



# ***DRIVER'S MANUAL***

## ***Policies and Procedures***



I acknowledge receipt of The Company's policies and procedures. I (the driver \*\*) promise to acquaint with it and to respect them: policies and procedures under Bill 430, the USDOT (FMCSR) and the Canadian and American regulations, as well as those relating to health and safety at work.

**This manual will be kept by the driver for any future reference**

To lighten the text: The term "Company" means « **The Company** ».

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## ***POLICIES and PROCEDURE***

**OBJET :        DRIVER'S MANUAL**

No :

Company's Responsible

Create on : November 4, 2013

Revised on :

### **Foreword**

This Driver's Manual was developed by Gestion Daniel Béland Inc. with the collaboration of

### **P & B Transport**

(141200 Canada Inc).

The texts contained in this document are a purely explanatory.  
This document is not a text of law.

It is intended as a simplified Driver's Manual to the legislation and, as such, cannot be used for legal purposes.

Thus, in case of need to implement or interpret laws or regulations, the reader must refer to the articles of the said laws and regulations

To lighten the text: The term "Company" means « **The Company** ».  
The masculine form has been used solely for the purpose of readability.

### **Definition**

***\*\*Definition: An operator requiring a driver's services***

The requirements of the regulations of Bill 430 in Quebec, Canada and the United States (FMCSR), require of an owner, operator and driver of heavy-vehicles – PECVL, the keeping of a driver's file and also policies and procedures.

The word driver in this manual, refers to the definition (The SAAQ's Evaluation Policy) and the USDOT-FMCSR. The said-word may relate to any of the following situations: An employee-driver or an Incorporated Independent driver or an owner operator or a driver whose services come from a personnel agency.

N.B. This driver's manual is a complementary to the company's and internal policies or your employer.



## **POLICIES and**

**Objet : Driver's Manual**

Create on : November 4, 2013

Revised on :

Verified, Validated and approved by (name, signature, date):

## **From the President**

### **Obligations of the company, drivers, and owner operator**

Bill 430 (adopted on June 19, 1998) concerning the Owners, Operators and the Drivers of Heavy Vehicles (PECVL), is as much for the driver, owner operator, the vehicle and the company (owner or operator). For some years now, the control on roads and in companies by different governmental inspectors requires the PECVL to comply with numerous obligations.

The driver's obligations with regard to the road safety are contained in this driver's manual and appropriate appendices annexed.

Everyone's cooperation is essential to ensure compliance with these obligations and to meet these requirements.

As Owner, Operator, and Drivers of a Heavy Vehicle and as an individual, we have an important part of responsibility for respecting the requirements in safety and in the protection of the road network in order to keep the right to use heavy vehicles in Quebec, Canada and United States.

The prevention approach which we promote, will ensure our credibility and our reliability to our customers and governmental authorities and show that the company has at heart the safety and prevention.

### **Safety Rating**

Since April 1<sup>st</sup>, 1999, and subsequently, all the elements of Bill 430 came into force. The « safety rating » being part of the law's control mechanism implies that it is in the interest of the company to «manage» this quotation and to set up the different mechanisms of control and verification. For Ontario and the Canadian provinces, since January 1st, 2006, offences are transferred to the file of PECVL (Owner, Operator, and Heavy Vehicle Driver) of Quebec

The Safety Rating is established according to all the behaviors noticed in the company or regarding its drivers. The Evaluation policy and its various modifications introduce, by law, new dispositions to improve and speed up the process of identification of the said-operators.

## **P & B Transport PROCEDURE**

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Manager must monitor commitments,  
and updating the entire program.



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Therefore it is in everyone's best interest to collaborate and to provide the necessary documents, to complete them well, as well as to ensure that all drivers and sub-contractors fully understand the obligations deriving from Laws and Regulations.

In Quebec, the ongoing conduct review for the PECVL is based mainly on 5 areas (Vehicles safety, Operational safety, Load limit compliance, Involvement in accident, Overall conduct of operator)

In the United States, a Comprehensive Safety Analysis, entitled the CSA2010, allows evaluates the PECVL's behavior on 7 areas of behaviors as well as the driver's.

### ***Driver – Conduct Review Policy for Heavy Vehicle Driver***

Since January 2011, the new conduct review Policy for Heavy Vehicle Drivers is more accountable for the driver.

**The Company** commits, as a corporate citizen, to ensure implementation, monitoring, and the compliance of laws and regulations.

Yehuda Pardo  
President



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### **1.   PRÉAMBULE**

#### ***1.1   The purpose of this Employee's Manual***

The purpose of this driver's manual is to inform the drivers of their obligations as a driver of a heavy vehicle (Quebec, Canada, United States). It is intended as a simplified guide for lawful interpretation, you should refer to lawful texts and regulations.

#### ***1.2   Business Objectives***

The main objective of **The Company** is to ensure that its drivers are professionals of the road and that they respect the policies and procedures as part of this guide.

To achieve this goal, **The Company** seeks to develop and continuously improve the business by ensuring that its staff are continually informed about new developments in the field of transportation. This training fosters all employees to improve their quality of work and their knowledge

### **2.   GENERAL INFORMATION**

#### ***2.1       Responsible for the files***

##### **Driver's file**

Responsible:       **Brian Telford**

According to Article 519.20 of the «CSR» (The Road Safety Act) and the USDOT, **The Company** must keep records, reports, files and other documents required by Regulation.

