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SECTION 1 GENERAL INFORMATION

A. FROM HORSE TO HORSEPOWER

How much do things change in a century? How many companies can not only survive but also continue to prosper for that length of time?

One company, Jones Motor Co., Inc., has proven to have exactly that kind of staying power. It isn’t the same as when it started, but one thing has remained constant, Jones Motor knows the trucking business. In a time when many are closing their doors, Jones continues to prove that it is innovative and progressive enough to remain a leader in a difficult industry.

In July of 1991, noted trucking historian Mike Terebecki confirmed that Jones Motor is the oldest major carrier in the United States and this distinction is a source of great pride.

“In an industry that few would dispute has had its share of fly-by-night operations, Jones Motor has earned a reputation as a stable and reliable company that provides quality service. This company has not only survived but has grown and prospered. I think that says a lot about the company’s culture and spirit.”

HISTORY BEGINS IN 1894

The foundation for the Jones Motor of today was laid in 1894 by John Jones, an immigrant from Birkenhead, Wales. It began as a local hauling business in Spring City, PA and was called Jones Ditchage Company. Its entire fleet – one sturdy horse coupled to a cart. Jones expanded his business by signing on additional horses and wagons and sideline into excavation work.

He continued to build, laying the groundwork for a diversified, stable company. In 1912, he purchased the company’s first motor truck. Along with this purchase, Jones expanded his business to general hauling and motor freight. The fleet continued to grow. Eventually his sons, William, Clifford and Russell joined the family business and it became known as John Jones and Sons. With John Jones’ death in 1923, his sons took full reign of the business and renamed it Jones Motor Company.

Through the 1940’s and 1950’s Jones Motor Company prospered. They purchased numerous companies to get additional authority and they expanded their General Commodities Division into both LTL and truckload. The Special Commodities Division, an operator-operator truckload operation was started in 1961.

By 1968, when the Jones family sold the company to New York City based Alleghany Corporation, Jones Motor was a $51 million company. Though changes to the company happened rapidly, the most dramatic occurred in quick succession: in 1980, deregulation; in 1981, the General Commodities division closed, and the company became exclusively owner-operator, and in 1982, the company went back to private ownership.

The century of experience certainly paid off. Jones Motor continued forming additional companies to serve many different types of customer needs. Today, the company has grown into a group of companies called the Jones Motor Group with annual revenue over $100 million. The Group’s core company, however, is still Jones Motor, an exclusively owner-operator carrier with both flatbeds and vans.

DIVERSIFICATION PART OF JONES’ SUCCESS

The Jones Motor Group has adapted to the changing industry by recognizing its customers’ needs and providing quality service. James J. Koegel, President of the Jones Motor Group, explains the theory. “We watch the market for niches where a quality, owner-operator based carrier can fill the specific needs of a customer and then we put all the pieces together within our existing infrastructure. This can be as simple as recruiting owner-operators with a unique type of equipment or as complex as adding a commodity to the Jones Motor Group.”

One such company was Hot Shot Express, established in 1985. In a time when few had even heard of hot shots, the Jones Motor Group broke new ground by establishing the nation’s first and only exclusively owner-operator hot shot company.

Although the first years were difficult as Hot Shot developed a customer base and overcame the resentment toward hot shot trucks, their foresight was rewarded. In the first five years of operation, Hot Shot Express’ revenue increased seven-fold and their fleet grew to approximately 250 trucks.

SERVICE A PRIORITY

“Making it work” boils down to employees and owner-operators. “This is a reputable company and that reputation comes from the people within the organization. Customers know that Jones Motor Group provides quality service and our employees and owner-operators not only take pride in that reputation but are zealous about proving it is true. Service is all the company has to sell and it’s people go the extra mile to insure that we maintain the quality that has been our trademark through more than a century.”

OWNER-OPERATORS RESPECTED

The Jones Motor Group goes one step further in delivering quality service and that is to extend its customer mindset to the owner-operators who are the heart and soul of the organization. “When our owner-operators are successful, the company is successful. That is the premise on which we have developed our programs and on which we base our management decisions,” says Mr. Koegel.

Those programs include the Contractor’s Winner’s Circle which allows individual owner-operators to benefit from the buying power of the Group; daily settlements which get payments to the owner-operator as fast as anyone in the industry; and a variety of pay plans that provide choices to the owner-operator.

Well into its second century, Jones Motor does not sit on its laurels but continues to be innovative and progressive, always looking for the next opportunity.

Visit the company’s website www.jonesmotor.com to learn more about the Jones Motor Group.

Jones Motor
800-825-6637
SECTION 1

B. HEAD START TO PROFITS

JONES MOTOR GROUP ONLY

Head Start to Profits, a voluntary program, offers newly leased owner/operators assistance in the early sign-on stages. This program helps contractors optimize their time, and offers advice on keeping overhead expenses down. If contractors elect to participate in the program, the in-house coordinator will structure the program for the participant based on his/her personal needs and expectations. The program is designed to familiarize the participants with the Jones Motor agents’ network and teach them how to find loads within our Owner/Operator system. It also helps ensure that the Owner/Operators understand Company requirements and that they get answers to questions they may have concerning operations. Through frequent contact with an in-house coordinator, special assistance can be arranged at accounts that have special loading requirements. For more information on Head Start to Profits, please contact the General Office at (866) 498-2680.

SECTION 1

C. CONTRACTOR’S WINNER’S CIRCLE

This program is designed to allow the owner-operators to take advantage of the combined purchasing power of all the contractors of the Jones Motor Group. This enables the Company to negotiate discounts on trucking related items and pass on the discounts it gets to the individual Owner/Operator. Examples include discounts on tires, tarps, etc. All purchases must be approved prior to the expenditure. Purchases through the Winner Circle are done in four payments with 0% interest.

SECTION 1

D. OWNER OPERATOR & DRIVER ORIENTATION

New drivers and owner/operators will attend a safety orientation at the time of their signing on with one of the Jones Motor Group companies. This orientation will focus on drivers’ logs, accident prevention and general compliance. Additionally, an administrative orientation will be conducted at the time of sign-on - either at the General Office or via video conference from one of our regional locations. The administrative orientation will cover such details as:

- Our Settlement Procedures
- Our Insurance Program
- How Road and Fuel Tax is Calculated
- Permits and Licensing Programs
- The Maintenance Fund
- The Winner’s Circle Program
- Load Securement
- How to Avoid Personal Injuries when Working around the Truck

Besides a positive and beneficial experience, attending Orientation will give you the opportunity to meet those people in the Company with whom you will be working. They can answer any questions you may have and help in any area where you may be having difficulty.
SECTION 1

E. 2290/EIN

In order to file Form 2290 “Heavy Highway Vehicle Use Tax Return”, you must have an EIN “Employer Identification Number”.

If you do not have an EIN you can apply online. Go to www.irs.gov. Enter EIN in the search box and follow the instructions.

This is a free service. If you have any questions, you may call 1-800-829-4933.

The 2290 must be paid every year. The tax period starts July 1st. The yearly fee for a truck registered at 80,000 GVW is $550.00.

The amount is pro-rated depending on when the tractor is first used on the public highways.

Jones Motor Group and Express Truck Tax have partnered to make filing your 2290 easy and convenient.

Go to www.jones2290.com and you can start the process. If you have any question regarding filing the 2290, you may dial 704-234-6005.

Please make sure you put in all 17 digits of your truck VIN when filling out the Schedule 1 page of the 2290.

SECTION 1

F. PROBLEMS IN GENERAL

Call Jones Motor Operations at 1-800-843-5501, Hot Shot Express Operations at 1-800-777-0835, or Jones Express at 1-800-879-3698 and discuss any Dispatch or Operations problems that you have not been able to work out with your Fleet Supervisor.

The Company and you have both invested a lot of time and money in leasing your equipment. It will take time to adjust to our systems, so don’t get discouraged. If a problem arises or you have any questions, call the appropriate Department in the General Office.

For Settlement questions or issues, contact the Settlement Service Representative at 1-800-825-6637, ext. 7358 or email to SSR@jonesmotor.com.

SECTION 1

G. RECRUITING BONUS PROGRAM

The Jones Motor Group recognizes that the best recruiters we have are happy and profitable drivers and owner-operators. We encourage the sense of pride in our companies that leads the driving members of our organization and our agents to recruit new trucks and drivers that will represent us well.

YOU CAN EARN $1,000.00 FOR EACH TRUCK YOU RECRUIT. Bonus is paid in three installments: You will receive an initial payment of $400.00 once the truck and driver have been active for ninety (90) days; $200.00 once the truck and driver have been active for one hundred twenty (120) days and a final payment of $400.00 once the truck and driver have been with us for one hundred fifty (150) days.
The rules are simple:
All Jones Motor, Hot Shot Express, and Jones Express Agents, Owner-Operators, Fleet Owners and Drivers are eligible to participate.
Bonus applies only to additional trucks, not replacements.
Referral of a fleet will be limited to a maximum of 5 trucks.
Existing fleet owners will not be paid a bonus for adding to their own fleet.
Name of person to receive bonus must appear on the application as Referred By.
The recruited truck and the person receiving the bonus must both be actively working at the time the bonus is payable.
Management shall determine final eligibility for payments and reserves the right to change or cancel this program at any time.
We hope you will take advantage of the Recruiting Bonus Program to earn $1,000 while helping us add trucks you will be proud to have in the fleet.

SECTION 1

H. SWAP SHOP

The Swap Shop is a place to buy, sell and trade trucking equipment. An ad will run for 2 issues of The Checkered Flag newsletter which is published quarterly and available on the Jones Motor website under Driver Services. If the item is not sold, you may resubmit. The rules are as follows:
The seller must be leased to a Company of the Jones Motor Group

The seller must provide a written, brief, accurate description of what is for sale, the asking price and how the interested party can get in touch with the seller. Buying and trading will occur through the seller’s home or cell phone or address. The Company will not be involved in the sale, nor will the Company be responsible for delivery, receipt or for holding the item. Only legal items related to trucking will be considered for publication. At their discretion, Jones reserves the right to reject any item for publication. The Company reserves the right to increase or decrease at any time, the amount of items published per issue.

*Jones is not responsible for printing errors due to illegible handwriting on request forms.*

Any submissions should be addressed to:

Swap Shop - Attention Checkered Flag
by mail: P.O. Box 137, Spring City, PA 19475
by phone: 610-948-7900 x 7224
by fax: 610-771-4471
by email: checkeredflag@jonesmotor.com
SECTION 2 - LOSS PREVENTION POLICIES

A. JONES MOTOR GROUP CORPORATE VALUE STATEMENT

Zero tolerance for deviation from the standard
Purposefully strive to protect others.

Jones Motor Group considers health, enablement, life and freedom from fear and pain to be priceless and possess immeasurable value. Conduct threatening these values is considered to be absolutely unacceptable. Conduct that tends to preserve and protect others is considered to be of equal importance to honesty, truthfulness and integrity. This firm belief is at the foundation of Jones Motor Group’s system of corporate values. It is expected that every employee and contractor at Jones Motor Group will adhere to these standards.

These standards of operation can prevent injury, disablement and death.

I acknowledge that as a professional driver certified to operate commercial vehicles under federal authority, I am aware of and committed to uphold these standards of conduct.

SECTION 2

B. COMPANY SPEED LIMIT POLICY

Company policy has been established wherein the maximum speed limit driven by one of our trucks will be 70 mph. Obviously, this does not mean a driver could speed up to 70 mph in a 65 mph zone. It means that in the event the posted speed limit was 75 mph, under no circumstances should a driver be driving more than 70 mph. Additionally, drivers may not have a log speed greater than 5 miles an hour below the posted speed limit. The first time a driver is found to have violated this rule, he/she will be suspended for 2 days. If, within the 6 months following the 1st violation of this policy, that driver violates the policy again, he/she will be suspended for 5 days. If, within 6 months following the 2nd policy violation, the driver violates the policy a 3rd time, he/she will be terminated.

SECTION 2

C. MOTOR VEHICLE RECORD PROHIBITION

The following violations are prohibited within any 36 month period

1. Operating a motor vehicle while license suspended as a result of a moving violation
2. Refusal to submit to an alcohol or drug test under implied consent law
3. Possessing alcohol or drugs in a motor vehicle
4. Driving under the influence of drugs or alcohol
5. Commission of a felony using a motor vehicle
6. Leaving the scene of an accident
7. Fleeing or eluding a law enforcement officer
8. Reckless driving, careless driving or equivalent violation
9. Speed contest or exhibition
10. Prior suspension in excess of 30 days, as a result of a moving violation
11. Preventable overturn or entire load loss
12. More than 3 moving violations or 1 D.O.T. reportable accident within any 35 month period.

***Each chargeable, non reportable accident shall count the same as a moving violation
SECTION 2

D. PASSENGER POLICY

D.O.T. regulations require written permission be obtained from Company prior to allowing anyone who is not authorized to operate on behalf of The Jones Motor Group to ride as a passenger in your tractor. While additional insurance may be required for adult passengers, guest passenger insurance must be pre-purchased to allow minors (ages 6-17 years of age) to ride as a passenger in your tractor. At no time may a child, age 5 or younger, ride in your tractor as a passenger. Violation of this policy may result in termination.

(See Section 4 page 37, Rider Policy)

SECTION 2

E. MAINTAINING FOLLOWING DISTANCE

Violating this simple rule can often result in injury or death to the people in front of you or to you. Remember it takes least 1½ seconds for your brakes to engage in a tractor and trailer. Also, it takes at least 1-2 seconds for you to see a problem ahead and react to it. So before you start to slow down, you've traveled for at least 2½ seconds. Doesn't sound like a lot, does it? At 60 mph, you've driven 150 feet or half a football field, before your truck even starts to stop. According to many accident reconstructionists, you should allow approximately 1 second for every 10 mph in an unloaded tractor and trailer to come to a complete stop on level dry ground. So as a rule of thumb, your following distance should be 3 seconds plus 1 second for every 10 mph you are traveling. This is easiest done by picking a stationary object, telephone pole or mile marker, and counting the time it takes you to reach the same point as the vehicle in front of you.

SECTION 2

F. PROCEDURES FOR PASSING

1. Make sure there is enough room to pass.
2. Maintain a proper following distance as you begin your passing maneuver.
3. Look for traffic ahead. If there is a vehicle in the oncoming lane, don't pass.
4. While maintaining proper following distance, look behind, then check the rearview and side mirrors. Don't swing left until you know what is behind you.
5. Signal left to warn traffic behind that you are about to pull into the left lane.
6. Accelerate in preparation for moving into the passing lane.
7. Move slowly and smoothly to the left, giving the vehicle you are passing plenty of room. Pull completely into the left lane to pass. Never squeeze a motorcyclist or crowd the cyclist off the road.
8. If the vehicle being overtaken is drifting or is not stabilized in its lane, before reaching the blind spot of the vehicle being passed, tap your horn gently or flash your headlights to let the other driver know you are passing. Consider terminating your passing attempt. It is safer to have an uncontrolled vehicle and driver in front of you. Maintain a proper and safe following distance.
9. After you have overtaken the other vehicle, signal right, indicating that you are returning to the right lane.
10. Use the right side mirror to check traffic to the right of your vehicle to
make sure you don’t cut back in too soon and to be certain the vehicle you are passing has not accelerated. When you lane change back in front of the other vehicle, make sure you do not compromise the safe following distance the other vehicle should now establish and maintain with your vehicle.

11. Move into the right lane only when you can see all of the front of the vehicle passed in the right side mirror.

12. Turn off your directional turn signal since the slight turning movement used in passing may not be enough to do this automatically.

13. Maintain proper speed after returning to the right lane.

14. If you attempt to pass a 4-wheel vehicle on an uphill grade, remember that the 4-wheeler will maintain its speed while you will lose speed, and you may be unable to complete the pass safely. Also be aware that it may be difficult to slow down after you crest the hill and begin driving on the downhill grade.

HOW MUCH ROOM IS REQUIRED TO PASS ANOTHER VEHICLE?

To pass a vehicle which is traveling 30 mph while your vehicle is traveling at 40 mph, it will require approximately three-tenths of a mile to complete the passing maneuver. If the other vehicle is traveling at 50 mph and your speed is 60 mph, it will take approximately seven-tenths of a mile to finish the pass.

