



Dillon Transportation, LLC– TN Terminal

974 Tennessee Waltz Pkwy

Ashland City, TN 37015

800-262-8772

Dillon Transportation, LLC– AZ Terminal

4445 Interstate Way

Kingman, AZ 86409

928-692-0942

Emergency Calls Answered 24 Hours a day

24/7 Dispatch Phone: 800-262-8772 x Option 1

Dispatch Fax: 615-792-9470

Recruiting Phone: 888-393-4859

Website: www.drivedillon.com

Facebook: www.facebook.com/dillontransportation

Instagram: [@dillontransportation](https://www.instagram.com/dillontransportation)

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Terminal Information

Terminal Access

All drivers/employees are issued a secure gate card that gives access to both AZ and TN terminals. Driver mailboxes are available at both terminals, in Kingman they are in the breakroom, and in Ashland City they are located in the dispatch corridor.

Break Rooms

Break rooms are available at both terminals with 24/7 access.

Ashland City, TN: Open 24/7. No lock.

Amenities Include: Restrooms, Showers with provided towels. Kitchenette with a refrigerator, microwave, coffee. Snack machine. Washer /Dryer. Ice machine. TV, & Wi-Fi. The soda machine is located in the fuel island.

Kingman, AZ: Open 24/7. Touch Key Lock. The code to access breakroom is **9876#**.

Amenities Include: Restrooms, Showers with provided towels. Kitchenette with a refrigerator, microwave, coffee. Snack & Soda machine. Ice Machine. Washer /Dryer. Copy machine, TV, & Wi-Fi.

Gym Memberships

We offer paid gym memberships at both our Ashland City and Kingman locations for drivers to utilize during the week and on their weekly home time to help maintain a healthy lifestyle. For details on how to enroll in a gym membership please contact the Human Resources Department.

Supplies

Trip envelopes, paper logs, seals, trailer inspection sheets, & vehicle inspection reports are available at both terminals.

Ashland City, TN: Located in the corridor of the dispatch office

Kingman, AZ: Located in the main break room

Completed trip envelopes should be dropped each time you're at our terminals or at one of our designated drop box locations. Remember to include the BOL, VIR, Trailer Inspection Sheets (if a paper copy), Logs (if a paper copy), & Reimbursements. Make sure your name & pro number is listed on every piece of paper.

Ashland City, TN: Located on the bookshelf inside the corridor of the dispatch office.

Kingman, AZ: Located on the bookshelf inside the break room.

Dillon Transportation Team Members Portal Information on Our Website

Go to www.dillontransportation.com. Click on the Team Member portal at the top right corner of the website. The password to access the Team Members Portal is "dillon." The team member portal will be where company news is posted, and the virtual safety meetings are posted. It is important to check the portal regularly to ensure you are staying up to date on pertinent driver information.

Equal Employment Opportunity

It is Dillon Transportation's policy to make all employment decisions, including hiring, promoting, transferring, upgrading, laying off, demoting, or discharging, without regard to an individual's race, color, religion, sex, national origin, age, handicap, disability, veteran status, or other legally protected group/status. This commitment is based upon morals as much as upon legal requirements.

In addition, it is Dillon Transportation's policy to prohibit harassment of our employees by another or by a supervisor or manager on the basis of age, race, color, national origin, religion, sex, handicap, disability, veteran status, or other legally protected group/status. Any employee who feels that they are the victim of harassment should report the matter to any member of Management at Dillon Transportation.

Military Service

Dillon Transportation strives to be a workplace that honors veterans and current duty military personnel. Employees who perform & return from military service in the United States Armed Forces, the Military Reserves, or the National Guard, shall have & retain rights of reemployment, seniority, vacation, layoffs, compensation & length of service pay increases; as provided by the laws of the United States. Dillon Transportation will pay the insurance contributions up to 14 days, for an employee on leave of absence for training in the National Guard or Military Reserves. See Military Addendum for FMLA on page 28 for additional information.

DOT Physical Examinations & Abilities Test Requirements

Dillon Transportation will pay for all company required DOT physicals & drug screens. The screens must be performed at a facility designated & approved by Dillon Transportation. Dillon will also require each driver to pass a Physical Abilities Test after a new DOT medical card has been issued and/or returning to active work status from extended time off.

The physical & mental requirements of a Dillon Transportation, LLC CDL Class A driver are as follows:

- Demonstrate sound judgment in operation of the vehicle & remain safety conscious.
- Communicate, read, understand, & write as required to perform essential functions.
- Pull fifth wheel release & check fifth wheel claw.
- Crank landing legs down/up.
- Climb in & out of a Trailer. Sweep out a trailer. Attach/Remove cargo straps & secure freight.
- Must be able to drive at night & work weekends, if need be.
- Pull, twist, squat, bend, & lift 30 pounds to shoulder height as required to perform essential functions.
- Sit for up to (11) eleven hours per day.
- Climb in & out of the Cab. Raise/Lower tractor hood. Place chains In/Out of the cab.
- Pass Driving Test during Orientation.

Equipment & Safety

1. Trucks are governed at 70 miles per hour for Solos & 77 miles per hour for Teams.
2. APU units are in each tractor for heating & cooling the inside of the unit.
3. Write up any repairs & turn in to the Director of Maintenance or leave in the box outside the building.
4. **Do not have any repairs made without approval. If there is an issue always call Maintenance / Dispatch first.**
5. If your Company Truck is in the shop & you are operating a leased truck, you must use that company's vehicle condition report to write up what the truck needs for repairs.
6. All trucks issued to a driver will be clean & safe. We expect our drivers to keep these units clean & sanitary. If your truck becomes unsanitary & requires cleaning, Dillon Transportation will clean that unit for you & charge you accordingly (minimum charge of \$250.00). If employment is terminated, the unit will be checked for cleanliness at the time of release & any charges relating to cleaning will be deducted from your last paycheck.
7. Dillon's Maintenance Department will be glad to install your individual property (CB, Antenna, Inverter, Fridge, Etc.) into the truck for you. However, once this equipment is installed, it will be your responsibility to make sure it continues to be secure. If you notice that something is coming loose or does not look right, it needs to be reported to Maintenance (For specifics of this process, please see the Pre-trip / Post-trip Inspection Procedures on page 08). If a personal item causes preventable damage to Company equipment, you will be financially responsible for the damages up to \$1,500.00 which is the employee deductible for damages.
8. If you choose to install something on your own, it must first be approved by the Maintenance Department. This includes Mounting Location, Affixation Method, & Item Installed. The Maintenance Department offers adhesive backed disks for mounting Sirius XM receivers, GPS, and any other suction mount items. Do not install tape, glue, or other mounting items in truck before receiving approval from the Maintenance Department.
9. Your truck will be washed each time you come to the home terminal (if you have time) if it is a Dillon owned truck. Leave your Fuel Card in your assigned locked unit on home time at the TN or AZ terminals & the Maintenance Department will Fuel & Wash your truck, if time permits. Contact dispatch for authorization to have your truck washed outside of a Terminal location.
10. All trucks are to be parked at the terminals when on home time unless you have been pre-approved to take the truck to an alternate location.

