



**"ORIENTATION HANDBOOK"
POLICIES AND PROCEDURES**

Prepared For:

Date:

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NAVIGATING TOMORROW'S DELIVERIES, TODAY.

Introduction

Hi _____ This Driver Orientation Handbook has been prepared to assist you in performing your duties, and to make you an informed employee.

The Driver Orientation Handbook is simply an introduction to Roadvise Logistics Ltd. You will receive a copy of this Handbook and encourage you to refer to it regularly.

If you should have any questions arising from the contents of this Handbook, please feel free to discuss any item of concern with your Dispatcher, Roadvise Logistics Ltd or Human Resources. As this Handbook contains policies that are important to all our employees, we encourage your comments and suggestions.

Confidentiality Policy and Pledge

Working with Roadvise Logistics Ltd. gives you access to information about the company and its members that would otherwise not be known to the public. This information is considered confidential.

You are not permitted to share confidential information with anybody who is not a Roadvise Logistics Ltd. employee and who does not require it to help provide services.

Roadvise Logistics Ltd. prohibits the disclosure, dissemination, electronic communication, or copying of its confidential information. Employees who reveal confidential information about Roadvise Logistics Ltd. Will be subject to disciplinary action, which may include termination, even if they do not gain anything from the revelation.

I agree to abide by the rules and promise not to disclose confidential information.

Signature:

Name:

Date:

IMPORTANT CONTACT INFORMATION

Office: 778-635-1000 Toll Free: 1(866) 439-7688 Fax: 778-635-1000

Management		
Dimple Goyal (Director)	Extension 101	Dimple@roadvise.ca
Dhiraj Goyal	Extension 102	Operations@roadvise.ca
Dispatch Team	Extension 103	Dispatch@roadvise.ca
Sales Team	Extension 104	Sales@roadvise.ca
Safety Team	Extension 105	Safety@roadvise.ca
Sukhpreet Kaur	Extension 106	HR@roadvise.ca

GENERAL POLICIES

Welcome to Roadwise Logistics. This manual will help you to know how the company operates, find valuable information and instructional procedures.

Our Goal

Our objective at Roadwise Logistics is to make every freight more reliable, which our company manages.

For more than 3 years, our clients have benefited from our trustworthy service and individualized attention to their needs. Our customers are guaranteed trustworthy service with the "ROADWISE LOGISTICS LTD. Touch."

Our kind and helpful staff members consistently provide excellent customer service in their everyday interactions with our clients.

In every aspect of our over-the-road operations, every member of our staff from dispatch to drivers contributes to preserving customer satisfaction.

You are essential to ensure that our clients receive excellent service.

Attitude and Expectations

Please remember you are a representative of Roadwise Logistics Ltd. while out in the community. Create a favorable image of the company and yourself by following these principles:

- **Position your vehicle** in a manner that will least likely interfere with a customer's business and/or flow of traffic.
- Be **friendly** and have great customers with a smile.
- **Avoid arguing** with a customer or their employees. If a problem arises, call your dispatcher and explain the situation.
- Always be neat, clean, and well-groomed.

Communication

We believe that communication is vital to our team. We make every effort to communicate with our drivers to alleviate stress.

- We use several methods of communication from email to text to phone. Your dispatcher will explain, during your dispatch training, how they communicate valuable information to you and how you can communicate with key personnel at ROADWISE LOGISTICS LTD.
- If you have a valid concern or complaint, please voice it respectfully to your dispatcher. If you have a suggestion, please follow the same process.
- Please do not "vent" to other drivers about personal dissatisfactions – this will not resolve an issue. Please, always keep in mind that neither of the drivers have the same skills or level of experience.
- If you feel that you are not being heard by your dispatcher, you may contact Human Resources or Management

Harassment Policy

Roadwise Logistics Ltd. does not tolerate harassment in any form.

It is up to all of us to make the workplace free from harassment and discrimination. Please convey any complaints you may have about harassment to the Human Resources department right away. We will investigate any complaints because we take this seriously.

Examples of prohibited conduct include:

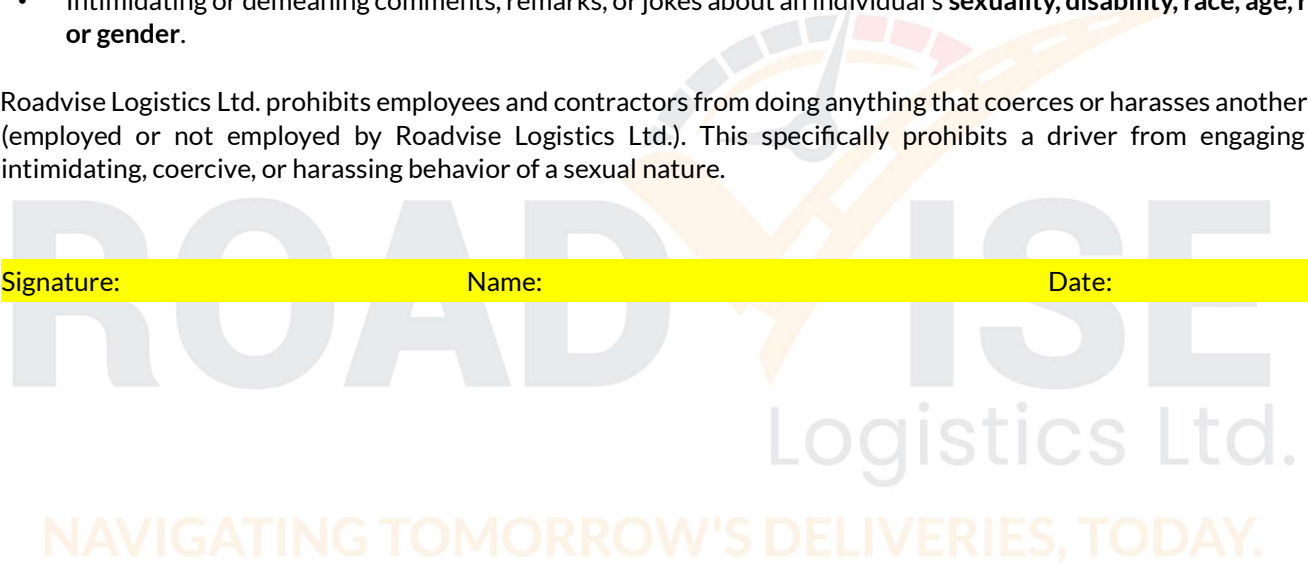
- Racially motivated actions and behavior including inappropriate questioning about racial or Roadwise Logistics Ethnic origin, offensive graffiti,
- Lack of tolerance or personal differences and making fun of personal difference or appearance,
- Intimidating or demeaning comments, remarks, or jokes about an individual's **sexuality, disability, race, age, religion, or gender**.

Roadwise Logistics Ltd. prohibits employees and contractors from doing anything that coerces or harasses another person (employed or not employed by Roadwise Logistics Ltd.). This specifically prohibits a driver from engaging in any intimidating, coercive, or harassing behavior of a sexual nature.

Signature:

Name:

Date:



Probationary Period - Employees Only

As both an employee and contractor, you will start your driving career with Roadvise Logistics Ltd. on a “probationary” basis. During the first three (3) months of your employment, your performance is subject to review by company management.