In determining if you have enough room to pass another vehicle, remember these rules of thumb. If there is the slightest question that you may not have enough room to pass, there probably is not. If you are not 100 percent sure that you have enough room to pass, DON’T DO IT!

WHEN PASSING ON A FOUR-LANE DIVIDED HIGHWAY,

THE RULES FOR PASSING ARE BASICALLY THE SAME:

1. Check the left lane for traffic behind you.
2. Signal your intentions with at least three blinks of the signal before you make lane change.
3. Move gradually to the left.
4. Overtake the vehicle.
5. Signal your move to the right lane with at least three blinks of the signal before you move.
6. Move to the right lane only when you can see all of the front of the vehicle passed in your right side mirror.

SECTION 2

G. BLIND SPOT LANE CHANGES

The phrase, "I never saw the car before I hit it," is quite common with truck drivers regarding blind spot lane change accidents. The reason for this is that the typical tractor is built in a way which makes it difficult to see most 2 or 4 wheel vehicles traveling next to the right front corner of the tractor (blind spot). The blind spot lane change is one of the most dangerous accidents to be involved in. It generally takes place at high speeds and there is usually a concrete barrier or guard rail near by, which, after it is struck, can cause a car to rebound or bounce off the barrier or guard rail, only to come back into your truck. Sound familiar?

If you believe or have reason to believe that a vehicle is in your blind spot, slow
down five miles per hour for no less than five seconds. Using this rule, unless traffic is slowing anyway, you will see the vehicle that is in your blind spot move forward into view. Further, you should be aware of oncoming traffic in the lane to which you are changing.

Eliminating blind spot lane change accidents will save us all money, hassle and the sorrow of someone being needlessly injured or killed.

If you have any questions or suggestions, please contact the Risk Management Department at the General Office.

SECTION 2

H. PROCEDURES FOR BACKING

Of all types of at fault accidents, back-up accidents are the most frequent and occur more than 2½ times more than any other liability accident in our fleet. The money that we pay out for these claims is astronomical.

Never assume that there is nothing behind you. Vehicles may pull behind you while you are out of the truck for a few minutes or while you are looking at paperwork, maps, etc. Get out of the truck and go around it before backing up, especially if your truck has been sitting for a short while waiting to back up.

If you are in a tight spot, ask someone to spot each side of your truck and make sure that you can see them both. Two statements that we often hear are, "This shouldn't be my fault since I had spotters on both sides. I just lost eye contact with them for a minute." Or "I was being guided in, but I lost track of the spotters." When you lose sight of the person or persons helping you, STOP until you can see them again.

SECTION 2

I. TYPES OF CRASHES

There are four types of truck crashes more likely to cause injury, disablement, and death than other crashes. These are:

- REAR END
- LANE CHANGES
- RUN-UNDER/INTERSECTIONS
- LOSS OF CONTROL

Adopting the following protective driving techniques can prevent each of these crashes:

**REAR END**
- Keep the proper following distance
- Keep the proper speed
- Focus on the road ahead
- Avoid distractions
- Be prepared to slow or stop for hazards ahead

**LANE CHANGE**
- Stay in one lane
- Avoid frequent lane changing
- Use the "direct look" after signaling and changing lanes

**RUN UNDER / INTERSECTION**
- Yield the right of way
- No U turns
- Avoid pulling off, pulling out, or backing in front of on-coming vehicles
- Never block the traffic lanes with the trailer
LOSS OF CONTROL

Keep proper speed for conditions  Focus on the road ahead
Avoid distractions  Be prepared to slow or stop for hazards ahead

SECTION 2

J. INTERSECTION ACCIDENTS

Loss of vehicle traction and driver inattentiveness at intersections is the root cause of intersection accidents. Each of the following factors contribute to the potential loss of tire contact with the road:

- WET PAVEMENT -- HEAVY FROST -- REFREEZING OF MELTED SNOW
- PLUGGED STORM DRAINS -- BUILD UP OF SALT, SAND, CINDERS OR OTHER ROAD CLEARING SOLVENTS

Vehicle control is decreased with the loss of traction and this is dangerous at any time, but especially in a low light-driving situation.

Ignoring these danger signs increases the potential for intersection accident frequency:

- Any side entry to your through traffic lane becomes an intersection
- Green traffic lights a half block away may not be green when you get there
- Other drivers are either impatient or inattentive
- Traffic control devices don't assure YOUR right-of-way

To prevent intersection accidents, you should remember the following:

- Plan your route
- Obey traffic signals
- Look to the left, right, then left again before pulling out
- Do not assume that the other driver will see you
- Establish eye contact with other drivers or pedestrians
- Judge the time that a vehicle should clear the intersection properly
- Be aware of passengers in your vehicle or other vehicles and the possibility that they may distract a driver
- Brake aggressively at intersections
- Take your right foot off the accelerator to cover the brakes
- Tap a friendly horn and turn lights on for safety

RECOGNIZE THE INTERSECTION AS A HAZARD

SECTION 2

K. AVOID BEING A DISTRACTED DRIVER

Get adequate sleep before your trip since fatigue can decrease your attention and reaction time.

Don't drink alcohol before you drive.
Avoid taking medications that could make you drowsy before your trip or while driving.

Attend to personal grooming before starting your vehicle.

Pre-program radio stations.

Pre-load your favorite CDs or tapes.

Clear the vehicle of any unnecessary objects.

Check to see that all cargo is properly secured.

Review and be familiar with all safety and usage features on any in-vehicle electronics.

Review maps and plan your route before you begin driving.

Fasten your safety belt before you start your vehicle.

Adjust all mirrors for best all-round visibility before you start your trip.

Don't attempt to read or write while you drive.

Avoid smoking, eating and drinking while you drive.

Don't engage in complex or emotionally intense conversations with other vehicle occupants.

Pull off the road in a safe and legal place to deal with unruly passengers, children or pets. Keep your cool when facing stressful driving situations.

SECTION 2

L. USING IN-VEHICLE COMMUNICATION EQUIPMENT

Use in-vehicle communication equipment cautiously.

When possible, pull off the road in a safe, legal place when making or receiving a call on communication equipment.

If possible, turn the phone off until your destination is reached.

Use the caller identification feature to track calls received while in transit.

Pre-program cell phones with commonly called numbers.

Purchase and install a hands-free device so both hands can remain on the steering wheel.

Refrain from stressful/emotional conversations even if you have a hands-free phone device.

Suspend all conversations when approaching locations with heavy traffic, road construction, heavy pedestrian traffic, or severe weather conditions.

SECTION 2

M. OTHER DISTRACTED DRIVERS

Watch out for other distracted drivers.

Beware of drivers who are drifting over the center line or out of their lane.

Watch out for drivers who are preoccupied with maps, food, cigarettes, cell phones, or other objects.
Be cautious of drivers who appear to be involved in conversations with their passengers.
Never attempt to pass a driver who seems to be distracted.
Remember that the distracted driver may not be aware of your presence.
Give a distracted driver plenty of room and maintain a safe following distance.
Do not respond to another driver's erratic driving by driving aggressively or becoming angry.
Always buckle up. Safety belts are your best protection from distracted drivers.

SECTION 2

N. NIGHT TIME DRIVING

Wipe your headlights, tail lights and signal lights clean with a damp cloth, and clean your windows and mirrors (inside and out) at least once a week or as often as needed - especially during inclement driving conditions.

Before you head out on the road, check all your lights and signals. Have your mechanic inspect your headlight aim every few months.

Wear sunglasses whenever you spend several hours outside during daylight. This will help maintain your store of "visual purple," a chemical that helps your eyes adapt to the dark.

Before you start your vehicle, give your eyes up to 5 minutes to adjust to the dark.

Experts say oxygen is about the only efficient stimulant to help your eyes adapt to darkness. If possible, keep a window slightly open and cut down on your smoking to help nature speed up the process.

Slow down. Remember that your ability to recognize objects decreases by 20 feet with each 10 m.p.h. increase in speed.

Leave adequate space between you and the vehicle ahead of you. Allow at least one second for each 10 feet of vehicle length, plus an additional second for speeds over 40 m.p.h. and for each adverse driving condition such as rain, snow, etc. (including darkness).

Drive defensively. You must be more attentive at night because so many other drivers are more likely to be impaired.

Stop frequently to stretch, drink water, juice or a soft drink low in sugar and caffeine or eat a light snack.

Use high beams with care. Do not use high beams in fog or snow since they will create glare. Switch to low beams when an oncoming vehicle is about 500 feet away, or when you are within 300 feet of a vehicle you are following. If the driver of the vehicle approaching you does not turn off its bright lights, do not leave yours on as retaliation. If you do, both you and the other driver will be blinded, thus doubling the potential for a collision. If the other driver is alcohol and/or drug impaired, he may not realize his bright lights are on.

Approach with extreme caution and do not blind the other driver with your high beams. He may be having a hard enough time trying to keep from crashing.

If an oncoming vehicle blinds you with high beams, don't look directly at the lights. Instead, look forward and slightly to the right. Use the right edge of the roadway as your steering guide.
Turn on your headlights at early twilight to help other motorists see you. At twilight, objects seem to be further away than they are, so don’t let your eyes play tricks on you. Allow extra leeway during this period of critical visibility.

At dusk, take time to check your fuel tank. In some areas, gas stations will be closing for the day. Running out of gas at night not only means delay and discomfort, but real danger.

If an animal or pedestrian runs out in front of your vehicle, steer around it. Don’t slam on the brakes since it takes longer to stop than to steer.

If your vehicle breaks down, pull to the side of the road and onto the shoulder. Place one flare or reflective triangle in front of the vehicle, one behind the vehicle, and one 100 feet behind the second triangle. Turn on your hazard and interior lights. Then move away from the vehicle and wait for assistance to arrive.

SECTION 2

O. CARGO LOSSES - ACTS OF GOD

An Act of God is defined as any violent or destructive natural force, such as a lightning strike, earthquake, tornado or hailstorm that is beyond human power to cause, prevent or control. Any of these Acts of God can cause extensive damage to cargo on your trailer. Depending on the time lines of the load’s dispatch and the driver’s inability to foresee these Acts of God, most of these claims are denied with little question by the customer. Claims for these losses which cannot be foreseen or avoided are typically denied under existing Transportation Law.

Unfortunately, we have had several recent weather related losses which the drivers involved broke from their route driving miles out of their way. Remember with weather related cargo losses, common sense is key. If you can avoid bad weather, you should. In reality, this can be tough to do with rapid weather build up coupled with tight delivery deadlines. Some things you can do to help are:

Talk to your dispatcher - they may have an updated weather forecast for where you are driving.

Use your CB radio to check the weather ahead of you.

Check the weather channel or weather websites at travel centers

Listen to AM radio station local to your route.

REMEMBER, DRIVE SAFELY

SECTION 2

P. AVOIDING BACK INJURIES

Sprains and strains to the muscles, tendons, and ligaments of the back are common injuries that are often avoidable. Remember, back injuries don’t just happen at work; they can happen at home, or while you’re out having fun. A back injury often limits all of your activities, so remembering a few pointers on lifting techniques can help keep you healthy.
SOME CAUSES OF BACK PAIN
Poor posture can put stress on back muscles.
Poor physical condition can lead to weak back muscles. Practice a regular exercise program to stretch and strengthen your back.
Bending or twisting while lifting can cause injury.
Repeated minor strains can develop into an injury. Back injuries are not always caused by lifting something too heavy.
Stress and tension can contribute to back pain.

LIFTING TECHNIQUES
Size up the load. Test the weight by moving a corner of the object, and get help for heavy or awkward loads.
Make sure that you have a clear path to carry the load and a clear area to set it down.
Stand with your feet close to the object and center yourself over the load.
Bend your knees. This is the single most important part of lifting. The large muscles in your legs are designed to carry weight and bending your knees gets your legs ready to support the load.
Get a good grip on the object.
Straighten your legs to lift straight up in a slow, smooth motion. Keep the load held close to your body.
Don't twist or turn while carrying the load. Sudden twisting motions can injure the disks in your back.
Bend knees again as you lower the load to set it down.

ADDITIONAL POINTS TO REMEMBER
Loads on carts or wheels should be pushed, not pulled.
Get help for lifting items that are long, bulky, don't have a good place to grip, or are too heavy for one person.
Know when mechanical lifting equipment should be used; follow Company guidelines for weight limits.
If possible, divide a heavy load into several smaller ones.

SECTION 2
Q. HOW TO FIGHT DRIVER FATIGUE
Discipline yourself to get enough sleep before you begin your trip. Get seven to eight hours of sleep the night before a trip.
Develop a sleep routine and stick to it, even on your days off.
Sleep in a quiet, dark, cool and comfortable place and establish a pre-sleep ritual (such as reading or taking a shower) to induce adequate sleep.
Avoid long drives at night, if possible. The glare of lights increases the danger of highway hypnosis.
Remember your body's natural sleep times, and try to avoid driving during
your normal sleeping hours. Avoid driving during the "drowsy hours" (midnight to 7:00 a.m. and around mid-afternoon). If you must drive during the "drowsy hours", give yourself a couple weeks to adjust by making sure you get plenty of sleep while off duty.

Make eating a well-balanced, healthy diet part of your permanent lifestyle. Establish a regular meal schedule, whether on the road or at home. Don't eat a heavy meal immediately before you begin your trip. Avoid foods high in fat and sugar, which can contribute to fatigue. Don't start a trip late in the day unless absolutely necessary. Don't try to drive too far in one day.

Take frequent breaks and rest stops. Stop at least every 100 miles or every two hours at a rest stop or truck stop. Get out of your vehicle, walk around, even jog or do calisthenics. Exercise fights fatigue. Avoid using alcohol or drugs, even in common cold and flu medications. Don't use alcohol to go to sleep and stay away from sleeping pills since both can cause a hangover that could affect your driving ability the next day. Avoid using new medications for the first time while you are driving. If you take medications, ask your doctor for products that will not cause drowsiness. Avoid stimulants, including caffeine, since they are no substitute for adequate sleep. Many stimulants are also illegal. Sugar and caffeine promote short-term alertness but may increase drowsiness over longer periods of time. Also, caffeine may keep you physically awake while you remain mentally less than alert. Instead, drink water, juice or a soft drink low in sugar and caffeine.

Break the monotony. Vary speed levels within the legal limits. Stretch your legs and slap your thighs. Talk to yourself. Sing. Keep your eyes moving. Adjust your vehicle's environment so that it helps keep you awake and alert. Keep the temperature cool, with open windows or air conditioning in the summer and frugal amounts of heat in the winter. Fresh air is important. Stale, stagnant air in your vehicle increases fatigue. Do not use cruise control. Keep your body involved with the driving. Keep your mind active and focused when driving by listening to music or chewing gum, etc. Turn the radio volume up and switch stations frequently, but avoid soft, sleep-inducing music. Talk to your co-driver if you have one, or talk to other drivers on your CB radio. However, do not let this distract from your safe driving. Watch your posture. Drive with your head up and your shoulders back. Tuck your buttocks against the seat back. Legs should not be fully extended, but flexed at about a 45-degree angle. Look at all the road signs and traffic around you. Don't let your eyes become fatigued or hypnotized. Wear sunglasses to fight glare, but never wear sunglasses at night. If you begin to feel tired or sleepy, get off the road as soon as safely possible!
Pull off the road in a safe area which is well lit and take a nap. Even 20 minutes of sleep might refresh you enough to keep going until you reach a safe rest area.
If you frequently feel fatigued after following these recommendations, check with your doctor to see if you have a sleep disorder.

SECTION 2

R. AVOIDING LOW CLEARANCE COLLISIONS
Rush-hour traffic, multiple lanes of traffic, tight parking, pedestrians, dangerous intersections, and low clearances are just a few of the many problems you must deal with every day. Experience indicates that most low clearance crashes involve drivers who take unnecessary chances, have not properly planned their routes, or are not properly scanning ahead. Striking overhead objects is a major cause of damage to the tractor trailers and the objects being struck.
Ensure you have proper clearance above your tractor-trailer at all times. As a driver, you must continually plan your trips and scan your surroundings.