Requirements To Have in Your Truck

- Accident Reporting Kit & DOT Drug Kit
- Logs & Trip Envelopes
- Permits
- Insurance card
- Registration

If you are reassigned to a different tractor at any time, you must check & verify that all of the above are in the vehicle before leaving the home terminal. This is part of your pre-trip and the responsibility of you as a driver. If there are any problems, you are to contact Dispatch or the Safety Director to address these issues before departure.

Trailers

When picking up or loading a trailer, be sure to check all of the bills of lading for the proper destination. Take time to assure that the cargo has been properly loaded / secured (if trailer is not sealed) to avoid any damage or cargo claims.

Dillon Transportation requires that a seal be always on the trailer with the exception of loading & unloading. If the shipper does not provide a seal, you must use a Dillon seal.

- White Seal = Empty Trailer
- Red Seal = Loaded Trailer

On all American Woodmark loads, please call into Dispatch to verify the Load #, Trailer #, Seal #, & Destination prior to leaving.

1. Trailer cleanliness is key in servicing our customers. For this reason, Dillon Transportation requires all of its drivers to wash out or sweep the trailer after a load has been delivered. **If a driver does not present a clean trailer to the next customer, that driver will be charged a \$50.00 fee**, taken out of their next &/or last pay. **The driver that must clean out the trailer will be given the \$50.00 fee from the other driver.** If you come across a trailer that was not cleaned out & to receive the \$50.00, please send pictures of the inside of the trailer & the trailer # to safetyfirst@dillontransportation.com. Operations will review the dirty trailer & if it is approved as a dirty trailer, the driver that must clean out the trailer will be given the \$50.00.
2. When you drop your trailer, do not crank the trailer high above the fifth wheel. This action places your fellow drivers at a potential health and safety risk. When dropping your trailer, lower the landing legs to the ground & stop the motion. Then lower the air bags by the switch on your truck instrument panel before disconnecting. Follow these instructions so no one gets injured (pulled muscles, heat stroke, heart attack or respiratory distress) while trying to lower a trailer dropped too high.
3. When preparing to hook to a trailer always look to see how high the trailer is raised before you back up. Attempting to hook a trailer raised too high can cause the king pin to go over the fifth wheel & trap your vehicle underneath.
4. Check your trailer before you drop it at any customer's facility or drop yard. If you detect a problem, you are required to contact the Maintenance Department or Dispatch, so it can be repaired.
5. Never get in between the bottom of a drop frame trailer & the wheels when raising, lowering, or when the trailer is at dock height. If for some reason you are having issues with a drop frame not operating properly, notify the shop, dispatch, or safety & we will help you resolve the problem.
6. When dropping loaded trailers, always make sure you drop it on a concrete pad. This prevents the trailer from sinking into the ground. If a Dillon Transportation Driver drops a loaded trailer & the trailer is not on a concrete pad, that driver will be responsible for the cost of getting the trailer out.
7. If you get to a facility and there is not room on a concrete pad for the loaded trailer, please call into Dispatch for further instructions. The Driver will also be responsible for the cost of any repairs to the trailer & any other damages to the property &/or other equipment. The Driver will be fined a \$100.00 charge for negligence and another \$100.00 fine for not doing a post trip inspection.

Counting The Cargo

An accurate count of cargo being loaded on your trailer, or being unloaded off your trailer, is your responsibility. You are responsible to report to Dispatch any overages, shortages, or cargo damage before you leave that customer's facility. Failure to take this responsibility may result in corrective action/or payroll deduction for loss or damage.

Labor Ready Procedures

Several of our prime accounts require that the driver must assist in the unloading of their product at delivery points. Dillon Transportation compensates drivers for unloading, if the driver performs the labor,

If the driver elects not to assist in the unloading of product, temporary labor sources must be secured. When outsourcing labor, the driver is not compensated. You must set this service up thru communicating with your dispatcher at least 24 hours prior to delivery. Your dispatcher will make the arrangements with the labor source.

Unloading labor is set up by the delivery time on the bill of lading. You must be on time when labor is arranged. If you are late & you do not call Dispatch to inform them of the situation, you will be charged with any cost incurred from the labor service. If your labor is not there at the assigned delivery time, wait 15 minutes & then call your dispatcher. We will handle getting your labor to you & handle any customer problems this may create.

When the labor arrives, you are required to write on the labor ticket the time they arrived & when they have completed the service. Use Central Time zone as the standard when marking times on the Labor Ready ticket. Do not calculate the hours or discuss any cost involvement. Retain a copy of the ticket & put the "pro" number on it. Place the ticket in your Trip Envelope. Failure to document paperwork properly will result in the charges for that labor being assessed against your earnings.

You are required to count the product. We cannot depend on an outsourced labor service to do this. After the shipment is unloaded & the labor has been released from the location, complete the paperwork with the customer & make sure the customer marks on the paperwork "driver assisted".

Driver Assist Pay if not using Labor Ready:

Our accounts with **A.O. Smith & American Woodmark**, have a few locations that are labor-sensitive & requires "driver assist" unloading, which we call in Labor Ready for. If you decide you want to perform this labor without requesting Labor Ready at the time of the load assignment from dispatch, you are compensated accordingly:

A.O. Smith - * \$100.00 per full load of water heater (50.00 per stop with a maximum of \$100.00 per load) Labor service is available for shipments of 50 or more units delivering to one location or if you are physically incapable of performing the unload service. When your shipment requires more than one drop & those multiple drops involve less than 50 units each, you are required to perform the unloading assistance without outsource labor services unless physically incapable of performing the unload service.

American Woodmark - * \$50.00 (1-75 cabinets) * \$75.00 (76-150 cabinets) * \$100.00 (151 + cabinets) Occasionally we accept shipments from other sources that still require "driver assist" unloading. If you are offered one of these shipments your dispatcher will inform you prior to loading the nature of that shipment. The standard fee paid to the driver for those services is \$50.00 for entire or partial load. Labor Ready is always available to you

Pre-trip & Post-trip Inspections

Pre-trip & Post-trip inspections must be made on each piece of equipment you are assigned to.

