

Jason's Hauling/SCI Companies

**Employee Acknowledgment and Receipt of:
Workplace Safety Rules and Regulations,
Time Clock Policy, Paid Time-Off Policy AND Equipment
Security Deposit Agreement**

Revised February, 2013

I acknowledge that I have received and have read and understand the Workplace Safety Rules and Regulations, Time Clock Policy, Paid Time-Off Policy and the Equipment Security Deposit Agreement. I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment with Jason's Hauling/SCI Companies. I understand that there are other safety rules detailed in the "Employee Handbook" given to me on my first day of employment with Jason's Hauling/SCI Companies, rules to which I have to adhere. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to disciplinary action up to and including termination, in accordance with Jason's Hauling's Safety policy.

___ Hard Hat / Date Issued _____

___ Vest / Date Issued _____

___ Nextel Radio & Charger (Radio # _____) / Date Issued _____

Employee Name

Employee Signature

Date

Workplace Safety Rules and Regulations

I. Employees (Dump Truck & Tractor Trailer Drivers, Rev 09-10)

- 1) All employees are required to report to work on time. The arrival time for the following day is assigned the previous afternoon. For this reason, all drivers who do not pick up their dispatch prior to leaving at the end of their day, are required to call (813) 872-8440 after 5:00 p.m. to receive the next day's arrival time or contact their immediate supervisor/dispatcher via radio for their start time.
- 2) All employees unable to report to work should call two (2) hours prior to their scheduled time. The employee is required to report the excuse for the absence to the Dispatcher or Supervisor. The employee must call everyday they will be absent. No excuses will be accepted via other employees, or family members, unless it is due to unforeseen circumstances.
- 3) All drivers are required to submit a Motor Vehicle Report (MVR) annually on the date of their anniversary. Failure to submit a copy of your MVR in a timely fashion may result in suspension from future dispatch.
- 4) All employees must possess the following abilities in order to properly fulfill their job requirements, including but not limited to: Climbing in and out of truck cabin and bed, and along the sides of the bed. Hardhats, Safety Vests and appropriate foot protection are required while working, especially when climbing in and out of the truck and truck bed.
- 5) In compliance with The Department of Transportation's (DOT) rule, 49 CFR, all drivers must inspect their vehicle at the beginning of each shift or at the time a truck is assigned to them throughout the day. This inspection includes physically checking the fuel tank to verify the truck has fuel. At the end of the shift each driver must conduct a post-trip inspection and complete the "Daily Inspection Form". This form is included with the dispatch sheet drivers are given on a daily basis. It is mandatory for Jason's Hauling drivers to perform a specific and complete inspection of the vehicles. The inspection includes the external part of the truck as well as the internal part of the truck's cabin.

This inspection includes and is not limited to:

- a) Outer Lights - front, back, brakes, signals, height
- b) Leaks - "antifreeze", hydraulic or engine oil,
- c) Alarm of Backward movement
- d) Horn
- e) Tires
- f) Tire pressure
- g) Damages to the vehicle that were not previously there
- h) Low air pressure - Indicators.
- i) Controls - interiors and exteriors, to handle the truck and putting to work all parts of the truck.
- j) Inspect box (no debris or asphalt in box.) Box must be cleaned by driver.

Any damage discovered during inspection must be immediately reported to your supervisor. If it is not reported it will be understood that it is the driver's responsibility. The employee must fill out an "Incident Report" to document the situation and to save his/her responsibility.

After this inspection the "daily inspection report" must be provided in writing to the repair shop on a daily basis.