PREVENTING ACCIDENTS
When planning trips, professional drivers must have the ability to read a map, be aware of general size and weight requirements, and be prepared for special situations that may arise. Proper trip planning may allow you to bypass villages, towns, and cities and will help you avoid low clearance situations. A driver must use extreme care when driving on local streets that were not designed for tractor-trailer traffic.
Side streets should be avoided as often as possible. These streets typically pose a risk to professional drivers since they were not designed with tractor-trailers in mind. Always obey posted prohibitions.
Only fuel at truck stops or locations designated for tractor-trailers. Just because a fuel island has a diesel pump does not mean that there is enough clearance for your tractor-trailer.
The weight of the vehicle also affects its height. The fact that you were able to drive under a bridge when you were fully loaded does not mean that you can do it on the return trip. A tractor and trailer sits higher when you are empty or lightly loaded.
Do not rely entirely on posted heights at bridges and overpasses. Repaved roads or packed snow may have reduced the clearance since the signs were posted.
Backing may be troublesome with low clearances because you can't always see them while backing. Before you back into an area, get out and check for any overhanging items. If anyone is around to help, have the person spot you while you back up.
Check the heights of any overhead structures before driving under them. If there is any doubt about being able to pass below an object, slow down or stop and look for the posted height of the object. If you feel you have enough clearance, continue slowly and cautiously.
Know the height of your trailer or cargo on a flatbed trailer when loaded, par-
tially loaded, empty, and when hooked to a new tractor. A partially loaded or empty trailer may be higher than when loaded. Use of different tractors can also cause variance in the trailer height.

Ask or measure if you are not sure of your trailer or load height. Be sure and don't guess!

Watch for warning signs indicating a low clearance is ahead and take note of posted height.

Look for surface irregularities, such as potholes or storm drains, which could cause the tractor or trailer to rock and strike an overhead object or another vehicle or stationary object.

Notice previous damage or marks on the bridge or skid marks on the road surface. Check for bridge supports if traveling in the right hand lane.

Watch for overhead wires when operating in an off-street area or other location where clearance is not regulated by law. Also, watch for overhead wires on public roadways where clearance under the wires might be impaired, such as near a damaged utility pole or construction and/or repaving areas.

Be cautious on ascending ramps or driveways. Slow down to be sure the vehicle will not rise up and strike an overhead object.

Approach low clearances very slowly. Be prepared to stop if necessary. Stop and check the clearance if needed. Get out of the cab to measure. Use extreme caution if this becomes necessary.

Make sure doors to a building are fully opened before you enter or exit. Ask the person controlling the door not to start closing it before your unit has cleared the doorway.

Notes:
SECTION 3 SETTLEMENTS

A. BILL OF LADING - SHIPPING ORDERS

(FORM FM SA 23)

The shipping order and signed delivery receipt must be received to complete settlement and for you to be paid.

Do not let the consignee take the shipping order.

Important! Without the shipping order you cannot be paid! Not all shipping orders are identical, but they do look similar.

The following page is a sample shipping order. Please pay particular attention to these items when you review how to fill it out.

- Always write your PRO Number on your Shipping Order.
- The location of the shipping order number.
- The piece count.
- Description of the freight.
- Weight of the freight.
- Whether the shipment is prepaid, collect or C.O.D. If shipment is collect, it means that freight charges are billed to the consignee. Please notify the origin terminal of this. C.O.D. means that you are responsible for picking up a certified check before unloading.

**** DO NOT PICK UP CASH ****

Your signature on a shipping order makes you responsible. Know what you are signing and why you are signing it.

Be prepared! If the shipper does not have a shipping order to prepare for you, carry some blank ones that they can use. Just call into the General Office, ask for Supplies and request the forms or login and print one from our website Driver Forms.
B

STRAIGHT BILL OF LADING—SHORT FORM
ORIGINAL—NOT NEGOTIABLE

Name of Carrier

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request:

From: ________________________________ Date: ________________

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said property shall be held and treated in accordance with the National Motor Freight Classification 100-X and successive issues, and when in conflict provisions herein will supersede. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, and that the statements and conditions are hereby agreed to by the shipper and accepted for record on his records.

Consignee's name

Delivering Carrier _________________________________________________________________

To Collect on Delivery Shipments, the letters "COD" must appear before consignee's name.

Collect on Delivery $ ____________________________________ and remit to: _____________________________

on export traffic, within nine months after delivery at the port of export, except that claims for failure to deliver shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part of the claim; and such claims shall not be paid.

Claims for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part of the claim; and such claims shall not be paid.

Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part of the claim; and such claims shall not be paid.

The agreed or declared value of the property is specifically stated by the shipper to be not exceeding $200,000, unless additional insurance is obtained through the carrier.

Mark "X" to designate Hazardous Materials as defined in ODR Regulations.

NOTE (1) When the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding ___________ per _______ ."

NOTE (2) Liability Limitation for loss or damage on this shipment shall not exceed $200,000, unless additional insurance is obtained through the carrier.

NOTE (3) Commodities requiring special or additional care or attention in transportation according to ordinary care. See Sec. 2(e) of NMC Item 360.

ONE DAY FROM THE DAY WHEN WRITTEN NOTICE IS GIVEN BY THE CARRIER TO THE CLAIMANT THAT THE CARRIER HAS DISALLOWED THE CLAIM OR ANY PART OF THE CLAIM; AND SUCH CLAIMS SHALL NOT BE PAID.

THIS FORM IS AVAILABLE ON THE WEBSITE FROM DRIVER FORMS PAGE AFTER LOGIN

FM SA 23(02)

1. Carrier name (JMC,HOT or JEX)
2. Carrier Pro Number
3. Shipper Bill of Lading number
4. Purchase Order number
5. FROM: Shipper’s name
6. Bill of Lading date
7. TO: Consignees’ name
8. Unit or piece count
9. Description of freight
10. Weight of freight
11. Prepaid or Collect
12. Shipper signature
13. Driver signature
14. Driver number
15. Date of pickup
SECTION 3

B. DELIVERY RECEIPT

(FORM FM AD 0302)

A delivery receipt (DR) that has not been filled out properly results in delay in the payment of your settlements. The most common areas where errors occur are:

1. Incorrect pro number on the delivery receipt and envelope.
2. No bill of lading number or an incorrect driver's number.
3. Signature of person receiving or date missing or incorrect.
4. Missing Vehicle Inspection Sheets

Filling out this paperwork properly should insure prompt payment. A sample copy of a delivery receipt is on the next page. List any accessorial charges on your pro and make sure you have included any additional paperwork that may pertain to these.

Always carry a supply of unnumbered delivery receipts in your truck. An unnumbered/blank delivery receipt can be printed from our website from Member Services under Driver forms after login. A filled out delivery receipt can be printed once you are assigned to the load. Go to the Jones Website and login; choose Jones Real Time then Loads Image Tracking and from there you may print out your filled in Delivery Receipt. Be sure they are filled out completely. Original fuel receipts made out in the Company's name should accompany the delivery receipt. Do not send in Comdata fuel receipts, they are downloaded daily to our system.

The signed original [page1] Delivery Receipt and Proof of Delivery is to be sent with the Bill of Lading to the Jones Motor Group. Page 2 copy is for the consignee and the page 3 copy is for your records.

You should contact Central Operations immediately upon delivering your load. If you are running late, call Operations. There is nothing that makes a trucking company look worse than when a customer calls looking for the load and the only answer we can give is “I don’t know.” If we can give the customer a concrete answer about his load, he will usually work with us. It is up to you to work with your Fleet supervisor and let him/her know how your run is going or if you are having difficulties. Don’t be afraid to call in. Your Fleet supervisor is:

________________________ , 1-800-_____________ Extension ______

Note: Accessorial charges will be paid to you as soon as they are paid to the Company. (for example: Truck Ordered Not Used, Detention, Reconsignment and Layover) AS ALWAYS, BE SURE YOU HAVE A SHIP-PING ORDER.
1. Mark box for Company carrying this load
2. Enter odometer reading at end of trip
3. Sign to validate odometer reading
4. Terminal # that assigned shipment
5. PRO # assigned to this shipment
6. Bill of lading # from the customer’s paperwork
7. Your truck or unit number
8. The equipment owner’s name
9. The trailer number
10. The date the shipment loads
11. Your driver number
12. Your name
13. Name of consignee
14. Address of consignee
15. Name of Shipper
16. Address of Shipper
17. Number of pieces on the shipment
18. Description of the cargo. Please note in this section if load is over-dimension or re-consigned
19. Actual weight of the shipment
20. Note if the shipment is C.O.D. If C.O.D., get a certified check before unloading. Record check number and amount of check
21. If you have been instructed to send the check to the customer via FedEx, please note on Delivery Receipt “C.O.D. sent to Customer”. DO NOT PICK UP CASH!
22. Signature of Person receiving this shipment
23. Date Delivered
24. Number of pieces delivered

* These are the most common errors PLEASE CHECK YOUR WORK!

In order to insure proper and prompt payment, please make use of this guide when filling out a PRO. Also, have the shipping order (B/L) signed by both customer and driver.
SECTION 3

C. OVER DIMENSION LOADS

When you pick up an over dimension load you must:

Write “over dimension load” on your Bill of Lading and Delivery Receipts

Send in all permits and transceiver fee receipts

Over dimension permits can be obtained thru Jones Motor by contacting the Over Dimension Permit Coordinator between the hours of 8:00 a.m. and 5:00 p.m. Eastern Time Monday through Friday. When ordering, keep in mind that most state offices close before 5:00 p.m. and allow ample time to complete your order. An administrative fee of $15.00 per permit will be charged for any permit ordered directly through each state.

The Over Dimension Permit Coordinator can be reached by calling the main office (610) 948-7900 ext 7355, by email: kmamone@jonesmotor.com or by fax at 518-326-5327.

This is very important!

Some of our customers will not pay the freight charges if we do not supply them with copies of the permits.

If you paid for transceiver fees, you must send in the receipts in order to be reimbursed.

Rate quotes to a customer could include permit charges. If the paperwork is not marked over dimension and you do not send in the permits, you could be paid incorrectly.

SECTION 3

D. VEHICLE INSPECTION FORM

FORM FM HS OP 161

1. Shipper information
2. Consignee information
3. Pro number assigned to shipment
4. Bill of Lading number
5. All vehicle information
6. Symbols used to designate condition of vehicle
7. Diagrams used to mark the condition of vehicle along with any damage that is evident before shipment
8. Driver signature verifying condition of vehicle before shipment
9. Shipper signature verifying condition of vehicle before shipment
10. Diagrams used to mark condition of vehicle along with any damage that is evident upon arrival at the consignee
11. Driver signature verifying condition of vehicle upon arrival and date
12. Print owner or authorized owner of vehicle
13. Consignee signature verifying condition of vehicle upon arrival and date

***SPECIAL NOTE***

When hauling a vehicle this form must be filled out and submitted to insure prompt payment on your pro. Please be sure to note any damages (scratches, marks, etc.) in the Remarks section at the point of origin. This is the best way to protect both you and the Company from an illegitimate claim at a later date.
Use separate inspection forms for each vehicle that is being hauled.
E. TRAILER CONDITION REPORT

SECTION 3

If you are using a trailer that is in the trailer pool, you must fill out a trailer condition report for every load.

A Trailer Condition Report should be filled out prior to every load. This applies even if you are utilizing the same trailer over consecutive loads. For your protection, please be sure to indicate any damage on the trailer and if the damage pre-existed before picking up the trailer. If you do not mark the damage as being pre-existing, we must assume it happened while in your possession.

Contact your dispatcher immediately if repairs to the trailer are needed. Record your dispatcher’s name and the date you notified your dispatcher.

The Trailer Condition Report must be included with its corresponding load paperwork (Delivery Receipt and Bill of Lading/Shipping Order) to avoid delay in settlement of the load.

Failure to provide a Trailer Condition Report with the load paperwork will result in the settlement of the load being placed on hold until the condition report is received.

Trailer condition reports may be obtained through your terminal manager or you can print copies from the Jones website. Login to www.jonesmotor.com and click on drivers services and then on drivers form and select the Trailer Condition Report tab.

Notes:
TRAILER CONDITION REPORT

DATE / / PLACE

DRIVER NAME CITY, STATE

DRIVER # PRO #

TRAILER # HUBOMETER MILES

TRAILER LICENSE # CHECK ONE: LOADED EMPTY

INDICATE BY ‘X’ MARK ANY DAMAGED PLACE ON THIS TRAILER

CHECK ITEMS NEEDING REPAIR

1. ( ) AXLE ALIGNMENT 12. ( ) LIGHT WIRING
2. ( ) AIR SYSTEM 13. ( ) NOSE RAIL
3. ( ) CROSSMEMBERS 14. ( ) RUB RAIL
4. ( ) BRAKES 15. ( ) ROOF
5. ( ) DOORS 16. ( ) SIDES
6. ( ) FLOOR 17. ( ) SHOCK ABSORBER
7. ( ) FRAME 18. ( ) SUSPENSION
8. ( ) HUBOMETER 19. ( ) UPPER COUPLE
9. ( ) CC BUMPER 20. ( ) TIRES
10. ( ) LEG ASSEMBLY 21. ( ) TIRES
11. ( ) LIGHTS 22. ( ) 30 DAY SERVICE

COMMENTS

SIGNATURE

DATE
Detention refers to the excess time a shipper or customer detains a trailer or driver while loading or unloading. Detention charges are billed according to the number of hours which exceed a specified free time allowed for weight and type of load hauled. When it becomes obvious you’re being detained by a customer, the first thing you should do is contact your agent and explain the problem to him/her. This gives the agent the opportunity to contact his/her customer in an effort to speed them up in loading or unloading you or to verify that the customer can be billed detention charges. Not all customers pay these charges for their loads. Government loads, some automotive loads, and construction site loads cannot be billed for detention charges. However, once it has been determined charges are to be billed, complete your detention form.

The detention form outlines all the important information needed to bill for these charges. Please make sure each line of the form is completed and then have it signed by the customer. Any forms received that are not completed and/or signed will not be processed. In the event the customer refuses to sign the form, write his or her name on the form and make a notation: “refused to sign”. In stating your “reason for detention” be clear, precise and professional. Remember, this form is submitted with the freight bill to the customer. This information should not be written on your delivery receipt, bills of lading, shipping order, etc. If you need detention forms, they are available from our supply room and a blank form is available on website from the Driver Forms page after login. If you print the form off of the website, be sure to print (or make) two (2) copies so that there is an original to forward to the main office and a copy for the customer.

The form should be sent in with your delivery receipt and shipping order. This allows these charges to be billed along with your freight charges, thus eliminating delayed billing and corrected freight bills. The driver will be paid these charges when the Company is paid. Always keep copies of all your paperwork and any correspondence you have in connection with the problem.

Our effort is to assist in having these charges paid to you as quickly as possible. Thank you in advance for your help in collecting these charges.
**All time claimed as detention time must be logged on Line 4 - “On Duty-Not Driving”**

1. Check which company you are driving for.
2. Enter the PRO number; this is found in the upper right corner of your Delivery Receipt.
3. Enter the date you picked up the load.
4. Enter the complete name and address of the customer where the detention occurred.
5. Enter the date and time that you were scheduled to be at the customer’s.
6. Enter the date and time that you arrived at the customer’s.
7. Enter the date and time that you finished at the customer’s.
8. Have the customer sign his name and enter the date.
9. Sign your name and fill in the date of the detention.
10. Write in the “reason for the detention”
SECTION 3

G. PREPARING YOUR PAPERWORK

To provide the best service please remember the following tips no matter which of the methods you choose to return your load paperwork to us:
- if you are paid on a Comdata Card you must participate in Transflo/TripPak
- include only one pro per envelope or scan.
- write clearly when filling out envelope or scan cover sheet
- fill in all of the information requested
- deposit envelope into the proper box

<table>
<thead>
<tr>
<th>Include only load paperwork for one (1) pro in each envelope or scan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Receipt</td>
</tr>
<tr>
<td>Weight tickets</td>
</tr>
<tr>
<td>Toll Receipts</td>
</tr>
<tr>
<td>Gate Pass</td>
</tr>
</tbody>
</table>

* do not send Comdata fuel receipts, these are downloaded daily to our system.

Logs can be sent in with load paperwork via Transflo/TripPak.