You are required to use the Dillon Transportation Trailer inspection sheets when conducting your pre-trip & post-trip inspections. The completed inspection forms must be turned in with your Vector App & Paper Trip Envelope along with all other paperwork for your load. You also need to follow the below instructions for Vector App.

Pre-Trip

- 1) Select the following document types: Pre-trip
- 2) Add Document Information: Enter Load number, Enter Trailer number
- 3) Take photos: of any new, and or existing damage
- 4) Upload

Post-trip

- 1) Select the following document types: 1. Bill of Lading, 2. Envelope, & 3. Post-trip
- 2) Add Document Information: Enter Load number, Enter Trailer number
- 3) Take photos of Bill of Lading, Envelope and Post-trip (Take photos: of any new, and or existing damage)
- 4) Upload

The Pre-Trip & Post-Trip Trailer Inspection forms must be turned in or you will be charged \$50.00 every time they are NOT turned in. If there becomes a reoccurring issue of not turning in the Pre-Trip / Post Trip Trailer Inspection Forms or if you are not performing the Inspections, there is a 20% deduction from that week's total pay.

Protocol for Damages to Equipment

When you discover damage on our equipment, the proper procedure is to contact either Safety or Dispatch immediately, then take photos of the damage, the trailer number, & photograph the area around the trailer using your smartphone. Try to make pictures that the customer can identify as his property/premises. Make an attempt to speak with someone at the facility. **If you have a smart phone, you can take the pictures using it & email them to safetyfirst@dillontransportation.com.**

VIR on Qualcomm

For each shift completed, update the VIR on the Qualcomm. When pulling VIR up on the Qualcomm, the first line asks if you have any defects. **Always select NO Defects.**

If you discover a defect during a Pre-trip or Post-trip Tractor inspection, please call the Maintenance Department & write up the defect on the paper VIR form & turn in the White & Yellow slips to Ashland City or Kingman, wherever the repair is to be completed. The yellow copy will be placed back in your truck, after the repair has been made.

Drivers must keep the pink copy of the VIR in his/her possession for 7 days.

Weighing the Truck

All drivers must make sure that the gross & axle weights of the vehicle operated comply with the laws & regulations of the states in which you will be traveling.

Any loads over 30,000 pounds must be weighed. Attach the secondary scale ticket to the bills if you are not delivering the load straight through to the destination.

If the vehicle is overweight or over length, you must notify Dillon Transportation immediately & follow the instruction issued by Dispatch.

Failure to follow this procedure will result in your being responsible for any fines &/or expenses incurred.

Your Comdata Card will pay for your Scale Tickets if you are using a CAT scale at a Pilot or Flying J.

Logs

A complete Hours of Service policy is available in FMCSR section 395. Dillon Transportation uses the Qualcomm electronic logs system. Each driver is given a thorough class on electronic logs, a HOS training guide booklet on Qualcomm, & a quick reference sheet on the daily steps they should perform to help them during the learning curve. Drivers are monitored daily, weekly, & monthly of any issues that may arise. Drivers are trained on the approval review of their logs daily. **If your electronic logs system is inoperable, contact dispatch for your prior 7 days' worth of logs, which can be emailed or faxed to you. Run the paper logs until your electronic logs is fixed.**

Yard Moves

"Yard Move" or on-duty (not driving) while operating a CMV can be used "only if the movement of the CMV occurs in a confined area on private property (or intermodal facility or briefly on public roads, as described below." (Example 4 below addresses the use of "yard move" if on a public road.)

Properties that may qualify as yards include, but are not limited to:

1. An intermodal yard or port facility
2. A motor carrier's place of business
3. A shipper's privately-owned parking lot
4. A public road, but only if and while public access to the road is restricted through traffic control measures such as lights, gates, flaggers, or other means during the move.

Retail and other locations were not included in the "yard" examples and operational adjustments may be needed to avoid 8-, 11-, or 14-hour driving violations.

Examples of properties that do NOT qualify as yards include, but are not limited to:

1. A public road without the traffic control measures as given in Example 4 above
2. Public rest areas

Dillon's policy on yard moves is in compliance with CFR 395.2 and additionally limiting yard moves to thirty minutes at a time. Usage of yard moves is monitored monthly, and a professional development session will be conducted when inappropriate use of a yard is identified.

Personal Conveyance

Personal conveyance is the movement of a commercial motor vehicle (CMV) for personal use while off-duty. A driver may record time operating a CMV for personal conveyance as off-duty only when the driver is relieved from work and all responsibility for performing work by the motor carrier. The CMV may be used for personal conveyance even if it is loaded since the load is not being transported for the commercial benefit of the motor carrier at that time. Personal conveyance does not reduce a driver's or motor carrier's responsibility to operate a CMV safely.

The following examples of appropriate uses of a CMV while off-duty for personal conveyance include, but are not limited to:

1. Time spent traveling from a driver's in route lodging (such as a motel or truck stop) to restaurants and entertainment facilities.
2. Time spent traveling to a nearby, reasonable, safe location to obtain required rest after loading or unloading. The time driving under personal conveyance must allow the driver adequate time to obtain the required rest in accordance with minimum off-duty periods under 49 CFR 395.3(a)(1) (property-carrying vehicles) or 395.5(a) (passenger-carrying vehicles) before returning to on-duty driving, and the resting location must reasonably be the first such location available.
3. Moving a CMV at the request of a safety official during the driver's off-duty time

The following are examples of uses of a CMV that would NOT qualify as personal conveyance including, but are not limited to:

1. The movement of a CMV to enhance the operational readiness of a motor carrier. For example, bypassing available resting locations to get closer to the next loading or unloading point or other scheduled motor carrier destination.
2. After delivering a towed unit, and the towing unit no longer meets the definition of a CMV, the driver returns to the point of origin under the direction of the motor carrier to pick up another towed unit.
3. Continuation of a CMV trip in interstate commerce in order to fulfill a business purpose, including bobtailing or operating with an empty trailer in order to retrieve another load or repositioning a CMV (tractor or trailer) at the direction of the motor carrier.
4. Time spent transporting a CMV to a facility to have vehicle maintenance performed.
5. After being placed out of service for exceeding the maximum periods permitted under part 395, time spent driving to a location to obtain required rest, unless so directed by an enforcement officer at the scene.
6. Time spent traveling to a motor carrier's terminal after loading or unloading from a shipper or a receiver.

