



## Gary Hahn & Associates

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Transportation Loss Control Consultant

### **Addendum to**

### **CONSULTING AGREEMENT**

This is an addendum to the continuing Consulting Contract between Gary Hahn and Associates, LLC and Triangle Charter Services, LLC. This Addendum is entered into on this date November 20, 2014.

It is agreed that this Addendum will continue to remain in effect consistent with the Consulting Agreement as specified in: No. 2 "Terms of Agreement".

Under the provisions of this Addendum it is agreed that Gary Hahn and Associates will provide the following services:

### **Safety Improvement Practices**

#### **Policies and Procedures:**

1. Develop policies that will ensure the safety of the Company's customers, passenger and employees.
2. These policies will require compliance with all Federal, State and Local safety and regulatory requirements.
3. These policies include but are not limited to: Accident Prevention; Accident Repeater; Cell Phones; Code of Ethics and Conduct; Confidential Company Information; Hours of Service; Drug/Alcohol – DOT Safety Sensitive Employees; Employee Dress Code; Personal Use of Company Vehicles; Personal Hygiene and Grooming; Progressive Discipline; and Reporting of Illness or Injury.
4. The production and placement of the Drivers Rule Book. This book includes Driver Rules on: Driver Responsibility; In Case of an Accident; Air Pressure; Brakes; Coasting Prohibited; Railroad Crossings; Passing and Following another Company Vehicle; Parking Bus; Backing; Narrow Bridge Location; Speed; Schedule Time; Reporting of Citation; Hazardous Conditions; Use of Headlights; Light Signal; Right of Way; Towing or Pushing Bus; Boarding and Alighting Passengers; Safe Following Distance; Driver Instructor; Avoiding Fixed Objects; Night and Restricted Vision: Seatbelts; Use of Cell Phones; Personal Use of Company Vehicle; Drug Free Workplace; Use of Alcohol; Smoking; and Driver Uniform and Professionalism.

**Communication and Training:**

1. Verify, contribute and support regular monthly communication of safety, security and awareness of hazards, security and compliance with regulatory standards.
2. Communicate Company expectations of driver compliance requirements that exceed the minimum basic standards. These expectations will include but are not limited to: Defensives Driving; Passenger Care and Protection; Vehicle Inspection; and Hours of Service.
3. Offering supportive safety and security information in the form of bulletins, industry standards, related safety and industry topics.
4. Develop specific job aids to assist Company Drivers with: Pre/Post trip inspections; proper completion of Driver Vehicle Inspection Reports (DVIR); Hours of Service (HOS) training and monitoring; Regular Driver safety training and review.

**Training for Administrative Staff:**

1. All Administrative Staff will be trained and become intimately familiar with: Company Policies; Drivers Rules; and Regulatory Compliance.
2. New driver hiring, proper application process, background and previous employer investigations.
3. Controlled Substance Management, Regulatory Requirements, Company Policy and Record Keeping Requirements.
4. Hours of Service Requirements, the timely receipt of the drivers daily logs, daily auditing of drivers DOT logs for accuracy and completeness, independent verification of change of duty status, and proper filing and maintenance of drivers DOT logs.
5. The proper maintenance of the Drivers Vehicle Inspection Reports (DVIR), inspecting for proper completion, review and follow up of driver defect comments, tracking of repairs, independent verification of repairs and work orders, and maintenance of DVIRs and all maintenance records.

**Driver Training:**

1. All Drivers will be trained in compliance with all Company Policies, Drivers Rules and regulatory requirements.
2. This training will include but will not be limited to: Accident Prevention; Accident Reporting; Caring for Passengers during an Incident or Accident; Defensive Driving; Safe Following Distance; Space and Time Management; Adverse Conditions; Alcohol and Drug requirements; Hours of Service; Pre/Post Trip Inspections; and proper handling of paperwork.
3. Training will include Behind-the-Wheel training and the demonstration of defensive driving safety standards.
4. Remedial Refresher Training and Post Accident training will be done in a timely manner.
5. The implementation of the "Safety Profile Program" - the Annual Professional Review and Evaluation of Drivers.

## **Review and Monitoring**

### **Driver Hiring:**

1. Put in place new forms to assure precise, complete and acute hiring information.
2. Review and require accurate background investigations and previous employer verifications.
3. Monitor back ground investigation and previous employer verifications and record keeping.

### **Alcohol and Drug Testing:**

1. Develop a rapport with the drug test consortium, ensuring that they have current employee roster, inform the consortium of any new employees that need to be added and remove those who are no longer active.
2. Put in place a policy that controls those employees who become inactive, part time or seasonal.
4. Review quarterly random selections.
5. Assure that records are kept current, accurate and secured.

### **Files and Record Keeping systems:**

1. Put in place and bring current proper files and record keeping for: Driver Qualification; Personnel; Background Investigation; Accident and Investigation; Driver Disciplinary Records; and Training.
2. Put in place proper maintenance files for handling DVIRs, maintenance repairs, periodic service and preventative maintenance record keeping.
3. Monitor files and records for timely completion and accuracy.

### **Periodic planned and unplanned review of files and recordkeeping:**

1. Work with administrative staff to bring current files up to new Company Standard and training for their proper maintenance.
2. Spot check files and records on planned and unplanned basis for assured continued compliance with Company Policy and requirements.

### **Driver Observation and Monitoring:**

1. When possible drivers will be monitored on the road and during their normal operation for compliance with Company Safety Standards and Driver Rules.