The cost for document delivery (Trip Pak Express, Transflo Truck Stop Scanning, mobile scanning and in-cab scanning) is paid through convenient settlement deductions and allows you unlimited use of all methods.

SECTION 3

H. GETTING YOUR PAPER WORK TO US

Load paperwork required for settlement may be submitted three ways:

1. TripPak Box – Complete Company provided envelope, insert load paperwork and drop in a yellow TripPak box. Check the pick up time at the TripPak box to be sure you deposit envelope prior to scheduled pick up.

2. Truck Stop Scanning - Transflo Express scanning is available at more than 1,000 truckstops including Pilots, Flying J’s, Loves, TA’s and many independent locations.

Take your load paperwork to one of the above locations and an attendant will scan your paperwork for you. You must provide the scanning clerk with a completed scan cover sheet (which can be printed off the Jones Motor website) or Company provided envelope. The clerk scans your paperwork, prints a confirmation which is returned to you with your paperwork. Check the receipt to verify that the correct number of documents have been scanned. Keep your original paperwork for your records, do not mail into main office.

Once scanned, the information can be viewed on line for the next 14 days on their website, www.transflo.com

3. Mobile scanning Transflo has a mobile app available for smart phones and android uses. Download the Transflo Mobile + app.

4. In-Cab scanning or Scan from home – Complete Scan cover sheet or Company provided envelope, scan it along with the load paperwork from any-
where, using TripPak software, your computer and a scanner. Sign on to www.jonesmotor.com, login and download TripPak Software or use your scanner’s software and upload from our website. Keep your original paperwork for your records, do not mail into main office.

You may NOT scan C.O.D. loads. All C.O.D. load paperwork including the check must be submitted in a TripPak envelope and placed in a TripPak Box.

A listing of locations for TripPak and Transflo can be found on the Jones Motor website, www.jonesmotor.com in the links page. For TripPak locations, you may also call 877-435-7876 which is available 24/7.

**TRIPPAK ENVELOPE**

**SCAN COVER SHEET**

*Tips for scanning*
- tape all fuel receipts to letter size paper
- tape all toll receipts to a separate letter size sheet
- have all your documents readable, well identified and properly scanned to reduce delays in process-
I. SETTLEMENT OPTIONS

You will elect to have your settlement processed in one of the offered options, completed paperwork scanned or dropped in a yellow TripPak box before scheduled pickup time.

**Bank Direct Deposit** - by Thursday will be processed and funds will be direct deposited into your account on Friday of the following week.

**Hot Shot Express/Jones Express Weekly Card Load** - by Thursday will be processed and funds will be loaded onto your card at 5:00 p.m. EST on Monday of the following week. If there is a Monday holiday, cards will be loaded on Tuesday at 5:00 pm EST. Owner will be charged $2.50 per card load.

**Jones Motor Weekly Card Load** - by Thursday will be processed and funds will be loaded onto your card at 5:00 p.m. EST on Tuesday of the following week. If there is a Monday holiday, cards will be loaded on Wednesday at 5:00 pm EST. Owner will be charged $2.50 per card load.

**Daily Card Load** - will be processed the next business day and funds will be loaded onto your ComData Card on the next business day after processing. (Example: scanned or dropped in a TripPak box Monday, processed Tuesday, loaded to card Wednesday.) Owner will be charged $2.50 per card load.

*SPECIAL NOTE: DIRECT DEPOSIT IS ALSO AVAILABLE THROUGH COMDATA. YOU MUST FAX THE COMDATA DIRECT DEPOSIT FORM TO THE SETTLEMENT DEPARTMENT IN ORDER TO PARTICIPATE. USUALLY TAKES 10-14 BUSINESS DAYS TO SET-UP.*

NOTES
Maintenance Funds Essential

Contractors sometimes find themselves in quite a jam when they unexpectedly break down, the repair bill is huge, and they have no money to fall back on.

If the truck isn’t repaired quickly, they lose precious time and risk going out of business. And in trucking, time is money. So where do they turn?

Hopefully to a Maintenance Fund which is simply a rainy day account set aside for truck-related emergencies.

A number of contractors have asked us if we offer this through the Company. The answer is yes. Contractors can have settlement deductions made of an interest-bearing Maintenance Fund account. With this plan, you decide how much you would like deducted each week. Be it our settlement deduction plan or a personal account, we can’t over-stress the importance of having an emergency fund. This is not a Christmas plan or an account to tap into when you come across a great deal on a television set.

It’s a fund to ensure your business keeps operating, and you keep earning money, even when the unexpected occurs.

“It just makes good business sense.”

Account Earns 6%

“Good news! This business-smart Maintenance Fund earns you six percent interest on the money you keep in your account.

The interest is calculated at the beginning of each month and is based on your average daily balance for the previous month. Interest will be credited to the account.

Each month a statement will be made available on the website showing how much money you have accumulated.”

Saving: How Much Is Enough

Not sure of how much to put in your Maintenance Fund?

Our experienced operators recommended a contribution you can afford, something along the lines of $50 - $75 weekly. Try to avoid setting aside an amount so high that you’ll be tempted to dip into the fund for nonessential reasons.

Here’s an idea for those just signing on: Sign up for a Maintenance Fund today, but delay your start date for deductions.

Once your up front money is paid in full, arrange to have weekly contributions made to your Maintenance Fund. That way you’ll already be accustomed to the weekly deduction amount and, without really even noticing a change, you’ll start building your Maintenance Fund.
IT’S ALL OR NOTHING
Partial Contributions Not Made

With Maintenance Fund weekly contributions, you either make enough to cover the contribution, or you don’t. So what happens if one week you don’t earn enough to cover your weekly contributions? Let’s look at an example:

Suppose you decide to spend most of a week at home and that week you run one short trip earning $300. If you take a typical advance of 30%, your check is down to $200.

Now suppose you have arranged for $150 in weekly deductions to pay for necessities like insurance, permit charges and base plate financing.

This brings your settlement down to $50.

Let’s say you have set your Maintenance Fund contribution at $70 per week. Since your settlement is not large enough to cover the full Maintenance Fund contribution, no money goes into the Fund. Instead, the $50 will be paid to you and you skip a week of contributing to your fund.

FOR YOUR RECORDS

If you wish to participate in the Jones Motor Group Maintenance Fund plan, please fill out the attached “Request to Participate” form and send it in with your weekly settlement paperwork.

Fill out the following information and keep this copy of the Owner Operator Business Report for your records.

If you have any further questions, simply call your settlement person.

Date Request Submitted to General Office ____________________________
Weekly Contribution amount ____________________________
Week Settlement Requested to Begin ____________________________
REQUEST TO PARTICIPATE IN A MAINTENANCE FUND

(when you have completed this form, submit it with your settlement paperwork)

I, ________________________________ hereby request the Company (Jones Motor Co., Inc, Hot Shot Express, Inc. or Jones Express, Inc.) establish a Maintenance Fund for the Unit # _________________.

I further request that this amount be accumulated by making weekly deductions of $ ________________ from my settlements, beginning the week of month ________________ day __________ year _________________.

(put the Monday’s date of the week you wish deductions to begin)

I understand that money I pay into this account will accumulate interest at a rate which will be adjusted at the discretion of the Company to reflect existing market conditions. The current interest rate of six (6%) percent per annum is calculated on the average daily balance of the account for the previous thirty (30) days. I further understand that any accrued balance in the Maintenance Fund can be used to offset any monies due the Company.

I understand that distribution from this account will be made only to me and that I can make withdrawals at any time. I also understand that I will pay a wire charge, but that I am not responsible for any other administrative or handling charges. At the time of any withdrawals from this account, I will advise the Company whether or not I wish to have the deductions made from my settlement in order to replenish the account.

Payee # ________________________________

Signature of Truck Owner ___________________ Date ___________________

FM ST 01999
SECTION 3

K. GLOSSARY OF SETTLEMENT CODES

In an effort to help you, the contractor, to better understand the deductions made from your settlement, we have compiled this glossary of terms. This is an alphabetical listing of the most common deductions used by the Settlement Department and should be referred to before calling the General Office.

ADVANCE (ADV) - Advance money given to a driver against the revenue on a load. See Section 4 of your manual for the Company policy on advances.

ALCOHOL TESTING (RDT) - The first random alcohol test done each year for a driver is paid by the contractor, any additional random testing will be paid by the Company. A post-accident or any other type of alcohol test is paid for by the contractor.

CLAIM FREIGHT DAMAGE (CFR) - A deductible of any chargeable cargo claim is the responsibility of the assigned contractor. This deduction is explained in the long-term equipment lease agreement.

CLAIM PROPERTY DAMAGE (CPR) - A deductible of any chargeable property damage and/or bodily injury claim is the responsibility of the assigned contractor. This deduction is explained in the long-term equipment lease agreement.

COLLISION INSURANCE (IC1-$1000 DEDUCTIBLE, IC2-$2500 DEDUCTIBLE) - The premium payment for our voluntary physical damage/collision and comprehensive insurance policy. To enroll in this program, please call the Settlement Department at 800-825-6637, ext 7219.

CONTRACTOR GROSS - Contractors percent of Company revenue.

CONTRACTOR'S WINNER'S CIRCLE (CWC) - Program available to qualified contractors to purchase needed tires and equipment items. See Section 1-C for additional details.

DASH CAMERA (CAM) - Reimbursement up to $40.00 with supplied receipt for the purchase of a dash cam.

DETENTION (DET) - Excess time a shipper or Customer detains a trailer or driver while unloading. A detention slip signed by a person of authority at the customer location should be provided with load paperwork. (See Section 3 – Detention Forms for more information). Accessorial paid to owner when charges are collected by the Company.

DRUG SCREENING (RDT) - The first random drug test done each year for a driver is paid by the contractor. Any additional random testing will be paid by the Company. A post-accident or any other type of drug test is paid for by the contractor.

EMERGENCY ADVANCE (ADV) - Advances not related to a specific trip or advances in excess of 40% of the gross revenue of a load are considered emergency advances. These advances must be approved by a Settlement Supervisor or a Division Vice President. There is a 10% fee for providing this service to contractors. The Maintenance Fund is a way to avoid the need for emergency advances.
EMERGENCY ADVANCE HANDLING CHARGE (EHC) - 10% of the amount given on an emergency advance. This fee is for providing the service to contractors.

ESCROW (ESR) - Owner agrees to deposit with the Company a set dollar amount for each unit leased, or permit the monies to be collected through weekly settlement deductions until the full amount has been collected. The escrow money will be held by the Company as security for the full and faithful performance by the owner of the requirements and conditions set forth in the lease for the term of the lease agreement.

EQUIPMENT RENT (DUE FROM OWNER OPERATOR) (ELD) - Tractor or trailer rent due to another Party.

FINES (DUE FROM OWNER OPERATOR) (FIN) - Owner operators or drivers with outstanding citations or EZPASS violations, which we as a company are then required to pay, will be charged the cost of the citation, fine or toll and the greater of $100.00 or 10% of the total of the fine and toll.

FUEL & ROAD TAX (FTX) - State highway use taxes, fuel taxes, road taxes or any other similar taxes are the responsibility of the contractor. The contractor must provide the Company with all fuel receipts for transportation performed under the lease. The Company will deduct from the contractor any amounts due for such taxes, the contractor will receive a credit based on the amounts of tax paid as shown on original fuel receipts. Please see your long-term equipment lease for more information on this.

HAZMAT - TANK ENDORSEMENT (HAZ) - Hot Shot Express will reimburse HAZMAT and/or Tank endorsements. Drivers must send in receipt and copy of credential (Hot Shot Express only).

IRP (INTERNATIONAL REGISTRATION PLATE) LICENSE PLATE (IRP) - Indiana license plates can be purchased through the Company if necessary. The cost of the license plate will be determined by the method the owner selects for this plate:

1) Voluntary Base Plate Fund at $50.00 weekly settlement deduction. Once current year plate is paid in full, deductions will be taken toward the following license year, or
2) Paid in full by check at time plate is issued.

For further information on requirements, etc., contact the Legalization Dept.

IRP ESCROW (ESR) - Additional escrow due per Company base plate purchased.

LAYOVER (LAY) - When a driver is required or requested to layover for a 24 hour period. Accessorial paid to owner when charges are collected by the Company.

LEASE PURCHASE (LP) - Deduction for equipment under Lease Purchase Agreement with the Company.

MAINTENANCE FUND (MTF) - The maintenance fund is an interest bearing business savings account to which the contractor has 24 hour access. A contractor can choose to have money taken directly from weekly settlements and have it deposited into the account. To withdraw money from the account, the contractor
calls the Settlement Department or Central Operations. Money can be loaded onto Comdata card or contractor can receive a Comcheck. For more information, or to join the fund, call the Settlement Department. (see section 3, page 29 for more information)

**OCCUPATIONAL ACCIDENT INSURANCE (WC2)** - This deduction represents premium payments for independent contractors (not fleet owners) enrolled in the settlement deduction work accident program. Enrollment applications are available by calling 800-825-6637 ext. 7219.

**OPEN ROAD PROGRAM (ORP)** - Enrollment by weekly settlement deductions entitles contractor to various discounts. For further information contact the Winner’s Circle

**OVERWEIGHT, OVERSIZE PERMITS** - Most of these permits are prepaid. However, if you need to have a permit faxed to you at a truckstop, they may charge you a receiver fee for the transmission. This fee will be reimbursed when receipt for payment is turned in with your load paperwork.

**PALLETS (PAL)** - Deduction for pallets not returned to shipper. If you do not return pallets to the shipper, they will bill the Company for the amount of the pallets and we will deduct that amount from your settlement.

**PERMITS (PC)** - Forty eight states (plus Ontario and Quebec) issue permits. A permit may be one or more of the following: IFTA decal, IFTA license and Oregon Weight Receipt. Also New York HUT Decal with Certificate of Registration. (Refer to the “Application for Permits”) The cost of each permit is deducted yearly from truck owners based on the pay plan selected.

**PERMITS (TEMPORARY) (PC)** - In the event a tractor does not have a permit for a specific state, temporary permits can be secured in most cases. The temporary permits are ordered by the Legalization Department and faxed to the location advised. The cost of this permit is deducted from the truck owner, based on pay plan selected or type of permit. Temporary permits are available for fuel and IRP requirements.

**PROMOTIONAL ITEMS (PRO)** - Items purchased from the General Office Supply department (e.g. hats, t-shirts, mugs, etc.)

**PHYSICAL (PHY)** - Every driver is required to get a physical every two years. Also periodic physicals are required under certain circumstances.

**RATE ADJUSTMENT** - These occur whenever the rate on the original bill is changed. The adjustment can be either positive or negative.

**RECONSIGNMENT (RCS)** - A charge for a change of route, point of delivery or change of consignee other than what was stated on the original bill of lading. Accessorial paid to owner when charges are collected by the Company

**RECRUITING BONUS (RB)** - From time to time, the Company sponsors recruiting promotions. If you recruit a truck which meets the bonus criteria, you are paid a bonus. (See Section I for details)

**RETURN CHECK CHARGE (RCK)** - Deduction for any check returned unpaid by your bank.

**REPOWER** - Deduction from a contractor when his load must be repowered
by another contractor, usually due to a breakdown.

**STOP PAYMENT CHARGE (RCK)** - If you have requested a stop payment on a check, you will be charged for the fee required to do this.

**TOLLS (TOL)** - Tolls may be reimbursable according to specific customer and contract. Your terminal manager will supply the information.

**TRAILER RENT (OUTSIDE EQUIPMENT RENTAL) (RTO)** - When contractors lease a trailer from a third party through the Company and that lease agreement requires payment directly from your settlement to the third party. This code is used when deducting trailer rental money from your settlement.

**TRAILER RENT (COMPANY EQUIPMENT) (RT)** - Rented Company equipment, weekly deductions made from Contractor’s Settlement Check.

**TRIP PAK (TPS)** - “Document Delivery Fee” Service available to provide next day delivery of settlement paperwork.

**TRUCK ORDER NOT USED (TONU)** - Charges to customer for cancelled truck at no fault or negligence on the part of the carrier. *Accessorial paid to owner when charges are collected by the Company.*

**UNLADEN INSURANCE (IB)** - This deduction is the premium payment for contractors who enroll in the unladen insurance liability program. To enroll in this program, please call or contact the Settlement Department at 800-825-6637, ext 7219.