Dillon has a policy of limited use of PC [personal conveyance] in accordance with CFR 395.8. Utilize PC no more than 15 times a month and limit the time to no more than 30 minutes each use. Usage of PC is monitored monthly, and a professional development session will be conducted when inappropriate use of PC is identified.

Driver Policies

Fueling Policy

Drivers should always fuel at the Ashland City & Kingman terminals when possible. If you are close, just get enough to get to the terminal. While away from our home terminal, you should always use Pilot & Flying J Truck Stops for fueling. Therefore, plan your trip accordingly for proper fueling stops throughout the week.

Pilot & Flying J location directories are available at both terminals & at most Pilot & Flying J locations. Drivers are issued their personal COMDATA fuel card for fueling vehicles at both the terminals and Pilot/ Flying J truck stops. Cards are activated upon vehicle assignment & are accepted at all Pilot & Flying J locations. **Your COMDATA fuel card is valid for fuel, oil, scales, & approved business expense advances only.** However, advances only for business purposes may be placed on your fuel card by Dispatch.

DO NOT FUEL IN THESE STATES:

OKLAHOMA
NEW MEXICO
KENTUCKY

When in California, obtain only the fuel necessary to get out of California!

Reimbursement Policy

All tolls, parking, weighing fees, truck & trailer parts purchased for minor repairs on Dillon Transportation company owned equipment, customer required truck equipment purchased, with Dispatch approval, are reimbursed.

You must support your request by submitting receipts for any item (s) purchased on our behalf. All receipts need your name, unit #, & "Pro #" & must be included in the Trip Envelope. We do not reimburse without receipts. Reimbursements are paid in the following pay period after receiving the receipt for your expense.

This reimbursement procedure does not include any violation/citations issued to your person by a state, local, or federal government agency.

Seat Belt Policy

It is the policy of Dillon Transportation that **all drivers must wear safety belts**. This policy is mandated by most states, as well as the US Department of Transportation, & it is intended to reduce risk of death & other serious injuries that often result from traffic accidents. Failure to wear a seat belt will result in disciplinary action up to & including discharge.

Speeding Policy

Operating in excess of posted speed limits or driving too fast for conditions is unprofessional & intolerable. A speeding vehicle always results in a bad image of Dillon Transportation & may endanger our image to the general public. All moving violations are the responsibility of the employee to pay, & each violation must be reported to Dillon Transportation in accordance with Federal law.

The management of Dillon Transportation reserves the right to suspend or discharge any employee for moving violations, preventable accidents, or preventable incidents. All violations need to be reported, not just speeding violations. If the driver receives a speeding violation their truck will be turned back to the original governed speed of 65 MPH.

Pet Policy

Dogs are allowed in the Dillon Company Trucks upon approval by management & a Pet Policy Form has been signed. There is a \$1,000 damages deposit which is refundable to the driver when the dog is taken out of the truck with no damages. The Dillon truck will be inspected each time it enters the Ashland City & Kingman facilities & any damages &/or cleaning fees will be turned into payroll for deductions from the deposit &/or payroll check.

Dogs are not allowed in any of the offices/buildings at either terminal location. The dogs can be walked around the terminal in the grass areas to use the bathroom and all waste needs to be picked up and discarded properly.

Passenger Policy

Dillon Transportation offers a Spouse Passenger Program. Please contact the Safety Director about applying for this program. The Spouse Policy must be updated every 30 days. Having an unauthorized passenger is grounds for corrective action up to & including termination.

Smoking Policy

It is the policy of Dillon Transportation to discourage the use of tobacco and its byproducts. As it has been proven as a harmful health hazard, Dillon Transportation suggests that you do not smoke or chew tobacco for your personal wellbeing. When at the terminal Smoking, Chewing Tobacco, & E-cigarettes/Vaping are not allowed in any part of the Dillon offices or the shop and should be used outside in the designated locations at each terminal.

Shop Policy

Maintenance personnel only are permitted within the work zones of the shops. If you must walk through the shop, remember to stay behind the marked yellow lines & protective eyewear & closed toe shoes are required when working in or passing through actively worked maintenance zones. When going to the break room above the maintenance department in Ashland City, TN or to the smoking section, do not pass through the shop to get to your destination.

Cell Phone Policy

The Federal Motor Carrier Safety Administration issued FMCSR 392.82 to be effective on January 3, 2012. The aforementioned rule restricts the use of hand-held mobile telephone devices. Below is the actual rule:

A. 392.82 Using a hand-held mobile device

1. No driver shall use a hand-held mobile device while driving a CMV.
2. No motor carrier shall allow or require its driver to use a hand-held mobile telephone while driving a CMV.

B. Definitions

For the purpose of this section only, driving means operating a commercial motor vehicle on a highway, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays. Driving does not include operating a commercial motor vehicle when the driver has moved to the side of, or off, a highway & has halted in a location where the vehicle can safely remain stationary.

C. Emergency exception

Using a hand-held mobile device is permissible by drivers of a CMV when necessary to communicate with law enforcement officials or other emergency services.

D. Definition of "Use a hand-held telephone"

1. Using at least one hand to hold a mobile telephone to conduct voice communication.
2. Dialing or answering a mobile telephone by pressing more than a single button.
3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that he or she is no longer in a seated driving position, restrained by a seat belt that is installed in accordance with the manufacturer's instructions.

Dillon Transportation, LLC will remain in compliance with the FMCSR 392.82 & will not allow any driver to violate said regulation. All drivers are required to comply with the following:

1. Have only a compliant hand-held telephone in possession while working for or on any property of Dillon Transportation, LLC, or any of its subsidiaries. A compliant device must have capability of hands-free speaker operation & the capability of one-button dialing.
2. The device must remain within reach of the driver while in the cab of the truck as stated above in number 3 of the definition of a hand-held telephone.
3. Use of a hand-held telephone must be done with either using the hands-free speaker on the device or the use of headphones or other wireless device designed to keep both hands free from the device while in operation.
4. Texting while driving is always prohibited.

Texting Policy

A. 392.80 Prohibition Against Texting

1. No Driver shall engage in texting while driving.
2. No Motor Carrier shall allow or require its driver to engage in texting while driving.

B. Definition.

For the purpose of this section only, driving means operating a commercial motor vehicle with the motor running, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays. Driving does not include operating a commercial motor vehicle with or without the motor running when the driver moved the vehicle to the side or, or off, a highway, as defined in 49 CFR 390.5 & halted in a location where the vehicle can safely remain stationary.

