DVER) must be submitted to the Jacksonville office within 24 hours.
3. Drivers must run designated highways and routes, per management directions; failure to do so may result in disciplinary action.
4. Davis Mail Services, Inc. equipment is not to be used for personal use.
5. Only approved personnel may perform maintenance on trucks. Do not perform any maintenance on your truck including changing oil, fixing a/c issues, etc. unless approved by Management.
6. Anytime we receive a 5500 (Contract Route Irregularity Report) from USPS caused by your actions, you will receive a documented verbal or written warning as outlined in our Driver Corrective Action Policy (except for a breakdown not created by the driver). 5500 irregularities include but are not limited to: Failure to observe contract schedule, Failure to run route, no driver ID/badge, Failure to follow USPS personnel directions, insubordinate behavior toward USPS personnel, USPS safety policy violations.

**STARTING YOUR WORKDAY**

**Trip Planning**

Plan your trip and work your plan. Your goal must always be to adhere to the predetermined USPS pickup and delivery schedule for your assigned route. An effective plan considers potential weather delays, time required to fuel and service your truck, pay tolls, adjust for road construction, and traffic delays. Your plan should also consider the possibility of unexpected emergencies!

Drivers must report ON TIME to the Post Office with the following items already in the truck:

1. Phone and hands-free device (job requirement) must be operational on and off duty.
2. Keys (Davis Mail Services, Inc. and USPS as required)
3. Safety vest must be worn and always displayed while on USPO property.
4. USPS ID Badge must be worn and always displayed while on duty.

**Pre-Trip Checklist**

Before starting operations (driving the truck), the following items ***must*** be readily accessible in the driver’s possession or in the vehicle daily:

In Driver’s possession:

* Current and valid Driver’s License with adequate endorsement(s) for type vehicle to be driven.
* Current and valid Medical Examiner’s Certificate (MEC) – DMS requires *all* drivers to always have their MEC in their possession!

Verification the following items are onboard the vehicle:

* Current vehicle registration for truck or tractor and trailer being driven
* Current Vehicle Insurance Identification Card
* Current Annual Inspection sticker displayed on each vehicle (tractor & trailer)
* Functioning Electronic Logging Device (ELD) *and* Driver’s Daily Logbook – paper logs (must have a minimum of 8 days of paper logs in truck)
	+ *plus,* Time Sheets to record HOS - Record of Duty Status for today and previous 7 days.
* ELD Instruction Driver Cab Card that complies with FMCSR §395.15(g) – describing in detail how data may be stored and retrieved from the automatic on-board recording system. Must be available when requested by law enforcement.
* Emergency Safety Equipment, as prescribed in §393.95 – Emergency Equipment:
	+ Fire Extinguisher – *fully charged and securely mounted* to ensure easy accessibility for driver use.
	+ Spare fuses
	+ Warning devices for stopped vehicles – three bidirectional emergency reflective triangles.
* Seatbelt Assembly must be functioning
* Driver Vehicle Inspection Report (DVIR) book – Check the last DVIR for Defects, Repairs & Proper Signatures

**You are responsible for the condition of your vehicle(s)** Protect yourself and the company by always performing a mandatory and thorough pre trip inspection of the entire unit(s) before you drive any vehicle. If safety defects or damage is discovered, contact your manager immediately. **Then, at each stop you make during your trip it is imperative to do a ‘walk around visual inspection” to identify any new defects such flats, loose nuts or bolts, signal lights, brake lights, mirrors, etc. to ensure no new damage has occurred since your last inspection**. If a problem is discovered that will result in a violation of DOT regulations and/or is unsafe to operate on the road, contact your manager immediately. If a minor problem is discovered, make a note of the problem and inform your manager.

**USPS and Davis Mail Services, Inc. (DMS) Basics:**

You are only authorized to be on the USPO loading dock or in the yard! Restrict your activities to the dock or the yard only! You may only enter the USPO building when it is required to do so in the performance of your job and/or authorized by USPS personnel!

* **You must maintain USPS clearance and always display your USPS ID Badge. Employment with DMS is dependent on maintaining all USPS basic requirements. Never allow anyone to use your USPS ID.**
* Unauthorized passengers are prohibited by federal law, USPS regulations and DMS insurance restrictions!
	+ Any authorized passenger must have USPS and DMS clearance in writing!
	+ Allowing an Unauthorized Passenger is cause for immediate termination.
* Weapons are prohibited on any USPS or DMS property and or vehicle. Including firearms, guns, a club, knife, or any implement that may be used to cause bodily harm.
* Always present a professional attitude. Any working interaction with USPS personnel must be positive and productive. Remember…, the USPS is our only customer!
* Complete your work as assigned by USPS personnel. If a conflict develops that you cannot resolve amicably, call your manager for further instructions.
* Never argue with postal workers.
* Running on USPS facilities is prohibited. Never jump off equipment or docks.
* Do not perform routine servicing (e.g., oil changes or filter replacements) or any major vehicle repairs on USPS premises. If fluid spills are discovered, properly perform a thorough clean up.
* Report any hazardous or unsafe condition or practice to a USPS expediter or manager.
* USPS issues 5500’s (Contract Route Irregularity Reports) for failure to observe contract schedule, failure to run route, no driver ID/Badge, failure to follow USPS personnel directions, insubordinate behavior, safety violations, etc. Driver will be subject to disciplinary action by DMS if a 5500 is issued. (except for a breakdown not created by driver.)

**Do’s and Don’ts While at USPS Facilities**

USPS First Safety Requirement – Get-Out-And-Look (G.O.A.L.)

When damage to DMS equipment is caused by the USPS – before exiting the USPS, driver must gather information:

* Immediately call Area Manager with details of incident – location, dock number, time and date
* Take copious pictures from multiple angles – include truck and trailer number
* Obtain USPS contact name and phone number, and any witness to incident

 **Scheduled Loading time:**

* Arrive on-time according to the USPS schedule. Do not arrive early at the dock, this can disrupt pre-established schedules. Stay with your truck, never loiter on or around the dock.
* When entering the USPS lot, obey posted speed limits and all traffic signs.
	+ Especially STOP and YIELD signs.
	+ Watch for pedestrians and other vehicular traffic.
	+ Follow one-way directional signs and stay in traffic lanes.
* Park only in designated locations, do not block dock lanes or other vehicles.
	+ Never use trailer brakes or emergency hand valve for parking unit.
	+ Once parked - set parking or emergency brake:
		- Leave in park or neutral if automatic transmission.
		- Leave in gear if manual transmission.
	+ Turn engine and lights off.
	+ If you leave the truck, always shut the engine off, lock cab and take the keys with you.
* If instructed to pull a trailer out of the dock, confirm the dock/door assignment and trailer number before pulling a trailer away from dock, then
	+ Double-check the assigned trailer number before backing into dock for loading/unloading.
* Contact the USPS Expediter if there is a problem with assigned trailer numbers.
* Always sound horn before backing.
* If available, use a spotter when backing up to the dock/door.
	+ Spotter or no spotter, practice G.O.A.L., check clearances overhead, behind and on all sides before backing for clearance.
* Never idle engine at the dock. The USPS prohibits idling, unless you have a mechanical problem. If so, notify your manager of the problem. To the USPS this is a serious problem, which can result in disciplinary action up to and including termination.
* All wheels must be chocked before loading and unloading! Including USPO docks equipped with Doc-Lok system for tractor/trailer:
1. Chock wheels first then,
2. Verify Doc-Lok is locked in place and trailer secured!

Before exiting “Get-Out-And-Look” to ensure Doc-Loc has disengaged. Never accept a USPO employee verbal that the Doc-Loc is clear. G.O.A.L!

* If tractor/trailer - Do Not go underneath a trailer under any circumstances while trailer is supported only on jack-stands or resting on its landing gear.
* Read destination labels on USPS mail containers carefully. If you deliver to the wrong Post Office, you will receive a 5500 from the USPS for the error, and you will be subject to disciplinary action by DMS.
* If the mail container was mislabeled by the USPS, they must issue an Extra Slip.
	+ Immediately contact your manager if this occurs.
* Driver must always push, never pull, mail containers.
	+ Push only one mail container at a time.
	+ Push mail containers out of vestibule, if possible, before opening back door when loading.
* Load trucks with mail containers straight in, only 2 sideways per load to top off load, if necessary.
* Avoid injury, let falling mail containers fall, Do Not attempt to catch them!
* Keep your feet clear when moving mail containers.
* Strap every 10’ - Install load bar with strap behind last cart (or use 2 straps).
* When loading or unloading, keep your hands in contact with the mail container.
	+ Be careful not to push and release mail containers, as they can injure nearby USPS personnel or damage property.
* If required: Pickup USPS Keys. Never take USPS Keys home. Never leave USPS Keys in truck when not on USPS property. Remember to return USPS Keys at end of day to their proper place.
* Load Registered Mail on rear of truck and clear of the door.

 **Scheduled Departure Time:**

* Before moving a vehicle “G.O.A.L.” to make sure that no one is inside it and that equipment is properly secured. Ensure that extendable conveyors and other equipment (such as forklift, pallet-jack, or dock plate) have been removed and that the cargo doors are locked and sealed, as required.
* Remember to remove and properly store the wheel chocks before departing.
* Verify by “G.O.A.L.” that “green light” is on the Doc-Lok (dock plate locking device) (where applicable) before moving the trailer/vehicle. Never take the dock worker’s word that all is clear! Always “G.O.A.L.”
* Properly dispose of any residue debris from loading/unloading, such as wire twist-ties, cables, and bolts into proper receptacle. Always leave dock area clean.
* Driver must be loaded, in possession of all mail and related paperwork, in the driver’s seat and driving off at scheduled USPS departure time.
* If you are 5 minutes late from your scheduled USPS departure time, ask USPS personnel for a Late Slip. If they refuse to issue a Late Slip, immediately call your manager.

**Final Check Before Departing – You must ask Postal officials:**

“Do I have all of my mail?”

Always make sure you have all the US mail designated for your route(s) before departing the USPO – then only depart after USPS Personnel have authorized you to do so!

**En route Driver Responsibilities:**

* Never allow anyone access to the mail. Report any suspicious activity around you or your truck to your manager immediately, as soon as it is safe to do so. If a vehicle appears to be suspicious, get tag number if possible, and call 911 if necessary.
* Never leave mail unattended. Don’t allow the mail and/or the truck to be stolen. When not in attendance of truck make sure doors are locked and take keys with you.
* Remember you are hauling US Mail, never stop to help anyone while on your route. When it is safe to do so, call for help for them. It could be a set up, you could get robbed!

**Scheduled Delivery Time:**

Maintain On-Time USPS Delivery Schedule

* Repeat the “Do’s and Don’ts While at USPS Facilities” listed above and back vehicle in safely.
* Be alert for falling parcels and mail sacks when opening trailer or truck doors. Always stand to the side when opening trailer doors that swing out to open and be prepared during windy conditions that may cause doors to blow open suddenly.

**Loading Dock Safety Guide. The likelihood of being struck by motorized equipment is greater in tight spaces. Forklifts should never enter a trailer when people are inside. People should never enter a trailer when a forklift is loading or unloading.**

Be aware that dock plates and levelers can be slippery when wet, watch your footing!