Probation begins on _____ and ends on _____

Signature:

Name:

Date:

Termination

If any employee in good standing with the company decides to leave:

- Please provide 2 weeks’ notice
- Owner/Operators are asked to provide appropriate notice of the termination of their Agreement with Roadvise Logistics Ltd. in accordance with the Contractor Agreement.
- Lease Operators who choose voluntary termination are subject to the terms of their Lease to Purchase Agreement.

Involuntary Termination

Roadvise Logistics Ltd. reserves the right to terminate an employee at any time, without notice, for the following (but not limited to):

- Unsatisfactory work performance
- Violation of company policies
- Performing unsafe driving duties
- Positive drug and/or alcohol testing or Failure to complete drug and/or alcohol testing. (Drivers who are engaged in such conduct will be advised of resources available in evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances, including names, addresses, and telephone numbers of substance abuse professionals, counselling services and treatment programs. The employee, Owner/Operator is responsible for all costs involved in getting treatment.)

Returning Roadvise Logistics LTD. Equipment's

Upon termination, all company equipment is to be returned to Roadvise Logistics Ltd. This includes:

- Base Plates
- Keys and gate cards
- Pre-Pass
- GPS and Camera Equipment (can be removed by Roadvise Logistics Limited for a fee)
- Scanner/Printer
- Outstanding Paperwork (PODs, receipts, maintenance reports)
- Fuel cards
- Trailer key
- Any other items issued are the property of Roadvise Logistics Ltd.

Drivers will be charged for any recovery fees incurred in securing equipment not returned to Roadvise Logistics Ltd. terminal.

Driver Personal Contact Information

Notify Dispatch and Safety if:

- Address, Phone Number, Email or Emergency Contact information changes.
- Driver's License, Passport, FAST Card, work permits, **expires or are renewed**.

FAILURE TO NOTIFY US WHEN IMPORTANT CONTACT AND IDENTIFICATION CHANGE, CAN RESULT IN ISSUES AT THE BORDER AND YOUR DISPATCHER BEING UNABLE TO PROVIDE YOU WITH A DISPATCH.

Payroll

- Roadwise Logistics Ltd. pays employees and drivers on the **7th and 22nd** day of each month.
- Payments are made through Cheque or direct deposit.
- The first payroll is 'held back' **up to 7 days** depending on date of hire.
- You must provide a "Void Cheque" or similar document to direct the electronic funds transfer within 5 days of your start date.
- Settlements are emailed to drivers.
- Questions about your pay can be directed to your **HR**.

Advance on Payroll Agreement

From time-to-time, drivers may request and advance on payroll. This request should be made directly through **HR**.

- I agree that any request for an advance on the upcoming compensation owed must be approved by Executive Management.
- I understand that there is a 5% administrative fee associated with any advance.
- I understand that Management reserves the right to determine the appropriate repayment plan/schedule.

Signature:

Name:

Date:

Fuel Cards

Each driver is issued a **BVD** and **EFS Fuel Card**

- Contact Safety at Extension 105 if a card is lost, damaged, or stolen.
- These cards may be used for truck fuel and refer to fuel.
- Drivers may use the EFS Card for small cash advances several days a week.
- All fuel is to be purchased at the cheaper price available locations in Canada and US except in situations where it would not be possible to complete the trip otherwise. (Fuel Prices discount sheet will be provided every day. **(ROADVISE FLEET GROUP OVER WHATSAPP)**)

407

Unless you have been provided with 407 ROADVISE LOGISTICS LTD.R Transponder by your Dispatcher, Roadvise Logistics Ltd. trucks are not authorized to use the 407. Any charges will be the driver's responsibility.

Signature:

Name:

Date:

Illness and Driving

No driver will operate a motor vehicle while the driver's ability or alertness is impaired through fatigue, illness, or any other cause as to make it unsafe for their operations of a motor vehicle. If you feel ill or too tired to drive, **notify your dispatcher immediately** so that appropriate actions may be taken to ensure everyone's safety.

Time Off (Vacation)

Roadvise Logistics Ltd. requires drivers to give advanced notice when requesting time off for vacation or an appointment so that loads can be planned accordingly.

A minimum of 21 days' notice is required to be given to your dispatcher.

Please note that fixed repayments, payments, and escrow amounts continue during your time off.

Doctor & Dentist Appointments, ETC.

Scheduling periodic time off will require **2 week's minimum written notice**.

- Email to hr@roadvise.ca and your dispatcher
- Requests for time off are not granted automatically and require prior approval from **Roadvise Logistics Ltd.**

Personal Property

Roadvise Logistics Ltd. is **NOT RESPONSIBLE** for a driver's private property. No valuables are to be left in unattended vehicles. Trucks should be always locked when not in the yard.

Truck and Trailer Insurance

Roadvise Logistics Ltd. maintains appropriate coverage on all equipment.

- The deductible amount is \$10,000. Owner/Operators are encouraged to consider our “Buy-Down” coverage to mitigate unexpected costs in the case of a major mechanical breakdown or an accident.
- The safety Department will review your Permit Book with you so that you can locate the Owner’s Certificate of Insurance and Vehicle License and coverages, Fees and Premiums.

Personal Protective Equipment

All drivers are required to have safety vests, glasses, work boots, gloves, and a hard hat.

It is the responsibility of each employee to utilize such safety equipment when on the premises of customers as may be required by such in the course of their duties on behalf of **ROADVISE LOGISTICS LTD.** Any notification received by Roadvise Logistics Ltd. regarding an employee breach of our customers’ rules and regulations will result in disciplinary action.

Dress Code

As a driver, you are a Front-Line Representative of **Roadvise Logistics Ltd.** and as such need to make a good first impression. While uniforms for drivers are not required, a clean, well-kept appearance is. As a suggestion, please avoid ripped or torn jeans, shirts with sleeves cut off and T-shirts with offensive pictures or words. Don’t forget to take time for yourself. Your personal hygiene is just as important as the clothes you wear when attending a customer’s place of business.

REMEMBER: You *are* **Roadvise Logistics Ltd.** take pride in your personal appearance as a professional driver.

Commercial Vehicle Driver – Blood Drug Content Policy

As Per recent changes to the Highway Traffic Act, commercial vehicle drivers running under the authority of Roadvise Logistics Ltd., must have **no blood drug content** when operating their vehicles.

Effective July 1, 2018, the HTA requires that drivers of commercial vehicles have a blood alcohol content of zero – which is measured at 0.02 – and equivalent blood drug content as detected by an oral fluid screening device when driving a commercial motor vehicle.

With the Federal Government’s intentions to legalize cannabis, we are implementing a zero-tolerance drug sanction. Medical cannabis users **may** be exempted (in writing from Management and with appropriate medical documentation) from the zero-tolerance sanction. However, these drivers will face termination if a police officer determines their ability to drive has been impaired using these products.

Reference: <https://www.icbc.com/road-safety/crashes-happen/alcohol-impaired-driving>

Signature:

Name:

Date:

No Passengers or Pet Policy

This policy extends to any “ride along” family or friends of our drivers. Anyone who is not an employee or contractor of Roadwise Logistics Ltd., or assigned to the trip by Dispatch or the safety Department are prohibited from riding on our equipment, or any equipment run under the authority of Roadwise Logistics Ltd.

In addition, pets are prohibited from riding in any Roadwise Logistics Ltd.-owned equipment without Management Approval and a signed damages waiver. Damages from pets WILL BE CHARGED to the responsible driver including cleaning, replacement of carpeting etc.

