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MOVING SERVICES

Marshall Moving Services, LLC
Fleet Safety
Manual & Guidelines



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MMS Driving Safety Manual

Employee Acceptance Statement

To: Employees Driving Company Owned and Insured Vehicles

From: Kristie Buddenbaum, Business Manager at Marshall Moving Services, LLC

We value the safety of our employees and the general public. We also expect you to regard safety as a priority, equal in importance to providing customer service excellence, and meeting quality control standards.

The following statements reflect our commitment to safety:

- Safety takes precedence over expediency and short cuts.
- We will make every attempt to prevent the possibility of an accident.
- We will comply with all federal, state, and local regulations.
- We pledge to demonstrate defensive driving practices at all times.

This Vehicle Policy and Fleet Safety Program Manual is a guide to help protect you and the general public, and provide assistance and direction if you are involved in a motor vehicle accident. We ask you to read the manual, then sign, date, and return this Statement of Acknowledgment.

I have read the Marshall Moving Services, LLC Company Vehicle Policy and Fleet Safety Program and understand the information contained in this document. I acknowledge that I will be held accountable for complying with all rules and regulations stated here.

Employee Name (please print) _____

Employee Signature _____

Date _____



Policy Statement

Operating a company vehicle is both a privilege and a responsibility. Drivers are responsible for operating the company vehicle according to corporate, local, state, and federal laws.

Specifically through this Vehicle Policy and Fleet Safety Manual we wish to:

- Establish a Zero (at fault) Accident Goal
- Prevent vehicle accidents and injuries to employees and drivers
- Reduce indirect costs associated with accidents
- Minimize insurance costs

While your safety is our first concern, we also recognize that accidents have a negative effect on our potential for profit. Indirect costs associated with vehicle accidents, and the resulting increases in insurance premiums, are a serious concern. It's our goal to minimize these costs by keeping accidents to a minimum. Preventing accidents begins with management's commitment. We take this responsibility seriously, and value it equally along with our other business objectives, including meeting product quality and volume standards, and our planned operating expenses.

You must also do your part. Through this program, we'll provide the leadership and direction that we expect our supervisors and employees to follow. Your attention to making the principles in this Fleet Safety Program an integral part of your day-to-day business operations is imperative!

Fleet Safety Overview

1. Step One – Assess
2. Step Two – Plan
3. Step Three – Implement
4. Step Four – Review

With any questions, please come to Marshall Hoffman or Kristie Buddenbaum.



Driver Selection and Retention

We allow only qualified and appropriately licensed drivers to operate company-owned vehicles.

Anyone who drives on company business must comply with the following standards, or be subject to disciplinary action, up to and including termination:

1. An acceptable Motor Vehicle Record Grading Score, as outlined in our Motor Vehicle Record Policy.
2. A valid driver's license issued in the state of current residence, appropriate for the type of vehicle to be driven.
3. A driver's ability to meet all physical health qualifications of the Federal Motor Carrier Safety Regulations (if applicable).



Motor Vehicle Record Policy

If your position requires job-related driving, our policy requires you to maintain a motor vehicle record (MVR) that meets or exceeds the grading requirements outlined below. This MVR policy applies whether you drive a company-owned vehicle, or use your personal vehicle for company business.

We will examine Motor Vehicle Records prior to your start date, and regularly thereafter and if suspicions exist of non reported violations may exist. Any job offer made to you as an applicant is contingent upon your MVR meeting our required standards. Your continued employment is also contingent upon maintaining these established standards:

- A valid driver's license, in place for at least two years.
- Minimum age of 19 - for operation of non CDL required vehicles.
- Minimum age of 21 – for all commercial motor vehicle operators.
- Minimum age 23 - for semi-tractor trailer operators.
- For all new and existing drivers, an MVR will be reviewed based on the Motor Vehicle Record Grading Criteria.
- Driving records must remain Acceptable as defined by the MVR Grading Criteria for continued employment in positions with driving duties.