* Be aware that vehicles can move (creep) away from the edge of the loading dock during loading or unloading
* Keep hands and feet away from any dock levers while they are in motion!
* Ensure the dock plate/lever is safely in place, the lip is extended to bridge the gap between the loading dock and the bed of the trailer
* Water Ingress: Water entering the dock loading area can create a slip hazard for pedestrians and mechanical equipment
* Shoes worn on USPS premises must:
	+ Be fully enclosed at the heel, toe and sides
	+ Be constructed of leather or a substantial synthetic poromeric material (artificial leather). Canvas, mesh, and nylon are not acceptable
	+ Provide adequate protection for the feet
	+ Wear heels no higher than 1 ½ “(measured from the back)
	+ Do not wear shoes with soles that are very thin (either by design or from excessive wear)
	+ Always wear shoes with slip-resistant heels and soles
* If unloading and reloading, open truck door and remove all Registered Mail and Expediter Sheets, deliver directly to designated USPS personnel and get signed delivery acceptance before unloading remainder of the truck, or as directed by USPS personnel. You must keep receipts for 6 months.
* Unload all remaining US Mail designated for the USPS facility.
* Late slips must be signed by USPS personnel before you leave USPS facility.

**Miscellaneous:**

* If a problem remains unresolved and persists with any USPS personnel, document the event. Submit in writing to your manager explaining the problem. Include the date and time, your route number, USPO and dock number where event took place, name of USPS personnel involved and any witnesses. Never argue with USPS personnel. Let your Area Manager handle the situation to bring a joint resolution with the USPS management.
* It is important for you to know that you work for Davis Mail Services, Inc., not the USPS. Through your performance you always want to keep a productive relationship with the USPS. You must always perform those work tasks as required in the DMS contract with the USPS. Call your Area Manager for clarification of your job requirements.

**If your employment ends with DMS, all USPS property and USPS ID Badges, must be turned into DMS, so it can be returned to the USPS, as required by federal law.**

**FUEL PROCEDURES**

1. Fueling must take place within the prescribed **USPS** work schedule time frame for your route. Fueling outside this time schedule must be approved by your manager.
2. All time spent fueling and or servicing your truck is **“On-Duty Time,”** as defined in **FMCSR §395.2.**
3. Driver is required to remain with the truck during the entire fueling process.
4. Both tanks must be completely “topped-off,” - completely full, every time you fuel.
5. If you drive a “spare truck” or any other truck, other than your normally assigned truck, you must fuel that truck before the end of that shift.
6. It is your responsibility to make sure you have enough fuel to complete your route. If you run out of fuel on your route, you will be subject to disciplinary action, up to and including termination of employment.
7. Vehicle Maintenance records are maintained by the company regarding the average **Miles Per Gallon (MPG)** for each truck. Your truck fuel consumption must fall within the average **MPG** for each truck driven.
8. You must use the company fuel card assigned to you when purchasing fuel for your assigned truck. **DO NOT** use any other type of payment, such as cash or your personal credit card without prior approval from your manager.
9. In case of emergency or if your assigned fuel card does not work:
	1. Call Comdata at the 800 number on the back of your assigned fuel card to see if the problem can be corrected in their system. If Comdata cannot fix the problem:
	2. Call Alex Stancil, Fuel Administrator, at 904-728-2116 for assistance.
10. When at the pump, you will be required to use the following information:
11. Odometer reading
12. Route number, **not truck number or trip number** (sometimes referred to as ID#, vehicle#, truck#)
13. If prompted to enter your Davis Mail Services, Inc. assigned PIN# (sometimes referred to as employee # or driver ID #) it will be the last 4 or 5 digits of your Social Security number

Your Company assigned fuel card is for fueling company trucks at the assigned/approved fueling locations as set forth by Davis Mail Services, Inc. only, not for personal use. You will be subject to disciplinary action, up to and including termination of employment and/or prosecution through local law enforcement agencies for any unauthorized use. Any unauthorized charges will be deducted from your last paycheck.

**HAZARDOUS MATERIAL (HM) EMERGENCY SPILL RESPONSE**

Safety first and driver responsibility in case of HM spill: Call 911 if the incident threatens life or the environment.

**It is important to note that the diesel fuel in all DMS trucks is an HM. Any spill of any quantity must be immediately reported to the DMS Safety Department at (904)718-7949.**

**KNOW YOUR TRUCK**

Inspect your assigned truck and report any new damage or defects to your manager before moving the truck.

1. Before starting the truck, check all fuel and fluid levels. Keep oil level ½ way between Low and Full. Never run below the low mark line. Never fill above ¾ mark. Check daily.
2. Push clutch (if applicable), turn the ignition key to the “on” position, and wait for all clicks, bells and buzzers to stop before starting engine.
3. Let engine idle until oil PSI increases before raising RPM.
4. Closely monitor all gauges during the trip, you will get to know your truck and what to expect.
5. Perform a “walk-around inspection” after a stop for any reason (fuel, lunch, post office). Check to make sure no damage or defects have occurred between stops in your route. If damage or defect is discovered, contact your Area Manager immediately to report your findings before resuming your route.
6. Watch temperature and oil PSI frequently during trip.
7. Most trucks are equipped with extra coolant and oil. If used, put back in place and refill or replace coolant and oil jugs containers at the end of each trip. Have truck ready for next day. Return empty oil jugs for refill.
8. Most units have an auto shut down at low coolant and oil PSI. You must monitor all gauges, know what is normal for your truck, and STOP the engine before damage can occur if auto shut down fails.
9. Let clutch out before pushing fuel pedal. Do not slip clutch. All trucks must have 2 inches free travel in clutch pedal. Notify your manager immediately if your truck does not.
10. Listen to your truck as you are driving. Learn to recognize any unusual sounds and investigate where the problem is coming from. If you notice something troubling or out of the ordinary, contact your manager immediately.
11. Check all tires with a tire gauge to insure they are properly inflated. Do not drive with under or over inflated tires.
12. It is the driver’s responsibility to be able to locate the vehicle tag, registration, insurance card, and annual inspection report within the truck. You must contact your Area Manager for a new copy if you cannot find them onboard the truck.
13. Driver must check emergency reflectors and all emergency equipment. Fully charged fire extinguished must be mounted and securely strapped down.
14. Trucks must be turned off, keys removed, and wheels chocked at each stop.
15. Do not use duct tape on interior or exterior of truck.
16. Do not over drive your brakes, each truck will stop differently. Notify your Area Manager immediately if brakes are not functioning properly.

**RENTAL TRUCK REQUIREMENTS**

If your assigned truck has a breakdown and will require a replacement rental truck, it is your responsibility to verify the following before accepting the rental truck offered:

IMPORTANT NOTE REGARDING CDL REQUIRED RENTAL TRUCKS: If you are not a CDL holder and the rental truck offered has a GVWR in excess of 26,001 pounds or more, you are not licensed to drive that truck. Request a rental truck that you are licensed to drive, if not available, notify your manager for further instructions.

Non-CDL holders are prohibited from operating a CMV that exceeds a GVWR of 26,001 pounds. Reference FMCSR §383.51(c) which states “Driving a CMV without a CDL” is a “Serious Traffic Violation,” subjecting the driver to punishment up to disqualification!

Rental “Pick Up” Requirements

Before signing for and accepting a rental truck, the driver must complete a thorough pre-trip inspection, as detailed in the Vehicle Maintenance Policy of this Handbook. Any preexisting damage, scrapes, scratches, cuts on tires, cracks in windows, or any other inoperable mechanical items such as lights, windshield wipers, brakes, etc., must be noted on the rental agreement at the time of pick up.

Insurance Requirement for Rental Trucks

* Decline all insurance offered by the rental company!
* While in Davis Mail Services, Inc. possession, the rental truck will be operating under Davis Mail Services, Inc. operating authority and Davis Mail Services, Inc. liability insurance, therefore
	+ The Davis Mail Services, Inc. driver must always take with him/her and have onboard the rental truck a copy of the Davis Mail Services, Inc. current liability insurance card and Rental Agreement.

If a Davis Mail Services, Inc. driver is stopped for a traffic violation or is involved in an accident while driving a rental truck, the investigating officer will ask for the current insurance card, which *must* be the Davis Mail Services, Inc. liability insurance card. The rental company insurance card is not valid.

Rental “Turn in” Requirements

The driver must be present when a rental truck is returned during the return inspection procedure performed by the rental company. If any damage or inoperable mechanical items are listed during the return inspection procedure, the driver must verify and confirm the items listed are correct before signing off on the rental agreement and, must immediately notify his/her Area Manager of defects noted.

**LOADING AND UNLOADING – (If required)**

1. Wearing gloves is recommended to prevent injury when handling mail carts, some carts have sharp edges.
2. Place mail carts directionally in truck facing back door so labels can be easily read and check inside of the carts for verification of labels to ensure they are facing the right way to facilitate unloading.
3. Read Route labels carefully. Make sure to load the truck in the proper sequence with the last stop in the nose of the truck, then all preceding stops in the proper order of delivery, as they will be delivered.
4. Secure strap on each rolling mail cart(s) to prevent shifting or movement during transit.
5. Straps must be installed 12-18 inches in front of cart to be able to pull cart forward and tighten strap.
6. **TIP!**  Connect strap to E-track on left side of truck. Estimate where 18 inches ahead of cages will be. Load first cart on left side against wall. Load second cart in the center against first cart. Load third cart against center cart. Connect other end of strap on right side utilizing the left-over space to get your hand down 18 inches along the wall. Pull strap tight and ratchet until all cages are tight, while not damaging E-track.
7. Take note of conditions of e-track when you connect strap. Some slots are damaged from misuse. When possible, connect near bolts or rivets. Always connect with thumb latch on strap at top as designed. You are responsible for damage that occurs from misuse or improper installation of straps.
8. After loading or partial loading, load any late mail carts on the rear of truck. Do not unload or reposition carts already loaded. Load late mail carts on rear and work around them until at their proper destination.
9. As prescribed in **FMCSR §392.9 Inspection of cargo, cargo securement devices and systems**… “A driver *may not operate a CMV unless* – (1) The CMV’s cargo is properly distributed and adequately secured” … DMS Company policy states: **Driver is responsible to inspect and ensure all loads are securely strapped and secured within the truck bed to prevent movement and damage to equipment in transit,** as instructed during training**. Exception:** preloaded sealed trailers by USPS personnel. However, if driver has the opportunity to inspect a pre-loaded trailer before the door is closed and sealed, he/she has a duty to do so. Property damage caused by driver failure to properly strap and/or inspect strapping, can result in disciplinary action, as prescribed in the **Driver Correction Action Policy** of this handbook.
10. Always push USPS Mail containers, UPCs, BMCs or GPMCs to reduce shoulder strain:
	* *Do not pull* containers.
	* When moving containers, *move only one at a time*.
	* If a container is particularly heavy, get help.
	* Lean into the UPCs (the heavier – the more you should lean).
	* Try not to hunch your back – keep it straight.
	* Use your legs and the weight of your body in pushing.
	* Take small steps.
	* Avoid injury, let falling containers fall, *Do Not attempt to catch them*.
	* Always set the brake on a container when leaving it unattended.
	* Keep your feet clear of the container’s brake & wheels.
11. To unload, remove strap on right side and hang it up. Most of the time left side never has to be unhooked.
12. Do not throw straps on the floor of truck, and don’t remove them from the truck.
13. If transporting Express or Registered Bags, do not open back door until ready to load or unload. Keep a careful eye on Express and Registered bags. Hand deliver to its destination to get receipts for Registered bags.