Due to liability and security concerns, Roadwise Logistics Ltd. will strictly enforce this No Passengers or Pet Policy. Any violation is also in violation of our C-TPAT policies.

All drivers will:

- Refrain from picking up hitchhikers along the road and transporting them even the shortest distance,
- If compelled to assist someone on the roadside, use your cell phone to call for help.
- No family, friends, or other passengers are to be transported.

Liability lays solely with the driver for legal responsibilities, costs, and damages.

Signature:

Name:

Date:

Preventing Theft

During your normal activities as a driver, you will need to stop from time to time and take a break. To prevent cargo or vehicle trafficking when you stop it is advisable to park:

- near the front of the truck stop,
- near the facilities,
- in a well-lit area, rather than in a quiet back row.

Always check the trailer seal prior to leaving after your break.

Drivers should not discuss a road or where it's going on the C.B. or at truck stops. Controlling information is the key to preventing theft. It can be an innocent conversation over a cup of coffee, which, when combined with other information, reveals a lot about the supply chain. As a professional driver you must learn to watch a vehicle tailing you.

Thieves routinely wait outside known shipping points, such as plants, warehouses, and distribution centers. They follow trucks as they leave, wait for the driver to stop, and then grab the cargo, often in less than 5 minutes.

Drivers are instructed to drive at least **200 miles** or **4 hours** before stopping again.

What to do if Theft Occurs

- Start by writing down what was taken, when it was taken, and where it was taken from (your location).
- Get in touch with the local authorities right away and request that they send an officer if you halt at a truck stop. Notify Safety of theft by calling Extension 105.
- When an officer shows up, request an Occurrence/Incident Number and file a report. For further information, get in touch with safety.

- If you come to a stop in a rest area without amenities, make a safe call and share the same details. Safety will notify the police, who will dispatch an officer to your location. Request an Occurrence/Incident Number when you file a report with the police. For further information, get in touch with safety.

If there is an issue with the trailer arriving unsealed after an incident during a delivery to the client, presenting the incident report to the recipient and asking them to create a copy should resolve any additional issues with cargo damage and shortages. They might not be aware of the theft yet, so please give them as much information as you can.

Certification of Knowledge: Commercial Vehicle Inspection

I acknowledge that I have been assessed for **Proper Vehicle Inspection Reporting** according to B.C. Reg. 256/2010. This assessment was conducted by the Safety & Compliance Department at Roadwise Logistics Ltd.

I agree to refer to this Policy to ensure that I understand these requirements and conduct my inspections according to the regulations.

I fully understand the following: I understand that I must comply with all requirements of the B.C. Reg. 256/2010

According to B.C. Reg. 256/2010

- Every vehicle must be inspected before operating.
- Section 216 must be used for the inspection.

An inspection report must be completed, and it must include:

- Vehicle license number and jurisdiction
- Motor carrier name
- Inspection date, time, and location
- Inspection declaration (statement by the driver that the vehicle was inspected in accordance with the Regulation)
- Name and signature of the person who conducted the inspection.
- Odometer reading
- Driver signature

The inspection report must show when there are no defects, and any minor or major defects must be recorded on the inspection report.

When there are major defects, the vehicle cannot be operated.

Minor defects must be repaired as soon as possible but do not prohibit the use of a vehicle. The inspection report and the schedule must be carried out by the driver.

The inspection is valid for 24 hours.

Driver must monitor the vehicle while operating it and look for defects.

Signature:

Name:

Date:

C-TPAT (Customs Trade Partnership Against Terrorism)

Canada/US DRIVERS ONLY

Roadvise Logistics Ltd. signed a Memorandum of Understanding to voluntarily participate in the Customs Trade Partnership Against Terrorism (C-TPAT) as a U.S. / Canadian Highway Carrier. By entering that partnership with U.S. Customs and Border Protection (CBP), *Roadvise Logistics Ltd.* acknowledges the importance of maintaining the integrity and security of their international supply chain. *Roadvise Logistics Ltd.* submitted their required C-TPAT security profile. The security profile summarized the procedures they have in place to ensure effective supply chain security worldwide.

It is understood that the company will always monitor my compliance with C-TPAT regulations and in the event of non-compliance will face disciplinary action and remedial training and upon discovery of repeated violations I may be subject to dismissal.

Any questions or concerns should be discussed with the Dimple Goyal (Director) and Dhiraj Goyal (COO) of Roadvise Logistics Ltd.

ALL VANS/REEFERS CROSSING INTO THE USA OR FROM THE USA INTO CANADA REQUIRE A C-TPAT SEAL

C-TPAT and Post-Trip Procedures

All drivers must do a proper post trip inspection when dropping trailers at the yard.

Our Goal is to keep drivers from having to spend 4 or 5 hours in the yard waiting for a repair to be done that went unreported.

If they are reported right away, we can have them fixed right away.

Please put the Post trip trailer inspection reports (NO DEFECTS) in the drop box where they will be reviewed by Safety. If defects are found and repairs are necessary, you **MUST EMAIL SAFETY**. If the defect is serious, or involves a refer unit, please notify Safety immediately **BY PHONE**. Your time is valuable, and this will help keep your moving.

As you know we are a C-TPAT and PIP registered company and as such all trailers must be locked, empty or always loaded. The only exceptions will be if the lock is missing, or a customer has sealed the load.

Please help us retain our good standing with C-TPAT and PIP.

C-TPAT and Security Seals

(Van/Reefer Only)

Only C-TPAT compliant ISO/PAS 17712 Security Seals are to be used to secure the trailer cargo doors. Each driver will be given a supply of 10 seals in a sealed container. The seals will be kept in a locked compartment in the tractor. A Security Seals Log is kept in the Safety Department. All used & unused seals are documented.

Only authorized personnel and drivers can affix Trailer Seals. The V.V.T.T. Inspection Process is used as follows:

V - View seal & trailer locking mechanisms. V - Verify seal numbers for accuracy.

T - Tug on seal to make sure it is affixed properly.

T - Twist & Turn seal to make sure it does not unscrew.

The seals are inspected at each stop along the route. If it exhibits evidence of tampering, dispatch must be immediately notified, and the trailer cannot continue en-route until the driver has conducted a 17 - point inspection. At the discrimination of management, the conveyance may be taken out of service, and CBP and/or other appropriate law enforcement agencies will immediately be notified.

If the seal is removed in-transit, a second seal must be placed on the trailer, and the seal change documented. The driver must immediately notify the dispatcher that the seal was broken, by whom, and the number of the second seal that is placed on the trailer. In turn, dispatch must make immediate notification to the shipper, the customs broker, and/or the importer, of the placement of the second seal.

LTL pick up that is not consolidated prior to crossing the U.S. border must be re-sealed at each stop. The time and location of each change in seals must be logged and the new numbers communicated to dispatch. All used/broken seals must be kept and turned in at the end of each trip. Any discrepancies must be fully documented.

General Inspection and Circle Check

A general inspection (Circle Check) of the tractor and trailer must be made as per U.S. DOT Reg. 397.2 (see schedule 1) As a C-TPAT / PIP carrier, extra attention is needed. An eLog Trip Report is required to be filled out each time the driver is dispatched or changes trailers en-route or at the trailer yard.