- 6) "NO DIESEL is to be used at anytime in the box or tail gate." Drivers are only permitted to use the release agents provided by the Customer.
- 7) Truck leaks of any type must be reported, as they may cause spills on any of the job sites.
- 8) All truck tires must be checked by the driver to determine if they have the correct pressure on a daily basis.
- 9) The air tank valves must be left opened at the end of the shift. It is the responsibility of each driver to open these release valves to prevent the accumulation of residue and moisture in the tank. The driver is responsible for closing the valves at the beginning of the shift.
- 10)The driver is responsible for cleaning the windshields, headlights or any light cover at the beginning of the shift, as well as during the shift.
- 11)All employees have the obligation to report any abnormality in the course of the workday. This includes anyone that places blame on you of an accident or a similar situation. Report any situation of this nature to the "Dispatcher".
- 12)All materials and equipment in the trucks cabin must be secured to avoid accidents.
- 13)The company requires that each employee maintain cleanliness of the interior of truck. Additionally, all employees should use good judgment in their dress and appearance. This includes proper body hygiene and a neat, professional appearance.
- 14)The company requires that all drivers clean the bed of the truck of all materials at the end of their shift.
- 15)All drivers are required to have their straps with them at all times, regardless of the job dispatched.
- 16)When hauling asphalt all drivers are required to strap down every load with 3 straps on each side and 2 straps on the rear. Drivers are not permitted to remove straps until they are the next truck in line to dump their load. Failure to adhere to this rule can result in rejection of load. If a load is rejected, the driver will be subject to disciplinary action including but not limited to, paying for material and/or termination.
- 17)Trucks equipped with a third axle, have to lower it at all times while on public roads and can only be raised 50 feet prior to each turn. The axel must be lowered again 50 feet after passing the curve. If you do not follow this regulation you can be fined and it will be your responsibility to pay the fine.
- 18)If the dump truck is overloaded it is the responsibility of the driver to correct it before leaving the plant, pit or work site. Consider the procedures to correct this situation. If you have any doubt, ask the Safety Representative.
- 19)All employees must always be respectful to customers. Never argue with a client. If you have any problem on the job-site, communicate the situation to the "Dispatcher" or Supervisor, or in a friendly way ask the client to call the company.
- 20)Each ticket must indicate the correct hours, loads, tons, yards, etc. (Inspect ticket before leaving job site or plant).
- 21)If something happens on the job-site it is recommended that the driver make a note of it on the back of the ticket, so if a claim comes in the future, we have the way to investigate what happened. Even if you took the notes, you still have to report it to the Immediate Supervisor"; **every incident or accident must be reported to your immediate Supervisor.**

- 22)The driver is responsible for the truck at all times. The driver is required to inspect the job-site to detect uneven areas in the land, areas where truck will parked. Look for septic tanks, electrical power lines, phone or television cable boxes, equipment, cars or any other obstacle that can be damaged when trying to enter with the truck.
- 23)If the driver understands that the client is requesting that they position the vehicle in a very difficult or unsafe area, or where it can cause an accident, the driver must notify the "Dispatcher". If the driver is not in agreement with the answer of "the Dispatcher" the driver must request to speak with the Operations Director before having an accident that can be avoided. **This establishes a procedure that it is the "Dispatchers" duty to notify the "Operations Director" about any incident or complaints of this nature that occurred on the job-site.**
- 24)When the "Dispatcher" asks the driver for their "10-20" or "20", the driver must answer exactly where they are at that time. Excuses will not be accepted.
- 25)If the driver at any time feels pushed by the "Dispatcher" to act in a manner that risks their safety or the safety of others, the driver should report it to their Supervisor.
- 26)The driver is required to return to the yard each day and turn in their ticket(s) Daily Trip sheets & Dispatch sheets when they return.
- 27)The driver is the person in charge of a delivery "C.O.D.", in which the hauling of material is done prior to payment being received by the client. Money must be counted in front of the client and it is the responsibility of the driver until he hands it over to the dispatcher at the end of the day. If the money is not given, the total amount of the invoice will be deduced from the next employee's paycheck.
- 28)If for some reason the employee has any doubt of the amount of the payment, they must ask the "Dispatcher". The "Dispatcher" will indicate the exact amount to be collected and if a check is acceptable.
- 29)The driver must open the valve to the air tank when finished for the day. See #6 above.
- 30)Each driver must report any incident where they have been fined; including times they were fined in their own vehicle. This is to avoid driving with a suspended license.
- 31)No vehicle can to be used for personal reasons during workday.
- 32)No employee is authorized to take a vehicle to their house unless Mr. Jason Freyre gives them authorization.
- 33)Under no circumstance will employees remain in the job-site after they have punched out, or after their shift. Employees should not be speaking with others and telling jokes on the job-site in order to avoid misunderstandings.
- 34)It is strongly prohibited to bring, to have and/or to consume alcohol during work hours, in a company vehicle or on any of Jason's Hauling locations or job-sites.
- 35)Under no circumstances is a driver allowed to have any passengers in the company truck or vehicle unless transporting another employee to pick up a truck or given proper authorization.
- 36)Jason's Hauling and its management will not tolerate the harassment to any of our employees. Any form of harassment that breaks local laws, state or federal, including, but not limiting itself to harassment related to race, religion, color, sex, sexual preferences, nationality, ancestry, citizenship, or marital status, pregnancy, age, medical condition (related to cancer) or handicapped against of an individual is a violation of this policy, and will be