In order to complete the driver's file, a driver must submit the required documents quickly in order to meet the regulatory requirements of transport (PECVL).

##### **Pre-trip and mechanical inspection:**

Responsible:       **Brian Telford**

Every driver will have to refer to the designated person, for any defect discover on his vehicle.



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**Driving and service hours, trip sheet**

Responsible:        **Brian Telford**

Without any hesitation, every driver will have to refer to the designated person for any questions regarding the regulation about the driving time, on duty time and off-duty time..

**3        OPERATIONAL INFORMATION**

Telephone number / list

Administration	514-955-0844
Dispatch	514-955-0844
Garage	514-955-0844
CANUTEC (TMD)	613-996-6666 / sure Cell. : *666
Drug and Alcohol Program	Brian 514-955-0844
Consortium (USA)	Driver Check
Clinic on the road	Driver Check
Health and Safety	Brian 514-955-0844

**4.        CONFIDENTIALITY**

**4.1        Company’s Information**

**The Company** relies on employee privacy regarding any information or documentation in connection with **The Company**



b. ***POLICIES and  
PROCEDURE***

c. **OBJET :  
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d. No :

e. Company's  
Responsible

f. Create on : November 4, 2013 Revised on :

g. Article 5 to 6.4 free space

***h. Forklift***

i. The handling of merchandise performed by the driver or the warehouseman with the aid of a fork-lift requires safe operation in behavior and in the use of the fork-lift.

j. New measures, notably the norm of manufacture (January, 2008), the retaining device and training (January, 2007) are currently in force.

k. Every employee or driver using a fork-lift must officially be trained. For the employees and drivers not trained, **it is strictly forbidden** to use a fork-lift truck at **The Company** or at a customer's.

*l. free space*

***m. Transport to USA (insurance)***

n. For transportation to the United States, Drivers need an insurance coverage, the driver must have in his possession a card covering the individual insurance for the first 90 days (probationary period)

**o. TRAINING**

p. **The Company** aims for quality of its drivers.

q. Every driver may obtain, if necessary, a training related to his work. **The Company** will then:

r. organize appropriate training as needed;

s. Assign internal or external resource to offer him the proper training.



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### **8.    GENERAL GUIDELINES**

#### ***8.1.    Civility and courtesy***

At **The Company**, all employees must be civic and courteous towards clients.

All employees, no exception, represent the company. An exemplary behavior must be distinguished by the employee of **The Company**, who is called to be in contact with the public, his supervisors and his co-workers.

#### ***8.2    Client's instructions***

**The Company** relies on the cooperation of all its drivers so that they perform any customer's request, lawfully, as per the laws and regulations. Drivers must show professionalism at all times.

When a client's instructions are not deemed compliant, the driver must immediately notify the responsible.

#### ***8.3    Smoking prohibited***

Since December 17, 1999, it is prohibited to smoke in the halls of **The Company**, meaning, its administrative offices, warehouse and the garage.

### **9.    COMPANY'S POLICIES AND PROCÉDURES**

#### ***9.1    Delay***

**The Company** must rely on the reliability and punctuality of all its drivers.

Any delays must be reported as quickly as possible to the responsible person.

#### ***9.2    Cleanliness of the Vehicle***

Your vehicle is a billboard that projects an image to the client, shippers, and the general public. Keep it clean inside and outside, and have pride to work with a clean vehicle.

The driver must maintain the inside of the vehicle's cabin clean. At all times, he must make sure to keep clean the windshield, windows and mirrors to ensure good visibility.





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### **9.3    *Driver's license – driving record***

**9.3.1** All drivers must possess a valid driver's license to be able to drive a vehicle belonging to **The Company**.

The renewal of driving license is required at least 30 days prior to the date of your Birthday date.

**9.3.2** Any withdrawal and / or suspension or removal of the driver's license, the said-driver should immediately notify his immediate supervisor and will not drive any company vehicle until the driver's license becomes valid again.

**9.3.3** All drivers must provide a summary of their driving record when required; the company must have at all times a proof of the driver's driving record.

#### Driving a vehicle other than a heavy vehicle

Violations related to the driving of a motorized vehicle or personal vehicle or any other vehicle affects the driving record of the driver. For these reasons, the company requests that it be reported to the Human Resources Department, all violations related to driving a motorized vehicle, a personal vehicle or any other vehicle to ensure that the driver meets the company's requirements of any events and points on the driver's record that may affect the right to drive a company's heavy vehicle.

#### **Conduct Review Policy for Heavy Vehicle Drivers – Since January 2011**

The driver must inform **The Company** of any warning letter from the SAAQ and the CTQ concerning the thresholds to their statement of driving record, section heavy vehicles.

**9.3.4** All drivers must complete and return all of the required forms and / or documents to the responsible.

### **9.4    *Road Accidents and Incidents***

The objective of this policy is to be sure that drivers of the company circulating on the road do it on a safe manner by respecting other road users.

In all cases, drivers must notify **The Company** responsible person, as soon as possible, of any road accident or incident causing physical injury, materials damages or others events.