**COMMUNICATION**

All communication must be expressed in a professional manner and business-like tone, projecting mutual respect, to foster effective understanding. Using obscene, socially offensive expletives or irreverent language is strictly prohibited and will not be tolerated no matter the medium of conveyance, whether verbal or written, via telephone voicemail or text, or via computer email, or any other format.

1. Davis Mail Services, Inc. requires all drivers to have cell phones in their possession with hands-free device. You must be able to hear it ring during working hours.
2. If you are behind schedule over ½ hour, you must call your Area Manager with an estimated time of arrival.
3. For emergencies after hours, call your Area Manager. (Definition of After-Hours Emergency: Accident, Personal Injury, Breakdown, Medical Problems, Late for Work, anything that will interrupt on time delivery of the US mail or need of replacement truck/trailer/driver).
4. Do not give out management’s cell phone numbers to anyone other than employees.
5. If you are unable to work your scheduled route, you must **call, not text,** your Area Manager 24 hours before your shift starts so we can get your route covered.Disciplinary action, as prescribed Corrective Action Process can occur if you do not call in within an appropriate time and/or if you text.
6. If you fail to show up for work, and do not call in or make proper notice, we will assume that you have quit, and you will be replaced. We will also be expecting a Letter of Resignation when you pick up your last paycheck. Exceptions may be considered.

**TIMESHEETS**

The DOT, DOL (Department of Labor) and Davis Mail have certain requirements and standards regarding wage and earning documentation. All timesheets must be completed entirely and accurately. Davis Mail Services, Inc. will be auditing each timesheet during payroll according to these standards:

Your timesheet must have the following:

* We must have the original copy of your timesheet and original copy 1 of all late slips.
* You must write your first and last name at the top of the timesheet.
* You must write the month and year at the top of the timesheet.
* Your timesheet must be legible.
* You must write the truck number each day on your timesheet.
* You must write the contracted Route Number & Trip Number each day on your timesheet.
* Starting and Ending Odometer readings MUST be written daily. Those odometer numbers must correspond to the odometer readings when you fuel.
* Each day of the pay period must be written on timesheet. If you do not work a day, it must be shown on the timesheet with the word “OFF” written next to it.
* Your times must correspond with the contracted Post Office Route times. If your time differs from the contracted time, you must include a specific reason. This reason will be considered by management.
* TWO PEOPLE RUNNING A ROUTE MUST BE APPROVED BY MANAGEMENT PRIOR TO YOUR ROUTE.
* Each day you are working must have a start and stop time.
* Pay periods run from the 1st to the 15th and the 16th to the end of the month. These are always the only 2 time periods every month.
* Your timesheet must be signed. No exceptions.
* All training & repair hours MUST be on the separate, Training & Repair Hours, timesheet. No exceptions.
* Do not write in the Total Time column. It is for office use only.
* If you have a late slip write the amount of the late slip in the late slip column. If you do not have a late slip, leave it blank. Do not write “Y” or “N” in that column.
* When a holiday occurs, do not put in hours that you should work on that day. Holiday hours are determined based on the number of hours you work that week. Payroll department will determine holiday pay.

(NOTE: If you work the day of the holiday, those hours should be recorded on your timesheet)

Registered bag receipts are the drivers to keep 6 months then discarded. Do not turn into office.

2nd Job Record of On-Duty Hours – If you work a 2nd job, record all hours worked at the 2nd job for which you received compensation during the pay period, and submit with your Time Sheet at the end of the pay period.

*You will receive written notification if your timesheet is not completed correctly. Multiple offenses could result in time off without pay and/or possible termination.*

**Incorrect timesheets where an employee intentionally falsifies their hours worked is considered theft and they will be terminated.**

**PAYROLL**

1. Your timesheet is your time clock. Fill out your timesheet with everything except for the *stop time, late slips and ending odometer reading* as soon as you get in the truck. Complete the *stop time, late slips and ending odometer reading* on your timesheet before you get out of the truck at the end of your route.
2. Incomplete or inaccurate timesheets may result in delay of paychecks, as well as disciplinary action. Inflating your time is considered fraud and **can result in being reduced to extra board or termination. Monthly timesheet audits will be conducted. Incorrect or incomplete timesheets will be written up and the following disciplinary actions may occur:**

1st Offense – Timesheet Audit

2nd Offense – Formal written warning

3rd Offense – 3 days off

4th Offense - Termination

1. You should have a schedule; this lets you know when you should begin work. No early starts.
2. You should have start and stop times. These times cannot exceed the contracted Post Office route times unless you provide a written explanation on your timesheet or provide a compliant late slip. (refer to the form IMPORTANT INFORMATION ABOUT YOUR PAYCHECK)
3. You are to strive to complete your route as quickly and safely as possible. DMS, Inc. must use labor efficient drivers who complete the task ASAP. If an extra board driver can complete the task safely with less time, he may be given the opportunity to run the route on a more permanent basis. In-route unscheduled stops are not allowed except emergencies.
4. If you have a problem with payroll you can call in the office between 10:00-5:00pm Eastern Time, Mon-Fri. Please don’t call after hours and don’t discuss problems with anyone other than payroll department.
5. Pay Day is on a Friday every 2 weeks. Paystubs will be mailed on those days by our payroll company. Paystub envelopes may also include additional information so be sure to open envelopes each pay period.
6. Timesheets must be turned in to your manager within 24 hours of the end of the payroll period.
7. Timesheets must be approved by BOTH the driver’s manager and the payroll department before being submitted to our payroll company.
8. Rate of pay depends upon postal requirements. Some contracts will pay different rates.
9. No pay advances
10. Keep proper records, do not lose track of what you are owed. Do not call the office asking how much your check will be.
11. Drivers doing truck repairs must complete work order with parts, time started, and ended repair. Time for these minor repairs will be paid at $20 per hour and must be recorded on a Training and Repair sheet.
12. Moving equipment around not hauling mail pays $20 per hour with a work order and must be recorded on a Training and Repair sheet.
13. All training hours must be logged on a Training and Repair sheet.
14. Always refer to your current Benefit Plan Information book for benefit information.

Holiday Pay is determined by how many hours you work the week before the holiday. If you do not work the week of the holiday, then you will receive no holiday pay. If you take off extra time it will reduce holiday pay. No holiday pay will be paid if you take vacation on week with holiday in it. The driver that replaces you that week will receive holiday pay. If your route runs on a holiday, you are expected to run it.

Vacation Pay is based on state and total # of hours worked the previous year.

**The 2-step approval process for vacation must be followed to guarantee your request:**

1. Vacation hours must be requested 60 days in advance to your area manager and must be approved. Only one driver can be off at a time without permission from your area manager.

2. You must look at your pay stub online to make sure you have vacation hours available

-Your scheduled time off must be submitted to the HR Department a full payroll before time is to be paid. (ie. If you want payment on June 15, it must be submitted to HR Department before June 1).

-Vacation pay can be requested without taking any time off with 30 days advance notice.

-Vacation pay cannot be paid until you have reached your annual hire date.

-No vacations from November 15 – January 5.

-Vacation pay must be used each year. NO ROLLOVERS. If you have leftover vacation time from the previous year, it will be paid on the check after your anniversary date. NO EXCEPTIONS.

-No Vacation Days, or time off, allowed 2 days before a Holiday or 2 days after a Holiday.

**It is your responsibility to let the HR office know of any changes or cancellations in requests**

**LATE SLIPS**

Davis Mail Services, Inc. pays all properly filled out late slips. It is the driver’s responsibility to get all the following done in order to be paid in full for the late slips.

1. The original Driver copy of late slip must be received in the Jacksonville office no later than 5 days before the pay date for that respective pay period in order to be paid on time and for us to submit it to the Post Office for payment. This payment does not come to us automatically.
2. Late slips must be turned in to payroll on time.
3. You must get the postmaster to sign and put times on the late slip. If they are not open, you must get signed on the afternoon trip or the next time that they are open.
4. You must properly complete the green form (post office form) which is at your last stop of the route in which you got the late slip.
5. Also, you will be paid the amount of time that you were late. If you got a 30-minute late slip and were able to make up some time and therefore were only 10 minutes late to the last stop. Then you will get paid for 10 minutes of late time. Normally if you reach your destination on time the late slip is rendered void.
6. You must write your first and last name on the upper right side of the late slip if “No Driver ID” is written in the name column.

The Post Office can take several months to pay us for late slips. If for any reason, the post office does not pay us for a late slip that you turned in and were paid for then we will have to deduct that time from your next timesheet.

**CALL-IN PROCEDURE**

We understand that an employee will occasionally not be able to report to work. If you are unable to report at your scheduled time, it is extremely important that you understand and adhere to the company’s call-in procedure.

1. You (or in an emergency; a family member or friend) must contact your local Manager. You must leave a message if voicemail is received.
2. The notification should be made as soon as possible and prior to the scheduled time to begin work. Failure to call in on a timely basis will lead to disciplinary action.
3. If an extended leave is granted for medical or personal reasons, you *must* contact your manager on a weekly basis. It is important to keep your manager informed of your work status availability, especially when you will be returning to work. This weekly contact is necessary to assist DMS management in planning and adjusting existing schedules, to accommodate USPS requirements. As your schedule and status are subject to change upon your return to work, failure to keep your manager informed can result in no work schedule for you, and/or disciplinary action, up to and including termination.
4. If you are late picking up or delivering the mail on your route (for any reason) contact your Area Manager immediately. We need to hear from the driver not the Post Office if you are running late. Recurrent lateness will result in disciplinary action.

**CHANGE OF STATUS**

It is extremely important for the proper administration of our pay and benefit programs that we have current information on your status.

If you change your name, address or telephone number, marital status, number of dependent or your insurance beneficiaries, please contact your Manager during business hours for the completion of any forms that may be required.

**TERMINATIONS**

When an employee is terminated, you will be required to turn in any Company property in your possession, such as keys, badge, credit card, fuel card etc. All company property is required to be returned by the time of last paycheck. Failure to return all property by that time can result in a report to law enforcement for theft.

**RESIGNATION**

In fairness to Davis Mail Services, Inc. and your fellow employees, we ask that you give your manager at least two weeks written notice in the event you decide to terminate your employment, although management reserves the right to disallow the two-week option and terminate employment immediately. Failure to give a two-week notice may result in no possible rehire.

On or before your last day of work you will be required to turn in all Company property in your possession, such as keys, all USPS property and ID badges (as required by Federal law), credit card, fuel card etc., and a written resignation. Your final paycheck will not be issued until all Company property is returned. Failure to return all property may result in a report to law enforcement for theft and /or a negative employment reference.

**EMPLOYEE DEATH BENEFITS**

Employee’s final paycheck for hours worked will be mailed to employee’s beneficiary or estate.

**Driver Corrective Action Policy**

###

**ATTN: ALL DRIVERS**

DAVIS MAIL SERVICES, INC. is required by Federal, State and Local regulation to operate within the regulations and laws set forth by the governing agencies.

