

# SAFETY ASSURANCE PROGRAM (SAP)

***WE ARE DRIVEN BY OUR CUSTOMERS AND  
COMMITTED TO OUR DRIVERS ©***



*CUSTOMERS DRIVEN / DRIVER COMMITTED*

## FCTG: leadership in safety awareness

The Safety Assurance Program created to acknowledge and understand the adversities of a professional over-the-road driver. The company strongly believes that committing to the driver's welfare, wellness and financial security while practicing employee/associate appreciation with regular exercise will invoke a safer outcome. The company believes its character reflects directly from its professional drivers and associates.

2017 - Begins a new strategic agenda in the trucking industry to focus its efforts on driver outreach and creating a better transportation life-cycle.

### Safety Assurance Program (SAP)

- Required time off program (SAP)
  - Demanding driver to rest and complete weekly resets!!
  
- Introduces advanced commercial driver platform (s) to the market
  - This program is to reward our professional drivers, **the company will compensate its drivers** for maintaining compliance and regulations of DOT and adhering to all company policies and procedures. Quarterly and Annually
    - Requirements are the driver must meet all safety regulations

The purpose of this guide is to acquaint the company's associates and affiliates some of the company's safety procedures and drug policies. This guide will serve to answer many questions regarding the company's operation, and our concern in maintaining a safe and productive system. For any questions relating to the company's' business practices, see the contact information on this website.

All information contained herein treated as confidential.

# Company Safety Rules

## **Company Safety Rules**

All employees are to obey all safety and company rules. Safety rules are for preventing accidents and preserving life and property. Violation of safety rules will result in immediate disciplinary action up to and including termination of employment or cancelation of contract.

### **A. General Safety Rules**

1. Follow instructions. Do not take chances. If you do not know, ask.
2. Report immediately, any condition or practice you think might cause injury to employees or any one related including damage to property.
3. Put everything you use back in its proper place. Disorder causes injury and wastes time, energy and materials.  
Practice good housekeeping always, this includes regular housekeeping with all vehicles related to FCTG. **Safety First at FCTG.**
4. Use only the right tools and equipment for any job. Report any damaged or missing equipment immediately to your supervisor or manager.
5. If you are involved in an accident, regardless of how minor, report it immediately to your supervisor or manager. Get first aid promptly.
6. Do not operate any machinery or equipment unless qualified and approved.
7. Do not permit any non-employee to wander alone in our warehouse, as well as we do not wander alone in anyone's warehouse. Do not permit anyone to operate company equipment.
8. Safe, sensible wearing apparel is required.
9. Smoking permitted only in designated areas. Discard extinguished cigarette butts in the ashtrays provided, not on the floor or in the trash containers.
10. Do not operate equipment without the operator's safety belt and/or lifeline or other required safety device in place
11. Only authorized employees permitted to operate company vehicles.
12. When you drive, always set the parking brake, turn off the ignition, and be sure the engine stops before leaving the cab.
13. Horseplay or fighting on company time or on company premises is grounds for immediate termination.
14. Do not back vehicles in traffic for loading or unloading unless you are sure that it is safe to do so. If a helper is present, they are to be out of the truck keeping a lookout while giving proper safety signals to the driver.
15. Lift with your legs, not with your back. Do not attempt to move or lift heavy items without help. Wait for assistance.
16. Avoid falls... be sure the path is clear and safe before you start.

*Working safely and smart protects our drivers, equipment and cargo to ensure a smooth trip throughout.*

**F** **Ull Circle Transportation Group LLC** has adopted safe work practices as a means to protect drivers, equipment, cargo, and the motoring public while still being a successful company. FCTG has a formal orientation process and will cover additional topics in detail, which may not be included here.

## Safe Driving Rules

It is the intention of FCTG to prevent accidents and to promote and provide safe operators on the road. The following rules are designed to achieve this purpose.