C. Emergency Exception. Texting while driving is permissible by drivers of a commercial motor vehicle when necessary to communicate with law enforcement officials or other emergency service.

Dillon Transportation, LLC will remain in compliance with the FMCSR 392.80 & will not allow any driver to violate said regulation. All drivers are required to comply with the following rule: Texting while driving is prohibited at all times unless emergency only.

Time Off from Work Policy

Vacation

Dillon Transportation will provide vacation pay for its Full-Time employees. Vacation pay is listed as the following...

After one year with the company - One week of paid vacation
After two years with the company - Two weeks of paid vacation
After three years with the company - Two weeks of paid vacation
After four years with the company - Two weeks of paid vacation
After five years with the company - Three weeks of paid vacation

- Vacation time eligibility is based on your hire date.
- A flat pay rate of **\$1,000.00** per week is paid for vacation time requested & accrued.
- Each year after five years with the company, you will continue to have Three weeks of paid vacation.

To always guarantee our customers efficient transportation resources, we only allow 1 team off per week & 5 solo's off per week for vacation. Turn all vacation requests into Dispatch via Qualcomm and follow up with a phone call to ensure the request was received. Vacation requests require a three weeks' notice. Vacations are to be used by the last day of the employees Anniversary date. Any unused time will be forfeited for that year. **Time off requests are not confirmed until approved by management.**

Doctor's, Dental, Vision & Personal Days Off

Turn all Doctor, Dental, Vision, & Personal Day off requests into Dispatch through Qualcomm and a follow-up phone call. Dillon Transportation does require a doctor's note to be turned in for all doctor appointments.

Any scheduled personal days &/or personal appointments including but not limited to doctor, dental, vision; requires a three weeks' notice. Once the time-off request is confirmed & approved it will be added to the time-off calendar on the Employee Resources portal. Emergency cases always have priority & will be taken on an individual basis.

When taking personal leave, if you are away from work more than five days, the Operations Department must approve your return to active status. When taking time off for medical reasons, a written explanation is required from your doctor.

Holidays

Dillon Transportation guarantees that everyone is home Christmas Day at some point. If you take extra home time off for the Christmas Holiday, you must be available for work on New Year's Day. If you take time off for New Year's Day, you must be available for work during the Christmas Holiday. It is not mandatory that you will work on either of these major holidays, but it is mandatory that you are available if called on for one or the other. If drivers are out of their truck for any period beyond two days, Dillon may dispatch another driver in your unit until you return from your time off.

Return To Work General Policy

Where an employee has been absent from work due to illness or injury (whether work related or not) either the manager or the employee may initiate a return-to-work process.

The return-to-work process will involve the following steps:

Step 1: The employee must provide the employer with written medical clearance from their treating doctor. This medical clearance must tell the employer:

1. When the employee is fit to resume work.
2. Any restrictions on the duties that the employee can perform; and if so, the extent of those restrictions.

Step 2: If required, the employer may seek the employee's consent to liaise directly with the employee's treating doctor. The employee must not unreasonably withhold this consent.

Step 3: If required, the employer may also ask that the employee to undertake an independent medical assessment to ascertain the following matters but not limited to the following:

1. The tasks and duties that the employee is and is not capable of performing.
2. The dates/length of time that the employee can resume restricted duties and full duties (if ever).
3. The nature of the employee's condition and the effect it will have on their ability to carry out their duties safely and effectively.
4. The flexible working arrangements or options that may be required to accommodate the employee.

Examples of Light Duty:

Inventory parts, supplies, and tools	Pick up trash in yard and office
Inspect fire extinguishers and eye wash stations	Conduct safety inspections of trailers
Conduct training	Perform light shop work
Perform light office work	Perform light housekeeping

Internet Policy

This policy describes Dillon Transportation's guidelines with respect to access to & disclosure of electronic mail messages sent or received by Dillon Transportation employees with the use of the company's email system, as well as the use of the company provided Internet access tools. Wi-Fi passwords will be provided to you by Management only. Do not give out the password to anyone.

Dillon Transportation respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of company provided equipment or supplies.

You should be aware that the following guidelines may affect your privacy in the workplace.

- Dillon Transportation is responsible for ensuring the security of its network & computer systems against unauthorized access &/or abuse. These systems may be subject to periodic unannounced inspections & should be treated like other shared filing systems.
- Dillon Transportation's information systems, email, or Internet tools may not be used for any purpose that is illegal, or contrary to Dillon Transportation policies &/or the interests of the company. This includes hardware, software, network, & data. Dillon Transportation property intended for exclusive company business. The misuse of these services will constitute grounds for disciplinary action, up to & including termination. Additionally, all information &, or data transmitted by, received from, or stored in these systems are the property of Dillon Transportation & may be monitored at any time.
- Using Dillon Transportation Internet or e-mail capabilities to access, store, & /or distribute any sexually explicit, discriminatory, threatening, or inappropriate material; some examples of which are, but not limited to, material that contains vulgarities, obscenities, sexual comments, racial slurs, gender specific comments, sarcasm or exaggeration, or which would be a violation of Dillon Transportation's non-harassment policy, is a violation of this policy & is grounds for immediate discipline, up to & including termination of employment.

Dress Code & Appearance Policy

Dillon Transportation company policy dictates that we must always represent our company in a professional manner. We state these guidelines to be the minimum standard of professional dress & appearance when on duty in the truck, at the terminals, and at customer locations.

- Clothing will be clean; non-tattered, in good repair, with no offensive slogans or alcoholic/tobacco/drug/sexual/racial remarks or advertisements.
- Halter-tops, revealing clothing, pajamas & other inappropriate forms of apparel will not be allowed on any customer premises or Dillon terminal.
- Pants are preferred, but shorts are allowed. Pants must be clean, free of rips, tears, fraying, & may not be excessively tight or revealing. Shorts must not be cut offs, spandex or in poor repair.
- Dresses & skirts are in violation of OSHA standards for the type of work we are performing therefore are not permitted in the trucks.
- Shoes must be closed toe with good support. No sandals, flip-flops or opened toed shoes when in the truck.
- Employees are expected to present a clean, neat, & professional like appearance.
- Hair should be neatly styled and clean.

If an employee dresses inappropriately, he or she will be counseled by a supervisor. Repeated disregard for the dress policy may result in disciplinary action up to and including discharge. Accommodations will be made for employee's religious beliefs, as necessary.