**The Company** requires this information in order to be able to notify its insurers of any possible claim. Not respecting this order may result in a dismissal of just cause.



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In order to begin, **The Company** commits to provide its drivers safe equipment at all times.

**The Company** recognizes that despite of all precautions taken, it may happen that one Of its drivers be involved in a road accident or incident that could have been prevented or not, responsible or not.

The company has to set up an inquiry in order to analyze each accident involving one of its road vehicle and determine, if need be, the driver's responsibility or not, and determine, to whom the responsibility will be attributed.

Should the driver involved be found responsible, measures will be taken to remedy to this situation.

These measures may be of various types, such as training. At no time will one find a measure be excluded from disciplinary actions such as suspension without pay or in more serious cases, implicating a serious misdemeanor of the driver, a dismissal.

Following any road accident or incident, each driver must complete an accident or incident report.

The company's policy is ZERO TOLERANCE for any accident or incident where The driver is found responsible; **The Company** may consider disciplinary action leading to dismissal and, in the case of an owner operator, any verbal or written Agreement will be revoked immediately.

### ***9.4.1 Procedure in case of a road accident***

**In any accident, the driver must:**

#### **Should somebody be injured, even so lightly?**

Call for medical assistance and complete a joint report of automobile accident or if a police officer is required on site, a police report will be required.



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### **If only sustained damages have occurred (off-road accident)**

It is mandatory that each driver, following an accident (off-road), meaning, an accident that has sustained damages to the vehicle or other, please complete the INCIDENT REPORT form.

Contract from scene **P & B Transport** as soon as possible

From scene of accident take picture of damages and area it occurred (lots pictures) never admit fault

Having on hand the three documents that you and the other driver must have (driver's license, registration, and insurance attestation), carefully complete only one joint report of automobile accident or if a police officer is required on site, a police report must be completed.

*Driver's Obligations in case of road accident and incident, see appendix.*

### ***Accident / Incident report***

#### **9.5    *Seatbelt***

A driver must not drive a commercial motorized vehicle without making sure that the seatbelt is properly secured and buckles correctly.

#### **9.6    *Fatigue or Sickness***

No driver is authorized to operate a vehicle when their ability and/or alertness is impaired by fatigue, sickness, or any other cause which makes it unsafe to begin (Or continue) to drive the vehicle.

#### **9.7    *Emergency Stop***

If a vehicle is stopped on a public highway or the shoulder of the highway, the driver must activate the vehicle's hazard warning flashers immediately. The driver must leave the flashers on until warning devices are installed and activated. The flashers must again be turned on while the warning devices are being picked up before moving the vehicle.



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### **10. CARGO SECUREMENT**

Before driving a commercial motorized vehicle, it is the driver's responsibility to ensure that the cargo is evenly distributed and adequately secured.

The driver must make sure to secure; lifting hatchback, doors, tarpaulins, spare tires and other equipment used in its operation and the means of fastening the commercial motorized vehicle's cargo are guaranteed.

Article 471 of the Highway Safety Code provides that no person shall operate or authorize to drive any vehicle if the loading is not well secured or adequately covered:

- cannot move or fall off the vehicle;
- can affect the stability of the vehicle;
- Is not secured to the vehicle in accordance with the Regulation respecting standards of load secure.

#### ***10.1. Load securing in the vehicle or in the trailer***

**The Company** requests each driver to check and make sure to attach goods at The terminal (before departure) and all over the pickups with the tools and equipment supplied by **The Company** .

#### ***Tie down Certification***

From January 1, 2011, the driver must ensure that all tie downs or a component of a tie down is marked by the manufacturer with respect to its working load limit (WLL – working load limit).

The driver must ensure that all tie downs or tie down component carries a manufacturer's mark in respect to its load limit (WLL - working load limit).

***Driver's Obligations – Cargo Securement, see appendix.***

**Standard No. 10**

**Code Canadien de sécurité sur l'arrimage des cargaisons : July 14, 2005**



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### **11. LOADS AND DIMENSIONS**

Before driving a commercial motorized vehicle, it is the driver's responsibility to verify that the cargo is properly distributed and verify the gross vehicle weight registration (GVWR). (Art 392.9)

- Gross vehicle weight and axle weight

The driver must make sure that the weight is noted on the bill of lading. If no weight has been noted, the driver must contact the office immediately.

During loading, the driver must make sure that the gross weight and the axle weight are respected.

If the gross vehicle weights exceed the regulation, the driver **MUST** refuse to leave with the said-load and immediately advise the situation to his dispatcher.

Should the axle weight be doubtful, the driver must take the necessary measure to even it out.

***Load and Size  
Resume*** in appendix

### **12. DEFENSIVE DRIVING**

#### **12.1 Rules for safe driving**

To avoid accidents, **The Company** relies on the cooperation of all its drivers to comply with the rules of safe driving, driving alertness, knowledge of the vehicle and knowledge of road signs, including:

- Blind-spot verification.
- The use of mirrors.
- The signaling of his intentions.
- Driving in rain, snow.
- Keeping enough space between your vehicle and that of other road users.
- Respecting clearance of the top of the vehicle (viaduct, wire cable, electric wire)



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- Speed to be taken in a curve (slow down when approaching a curve)
  - Turn taken in an intersection
  - The braking distance (considering the speed, the load, the road conditions)
  - The maneuvers when backing-up (checking before backing up, backing up slowly, is guided by a responsible person).
- Driving « Bob tail »  
When a driver uses a tractor "bob tail", he must ensure to hang the air hand.