treated like a disciplinary subject. Employees have the right to work in a free atmosphere of harassment (verbal, physical, visual or sexual), as it could interfere with the jobs terms and conditions. It is our company commitment that all employees have to be respected and treated in the right way in the place of the work in order to let them reach their professional aspirations. It does not assume that our company has knowledge of any employee concern. It is his responsibility of every employee to bring to our attention their complaints and concerns so we can help to solve the problem.

If you need more information about our Harassment policy in the Work Area, feel free to contact Human Resources department or your supervisor.

II. Driving:

- 1) The driver is required to drive towards the delivery area in a safe manner, following all traffic laws and regulations. It is the driver's responsibility to find the most accessible route where the truck is allowed to transit. Utilize Maps & G.P.S.
- 2) Jason's Hauling understands that "the YELLOW" light means "STOP". It has to be treated like a red light. Always stop at a yellow light. Do not risk an accident!
- 3) Use the "Brake Cover" technique whenever you need proceed with precaution. Example: Intersections, scholastic zones and residential areas.
- 4) Any Supervisor, "Manager", "Safety Director" or person designated by the management of the company can at any time evaluate driver's behavior on the highway and they are entitled to take disciplinary action upon completion of surveillance, including dismissal.

III. Yard Safety:

- 1) Safety Vests are required in all areas around the yard, including the area surrounding the shop, in or around the office or employee parking.
- 2) Hardhats, Safety Vests and appropriate foot protection are required on all job-sites when delivering material or when working outside the plants.
- 3) Appropriate foot protection is required. No tennis shoes, sandals or other type of footwear that does not provide proper cover for the feet are allowed. Only boots that protect the feet from water and asphalt are permitted to be worn during working hours. They must be made of leather or rubber. (Preferably with steel toes).
- 4) Spectacles or "Goggles" are required at all jobsites and plants.
- 5) Always use the "Three Point Rule" to climb on the truck, two feet and one hand or two hands and a foot always in contact with the truck.

IV. Fueling:

All drivers must fuel their trucks at the end of each shift, whether or not you fuel at the Tampa Yard or elsewhere. All trucks are to be fueled up to 50 gallons at the end of each shift, unless otherwise noted or approved by their immediate supervisor or Jason Freyre. All drivers/employees must adhere to all posted local, federal and state safety regulations for fueling when fueling their truck.

V. Mechanic Shop:

No Driver or Unauthorized Person is allowed inside of the Mechanic Shop. All problems or questions regarding maintenance and/or repair of your truck must be communicated to your immediate supervisor. Your supervisor will communicate directly with the repair shop and schedule any maintenance and/or repair. Do not communicate any problems with the mechanics directly.