**VEHICLE INSPECTION (VI)** - This is a refund. Equipment owners are required to have their vehicles inspected every three months at a Company approved inspection station. The Company pays for the inspections, and in most cases is billed direct by the vendor. Occasionally, a new inspection station will require payment from the contractor at the time of the inspection. When this occurs, this code is used to refund the amount paid by the contractor.

**WAGE ATTACHMENT/ LEVY (WGA)** - Deduction as required by a legal document received requiring the Company to withhold part or all payment of contractor settlement. The funds withheld are remitted to a court or government organization.

**UPFRONT MONEY (UFM)** - All money due upfront at time of hire, combined into one lump sum deduction taken over a period of up to 13 weeks. (may include escrow, IRP escrow, insurance deposit and upfront money)
SECTION 3

L. IVR. INTERACTIVE VOICE RESPONSE SYSTEM

JONES MOTOR GROUP
INTERACTIVE VOICE RESPONSE SYSTEM (IVR)
888-234-9996

Update your status from loaded to available by delivering your pro with a telephone call to our IVR system. Faster, easier and user friendly --(if you key a response incorrectly, the system will automatically allow you to re-enter the number)

Here’s how: DIAL THE IVR NUMBER - 888-234-9996

PRESS 1 TO DELIVER YOUR PRO AND FOLLOW THE VOICE PROMPTS
YOU WILL BE TOLD YOUR LOAD WAS SUCCESSFULLY DELIVERED

PRESS 2 TO ENTER A CHECK CALL AND FOLLOW THE VOICE PROMPTS

PRESS 3 FOR SETTLEMENT INFORMATION
Following the voice prompts, enter your payee number and PIN#(**)

For information on:

LAST SETTLEMENT - Press 1
Press 1 for the Date and Amount
Press 2 for the Detail of Loads
Press 3 for the Detail of Deductions
Press 4 to FAX most recent settlement sheet

LAST 7 DAYS Press 2

SPECIFIC SETTLEMENT INFORMATION - Press 3
Enter date of settlement you want to hear
Press 1 - Detail of Loads on that settlement
Press 2 - Detail of Deductions on that settlement

(** first time users: your PIN# is the # sign)

PRESS 4 FOR COMDATA BALANCE INFORMATION
Follow the voice prompts, enter your payee or driver number then Comdata card number

PRESS 5 TO ISSUE AN ADVANCE ON A LOAD
Following voice prompts, enter driver number, load number & amount in $25.00 increments... wait for confirmation and card balance.
SECTION 4  OPERATIONS

A. RIDER POLICY

We provide two types of Rider Agreements, Adult and Minor. These agreements are to be used any time a person other than a qualified team driver is in your truck and the General Office must receive them before the rider becomes a passenger in your truck. WE CANNOT PROVIDE A RIDER AGREEMENT FOR MINOR CHILDREN UNDER THE AGE OF SIX (6). The approved and countersigned Agreement must be carried in your truck at all times the passenger is with you.

ADULT RIDER
Form FM ST 0207 (RIDER AGREEMENT/AUTHORIZATION) is to be used when an adult (18 or older) rides as a passenger in your truck. Again, this doesn't apply to qualified team drivers. You must fill out every box of the top section, except for the box stating "Agreement and Authorization Expires". Below, have a witness fill out the entire Witness section and have the rider sign where it states "Your signature". Only the rider may sign that specific section. Forms bearing another person's signature are non-compliant and will be rejected. You may then either mail the Agreement/Authorization to the General Office, Attention: Settlement Department, or fax it to (888)-304-0233. The Agreement/Authorization will then be countersigned by a Company employee and sent back. The Agreement/Authorization is not valid unless we have countersigned it. It will be valid for one year.

MINOR RIDER
Form FM ST 0603 (PASSENGER AUTHORIZATION FORM) is to be used for minors (age 6 through 17 years of age) and can also be used for adults as it not only acts as a rider agreement but is also an application for a passenger accident insurance policy. A schedule of benefits for the policy is attached. Our insurer requires this policy to cover a minor in the event of an accident. As with the adult rider agreement, fill out every line except "Authorized By" and send it to the Settlement Department by mail to P.O. Box 137 Spring City, PA 19475 or fax to (888-304-0233). A Company employee will countersign it and send the form back to you.

This agreement will be valid for the time you select. There is a minimal charge for each child per month. If a 30 day period extends even one day into the next calendar month, you incur two charges.
Rider Agreement/Authorization/Jones Motor Group, Inc. 654 Enterprise Drive, Limerick, PA 19468

Contractor Name: _______________________________ Company: _______________________________

Tractor Year, Make, Model and Serial No.: _______________________________

Driver’s Name: _______________________________ Driver’s No.: _______________________________

Rider’s Address: _______________________________

(Rider’s Relationship to Driver: _______________________________ Rider’s date of Birth: _______________________________

This Agreement and Authorization Expires: _______________________________ or upon lease termination, whichever comes first.

DATE: _______________________________

WARNING: This Agreement/Authorization is not valid until countersigned in Limerick, Pennsylvania by our company-authorized representative.

Section 1. Definitions

“YOU,” “YOUR” means the natural person shown as the rider in the description section.

“WE,” “US,” and “OUR” means the motor carrier affiliated with Jones Motor Group, Inc. who has OWNERSHIP of the VEHICLE.

“OWNERSHIP” means legal title or registration of the VEHICLE, and includes a permanent lease agreement.

“VEHICLE” means the tractor described in the description section, and includes any trailer when attached to the described tractor.

“DRIVER” means the driver of the VEHICLE.

“OCCUPY,” “OCCUPYING,” “OCCUPANCY” means physical presence within the VEHICLE and includes entering and exiting the VEHICLE.

Section 2. Authorization. In accordance with 49 CFR Sec. 392.60, this Agreement, when fully executed by YOU and US, shall be considered to be authorization for DRIVER to transport YOU in the VEHICLE. This authorization is valid for YOUR transportation from DRIVER’S domicile terminal described herein to any point in the continental United States and to or through any point into Canada where WE have operating authority. This authorization begins on the day YOU receive YOUR copy of this Agreement after it has been fully executed by US. This authorization expires on the expiration date shown herein.

Section 3. Definitions

“OCCUPY,” “OCCUPYING,” “OCCUPANCY” means physical presence within the VEHICLE and includes entering and exiting the VEHICLE.

Section 4. YOUR representations to US. It is understood that:

a) YOU are at least eighteen (18) years old and are otherwise legally able to execute this agreement.

b) YOUR OCCUPANCY of the VEHICLE does not benefit US in any manner.

c) YOU are not OUR employee for any purposes.

d) YOU are not DRIVER’S employee for any purposes.

e) YOU will not OCCUPY the VEHICLE until YOU have received YOUR copy of this agreement after WE have executed it.

Section 5. OUR representations to YOU. It is understood that:

a) WE will not subrogate any amounts WE pay YOU under this Agreement against anyone who may be liable to YOU or YOUR injuries.

b) WE will not pay any benefit until any insurance available to YOU has paid its applicable limit(s) or liability.

c) THIS AGREEMENT IS NOT INTENDED TO REPLACE ANY POLICY OF INSURANCE, NOR SHALL IT BE CONSTRUED AS A POLICY OF INSURANCE. ANY BENEFITS PAYABLE UNDER THIS AGREEMENT ARE NOT SUBJECT TO ANY STATUTORY REQUIREMENTS OF THE UNITED STATES GOVERNMENT OR OF THE GOVERNMENTS OF ANY OF THE STATES.

d) WE will notify YOU or OUR acceptance of this Agreement by returning OUR copy to YOU via fax or U.S. mail.

e) WE will notify YOU or OUR acceptance of this Agreement by returning OUR copy to YOU via fax or U.S. mail.

Section 6. General provisions.

a) Consideration. WE provide this benefit to YOU without cost. Adequate consideration for this agreement arises from the mutuality of obligation between YOU and US.

b) Renewal of Agreement. YOU must ask US to renew this Agreement at least thirty (30) days before the expiration date shown herein.

c) Termination of Agreement. Either YOU or WE may terminate this Agreement at any time. IF WE terminate this Agreement without terminating OUR OWNERSHIP of the VEHICLE, WE will notify YOU by certified mail at YOUR address shown herein. This Agreement terminates automatically with the termination of OUR OWNERSHIP of the VEHICLE.

d) Transfer of Agreement. This Agreement is not transferable between YOU and any other person. This Agreement is not transferable between other vehicles or drivers.

e) Construction. This Agreement shall be construed according to the laws of the Commonwealth of Pennsylvania.

By signing this Agreement, YOU acknowledge that YOU have read and understand it and agree to be bound by its terms.

This form is available on the website from Driver Forms Page After Login.

WHEN FORM HAS BEEN COMPLETED FAX BACK TO NICOLE EWING 610-482-9100

FM EX 06 (03)
Passenger Authorization Form

**Authorized form must be kept in the truck at all times**

Date: __________________________

Passenger SS# __________________________

To Whom It May Concern:

This letter constitutes authority for ______________________ to be transported as a passenger on Unit # ________________ with ___________________ as the only driver.

from ___________________________ to ___________________________, and return.

This covers the period from _____________________________ to ___________________________. This does not authorize _________________________________.

For my own protection, I hereby request coverage for the above named passenger under the Business Traveler Accident Policy. I authorize ________________________ to deduct the premium of $_______________ from my next settlement ($10.00 per calendar month).

I, ________________________ (passenger) by my signature hereby release and acquit and forever discharge _________________________ (the Company) and their agents, representatives, and all other persons of any claims, demands, and damages of any kind, known or unknown resulting in personal injury, death, or property damage arising from any accident or incident while an occupant in any vehicle owned or contracted to _____________________________.

I, ________________________ understand and agree that any benefits provided by the Business Travel Accident Policy will be paid directly to me or to my estate unless I designate otherwise at the time coverage is issued.

Passenger Signature __________________________ Owner Operator or Driver Signature __________________________

Passenger/Guardian Signature __________________________ Authorized by (must be authorized by General Office) __________________________

(If passenger is under 18)

When form has been completed, fax to Nicole Ewing (fax – 610-482-9100)

*Form must be authorized before passenger gets into the truck!!!*

FM EX 07 (05)
PASSINGER ACCIDENT BENEFITS

Accidental Death Benefit:
  *Principal Sum .......................................................... $100,000
  Incurral Period .......................................................... 365 days

Accidental Dismemberment Benefit:
  *Principal Sum .......................................................... $100,000
  Incurral Period .......................................................... 365 days

Accident Medical Expense Benefit:
  Commencement Period ................................................. 90 days
  Deductible Amount ......................................................... $0
  Maximum Benefit Period ............................................. 52 weeks
  Dental Maximum ........................................................ $1,000 per Accident
  Maximum Benefit Amount per Accident ....................... $100,000
  Lifetime Maximum Benefit ........................................ $100,000

LIMITS ON MEDICAL BENEFITS:
  Physical, Occupational or Work Hardening Therapy .................. combined 36 visits
  Ambulance ................................................................. one round trip to and from a Hospital (but not more than $1,000 for any one accident)
  Chiropractic Care ......................................................... $1,000 per Injury
  Hernia Coverage: ........................................................... (Lifetime Maximum Benefit Period ......................... 90 days)
  Mental and Nervous $25.00 per visit (maximum 20 visits for any one accident)
  Cumulative Trauma ......................................................... $0

LIMITS OF LIABILITY
  Combined Single Limit ................................................... $100,000
  Aggregate Limit of Liability ........................................... $100,000
  (applicable to all Covered Losses with respect to any one Accident)

*The Insured Person's Principal Sum shall be based on the following Schedule

<table>
<thead>
<tr>
<th>Age at Date of Loss</th>
<th>Percent of Principal Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 and younger</td>
<td>50%</td>
</tr>
<tr>
<td>18-69</td>
<td>100%</td>
</tr>
<tr>
<td>70 and over</td>
<td>50%</td>
</tr>
</tbody>
</table>
SECTION 4

B. ADVANCES

It is our policy to issue advances for the purpose of trip expenses, primarily fuel and only at the time a truck is assigned to and has picked up a load. Trip Advances can be obtained from the Agent dispatching you or from Central Operations. Advances are a privilege extended to those truck owners who are in good standing with the company in all respects including, but not limited to, financial status, operational reporting and safety issues.

General guidelines for determining the amount of an advance are as follows:

1. The maximum advance, per trip, is generally 40% of the gross revenue. During times of unusually high fuel prices, this percentage may be adjusted. If sufficient justification exists for a higher advance amount, either the Agent or the truck owner must contact Operations for approval.

2. In cases where a truck owner is in debt to the company or where advance privileges have been abused, we reserve the right to restrict advances issued by Central Operations or to withdraw advance privileges entirely until the situation is rectified.

Advances for extraordinary items not related to a specific trip are considered “Emergency Advances” and must be approved by either a Settlements Supervisor (during normal business hours) or a Division Vice President. All emergency advances which are granted will carry a 10% administrative fee. Criteria used to determine if an emergency advance will be granted includes the following:

1. Genuine, verifiable need.

2. Truck owner’s longevity with the company.

3. The amount of escrow we hold for the truck owner. (Escrow is held in trust to ensure compliance with the Long Term Lease Agreement and should not be considered a savings account from which withdrawals can be made.)

4. The standing of the owner and driver relative to operations and safety compliance and settlement history.

Any questions regarding advance policy should be directed to either the appropriate Fleet Supervisor or Settlements Service Representative.

COMCHECK FEE

This is the fee that is charged when a manual comcheck is issued.

COMDATA FEE

A load fee charged each time money is loaded onto your card. The first three withdrawals are free.
SECTION 4
C. OUTSIDE BROKERS
LOADS FOUND BY DRIVER

Central Operations must give approval before a load can be accepted with an independent broker. (This approval may be withheld if direct customer freight is available that meets the needs of the owner-operator as to general pick up and delivery locations.) The broker must be set up as a customer within the Jones Motor Group. Once it is determined that the broker is an approved customer and upon receipt of a signed confirmation the load can be moved. DRIVER SHOULD NEVER ACCEPT AN ADVANCE FROM THE BROKER. IF DRIVER TAKES AN ADVANCE A $25.00 FEE WILL BE ASSESSED TO DRIVER.

SECTION 4
D. HOMELAND SECURITY AND U.S. PORTS
IDENTIFICATION - CREDENTIALS & REQUIREMENTS

Each U.S. port has different requirements and regulations and the processes change often. Check with the Port directly, on line or with Sales Administration at our main office (x7352) BEFORE dispatching any driver to the port for pickup or delivery.

PORT REQUIREMENTS – BY STATE

California – Hueneme, Los Angeles, Long Beach, Oakland
TWIC - $129.75* (5yrs)*
EModal – (driver registration)
DTR (drayage truck registration)
RFID tag -$95.00
CARB requirements
www.portofhueneme.org
www.portoflosangeles.org
www.polb.com
www.portofoakland.com

Washington – Port of Seattle
TWIC - $129.75* (5yrs)
EModal – (driver registration)
Gateway Sticker
DTR (drayage truck registration)
RFID tag -$95.00
www.portofseattle.org

Washington – Tacoma Port
TWIC card - $129.75* (5yrs)
Need our code (JMF) at gate
Clean truck program- must register for truck sticker www.portof-tacoma.com/truck-program
Go to clean truck program to register

Baltimore, MD
TWIC card -$129.75* (5yrs)
eModal – driver registration
www.mpa.maryland.gov

Philadelphia
TWIC - $129.75* (5yrs)
eModal – driver registration
www.philaport.com

New York
TWIC - $129.75* (5yrs)
SeaLink- $25.00**(908-354-4044)
DTR (drayage truck registration)
www.panynj.gov

Virginia
TWIC - $129.75* (5yrs)
Port ID card (from Port police)
www.portofvirginia.com

New Jersey
TWIC-$129.75* (5yrs)
SeaLink- $25.00**(908-354-4044)
DTR (drayage truck registration)
www.panynj.gov

*credit card, money order or certified check only
**company check or comcheck only
TWIC (Transport Worker's Identification Credential): - Mandatory at all U.S. Ports, this secured, verified identification credential allows driver unescorted access to secure areas at U.S. ports. To obtain TWIC you can pre-enroll by calling: 866-347-8371 (Monday thru Friday 8 a.m. to 10 p.m.) or go online at: http://twicinformation.tsa.dhs.gov to schedule your in-person visit to a convenient enrollment center located at any port. Each applicant for TWIC must provide biographic information, identity documents, biometric information (fingerprints), sit for a digital photograph, and pay the established TWIC fee ($129.75) which can be paid via credit card, money order or certified check (no cash accepted). If you have already completed a comparable threat assessment, a reduced fee of $105.25 will be made available for applicants who will not require the security threat assessment. The reduced fee is available for the following:
- applicants who hold a valid Hazardous Materials Endorsement (HME) issued after May 31, 2005,
- applicants who hold a valid Free and Secure Trade (FAST) card.