### **Security corridor**

The operation of the safety corridor should be executed when an emergency vehicle, a tow truck or vehicle monitoring is stopped and the yellow arrow light its flashing lights or flashing lights are activated.

The general operation is for the driver to create a safety corridor slowing down and away from the stationary vehicle, having ascertained able to do safe. If necessary, it can be stopped for not endanger the life or safety persons.

A fine of \$ 200 to \$ 300 and 4 demerit points are provided in case of non-compliance this measure.

### Not respecting the rules for precautionary driving

The driver who does not respect the rules for preventive driving will be subject to follow a training course at the expense of the said-driver.

## **12.2 Speed limit**

All drivers must respect the speed limits indicated on road signs. Also, please note that the **MAXIMUM** speed at **The Company** is established according to the Road Safety Act as indicated on the panels.

### ZERO TOLERANCE for speeding

Any speeding excess will be deemed a serious misconduct and immediate measures of suspensions may result in dismissal. In the case of an owner operator, any verbal or written understanding will be immediately revoked.



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### **12.3 Communications, Cell-phone, Electronic Devices, PROHIBITED**

#### **Radio**

Every driver must ensure to have a reasonable radio sound volume in order to have his full attention and remain vigilant on the road.

It is strictly forbidden to have in his possession in **The Company** vehicle and used in **The Company** vehicle, any personal electronic device (I-pod, texting, cell phone, laptop, TV, GPS, hand-free).

**The Company** can provide to each driver (as needed) a system that assures a safe driving and conform (a written directive will be issued to this effect).

Furthermore, no animal will be allowed in vehicle.

#### ***Driver's commitments- driving safely***

See appendix:

***Cell phone***

***Speeding***

***Demerit points – New sanctions***

### **13. CONTROLLED SUBSTANCES and ALCOHOL Use and Testing Program**

#### ***13.1 Québec / Canada***

**The company** sees to the safety and productiveness of all its operations on behalf of its employees and customers, as well as communities and the services of which it evolves.

**The Company** acknowledges that the use of illicit substances as well as Alcohol and medication can reduce the ability of an employee to carry out his job properly.

Moreover, the company is aware of the serious adverse effects it has on health and safety of the employee as well as its surroundings.



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Consequently, the implementation of this policy constitutes an additional element to the overall safety program, aiming at minimizing the danger linked to its operations, health, safety and productiveness at work.

No driver on duty may have in his possession or be under the influence or use of narcotics or alcohol.

A driver is forbidden to consume or be under the influence of narcotics and alcohol, while on duty or while driving.

A driver is forbidden to have in his possession any alcoholic beverages while on duty or while driving, *unless it is a manifested part of the shipment.*

If you must take medication, make sure that your doctor or pharmacist has allowed you to drive a vehicle safely.

**The Company policy against the consumption of narcotics and alcohol is ZERO TOLERANCE.**

Any suspension resulting from failure to observe this policy and any assistance program will be to the driver responsibilities for payment.

***For US drivers, refer to Drug and Policy.***

14. Free space

## **15. DOCUMENTATION GIVEN TO THE DRIVER**

### **15.2 Documentation to be kept in the truck**

Before every departure, the driver **MUST MAKE SURE** that the following equipment and documents are on board of the vehicle:

- Daily Log for driving and working hours (Log Book).
- Daily Inspection report (Pre Departure Inspection).
- Standard 13 on a daily inspection (when in force / provided by Quebec in 2014), the list of 23 items representing major and minor defects.
- Daily driver's report.





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- Trip sheet - line haul (IFTA).
- Manifest.
- Accident Report - Amicable automobile accident report.
- Incident Report - (off-road).
- Bill of lading, shipping documents.
- Leasing contract of the vehicle(s), if applicable.

### **15.3 Permits of Transport**

You have on board of each vehicle a "permit book"

- Permits; Québec (NIR) / CVOR / IFTA
- Vehicle registration (Quebec or IRP)
- Insurance Certificate; Québec, Canada and USA (MCS-90)
- Annual Inspection (CVM).

### **15.4 Specialized transport**

Not applicable

## **16. TRUCKING NETWORK and Road Signs**

The driver must respect the road signs adopted under the *Code de la sécurité routière* du Québec (CSR), the Canadian provinces and the U.S. States, applied to all public roads and municipalities.

Compliance with the signs includes:

- The trucking network (road - transit, restricted, prohibited);
- bridges subject to weight limit;
- structures where clearance may cause problems;
- steep slopes greater than 7%;
- tunnels prohibiting carriers of hazardous materials;
- school zones;
- stop at weight station, and
- any other specific sign.

### **16.1 Clearance under bridges and overpasses**

The driver must take attention to the road signs showing **the clearance** when passing under a structure (bridge, viaduct and others) and be vigilant when approaching these structures.



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In case of doubt, the driver will have to contact the company's responsible person.