Personal Vehicles Used for Company Business

When an employee uses their personal vehicle while on company business, the company is potentially exposed to liability in the event of an accident. To control this exposure, a personal vehicle use policy should be established.

This policy applies to employees who drive their personally-owned, leased, or borrowed vehicles for company business. In these situations, employees must submit annual proof of insurance coverage for the vehicle(s) used for company business.

The policy should read as follows: The driver is required to carry a minimum of \$500,000 (split) in liability limits on their vehicle. The company does not specify and assumes no responsibility for other coverages an employee elects to purchase for personally owned vehicles.

The personal vehicle must meet or exceed all applicable local, state, and federal guidelines for safety.

Marshall Moving Services, LLC assumes no responsibility for any loss or damage to the employee's personally-owned, leased, or any other operated vehicle, or for any loss or damage to the employee's personal property while driving on company business.

Employees must obtain coverage for these exposures from their insurance agent.

Marshall Moving Services, LLC maintains the right to grant exceptions to this policy for special or extraordinary circumstances. The company may request an "additional named insured" endorsement.



Vehicle Maintenance and Inspection Procedures

DOT requires each regulated company to: “Systematically inspect, repair and maintain all vehicles under their control.”

This should be the guideline for all vehicles. All maintenance records must be retained for each vehicle, and for a minimum of 18 months following the sale of the vehicle.

You are expected to report any unsafe mechanical conditions immediately and agree to never operate a vehicle that is unsafe to drive. ALWAYS observe loading and towing limitations.

Check the oil and tire pressure on a regular basis. Replace worn tires as needed. Also check bulbs on turn signals, taillights, and headlights. Check the horn. Keep your windows and mirrors clean. Report broken or cracked glass immediately.

Drivers are expected to document routine maintenance checks on a written log. Items to inspect daily include:

- Inspection of brakes and parking brake
- Steering mechanism
- Lights and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Wheels and rims
- Emergency Equipment



Driver Responsibilities- Company-owned Vehicles

You are responsible for the care and use of a company vehicle in your possession. These responsibilities include, but are not limited to:

- Obeying all traffic laws.
- Attention to and the practice of safe driving techniques and adherence to existing safety requirements.
- The mandatory use of seat belts and shoulder harness for yourself and passengers.
- Operating the vehicle in a manner consistent with reasonable practices, to avoid abuse, theft, neglect, or disrespect of the equipment.
- Restricting the use of vehicles by authorized driver(s) only.
- Accurate, comprehensive, and timely reporting of all vehicle thefts and/or accidents involving an authorized driver to Management.
- Reporting all moving violations within 7 working days of the violation to supervisor or other designee
- Adhering to manufacturer's recommendations regarding service, maintenance, and inspection.

Report any defect that would prevent safe operation.



Driving Practices

All employees are expected to drive in a safe, professional manner at all times. You should follow these basic/fundamental safe driving procedures:

Speed and Following Distances:

1. Most rear-end accidents occur when the trailing vehicle is following too close or driving at excessive speeds. Always maintain at least a two to four second interval between your vehicle and the vehicle in front of you. Increase your following distance if your vehicle's length or load requires additional stopping distance, or when weather and reduced visibility conditions warrant it.
2. When driving in inclement weather, allow for additional spacing between your vehicle and the vehicle in front of you. Reduce your Speed.
3. How much space is needed for large trucks or Commercial Motor Vehicles? There are two rules for large trucks and commercial motor vehicles:
 - a. Less than 40 mph - The general rule when traveling less than 40 mph is to maintain at least one second for each 10-ft of vehicle length.
 - b. Greater than 40 mph - The general rule when traveling at speeds greater than 40 mph is to maintain at least one second for each 10-ft of vehicle length plus (+) 1 second
4. Drive at or below the posted speed limit; never exceed posted limits. Also remember, exceeding the speed limit while passing is against the law. Always view safety as your top priority.
5. Comply with "advisory" speed limits posted at construction sites, or other areas. Over the last five years, the number of persons killed in motor vehicle accidents in work zones has dramatically increased.



Proper Lane Changing Techniques:

1. When making a lane change, always check for vehicles approaching or driving within the intended lane.
2. Always signal before making a lane change.
3. Do not rely on mirrors alone to detect vehicles that may be traveling in your blind spot. Glance over your shoulder to check blind spots before making a lane change. Failure to do so is the primary cause of lane change accidents.
4. Adjust rear view and side view mirrors before starting your trip.

Intersections:

1. Drive defensively and always reduce speed when approaching intersections, even if you have the right of way or a green signal light. Many accidents occur when another driver runs a red light or a stop sign.
2. Don't immediately proceed into the intersection after the traffic signal turns green. Look both ways before entering, even when you have the right-of-way. Confirm that all crossing traffic has come to a complete stop.
3. When two vehicles approach a four-way stop simultaneously, the automobile to the left is expected to yield the right-of-way. Use hand signals to verify right-of-way to the other driver, when needed. Exercise patience.
4. If you observe a vehicle following too closely behind you as you approach an intersection, tap your brake three or four times to signal your intention to stop. This maneuver may prevent a rear-end collision.
5. Never assume signaling drivers will turn when you expect it.

Backing Procedures:

1. When possible, avoid driving maneuvers that will later require backing. When backing is necessary, always walk around your vehicle before proceeding, to ensure your path is clear of



obstructions. Never assume your path is clear. Do not depend solely on rear 16 view and side mirrors to detect obstructions.

2. Try to always “back to the driver's side”.

Turning Techniques:

1. Plan your turns ahead by signaling. Proceed into the turning lane at least 200 feet ahead of the intersection. Accidents often occur when a driver turns at the last minute.

2. Signal your intention ahead of the turn. Most state laws require a driver to signal at least one hundred feet before making a turn.

3. Don't signal too early, especially if another street or driveway lies before your intended turn. Accidents often occur when a driver assumes another vehicle is going to turn ahead of the intersection, but doesn't.

Passing Techniques:

1. Always allow sufficient space in which to pass. Serious head-on collisions can occur when a passing driver does not have adequate time to return to their lane. You should be going at least 5 mph faster than vehicle you are trying to pass without exceeding the speed limit. When in doubt, DO NOT pass.

2. Always use turn signals to make other drivers aware of your intent to pass. Also, signal before pulling back into the driving lane.

3. Pass only where legal. DO NOT pass on hills, curves, at intersections, on bridges, and in other no-passing zones where double-yellow lines appear.

4. After passing a vehicle, do not rely on rear view or side view mirrors to judge when it's safe to return to the driving lane. Glance over your shoulder to confirm the position of other vehicles and determine there is adequate space to do so.

5. Pass only when necessary. Never exceed the posted speed limits if a vehicle in front of you is driving the speed limit.



Interstate and Freeway Driving:

1. Always drive at or below the posted speed limit.
2. Use care when merging. Signal before entering the traffic flow, using the entrance ramp to achieve the minimum speed. Look ahead to gauge the traffic pattern. Never stop at the end of the entrance ramp and wait for traffic to clear.
3. Do not assume vehicles traveling in the right lane will allow you to merge into traffic. Reduce speed slightly on the entrance ramp, if necessary.
4. Be aware of a driver's presence ahead of you on an entrance ramp, as you attempt to merge.
5. Signal your intent to exit, and proceed with the traffic flow. If you pass your intended exit, proceed to the next exit. Never use the shoulder to back up.

Rural Road Driving

1. Be careful of hidden driveways and roads.
2. When driving at night on rural roads do not over drive your headlights.
3. Intersections may have low visibility from trees, vines, buildings, rural crops and other similar obstructions.
4. Be alert for other rural specific vehicles (i.e. school buses, rural mail carriers, or other slow moving vehicles). Also watch for animals that may wonder onto the roadway especially at dawn or dusk.

Poor Weather Conditions:

1. Increase your following distance an additional four-second interval during inclement weather. Also increase following distance appropriately when driving a fully loaded vehicle, or carrying a load behind your vehicle.
2. During and immediately after heavy rainstorms, reduce speed well in advance of intersections, on Interstate ramps, and in other areas where vehicles merge.