To monitor motor carrier and driver compliance of the **FMCSR**, the **FMCSA** established the **Compliance, Safety, Accountability (CSA)** program in 2010. The **CSA** monitors and records prior crashes for five (5) years, driver traffic violations and roadside inspection violations for three (3) years, recorded on **DVERs**, which occur within the jurisdiction in which you operate your **CMV**. These violations are assigned a point value on a graduated scale, depending on the severity of the safety violation, and recorded in the **Safety Management System (SMS). These points remain on the driver’s record for 36 months and on the motor carrier’s record for 24 months. The SMS** establishesa safety fitness determination score, or rating, which is assigned to each motor carrier and driver. **SMS** generates a monthly report to recap of all activity as recorded by the law enforcement agencies for each motor carrier, which **DMS** monitors. It is of the upmost importance that you understand and comply with the **CSA/SMS** program, this is how our industry is graded, our report card if you will.

Because a great deal of weight is placed upon the Safety rating of every driver and carrier, it is DAVIS MAIL SERVICES, INC.’s goal to maintain the BEST (LOWEST) rating possible. A good safety rating reduces insurance cost, increases the ability to obtain better line haul rates, increases the ability to obtain better freight and frequencies of loads, etc.

To meet the safety fitness standard, a motor carrier must demonstrate to the FMCSA that it has adequate safety management controls in place which function effectively to ensure acceptable compliance with the applicable safety requirements. Therefore, **the Drivers Corrective Action Policy, Vehicle Maintenance Policy and REVISED HOS & Log Policy are included in this handbook.**

###### ACTION REQUESTED

Please review these policies as outlined herein always keep this handbook with you.

***Thank you for your hard work in driving safely, as well as keeping your equipment maintained to ensure it is safe to operate and in compliance with all FMCSA regulations!***

Sincerely,

Tony Davis

President

##### Corrective Action Process

It is the policy of DAVIS MAIL SERVICES, INC. that a corrective action program be utilized for violations of company policies, Federal, State, and local laws and regulations. DAVIS MAIL SERVICES, INC.’s goal is to work with each driver to address and prevent violations from reoccurrence. **As determined by DMS management, the corrective action steps may apply to single or repeated violations or a combination of different violations. Additionally, drivers may receive corrective action coaching and may be required to complete driver remediation training.** The following are corrective actions that will be taken because of Violations and Disqualifying Violations:

##### Violations

|  |  |
| --- | --- |
| **First Offense** | Documented Verbal Warning or Coaching as determined by management |
| **Second Offense** | Documented Written Warning or 3-day ineligible for dispatch or probation as determined by management |
| **Third Offense** | 3-day ineligible for dispatch or probation or termination as determined by management  |
|  |  |

**Serious and/or Disqualifying Violations (Refer to the FMCSR: §383.51) This regulation supersedes Davis Mail Services’ corrective action process.**

###### Serious violations that may accelerate corrective action steps include:

1. Failure to maintain or procure a Post Office Badge
2. Unsafe Operation of CMV
3. High or Critical Motive Severity Level events
4. Violation of Substance Abuse policy §383.51
5. Possession of Controlled Substance or Alcohol in CMV
6. Acute Violation of FMCSR
7. Unauthorized passenger
8. Dishonesty, theft, falsifying company documents, including timesheet app
9. Unauthorized use of company credit card
10. Failure to follow direct orders from management or USPS Officials
11. Tampering with truck to increase speed or disable GPS or obstruct cameras.
12. Major repairs to vehicles needed due to neglect of proper care and maintenance by driver
13. Failure to follow company schedules and driving out of route
14. Late for work, No Show, No Call
15. Fighting with co-workers or Postal Employees
16. Destruction of company property and/or terminal facilities
17. Unauthorized use of company property
18. Failure to immediately report to your manager any: crash, property damage, traffic violation or DVER, or if any of these events have alleged to have occurred.
19. Under the influence or possession of controlled substance or alcohol
20. Use of phone while driving without a hands-free device
21. Unsatisfactory work performance reflected by receiving multiple Disciplinary Actions, as outlined in the Driver Corrective Action Policy.
22. Leaving the scene of an accident without management or Safety Department approval.
23. Unprofessional extreme argumentative behavior and/or abusive language, verbal or written towards others.
24. Other Offenses as deemed by the DMS Management

**Management reserves the right to terminate a driver at any time due to unsafe operations or non-compliance of Company policies, Federal, State, and Local traffic laws, and Regulations. Drivers who receive any of these serious violations may be subject to immediate termination.**

**Moving Violations**

1. In accordance with FMCSR **§**383.31(b), all drivers who receive a Violation or Citation (regardless of offense or vehicle driven, ***company or personal***) must call their Area Manager at the time of occurrence (if during office hours) or within 24 hours of occurrence (if occurred after office hours) to report the violation. The violation will then be recorded and maintained in the Drivers file. This regulation must be followed even if the violation is under appeal.
2. All violations reports/forms (i.e., traffic citations, DVER’s, police accident reports) are to be sent to your Safety Department within 24 hours of the offense at safety@davismail.biz
3. Drivers who are found to have received violations which were (1) not reported to Safety/Compliance and/or (2) Safety/Compliance did not receive the violation in the Safety Department within 24 hours of the date of occurrence will be subject to corrective action and/or immediate termination.

**Safety/Compliance Training Events**

Safety/Compliance is the #1 priority for Davis Mail Services, Inc., therefore, we will provide mandatory training events throughout the year. These may include in-person events, online events (i.e. zoom, Microsoft teams), video events, quizzes, emails, texts, one on one events or other means or channels of training communication. Every driver is required to attend or complete these trainings as a term of employment with our company. Prior approval from management is required if a training cannot be attended or completed at the specified time and due date. Failure to comply with company mandatory safety/compliance events will result in corrective disciplinary action.

**Vehicle Maintenance Policy**

DAVIS MAIL SERVICES, INC., (DMS), in keeping with its policies to operate safely and ensure compliance with the requirements of the **Federal Motor Carrier Safety Regulations (FMCSR) PART 396 INSPECTION, REPAIR, AND MAINTENANCE,** requires all drivers to adhere to the Vehicle Maintenance Policy (VMP).

* The VMP requires each DMS driver to thoroughly perform required Pre-Trip, In-route and Post-Trip Inspections and Observations to minimize unsafe operation or violations of the FMCSR discovered during roadside and accident inspections, as outlined below:

**VEHICLE MAINTENANCE POLICY REQUIRED INSPECTIONS, REPORT AND DOCUMENTS**

**Pre-Trip Inspection**

At the beginning of each shift/day, and if you operate more than one vehicle during the same shift/day, each driver shall perform a complete Pre-Trip Inspection of the vehicle to be driven, and ensure each vehicle is in safe operating condition. A thorough inspection shall cover at least the following parts and accessories:

* Service brakes including trailer brake connections
* Parking brake
* Steering mechanism
* All lighting devices and reflectors
* Tire proper tread depth and inflation
* Horn
* Windshield wipers
* Rear vision mirrors
* Coupling devices
* Wheels, rims and lugs
* Emergency equipment
1. 3 Reflective Safety Triangles
2. Spare bulbs and fuses
3. A fully charged and securely mounted Fire Extinguisher
* Additional items should be checked include:
1. Check under hood for belts, hoses and leaks
2. Cargo door closes and seal is tight
3. Fuel, oil, and coolant

Pre-Trip Inspection findings are not required to be in writing unless a safety defect is discovered that prevents the safe operation of the vehicle. Safety defects must be immediately reported to your manager and recorded on the DRIVER’S VEHICLE INSPECTION REPORT (DVIR), as outlined in the Post-Trip Inspection section below. Never drive an unsafe vehicle. Immediately report any problems found or new damage to your manager, before moving the truck again.

**En-Route Observations and Inspections**

Be vigilant, know your vehicle and keep an eye on the truck gauges for signs of potential problems (air, engine, pressure, and voltmeter), before they occur.

Use your senses to identify hidden potential problems (look, listen, smell, and feel) before they become a major problem.

At each stop you make during your shift/day make it a practice to perform a 2-minute walk-around inspection of your vehicle, before you move the vehicle again. Check your tires, wheels, rims, lights, and reflectors. Inspect for any new damage that may have occurred since your last inspection. Report any new damage or safety defects to your manager.

**Post-Trip Inspection**

Each driver at the completion of each work shift/day, shall prepare in writing, the DRIVER VEHICLE INSPECTION REPORT (DVIR), *if a safety defect is discovered or reported to the driver*, on each vehicle operated. This inspection must cover at least the following parts and accessories:

* Service brakes including trailer brake connections
* Parking brake
* Steering mechanism
* All lighting devices and reflectors
* Tire proper tread depth and inflation
* Horn
* Windshield wipers
* Rear vision mirrors
* Coupling devices; and
* Wheels, rims, and lugs
* Emergency equipment.

The DVIR shall be completed at your last change of duty status for the shift/day. The time recorded on the DVIR must match the last On-Duty time recorded on your Driver’s Daily Log (if applicable) and/or Time Sheet for that shift/day. Additionally, anytime throughout your shift/day safety related defects are identified and repairs are completed on vehicle(s) driven, those repairs must be listed on your DVIR. The following items **MUST** be provided on the DVIR:

* 1. Drivers signature and date
	2. Truck & Trailer Number
	3. Accurate Odometer reading
	4. Itemized listing of ALL repairs or services completed during the shift/day
	5. Copies of receipts for parts and labor used to complete the repairs or service
	6. Signature of Mechanic or Repair Shop
	7. Signature of next driver verifying repairs have been completed.

Record all time spent in obtaining assistance for repairs or while repairs are being made as On-Duty Not Driving on Electronic Log device (ELD) or on line 4 (On-Duty Not Driving) of your Driver’s Daily Log (if applicable), the exact time and location must be logged accordingly. Any Time Sheet adjustments must be authorized and approved by your Area Manager.

**The Federal Motor Carrier Safety Administrations (FMCSA) Program -**

**Compliance, Safety, Accountability (CSA)**

The **CSA i**s an “enforcement and compliance” program developed by the **FMCSA**, the agency within the U.S. **Department of Transportation** that regulates **CMVs** through enforcement of some 900 basic violations of the **FMCSRs.**

**CSA** tracks violations by our **DMS USDOT** number. When a **DMS** driver receives a citation for a traffic violation, hours of service, vehicle maintenance, cargo securement, or is involved in a crash, the law enforcement official will check the **CSA** database to review the safety record of **DMS**. It is particularly important that each driver understands how their driving affects not only their own safety record, as recorded in the **FMCSA Driver Pre-Employment Screening Program (PSP)**, but that of **DMS** and all its driversas well.

**FMCSA Driver Pre-Employment Screening Program (PSP).** A system to make safety performance information electronically available for pre-employment screening purposes. The **PSP** provides motor carriers, individual drivers, and industry service providers access to commercial driver’s safety records.

A **PSP** record contains a driver’s most recent 5 years of crash data and the most recent 3 years of roadside inspection data as recorded on **Driver Vehicle Examination Reports (DVER) and vehicle Crash reports.**

A **PSP** record displays the motor carrier for which the driver was operating for at the time of the crash, inspection, or violation. It also shows the location and date that a crash, inspection, or violation occurred. Additional safety details about crashes such as injuries, fatalities, and towaways are included in a **PSP** record.  Likewise, inspections show details of specific violations found and whether a vehicle was placed out of service. The record displays a snapshot in time, based on the most recent **DVER and Crash** data load to the **PSP** system.