VI. Accidents:

- 1) All employees must report any type of accident immediately to the supervisor.
- 2) The driver is required to stay at the scene of the accident until the police or proper authority releases him to leave the scene. A post accident Drug Test is mandatory, whether the driver is at fault or not.
- 3) If any driver is at fault for an accident during his 90 days of probationary period, the employee can be terminated at that point.
- 4) If the investigation of the accident demonstrates that the driver was the guilty in the accident or if the employee receives a fine, the driver will be suspended for three days without pay. The employee-terminated option can be taken depending of the accident magnitude considering the specific situation of each case.
- 5) If the accident happens in a work place and the employee is guilty, then the employee will be suspended for a day without pay. The employee-terminated option can be taken depending of the accident magnitude considering the specific situation of each case.
- 6) If the driver is at fault in a second accident one year after the date of the first accident when he was considered guilty, then the driver will be terminated.
- 7) Any employee who is involved in an accident and does not report it will be terminated.

VII. Cell phones:

- 1) The use of cellular phones is strictly prohibited while driving any Jason's Hauling vehicle. No employee has permission to speak on his personnel cellular telephone during working hours. All communication must be reported to the "Dispatcher" by the company's radio.

VIII. Vacations:

- 1) Please refer to "Paid Time-Off Policy" (PTO) for allowable schedule of paid time off.

IX. Parking Lot:

Tampa Yard

- 1) The drivers are allowed to park their personal vehicles in the designated driver parking lot on the north side of the front office. The vehicle will be removed if it is blocking the exit of a truck or other vehicles or an emergency exit.

- 2) No employee is allowed to park in front of "Fire Exits", emergency exits or accesses of the plant.
- 3) **Route to Tampa Yard:** From West/Northwest Hillsborough County: East on Hillsborough Avenue to 56th Street, right onto 56th Street, entrance located on 56th Street, North of Cone Road. From South Hillsborough County: North on 50th Street (merges onto 56th Street N). Continue to U-turn just north of Cone Road entrance located on 56th Street. From East Hillsborough County: via I4 continue east to Hillsborough Avenue Exit. Head west to 56th Street. Turn left onto 56th Street, entrance located on 56th Street, North of Cone Road.

X. Disciplinary actions:

- 1) Jason's Hauling disciplinary actions are as follows:
 - a) First step - Verbal warning, will be documented.
 - b) Second Step - Writing warning will be documented.
 - c) Third step - Suspension without pay, termination could be considered depending on the accident or incident situation.
 - d) After the third violation - Termination

EQUIPMENT SECURITY DEPOSIT AGREEMENT

Due to an excessive amount of equipment lost or not returned by employees, Jason's Hauling, Inc. will be implementing a new security deposit policy effective July 1, 2011.

Employees are responsible for safekeeping all equipment furnished by Jason's Hauling. The security deposit is required to ensure the safe return of equipment or other items placed in an employee's possession. In the event of willful negligence, including loss or destruction of Company property, the employee will be required to reimburse the Company for the assigned property. All damage, loss or failure of the equipment should be reported to the employee's Supervisor immediately. If employment is terminated, all equipment must be returned before or at the time the final paycheck is issued.

***Should company property in an employee's possession not be returned upon termination from employment, the value of such items will be deducted from the employee's final paycheck to the extent allowed by Wage and Hour regulations. Members are responsible for paying any balance owed.**

Payment:

The security deposit will be in the amount of \$65.90. These charges include the following equipment: Hard Hat, Vest, Nextel Radio and charger. The security deposit will be deducted from the employees check over a four-week period in the amount of \$16.48 each week upon employment.

Refunds:

After 6 months of employment, Jason's Hauling, Inc. will refund \$25.90 for the hard hat and vest deposit.

After one year of employment, Jason's Hauling will refund the balance of \$40.00 for the Nextel phone and charger.

*The current value of the Nextel Radio and charger is \$40.00. The current value of the charger alone is also \$40.00. If the radio is returned but not the charger, there will still be a \$40.00 charge for the charger.

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