



Safety & Regulatory Compliance

Plan of Action

2014

Documents Arrival Procedure

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Properly organize and place all logs, IFTA, fuel sheets and bill of lading into the Dawson Fuel Tracker spreadsheet upon arrival of paperwork. Once all documents for the previous week are received, documented and scanned into the database the initial audit begins. The initial audit will include matching their fuel ticket and all other receipts with the flagging on their log records. All records will be noted, a standard progressive disciplinary program will be installed to discourage falsification and encourage compliance to the rules and regulations of the road.

Vehicle Inspection Program

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Use the standard North American vehicle inspection handout to inform and provide hands-on training prior to entering the company vehicle or being dispatched. Have the driver demonstrate their ability to inspect the equipment prior to leaving the yard. Perform a comprehensive inspection providing feedback to each driver for constant improvement. Write-up each employee not regularly inspecting and communicating the equipment issues and validate/reward employees who properly report and notify the company of any deficiencies. An onsite inspection of the top ten items of interest are performed when equipment is on the yard.

Driver Vehicle Inspection Repairs (DVIR)

Plan of Action

Review all Driver Vehicle Inspections Record (DVIR) for a listing of mechanical repairs. Enter all repairs that need to be made into the PCS Soft work order repair tracker. Once the repairs are made to the vehicles print the repair ticket and attach it with the DVIR, mark the PCS online order as completed. Vehicle issues not related to DOT or safety are documented with work order number and addressed during driver's weekly time off. The MCP50 will track and notify operations on all equipment concerns when fully implemented by close of 2014.

Driver/Vehicle Examination Reports

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Enter the *Federal Motor Carrier Safety Administration* online portal each month to examine the Summary of Activities, BASIC Scores and review all new violations placed on record since the last review. Examine the inspections report obtained from the driver with the online data to ensure all violations were received, corrected, filed and copies mailed to the Department of Transportation. Once all violations are repaired, file the inspections page and work repair ticket into PCS file scan. Drivers will verbally notify management within 24 hours of any citations and review the citation in person within 7 days to approach corrective progressive disciplinary action or file a dataQ when available.

Hours of Service- Log Book

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Require each new hire to be placed into a mandatory hours of service training class prior to hire. Provide all drivers with the latest US Department of Transportation (FMSCA) Hours of Service Log Book Examples (including Q&A). Obligate each current employee to attend a Dawson Truck Lines log class as a condition of their employment. This class will be implemented to deter falsification and educate each employee on the DOT rules and expectations we have for each employee. A three (3) phase elog program (effective 08/2014) pertaining to the newly installed MCP50 applies to all new candidates.

Phase 1: Offer MCP50 elog to every driver.

Phase 2: Chosen new hires will be mandated for elog upon orientation completion

Phase 3: All existing drivers receiving HOS citation are converted to elog.

Quarterly Meetings

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Each quarter all Dawson Truck Lines drivers' will be subjected to training regarding various aspects of their job duties. Topics will include liability reduction, accident avoidance, brake adjustment certification, corporate and general public safety practices, rules changes, a variety of safety video training. All attendants will sign and complete the attendance roster stating they had the opportunity to ask questions and understand the new policies put in place to reform the safety practices of Dawson Truck Lines. Incentives with safety disqualifiers are rolled out at these meetings.

Safety Materials, Comment Box & Safety Newsletter

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As part of our safety offensive our drivers will be provided new tools. These tools will range from brake adjustment tools and log book rulers to tire gauges on-board communication devices (OBC). A safety newsletter and comment box will be located in the drivers lounge to encourage feedback and continuous safe practices. Uniforms and professional attire will also be provided for each Dawson Truck Lines employee. Drivers will also have access to the Drivers Plus Audio magazine (CD) that has a 10-20 minutes safety message each month pertaining to their job duties. Future education is required to qualify for most performance based bonus incentives.

Hiring Qualification Changes

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Integrate the Pre-employment Screening Process (PSP) into the driver qualification process. Use PSP to help determine who are the best candidates and assess their safety rating violation history and crash indicators. Also, incorporate Hire Right (On-Site Inspection Scheduled for 08/2014) for MVR, DAC and criminal background checks on every existing and new hire.