1. No driver shall operate a vehicle while under the influence or be in possession of any Schedule I drug, unless prescribed by a physician who has advised the driver that the substance will not affect his/her ability to operate a motor vehicle.
2. All drivers must obey all federal, state, and local highway laws.
3. No driver shall knowingly falsify his/her logbook. Violation of this can result in immediate termination.
4. No driver shall knowingly falsify the annual motor vehicle violation and review record. Violation will result in immediate termination.
5. In the event of an accident, all drivers shall follow the procedures outlined in the Accident Investigation Report Packet.
6. No driver is permitted to carry unauthorized passengers.
7. All drivers shall be knowledgeable of the Federal Motor Carrier Safety Regulations and will be provided.
8. Any driver found driving a vehicle while under the influence of drugs or alcohol shall have his contract or employment **terminated immediately**. Any off the job violation can result in suspension **contract or employment for up to one (1) year**.
9. Any driver who incurs three (2) or more preventable accidents in any 18-month period may have his contract or employment terminated upon the occurrence of the third accident.
10. All drivers shall operate the vehicle in a safe and courteous manner always.

## **Drug & Alcohol Policies and Procedures**

***The following Drug & Alcohol Policies are for company employees/associates temporary staff or any workforce representing on behalf of Full Circle Transportation Group, LLC.***

Full Circle Transportation Group LLC believes in and is committed to providing a safe work environment that is free from the harmful effects of substance abuse.

In accordance with U.S. Department of Transportation (DOT) requirements and pursuant to our Company's philosophy to enhance public safety and the safety of all of our employees and affiliates, FCTG will institute this Drug Testing Policy for DOT covered drivers.

The purpose of this policy is to test for specific controlled substances in order to determine a covered driver's medical qualification to operate certain motor vehicles. The DOT policy is in addition to, and does not limit in any way, the Company's right to take disciplinary action up to and including discharge under any other Company practice or policy pertaining to employee alcohol and substance abuse.

"Covered drivers" include DOT-certified drivers of commercial vehicles with a gross weight of over 26,000 lbs., drivers transporting more than 16 passengers (including the driver) or any drivers transporting hazardous materials requiring a placard.

# POLICY

Reporting for work or working under the influence of alcohol and/or drugs; the use or possession by an employee on Company premises or in its vehicles of alcohol and/or drugs; or the sale of any such item will result in immediate disciplinary action up to and including discharge. In addition, drivers who test positive are in violation of DOT requirements, and medically disqualified from operating regulated motor vehicles.

Employees who are arrested, for off-the-job drug activity may be in violation of this policy, depending upon the nature of the charges, the circumstances of the arrest as well as other factors. Employees are required to notify the Company of any criminal drug statute conviction no later than five days after such conviction.

## Testing

All persons covered by this policy as a condition of employment, submit to a drug and/or alcohol test in each of the following circumstances:

### 1. **Reasonable Suspicion**

If the Company has reasonable suspicion to believe that drugs and/or alcohol may influence an employee covered by this policy, he or she will be required to submit to a drug and/or alcohol test. "Reasonable suspicion" means that a supervisor or other Company official believes that an employee's actions, conduct, or appearance is indicative of drug and/or alcohol use, possession, or being under the influence of such substances, and is based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. The Company's decision to test the driver will be determined, when feasible, by two supervisory personnel.

Reasonable suspicion is be based on observations made during, just preceding or just after the workday. The Company representative shall prepare a signed statement citing his or her observations of the conduct that gave the bases for the test, a test within twenty-four (24) hours of the observed behavior or before the results of the test are released.

### 2. **Post-Accident/Near-Miss**

Under DOT drivers are required to undergo drug and/or alcohol testing whenever there is an accident involving a commercial motor vehicle that results in the loss of human life. A citation for a moving traffic violation arising from the accident. Bodily injury requiring medical treatment away from the accident scene, or one or more motor vehicles incurs disabling damage that requires the vehicle to be transported away from the scene. Any testing for alcohol consumption should be conducted as soon as possible (generally within two (2) hours) but in any event not later than eight (8) hours following the accident. Any testing for drug use shall be conducted as soon as possible but in any event not later than thirty-two (32) hours following the accident.

In addition to the above, all employees may be required to submit to testing after any accident or "near miss" incident.

The employee is responsible for immediately notifying the Company of any accident and for being readily available for a drug and alcohol test. Failure to so notify the Company or be readily available shall subject the employee to disciplinary action up to and including discharge.

**3. Periodic**

For employees covered by DOT regulations, drug and/or alcohol testing will occur as part of the DOT required medical examination.