Note: For those applicants seeking to pay the reduced fee, they must present their valid HME or FAST card (meeting the requirements outlined above) at the time of enrollment.

TSA will review the enrollment record to determine that an applicant qualifies to receive TWIC. A wallet size credential card (valid for 5 years) will be produced and sent to the enrollment center at which the applicant applied. The applicant will return to the enrollment center for issuance and activation of the TWIC. When you receive your TWIC you must fax a copy of your TWIC card to the General Office at: 877-222-3564. Jones Motor Group will reimburse the cost of TWIC to an active owner/operator three months after his/her sign on. To qualify for reimbursement, owner/operator must submit a copy of the TWIC payment confirmation and copy of the TWIC card to the attention of the Safety Department at the General Office. TWIC cards may be renewed for a 5 year period at a cost of $128.00.

NEW ENROLLMENT REQUIREMENTS FOR U.S.-BORN TWIC APPLICANTS:
Starting on July 1, 2015 Transportation Worker Identification Credential (TWIC) applicants who were born in the United States, and who claim U.S. citizenship, must provide documents to prove their citizenship. Applicants need to bring one document from List A, or two documents from List B as shown below. Until July 1, 2015 TWIC applicants who were born in the U.S. may continue to certify that they are U.S. citizens by checking the box on the electronically signed TWIC application and bring documents as listed on the UES website. Enrollment # 1-855-347-8371; Mon.-Fri. 8am-10pm; $128.00 as of 2/1/15.

Replacement fee for lost or stolen $60.00.

eMODAL (Trucker Check): Currently all vehicles must be registered with eModal for all deliveries and pickup at the California ports of Los Angeles, Long Beach and Oakland, and the Port of Seattle, Port of Baltimore and Port of Philadelphia and many others. Both Jones Motor and Hot Shot Express are member companies of eModal which allows them to register your equipment. Please call our Sales Department at extension 7352, Agent 974 (Baltimore, MD) or Agent 337 (Gadsden, AL) to complete the free registration process.

RFID (Radio Frequency IDentification): Most ports now, or will in the near future, require trucks to display a radio frequency identification (RFID) tag. The RFID tag (sticker) is placed on the truck’s rear view mirror and is automatically read at the marine terminal gate entrances to validate the security clearance of the truck. The cost of the RFID tag varies and must be paid by the owner/operator with either check or credit card. To register thru eModal, enter their website www.emodal.com and follow prompts to buy RFID. This tag is required in order to complete Drayage Truck Registration.
DTR (Drayage Truck Registration): Drayage Truck Registration is required for all deliveries and pickup at the California ports of Los Angeles, Long Beach and Oakland. To comply with CARB (California Air Resources Board) regulations, all tractors must meet or exceed 2007 model year engine standards as certified in California. To register your truck and for further information go to the CARB website at http://www.arb.ca.gov/msprog/onroad/porttruck/porttruck.htm. Call ext 7352 with any questions.

SEA LINK CARD: All drivers loading or unloading at the ports of NY and NJ must be registered with Sea Link. This security card (valid for three years) enables the port to identify you. When you arrive at the port, call the Sales Department at extension 7352 to register for the card. We will fill out the application for you and fax it to Sea Link. You will then need to sign and pay for your photo ID card ($25). Payment must be by company check or Comcheck. No cash, personal check or credit cards are accepted. Your TWIC must be registered with Sea Link, you may register your TWIC by using a TWIC registration machine at any port. There is no fee to register your TWIC and it only takes a few minutes.

PASSPORT: Due to increased security measures, many ports now require that you present government approved identification. A passport book or passport card is the best form of international identification and having one will help you avoid hassles. U.S. passport books and passport cards are issued to citizens of the U.S. by the Department of State’s Bureau of Consular Affairs. Many post offices, clerks of court, public libraries and other state, county, township, and municipal government offices supply and accept passport applications on behalf of the Department or you may apply on line at www.travel.state.gov. The passport card was introduced in 2008 and is a wallet sized card which allows the holder to exit and entrance at land border crossings or sea ports-of-entry in the U.S., Canada, Mexico the Caribbean and Bermuda and is more convenient and less expensive than a passport book (it cannot be used for international travel by air). Both the book and the card are valid for ten (10) years. The cost of a passport can vary depending on the type of service you require. Basic passport is $110.00. An execution fee and application fee may apply.

SECTION 4

E. MOVING FREIGHT THROUGH U.S. & CANADIAN CUSTOMS

Jones Motor will reimburse, with receipt those individuals acquiring their passport to run freight into and out of Canada. The laws governing commerce between the U.S. and Canada have recently undergone tremendous changes. The changes are complex and a great deal of misinformation has resulted. The most critical item that will affect our agents and our owner operators will be freight that is picked up in Canada and moving into or through the U.S. If the proper procedures are not followed, a fine per load will result. It is important to follow these procedures with NO exceptions to avoid any fines or penalties.

Jones Motor Group is required to retain the stamped customs release documents for each shipment for a period of four (4) years. If we are unable to provide the required documents for a shipment due to the agent or truck owner’s negligence, the fine will be assessed to the agent and/or truck owner. It is imperative that you send in all stamped documents as proof of customs release (PAPS, PARS, manifest) with your load paperwork to avoid a penalty.

NOTE: Empty racks or shipping containers of any kind are considered freight and are subject to these regulations
When you are crossing into Canada, along with a valid passport you must have an IRP apportioned License Tag for the provinces listed below. The Province must be on a cab card or on a secure IRP trip permit. You must also carry a paper copy of the authority for the specific province.

Alberta  
British Columbia  
Manitoba  
New Brunswick  
Newfoundland  
Nova Scotia  
Ontario  
Prince Edward Island  
Quebec  
Saskatchewan  

CARGO ACROSS CANADA

To haul cargo across Canada, with no pickup or delivery, you will need:
- U.S./Canada Transit Manifest - Form 7512B
- If delivering or crossing through Quebec, you will need a copy of our Quebec Registration Identification Number (NIR). This is available from our Legalization Department or can be printed from our website.

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</tr>
<tr>
<td></td>
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<tr>
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U.S. CUSTOMS
Cargo Delivering to U.S.
(PAPS) Pre-Arrival Processing System
ACE eManifest System

To haul cargo from Canada into the United States you will need:

1. PAPS barcode labels (2 identical labels). The PAPS labels can be ordered from the Supply Department.

2. ACE eManifest – Contact Apass Customs Broker at 519-752-0184. They will process your eManifest and answer any questions about the process. The fee for the eManifest processing can be paid by cash, check or settlement deduction.

Affix one (1) PAPS barcode label to the shipper’s paperwork or commercial invoice which shows the freight value (EX: Performa Invoice, Packing Slip or the actual Shipping Order) - The broker will tell you on which document the label is to be placed.

Complete the ACE/ACI cover sheet. This form can be printed from our Jones Motor Website.

- Driver, carrier or shipper faxes to Apass at 888-622-6539 customs invoices, bill of lading, and driver information.
- Documentation is scanned and transmitted to the Customs broker of record
- Confirmation of receipt and completeness is acknowledged from broker
- Cargo, carrier, driver and equipment information is transmitted to CBP via EDI.
- Apass will receive status messages from CBP and entry number from broker
- Apass will prepare ACE Electronic Manifest CBP form 7533 and ensure driver has complete knowledge of process.
- Driver continues to the border, confident the broker and U.S. CBP have processed the shipment information.

Allow no less than four (4) hours after the paperwork is faxed to the broker or agent before attempting to enter the U.S. It is a good idea to contact the broker or agent to verify your paperwork has been processed before reaching the border.

Upon the arrival at the border: Let officer know eManifest was submitted, they will pull up information via your license plate. If the officer would like to see paperwork; provide the eManifest sheet (CF7533). If no examination of the cargo is required, the Inspector then releases the truck from the primary booth and you may then proceed over the border.

Effective July 31, 2015 the CSBA has made it mandatory that an ACI be transmitted for both empty and in-transit conveyances. Please call Apass Customs Broker at 519-752-0184 and they will process your manifest. The fee for the eManifest can be paid by cash, check or settlement deduction.

DO NOT leave your documents with the inspector. All documents including the ACE eManifest MUST be submitted with your load paperwork for payment.

Note: Empty containers or Chassis do not need PAPS or eManifest.
CARRIER'S CERTIFICATE

To the Port Director of CBP, Port of Arrival:

The undersigned carrier hereby certifies that __________________________ of __________________________ is the owner or consignee of such articles within the purview of section 484, Tariff Act of 1930.

I certify that this manifest is correct and true to the best of my knowledge.

Date __________________________, Master or Person in charge __________________________

(Signature)
CANADIAN CUSTOMS
Cargo Delivering to Canada
(PARS) Pre-Arrival Review System
ACI eManifest System

To haul cargo originating in the U.S. and delivering in Canada you will need:

1. PARS barcode labels (2 identical labels). The PARS labels can be ordered from the Supply department.

2. ACI eManifest – Contact Apass Customs Broker at 519-752-0184. Apass will process your eManifest and help answer any questions about the process. The fee for the eManifest processing can be paid by cash, check or settlement deduction
   • Affix one (1) label to the document which shows the inventory or description of the freight.
   • Affix one (1) label to the commercial invoice/document that has the freight value on it. (EX: Performa Invoice or Packing Slip or the actual Shipping Order)

Complete ACE/ACI cover sheet. This form can be printed from our Jones Motor Website.
   • Driver, carrier or shipper faxes to Apass at 888-622-6539 customs invoices, bill of lading, and driver information or driver arrives at the center, presents paperwork to center staff employees
   • Documentation is scanned and transmitted to the Customs broker of record
   • Confirmation of receipt and completeness is acknowledged from broker
   • Cargo, carrier, driver and equipment information is transmitted to CBSA via EDI.
   • Apass will receive status messages from CBSA and entry number from broker
   • Apass will prepare ACI eManifest and ensure driver has complete knowledge of process.
   • Driver continues to the border, confident the broker and Canadian CBSA have processed the shipment information.

Allow no less than four (4) hours after the paperwork is faxed to the broker or agent before attempting to enter Canada. It is a good idea to contact the broker or agent to verify your paperwork has been processed before reaching the border.

Upon arrival at the border, drivers are required to present an eManifest lead sheet to the CBSA officer.

The Officer will retrieve information from eManifest, the officer will then stamp the lead sheet to indicate you have cleared customs and are released to proceed over the border.

Effective July 31, 2015 the CSBA has made it mandatory that an ACI be transmitted for both empty and in-transit conveyances. Please call Apass Customs Broker at 519-752-0184 and they will process your manifest. The fee for the eManifest can be paid by cash, check or settlement deduction.

DO NOT leave documents with Customs. All documents including the eManifest Lead sheet and Consist sheet showing the Canadian customs release stamp
## CONSIST SHEET

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<th>No.</th>
<th>PARS BAR CODE:</th>
<th>CUSTOMS STAMP</th>
<th>COMMENTS</th>
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This stamp **MUST** appear on both the Consist Sheet and EDI Lead Sheet.

Carrier: **JONES MOTOR CO.**

Date And Time: **2013-01-16 21:00:00**

Reference: **2693 005897 4**

Driver Name: **JONES MOTOR Co., Inc.**

JONES MOTOR CO.
<table>
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<th>EDI Lead Sheet</th>
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<td>JONES MOTOR CO.</td>
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<tr>
<td>EDI Highway Service Option</td>
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<table>
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<th>CBSA Approved Conveyance Number</th>
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**IF APPLICABLE**

**OR**

<table>
<thead>
<tr>
<th>CSA Approved (Secondary) Carrier’s Carrier Code</th>
<th>Owner-Operator Carrier Code</th>
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</thead>
</table>

This stamp **MUST** appear on both the Consist Sheet and EDI Lead Sheet.
SECTION 5

A. COMPREHENSIVE SAFETY ANALYSIS (CSA)

It is critical that everyone understands the importance of CSA. Aside from many small details, there are 3 critical changes implemented by the FMCSA through CSA.

1. Every driver will have an individual data record of violations, containing violations for both themselves and the vehicle they operate, regardless of whether they own the vehicle. Much like a MVR this data record will follow the driver wherever he works. The data will be stored for a 36 month period on the driver’s CSA record as well as on the motor carrier’s record for 24 months.

2. Any and all violations now will show on your CSA record regardless of whether a citation was issued for a moving violation or if the violation resulted in the driver or vehicle being placed out of service.

3. Motor carriers will be rated monthly based solely upon roadside inspection performance, as opposed to the current ratings which are based upon the last FMCSA audit.

We have access to and will monitor the FMCSA webbased data on any driver in our system and the detail used by the FMCSA to determine their score. Any driver wanting to know their score should contact the Safety Department.

SECTION 5 SAFETY

B. LOGS

The main objective for the information on your logs provided in this manual is to help drivers understand:

1. Your Company’s view on safety and compliance as being a critical part of our customer service package.

2. To help you learn exactly what your Company expects on the logs.

3. To help eliminate the safety letters regarding your logs.

Logs must be filled out on a daily basis. Drivers must log the time zone of the city and state where they reside. Make sure your logs are complete.

Complete details on company log policy may be found in the Guidelines for Daily Logging provided to each driver.

Logs must be submitted to the main office at the end of each week. Green Log Envelopes as shown below are provided and may be obtained online at the website or by calling the Supply Room at the main office (ext. 7377).

See the list below for items that may also be submitted in the Log envelope.

Logs may also be filled out using FREE Log Software provided by Jones which can be downloaded from the DRIVER SERVICES page of our secure website. The software can transmit logs with an internet connection (there is no need to mail logs). If you have any questions on logs, call 1-800-825-6637 and ask for Safety.
This green envelope is for your logs and must be sent to the post office box in Spring City via the U.S. Postal System.

This envelope may also be used to send in:

- Logs: (maximum seven days worth of log sheets per envelope)
- Inspection forms
- Roadside Inspections
- Registration Cards
- Repair receipts
- Tickets
- Photos of Equipment
- Physicals
- Annual Reviews
- 2290(s) Schedule
- Copy of current CDL
- Monthly Maintenance reports
- RP Renewal Letters

This is a light green envelope.
RECORD OF DUTY STATUS (LOGS) AND ROADSIDE INSPECTION

Each driver's logs are reviewed daily. When violations are discovered, the driver is sent a warning letter that itemizes the findings. Very often, this is a form letter with a checklist of violations.

When a driver has a log violation, a warning letter is sent and the event is recorded on the driver’s record. As a driver accumulates violations he may face suspension and ultimately termination of the lease. However, it is possible for drivers to clear their record.

All log violations fall into one of five categories. Starting with the most serious and listing them more or less in order, the five categories are:

1. Falsification
2. Missing Logs
3. Hours of Service (breaking the 8, 11, 14, or 70 hour rules)
4. Log Speeding (log 5 miles under posted speed limit)
5. Form and Manner

FALSIFICATION, HOURS OF SERVICE, LOG SPEEDING –
A false log may be corrected as long as the correction does not result in other logs becoming false. Receipt of a corrected log removes the violation from the driver’s record. Drivers will receive notice to submit a corrected log form to the Safety Department along with a copy of the original log and a reference to the document which made it false. Drivers will not be permitted to correct Hours of Service or Log Speeding Violations. All of these violations will drop off a driver’s record as they become older than six (6) months.

MISSING LOGS –
A driver who follows company policy and mails in logs at least once each week should never have a problem. Drivers who fail to mail their logs may be placed “Out of Service” until the logs are received at the General Office. Occasionally, logs are lost in the mail and in these cases, drivers will be required to resubmit original logs based on their copies.