Declaration

I hereby declare that I have read and understand the above procedures and agree to comply with every requirement. I agree to keep a copy of this document in the container containing the seals which will be always locked.

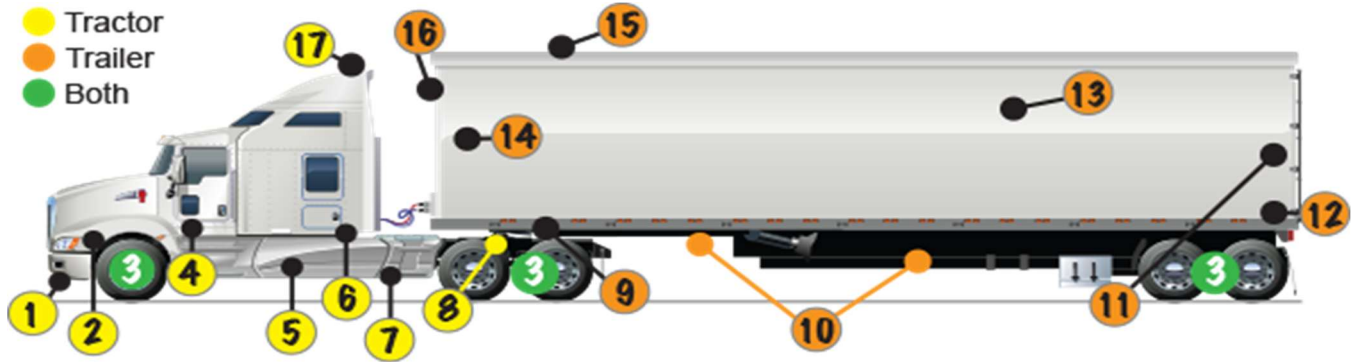
Signature:

Name:

Date:

NAVIGATING TOMORROW'S DELIVERIES, TODAY.

17-Point Truck and Trailer Inspection



- | | | | |
|------------------|-------|---------------------------|-------|
| 1. Bumper | _____ | 10. Outside/Undercarriage | _____ |
| 2. Engine | _____ | 11. Outside/Inside Doors | _____ |
| 3. Tires | _____ | 12. Floor (Trailer) | _____ |
| 4. Floor (truck) | _____ | 13. Side walls | _____ |
| 5. Fuel tanks | _____ | 14. Front wall | _____ |
| 6. Cab | _____ | 15. Ceiling/Roof | _____ |
| 7. Air tanks | _____ | 16. Refrigeration unit | _____ |
| 8. Drive shaft | _____ | 17. Exhaust | _____ |
| 9. Fifth wheel | _____ | | |

Printed name of person who conducted security inspection upon arrival

Signature

Date inspection was completed

Time inspection was completed

Printed name of person who conducted a follow up security inspection

Signature

*Seal # on container upon **arrival** at facility*

*Seal # on container upon **departure** of facility*

*Printed name of person who **affixed** seal(s)*

Signature

*Printed name of person who **verified** physical integrity of seal(s)*

Signature

Hazmat Loads Checklist

- Place 4 placards **FOR EACH TYPE OF HAZMAT** you are carrying on the trailer.
- Check paperwork for **EMERGENCY RESPONSE PHONE NUMBER**.
- Make sure that **THE SHEET WHERE IT HAS THE RESPONSE PHONE # YOU HAVE PLACED IT ON TOP OF ALL OTHER DOCUMENTS**
- Any type of Hazmat **OVER 1001 POUNDS** requires placards.
- Hazmat **MUST BE SECURE**.
- Paperwork must be on the **DRIVER'S SEAT OR DOOR POCKET. AT ALL TIMES !**
- Paperwork must be left **IN THE DOCUMENT HOLDER** when you are un-hooked.
- **LTL LOADS-** Hazmat paperwork **MUST** be the **FIRST** presented to officers, or at the scales for inspection. You must **KNOW** what you have on board when asked.
- Absolutely **NO FOOD OR FOOD PRODUCTS OF ANY KIND** can be shipped with Hazmat materials.
- **BRIDGE RESTRICTION: NO CROSSING AT DETROIT, EVER!**
- Remove placards after delivery, **BEFORE** you **LEAVE THE CUSTOMER DOCK OR YARD**. If the trailer is empty, there must be **NO PLACARDS ON IT**.
- Ensure that you always have the **ERG BOOK** in your truck.
- **QUESTIONS??? CALL SAFETY AT 778-635-1000**

ALS E-LOG AND DASHCAMS

Each truck is equipped with GPS Location Devices and Bi-Directional Cameras.

- This is one of the ways your dispatcher will communicate valuable information to you, track your mileage, and monitor your Hours of Service.
- These units are not to be tampered with or disconnected under any circumstances.
- If, at any time, your devices are not working properly, please contact the Safety Department immediately. Failure to do so could result in violations.
- Drivers may not, at any time, obscure the lenses on the dash cameras.
- Drivers may be held responsible for repairing or replacement of units that are lost, damaged, or show signs of tampering.

Signature:

Name:

Date:

YOUR HOURS-OF-SERVICE LOGS (HOS)

All drivers are expected to operate in strict compliance with CBSE and DOT requirements regarding hours of service. It is your responsibility to inform your dispatcher of your available hours and stay in constant communication regarding these hours.

ROADWISE LOGISTICS LTD. closely monitors e-Log compliance.

Drivers will receive warnings if any of the following violations are found:

- Missing information (trailer number, driver name, truck number)
- Not showing a 15-minute pre-trip
- Not showing 10 hours off-duty
- Show sleeper berth when you don't have a sleeper.
- Not showing a Safety check within the first 100 miles or 2 hours of driving

- Not showing BOL number or shipper and commodity on your logs
- Supporting document dates do not match log dates and times of Shipment paperwork (bills of lading, shipment invoices, delivery receipts etc.)
- Dispatch and trip records, or equivalent documents.
- Expense receipts related to any on-duty non-driving time (fuel receipts, lumber receipts etc.)

Disciplinary Policy

First offense: Verbal Warning/Training/ Written Notice

This will be documented as a verbal and written warning and become a part of the Driver's violation file. The driver will be required to review E-Log regulations.

Second Offense: Suspension, Training, and or Final Written Warning

At the company's discrimination, a final written warning, remedial training (and, in some cases, suspension up to 3 days without remuneration) will be issued.

Third Offense: Termination of Employment/Cancellation of Contract

Special Circumstances

Please note that in addition to the general progressive discipline outlined above, drivers who are found with the following violations (either internally or via an inspection, will face an immediate 24-hour period out of service and a written warning:

- Falsified logs
- Falsification of Personal Conveyance
- Exceeding hours of service
- Not taking required breaks (30 minutes before 8 hours driving in USA)
- Exceeding 14 hours combined (driving and on duty) status.
- Driving for more than 11 hours without a 10-hour off duty period (USA)
- Driving for more than 13 hours without a 10-hour off duty period (CAN)
- Exceeding 70 hours in an 8-day period

I acknowledge that I have read and understand the HOS Disciplinary Policy of **Roadvise Logistics Ltd.**

Signature:

Name:

Date:

Inspections and Violations

Drivers are to report immediately to Safety if they receive an **"Out of Service"** inspection. Documentation must be forwarded to the Safety department within 24 hours of receiving an OOS (or upon request).

