

KUTHALA GROUP INC

Driver Reference Manual

INDEX

SAFETY POLICY 2

MISSION STATEMENT 2

COMPANY HISTORY 2

GENERAL INFORMATION 3

Driver Guidelines 3

Company Employment 3

Commitment to Health and Safety 3

Disciplinary 4

Management 4

Personal Appearance and Conduct 4

Driver Performance 4

Driver License Status 5

Driver Training 5

Hours of Work/Rest 5

Vehicle Inspections 5

Outside Inspections 5

Documents You Must Carry 5

Reporting For Dispatch 5

Vehicle Operation and Speed 5

Vehicle Breakdown 5

Collision Procedures 5

General Safety 5

Seatbelts 5

Entering and Exiting Truck and Trailers 5

Proper Lifting Procedures 5

Disciplinary Policy 5

Drug Abuse Policy/ Violation 5

CONTACT INFORMATION 5

SAFETY POLICY

The KUTHALA GROUP INC is committed to the protection and preservation of health, safety and the environment. This manual has been prepared to support this commitment and applies to all drivers.

The policies contained in this manual are aimed at ensuring compliance with all applicable regulations and safety codes as well as reducing vehicle collisions and personal injuries. They are based on our belief that safety must come first and any behavior or actions that are not consistent with these policies are not acceptable.

Each driver has an important obligation to themselves, their family members, associates, the public and our customers when operating any vehicle and should at all times conduct themselves in a professional and safe manner.

The KUTHALA GROUP INC is committed to comply with all safety rules and regulations contained in this manual as well as all applicable government laws and regulations. Non-compliance may be considered a cause for discipline or dismissal.

The Policy and related training programs will be updated periodically to include changes in legislation, operating practices and guidelines.

MISSION STATEMENT

Our mission is to be an industry leader in providing safe, efficient and cost effective transportation services to our valued customers.

Our company operates in the most efficient and economical manner to suit our customer needs. We have built a reputation as a reliable transportation partner to many high profile manufacturers and distributors and have provided our customers with a degree of comfort.

Service and Customer Satisfaction is the Guide for the KUTHALA GROUP INC

President, CEO

Discrimination

The KUTHALA GROUP INC recognizes the legal right of every person to be treated fairly, equally and without discrimination or harassment in all aspects and in accordance with all applicable legislation regarding equality before the law and in the workplace.

Specifically, it is the KUTHALA GROUP INC policy that every person has a right to equal treatment in the workplace and to be free from discrimination or harassment on the grounds of race, national or ethnic origin, color, religion, age, sex, marital status, family status, disability or pardoned conviction.

Our commitment to this policy begins with our drivers. Non-compliance will not be tolerated. Please review and respect this policy. Any KUTHALA GROUP INC driver found to be discriminating against or harassing another person during working hours will be subject to corrective action.

Harassment

The KUTHALA GROUP INC recognizes the legal right of every person to be free from harassment in the workplace and to be treated equally without regard to sex.

It is the KUTHALA GROUP INC policy that harassment by or directed at our staff is not permitted. Harassment includes but is not limited to:

- vexatious comments or conduct, that is known or ought reasonably known to be unwelcome by a person's employer or a co-worker, such as unwelcome remarks or physical contact;
- sexual advance or solicitation, that is known or ought reasonably known to be unwelcome by a person who is in a position to grant or deny a benefit to another, such as an unwelcome advance from a supervisor to an employee; and
- a threatened or actual reprisal by a person in a position to grant or deny a benefit against a person who rejected a sexual advance, such as the demotion of an employee who refused a sexual proposition.

At the KUTHALA GROUP INC, harassment of any type will not be tolerated. Please review and respect this policy. Any KUTHALA GROUP INC, driver found to be harassing another person, during working hours will be subject to corrective action.

Personal Appearance and Conduct

Your appearance and conduct send a strong message to shippers and receivers concerning our company and the quality of our service. As a driver representing the KUTHALA GROUP INC, you must appear neatly groomed and dressed when you report at a shipper or receiver and you must maintain this appearance throughout your driving day. As a driver, you are a KUTHALA GROUP INC representative whenever you are at a shipper or receiver and when you are driving on a public highway. You are therefore expected to drive and conduct yourself with courtesy and to be attentive, helpful and pleasant when dealing with our customers and the public.

If a KUTHALA GROUP INC customer asks you a question about our service and you do not know the answer, please ask the customer to contact the company and provide them with a telephone number and your supervisor's name as a contact person.

Hours of Work Regulations

You must comply with the hours of work regulations and you should be aware that the KUTHALA GROUP INC monitors all drivers' hours of work records for compliance.

When keeping your daily log, please:

- keep your log entries current to your most recent change of duty status;
- make your log entries neatly, in ink and with the use of a ruler or straight edge;

If you think you may be approaching your legal limits and will not be able to complete an assigned trip, contact your supervisor for further instructions.

We will monitor your hours and will not dispatch you on a trip that would put you in violation under normal circumstances. If unusual circumstances arise during a trip, it is your responsibility to ensure your compliance. If you are in doubt, contact the Safety Department for instructions.