ROADSIDE INSPECTIONS –
The Department of Transportation evaluates each motor carrier for inspection based upon the results of that carrier’s roadside inspections. Accordingly, we review every roadside inspection each month in our carrier profile. The carrier profile provides every roadside inspection of record by the D.O.T. for the motor carrier up to the end of each month. Any roadside inspections resulting in “out of service” are counted against a driver’s record. Drivers who do not submit their inspections may be suspended. Send Roadsides into the office within 14 days from the date of the Roadside.

FORM AND MANNER VIOLATIONS –
This category of violation includes a variety of relatively minor errors, such as: not fully completing the daily recap, not totaling daily hours, illegible logs, and improperly recording a pre-trip inspection. When a driver receives a warning letter that notes form and manner violations, the driver is expected to refer to the Guidelines to Daily Logging booklet to learn how to correct the error.
ITEM
1. Date of log you are preparing.
2. Total mileage driven today (only use if it’s a team operation.)
3. Driver number.
4. Co-driver number.
5. Recap- Hours worked in the last 7 days.
6. Check day of the week.
7. Miles driven by individual.
8. Tractor number.
9. Trailer number.
10. If Multiple off duty days, enter the number of days covered starting with the date shown above. For example, if you are Off-duty March 2 through March 5, then the log should be dated March 2 (the starting date) and the total number of days off would be 4 because you have off March 2,3,4 and 5.
11. Name of co-driver.
12. Indicate company with checkmark.
14. Mark the change in duty status as it occurs.
15. Write the total hours for off duty, sleeper birth, driving and on duty not driving in the column next to the grid.
16. Remark section. Legibly print City and State on every change of duty status. Note any pre or post trips, fueling, inspections, loading, unloading or any other activity done at that change of duty status.
17. Pro Number. If no pro number then write empty, deadhead or bobtail.
18. Daily Vehicle Inspection Report. You must have a check mark, a line through it or “OK” in every block. Use an X if a defect is found.
19. Complete and sign at the end of each day.
20. Your signature.
21. Signature of mechanic repairing your vehicle if any defects were found.
Notes:
SECTION 5
C. INSPECTION PROCEDURES
INSPECTION AND MAINTENANCE PROCEDURES

Federal regulations require that a carrier make certain all equipment operating under its authority is systematically inspected, repaired, and maintained. These regulations, and our insurance carrier further requires that this company have full maintenance records on file at our main office to demonstrate our compliance.

Our maintenance program consists of three distinct parts:

1) DAILY INSPECTION
   Filling out the bottom of your log on a daily basis will document the general inspections you perform on your equipment (i.e. inspections you perform before you drive and at the completion of your working day). Any deficiency found during these inspections that could affect the safe operation of the vehicle should be corrected before driving.

2) MONTHLY MAINTENANCE RECORD AND INSPECTION
   A monthly maintenance record and inspection form is provided in the front of each Driver’s Daily Log Book. An example of a Monthly Maintenance Record is shown on page 59. Throughout each month you should use the form to record any and all lubrication and maintenance performed on each piece of equipment you own or drive along with the date and time that maintenance is done. Then, on the first day of each new month, inspect your equipment, measure and record the push rod travel, and mail the original and the yellow copy of the completed form into the Safety Department by the 5th day of the month. You will retain the pink copy for your records. The Safety Department will keep the records for six months.

3) QUARTERLY INSPECTIONS
   Every 3 months each tractor and trailer must have a full measured inspection by an Authorized Inspection Station at company expense. Inspection Stations are supplied with the necessary forms, which must be filled out completely and signed by an authorized mechanic.

4) RANDOM INSPECTION PROCEDURES
   Every month a certain number of vehicles are computer selected at random to receive an inspection. These inspections must be conducted by an Authorized Inspection Station at company expense. The date of this random inspection then becomes the date on which future inspections are based.

Also note:
D.O.T. Inspections: If you are stopped for a D.O.T. roadside inspection, you must send the inspection form to the Safety Department within 14 days of the date of inspection. Any deficiencies that are found must be repaired and receipts for the repairs forwarded to the Safety Department along with the inspection form. If you repair the deficiencies, you must attach a note signed by you stating the date and time you completed the repairs. Drivers failing to submit the inspection forms and proof of repairs to the Safety Department are subject to being put out-of-service for mechanical deficiencies. In some cases the Safety Department will require that you have the equipment reinspected at an authorized inspection station after repairs are made at the owner operator’s expense. For assistance in finding the inspection station most convenient for you, contact your fleet supervisor, the Safety Department or see the Members Page on the Jones Motor Website.
A commercial motor vehicle with air brakes shall not be operated with brake lining/pad thickness less than 6.4 mm (1/4 inch) or to the wear indicator if the lining is so marked (measured at the shoe center for drum brakes); or less than 3.2 mm (1/8 inch) for disc brakes.

Always keep an eye on your brake shoe thickness, and slack adjuster measurements when getting company DOT inspections...If an inspection does come back with brakes measuring 3/8 or below, they will need to be replaced within 2 weeks of that inspection. Same with Slack adjusters are treated the same way; if they are regular adjusters, the max push rod measurement is 2"...If they are Long Stroke, or “LS” the max is 3"...
GOALS OF VEHICLE INSPECTION

TO IDENTIFY
A part or system that is malfunctioning or has already failed (or is missing)
A part or system that is in imminent danger of failing or malfunctioning
A part or system that is in acceptable condition or is functioning properly
the legal requirements for various parts or system conditions

DRIVER RESPONSIBILITY
Safety of Vehicle and Cargo
Vehicle inspection

BASIC REASONS
Safety
Economy
Public relations
Legality

TYPES OF INSPECTION
Pretrip
Enroute
Post-trip

THREE ELEMENTS OF A GOOD INSPECTION
Knowing what to look for
Having a consistent way of looking for it
Being able to report findings in a technically accurate way so that
mechanics will be able to identify any repair problems

Notes:
VEHICLE INSPECTION PROCEDURE
as developed by D.O.T. Office of Motor Carriers (BMCS)

WALKAROUND SEQUENCE

STEP 1: THE LEFT SIDE OF CAB AREA

NOTE GENERAL CONDITION

LEFT FRONT WHEEL
• Condition of wheel, especially cracked, rim-missing, rims bent
• Condition of tires – properly inflated, valve stem not touching wheel, rim or brake drum, valve cap in place, no serious cuts, bulges, tread wear, or any signs of misalignment.
• Wheel bearing and hub-knob obvious leaking.

LEFT FRONT SUSPENSION
• Condition of spring, spring hangers, shackles, U-bolts, no cracks, breaks, shifting.
• Shock absorber condition

LEFT FRONT BRAKE
• Condition of brake drum
• Condition of hoses
• Check air chamber mounting
• Check slack adjusters

STEP 2: FRONT OF CAB AREA

• Condition of Front Axle
• Condition of Steering System
• No loose, worn, bent, damaged or missing parts

CONDITION OF WINDSHIELD
• Check for damage and clean if dirty
• Check windshield wiper arms for proper spring tension
• Check wiper blades for any damage, dead rubber and securement to arm

LIGHTS AND REFLECTORS
• Cab parking, clearance and identification lights should be clean, operating and proper color
• Reflectors clean and proper color
• Right front turn signal light clean, operating and proper color

STEP 3: RIGHT SIDE OF CAB AREA

Check all items as done on left side of cab area.

continued on next page
STEP 4: RIGHT SADDLE TANK AREA

RIGHT FUEL TANK(S)
• Securely mounted, no damage or leaks
• Fuel crossover line secure
• Tank(s) full of fuel
• Cap(s) on and secure

CONDITION OF VISIBLE PARTS
• Rear of engine - not leaking
• Transmission - not leaking
• Drive shaft - looks OK
• Exhaust system is secure, not leaking, not touching wires, fuel or air lines
• Frame and cross members - no bends, cracks or breaks
• Air lines and electrical wiring - secured against snagging or chafing

STEP 5: TRAILER FRONT AREA

AIR AND ELECTRICAL CONNECTIONS
• Glad hands properly mounted, free of damage, not leaking
• Electrical line receptacle properly mounted, free of damage, not leaking
• Air and electrical lines properly secured against tangling, snagging and chafing, with sufficient slack for turns

LIGHTS AND REFLECTORS
• Front trailer clearance and identification lights - should be clean, operating and proper color
• Reflectors, clean and proper color

STEP 6: RIGHT REAR TRACTOR WHEELS AREA

DUAL WHEELS
• Condition of wheels and rims - no missing, bent or broken spacers, studs, clamps or lugs
• Condition of tires - properly inflated, valve stems not touching wheels, rims or brake drum, valve caps in place

TANDEM AXLES
• Repeat wheel tire inspection as above

SUSPENSION
• Condition of spring(s), spring hangers, shackles and U-Bolts
• Axle alignment

BRAKES
• Condition of brake drum(s)
• Condition of hoses - look for any chafing
• Check slack adjusters
• Check air chamber mounting
• Check spring brakes

STEP 7: REAR OF TRACTOR AREA

Frame and cross members not bent, cracked or otherwise damaged or missing

Light and Reflectors
• Tail lights and turn signal lights operating, clean, and proper color
• Air and electrical lines properly secured to frame, not damaged or chafing

STEP 8: COUPLING SYSTEM AREA

FIFTH WHEEL (LOWER)
• Securely mounted to frame
• No missing or damaged parts
• No visible space between upper and lower fifth wheel
• Locking jaws around the shank and not the head of kingpin
• Release lever properly seated and safety latch/lock engaged

FIFTH WHEEL (UPPER)
• Kingpin not worn, bent or damaged

SLIDING FIFTH WHEEL (UPPER)
• Mechanism not worn, bent, damaged or parts missing
• Properly lubricated
• All locking pins present and locked in place
• If air operated - no air leaks
• Check that fifth wheel not so far forward that tractor frame will strike landing gear during turns

Air and electric lines visible from this point
• Should be secure from dangling, snagging and chafing
• Should be free from damage, oil and grease

STEP 9: RIGHT SIDE OF TRAILER AREA

Front Trailer Support (landing gear or dollies)
• Fully raised, no missing parts, not bent or otherwise damaged
• Crank handle present and secured (typically on left side)
• If power operated, no air or hydraulic leaks

SPARE TIRE(S)
• Carrier or rack not damaged
• Tire and or wheel securely mounted in the rack
• Tire and wheel condition adequate for a spare, proper size, properly inflated

LIGHTS AND REFLECTORS
• Trailer side clearance lights clean, operating and proper color

continued on next page
STEP 10: RIGHT REAR TRAILER WHEELS AREA

DUAL WHEELS
- Conditions of wheels and rims - no cracks, missing or bent rims, broken spacers, studs, clamps or lugs
- Condition of tires - properly inflated, valve caps in place, no serious cuts, bulges, tread wear, or any signs of misalignment and no debris stuck between them
- Tires same type, e.g., not mixed radial and bias types on the same axle
- Tires evenly matched (circumference)
- Wheel bearing and hub - no obvious leaking

TANDEM AXLES
- Repeat wheel and tire inspection as above
- If equipped with sliding axles, check position and alignment, look for damaged, worn or missing parts, all locks present, full in place and locked against fallout
- Flexible air lines not cracked, cut crimped or otherwise damaged, secured against tangling, dragging, chafing.

SUSPENSION
- Condition of spring(s), spring hangers, shackles and U-bolts
- Axle alignment
- Condition of torque rod arms, bushings

BRAKES
- Condition of brake drum(s)
- Condition of hoses, lines and valves
- Check slack adjusters
- Check air chamber mounting
- Check spring brakes (if so equipped)

STEP 11: REAR OF TRAILER AREA LIGHTS AND REFLECTORS

- Rear clearance and identification lights clean, operating and proper color
- Reflectors clean and proper color
- Tail lights clean, operating and proper color

CARGO SECUREMENT
- Cargo properly blocked, braced, tied, chained, etc.
- Tailboard up and properly secured
- End gates free of damage, properly secured in stake pockets
- Canvas or tarp (if required) properly lashed down to prevent water damage, tearing, billowing or blockage of either the mirrors or the rear lights.
- Rear doors securely closed, latched/locked, required security seals in place
- Underside guard in place - not cracked, bent or broken

STEP 12: LEFT REAR TRAILER WHEELS AREA

- Check all items as done on right side except for air tank draining

STEP 13: LEFT SIDE OF TRAILER AREA

- Check all items as done on right side and check any traffic side doors

STEP 14: LEFT SADDLE TANK AREA

- Check all items as done on right saddle tank area except for spare tire plus:
  - Battery (if not mounted elsewhere)
  - Battery box securely mounted to vehicle
  - Box has secure cover
  - Battery(s) secured against movement
  - Battery(s) case(s) not broken or leaking
  - Fluid in battery(s) at proper level for non-maintenance free batteries
  - Cell caps present and securely tightened
  - Vents in cell caps free of foreign material.
CHARACTERISTICS OF A GOOD PRETRIP INSPECTION

CONSISTENT
- Inspection is performed in the same sequence each time.
- Developing and practicing a consistent sequence will improve the quality and efficiency of the inspection.

EFFICIENT
- An efficient inspection sequence reduces the amount of time required for the inspection.

THOROUGH
- It is the things that drivers can and should be able to spot that are most likely to cause breakdowns and/or accidents.
- A checklist of critical items should be thorough enough to ensure the safety and legality of the vehicle.
- It is not possible to conduct an inspection as thoroughly as a trained mechanic.

ENROUTE AND POST-TRIP INSPECTION REQUIREMENTS

ENROUTE MONITORING SAFETY CHECK
- Instruments • Walk around every 150 miles or 3 hours.
- Mirrors • Check Tires and Brakes
- Tires • Check lights before dark
- Cargo • Make cargo checks when required

FEDERAL REQUIREMENTS
- FMCSR 392.9: Cargo check within 25 miles
- FMCSR 397.17
  – Hazardous Materials
  – Check tires every 2 hours or 100 miles, if operating with duals.
- Remove overheated tires
- Get underinflated tires repaired

POST TRIP MONITORING
- Fill out vehicle condition report which identifies any needed service.

SECTION 5
D. INSPECTION BONUS

BONUS FOR PERFECT ROADSIDE (D.O.T.) INSPECTIONS
To receive a bonus the inspection report must state ‘NO VIOLATIONS’ and be mailed into the General Office immediately. Any report received within fourteen (14) days of the date of inspection will qualify for the bonus.

SECTION 5
E. MONTHLY MAINTENANCE REPORT

PROMPT – This report should be turned in the first of each month, without fail.

NEAT – Illegible reports will be recorded as a violation and returned for correction.

COMPLETE – Do not leave any of the vehicle identification information blank. Company vehicle number, year, tire size, and odometer reading must all be filled in. Common abbreviations are acceptable for vehicle make. “Pete” for Peterbilt and “Int” for International Harvester would be accepted.

The following page details some of the items which have previously been questioned or were unclear.
1. **Equipment Owner:** Legibly print the name (first, middle initial, last) of whomever owns the equipment. If you own it, print your name.

2. **Dates Covered:** The report should be filled out the first of each month, recording any work along with date and time performed during the previous month. A report filled out July 1, 2011 should show any work from June 1 – June 30, 2011.

3. **Brakes:**
   a) Chamber type - Determine type by measuring the diameter of the housing in inches. A 4” to 5” chamber is a type 16, a 6” chamber is a type 24, and a 7” chamber is a type 30.
   b) Push rod travel – Record one measurement (in inches) per axle side. While recommended push rod travel varies according to chamber type, Federal DOT accepts a maximum 2” travel. Many states are even more strict. For example, Pennsylvania allows a maximum of 1 3/4” travel. A good rule of thumb is 3/4” to 1” after adjustment.

Note: If you have wedge brakes, simply write “wedge brakes” across that part of the form requiring push rod travel measurement.

4. **Tires:** Record measurements in 32nd of an inch. Tread depth gauges are available from the Supply Department or can be purchased at most automo-
tive supply stores for under two dollars. Minimum acceptable depth is 4/32 on steers and 2/32 on drives and trailer tires. (FMCSR sec. 393.75). If there is no question that your tires are in good shape with sufficient tread depth, write “OK” on each tire square.