Substance Abuse Policy

The use, possession, transfer, or sale of alcoholic beverages, or illegal drugs by an employee while on or in property of Dillon Transportation, and/or during working hours or on break in the truck, will result in corrective action up to and including termination. This policy does not apply to medications prescribed by a licensed physician and taken in accordance with the physician's instructions. Any employee whose job duties require the operation of a commercial motor vehicle and who test positive for illegal drugs and/or alcohol or refuses to be tested will be considered medically unqualified to operate a motor vehicle, pursuant to the Federal Motor Carrier Safety Regulations. All drivers are vetted through the FMCSA Clearing House before they are hired. Every January of the new year, every driver is run through the Clearinghouse, to ensure the Driver is not prohibited from driving.

Any illegal substances found on Dillon Transportation property will be turned over to the appropriate law enforcement agencies and may result in criminal prosecution. Any employee unavailable for work due to detainment by a law enforcement agency on drug or alcohol related charges may be disciplined up to and including termination.

Substance screening of employees will be performed when determined by Dillon Transportation under the following guidelines:

1. Any employee involved in a job-related accident or incident requiring immediate medical attention, or performance of an unsafe act which did or could have resulted in injury to a person or property damage.
2. In cases in which an employee is acting in an abnormal manner and Dillon Transportation has “reasonable cause” to believe that the employee is impaired because of controlled substances, illegal drugs, and/or alcohol.

Prior to being tested in any of the above circumstances, the employee will be asked to sign a release form, consenting to the testing and also specifying any prescribed or non-prescribed medication or other substances being taken which may affect the test. Any employee refusing or failing to cooperate in signing the consent and release forms, shall constitute a presumption of impairment and the employee may be disciplined up to and including termination.

An employee’s wallet, purse, outer clothing, thermos, private vehicle (on Dillon Transportation property), lunch box, locker, closet, work area, desk, files, Dillon Transportation vehicle, or similar area is subject to inspection at any time on a random or other nondiscriminatory basis, without cause for purposes of this policy or at any time upon reasonable evidence to suspect a violation of this policy.

Our intention is for Dillon Transportation to be a Drug Free Workplace. This will be accomplished by strict adherence to our drug testing policy. The specific terms of this policy are contained in a separate policy statement and will be communicated to all applicants for employment and to all current employees.

Employee Responsibilities:

Any employee who witnesses the following, needs to offer a first-person account to their Immediate Supervisor or Department Manager...

1. Witnesses another employee consuming alcohol &/or drugs at the workplace or while working.
2. Suspects a fellow employee is impaired at the workplace or while driving the truck.
3. Witnesses another employee possessing alcohol, drugs, &/or drug paraphernalia at the workplace or while working.

Your identity as a reporter can be kept confidential, but a written report will be needed.

Harassment and Discrimination Policy

Dillon Transportation is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of the Dillon Transportation’s employees by anyone, including any supervisor, co-worker, vendor, or customer of Dillon Transportation, regardless of whether such harassment occurs during working hours.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s protected status, such as sex, color, race, ancestry, religion, national origin, age, handicap, disability, veteran status, citizenship status, or other protected group status.

Dillon Transportation will not tolerate harassing conduct that affects tangible job benefits, which interferes unreasonably with an individual’s work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment, described as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment,
2. Submission to or rejection of the conduct is used as a basis for an employment decision, or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes, jokes about gender specific traits, foul or obscene language or gestures, displays foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

All employees are responsible for helping to maintain a harassment free environment.

If you feel you have experienced or witnessed harassment, you should inform your supervisor of the situation. If your supervisor is the harasser or you feel uncomfortable talking to your supervisor, inform another supervisor you feel comfortable with or inform the owner of Dillon Transportation.

The company cannot deal effectively with harassment, until it is informed. Employees are assured that there will be no retaliation against anyone who submits a truthful complaint or participates in an investigation regarding a complaint.

Dillon Transportation's policy is to investigate all such complaints thoroughly and promptly the fullest extent practicable, Dillon Transportation will keep complaints and the terms of its resolution confidential. Dillon Transportation will review its findings with the complaining party at the conclusion of the investigation. If the investigation confirms that harassment has occurred, Dillon Transportation will take appropriate corrective action, up to and including immediate termination of employment, as is appropriate. If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with this anti-harassment policy to avoid harassment in the future.

Prohibited Conduct

When an employee acts in a manner which, in the sole judgment of Dillon Transportation is unacceptable or contrary to the best interests of Dillon Transportation, such employees may be subject of corrective or disciplinary measures. Various measures are designed to correct whatever problems may exist and/or to make employees aware of the importance of abiding by our policies, procedures, and standards of conduct and behavior which we believe are essential to the well-being of all Dillon Transportation employees and customers. In certain cases, it may be necessary to suspend or dismiss an employee because of the seriousness of behavior which Dillon Transportation finds unacceptable. All employees are expected to follow these rules. Violations will subject employees to discipline, up to and including termination. Dillon Transportation reserves the right to take disciplinary action based on conduct which is not specifically listed in this policy.

1. Theft or attempted theft of property belonging to Dillon, a fellow employee, or customer.
2. Falsification of company records, time sheets, logs, employment, & benefit applications.
3. Destruction of or damage to Dillon Transportation property.
4. Failure to cooperate with fellow employees and/or customers.
5. Waste of materials or mishandling of supplies or equipment.
6. Failure or refusal to comply with the drug & alcohol policy.
7. Defacing Walls or other Dillon Property.
8. Excessive lateness or absenteeism.
9. Carrying / Possessing a weapon of any kind on Dillon property.
10. Repeated failure to produce quality work.
11. Unauthorized disclosure, use, or theft of Dillon confidential information.
12. Absent 3 consecutive workdays w/out notification will be considered a voluntary resignation.
13. Fighting.
14. Insubordination.
15. Immoral, indecent, unlawful conduct.
16. Negligent Accidents.
17. Failure to report an accident.
18. Unauthorized use of equipment.
19. Creating hazardous/ unsafe conditions
20. Violation of Safety regulations.
21. Unauthorized passengers.
22. Failure to report an absence.
23. Use of abusive / threatening language.
24. Sleeping on the job. (unless on break)
25. Using a Handheld Mobile Device
26. Texting while driving.

The following offenses will result in the immediate termination of employment:

1. Driving a commercial motor vehicle or personal vehicle while under the influence of alcohol or controlled substances
2. Leaving the scene of an accident involving a commercial motor vehicle
3. A felony involving the use of a commercial motor vehicle.
4. The use of a commercial vehicle in the commission of a felony involving manufacturing, distributing, or dispensing a controlled substance.