Vehicle Inspections

Canadian laws require that every commercial vehicle be inspected each day it operates on a public highway. As a KUTHALA GROUP INC driver, it is your responsibility to complete a vehicle inspection each day before you operate your vehicle and to regularly check your vehicle throughout the day while you are operating it.

You must not operate a vehicle with a defect until the defect has been inspected and if necessary, repaired. You are not required and are not permitted, by the KUTHALA GROUP INC or the law, to operate a vehicle you believe is in an unsafe working condition. If while driving or while stopped during the day, you notice a defect on the vehicle; you must note this on the vehicle inspection form. If you think the defect could affect the safe operation of the vehicle, you should safely park the vehicle and arrange for the necessary repair. Do not operate a vehicle in an unsafe condition.

Roadside Inspections

You will periodically encounter a roadside vehicle inspection station that is open or you may be directed to pull over by an enforcement officer. In such instances, pull into the inspection station or to the side of the road safely and as directed. The officer may decide to wave you through or may decide to investigate you further. Your truck may be weighed, your documents may be reviewed, the mechanical condition of your truck may be examined and/or your freight may be checked. In all cases, you are to cooperate fully with the officer.

In all cases when you are stopped or inspected by an enforcement officer, it is company policy that you must make a note of the time and location of the inspection in the remark section of your hours of work log.

Vehicle Breakdown

In the event of a vehicle breakdown, you should:

- move the vehicle as far as possible to the right side of the roadway and off the traveled lanes of the roadway if possible;
- set out the emergency markers and/or warning devices to warn other traffic that you are parked (refer to US DOT FMCSR pocketbook (392.22) regarding placement of warning devices);
- attempt to discover the cause or nature of the breakdown;
- do not operate the vehicle further if it is not in safe operating condition, or if you are not sure whether it is in safe operating condition, or if it is apparent that further operation could cause additional damage to the vehicle or its contents;
- call dispatch as soon as possible and provide as much detail as possible about the nature of the problem. Dispatch will assist you with obtaining mechanical assistance when possible and will make arrangements concerning your upcoming appointments; and
- if you must leave the truck, make sure the parking brake is applied, remove your keys from the ignition and lock the cab and the trailer.

Collision Procedures

The following procedures must be followed when there are injuries to persons and/or damage to other vehicles or property in excess of \$1,000.00.

- Whenever possible, always remove the vehicle from the traveled portion of the highway, find the safest location, away from other traffic, secure the vehicle and activate your hazard warning lights.
- Call for medical attention if anyone is hurt. Do not assist crash victims beyond your level of expertise. Only move an injured person if not doing so presents an increased risk to their safety.
- **Note:** Refer to US DOT FMCSR pocketbook (392.22) regarding placement of warning devices.
- Take as many photographs as necessary to illustrate the crash scene, contributing factors, skid marks, vehicle resting position, damage etc.
- Secure the names and addresses of drivers and occupants of any vehicles involved (driver's license numbers, insurance company names and policy numbers), as well as the names and addresses of any injured person and/or witness. Include the vehicle license plates and the name and badge number of any attending police officer. If necessary, take pictures of vehicle(s) identifying marks (licence plates, unit numbers etc). Be sure to get the names of the hospital(s) to where any injured person is taken as well as where vehicles may be towed. Record this information on the collision reporting form.
- Cooperate with emergency responders but do not admit or discuss fault with, or sign anything for anyone except an authorized company representative.
- Immediately notify your dispatcher.
- If your dispatcher is not available, contact the safety manager immediately.
- Do not have the vehicle towed and/or repaired until you receive authorization from dispatch or the safety manager.

JANUARY 2020

General Safety

The KUTHALA GROUP INC vehicles are to be used for company related business only.

The KUTHALA GROUP INC wants its drivers work environment to be safe and is dedicated to taking whatever steps are necessary to ensure your personal safety.

Under no circumstances should you stop or park your vehicle at any location that is not permitted by law or may present a danger to yourself or other drivers.

Lights (front and rear) must be on at all times while vehicle is driven.

Seat belts are to be worn whenever the vehicle is in motion and as the custodian of the vehicle you will require and ensure all other occupants wear seat belts. No more persons than seat belts are provided for may travel in the vehicle at any time. Any persons of a size and/or condition that prohibit the correct and safe use of the vehicle seat belt system are not permitted in any KUTHALA GROUP INC vehicle.

Under no circumstances are unauthorized passengers allowed in any KUTHALA GROUP INC vehicles and under no circumstances are pets allowed in any KUTHALA GROUP INC vehicle.

Under no circumstances are passengers to be transported on or outside of the vehicle or in trailers or any towed device at any time. Only authorized passengers are allowed in company vehicles.

Hitchhikers are not permitted to travel in a KUTHALA GROUP INC vehicle. If approached for assistance or a member of the public seems in distress, it is expected that a driver will assist if safe for him/her to do so.

Under no circumstances are hazardous materials, firearms, weapons, intoxicants or illicit drugs permitted to be transported or stored in any KUTHALA GROUP INC vehicle.