**FMCSA believes that making this driver data available to potential employers and industry service providers, drivers will improve the quality of safety data and help employers make better informed decisions when hiring commercial drivers.**

The **Commercial Vehicle Safety Alliance (CVSA)** is a nonprofit association comprised of local, state, provincial, territorial, and federal commercial motor vehicle safety officials and industry representatives. The Alliance aims to achieve uniformity, compatibility and reciprocity of commercial motor vehicle inspections and enforcement by certified inspectors dedicated to driver and vehicle safety.

**CVSA** inspection information gathered through the **CSA** is utilized to measure Motor Carrier Compliance and Driver Safety Performance reported through the **Safety Management System (SMS)** in seven (7) Basic safety areas. Violations are assigned a point value on a graduated scale, depending on the severity of the safety violation. Each of the seven (7) Basic safety areas in **SMS**, have a predetermined threshold established, to determine acceptable compliance in that area. If **DMS** violations within the past 24 months in any of the Basic safety areas exceed that threshold, **SMS** assigns an **“Alert”** in that area. Any **“Alerts”** assigned to **DMS** increase the likelihood that **DMS** vehicles will be targeted for additional inspections. Multiple **“Alerts”** in two or more Basic safety areas will mandate increased inspections and will continue until such time that the **SMS** violations fall back below the established threshold in those Basic safety areas.

Understanding the **CSA** program is essential to improve both **DMS** and driver monthly **SMS** and related **PSP** scores.The **SMS** scores are derived fromthe **Behavior Analysis and Safety Improvement Categories (BASICS), “THE 7 BASICS,”** to gradeboth **DMS** and driver by evaluationof the **DVER** violations recorded at roadside inspections and Crash reports.

**IMPORTANT NOTE: When stopped by any regulatory official: Federal or State DOT/PSC Inspector; State Trooper; Sheriff’s Officer; County or City Police, etc.:**

* **ALWAYS LEAVE YOUR SEAT BELT ON AND BUCKLED - UNTIL THE OFFICER GIVES YOU PERMISSION TO UNBUCKLE IT!**
* **Be courteous with the investigator**
* **Follow all instructions of the investigator**

**It is appropriate to ask the investigator questions. Do so in a professional manner to promote good will and demonstrate your concern to understand the process.**

**SAFETY DATA COLLECTION**

CSA compiles data collected from safety-related inspections, investigations, DVERs from roadside inspections and crash reports. A severity value is assigned to each violation, then cataloged by classification within its assigned BASIC. Each of the 7 BASICS has its own CSA formula and is scored independent of one another. You can receive up to a maximum of 30 points in each of the 7 BASICS from one inspection.

IMPORTANT NOTE: A violation can be logged even if a citation or ticket is not issued – even if the driver is simply issued a warning – and even if the driver is not placed out-of-service. The violation simply needs to appear on a roadside inspection report (DVER). On the other hand, if the driver receives a ticket for a moving violation that is not reported on a DVER, it will not factor in under CSA/SMS score.

ACUTE AND CRITICAL VIOLATIONS

FMCSA has identified about 135 “ACUTE” and “CRITICAL” FMCSR violations and assigned a severity value to each.

Under CSA, a driver’s crash or DVER violations SMS scores will:

* Be counted against the motor carrier for whom the driver is working at the time of the violation (not past or future employers)
	+ Affect that motor carrier’s SMS scores for 24 months, even if the driver is let go; and
	+ Affect the driver’s personal SMS scores for 36 months, even if the driver switches employers.
* ACUTE VIOLATIONS – those where non-compliance is so severe that they require immediate corrective action by the carrier.
* CRITICAL VIOLATIONS – relate directly to the carrier’s safety management and/or operational controls (“MANAGEMENT CONTROLS”) and are indicative of a breakdown in those controls.

**Behavior Analysis and Safety Improvement Categories (BASICS) - “THE 7 BASICS”**

**VEHICLE MAINTENANCE BASIC (VMB) -** violations are described as improper or inadequate vehicle maintenance or cargo securement. Examples include defective brakes; lights; no Driver Vehicle Inspection Report **(DVIR)**; and falling cargo.  There are **374 FMCSRs graded for violations included in the VMB**, of which 310 are assigned **MCs** and drivers, and 64 are assigned to **MCs** only. Among the violations under the **VMB** are:

* Defective brakes, lights, tires, and other mechanical components.
* Failure to make required repairs.
* Failure to inspect the vehicle or prepare inspection reports (DVIR).
* Failing to properly secure the load.
* Operating an out-of-service vehicle.

**All violations should be avoided through proper vehicle inspection and maintenance, however, pay close attention to the most frequent and common violations, commonly referred to as BLT (Brakes, Lights and Tires).**

**DRIVER FITNESS BASIC (DFB) -** “Operation of commercial motor vehicles by drivers who are unfit to operate them… because they lack training, experience, proper license for vehicle operated or medical qualification.” Specifically, **DMS** primary **DFB** violations consist of the following:

Driver’s License Violations…

Operating a Commercial Motor Vehicle:

* Without a valid CDL, and/or
* Driver lacking valid license for type vehicle being operated
* Driving while license under suspension

Failing to submit Medical Qualification as required…

Operating a Commercial Motor Vehicle:

* No Medical Examiner’s Certificate (MEC) in driver’s possession and/or not properly recorded on their State Motor Vehicle Record (MVR)
* Possessing a fraudulent or improper medical certificate
* Expired medical examiner’s certificate (expires at midnight of expiration date) – there is no grace period!
* Driver not physically qualified!

**UNSAFE DRIVING BASIC (UDB) -** Described as,“Driving a **CMV** in a dangerous or careless manner.” It has long been known that unsafe driving practices are major contributor to **CMV** accidents. Reckless driving, speeding, failing to yield the right-of-way, and distracted driving violations have been thought to dramatically increase driver’s risk of being involved in a crash.

Specifically, **DMS** primary **UDB** violations consist of the following:

* Speeding
* Failure to wear seat belt
* Following too closely
* Improper lane change or usage
* Using cell phone or any other electronic device

**HOURS OF SERVICE BASIC (HOSB) -** compliance to some 74 specific HOSB regulations of the FMCSR. Drivers who fail to properly log their daily activity into the ELD and/or complete paper logs where applicable, and in every case where the HOS limits are exceeded, as recorded on Time Sheets, in both CDL and/or Non-CDL applications. This demonstrates a careless disregard for applicable Federal, State and Local laws and regulations that govern HOS compliance. Examples of HOSB violations DMS drivers have been cited for include:

* §395.3A2 – Driving beyond 14-hour period
* §395.3(a)(ii) – Driving beyond 8-hour limit since last break period of at least 30 minutes
* §395.3A3 – Driving beyond 11 hour driving limit in a 14-hour period
* §395.8 – Record of Duty Status violation form and manner
* §395.8(a) – No drivers record of duty status when one is required
* §395.8(e) - False report of drivers record of duty status
* §395.8(f)(1) – Drivers record of duty status not current
* §395.8(k)(2) – Driver failing to retain previous 7 days record of duty status

Trucks equipped with an **ELD** used to record a driver’s **HOS** under **§395.8 (a)**, must comply with the requirements, as prescribed in **FMCSR §395.22 Motor Carrier Responsibilities** asfollows.

**§395.22(h) In-vehicle information.** A motor carrier must ensure that its drivers possess onboard a **CMV** an **ELD** information packet containing the following items:

1. A user’s manual for the driver describing how to operate the **ELD**
2. An instruction sheet for the driver describing the data transfer mechanisms supported by the **ELD** and step-by-step instructions for the driver to produce and transfer the driver’s **HOS** records to an authorized safety official
3. An instruction sheet for the driver describing **ELD** malfunction reporting requirements and recordkeeping procedures during **ELD** malfunctions; and
4. A supply of blank driver’s records of duty status graph-grids (paper logs) sufficient to record the driver’s duty status and other related information for a minimum of 8 days.

**CRASH INDICATOR BASIC (CIB) -** Unlike the other **BASICs**, there are no specific regulations or violations associated with the **CIB**. The **CIB** is a measure of a carrier or driver’s relative tendency to be involved in a **CMV** crash…

**ALL CRASHES AFFECT A MCs AND DRIVER’S SCORE – THE GRADING DOES NOT TAKE INTO CONSIDERATION WHETHER A CRASH WAS PREVENTABLE OR NON-PREVENTABLE!**

This approach is taken because data analysis has historically shown that **MCs** and drivers who are involved in crashes, regardless of the motor carrier’s or driver’s role, are likely to be involved in more future crashes than **MCs** or drivers who are not.

**IMPORTANT NOTE: The entire CSA/SMS program is designed to reduce large truck crashes, injuries, and fatalities.**

**DRUG & ALCOHOL BASIC (D&AB) - *“The operation of a CMV by drivers cited in roadside inspections for impairment due to alcohol, illegal drugs, and/or misuse of prescription or over-the-counter medications.”***

An impaired driver is an unsafe driver. Because drug and/or alcohol impairment dramatically increases the risk of a crash, the **FMCSA** assigns great weight to violations related to drug or alcohol use or possession.

**IMPORTANT NOTE: DMS is a Drug-Free Workplace. Therefore, DMS has a Zero-Tolerance Policy regarding the use of a controlled substances and alcohol. Failure to remain controlled substance and or alcohol free can result in termination of employment.**

**HAZARDOUS MATERIALS BASIC (HM) –** Violations of **FMCSRs** and **Hazardous Materials Regulations (HMR)** recorded during roadside inspections where placardable amounts of **HM** are being transported.

Although **DMS** does not have operating authority to haul **HM** in placardable amounts, some **USMAIL** will include lesser quantities of **HM** that do not require placards and may be hauled.

**It is important to note that the diesel fuel in all DMS trucks is a HM. Any spill of any quantity *must* be immediately reported to the DMS Safety Department at (904) 718-7949.**

**Driver Vehicle Examination Report (DVER) – Roadside Inspection Record Reporting**

1. Drivers should contact their Area Manager no later than end of shift if they receive a DVER or citation from any local, state or federal enforcement officer, regardless if violations are noted or not.
	1. Drivers are required by DMS company policy to submit the DVER or copy of the citation to their Area Manager immediately (within 24 hours), along with a copy of their Driver’s Daily Log and DVIR listing safety related defects identified on vehicle(s) driven that shift/day. (if applicable)
	2. Managers are required to review the DVER or citation, (send copy of DVER or citation to Teri Allen within 24 hours of receipt) certify the repairs have been completed and submit copies of completed repair receipts to Teri Allen in Safety and Compliance, to sign and return to the state agency which issued the DVER or citation within 15 days as required.
	3. If DMS receives a non-compliance notification from the issuing agency regarding a DVER or citation which the driver has failed to report to DMS, the driver will be found to be in NON-COMPLIANCE, and subject to corrective action, up to and including termination in accordance with the CORRECTIVE ACTION PROCESS.