5. Unused Equipment: If a piece of equipment sits dormant all month then record all information identifying the vehicle (vehicle number, make, year, serial number, tire size) and write a note stating the equipment was not used.

SECTION 5
F. CARGO CLAIMS

All cargo claims must be reported to the Risk Management Department at the General office Contact Risk Management as soon as it is known that there is a possibility of a claim being presented.

Always inspect your load. Do not accept a shipment that is loaded improperly. Make notations of any questions you have concerning the condition of the load on all copies of the Shipping Order. Attempt to have your notations signed by an authorized dock person. If the Shipper will not allow you to sign any exception, call us and we will talk to them and advise them that we will haul the load but will not honor any claim, if filed.

If any exception is noted on your bills, upon delivery, call us from the Consignee’s location. We will take down all the details and take appropriate action. Remember, the Contractor is responsible for a deductible of any claim. The contractor and company both lose when we pay cargo claims. Always be detailed in your inspection of the shipment.

If you have any questions about cargo claims, please call 1-800-825-6637, extension 7500.

SECTION 5
G. INSURANCE

Proof of Workman’s Compensation when required and Liability must be provided. If you do not have your own insurance, coverage can be purchased through the company. Physical Damage and Occupational Accident Insurance may also be purchased through the Company, if needed. Contact extension 7219 if you have any questions.

SECTION 5
H. ACCIDENTS

All accidents must be reported to the General Office. After an incident occurs, contact the Risk Management or Operations Departments as soon as possible. Calls will be accepted 24 hours a day. The following are ways to help properly document your incident:

1. You have been given an accident kit. This package is helpful in securing
personal information on the people involved in the incident.

2. Keep a clear head. Cooperate with the legal authorities. Attempt to obtain police names and police report numbers.

3. Be detailed in your description of the incident. Make sure the police officer and/or company representative understands your account of the accident.

4. Always have your documentation (log book, insurance card, inspection, etc.) kept up to date.

5. Try to carry a camera. Photographs are extremely helpful in an accident investigation. Don’t be afraid to take as many pictures as you feel necessary to document the accident.

6. Any time attending an accident scene must be logged on Line 4 – On Duty, Not Driving.

7. Depending on the circumstances of an accident, the driver may be required to report for a drug and alcohol test. You will be required to test for Drugs and Alcohol if a) there is an injury or fatality or b) if you have been cited and a vehicle has been towed. The time spent receiving a required post-accident drug and alcohol test must be logged on Line 4 – On Duty, Not Driving.

(Refer to the Drug and Alcohol testing policy book for further information on post-accident testing)

An accident is always an upsetting and chaotic experience. Your professionalism and cooperation will help resolve the incident in a quick and accurate manner.

Compliance with the following two sections is critically important. Failure to comply with either of these may result in the immediate termination of your lease.

A. Accidents – The D.O.T. requires that all accidents must be reported, no matter how minor. If you are not sure, call us. There is someone in Central Operations 24 hours a day.

B. Passengers – Company Regulations prohibit passengers without authorization from the Company. Contact your Fleet Supervisor and they will send you a Rider Agreement or Passenger Authorization form to be filled out.

Notes:
SECTION 5
J. PHYSICALS, ANNUAL REVIEWS & DRUG AND ALCOHOL TESTING

A physical is required every two years from the date of your initial physical unless certain medical situations apply. We must have the original long form. An Annual Review of your driving record is required.

PHYSICALS
You will be notified by mail at least one quarter in advance of when your physical is due. Please make arrangements with the doctor of your choice in time to have your physical completed and the form returned to Safety before the due date. To insure your physical form gets to the proper department as quickly as possible, mail it separately in a green company log envelope (see page 56), postage-paid envelope and mark it “Attention: Safety”. Overdue physicals result in your being put out-of-service …no dispatch, no advances or settlements until the form is received in the General Office.

While you are still in the doctor’s office, please glance over the physical form to make sure all things have been completed, paying special attention to vision, blood pressure, and a urinalysis for sugar. D.O.T. audits our records periodically and they are very serious about compliance. Also, check to see if the doctor has signed the form in two places and that you sign on the “signature of driver” line before mailing the physical form to Safety. This simple review will save a lot of time and follow-up calls in the future. One last request: If you have faxed your physical to Safety, be sure to follow through by mailing in the original copy for our files; fax copies are often not very clear.

As of May 21, 2014, all DOT physicals are required to be completed by medical professionals who are registered by the FMCSA. To locate a certified physician please use this site. www.nationalregistry.fmsca.dot.gov.

As of January 30, 2014 all CDL holders must supply information about the type of driving they do as well as the status of their medical certificate to their state driver licensing agency. Not doing so will result in the suspension of CDL by your state.

ANNUAL REVIEWS
D.O.T. requires that you complete and sign the “Motor Vehicle Driver’s Certification of Violations and Review” (referred to more briefly as the “Annual Review”) at least every twelve months. When you receive the form please read the back of the Annual Review for a complete explanation of what is required in filling out and mailing in this form.

Here again, the Annual Review must be returned to Safety by the due date or it will result in you being put out-of-service…no dispatch, no advances or settlements until the form is received in the General Office.

RANDOM ALCOHOL AND DRUG TEST
A certain number of drivers are selected each quarter to receive a random alcohol and/or drug test. Once a driver is notified of their selection, they must proceed to the test site immediately. Loading, unloading, etc., cannot interfere with the driver reporting for a test. Time for the test must be logged on Line 4 - On Duty, Not Driving. Drivers should refer to the Drug and Alcohol Testing Policy book for further information on random testing.
The contractor will be required to pay for one random drug and alcohol test per calendar year. If the driver is randomly selected more than once, subsequent test will be paid by the company.

NOTE: IF YOU HAVE ANY QUESTIONS ABOUT YOUR PHYSICALS OR ANNUAL REVIEWS, PLEASE CALL EXTENSION 7457

ANNUAL REVIEW FORM
(FORM FM SF SR G 1626)

MOTOR VEHICLE DRIVER’S CERTIFICATION OF VIOLATIONS AND REVIEW

INSTRUCTIONS TO DRIVER: Complete all information asked for in section one except the bottom two lines (signature and title of company official). If you had no violations write “NONE.” REMEMBER to SIGN and DATE the certificate.

SECTION I CERTIFICATION OF VIOLATIONS:

IS THIS YOUR CORRECT NAME, ADDRESS AND CLOCK NUMBER?

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</tbody>
</table>

I certify that the following is a true and complete list of traffic violations (other than parking violations) for which I have been convicted or forfeited bond or collateral in the past twelve (12) months.

<table>
<thead>
<tr>
<th>DATE</th>
<th>OFFENSE</th>
<th>LOCATION</th>
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<tbody>
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</tbody>
</table>

If no violations are listed above, I certify that I have not been convicted or forfeited bond or collateral on account of any violation required to be listed during the past twelve (12) months.

Drive’s License No. __________________________ State __________________________ Expiration Date __________________________

Date of Certification (date signed) _________________ Driver’s Signature __________________________

Motor Carrier’s Name __________________________ Motor Carrier’s Address __________________________

Reviewed by: Signature of Company Official __________________________ Title of Company Official __________________________

SECTION II. REVIEW AND EVALUATION OF DRIVER’S RECORD:

In accordance with Section 391.25, Motor Carrier Safety Regulations, all information pertinent to the above driver’s safety of operations, including this list of violations furnished by him in accordance with Section 391.27, has been reviewed for the past twelve (12) months.

Action Taken: _________________________________________

Motor Carrier’s Name __________________________ Motor Carrier’s Address __________________________

Reviewed by: Signature __________________________ Date __________________________ Title __________________________
SECTION 6
JONES MOTOR GROUP WEBSITE
A. OVERVIEW


Our web pages are best viewed with Internet Explorer Version 8 and above with the Macromedia Flash plugin. You can view information on Driver Awards, Quality Policy, ISO Certification, Winner’s Circle Information, Agent map and much more.

Our site also includes a secure section called “Member Services” that requires a username and password. Your username is your driver number and your password is the last 4 digits of your Social Security Number or your Federal Tax ID number.

“Member Services” allows you to view the bulletin board where we post information of interest to our drivers, our Checkered Flag newsletter, real time load tracking and pay information, etc. You also are able to submit scanned paperwork and print driver forms such as Rider Agreement and Scan Cover Sheets. You can also search agent customer freight by state, Comdata fuel discount locations and order supplies through the company store.
SECTION 6  
B. MEMBER SERVICES  
DRIVER BULLETIN BOARD

**DRIVER BULLETIN BOARD MESSAGES**
12481: LOG NOT CURRENT VIOLATIONS
12592: MONTHLY MAINTENANCE REPORTS
12596: DRIVERS USING ELOGS
12600: NEW HOS RULES
12614: T-360 NEEDS DRIVER
12620: EFFECTIVE JULY 15, 2013 - RFID TAG NEEDED FOR NY & NJ PORT
12623: TMI RENTAL TRAILERS.
12626: NEW TERMINAL LAGRANGE, KY
12630: MID AMERICA TRUCK SHOW
12638: NATIONAL AVERAGE, DIESEL PRICES, FUEL SURCHARGE
12639: OOS%, VIOLATIONS/MATCHING STATES, CLAIMS, PERFECT ROADSIDES
12640: PERFECT ROADSIDE REPORTS
12644: JEX M ORIENTATION FRI 03/22 AM

Back to Members Only Page
SEARCH LOAD POSTINGS

Once you login to the secure area, click on “Search Load Postings which will allow you to search posted loads two ways. You will need to contact the agent who posted the load for additional information or to commit to a load. To print the load postings you must change your printer setting to landscape mode instead of portrait.

You may also search loads with your smart phone from: www.jonesmotor.com/pda

Search Posted Loads

1. You can search “Outbound From” or “Inbound To” all 48 states or by zone. To see states for a specific zone, mouse over the zone grid. Once the posted loads display on your screen, you have the option to sort the results by clicking on the column heading. Click on the agent terminal number for contact information on that agent.

* indicates postings updated or added in the last 2 hours.

Loads Arriving Anywhere from the State of OH

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<th>Pick Up Date</th>
<th>Pick Up City</th>
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Sample

Contact Info for JONES-ATLANTA GA

Agent Code: 705J
Name: JONES-ATLANTA GA
Manager: MATT HOWELL
Address: AUSTELL, GA
Phone: 800-999-2588
E-Mail: mhowell@jonesmotor.com
2. You can perform a radius search from a specific city or state in 2 increments: up to 150 air miles and 151 to 350 air miles. An asterisk (*) indicates a posting added or updated in the last 2 hours.

### Radius Search

Nearest Posting From:

- State -
- Up to 150 Miles

Specific Location

Warning: Distance shown is approximate air miles

Unassigned Orders from 0 up to 150 miles of ELKHART, IN

**Listing display is similar to state/zone search except their 1st column is distance in air miles. It is sorted closest to furthest.**

**FREIGHT HISTORY SEARCH**

Useful when there are no loads currently posted that meet your needs. It is meant to give you some idea what agents have had loads in the freight lanes you are looking for in the past 90 days.

Enter a specific city & state or just a state in the "Outbound From" space to indicate the location you are looking for a load to originate.

Then enter a specific city & state or just a state in the "Inbound to" space to indicate the location you want to go to. The listing you get will include all the loads in this lane for the last 90 days. You can then contact the agent to see if anything is available when you want it.

### RUN RAND McNALLY MILEAGE

**RUN MILES**

Enter the city and state of each leg (. Up to 12) of the trip.

City

State Select

City

State Select

New Leg  Calculate Miles

Add city/state point(s) to the screen and the system will return shortest (HHG) and practical miles. For multiple stops, click the “New Leg” button. When all are entered, click SUBMIT for the mileage to calculate.
COMDATA FUEL DISCOUNTS
Search for fuel discount by state when using your ComData card

Fuel Discount Locations

(Discount is applied only when a Comdata card is used to purchase fuel)

Average Discount Last 30 Days

FuelBook App Now Available!!! Click here for details.

Truck Smart App Now Available!!!

NEW:
TA & Petro fuel discount expanded to receive cost +6 or retail -5, whichever is less for most of their locations effective 1/1/2010.

CLICK HERE for more information

Comdata Truck Stop Search/Fuel Prices

DieselBoss Diesel Fuel Prices

Fuel Tax Rates

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SAMPLE SEARCH
By City - Highway - Exit - Discount Rate - Todays Pricing

Discount Type:
Cost = Base Fuel Cost plus discount
Retail = Retail Price minus discount
PPG:
a, p, t, e, o, c, m, u, s, r, t = present cost today;
All others show today's before consumption.

<table>
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<th>Truck Stop City</th>
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<td>PA881</td>
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</tbody>
</table>
Sign up for Load Alerts with AlertMe!
Access Safety Videos
View and print Driver Forms
>BOL / Delivery Receipt
>Detention Form
>Monthly Vehicle Maintenance
>Scan Cover Sheet
Download and Install scanning software or Upload scanned paperwork from your truck or home scanner
Listen to Safety Messages
Load paperwork can be scanned remotely (ex: your truck, scan station, at home) and uploaded to our billing/imaging system for payment. This functionality is part of your TripPak/Truckstop scanning option. It is important that the scanned image meets our guidelines, which are detailed on the web page. We can not accept color images.

- Set your scanner at the proper settings, scan and save your billing paperwork (EX: Bill of lading, DR, Fuel receipt, etc) to your computer
- Login to our website and click on the "Submit Scanned Paperwork" button.
- Fill in your email address, driver number and load number.
- Click on the "BROWSE" button and "attach" the paperwork image(s) you just scanned and saved on your computer.
- When done, click "SUBMIT". The screen will display the message "SUCCESSFUL" when the images have transmitted to us.

We can accept your BILLING/LOAD paperwork in many convenient ways:

- Use your personal scanner- submit using page above
- Use TruckStop scanning
- Use TripPak/Transflo free software (link from from Driver Safety)
- Use Transflo smartphone APP available for APPLE or ANDROID
- Email TIF attachments to drupload@jonesmotor.com
LOADS IMAGE TRACKING

Clicking on this button allows you to research pro information as well as provides you with the ability to view paperwork (e.g: Delivery Receipts and Bills of Lading, etc.) for the previous 24 days.

- Click paper icon 📋 to see images - then ‘Get Image’ to view specific document
- Click ‘Delivery Receipt’ button to see/print delivery receipt for consignee.
- Click ‘Trip Advance’ button to add trip advance to your Comdata Card

**Shipment Information for Load Number 3558962**

<table>
<thead>
<tr>
<th>Search For Another?</th>
</tr>
</thead>
</table>

| Current Position | Last Known Position at Shipper LATROBE PA |
| Load Number      | 3558962                                    |
| Status           | In Progress                                 |
| Shipper          | LATROBE SPECIALTY STEEL, LATROBE ,PA 15650  |
| Consignee        | TIMKEN CO , CANTON , OH 447                 |

<table>
<thead>
<tr>
<th>BOL Number</th>
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<th>Pieces</th>
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<table>
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<tr>
<th>Scheduled Pickup</th>
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<th>Actual Delivery</th>
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<td>11/18/14 1000</td>
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<td>11/19/14 0700</td>
<td>11/19/14 0700</td>
<td>00/00/00</td>
</tr>
</tbody>
</table>

**Shipment Status Legend**
- ✔️ Available
- 🔴 Delivered
- ⬆️ In Progress

Pickup load 3558962 at LATROBE PA @ 11/18/14 1000
SETTLEMENT INFORMATION
This area will allow you to view settlement information and settlement summaries for the previous 24 days. For additional security set up a "Pay Password". The pay password is also used for our IVR system.

Search Pay Information:
• By specific load number
• By load number list
• By summary sheet list
• In Excel format
• Maintenance fund transactions
Click on the paper icon to view an image of a settlement summary sheet.

SECTION 6
D. DRIVERS SERVICES
MISCELLANEOUS

• Suggestion for Improvement - We value your suggestions
• Agent Look up - Search our agents and their contact information
• Port Requirements - See port requirements for US Ports of Entry
• Customs & Homeland Security - view information and forms for shipments in and out of Canada
• Company Store - Order forms, supplies or log books
• Contractor’s Winner’s Circle - View vendors for negotiated discounts on trucking related items such as tires, ramps etc.

Notes: