

# Safety Manual

## JB Carrier Inc

### Introduction

At JB Carrier Inc., our primary objective is to maintain a safe, accident-free environment, safeguarding our employees, clients, the public, and the environment. We are committed to continuous improvement and adherence to all relevant safety laws, regulations, and industry standards. Every employee, at all levels, plays a vital role in upholding our safety policies and ensuring a secure operational environment.

### Our Responsibilities

- Comply with all applicable safety laws, government regulations, industry standards, and internal policies.
- Incorporate safety considerations into planning and decision-making processes.
- Be attentive to public concerns and environmental impacts.
- Respond promptly and effectively to safety emergencies.
- Maintain and update safety procedures regularly.

### Safety Management

The Safety Manager at JB Carrier Inc. oversees all safety-related activities, including driver hiring, onboarding, training, record management, and safety performance monitoring. The safety rating of drivers and the company is publicly accessible and evaluated by the FMCSA under DOT regulations. Maintaining a strong safety record is crucial for our reputation and operational success.

### Employee and Driver Policies

Operating within legal limits: All drivers must adhere to federal, state, and local laws regarding logs, weight, speed, and vehicle requirements. Violations will result in disciplinary actions.

- **Substance Abuse:** The use of drugs and alcohol is strictly prohibited on company property and in all vehicles operated by JB Carrier Inc.
- **Communication:** Drivers must check in regularly with dispatch and report any delays or issues promptly.
- **Prohibited Items:** Firearms and passengers are not permitted in company vehicles.
- **Documentation:** All trip paperwork, logs, and bills must be submitted timely, either in person or by mail if away from the terminal.

- **Fueling:** Fuel should only be purchased at authorized stops, and drivers are encouraged to buy fuel at the lowest available prices.
- **Accident Reporting:** Any accidents must be reported immediately; failure to do so will result in revocation of safety clearance.
- **Scheduling:** Drivers must notify dispatch if they cannot meet appointment times to facilitate customer coordination.

## Driver Management

- **Qualification & Hiring:** Candidates are screened based on driving records, accident history, experience, employment stability, and other risk management criteria.
- **Orientation:** New drivers undergo comprehensive orientation covering company policies, safety procedures, history, structure, and operational practices. Ride-along with senior drivers are encouraged.
- **Training:** Supervisors receive training on operational procedures, policies, communication, and interpersonal skills to effectively support drivers.
- **Vehicle Inspections:** Pre-trip inspections (PTI) are mandatory to identify and address vehicle issues before operation. Regular level 1 inspections and post-trip DVIRs are also required.
- **Preventive Maintenance:** The company follows a strict schedule for vehicle inspections and maintenance, including monthly, annual, and 90-day checks covering essential systems such as brakes, tires, engine, transmission, and safety features.

## Hours of Service (HOS)

JB Carrier Inc. strictly adheres to FMCSA regulations governing driver hours:

- Drivers may operate for up to 11 hours after a 10-hour rest period.
- Total work hours per day are limited to 14, including loading/unloading time.
- A 34-hour rest period is required after 60 hours of work over 7 days.
- Drivers must accurately log all HOS activities, submit duty logs daily, and avoid any form of falsification.
- Violations of HOS regulations, including fraudulent logs, will result in disciplinary action, up to termination.

## Monitoring and Tracking

- All vehicles are equipped with GPS tracking systems for real-time monitoring.
- Driver activity and vehicle status are reviewed regularly by designated safety teams.
- Motor Vehicle Records (MVRs) are reviewed at least annually and more frequently if violations are detected.

- Random drug and alcohol testing are conducted, and compliance with testing protocols is mandatory.

### **Transitional Dispatchers and Mentors**

- New drivers are supported by transitional dispatchers and experienced mentors who assist with training, operational guidance, and integration into company culture.
- Drivers demonstrating exemplary adherence to safety and operational protocols may receive incentives, bonuses, and recognition for their performance.

### **Hiring & Termination Policies**

- Drivers must pass all qualification and screening processes before employment.
- Any driver found under the influence of illegal substances or unprescribed controlled substances will be disqualified immediately.
- Acts of dishonesty, including illegal drug use, operating under the influence, reckless driving, or falsifying records, will result in immediate termination.
- Disciplinary actions are proportionate to the risk posed by violations, with severe penalties for high-consequence infractions.

### **Controlled Substances and Alcohol Policy**

- The use, possession, or influence of illegal drugs or alcohol while on duty or on company property is strictly prohibited.
- Drivers must undergo drug and alcohol testing as mandated by federal regulations.
- Any violation will lead to disciplinary measures, including termination and potential legal action.
- The company conducts ongoing training and remedial programs for substance abuse prevention and awareness.

### **Conclusion**

At JB Carrier Inc., safety is a core value and a shared responsibility. We are committed to fostering a culture of safety, accountability, and continuous improvement to protect our team and the communities we serve. All employees and drivers are expected to uphold these standards diligently.