**OUT-OF-SERVICE VIOLATIONS**

OUT-OF-SERVICE VIOLATIONS *MUST* BE REPORTED **IMMEDIATELY** TO YOUR AREA MANAGER

1. DMS requires the driver of a CMV who has been placed OUT-OF-SERVICE (OOS) to immediately contact their Area Manager to report their OOS status.
2. An “Out-of-service Vehicle” sticker is used to mark such vehicles, and the sticker cannot be removed until all required repairs have been completed.
3. The operation of an OOS vehicle carries substantial penalties!

Never operate an OOS vehicle until the required repairs have been completed and the OOS sticker has been removed (in some cases, the OOS sticker must be removed by an authorized enforcement officer)

1. Anytime a DMS CMV is placed OOS during a roadside inspection due to equipment violations, repairs must be completed with copies of any repair receipts submitted to your Area Manager for verification BEFORE the CMV can be moved! These repairs are required to be listed on the driver’s DVIR.
2. Any driver who violates an “OUT-OF-SERVICE” order by operating the CMV before required repairs have been completed and verified, may be terminated immediately!

 **NOTE: A copy of all DOT Inspection Reports (often referred to as a DVER) are required to be sent to the Jacksonville office (via text or email) within**

**24 hours of receipt.**

**Hours of Service (HOS) and Record of Duty Status (RODS) Policy**

**Every driver *shall* have knowledge of and *shall* comply with all the basic HOS regulations, as prescribed in** **FMCSR §395**. At no time is any driver authorized, permitted, or required to violate the HOS requirements. All questions regarding HOS compliance should be directed to the Safety Department for interpretation and proper application to ensure compliance.

**DMS has adopted the 70-Hour 8-Day On-Duty Rule**! No DMS driver is required or permitted to drive after having been on-duty for 70-hours in any 8-day consecutive period.

* Drivers must keep their paper logs, ELD and Time Sheet current, and up to date to the last change of duty status in a legible and compliant format and be prepared to present those records to an authorized safety official upon request.

DMS and its drivers of commercial motor vehicles (CMV) are required to be knowledgeable of, and comply with, all Federal Motor Carrier Safety Regulations (FMCSR)… therefore, DMS has adopted these regulations as company policy. It is also DMS policy to prevent violations before they occur by encouraging all drivers and employees to become fluent in the understanding and application of these regulations.

* Every driver is hired with the understanding they possess a basic knowledge and understanding of the **Hours-of-Service Requirements, as prescribed in the FMCSR §395.**
* Every driver is required to maintain accurate and true records of the time a driver reports for duty each day and is released from duty each day for DMS on their Time Sheet.
	+ ***As well as the total hours on duty each day worked in other employment (not for DMS)***, for which a driver is compensated.
	+ These non DMS hours must be recorded on the DMS form:
		- **2nd Job Record of On-Duty Hours and submitted with the applicable semi-monthly Time Sheet** period to which the hours pertain.
* **All on duty hours, whether working for DMS driving or on duty not driving, or for any other employer where the driver is compensated for the hours worked, are added together in the calculation of the FMCSR daily on duty work limits and the 70-Hour 8-Day On-Duty limit.**

If, at any time a question arises regarding compliance with FMCSR §395, drivers and employees should contact the DMS Safety Department for clarification and guidance.

Knowledge of the FMCSR, if properly administered and adhered to, will eliminate careless violations that can result in costly fines, out-of-service declarations, lost wages, disciplinary action and delivery service failures to our customer, the US Postal Service.

**Five Basic HOS Rules:**

1. **10 hours off duty – A driver may not drive a CMV without first taking 10 consecutive hours off duty and/or in a sleeper berth.**
2. **30-minute break requirement – A driver is required to take at least a 30-consecutive minute break after driving for a total of 8 hours (driving time to be consecutive) without at least a 30-consecutive minute break. The 30-consecutive minute break can be logged as:**
	1. **Off-duty**
	2. **Sleeper berth or**
	3. **On-duty, not driving**
	4. **Or any combination of a, b, or c.**

**Short non-consecutive periods cannot be combined to reach 30 minutes of non-driving time. 30 minutes *must* be consecutive.**

**Note: 30-minute break requirement is not applicable when operating using either Short Haul Exemption.**

1. **11 hours driving – A driver may not drive a CMV for more than 11 total hours following 10 consecutive hours off duty. See Adverse Driving Conditions Exception, for additional options.**
2. **14 hours on duty – A driver may not drive a CMV after the end of the 14th consecutive hour after coming on duty following 10 consecutive hours off duty. See Short Haul Exemption and Adverse Driving Conditions Exception, for additional options.**
3. **70 hours on duty – A driver may not drive a CMV after having been on duty 70 hours in any 8 consecutive days, includes all hours where driver is compensated while working a 2nd job not for DMS, plus all on duty hours working for DMS. These accumulated hours may be “reset” if a driver has a qualifying rest break of at least 34 consecutive hours off.**

**Sleeper Berth Provision** – Allows drivers to split their 10-hour off-duty period, if the following requirements are met:

* One off-duty period (whether in or out of the sleeper berth) is at least 2 hours long, and
* The other involves at least 7 consecutive hours in the sleeper berth
* Both periods added together must equal at least 10 hours
* When used together, neither period counts against the 14-hour driving window

Note: Only one driver may be logged in the sleeper berth at a time when team operation.

**On duty time** means all time a driver begins to work, not just driving, or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. As prescribed in **FMCSR §395.2 On-duty time shall include**:

1. All time at a plant, terminal, facility, or other property of a motor carrier or shipper, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier
2. All time inspecting, servicing, or conditioning any CMV at any time
3. All driving time
4. All time in or on a CMV, other than:
5. Time spent resting in or on a parked vehicle, except as otherwise provided in FMCSR §397.5
6. Time spent resting in a sleeper berth; or
7. Up to 3 hours riding in the passenger seat of a property-carrying vehicle moving on the highway immediately before or after a period of at least 7 consecutive hours in the sleeper berth
8. All time loading or unloading a CMV, supervising, or assisting in the loading or unloading, attending a CMV being loaded or unloaded, remaining in readiness to operate the commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded
9. All time repairing, obtaining assistance, or remaining in attendance upon a disabled CMV
10. All time investigating an accident or rendering assistance at an accident scene
11. All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-crash, or follow-up testing required by FMCSR Part 382… when directed by a motor carrier
12. Performing any other work in the capacity, employ, or service of a motor carrier; and
13. Performing any compensated work for a person who is not a motor carrier.

**On-Duty Time -** includes all time you are working (not just driving) for DMS, and all time you are doing paid work for anyone else, recorded on **2nd Job Record of On-Duty Hours** form.

**Adverse Driving Conditions Exception**

Adverse driving conditions means snow, ice, sleet, fog, or other adverse weather conditions or unusual road or traffic conditions, such as a major accident or spillage that blocks the roadway and impedes your ability to continue your route, that were not known, or could not reasonably be known, to:

* A driver immediately prior to beginning the duty day or immediately before beginning driving after a qualifying rest break or sleeper berth period, or
* A motor carrier immediately prior to dispatching the driver.

On a route that *could normally be completed in 11 hours*, you are allowed an additional 2 hours driving time, up to 13 total, and an additional 2 hours on-duty time, up to16 total, to complete the route. However, you must not have known or been able to foresee the adverse driving conditions at the time you began your day.

Drivers should annotate to include details about the adverse driving condition in the Remarks section of their log, ELD or on the back of their Time Sheet, and in every case always communicate with their Area Manager to discuss the adverse driving conditions prior to implementing the exception.

**Use of the Adverse Driving Conditions Exception is the exception – Not the Rule!**

**Training & Repair Time Sheet**

All repair time is “on-duty time” and must be recorded on the Repair Time Sheet. No exceptions!

All training time is “on-duty time” and must be recorded on the Quickbooks Time App or regular Time Sheet.

**Record of Duty Status (RODS) – Electronic Logging Device (ELD) & Paper Logs**

All drivers are required to keep their **RODS** up to date to their last change of duty status and have on-board the vehicle their total time record for the preceding 7 days and submit **RODS** (paper logs) with their semimonthly Time Sheets. As prescribed in **FMCSR** **§395.11(b),** submit the original paper log and any supporting documents within 13 days of the 24-hour period to which the documents pertain. All drivers must submit their **Time Sheets** and related documents to their Area Manager within 24-hours of the date the pay period ends.

**Electronic Logging Device (ELD) Introduction**

All drivers who operate a **CMV** with a gross vehicle weight (**GVW**) of 26,001 pounds or more, *must* be a **CDL** holder, as prescribed in **FMCSR** **§383.23(a)(1((2)** and *must* comply with the **HOS** mandate, effective as of December, 18, 2017, as prescribed in **FMCSR PART 395 – HOURS OF SERVICE OF DRIVERS, SUBPART - B – ELECTRONIC LOGGING DEVICES.**

**Exception: If HOS Short Haul Exemption (SHE) from the Logging Requirements applies, as prescribed in §395.1(e)(1) CDL Required** - 150 Air-Mile Radius or 172.6 statute miles. (See below).

To comply with the **ELD** mandate, **DMS** has implemented the **“GEOTAB ELD System,”** to administer the **ELD** process. The **GEOTAB APP** **is a system for HOS, DVIRs, messaging and more…**

Start the **ELD** by tapping the **GEOTAB APP** icon on the **ELD** tablet, then:

* **Enter Username and Password**
* **The APP will sync and display the last 14 days of:**
	+ **HOS logs**
	+ **Shipments**
	+ **DVIRs and**
	+ **Trailer attachments**
* **Select your vehicle**
* **Select your trailer**
* **All unassigned logs will be displayed for your vehicle**
	+ **Select those that belong to you**
	+ **If unassigned logs remain notify the Jacksonville ELD Coordinator for assignment**
* **Next, is the DVIR screen**
	+ **IMPORTANT NOTE: ELD will place you ON-Duty for HOS calculations as soon as you select the INSPECT button on the DVIR screen!**
	+ **Once you go On-DUTY you must perform a thorough PRE-TRIP INSPECTION**

**ELD Malfunctions**

If the **ELD** devicemalfunctions, the driver must:

* Notify **DMS** immediately in writing within 24 hours
* Reconstruct on paper logs for the current day and the previous 7 days, unless the records are retrievable from the **ELD** and
* Continue to manually prepare paper logs until the **ELD** is repaired for up to 8 days only and provide those logs to an authorized safety official upon request.

**DMS must repair or replace a malfunctioning ELD within 8 days** unless an extension is granted. Therefore, the driver may only use paper logs for 8 days when an **ELD** malfunction occurs without an extension! An extension can only be granted beyond 8 days by approval from the **FMCSA Division Administrator for the State of Florida**.

**Exceptions to using ELD**

Interstate CDL drivers who drive a CMV, as defined above, are subject to the log requirements, as prescribed in FMSCR **§395.8,** and must use **ELD**, with the following exceptions:

* When **ELD Malfunctions** as stated above.
* As prescribed in **§395.8(a)(1)(iii)(A)(1)** drivers who are required to use a standard paper log on no more than 8 days within any rolling 30-day period are exempt from **ELDs** and may instead continue to use paper logs when needed. This includes intermittent or casual drivers and drivers eligible for a short-haul exemption in **§395.1(e)** who do not need logs more than 8 days out of any rolling 30-day period. Once such a driver needs to use a regular paper log on 9 or more days within any rolling 30-day period, the driver must use **ELD** on the 9th day and any subsequent day(s) in that same 30-day period when he is driving and a SHE does not apply.
* Rental trucks that are rented for a term of 8 days or less are exempt from needing an **ELD**, as long as the driver carries copies of his/her paper logs and a copy of the rental agreement. The rental truck exemption expires on October 11, 2022.