3. During inclement weather (rain, fog, snow, etc.) reduce overall speed to compensate for poor road conditions and reduced visibility. Do not operate cruise control, as hydroplaning can result.

Securing Interior Cab Items:

1. When possible, secure equipment, tools, and other loose items inside your vehicle's cab or trunk. Loose items can become airborne resulting in injury to drivers or passengers.
2. Keep the interior of your vehicle clean and free of all trash, clutter, rubbish and debris.

Cellular/Mobile Phone Usage:

1. Using a cell phone while driving increases the driver's risk of an accident. Some studies conclude that driver inattention increases the risk of an accident as much as driving drunk. Laws in several countries and several U.S. states prohibit the use of cell phones while driving.
2. General guidelines for safe cellular/mobile phone usage:
 - Pull off the road to a safe location before using the phone; or
 - Ask a passenger to make or take the call;
 - Inform regular callers of your driving schedule and when you're available to talk; and
 - Always keep both hands on the wheel and concentrate on the road.

Unoccupied Vehicles-Guarding Against Theft:

1. Close all windows, take your keys, and always lock your vehicle.
2. Never leave valuables visible inside. Store items before you park your vehicle, so you are not observed doing so.
3. Park in well-lighted and secure areas whenever possible. At home, park vehicles in the driveway, or in a locked garage. Avoid parking on the street.
4. To discourage thieves, turn vehicles' wheels sharply to the right or left. Apply the emergency brake on front-wheel drive vehicles, locking all four wheels.
5. Use anti-theft devices, if available. Visible devices may discourage thieves.



Rules Of The Road

1. Observe legally permitted speeds, and adjust speed accordingly for road conditions, heavy traffic, and/or adverse weather.
2. Wear lap belts and harnesses and insist all occupants do the same. Secure infants in appropriate child restraints, placed in the back seat of vehicles. Never allow children under age 12 to ride in the front seat. Vehicle with airbags which can be switched off should follow the appropriate rules, regulations and laws when children are passengers.
3. Do not allow children or unauthorized persons to accompany you on company business.
4. Practice defensive driving at all times. Observe safe following distance rules. Adjust accordingly when weather or other conditions warrant.
5. Switch on headlights when driving during low light conditions, including inclement weather.
6. Never operate a vehicle under the influence of alcoholic beverages, medications, or other controlled substances or drugs.
7. Never drive while fatigued. Take regular rest stops during long trips – at least every three hours.
8. Lock doors while driving and whenever the vehicle is unoccupied.
9. Allow no more than the maximum number of passengers intended in your vehicle.
10. Prohibit passengers from riding in back of pickups.
11. Do not permit firearms in a company vehicle.
12. Never transport hitchhikers or pick up strangers.
13. Do not take notes, read maps, eat, or perform other distracting activities inside vehicles unless you are safely parked.
14. Minimize the use of cellular phones. Make it a practice to use a cell phone only when your vehicle is parked.



Driving in Adverse Weather

Many of the most serious accidents happen during adverse weather conditions. If you believe that it is too dangerous to drive, Marshall Moving Services, LLC will support your decision. If you are on the road when adverse weather begins, reduce speed and travel with extreme caution. If you need to pull off the roadway, do so at a location where you and your vehicle will be safe. Follow the recommended safety procedures identified by the Bureau of Motor Vehicles or directions given by Emergency Service personnel.

Illness or Fatigue

Never operate a motor vehicle when your ability and/or alertness is impaired by fatigue, illness, or any other cause. Doing so violates company policy.

Jobs may require driving beyond a typical eight-hour shift. When driving long hours, be sensitive to your need to rest. This may require an overnight hotel stay or pauses at a rest area. Factors that contribute to fatigue include:

1. Sleep apnea
2. Lack of exercise
3. Alcohol usage
4. Work schedules
5. Smoking
6. Shift work
7. Age
8. Prescription Medications * * If you have been directed by a Health Care Professional to take a prescription medication and a potential side effect precludes you from operating a motor vehicle or other machinery, you MUST notify your supervisor before operating a company vehicle.