Any driver who receives a violation/citation or a written warning while operating a commercial motor vehicle must:

- Within an hour of receiving the infraction, ticket, or warning, notify the safety department.
- Within 24 hours, provide a copy of the document to the Safety Department

- In the event a repair was needed, a copy of the repair invoice MUST accompany the inspection report before it can be forwarded to the State Patrol that issued the violation. Failure to do so could result in a *license suspension* in the issuing state.
- Submit a copy of any court ruling on the violation/citation/warning to the Safety Department within 24 hours of the court date.

Clean Inspections

Drivers who receive clean inspections (zero violations and no warnings) will be rewarded with a **\$50.00** inspection bonus pending proof of inspection documentation.

Speeding Policy

At Roadwise Logistics Ltd. we believe strongly in adhering to all Laws and Regulations. As a Transport Company and a user of our public road systems, we are overly concerned about the safe operation of our vehicles. Each user of the public highways has a duty to operate their vehicle in a safe manner so that we do not put the Safety of others and ourselves in danger.

The company has a speed policy that all vehicles must comply with the posted limit to a maximum of 105 kms per hour. All our power units are 'governed' at 105 kph.

Drivers will be responsible for any costs incurred in payment of fines, legal representation. Roadwise Logistics Ltd. reserves the right to determine the appropriate legal course of action. This will be discussed with the driver.

Drivers shall report ALL citations and violations to the Safety Department within 24 hours of receipt.

Disciplinary Process

First Offense: Written Warning

This will be documented as a written warning and become a part of the Driver's violation file.

Second offence: Training courses

This will be documented as a second occurrence and become a part of the Driver's violation file. Drivers who receive a second violation may be required to participate in refresher courses as deemed necessary, and at the discrimination of, the Safety Department.

If the second offense occurs within 30 days of the first offense, the driver will receive a 2-day suspension.

Third offence: Termination

Roadwise Logistics Ltd. Ltd., may, at their discrimination, determine whether any violation is severe enough to warrant a 5-day suspension or termination, and will exercise that option when necessary.

I have read and understand the Speeding Policy, Inspections and Violations and Disciplinary Process.

Signature:

Name:

Date:

Road Observations

Conveying that Roadwise Logistics Ltd. is a safe and responsible organization to our customers and the public is critically important. Drivers have the most direct influence on this image.

Drivers are supposed to always practice road etiquette and drive defensively. Written or phone-in "road observations" are treated seriously and are part of the driver's overall safety performance evaluation.

Drivers involved in repeated 'road observations' over a span of time are demonstrating a pattern of unacceptable driving behavior contrary to Company policy.

Disciplinary Process

First Offense: Verbal Warning

This will be documented as a written warning and become a part of the Driver's violation file.

Second offence (within 2 months): Training courses

This will be documented as a second occurrence and become a part of the Driver's violation file. Drivers who receive a second warning may be required to participate in refresher courses as deemed necessary, and at the discrimination of, the Safety Department.

Third offence (within 2 months): Suspension/Termination

Roadwise Logistics Ltd. may, on their discrimination, determine any violation is severe enough to warrant suspension or termination, and will exercise that option when necessary.

I have read and understand the Road observations Policy and Disciplinary Process.

Signature:

Name:

Date:

Seatbelt Policy

All drivers as well as authorized passengers/secondary drivers are to always wear seatbelts when the vehicle is in motion.

Drivers will be responsible for any costs incurred in the payment of fines, legal representation, Roadwise Logistics Ltd. reserves the right to determine the appropriate legal course of action. This will be discussed with the driver. Drivers shall report **ALL** citations and violations to the Safety Department within 24 hours of receipt.

If you receive a citation for failure to wear a seatbelt, the disciplinary process is, as follows:

Disciplinary Process

First Offense: Written Warning

This will be documented as a written warning and become a part of the Driver's violation file.

Second offence: Suspension

The driver will receive a 3-day suspension.

Third offence: Termination

Roadwise Logistics Ltd. Ltd., may, at their discrimination, determine whether any violation is severe enough to warrant a 5-day suspension or termination, and will exercise that option when necessary.

I have read and understand the Seatbelt Policy and Disciplinary Process.

Signature:

Name:

Date:

Distracted Driving

According to studies, distracted drivers are three times more likely to be involved in an accident, according to studies. Drivers need to be mindful of the dangers and maintain their attention on the road. Our policy, which requires drivers to stop off the road safely to use their handheld devices, is enforced by Roadwise Logistics Ltd.

While driving, you should refrain from other distractions including eating, smoking, using other electronics, and grooming yourself because there are so serious risks.

Every driver will:

- Do not use hand-held devices while vehicles are in motion.
- Avoid other distractions while the vehicle is in motion. Drivers are not permitted to read or respond to emails or text messages while operating the vehicle.
- If you do not have 'hands-free,' you are not permitted to make or accept phone calls while the vehicle is in motion.
- STOP in a safe place to deal with calls, eating, grooming, logging HOS, Roadwise Logistics Ltd.

Disciplinary Process

First Offense: Written Warning

This will be documented as a written warning and become a part of the Driver's violation file.

Second offence: Training courses

The driver will receive a 3-day suspension or be required to attend in-class or virtual training programs.

Third offence: Termination

Roadwise Logistics Ltd. Ltd., may, at their discrimination, determine whether any violation is severe enough to warrant a 5-day suspension or termination, and will exercise that option when necessary.

I have read and understand the Distracted Driving Disciplinary Process.

Signature:

Name:

Date:

Traffic Tickets, Citations, Fines, Legal Representation and Costs

Roadwise Logistics Ltd. makes it a policy to fight all tickets for all charges on behalf of all drivers.

While we try to keep these costs to a minimum, we choose the best methods to defend tickets, citations, Roadwise Logistics Ltd.

Since it is OUR NSC/SAFER score, we choose what we feel is the best course of action to get the best results.

ALL fees and related fines will be the sole responsibility of the offending party and will be deducted as per your contract or employment agreement.

Any driver who receives a Tickets, Citation, or Fine while operating a commercial motor vehicle must:

- Notify Safety within 1 hour of receiving the tickets, citation, or fine.
- Submit a copy of the document to the Safety Department within 24 hours.

Signature:

Name:

Date:

Load Security

The driver of a vehicle shall inspect the vehicle's cargo and the cargo security system and make proper adjustments:

- a) Before driving the vehicle, and when
- b) there is a change of duty status of the driver,
- c) The driver of a vehicle shall re-inspect the vehicle's cargo, and the cargo security system used and make necessary adjustments to the cargo or cargo securement system as necessary, including adding more securing devices as needed.

As Safety and security are of the utmost importance, given the nature of our business, load security must take top priority and additional time. Care must be used to ensure that the cargo remains safely and securely on the trailer.

All drivers are instructed to contact dispatch if in doubt regarding the security of any cargo. ALL LOADS REQUIRE ONE LOAD BAR OR ONE STRAP AT THE REAR, AT A MINIMUM.