### **16.2 Bridges and viaducts bearing weight limits**

The driver will have to take particular attention to the road sign indicating at the **structures' weight limitation** (bridge, viaduct and others) and be vigilant when approaching these structures.

In case of doubt, the driver will have to contact **The Company** responsible person.

If the driver does not respect the trucking network signs or any other, he will be held personally responsible for the amount of the fine imposed.

Depending on the seriousness of the situation, **The Company** will deem of the disciplinary measures that could lead to dismissal.

### **16.3 Railroad crossing**

The driver must take extreme caution when approaching a railroad crossing, the driver must avoid changing speed when crossing a railway.

When transporting certain types and quantities of hazardous materials, as specified in the regulations, drivers are forbidden to cross railways without first stopping, listening, and looking both ways.

Moreover, the driver must not shift gears while crossing the railway. (Art 392.10)

### **16.4 Checkpoint - scale**

When required by an officer or by a signal, the driver must drive the vehicle thru an inspection station or checkpoint.

### **16.5 Prohibited road "No truck "**

*According to Article 291 of the Road Safety Act*

It is forbidden to drive on a road that is already prohibited to drive on. However the article 291.1 allows, under certain conditions, to go to a place where one can only enter by the prohibited zone by considering the following circumstances:

- take or deliver goods;
- Provide a service;
- Working;



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Repairing the vehicle; or  
Drive to destination.

*Trucking network / Additional information*  
***Clearance under the bridges and viaducts***  
***Bridges and overpasses subject to weight restriction***  
***Signalization liée à la circulation des camions (Transports Québec - 8 juillet 1997)***  
***Signaling related to truck traffic (Transports Québec - 8 juillet 1997)***  
***Roads prohibited to trucks (Transports Québec - 10 mars  
1998) Railroad crossing (Transports Québec - 7 juillet 2003)***  
***Camionnage Montréal***  
***Trucking Montreal***  
*In appendix.*

If the driver does not respect the trucking network, the signs or other, he will be held personally responsible for the amount of the fine imposed.

Depending on the seriousness of the situation, **The Company** will deem the appropriate disciplinary measure leading to dismissal.

### **17. DRIVING AND WORKING HOURS**

Fatigue constitutes one of the main risk factors for health and safety for the worker and the public with whom he encounters. Accumulated fatigue comes from lack of sleep, stress, a health problem or un-recuperated sleep.

**The Company** requires all drivers to comply with the regulations on driving time, on duty time and off duty time.

#### **REQUIREMENTS - THE COMPANY**

##### **Local driver, driving within a radius of 160 km:**

Regulation provides for local work, at the following conditions; 13 hours or less and at least 11 consecutive hours Off-Duty. **If these conditions are not met, the hours MUST be detailed** for that day: the start time and end of each business day and total hours for each activity.



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### **Local Work**

Within the 160 km radius (Local):

#### **13 hours or less, the following procedure will apply:**

The date, time of the day begins, the cycle 1, the starting and end time of the driver's work shift, and the total number of a driver's hour on-duty time during the day.

The driver is required to complete a trip sheet and record all required information.

The company may also require completing a "log book ".

#### **More than 13 hours of work, the following procedure will apply:**

Regulation provides for the records that indicate, for each day, the activities performed by the driver, the cycle the driver following, the starting time and the end time **of each activity, total number of hours devoted to each activity.**

#### **Driving, occasionally outside a radius of 160 km:**

The driver **is required to complete** a daily log "log book" indicating the required information.

Also, the driver must enter in "« Grid of 14 previous days" total hours worked the previous 14 days (total daily working hours and hours Off-Duty), or carry daily logs of the last 14 days

### **Driver limitations**

From the time a work shift begins

Canada                    **No driving** when accumulating:

13 hours of driving time

14 of on duty time

16 hours have elapsed

United State            **No driving** when accumulating

11 hours of driving time

14 of on duty time or have elapsed



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**Cycle of work**

**No driving** when accumulating

Canada;        Cycle 1, 70 hours- 7days / Cycle 2, 120hours- 14days

United States;        60 hours – 7days / 70 hours- 8 days

***Driver's responsibilities and commitments  
regarding***

***To hours of driving, of service and off duty***, see appendix.

United States last change: July 1<sup>st</sup>, 2013

Canada last change: Jan 1<sup>st</sup> 2007

Québec: June 15, 2007

18.    Free space

**19.    Emergency Equipment and Fire Extinguisher**

Every driver who drives a vehicle exceeding 2 meters in width, will make sure they have on board the vehicle; lights, reflectors or flares\*\* of which the norms of use are specified by the regulations (the vehicle must be equipped with at least 3 reflectors or flares, art. 225 of the CSR)

**\*\*Not to be used when vehicle is transporting flammable material or explosives.**

Fire extinguishers must be fixed appropriately and accessible for use. Each extinguisher must have a gauge or other indicator that would show the extinguisher is fully charged, and a label showing its Underwriters' Laboratories (UL) rating - USA. (Ref. 393.95)

20.    Free space



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### **21. PASSENGER / Unauthorized, Prohibited**

**The Company** wishes to notify its drivers that they cannot have passengers (spouse, child, friend and others) as well as animals on board in vehicles owned by the company, without the written consent of **The Company**.

