



Company Policy

As a part of your employment agreement with the company Shaheen Transport LLC. We expect you to follow the Standard Operating Procedures set forth by the company at all times. These SOPS are set to make sure that we can take care of you and achieve company goals and objectives in the longer Run.

Stay Safe:

- Use a seat belt at all times – driver and passenger(s).
- Be well-rested before driving.
- Avoid taking medications that make you drowsy.
- Set a realistic goal for the number of miles that you can drive safely each day.
- If you are impaired by alcohol or any drug, do not drive.
- Do Not use cell phones while driving

Drugs And Alcohol Policy:

- We perform Random Drug and Alcohol tests as part of the company policy you are to report for all of them.
- Failing to appear for a requested drug or Alcohol test may result in termination of services
- Failing the drug or alcohol test may result in termination of services
- Vehicles(Trucks, Trailer)
- Keep the Trucks/Trailers Clean.
- Do Regular Inspections before and after completing your Shift.
- Filling Out Driver Vehicle Inspection Report every day.
- Report any problems that you see with the equipment that needs a fix right away.

¹ Company Policy

- Do a Load check to make sure the load is properly secured before leaving for delivery and every available opportunity.
- It is your responsibility to keep the load safe and deliver it in the condition as you picked it up.
- No Pets allowed on the trucks
- You have to make sure to hand over the truck at the time of termination of services either by the company or by you in the same condition as you took it over.

Tablets, ELDs, Dash-cams:

- For you to be able to perform your duties each vehicle is fitted with a tablet, ELD, DashCam. It is your responsibility to make sure the following are taken care of,
- Make sure the ELD has a secure connection with the vehicle.
- Do not temper with ELD
- Do not temper with the Dash-cams they are installed to keep you safe.
- Do not cover the dash-cam with anything.
- The Tablets in the trucks are only to be used for company authorized applications for example ELD Application
- There is an Internet connection available in the trucks that can only be used on company-owned tablets and only for company authorized applications(ELD Application).

Hours Of Service:

- You are to adhere to hours of Service at all times.
- You should not be driving the truck without the ELD at any time
- Take care of your HOS Cycles
- 30 minutes break within 8 hours of driving or as stated by the cycle rule you are following.
- Make sure you do not work more than 14 hours a day as stated by the cycle rule you are following.
- Do not drive more than allowed hours in your cycle (1²1 hours a day) or as stated by the cycle rule that you're following.
- You are to take 34 hours after every 70 hours or as stated by the cycle rule you are following.
- At no point are you allowed to work if you violate any of the above-mentioned HOS rules.

Dispatch / General:

- You are to adhere to the instructions provided to you by the dispatch.
- You are to provide the Bill loading and The envelopes as soon as they are received.
- If you have hours available in your cycle and you are told to pick the load up or drop a load off you're to do that as a part of your daily job.

In case you are looking to avail of any days off please provide a week's notice before the date.

Termination OF Services:

- The company reserves the right to terminate the services at any point if you are found in violation of any of above mentioned SOPS set forth by the company.

- Company and employee can part ways with mutual understanding.
- 2 weeks notice period is to be served if you are quitting the job.
- ***Quitting without notice will result in the driver losing any bonus earned (.5 cent safety and hard work bonus)***
- You will be eligible for the Benefits from the company and state only if you are laid off by the company.

By signing this, you will agree to all company policies HOS, and bonus information.

EMPLOYEE NAME:(print)_____

Employ³ee Sign:_____Date:_____