- Hazardous materials are defined as materials requiring identification and marking under the Transportation of Dangerous Goods Act and similar or same materials in lesser quantities.
- Firearms and weapons are defined as firearms of all sizes & caliber, long-bladed knives, bows & arrows of all sizes and types, or any instruments of like design as determined by local, provincial, state or federal law.

Use of speed radar detectors, laser detectors or other similar devices is strictly prohibited as is the use of any and all handheld communications devices while driving. This includes but is not limited to the use of media devices (walkman, IPOD) that restrict and limit concentration and hearing.

Smoking in any KUTHALA GROUP INC vehicle is strictly prohibited.

Accepting payment for carrying passengers and/or packages and/or parcels is strictly prohibited.

Excessive and unnecessary idling is not permitted unless extreme weather conditions require it to protect your personal safety. Unattended vehicles must not be left with the engine running.

The driver is responsible for all traffic and parking violations.

The driver may be required to reimburse the company for damages to any vehicle and/or equipment assigned to them due to negligence on the part of the driver.

JANUARY 2020

Intersections are renowned for crashes. Why, because drivers will rely upon traffic signals and right of way for safe traffic flow. Drivers disobeying red lights and stop signs are a potential hazard, which can be avoided by simply looking.

- Scan the intersection before you move away from a stopped position, regardless of it being your right of way.
- Scan an approaching intersection for cross traffic that may not stop regardless of you having the right of way.
- Watch for drivers that do not signal intentions or signal incorrectly.
- Watch for drivers that turn abruptly from the wrong lane.
- Watch for pedestrians entering or still in cross walks.
- Watch for cyclists who use walkways and cross walks illegally.
- Know your decision point. Decide ahead of time at which point that you are going to proceed through the intersection, if safe to do so, if the light were to change.
- Always go through the intersection with your foot over the brake pedal in the event you need to make an emergency stop.
- Never accelerate through an intersection in an attempt to beat the light.

When tailgated by a following vehicle, slow down and increase the space between your vehicle and the vehicle ahead of you. If the vehicle ahead were to make a sudden stop, you are now able to reduce your speed at a rate that allows the tailgater to react safely.

Whenever possible, avoid backing out of a driveway or alley.

Do not overdrive your headlights. This means you must adjust your speed so that you can safely stop within the distance that you can see ahead. Keep lights clean. It is just as important for others to see you as it is for you to see others.

Do not use high beams when doing so may cause a hazard for other drivers. A general rule of thumb is to use low beams when an approaching vehicle is within 500 feet and you are following another vehicle within 200 feet.

If a vehicle approaches from behind with high beams on, do not stare in your mirrors. If equipped, adjust rear view mirror to nighttime use until the danger has gone. If an oncoming vehicle has high beams on, do not use your high beams to warn them but rather look to the right of the roadway (use the lines if so marked) to avoid light blindness until the vehicle has passed.

Extreme caution must be exercised when driving in fog and/or white out conditions. Wet road conditions present risks such as hydroplaning, increased stopping distances and poor visibility. Snow covered roads obscure road markings and requires increased vigilance and skill. Ice covered roads present their own unique hazards.

In all scenarios, reduce speed and exercise extreme caution. If you determine that your safety and/or the safety of others is at risk, pull over and stop at the first safe location.

Disciplinary Policy

As a driver representing the KUTHALA GROUP INC, you have agreed to meet certain conditions and to adhere to company policies. Failure to abide with legal requirements and company policies and procedures is cause for concern and corrective action by the company. Such action may include verbal or written warnings, missed dispatches and termination of employment, depending on the nature of the violation.

There are additional types of behavior that the KUTHALA GROUP INC will not tolerate. These actions will therefore trigger a progressive corrective action process that may begin with one or more warnings, followed by one or more missed dispatches for repeated violations and, in the event of continuing violations, may lead to termination.

Prohibited actions that will normally result first in a warning:

- inefficient or unsatisfactory performance of assigned and accepted responsibilities;
- failure to comply with safety rules and procedures;
- failure to comply with company policies and procedures; or
- carelessness in the performance of assigned duties or in the care and use of company property (e.g., trailers)

Prohibited actions that may result in a dispatch suspension:

- discourtesy to a customer;
- negligence in the performance of assigned and accepted responsibilities or in the care and use of company property or documents;
- failure to comply with federal or provincial laws;
- overall performance, conduct and attitude not in the best interest of the company;
- preventable collision;
- failure to respond to verbal or written warnings; or
- violation of company passenger policy.

Prohibited actions that may result in immediate termination:

- excessive violations on your motor vehicle record;
- any act or change of status which would disqualify you from operating a commercial motor vehicle;
- violation of company alcohol and drug policy;
- intentional damage to company equipment or property;
- committing any act of dishonesty or theft from the company, a customer, or another driver;
- failure to report or leaving the scene of a collision or second preventable collision;
- falsification of any document submitted to the company;
- abandoning company equipment or customer freight;
- having more than one driver's licence;
- physical assault on another person while performing assignments for the company.