In the event of an accident bringing material damage, any goods belonging to a third party will not be covered by the insurance of **The Company**. As for the bodily wounds, although covered by Quebec's Law car insurance, the driver having contravened to **The Company** instructions will have to accept the consequences entirely.

### **22. TRANSPORT OF Hazardous Materials**

Despite the big quantity of hazardous materials on our roads, we encounter but only a few work accidents attributable to these goods. On the other hand, in the event of a road accident or spill, a worker may be exposed to these dangerous substances.

Driver Responsibility checklists

The checklists verification appears in DGT Guide identify specific driver responsibilities at each stage of transport must be follow.

Prohibited tunnels

It is strictly prohibited to circulate in the tunnels (referred to the DGT for prohibited tunnels)

Railroad crossing

Placarded vehicles must stop at all level crossings (referred to the DGT for level crossing), **except** those specify in DGT Guide.

During a transport **towards the United States**, the driver **will inevitably** have the following documents in his possession:

- FAST card (**mandatory** for any transport of dangerous goods)
- All required documents, including documents specified in article 15
- Affix the placards (TMD)

**DGT**

**Actually the company does not transport TMD.**



## ***POLICIES and PROCEDURE***

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### **23.    Safety Bonus**

#### **ACCIDENTS**

- a) Accidents for which the employee is at fault or for which the driver's action or lack of action is a contributory factor, will result in disciplinary action which may range from reprimand to dismissal, according to the seriousness of the accident, and/or the frequency if accidents.
  
- b) Abuse to vehicles or negligence in regard to pre-trip inspection, tire checks, loose wheels, excessive speed (engine damage) will be classified as an accident in relation to the safe driving program as described under the P&B Transport Safety Program section.

#### **ACCIDENT PAY**

The drivers pay for any lost time caused by an accident in which he/she was involved shall be withheld until the accident fault is established and settlement received. This applies to any accident involving the movement of the vehicle he/she is driving.

#### **INVESTIGATING PROCEDURE FOR ACCIDENTS**

1. Check for any injuries (if any, check which hospital they were taken to).
  
2. Seek out any witnesses to the accident and get statements from them and their name, address and phone number and also attempt to get other involved drivers' statement.
  
3. Obtain investigating officer's name, badge number, precinct and phone number.
  
4. Take measurements as required to accurately show vehicle location to roadway, other vehicles or obstacles and **VERIFY POINT OF IMPACT.**
  
5. **Take photos as required to VERIFY PONT OF IMPACT, ETC.**
  
6. **Get third party's insurance company, address, phone number, and policy number.**



## P&B TRANSPORT SAFE DRIVING INCENTIVE PROGRAM

For each month employed by P&B Transport, the sum of \$25.00 is set aside in a Safety Bonus Fund. If a driver is employed for a full year (January 1 to December 31), a possible safety bonus of \$300.00 would be paid for an accident free year.

In cases where the preventability of an accident is disputed the following appeals process may be used.

**When a driver does not agree with the ruling made by the personnel department, he/she has the option to submit his/her complaint to the Safety Manager, Mr. Brian Telford. The complaint will then be reviewed by Mr. Telford and a decision will be made. If the driver cannot accept Mr. Telford's decision, the driver can request that the accident be reviewed by the Director for evaluation.**

**The accident details will be sent to the Director and he will rule on the accident within a week of receipt. That ruling will be final.**

**All drivers are encouraged to use this process and are reminded to ensure all the facts of the accident are put into the report. Try not to leave anything out, even if you don't think it is important.**

**All drivers involved in an accident will receive a written status report which will indicate whether an accident is preventable or non-preventable and the value as it affects the cash bonus.**

### CONDITIONS

- 1. A minimum of \$100.00 is deducted from the bonus for an accident (regardless of damage).**
- 2. When the damage exceeds the amount of Safety Bonus possible, then the resulting bonus is nil.**
- 3. Any accident which is not reported, except for accidents occurring when the driver is not with the truck and if P&B Transport finds out about circumstances from another source, the total bonus built up is cancelled.**

**SAFETY BONUS WILL BE PAID AT THE END OF A CALENDAR YEAR**

24. Free space





## 25. MECHANICAL INSPECTION

### 25.1 *Daily inspection and pre-departure inspection*

The Company requires that each driver complies with the regulations to check the mechanical condition of their vehicle and conducts an additive and visual verification before each departure (pre-trip inspection).

Prior to starting the engine, lift the hood and check the oil level, antifreeze and make sure there are no leaks.

Before driving, the driver must be convinced that the vehicle is in a safe operating condition. If the last vehicle inspection reports any defects, the driver must review and sign to acknowledge that necessary repairs have been completed.

### **REQUIREMENTS**

Driver must complete an inspection report at all time, including:

Local driver, driving inside a 160 km radius:

Driving outside a 160 km radius:

#### **Local driver, driving inside a 160 km radius:**

All drivers operating inside a 160 km radius have the obligation to ensure they have on board of the vehicle, the inspection report in the truck prior to departure and have it completed by specifying the required information.

The driver who notices a defect *must indicate it* in the inspection report of the vehicle, signal it immediately and without delay give a copy to the operator of the vehicle who must sign for it.