TO MINIMIZE POTENTIAL EXPOSURES, DRIVERS NEED TO FOLLOW LIST OF GUIDELINES

1. Get the best possible sleep you can before you begin a road trip.
2. Make up for sleep deprivation as soon as you can. Don't allow sleep loss to accumulate. It usually takes two good nights' sleep to recover from sleep deprivation.
3. Eat healthy.



4. Don't drive when emotional, agitated or upset.
5. When you need to work overtime hours make sure that your off-time is very relaxing and that you get plenty of sleep to make up for the extra work
6. Sleep as much as needed to feel refreshed and healthy, but no more.
6. Try to get at least 20 minutes of exercise at least three times a week.
7. Communicate openly and directly without anger. Seek professional help if needed.
9. Get the best possible sleep at home.
9. Get a physical check-up once a year.
10. Sleep in a room that is neither too hot nor too cold.
11. Never come to work under stress from personal problems which may affect your driving.

Any exceptions to the above guidelines must be referred to the Marshall Moving Services, LLC management for written approval.

Passengers

NO driver shall transport any person in their company-owned vehicle during company business.

Exceptions:

1. When two or more employees are required to accompany one another for company business;
2. When a company qualified co-driver is required; and/or
3. When transporting assistance is needed following an accident or in an emergency.

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Traffic Violations

Payment of fines and citations you receive for parking or moving violations are your personal responsibility. The company will not condone nor excuse non-payment of traffic citations that result in court summons directed to our business, due to the vehicle's ownership. You are required to report all moving violations to Management. This requirement applies to violations involving the use of any vehicle (company, personal, rental, etc.) used for company business. Failure to report violations will result in appropriate disciplinary action. Any traffic citations you receive while driving on personal business are also subject to review and may affect your driving status.



Alcohol and Drug Policy

1. If you are assigned a company vehicle, or regularly drive a personally owned vehicle on company business, you are subject to random and unannounced drug testing as permitted by state law. You are subject to immediate termination if you test positive for any banned substance.
2. If you drive a company vehicle, or regularly drive a personally-owned vehicle on company business, and receive a DUI citation from state, federal, or local law enforcement officers, you are subject to disciplinary action, up to and including termination. This includes DUI citations received off-duty, while driving personal vehicles.
3. The transport of alcoholic beverages and all controlled substances in company owned vehicles is prohibited at all times.
4. You must agree to inform your physician(s) that driving is part of your job if he/she prescribes any medication for you. This may enable the physician to choose medications that will not cause drowsiness or other physical impairment.
5. Marshall Moving Services, LLC reserves the right to conduct a drug test after an accident. The test will be performed as soon as possible.
6. You must report all accidents immediately to management.



In Case of Accident

Accident Scene Conduct

1. Take these actions if you are involved in an accident:

a.) move your vehicle off the road if the traffic and vehicle condition allow you to do so safely;

b.) Render care if appropriately trained for any injured individuals. Notify police and/or emergency responders at once;

c.) clear the roadway of any hazardous debris; and d.) place reflective triangles and/or flares (if there are no fuels or flammable liquid leaks) near the scene. Place your emergency reflective equipment in accordance with state law and common sense

2. Maintain a calm and controlled demeanor at the scene. Never admit fault, even if you believe you were at fault. Do not show anger or resentment, or accuse others. Listen to and obey the responding police officer.

3. Use your accident investigation kit and immediately begin recording information about the accident. Do not leave important details to your memory.

4. Draw a diagram of the accident scene. Record road names, the placement of vehicles, access points, mile markers, number of lanes, pathways of vehicles involved, tire marks, signs, physical obstructions, and any other data you view as important. Always confirm the accurate number of passengers in each of the vehicles involved.

5. If you have a camera, photograph the vehicles and the accident scene. Also take photos that show the physical damage caused to vehicles, skid marks and obstructions. Photograph witnesses, including passengers, and indicate each person's position in the vehicle. Include photos that show pavement conditions (wet, icy, debris covered, etc.), and any other evidence.