Examine all freight prior to loading for any signs of damage. **If there is damaged freight, make sure this is reported and that the shipper/receiver notes "Not Driver Fault" on the Bill of Lading.**

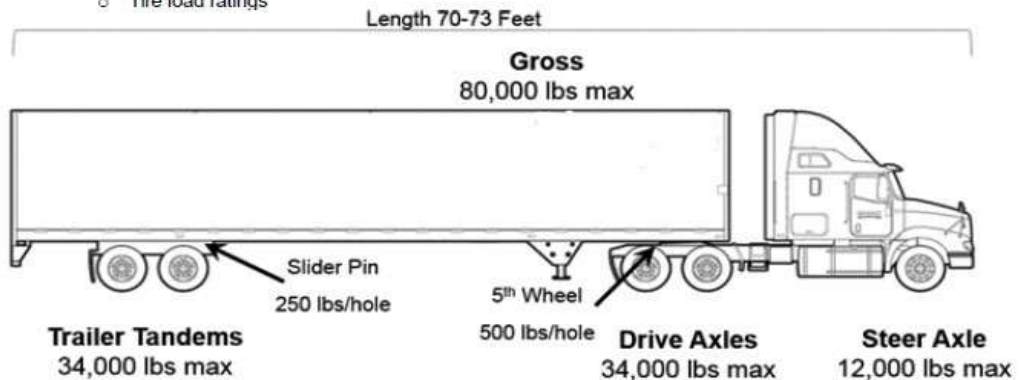
Check to see what special handling may be required. Secure all freight so that it will not move if you are forced to make sudden moves in traffic. Cargo transported in or on the vehicle must be contained, immobilized, or secured in accordance with Load Security regulations. Always take all necessary precautions!

Weight Distribution

- The Company has found the following weight limits to be the safe and acceptable practice for weight distribution:

WEIGHT LIMITS	
Axle/Axle Group	Maximum Gross Weight in lbs
Steer axle	12,000
Drive axle group	34,000
Tandem (trailer) axle group	34,000
Total gross:	80,000

- The weight limits are based on a combination of:
 - State and local laws
 - Bridge weight restrictions
 - Equipment manufacturer's specifications
 - Tire load ratings



Maintenance & Repairs

NAVIGATING TOMORROW'S DELIVERIES, TODAY. Repairs (all Drivers)

It is the **driver's responsibility to notify Safety** if the tractor and/or trailer need any repairs. This includes current plates and stickers. Repairs can be done at the Roadwise Logistics Ltd. yard or at an outside location as approved.

- Drivers are responsible for **providing a copy of the invoice for all repairs paid for by Roadwise Logistics Ltd. within 24 hours**. Failure to provide a copy of the invoice will result in the charges being deducted from settlements.
- If a repair is required on the road,
 - please locate the nearest service center using an app like **"Truck Down."**
 - contact Safety to inform them that a repair is required.
 - If you are unable to locate a repair shop, Safety will be able to assist you.
 - Any repairs required on the road to ROADWISE LOGISTICS LTD. equipment, can be paid for by the driver and Reimbursed by ROADWISE LOGISTICS LTD., or paid for by ROADWISE LOGISTICS LTD. under certain circumstances.

Tire Repairs

1. If you have Trailer Tire issues, first check that you have a spare.
2. If one of the trailer tires is flat, continue to the nearest service Centre.
 - Tire repairs: please pay the bill and we will reimburse you (with receipt). Please notify Safety during regular business hours. If you do not provide the receipt, you will not be reimbursed. You do not need to contact Safety after hours if you can look after the repair on the road.
3. If you cannot drive the trailer safely to the nearest service Centre, please contact Safety and we will assist you.
4. Please notify your Dispatcher every time you are delayed because of a repair.

Trailer Damages

Management is attempting to reduce the extensive loss of money invested in the repair of unreported damage to ROADWISE LOGISTICS LTD. Equipment.

Most of this damage is done by drivers who are not reporting the damage to dispatch, Safety, or ROADWISE LOGISTICS LTD. Repairs Department when arriving at the Yard.

Please be aware that the cost of all damages found may be billed to the Driver to whom possession of the trailer was last driven, no exception.

It is your responsibility as the driver to do your Pre trip and Post trip inspection in a proper manner. Report the damage before you hook to the trailer!!

Your cooperation in this matter is appreciated. Should you have any questions regarding these procedures please feel free to ask your Dispatcher or Safety.

Use your **Incident Reporting Form** should damage occur at a shipper or receiver. Do not leave the location until you have obtained all the information required on the Form. Contact Safety if you are having difficulty obtaining the appropriate signatures.

Trailer and Tractor Inspection Process

- 1) Completing a DVIR using the ALS application every day, pre and post trip for both the truck and trailer.
 - a. The driver is responsible for making sure any serious defects are reported to Safety immediately upon discovery.
 - b. The driver is responsible for making sure pictures are taken with every DVIR, otherwise the driver may be held responsible for damage detected later.

Please note: You are responsible for completing these reports. If a driver takes possession of a trailer after you and damage is discovered, at the time of hook-up, the investigation will include your Trailer Inspection Report. If you have not followed this procedure, you may be held responsible for all damage to the trailer.

***** REFER TO ALS PROCEDURES FOR PRE-TRIP INSPECTION INSTRUCTIONS AND DVIR *****

Vehicle Cleanliness

Drivers are responsible for maintaining a clean truck both inside and out. The Safety Department can authorize both Truck and Trailer washes for ROADWISE LOGISTICS LTD. equipment.

Any trucks. Returned to Roadwise Logistics Ltd. that are in an unsatisfactory condition will result in up to a **\$300 "housekeeping fee"** deducted from the driver's pay settlement. Examples are:

- Items left in the truck.
- Dirt, grease, grime and dust on seats, dash, doors, and/or carpeting
- Odor of smoke
- Damage caused by smoking.
- Stained, torn, or missing mattress.
- Trash or rotting food.
- Evidence of rodents or bugs
- Rips, tears, scratches, or dents inside or outside the cab
- Broken or missing pieces inside or outside of the cab

Signature:

Name:

Date:

Trailer Cleanliness

To create a pleasant working environment and to maintain standards of cleanliness for our clients, we require that trailers are left in good condition. When you are dropping an empty trailer, please check the following:

- At least $\frac{3}{4}$ tank of fuel for reefers
- Inside is clean (swept/washed) – floor clean, walls clean, chute is not moldy or damaged, no water/puddles on the floor.

Drivers who fail to uphold these standards and another driver is required to clean the trailer before re-loading, will be charged a **\$50 cleaning fee** that will be passed along to the driver who cleaned the trailer.

Signature:

Name:

Date:

Vehicle Idling Policy

Idling vehicles wastes fuel, creates pollution and causes premature engine wear. It is every driver's responsibility to minimize fleet operating costs while reducing harmful effects on the environment. Violators may be subject to disciplinary action.

- Fleet vehicles will not be parked with the engine operating unless it is essential for performance of work.
- Exceptions are during an engine warm-up period and during periods of extreme wintry weather. When engines must be left operating for any reason, the operator is to remain with the unit.
- Idling your vehicle impacts on your quarterly Safety bonus!
- Fleet units are designed to shut off after 10 minutes of idling.

Signature:

Name:

Date:

ACCIDENTS AND INCIDENTS

All accidents must be reported as soon as Safety allows the Safety Department no matter what time of day or night. The Safety Department will guide you through the process of what needs to be filled out and what steps need to be followed.

Main Point of Contact: 778-635-1000 Ext 105

After Hours: Please text first and wait at least 10 minutes before calling.