#### **Driving outside a 160 km radius:**

All drivers operating outside a 160 km radius have the obligation to ensure that they have the vehicle inspection report in the truck prior to the departure and have it completed by specifying the required information.

The driver who notices defects *must indicate it* in the inspection report of the vehicle, report it immediately to the responsible and without any delay, give a copy to the operator of the vehicle who must sign for it.



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***Trip inspection (Daily inspection)***  
**Driver's responsibilities and commitments**  
See appendix  
***Standard 13***

### ***25.2 Preventive maintenance***

To keep-up the periodical maintenance of the vehicles, the driver must verify the odometer (mileage) and inform dispatch of the said-maintenance.

### ***25.3 Policy concerning road repair (mechanical problem)***

**The Company** objective is to minimize the mechanical problems on the road by undertaking an inspection and a strict precautionary maintenance. Moreover, the safety of the driver and the public is unprecedented and the needs of our customers must be considered.

When a breakdown occurs, the following procedure must be applied:

- Stop and safely secure the vehicle;
- Put safety devices (triangle and others);
- Contact the dispatcher who will tell you what to do.
- Flat tire

**Never drive on a flat tire. The driver must immediately contact the dispatcher.**

## **EQUIPMENT**

### ***26.1 Safe use of equipment***

In no case **The Company** will encourage a driver to use a vehicle considered dangerous for his health, his safety and that of the public.

If a driver notices a major defectiveness of the equipment, **he must mention it immediately to the dispatcher** and must not move the vehicle under any no circumstances.



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### **26.2 Braking system**

Before to take the road, the driver must ensure that he can count on efficient Brakes system, the driver must inspect the brakes of each vehicle, to ensure their proper functioning.

During the journey, the driver must pay attention to reading;        gauges and controls as well as abnormalities that might occur when using the brakes.

26.3 *free space*

26.4 *free space*

### **26.5 Fuel and liquid levels**

Before every departure, a driver should check the fuel, fluid levels, windshield Washer, oil and refuel when necessary in places designated by **The Company**.

When refueling, you do not smoke nor allow anyone to smoke near your vehicle. The driver must make sure that the following information be indicated: the vehicle number, the date, the number of liters and the odometer at each refueling.

27. *free space, 27 to 30*

### **31. C-TPAT (Customs Trade Partnerships Against Terrorism)**

**The Company** is committed to a strict program to minimize the risk from criminal or illicit activities. **The Company** is committed to the C-TPAT in the adoption of measures to improve safety.

Refer to

***C-TPAT policies and procedures***



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### **32. ACE E-Manifest (*Automated Commercial Environment*) / Canada vers les USA**

#### **ACI E-Manifest (*Automated Commercial Environment*) / USA vers le Canada**

In the context of transport to the United States (ace) or to Canada (AIT), the driver will check and make sure you have the following documents:

- FAST card (mandatory for the transport of dangerous goods) for transportation to the United States.
- ACE / ACI  
Make sure you have customs acceptance (release).  
Observe the port of entry.  
    The goods transported must meet the description on the web site.  
    Use vehicles that were registered in the web site.  
    Passenger prohibited.  
    Customs

It is the responsibility of each driver to ensure the load contained in the trailer is released "release" of Customs before crossing the border.

Only one dispatcher may authorize a shipment "In Bond".

Canada Customs accept only printed PARS A8A **The Company** and the Company name printed on it.

In case of doubt regarding the procedure or the papers in your possession, please call the office and ask for explanations. This is very important. We cannot make any mistakes at this level.

#### ***Appendix / Procedure ACE / ACI***

33. Free space 33 to 54.



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### **55.    Road Violation - Declaration**

When the driver receive a violation from an officer (local, Quebec Provincial Police), or SAAQ officer, or an Ontario or any other Canadian province officer as well as USDOT, the driver **must not pay directly or acknowledge his responsibility, without having informed The Company** authority about the situation and about receiving a copy of the violation.

Every driver receiving a roadside inspection report, a violation ticket, must give a copy to **The Company**.

The driver must submit in writing the details and must include the following information:

Driver's full name;

- Driver's license number;
- Date of violation;
- Details about the offense;
- Details about the interception (without offence);
- Location of offense; and
- Driver's signature.

***Offenses on the road  
Driver's responsibilities and commitments  
In appendix***

56.    Free space 56 to 59.

## **60. Operation Procedures**

### **Reefer**

The driver must adjust the temperature according to the load. This information appears on the customer's bill of lading or shipping document.

Upon departure, one must make sure that everything is in good working order and that the fuel tank is full (full tank at departure and return), because a mechanical failure could cause a huge loss of the goods.



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Free space 61 to 69.

### **80. VIOLATIONS REGARDING LAWS and REGULATIONS of Owner, Operator and Driver of a Heavy Vehicle**

**The Company** require from their drivers to adopt a safe and preventive driving. Drivers must, at all times, respect the safety road code and the various regulations and laws concerning driving on the roads in Quebec, Ontario, Canada and the United States.

All drivers must notify Human Resources Department, as soon as possible, of all the violations (tickets) they receive related to the driving of a heavy vehicle.

You must immediately notify the security department when you receive a violation (ticket) in Quebec, Ontario, in any other Canadian province or the United States. Without delay, all fines must be given immediately to the Human Resources Department.