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Check for indications that any of the property damage may have resulted from a previous accident.

6. Observe the scene. Watch for items being tossed out of vehicles, or items being tucked out of site by other witnesses/passengers. Make a record if anyone places items in their trunk. Use your sense of smell to detect gasoline or alcohol odors. Listen to what the other parties are saying to each other, and to the police. Record your observations if anyone behaves unusually.

7. Get important information from the other driver including name, address, home, and work phone numbers. Record the name(s) of other driver's insurance carrier(s), policy numbers, and coverage periods. Also, write down the names, addresses, and phone numbers of all witnesses.

8. DO NOT rely on law enforcement officers to take witness statements. Take the initiative to talk to those individuals who may have seen the accident. Do not "demand" information, but politely request pertinent information.

9. Obtain information from the responding police officer, including name, badge number, rank, and precinct/district. Obtain a telephone number and address to request a copy of the accident report. Accident Reporting YOU MUST REPORT ALL ACCIDENTS, EVEN MINOR ONES. It is very important to report an accident immediately.

Contact Marshall Hoffman (228-342-4355) and Kristie Buddenbaum (228-304-7644) as quickly as possible. Failure to report an accident, regardless of severity, will result in disciplinary action, up to and including termination.



Vehicle Accident Review Form

Driver information:

Name _____ Date of Accident _____

Hire Date _____

Accident Specifics:

Time of Accident _____ Hours on duty prior to accident _____

Driver's MVR and accident experience meets _____

Company's minimum acceptability criteria? Yes No

Driver cited by police? Yes No

Post-accident drug testing required? Yes No

If yes, was it completed and what were the results? _____

Contributing causes to the accident (circle all applicable):

- Weather conditions ♦
- Equipment failure ♦
- Inadequate maintenance ♦
- Aggressive attitude or reckless driving ♦
- Drug/alcohol impairment ♦
- Driver fatigue or illness ♦
- Inattention ♦
- Following too close ♦
- Failure to scan spaces to the side ♦
- Wandering over lane dividers ♦
- Failure to anticipate lane mergers ♦
- Failure to signal ♦
- Failure to obey traffic control devices ♦
- Driving too fast for conditions ♦
- Speeding in a construction zone ♦
- Failure to back properly ♦
- Failure to use turn signals ♦
- Misjudging time for vehicle to clear intersection ♦
- Failure to give right-of-way to a passing vehicle ♦
- Improper loading/securing of cargo ♦
- Failure to use headlights under reduced visibility conditions ♦
- Failure to check all around the vehicle for clearance ♦
- Failure to ensure overhead clearance ♦
- Unfamiliar with the route to be traveled ♦
- Inattention to pedestrian traffic ♦
- Failure to complete pre-trip inspection ♦

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Describe How Accident Occurred:

Diagram Accident: Recommended Corrective Action:

Completed by: _____ Date: _____

Driver's Signature: _____ Date: _____



Additional Emergency Procedures

1. If a mechanical failure causes your vehicle to break down, make an effort to get it off the road and away from the flow of traffic.
2. If you cannot maneuver the vehicle safely and completely off the road, place flares or reflectors behind it, as per DOT requirements. Activate emergency flashers immediately.
3. After placing emergency markers, call a service station, motor club, or other source to request immediate assistance. Do not delay reporting the accident or emergency. Removing your disabled vehicle off the roadway must be your priority. Stay in the vehicle or next to it on side opposite traffic.
4. Remove all valuable cargo and equipment from the disabled vehicle before towing.
5. Prompt reporting is important after all accidents, but especially critical following a serious accident that involves physical injuries and/or extensive property damage. Contact our insurance carrier immediately for advice on how to conduct an accident scene investigation.



Progressive Disciplinary Action

Purpose

Marshall Moving Services, LLC's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with Marshall Moving Services, LLC organizational values, human resource (HR) best practices and employment laws.