What to do if the accident involves another person:

- Remain Calm
- Pull over to the side of the road, if possible, or park in a safe location
- Call 911 if you require law enforcement, fire, or medical assistance.
- Do not discuss accident details with witnesses.
- **Do not admit fault.**
- Call the ROADWISE LOGISTICS LTD. numbers above.
- Remain at the scene of the accident – Never leave the scene unless you are in immediate physical danger.
- Obtain information from everyone involved: drivers, passengers, witnesses (use the **Accident Reporting documents in your Permit Binder**)
- Obtain insurance and Driver's license (photos) or information from the drivers of all other vehicles involved.
- Take pictures of the damage to other vehicles, property, and/or trailer
- Obtain a copy of the police report and attend to the officer's identification.

IF THERE IS AN INJURY TO ANYONE INVOLVED, FATALITY, OR DISABLED VEHICLE, DRIVERS MUST SUBMIT TO POST-ACCIDENT ALCOHOL AND DRUG TESTING – PER REGULATIONS.

If the accident does not involve another person:

- Remain Calm
- Pull over to the side of the road, if possible, or park in a safe location
- Call 911 if you require law enforcement, fire, or medical assistance.
- **Do not admit fault.**
- If you have damaged someone's property or hit an animal, call the local 10-digit number for the police to report the incident.
- Call the ROADWISE LOGISTICS LTD. numbers above.
- Remain on the stage if directed to do so by ROADWISE LOGISTICS LTD. personnel or law enforcement.
- Take pictures of the damage to the property and/or tractor and/or trailer
- Complete the Accident Reporting Documents in your Permit Binder

Incident Reports

Incidents that affect **equipment or cargo** must be reported on a timely basis to the Safety Department. If an incident occurs at a shipper or receive, the driver is required to complete an **Incident Reporting Form**. This form must be completed and forwarded to Safety BEFORE you leave the shipper or receiver.

If the damage is the fault of the shipper or receiver, you must ensure that the person who caused the damage signs the acknowledgement at the bottom of the form BEFORE you leave their location, If the party responsible refuses to acknowledge the damage contact the Safety Department for assistance. **The form should then be sent as soon as possible to Safety@Roadvise.ca**

DISPATCH

Dispatch General

- Your dispatcher is your **FIRST POINT** of contact regarding issues, concerns, questions, or information that needs to be updated.
- For non-emergency situations, please give your dispatcher appropriate time to resolve the issue. If you have not received a response to your request after 24 hours, you may contact the Safety Department.
- For emergency requests, if you cannot reach your dispatcher, you may contact the Safety Department (see also on-road repairs and accident reporting).

There is always someone in the office on Weekdays until 9:00 pm. Please call the office first. Dispatch's cell phone and the Safety After-Hours Emergency number are for **EMERGENCIES ONLY**. If you need to contact us using either of these numbers, please **TEXT FIRST**.

Overweight Responsibility

- It is a driver's responsibility to make sure that the loads are secured and are not overweight. Each driver must respect the following securement rules. Overweight fines are costly and an unnecessary expense.
- • You must check axle weights and maintain them within legal limits. If you are unsure about the applicable weight limits, please check with Dispatch or the Safety Department.
- • **Scale all loads immediately after loading if the load reads 37K lbs. on paper. All drivers are provided with access to the CAT Scales app for prepaid scaling.**
- • You scaled all loads whether it is outbound or inbound.
- • If you are approaching the maximum gross weight allowable and you are light on one set of axles and heavy on the other, you may attempt to more evenly distribute the weight by sliding the fifth wheel or the trailer tandems.
- • Certain truck stop scale tickets will not meet the standards of the official government weigh scales; allow yourself plenty of tolerance on the axle weights. If in doubt, weigh again before getting to a government scale.

Many times, careful loading of the trailer can save many headaches later.

If you have a load which is heavy on gross weight, you are responsible for reporting this situation to Dispatch before departing with the load, they will advise you of a course of action.

If you don't know how to estimate the axle weights, ask for instructions. It is the driver's responsibility not to proceed with a load if he/she has doubts that the load is overweight!

REMEMBER: As a rule of thumb, **850 lbs. per foot** will prevent the trailer from being loaded beyond the legal axle limit.

If you have picked up a load in Canada for a US-Bound driver and you have failed to scale the load before dropping it in the yard, any miles or lost time due to "Rework" will be deducted from your compensation.

Signature:

Name:

Date:

TRAILERS

Loading and Unloading

- Before loading any trailer, make sure you sweep it out and remove any nails from the floor.
- Notify Safety if the trailer was left in unclean condition by a previous driver.
- Check the roof, sides, and floor for holes that might allow the weather to damage the cargo.
- Load heavier freight on the floor and lighter freight on top. Always observe loading instructions, such as **THIS SIDE UP DO NOT DROP FRAGILE** Etc.

REMEMBER: As a rule of thumb, **850 lbs. per foot** will prevent the trailer from being loaded beyond the legal axle limit.

Before Hooking to Trailer

- Make sure it is the correct trailer number.
- Is the Seal intact and the correct number.....if not sealed....remove lock and.....
- Look inside and inspect cargo – is it secure? If not, secure with load bar or strap.-Does the address on the freight match your bills? If not, call dispatch immediately to report the problem.

Hooking To Trailer

- Before backing under trailer, check the fifth wheel for grease.
- Block trailer wheels.
- Back up to, but not completely under trailer, and check trailer pin height.
- If height is O.K. attach air lines and electrical cord, back under and hit pin.
- Check under the trailer to see if jaws are closed on the fifth wheel.
- Wind up dollies and secure handle.
- Close air valve on trailer air bags, apply air to bags,(check that they have filled) Move bogey wheels to proper position (41' mark)
- Remove trailer blocks and place out of the way.

In the Dock

- Check to see if the dock plate has been removed.
- Make sure you have the correct flight, and it is secure.
- Make sure no one is in your trailer when you pull away from the dock.
- Close and lock doors.

Dropping Trailers

- a) Lock the trailer by “dynamiting” the trailer.
- b) Wind down the dollies and place blocks (where required) under the trailer wheels. Ensure that the trailers are parked on cement pads (where provided) or that wood is placed between ground and the dollies to prevent damage to the ground and keep the trailer from sinking into soft sand, gravel, asphalt etc. especially in warm weather.
- c) Make sure the trailer wheels are properly blocked.
- d) Release the air in the trailer air bags.
- e) Releasing the fifth wheel

- f) Ease ahead but not out from under the trailer.
- g) Unhook the airlines and electrical cord.
- h) Dump the tractor air bags.
- i) Gently pull out from under the trailer once the tractor air bags are completely empty.
- j) Air up tractor air bags, drive away.

Backing Trailers

- a) Where possible do not back up from the blind side.
- b) AVOID BACKING UP SITUATION WHENEVER POSSIBLE.
- c) Make sure the lane or area you are backing up in is clear in both height and width.
- d) GET OUT AND LOOK (G.O.A.L)
- e) Turn on four-way flashers.
- f) Blow your horn, pause, then slowly back into position.
- g) If possible, ask someone to guide you in.

Load Refusal

If the company has a load for you and you refuse that load for any reason other than Safety issues (overweight-HOS regulations etc.) you are not entitled to any compensation for empty miles, waiting time or lay over thereafter. You may be responsible for any loss of revenue to the company. (empty miles on trailer, border crossing etc.)

Signature:

Name:

Date:

NAVIGATING TOMORROW'S DELIVERIES, TODAY.