For complete understanding of how to comply with the **ELD** requirements, refer to the **“GEOTAB Drive - HOS Driver’s Guide,”** for knowledge and effective hands-on training. This publication describes how the **GEOTAB** process and, if properly implemented, provides the operational procedures to ensure the driver and company are in compliance with the regulations, as prescribed in **FMCSR PART 395 – HOURS OF SERVICE OF DRIVERS, SUBPART - B – ELECTRONIC LOGGING DEVICES.**

The ELD coordinator and Area Managers review daily activity to ensure drivers are properly logged into the ELD system, check HOS, Pre & Post-Trip inspections, DVIRs, form and manner entries, and assigns any unassigned equipment to the appropriate driver. The payroll department checks for HOS discrepancies and alerts management when specific HOS problems are identified and ensures compliance with **Federal Department of Labor** requirements.

**RODS Form and Manner - required entries on each LOG consists of the following:**

1. Date
2. Total miles driving today, plus enter Total Mileage Today only if team operation
3. Truck(s) or tractor(s) and trailer(s) number, list each operated
4. Name of carrier- (Davis Mail Services, Inc.)
5. Driver’s signature/certification
6. 24-hour period starting time (midnight)
7. Main office address – (13464 Grover Road, Jacksonville, FL 32226)
8. Remarks – at each change of duty status enter city (must be spelled out) and state abbreviation
9. Name of co-driver if team operation
10. Total hours (far right edge of grid)
11. Shipper and commodity – (USPS / US Mail)
12. RODS should be neat and legible; sloppiness will require extra scrutiny.

**RODS Hours of Service - required entries that *must* be entered on each LOG:**

* **Pre-Trip Inspection –** record minimum 15 minutes as **on-duty not driving**
* **Post-Trip Inspection -** if a safety defect is known or discovered by driver, record actual time to complete the inspection as **on-duty not driving, and record safety defects on Driver Vehicle Inspection Report (DVIR).**
* **Report any safety defects found at any time during the shift and during Pre-trip or Post-trip inspection to Area Manager immediately!**
* **Off Duty Days -** write the off-duty date in the date section at top of log
	+ Draw a 24-hour line in the **off-duty grid section**
	+ Enter the location where off duty occurred, city (must be spelled out) and state abbreviation, in the **Remarks section.**
* **Multiple consecutive Off Duty Days may be recorded on one log.**
	+ Enter the first off duty date in the date section at top of log
	+ Draw a 24-hour line in the **off-duty grid section**
	+ Enter remaining off duty dates in **Remarks** section to include all off-duty days.
	+ Enter the location where off duty occurred, city (must be spelled out) and state abbreviation, in the **Remarks section.**
* **Enter all RODS Form and Manner required entries as listed above**

 **Short Haul Exemptions (SHE) from the Hours-of-Service Logging Requirements.** Operations that qualify for a SHE does not require the driver to record HOS daily records utilizing ELD or paper logs, these drivers record their daily HOS on a Time Sheet. There are two SHEs:

1. **§395.1(e)(1) CDL Required** - 150 Air-Mile Radius (172.6 statute miles)
2. **§395.1(e)(2) Non-CDL Required** - 150 Air-Mile Radius (172.6 statute miles)

**IMPORTANT NOTE:** If operating under either **Short Haul Exemption (SHE),** there is no limit to how many miles can be driven daily, provided you do not drive beyond the designated radius, calculated as 150 Air-Miles or 172.6 statute miles – that is the distance you would travel in a straight line from your starting point to your farthest destination point, and do not exceed the maximum driving time allowed following 10 hours off duty.

**Caution.** When a driver no longer meets the SHE criteria, (drives too far/works too many hours), the driver must complete a regular ”paper” log or use ELD for the day, as prescribed in FMCSR §395.8 covering the entire day and must satisfy the 30-consecutive minute break after the 8th hour of consecutive driving time. If a driver unexpectedly fails to qualify for a SHE and has already driven past the 8th consecutive hour without a 30-consecutive minute break, the driver should annotate in the Remarks section of the log or ELD to indicate why the required rest break was not taken earlier and should take the break at the earliest safe opportunity.

* However, if a driver goes beyond the 150 air-mile radius more than eight (8) times in a rolling 30-day time period, the SHE no longer applies and may not be used. Once such a driver needs to use a regular paper log on 9 or more days within any rolling 30-day period, the driver must use **ELD** on the 9th day and any subsequent day(s) where the driver goes beyond the 150 air-mile radius in that same 30-day period.

1. **CDL Required - 150 Air-Mile Radius (172.6 statute miles) – FMCSR §395.1(e)(1) -** Drivers are not required to complete a log with a graph grid and/or ELD if their workday does not exceed 14 consecutive hours on-duty and they do not operate beyond the 150 air-mile radius. The SHE exception applies for any day in which the following conditions are met:
* Drive within a 150 air-mile radius of your normal work reporting location
* Return to your work reporting location and are released within 14 consecutive hours, and
* Follow all other basic hours-of-service rules including the 10-hour off-duty and 11-hour driving requirements.

**If you exceed the 14 consecutive hours on duty rule the driver:**

* Must complete a paper log for that day only (24-hour period),
* Is still limited to the 11-hour driving maximum, and
* Cannot drive past the 14th consecutive hour of coming on duty
* Must take 10-hours off duty time between shifts.

**16-hour Short-Haul Exception to the 14-hour rule - FMCSR §395.1(o) -**

A driver may drive after the 14th hour after coming on duty, but not after the 16th hour provided:

* You were released from duty at your normal work reporting location for the previous 5 duty tours, and
* Return to the normal work reporting location and are released from duty within 16 hours, and
* Have *not* used this exemption in the previous 6 consecutive days, except following a 34-hour restart.
	+ You are still limited to the 11-hour driving maximum, and
	+ Must take 10-hours off duty time between shifts.
* Any 7 consecutive-day period may reset with 34 consecutive hours off duty.

**It is important to understand that ALL the SHE criteria listed above must be met in order to use the SHE. If, on any given day, a situation arises that nullifies even one of the conditions, then all the standard HOS rules apply therefore, you must complete a paper log for that day and up to 8 days in any rolling 30-day time frame. If you exceed 8 days in any rolling 30-day time frame the driver must use ELD on the 9th day and any subsequent day(s) where the driver goes beyond the 150 air-mile radius in that same 30-day period.**

**Non-CDL Required - 150 Air-Mile Radius (172.6 statute miles) –**

**FMCSR §395.1(e)(2) – A driver who operates a CMV for which a CDL is not required is exempt from the log requirements and the 14-hour rule for any day in which the following conditions are met:**

* Drive within a 150 air-mile radius of your normal work reporting location,
* Return to your work reporting location and at the end of each shift, and
* Do not drive after the 14th hour after coming on duty on 5 days of any 7 consecutive days, or after the 16th hour after coming on duty on 2 days of any period of 7 consecutive days.
	+ You are still limited to the 11-hour driving maximum, and
	+ Must take 10-hours off duty time between shifts.
* Any 7 consecutive-day period may reset with 34 consecutive hours off duty.

**It is important to understand that ALL the SHE criteria listed above must be met in order to use the SHE. If, on any given day, a situation arises that nullifies even one of the conditions, then all the standard HOS rules apply therefore, you must complete a paper log for that day and up to 8 days in any rolling 30-day time frame. If you exceed 8 days in any rolling 30-day time frame the driver must use ELD on the 9th day and any subsequent day(s) where the driver goes beyond the 150 air-mile radius in that same 30-day period.**

The use of either SHE is optional depending on the specific route. DMS will determine if you can operate with either SHE or a logbook and/or if ELD is required. Check with your Area Manager.

**RODS LOG False Record of Duty Status consists of the following:**

1. A false LOG on the Quickbooks Time App or regular Time Sheet contains entries that do not reflect the actual events as they occurred during the trip.
2. False entries include omissions (event not entered) and/or entries made do not match the supporting documents.
	1. The LOGs and supporting documents must match!
3. Although the LOGs are not directly related to other paperwork, there is often an indirect relationship. This shows up most often as a discrepancy between the LOGs and papers such as:
	1. shipping papers, late slips, fuel receipts, toll receipts, traffic citations, accident reports, Driver Vehicle Equipment Reports (DVER) at roadside inspections, and/or other documents directly related to DMS operation where a specific time, date and location can be verified, which are retained by DMS in connection with the business.

Drivers will be re-schooled in the proper entries required on logs or ELDs to prevent further errors when false entries are found.

DMS must maintain accurate and true records, recorded on the Time Sheet, of the time the driver reports for duty each day and is released from duty each day, as well as the total hours on duty each day, ***as well as the total hours on duty each day worked in other employment (not for DMS)***, for which a driver is compensated and must be recorded on the DMS form **2nd Job Record of On-Duty Hours**.

**RODS REQUIREMENT FOR ALL DRIVERS**

**All drivers are required to keep their RODS up to date to their last change of duty status and have on-board the vehicle their total time record for the preceding 7 days and submit (or forward by mail) the original log and/or Time Sheet to DMS within 13 days after it has been completed.**

**CRASH REPORTING, INVESTIGATION & NOTIFICATION**

A crash is an occurrence involving any DMS driver and DMS vehicle in which something goes unexpectedly wrong, whether on private or public property, regardless of fault, and must be reported to DMS when resulting in any of the events listed below:

* Loss of life or personal injury
* Property damage in any amount, including USPS facilities and mail storage devices
* Any vehicle incurring damage
* Any alleged incident or damage liability

**Your health and safety is our most important consideration.**

* If you are injured – seek medical attention immediately!
* To report a Workers’ Compensation First Report of Injury - Call 1-877-812-4852.

