

**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.