**4. Random**

The Company will conduct random testing. Under the selection procedure, employees shall have an equal chance of testing each time of a selection period. Drivers are tested randomly pursuant to DOT regulations.

**5. Pre-employment Testing**

Every job applicant whom the Company intends to hire will be required to take a pre-employment test of his/her hair to screen for the presence of drugs in the system. Applicants who refuse to consent to this test, to comply with all testing procedures or who test positive will not be hired. However, applicants may reapply for employment after one year from date of initial application.

Applicants are required to authorize a release of information to the Company from prior employers for the prior two-year period concerning any positive results for drugs and/or alcohol tests with blood alcohol concentrations of .04 or greater.

# CONTROLLED SUBSTANCES

The following levels will be used to determine the presence of a controlled substance and whether the employee is “under the influence.”

## Detection Levels

<i>Drug</i>	<i>Initial</i>	<i>Confirmation</i>
Amphetamines	1000 NG/ML	500 NG/ML
Opiate Metabolites	2000 NG/ML	2000 NG/ML
Cocaine Metabolites	300 NG/ML	150 NG/ML
Phencyclidine	25 NG/ML	25 NG/ML
Marijuana Metabolites	50 NG/ML	15 NG/ML

All measurements are in nanograms per milliliter.

### Alcohol - .04 BAC

Suspension from safety-sensitive function and subject to termination.

### Alcohol - .02 BAC

Suspension from safety-sensitive function for a minimum of one day and subject to disciplinary action leading to termination.

Testing will be by approved evidential breath testing device (EBT) with an approved confirming test if the first test is positive.

## USE OF ALCOHOL

### Pre-Duty

Employees may not perform safety-sensitive functions within four (8) hours after consuming alcohol.

### Post-Accident

Employees may not consume alcohol for eight (8) hours following an accident, as previously defined or until after the employee takes a post-accident test.

## REFUSAL TO COOPERATE

Refusal by an employee to consent to a test for the presence of drugs and/or alcohol or to otherwise fully cooperate in an investigation involving drugs and/or alcohol pursuant to this policy will constitute insubordination and result in immediate suspension with intent to discharge

Refusal to cooperate includes the failure to provide adequate breath, hair or urine for a test without a valid medical explanation, engaging in conduct that obstructs the testing process, or the failure to cooperate with an inspection.

## ***Company Policy on Drugs and Alcohol***

Any persons representing FCTG, who consumes alcohol, uses illegal drugs, or any other dangerous drug during working hours or reports for work after having used or consumed alcohol, marijuana or other dangerous drug, will be subject to immediate dismissal. Obviously, considering an infraction of this rule very serious.

To signify that every employee and or affiliate has read and understand the rules, we require them to sign their name and write the date at the bottom of a drug and alcohol form. We must have sober and clearheaded associates and affiliates for the safety of all our families.

**POST ACCIDENT:** Employees involved in an on-the-job accident, or who engage in unsafe activities while in the course of conducting Company business, which creates the danger of such an accident resulting in an injury requiring medical treatment to themselves or to others, or results in lost time from work, will be subject to testing.

Any person who operates any vehicle in the course of conducting Company business that is involved in any accident is subject to testing, regardless of fault. For any accident involving a fatality, testing will be mandatory. Any accident requiring medical treatment where a Company employee receives a moving violation citation will also result in testing. Alcohol testing is enforced by company policy within two (2) hours, but not later than eight (8) hours, following the accident. Drug tests are required as soon as possible, but not later than eight (8) hours following the accident.

**Post-accident testing requirements shall not delay obtaining required medical attention for injured personnel following any accident.**

The collection of samples for testing will be performed by qualified personnel and the testing will be performed by a NIDA (National Institute of Drug Abuse) certified laboratory. Any employee covered by this policy that tests positive for the use of drugs and/or alcohol or refuses to submit to a test required by this policy will be subject to disciplinary action to include immediate dismissal. FCTG strongly endorses a drug free working environment. Our employees/associates must be sober and clearheaded for the safety of all our families, customers and the general public

*We must never stop trying to improve the operation of our business and the safety of our associates and the public.*

**WE ARE DEDICATED TO THE PEOPLE WHO DRIVE OUR PURPOSE ©**