

**2000 El Indio HWY**

**EAGLE PASS, TX 78852**

 ***CARRIER POLICIES & PROCEDURES***

***Please initial every policy that you have read and understood our company policies!***

 x \_\_\_\_\_\_\_\_\_\_\_DRIVERS NEED A TO HAVE THE FOLLOWING BEFORE

 GETTING ON A TRUCK:

 x\_\_\_\_\_\_\_\_MC/ICC PERMIT

 x\_\_\_\_\_\_\_\_CAB CARD

 x\_\_\_\_\_\_\_\_INSURANCE CARD

 x\_\_\_\_\_\_\_\_IFTA CERTIFICATE

 x\_\_\_\_\_\_\_\_TITLE REG.RECIEPT

 x\_\_\_\_\_\_\_\_FIRE EXTINGUISHER (CHARGED)

 x\_\_\_\_\_\_\_\_TRIANGLES

 x\_\_\_\_\_\_\_\_LOGS (MANUAL)

LOGS:

x\_\_\_\_\_\_\_\_\_PRE TRIPS NEED TO BE PERFORMED

x\_\_\_\_\_\_\_\_\_FUELS NEED TO MATCH (1 HOUR BEFORE AND AFTER)

x\_\_\_\_\_\_\_\_\_70 HR RULE-70 HOURS IN 8 DAYS, THEN RESET 34 HOURS

x\_\_\_\_\_\_\_\_\_14 HR RULE-11 HOURS DRIVING, 3 MISC. 10 RESTING

x\_\_\_\_\_\_\_\_\_IF DRIVER IS CAUGHT WITH CRITICAL VIOLATION OF DOT LAW, THE

 FOLLOWING REPRIMANDS WILL BE HANDED:

**LOGS VIOLATION ARE THE FOLLOWING : 3 FATIGUED VIOLATION**

 REPRIMANDS WILL BE HELD ACCOUNTABLE FOR A 4 MONTHS PERIOD.

x\_\_\_\_\_\_\_\_\_DRIVER NEEDS TO FILL OUT COMPLETE APPLICATION

x\_\_\_\_\_\_\_\_\_DRIVER NEEDS TO TAKE PRE-EMPLOYMENT DRUG SCREEN AND HAVE

 RESULTS ON FILE BEFORE GETTING ON TRUCK.

x\_\_\_\_\_\_\_\_\_DRIVER NEEDS TO HAVE AN AMERICAN CELLPHONE LINE BEFORE GETTING ANY LOAD.



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x\_\_\_\_\_\_\_\_\_DRIVERS ARE RESPONSIBLE FOR RECIEPTS ON TRUCK AND TRAILER REPAIRS

 DONE ON THE ROAD, IF DRIVER DOES NOT TURN IN RECIEPT IT WILL BE

 CHARGE BACK TO DRIVER

x\_\_\_\_\_\_\_\_\_**LAYOVERS---THE FIRST 24 HRS ARE ON THE TRUCK / DRIVER**

AND/IF ONLY THE SECOND 24 HOURS THERE WILL BE A LAYOVER

 PAYMENT OF $40.00 FOLLOWING DAY

x\_\_\_\_\_\_\_\_\_HOURS OF OPERATION ARE FROM 8am TO 6pm.

x\_\_\_\_\_\_\_\_\_NO TRAILER SHOULD BE DROPPED ANYWHERE AND/OR

 UNHOOKED FROM THE TRUCK UNLESS AUTHORIZED BY DISPATCH

 (MAKE SURE TO WRITE THE NAME OF THE DISPATCHER )

x\_\_\_\_\_\_\_\_\_MAKE SURE ALL RECIEPTS ARE IN THE TRIP ENVELOPE AND EXPENSES ARE

 WRITTEN ON ENVELOPE, OR IT WILL BE PUT ON HOLD-INCLUDING:

 (FUEL,TOLLS,REPAIRS,ETC)

* **LOGS**
* **IFTA MILES CONTROL**
* **RECEIPTS OF DEISEL**
* **PROOF OF DELIVERY**
* **BILLS OF LADING**
* **WEIGHT TICKETS**
* **SCALE TICKETS**
* **LUMPER FEES**
* **APPROVED TOLL TICKETS WITH NAME OF DISPATCHER**

x\_\_\_\_\_\_\_\_\_ON TIME DELIVERY, LOADS NEED TO BE DELIVERED ON TIME OR

 REPRIMANDS WILL BE GIVEN

x\_\_\_\_\_\_\_\_\_ONCE DRIVER IS DISPATCH, HE NEEDS TO LEAVE NOT WAIT OR PARK

 SOMEWHERE AND LEAVE LATE AT NIGHT AND ATTEMPT TO DELIVER

 ON TIME, WITH NO WINDOW TIME



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x\_\_\_\_\_\_\_\_\_BILL OF LADINGS NEED TO BE SIGNED **SLC (SHIPPER LOAD AND COUNT) .** WHEN THE DRIVERS SIGN THE BOL; AND WHEN SIGNED BY RECEIVER MAKE

 SURE THE NAME IS CLEAR

x\_\_\_\_\_\_\_\_\_ DRIVERS MUST REPORT IF YOU ARE GOING TO BE LATE TO ANY APPOINTMENTS PLEASE CALL/SEND QUALCOM MESSAGE AND LET US KNOW AHEAD OF TIME.

x\_\_\_\_\_\_\_\_\_ ALL LOADS ARE FORCED DISPATCH FOR **ALL DRIVERS** COMPANY & OWNER
 OPERATORS.

x\_\_\_\_\_\_\_\_\_ IT IS THE DRIVERS RESPONSIBILITY TO MAKE SURE THE LOAD TO BE

 TRANSPORTED IS WITHIN THE WEIGHT LIMITS

x\_\_\_\_\_\_\_\_**COMPANY TRUCKS SHOULD BE DROPPED IN THE YARD**, AND **SHOULD NOT BE**
 **TAKEN TO THEIR HOUSE**, ONCE THE DRIVER ARRIVES TO CARRIER’S FACILITY, . THE TRUCK SHOULD BE PARKED ON THE DESIGNATED AREA IN OUR YARD, IF . . ANY PROBLEMS WITH THE TRUCK, A REPORT SHOULD BE GIVEN TO THE SHOP.

x\_\_\_\_\_\_\_\_\_ IT IS IMPERATIVE THAT EVERY TIME YOU RECEIVE AN INSPECTION,
 VIOLATION OR FINE, DRIVER MUST NOTIFY SAFETY DEPARTMENT INMEDIATELY. NO EXEPTIONS

x\_\_\_\_\_\_\_\_\_ DRIVERS MUST NOTIFY SAFETY DEPARTMENT INMEDIATELY IF AN INCIDENT OR ACCIDENT HAPPENS. NO EXEPTIONS

x\_\_\_\_\_\_\_\_\_ WE ARE NOT REPSPONSIBLE FOR ANY DAMAGES OR STOLEN ITEMS LEFT IN COMPANY VEHICLES.

x\_\_\_\_\_\_\_\_**IMPORTANT:** DRIVERS THAT ARE CAUGHT DOING ILLEGAL OR UNLAWFUL ACTIVITIES WILL BE TERMINATED AND WILL BE PRESECUTED BY OUR COMPANY.



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x\_\_\_\_\_\_\_\_\_ ALL DRIVERS AND OWNER OPERATORS WHO ARE PROCESSED AND DO NOT CONTINUE EMPLOYMENT WITH THE COMPANY AND DECIDE TO LEAVE THE COMPANY BEFORE 90 DAYS, ALL CHARGES THAT APPLY WILL BE COLLECTED WHICH

INCLUDES PROCESSING FEES, SUCH AS DRUG SCREEN, LICENSE PLATES, INSURANCE, MVR’S AND 2290’S

x\_\_\_\_\_\_\_\_\_\_A TRUCK KEY WILL BE ASSIGNED TO EACH DRIVER, IF THE KEY IS LOST OR STOLEN A FEE OF $25 DLLS WILL BE CHARGED

x\_\_\_\_\_\_\_\_\_ UNAUTHORIZED PASSENGERS ARE NOT ALLOWED IN TRUCKS.

**X \_\_\_\_\_\_\_ IMPORTANT! We have a ZERO tolerance on drivers conducting in any illegal activities. Any drivers prosecuted by the law will be prosecuted by Maverick Express Carriers LLC.**

DRIVER NAME: x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**DATE: x\_\_\_\_\_\_\_\_\_\_\_\_**

EXPLAINED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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