Load Bars and Straps/Flatbed Accessories

Each trailer will, at some point need load bars, straps, or both. If at any time you require bars or straps, simply ask and someone in dispatch will see that you get the equipment you need. Should the bars get damaged, bring them to the Safety Department for proper disposal and replacement.

Flatbed drivers will be equipped with necessary accessories. Please notify Dispatch if you require additional accessories.

Transportation Responsibility Waiver

If a customer asks you to deliver to an area not usually frequented by large trucks, such as a private home, backyard business or any location where there may be a high probability that property damage could occur, ask them to sign the **Transportation Responsibility Waiver**. Ask your dispatcher to fax or e-mail one to you. This could save you and the company a lot of money if we were to be held responsible for replacing such items as laneways, lawns, fences, etc.

Axle Spread Regulations

1. All drivers must comply with Provincial and State axle spread regulations.
2. Drivers are responsible for all violations/citations/tickets received because of non-compliance.
For example: A driver crossing from the US into SK or AB will have to close the axle spread, It can be opened when crossing back into the US.

Trip Envelopes

Each driver is required to complete and return a Trip Envelope for every trip originating from the **ROADWISE LOGISTICS LTD.** Yard. Upon return to the yard, the Trip Envelope and all original bills/ Proof of Delivery, receipts, logs, seals, etc. will be turned into dispatch. (*Try to scan and send PODs from the shipper/receiver right away.*)

The Trip envelope **must** contain:

1. Trip Number
2. Truck Number
3. Driver Name

The envelope must be filled out or it will be returned and could cause a delay in payment.

* Drivers hired for the city division will fill out a **city daily trip sheet**. *

Lease-to-Purchase and Owners Only

Loan Agreements – Owner/Operators Only

Roadvise Logistics Ltd. may, at times, agree to make payments for maintenance and repairs to vehicles on behalf of owner/operators. Such payments carry interest (see contract) and will be deducted from payroll over a period of up to 3 months.

Equipment Standards for Owner/Operators

The Owner/Operator agrees to always keep all equipment in safe operating condition while contracted by Roadvise Logistics Ltd. The following basic standards must be upheld:

- All equipment must remain externally clean and damage-free with presentable paint and chrome in good repair where applicable.
- Any external damage will be repaired in a reasonable amount of time from the date the damage occurred, that being 90 days or less, or prior to hiring.
- Wheels must be painted or polished with no visible rust.
- ROADVISE LOGISTICS LTD. Decals must be displayed and placed as per Company's direction.

Equipment must not be more than 10 years old, however, each piece of equipment will be judged on its own merits and exceptions may be made at the Company's discrimination.

Monthly Maintenance Reports for Owner/Operators

Monthly Maintenance Reports are required by the Safety Department by the 10th day of the following month.

- Reports may be sent via ALS or by email to Safety@Roadvise.ca
- Reports must include copies of actual Invoices provided by the repair shop.
- Maintenance Invoices must include an appropriate checklist provided by the mechanic who conducted the PM.
- Annual Safety Certificate copies must accompany Invoices for Annual Safety

Signature:

Name:

Date:

Repairs Owner/Operators Only

The Owner/Operator agrees to always keep all equipment in safe operating condition while contracted by Roadwise Logistics Ltd.

All non-owned equipment must be inspected by a mechanic of ROADWISE LOGISTICS LTD.'s choice prior to being added to the fleet.

Every 90 days thereafter the operator must have equipment inspected according to our guidelines.

The inspection sheet must be signed by a licensed mechanic and the license number provided where indicated. ROADWISE LOGISTICS LTD. reserves the right to inspect equipment every 90 days using the mechanic of their choice.

Any repairs needed will be done at the time of the inspection or before the next dispatch.

If the Company feels the equipment is not being maintained based on inspection results 'on-road' the Company may, at its discrimination, require the Owner Operator to have the equipment inspected every 30 days until such time as the company feels that the inspection intervals, again based on the "on road" inspections, can be returned to the 90-day interval.

Fees for ROADWISE LOGISTICS LTD. Repairs Department 90-Day Inspections are \$150.00 per inspection. Any additional labour arising from the inspection will be invoiced at ROADWISE LOGISTICS LTD.'s prevailing rate of \$85.00/hour or Approved repair facility rate.

Corporate Lease to Purchase Maintenance Agreement (L2P Only)

To ensure the ongoing roadworthiness of vehicles in the Roadwise Logistics Ltd. Lease-to-Purchase Program, it is imperative that equipment is used in a careful manner and that certain scheduled maintenance activities take place during the year.

Use of Equipment

The Lessee will use the Equipment in a good and careful manner and will comply with all the manufacturer's requirements and recommendations respecting the Equipment and with any applicable Law, whether local, state, or federal respecting the use of the Equipment.

The Lessee will use the Equipment for the purpose for which it was designed and not for any other purpose. Unless the Lessee obtains the prior written consent of the Lessor, the Lessee will not alter, modify, or attach anything to the equipment unless the alteration, modification or attachment is easily removable without damaging the functional capabilities or economic value of the Equipment.

Repair and Maintenance of the Equipment

The Lessee will, at the Lessee's own expense, keep the Equipment in good repair, appearance and condition, normal wear and tear excepted. The Lessee will supply all parts that are necessary to keep the Equipment in such a state.

If the Equipment is not in good repair, appearance, and condition when it is returned to the Lessor, the Lessor may make such repairs or may cause such repairs to be made as are necessary to put the Equipment in a state of good repair, appearance, and condition. The Lessor will make the said repairs within a reasonable time of taking

possession of the Equipment and will give the Lessee written notice of and invoices for the said repairs. Upon receipt of such invoices, the Lessee will immediately reimburse Lessor for the actual expense of those repairs. The Lessee will conduct Annual Safety Inspections and regular 90-Day vehicle inspections at the facility of the Lessor's discretion. Such inspections shall be conducted by competent mechanical staff and will be priced at market value as follows:

Annual Safety Inspection: \$300.00 per inspection

90-Day Inspection \$150.00 per inspection

Any additional services required to make the vehicle roadworthy, and/or to meet regulatory requirements will be documented and the vehicle may, as a result, be deemed out of service until such time as the repairs are completed by a competent mechanic at a repair facility of Lessor's discretion.

I have read and understand the Terms of this Agreement.

"Lessee"

Signature:

Printed Name:

Date:

"Lessor"

Signature:

Printed Name:

Title:

Date:



Decals (Owner/Operators)

The decals applied on all Roadwise Logistics Ltd. vehicles are uniform. No additions (bumper stickers, window decals, Roadwise Logistics Ltd.) may be added without prior written approval from the Safety Department. Roadwise Logistics Ltd. reserves the right to have any such marks removed at their discrimination.

No modifications or drilling of holes in Roadwise Logistics Ltd. vehicles may be conducted without prior written approval from the Safety Department.

Any driver who willingly, purposely, or knowingly damages or destroys any Roadwise Logistics Ltd. equipment will be subject to immediate termination and will be liable for all associated costs.

Speed Limiter

All equipment added to the Roadwise Logistics Ltd. fleet require a Certificate from the dealership or a licensed mechanic indicating that the "governor" has been professionally installed and is functional.

WE ARE EXCITED TO HAVE YOU ON THE TEAM, LETS ROLL TOGETHER!!!