Considering Laws, the security department may decide to contest a ticket. If such is the case, you will be advised.

#### **Conduct Review Policy for Heavy Vehicle Drivers – Since January 2011**

The driver must inform THE COMPANY of ***any violation and warning letter*** from the SAAQ and the CTQ concerning the thresholds to their statement of driving record, section heavy vehicles

The following summarizes the thresholds that when reached, your file will be transferred to the Transport Committee of Quebec:

**Operational safety / threshold to not reach = 12 points:**

Any offence related to road safety, including “driver” out-of-service orders

**Involvement in Accidents / threshold to not reach = 9 points:**

Any “at-fault accident” for which a peace officer completes an accident report

**Overall Driver Conduct / threshold to not reach = 14 points:**

Combined total of weighted events in the other two conduct areas “Operational Safety” and “Involvement in Accidents”

**The Company** must be certain that the driver has a valid driver's license. The driver's record (abstract) must respect the standard of the company upon a maximum of **8 points** in the driver's record.



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Free space 81 to 84.

### **85.    DISCIPLINARY MEASURES**

**The Company** reserves the right to impose disciplinary measures that could lead to dismissal to any employee and driver contravening to policies, procedures contained in the present Guide, safety rules and / or requirements of laws and regulations from the Owners, Operators and Drivers of heavy vehicles Act.

**For any verbal and written agreement with a driver, this one will be revoked immediately**

Disciplinary measures may vary depending on the seriousness of the offense.

- a verbal warning
- a written warning
- suspension without pay
- dismissal

In order to assist the employee or the driver to mend to the situation, the following process explains the gradation of the sanctions.

However depending on the seriousness of the situation, disciplinary action may lead to an immediate dismissal.

Step # 1: At the first breach, the employee or the driver will receive a verbal warning signed by the driver and the manager, the notice summarizing the verbal warning that was given by management and the recommended correction will be in the driver's file.

Step # 2: In the event of a second breach, the employee or the driver will receive a written warning, with a proposed understanding to correct the situation. The driver will sign this understanding as proof of his commitment in resolving the matter. A copy will be inserted in his file.

Step # 3: Subsequent breaches of the same nature, disciplinary measures will be applied depending on the seriousness and frequency of the offenses. The said-measures may be suspension (without pay) or dismissal.



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Gradation of sanctions mentioned above applies not only at the repetition of the Same breach, but at all other major misconduct related to laws, regulations, policies, procedures, security and others.

The written warnings given to an employee or driver shall not be considered in imposing disciplinary action if, within twelve (12) months after the warning, the employee or driver has not committed any other offense.

However, as provided in the present guide, for some breaches, dismissal may be applied immediately.

Without being exhaustive, and depending on the frequency and/or seriousness of the situation, the following facts and actions will be part of the disciplinary measures up to and including dismissal. In certain situations, dismissal will be immediate

- Failure to complete and remit:
  - ⇒ any documents (Daily Inspection Report, Log book, tolls receipts, fuel receipt, Bill of Lading and other documents)
  - ⇒ and complete information as required by Regulations and/or requested by responsible persons of drivers' and mechanical records ;
- Failure to comply to regulations:
  - Driving time, On Duty time and Off Duty time (log book, if applicable)
  - Daily inspection (pre-trip and daily inspection);
  - And others
- Failure to have on board the inspection report and log book;
- Non-compliance with safety regulations;
- Not conform driving (Defensive driving inadequate);
- A hand-help cell phone: is prohibited
- Not respecting the speed limit;
- Failure of not having a driver's license compliant (renewal).
- Failure to report immediately any accident, incident or violation of any nature whatsoever;
- Failure or refusal to comply with the company's guidelines;
- Alcohol consumption; Prohibited
- Drug consumption; Prohibited
- Non-compliance with the company's rules;
- The inscription in the driver's file and in the company' s file (PECVL, CVOR, CSA2010) to one or the other areas of behavior:
  - ⇒ Unsafe « Driving Conduite dangereuse»
  - ⇒ Fatigued Driving (Hours-of-Service ) « Fatigue à la conduite (les heures de service)»
  - ⇒ Driver Fitness « Aptitude et habilité du conducteur»
  - ⇒ Controlled Substances/Alcohol « Substances Réglementées / Alcool et stupéfiant»
  - ⇒ Vehicle Maintenance «Entretien du véhicule»





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- ⇒ Cargo-Related « Chargement et Arrimage à la cargaison »
- ⇒ Crash Indicator « L'indice d'accident ».

- Any other breach that management deems to apply such a measure.

Free space 86 to 89.

### **90. CONCLUSION**

The topics described in the present guide and in the annexes are introduced in short summaries of regulations in force touching mostly the commitments of which a professional driver must know and observe. Consequently, they have to be part of a strict observance in its entirety.

Hoping that this guide will be of great help to you, we wish you a safe drive and under the respect of the regulations of our customers and the public in general.



**POLICIES and PROCEDURE**

**Objet: Driver’s Manual**

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The Manager must monitor

Create on: November 4, 2013 Revised on: commitments, and updating the entire program.

Reviewed, Validated and Approved by (name, signature)

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