**The following steps must be taken in the event of a crash:**

* Stop safely! Pull off the traveled part of the road away from traffic flow if possible.
	+ Park to prevent further damage or liability!
* Turn on 4-way emergency flashers.
* Deploy 3 Emergency Reflective Triangles as follows:
1. 10 Feet (4 Paces) from the vehicle in the direction of approaching traffic oriented out of the path of traffic, but as close to the path as possible.
2. 100 Feet (40 Paces) from the vehicle in the direction of approaching traffic in the center of the traffic lane or shoulder emergency lane.
3. 100 Feet (40 Paces) from the previous triangle in the direction of approaching traffic in the center of the traffic lane or shoulder emergency lane. Increase the distance up to 500 feet if a curve, hill or other obstruction makes it necessary to warn oncoming traffic.
* Check yourself for injury and your ability to safely assist at the crash scene.
* If you are not injured and physically able, you become our “on-the-scene-crash-investigator;”
	+ Call 911 immediately if serious crash – notify police, fire department and medical aid, if needed.
	+ **DO NOT ADMIT GUILT TO ANYONE!** Do not say I’m sorry, or make any admission of blame for the accident, likewise do not accuse anyone else of fault or wrongdoing.
	+ **COOPERATE WITH POLICE, answer their questions honestly.**

**DO NOT LEAVE THE ACCIDENT SCENE UNTIL DMS MANAGEMENT RELEASES YOU!**

* + You may be required to submit to a Post-Crash Alcohol and Drug test, DMS management will advise you. If required, **DO NOT USE ALCOHOL FOR 8 HOURS FOLLOWING THE ACCIDENT!**
* Call your Area Manager for further instruction. If no answer, call the Safety Department at 904-718-7949 to answer the following questions:
	+ Are you injured; do you need medical attention? If so, seek medical attention first!
	+ Is anyone else injured, will they need medical attention?
	+ Is the truck operational, drivable or will it require a tow?
	+ Is there a fuel or fluid spill requiring cleanup?
	+ Do we need another truck or driver to complete your run?
	+ Any other vehicle(s) or property damaged?
* Document the crash scene, preserve evidence of all vehicles or property involved:
* If you have a camera or cell phone camera …, photos are your best tool to preserve evidence. Take close-up and distance photos to be able to identify the make and model, and extent of damage to each vehicle involved.
	+ Take copious photos of all vehicles involved to include final resting position, damage from all angles, skid marks, other vehicle(s) and witness tag numbers. Send photos to safety@davismal.biz.
* If you are unable to take photos or record information, ask someone at the crash scene to help you.
* Record year, make model, and license plates (VIN number if possible) of all vehicles involved.
* Record other driver(s) and witness contact information (name, address and contact phone number include area code). **REMEMBER: No witness contact information = NO WITNESS!**
* Notify the USPS about the delay, advise the mail delivery will be late.
* **For Police Report purposes only provide the DMS office phone number: 844-864-1767**

**INCIDENT OR MINOR CRASH**

An incident or minor crash are minor in nature and may not require police involvement but **must be reported to DMS to protect you and DMS:**

Call your Area Manager for further instruction. If no answer, call the Safety Department @ 904-718-7949.

* Incidents and minor crashes require the same documentation as a crash, including preservation of evidence through photos, other driver, and witness contact information.
* Do not assume because there is no apparent damage you are not required to report and properly document an incident or minor crash.

**DO NOT LEAVE THE SCENE OF AN INCIDENT OR MINOR CRASH**

**UNTIL DMS MANAGEMENT HAS RELEASED YOU!**

**“ALLEGED” INCIDENT OR CRASH**

**The best way to protect yourself and the company when it has been alleged that you caused an incident or crash is to:**

* **Take it seriously, treat it as if it really happened by preserving pictorial evidence at the scene!**
* **Never arbitrarily leave the scene – this can be considered a “HIT ‘N RUN” by law enforcement.**
* **Always report an alleged incident or crash to the Safety Department to document your evidence.**

**DO NOT LEAVE THE SCENE OF AN “ALLEGED” INCIDENT OR CRASH**

**UNTIL DMS MANAGEMENT HAS RELEASED YOU!**

**If you are contacted by anyone after a crash, DO NOT TALK TO THEM!**

* **Refer the caller to the DMS Safety Department. Safety will provide you with the name and phone number of specific individuals you are authorized to talk to. Do not talk to anyone else!**

**Crash Ruling Determination**

Crash responsibility will be determined after the Safety Department has completed its investigation, considering all the facts, police reports, citations issued, DVER violations, and insurance carrier investigation results. A written notification will be sent to you as either:

* **Preventable Crash**:  Any crash involving a company vehicle, in which the driver in question failed to exercise reasonable precaution to prevent the crash.
* **Non-Preventable Crash**: Any crash resulting from a cause or causes beyond the reasonable control of the driver.

**Personal Vehicle Crash or Traffic Violation Reporting Requirement**

**You are required to report to DMS any traffic violation or crash that occurs in your personal vehicle, as prescribed below:**

**FMCSR - §383.31 Notification of convictions for driver violations.**

* Driver is convicted of violating, in any type of motor vehicle, a State or local law relating to motor vehicle traffic control (other than parking violation), ***shall* notify his/her current employer, within 30 days of the conviction**.

**The Commercial Motor Vehicle Act of** 1986 requires that commercial drivers notify their employer and the state that issued their license of all moving violations, including those committed in a personal vehicle, for which the driver forfeited collateral or was convicted, within 30 days after the conviction.

* **IMPORTANT NOTE: Failure to report any incident, crash or any moving violation can result in disciplinary action up to and including termination.**

**DMS Crash Policy – Disciplinary Action Procedure**

It is the policy of Davis Mail Services, Inc., (DMS) that a disciplinary action procedure be utilized in the event an employee is involved in a crash. DMS’s goal is to work with each employee to prevent further crashes from recurring.

**Disciplinary Action Procedure**

Each crash (as defined in the **DMS Crash Policy below**), will be investigated by the DMS Safety Department based on the facts, and placed in one of the following categories:

* **Incident “Preventable” or “Non-Preventable”** – any incident/crash, resulting in minor damage (to be determined by DMS management) to property.
* **Minor “Preventable” or “Non-Preventable”** – any crash, which results in damage to property and/or expense to the company.
* **Major “Preventable” or “Non-Preventable”** - any crash, which results in extensive damage to property, a fatality, bodily injury (no matter how minor) to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or one or more of the involved vehicles incurring disabling damage as a result of the crash required to be transported by a tow truck or other motor vehicle from the scene of the crash.

**Preventable and Non-Preventable incident/crash will be documented in writing to the employee, copy to their Driver Qualification file and their Area Manager.**

The following are corrective actions that will be taken as a result of Incidents and or crashes within any rolling three (3) year period:

**Incident “Preventable”**

|  |  |
| --- | --- |
| **First Offense** | **Documented Counseling, remedial training, and Verbal Warning** |
| **Second Offense** | **Documented Counseling, remedial training, and Written Warning** |
| **Third Offense** | **Documented Counseling, remedial training, and Written Warning up to 3 days off** |
| **Fourth Offense** | **Termination** |

**Minor “Preventable” Crash**

|  |  |
| --- | --- |
| **First Offense** | **Documented Counseling, remedial training, and Verbal Warning**  |
| **Second Offense** | **Documented Counseling, remedial training, and Written Warning up to 3/5 Days off**  |
| **Third Offense** | **Termination** |

**Major “Preventable” Accident**

|  |  |
| --- | --- |
| **First Offense** | **Documented Counseling, remedial training, and Written Warning** |
| **Second Offense** | **Documented Counseling, remedial training, and Written Warning up to 3/5 Days off**  |
| **Third Offense** | **Termination** |

Depending on the severity of a single Major “Preventable” Crash, an employee will be subject to disciplinary action, up to and including termination, at DMS management discretion.

**DMS Crash Policy – Disciplinary Procedure** guidelineswill be reviewed and evaluated in conjunction with all unsafe operations or non-compliance violations of Company policies, Federal, State, and Local Laws and Regulations, the employee may have violated. Based on this evaluation, the employee may be subject to disciplinary action, up to and including termination of employment at DMS management discretion.

**Insurance Carrier - Uninsurable Employee Determination**

An employee who no longer meets the DMS insurance carrier’s driver qualification criteria, and in fact is uninsurable and will be excluded from DMS insurance policy coverage, will be immediate cause for termination.

**DRIVER FATIGUE POLICY**

Several recent studies conducted by the American Trucking Association (ATA) and other organizations have reported new information on factors that contribute to driver fatigue and some effective countermeasures drivers can use to minimize the effects of fatigue.

Fatigue affects your driving performance even if you do not fall asleep at the wheel. In fact, fatigue causes driving problems even when you are not “feeling sleepy” and long before you actually go to sleep at the wheel. Truck drivers, like people in other professions, do not easily recognize and respond to the subtle signs of fatigue onset. Consequently, drivers may often continue to drive beyond their physical safe limits.

Davis Mail Services, Inc. recognizes that driver fatigue continues to be a major safety issue for transportation companies. Consider the following statistics:

1. A recent AAA Foundation study found that fatigue is the primary/probable cause of 41% of heavy truck related accidents.

2. The study showed that 31% of all accidents where the trucker driver was killed were attributed to driver fatigue.

3. 55% of all heavy truck related accidents occur between midnight and 6 a.m.

The safety of our drivers and the general driving public has always been a high priority with this company, not a secondary issue. The purpose of this policy is to help our drivers better understand the factors that contribute to fatigue and to develop effective ways to control fatigue.

**Signs of Fatigue Onset with Truck Drivers**

* Your eyes close or go out of focus
* You have trouble keeping your head up
* You cannot stop yawning
* You have wandering, disconnected thoughts
* You have memory lapses - you do not remember driving the last few miles; you are on “autopilot”
* Failure to check the rearview mirror as frequently as normal
* Erratic shifting of gears
* Your speed becomes variable or unstable; driving too fast or too slow
* Drifting in and out of your lane of travel
* Missing a turnoff
* Other vehicles surprise you by their actions; passing you without you noticing their position
* You find yourself driving too close to the driver in front of you; completely unaware you are following too closely
* Braking far more often than is required by the traffic and road conditions

**What Factors Contribute to Fatigue for Truck Drivers?**

* Inadequate rest
* Sleep loss and or disrupted sleep (sleep disorders)
* Excessive stress and worry
* Excessive physical activity
* Monotony and boredom
* Displaced biological rhythms (circadian) Excessive mental or cognitive work (thinking, reasoning, decision making)
* Your physical fitness – A physically fit person has better oxygen flow and stays more alert
* Endurance – Your level of energy and resistance to fatigue is improved if we are accustomed to heavy work demands
* Character of task performed – Tasks that demand constant attention like driving cause fatigue faster
* Environmental conditions – Temperature, humidity, altitude, amount of light and noise, etc.
* Driving in rain, fog or snow so increases our demand for attention and response that the effects of fatigue may be more dramatic. Driving in clogged rush hour traffic also increases driver fatigue
* Sustained hours or work (driving) – change in activity (break) can boost performance, but only to a point.

It is critical for truck drivers to have knowledge of the factors or circumstances that commonly result in fatigue. Although we cannot avoid some of these factors, we should make a concerted effort to identify and reduce our exposure to the factors we do have the ability to control.

**Be aware of these signs and be prepared to take countermeasures. Do not ignore what your body is telling you. Continuing to drive in a fatigued state creates an unnecessary risk for you and others on the road.**

**The Motive App**

Davis Mail Services, Inc. has installed cameras in their vehicles. It is a critical violation of company policy to obstruct the view of these cameras in any way. One function of these cameras is to assist in monitoring and ensuring that drivers are complying with all federal, state, and local laws and that they are following the safe driving practices required to maintain employment with Davis Mail Services, Inc.

Every driver for Davis Mail Services, Inc. is required to have a device that allows them to download and use this app. Management reserves the right to terminate a driver at any time due to failure to learn how to use the Motive app and follow policy and requirements for the Motive App and the cameras.



**Davis Mail Services, Inc.**

Employee Handbook Signature Page

*Please sign and return this page to your local manager acknowledging agreement and compliance with the following statements:*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that I must read and understand this Employee Handbook which includes Davis Mail Services and FMCSA required Policy acknowledgements and I understand that I must have access to it at all times while at work.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand and agree that the USPS is Davis Mail Services, Inc. only customer so if at any time I am unable to maintain or procure a Post Office badge, my employment with Davis Mail Services, Inc. will be immediately terminated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date