Outlined below are the steps of [Company Name]'s progressive discipline policy and procedure. Marshall Moving Services, LLC reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

Although Marshall Moving Services, LLC hopes that the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, Marshall Moving



Services, LLC recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and a division manager or director will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and final written warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager and HR.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.



Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, Marshall Moving Services, LLC will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Marshall Moving Services, LLC reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by HR and the division director or designate. Final approval may be required from the CEO or designate.

Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after that meeting to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

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Copies of these documents will be placed in the employee's official personnel file.

Important note: Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Marshall Moving Services, LLC and its employees.



DOT REQUIREMENTS

Driver Qualification File

WHO MUST COMPLY?

A gross vehicle weight rating (GVW) or gross combination weight rating (GCW), or a gross vehicle weight (GVW) of 10,001 pounds or more. Transporting of Placard Quantities of hazardous materials.

WHO IS A QUALIFIED DRIVER?

- At least 21 years of age for Hazardous materials
- At least 19 years for non Hazardous materials
- At least 23 years of age for a semi-tractor trailer
- Can read and speak English
- Can safely operate the vehicle
- Is physically qualified
- Has a valid CDL from only one state
- Is not disqualified from driving a CDL vehicle
- Has supplied the employer with a list of previous violations

DRIVER QUALIFICATION FILE--contents

- Application for employment
- Past employment history
- Road test or copy of a valid CDL
- Record of violations
- Physical Examination (Interstate only)
- Waivers as needed
- Drug and alcohol testing results (over 26,000)
- Previous drug and alcohol testing results



APPLICATION FOR EMPLOYMENT

Contents of the application must include:

- Name and address of the Carrier or Business
- Applicants name, address, date of birth and social security number
- Date of Application
- Operator CDL, issuing state and expiration date
- Last 3 years of violations
- A statement detailing the facts and circumstances of any denial, suspension or revocation of any license
- List of names and address of the past employers for the last three years
- A statement that indicates the information if true and correct
- Investigation of the employment history must be made within 30 days of employment. Past employment history must be made in a diligent manner The last three years of driving and employment records **MUST** be checked

All areas of the application must be filled in or indicate NONE

ROAD TESTING

A valid CDL is sufficient in place of a road test if the employee is operating a vehicle of the same type. This rule does not apply to doubles/triples or tank -You must retest unless the applicant has completed a road test within the last three years in a vehicle of similar type. -Must have a copy of the CDL on file.

RECORD OF VIOLATIONS

There must be an initial investigation into the violation history of the applicant for the previous three years.

The Record of Violations **MUST** be completed on an annual basis after the initial investigation - The driver must sign a statement that you have reviewed with them the results of the Record of violations -Must be signed by the carrier and kept on file

PHYSICAL EXAMINATION (INTERSTATE)

Physicals must be performed every 24 months



For interstate transportation, areas of concern on the physical:

- Eye sight (must be 20/20)
- Comments from the Doctor
- Blood pressure (must be less than 160/80)
- Blood sugar results

ANNUAL REVIEWS

- A Motor Vehicle History must be run on all Commercial drivers annually
- A Record of Violations sheet must be filled out by the employee annually

Vehicle File Requirements

WHAT NEEDS TO BE IN A TRUCK FILE?

- Documentation of the annual inspections
- Documentation of the five year required tests
- Year of manufacture
- Date put into service
- Truck identification number
- Title of the truck
- All repairs and maintenance to the vehicle
- Tank certification and results of the testing

MAINTAINING VEHICLES

The motor carrier must systematically inspect, repair and maintain all vehicles under their control. All maintenance records must be retained for 18 months following the sale of the vehicle

ANNUAL INSPECTIONS

The motor carrier is responsible for the qualifications of the inspector

- Annual chassis and brake inspection



- Other testing (ie-5 year hydro testing)

ONBOARD THE VEHICLE

- A ABC Fire Extinguisher of at least 5 lb. Capacity, or 2 4 lb. Extinguishers
- Three bi-directional reflective triangles, six fuses, or three liquid burning flares
- Proof of the Annual inspection
- Emergency contact phone number