Dispatch Instructions

The Dillon Transportation Dispatch is accessible by telephone 24 hours a day, 7 days a week. The contact number is 800-262-8772 Option 1. In the event papers need to be faxed our fax line is (615-792-9470).

The key to success between drivers & dispatch is communication. Delivery times are critical to fleet management. Arriving late or not at all will not be tolerated. When you are given an assignment, your dispatcher will give you an appointment time for delivery & assumes you will make the delivery at the appointed time. **It is your responsibility to advise your dispatcher if you feel you are going to be late on any delivery appointment.** If for reasons beyond your control, you are unable to leave for a trip, or will be late, you must notify Dispatch as early as possible. If you are unable to make your trip, you must notify Dispatch immediately so that we can arrange for a substitute.

Moving Violations

MVRs are ran every January of the new year to verify all drivers are still in compliance. If a driver exceeds the minimum requirements set forth below, Dillon Transportation reserves the right to terminate employment:

1. Drivers convicted during a three-year period of no more than two (2) serious traffic violations in separate incidents.
2. Drivers convicted of no more than three (3) traffic violations during a three (3) year period of which not more than two are serious violations.

A serious traffic violation is defined as:

- Excessive speeding, involving any single offense for any speed 15 miles per hour or more above the posted speed limit
- Reckless driving, as defined by state or local law or regulation, including but not limited to offenses of driving a commercial motor vehicle in a willful or wanton disregard for the safety of person or property
- Improper or erratic traffic lane changes
- Following too closely; a violation, arising in a connection with a fatal accident, of state or local laws relating to motor vehicle traffic control device
- A preventable accident causing personal injury and/or substantial property damage.

Accidents & Incidents

If you are ever in an accident or incident, follow the procedures in the Safety portion of the Driver Orientation Binder labeled Accidents.

Dillon Transportation reserves the right to thoroughly investigate accidents & serious traffic violations with our accident review board. If the results of an investigation indicate that the driver has exceeded the minimum standards, employment will be terminated. In addition, any employee involved in proved acts of abuse or negligence to Dillon Transportation's equipment or property will be held financially responsible.

All of the trucks will be checked every 25,000 miles for Over Speed / Over RPM / Hard Brake / Firm Brake. A Hard Brake incident is generated when a truck is slowed down Over 7 mph per second & a Firm Brake incident is when the truck is slowed down 4 mph per second. These incidents are stored in the data log. After a truck exceeds 75 mph for Solos / 80 mph for Teams and/or 2200 rpm, which is an Over RPM, it is registered on the truck's computer & an alarm is triggered & the information is stored in the data log. To avoid any disciplinary action, including suspension or termination, keep your RPM's less than 2200 & top speed under 75 mph for Solos / 80 mph for Teams & avoid having Hard Brakes or Firm Brake Incidents.

Remedial Training

If you are involved in a safety related incident (accident, citation, workplace injury) you will receive remedial training to ensure you are properly trained on how to prevent the issue from reoccurring.

Personal Injury Reporting & Workers Compensation

Dillon Transportation provides at no cost to its employees, fully paid workers' compensation insurance. Each & every worker's compensation claim will be carefully reviewed for legitimacy, & any employee filing a fraudulent claim will be subject to disciplinary action up to & including termination. Personal injuries suffered on the job must be reported to the Safety Director &/or Department Manager within 24 hours of its occurrence, or sooner if conditions permit. Dillon Transportation will not be responsible for injuries that occur off duty or with unauthorized use of Dillon Transportation's equipment.

If an employee becomes injured on the job, light duty will be offered at an amount of the average weekly pay the employee was getting until able to resume full duty. If the employee refuses light duty or is unable to perform light duty, you will be paid at 60% of your average weekly pay until able to resume full duty or reach MMI (maximum Medical Improvements). There is a seven-day waiting period after an injury is reported before any payments will be made

Return to Work Program

Dillon Transportation Return to Work Policy Statement is committed to assisting employees in achieving a safe return to work after periods of illness or injury.

The aim of this policy (see page 14 for more details) is to provide a procedure which will allow the employer to bring employees back to work as soon as is safely possible and accurately assess and plan for suitable employment. This policy covers the return to work of employees who have been absent from work on personal/sick leave or worker's compensation leave in accordance with Dillon Transportation policies. It should be read in conjunction with the Dillon Transportation leave, occupational health, and safety policies.

Monthly Hours of Service Violation Reports

If you ever have an hours-of-service violation, the following protocol is activated...

Violation packets will be placed in your mailbox at the Ashland City or Kingman terminals or will be discussed personally with you by the Safety Director. Please enter a detailed description of why you went into violation, sign both forms and place in your trip envelope paperwork. If the reason for the violation is valid and legitimate it will not count against you.

Safety Meetings

Safety meetings will be held virtually 3 times a year. The meetings will be posted on the Team Members portal of the Dillon Transportation website. Upon viewing, contact the Safety Director to receive credit for attendance.

All drivers are required to attend all virtual safety meetings. The in-person safety meeting will be held in October on the last day of Driver Appreciation Week. All drivers are encouraged to attend the safety meeting, and lunch will be served afterwards. If unable to attend the in-person Safety Meeting it will be posted virtually on the Team Members portal for viewing.

Dillon Drivers Pay Plans

All drivers pay plans are calculated on PC Practical Mileage, and drivers are paid for all miles ran loaded and empty. Additional pay is offered for layover, detention, city pay, stop pay, and NYC pay. Full-time drivers are eligible for benefits, and Part-Time drivers are not eligible. However, if you are a full-time driver and unable to run the days a week required for full time employment, drivers can transition to part-time status and pay for your insurance premiums for that time. (Vacation, Personal Time-off, Sick Days, Bereavement, Emergencies, Personal Days, & Dr. Appointments are NOT considered items that are of fault to the employee.) There is no guaranteed pay for part-time drivers or full-time drivers.

Full-Time Company Driver Pay Plan

Solo Drivers - \$0.60 on all miles

Team Drivers- \$0.67 split on all miles

Part-Time Company Driver Pay Plan

Solo Drivers- \$0.60 per mile

Team Drivers- \$0.67 per mile

Part Time Drivers are not eligible for benefits

ADDITIONAL COMPENSATION

Layover Pay	\$150.00 per person, per 24-hour period
New York City Pay	\$150.00
City Time	\$14.00 per hour
Detention Pay	\$14.00 per hour
Stop Pay	\$25.00 (Solo) / \$12.50 (Team) - paid after first stop & for each stop thereafter on same PRO number

* There is no specific Breakdown Pay. The Layover Pay is in place for this purpose if you are down for a 24-hour period.

Detention Pay

1. Set Appointments: Detention pay will start 2 hours after the set appointment time.
2. Window Times: Detention pay will start 2 hours at the end of an open window time. Example: Open window 0900 to 1300, Detention will start at 1500.

As soon as you are aware of any issues that will delay you at a shipper or a receiver, notify dispatch immediately! Any other compensation allowed would be at the determination of Dillon Transportation & must be approved by Operations Management.

Per Diem Pay

All Dillon Transportation drivers are paid Per Diem on a weekly basis. Per Diem is paid based on each driver's miles for that week.

Per Diem is \$0.05 per mile for team drivers and \$0.10 per mile for solo drivers.

Per Diem is shown as a reimbursement on your paycheck. For example, a solo driver runs 2,500 miles for one week then that week's Per Diem will be \$250.00.

Payroll & Additional Compensation Rules

Once a person starts working with Dillon Transportation, that employee will receive their first paycheck after their second full week of work. Employees of Dillon Transportation will then be paid on a weekly basis, on the pay period, of two weeks prior. Your first Direct Deposit will be on

1. You must turn in all required paperwork, including logs, trip reports, vehicle condition reports, equipment expenses, & fuel receipts. All paperwork must be turned in on a timely & accurate basis to avoid delays in payroll.
2. **Payroll cutoff is Saturday at midnight.** All trips emptied and paperwork turned into the Ashland City and Kingman Terminals or specified Drop Boxes on Saturday, will be paid two weeks from that Saturday. Payroll period is from Sunday 12:01am to Saturday at midnight.
3. You must always follow the rules and regulations in the FMCSR, and all state and local laws. You must notify the Payroll & Safety Department if your address or telephone number changes.
4. Payroll is distributed by direct deposit. A voided check stub from your bank of record is required to be placed into your personnel file and kept on file while you are employed by Dillon Transportation.
5. You are required to attend all virtual safety meetings per year.
6. Any other compensation will be determined by Dillon & must be approved prior to any job-related performance.
7. If you resign or otherwise terminate your employment at any time, you must furnish at least two (2) weeks written notice. Your final check(s) will be direct deposited.

Sign-On Bonus for Orientation

Dillon Transportation will provide a \$1,500.00 Sign on Bonus for new Full-time Drivers.

1. \$500 paid after completion of Orientation & under dispatch on an OTR load
2. \$500 paid 2nd week on Friday
3. \$500 paid 3rd week on first direct deposit

The first two \$500.00 amounts will be loaded on your fuel card to pull off as cash at any Pilot or Flying J. There is a fee associated with retrieving the funds. Please keep your receipt showing the deduction & place that receipt in your current trip envelope. Dillon will reimburse you for that amount on the paycheck for that week's direct deposit.

Note: Anyone that starts with Dillon Transportation, we hope stays with us, for years to come. We put everything in writing to prevent any discrepancies down the line from occurring. Dillon works to make orientation as quick, informational, & comfortable as possible for any new employee & we hope that you have decided to join our company as a solid career choice. If you leave the company within the first (6) six months for any reason, the cost of the pre-employment physical & drug test will be deducted from your last paycheck, along with the Sign-On Bonus, and any other travel & hotel expenses paid by Dillon Transportation, LLC.

Referral Bonus

Dillon Transportation drivers will earn a \$3,000 BONUS for Every driver referred, if that driver applicant meets the hiring criteria & is hired.

1. Applicant must state the name of the referring driver on the applicant's original application.
2. \$250.00 will be paid to the referring driver following the new hire's date of employment, each month for 6 months.
3. The remaining \$1,500.00 will be paid in a lump sum in the 7th month.
4. Both the new hire and the referring driver must maintain continuous active employment by Dillon Transportation during this 7-month period, for the referring driver to receive the full \$3,000.
5. The Driver being referred cannot be a former Dillon Transportation employee.

Responsibilities & Expectations for All Dillon Drivers

1. Drivers must be available to work 5-consecutive 24-hour periods & make themselves available after their weekly guaranteed home-time of 34 hours (although if the freight allows it, we like to provide more than the 34 hours). Dillon does not guarantee Saturday & Sunday off.
2. Solo drivers are required to meet their weekly mileage requirement of 2,500 miles. Team drivers are required to meet their weekly mileage requirement of 5,500 miles to qualify for full-time employment.
3. Responsible for incidents, accidents, & preventable damages up to \$1,500 per occurrence if it is the driver's fault as determined by the accident review board.
4. No Personal Cash Advances are issued.
5. Any cost incurred to transport a vehicle left abandoned by any employee, unauthorized equipment use, bob-tailing without approval, running out of route, picking up the wrong load/trailer, or bringing a vehicle back to Dillon Transportation's terminal or drop yard, without authorization; will result in all related expenses being deducted from the employee's next &/or final pay. If a driver is found to be at fault, the driver will be charged \$1.25 per mile on all out of route miles.
6. Must fill out a trailer inspection report every time you pick-up or drop a trailer, including empty moves. Drivers will be charged \$50.00 every time the Trailer Inspection Sheets are not sent in on Vector within 12-hour Grace Period.
7. Communicate with your Dispatcher as instructed. Confirm preplans via the Qualcomm using Macro #10 for preplan communication.
8. Run legal. Example: Leave in time to arrive at your destination to get your break before unloading. Maintain your hours for the week, by not taking extended breaks without prior approval. Set your alarm to wake up on time, to leave on time, & to deliver on time. The following items are the exception to the On-time & Extended Break rule...Traffic, Weather, Illness, Breakdown, Incident/Accident, Stop-Off, & Emergencies.
9. Drivers must send in the completed trip pack via Vector after each trip is completed. This includes all "T" called loads. If a driver's trip ends at that "T" call location, their trip is completed for that pro & needs to send in a copy of their paperwork & pictures via Vector, including name or drivers code & a pro number on all paperwork submitted. Original paperwork is still to be completed & placed into a trip pack envelope & turned in at our Kingman & Ashland City terminals. Teams still bring the truck mail from Kingman to Ashland City daily.
10. Scale all freight over 30,000 pounds & leave a copy with BOL's if not making the final delivery. (see page 8 for details).
11. Once you have delivered a load, please submit all paperwork, via the Vector App on your smartphone. You have a 12-hour window/grace period after delivery to submit paperwork on Vector. If paperwork is not submitted within that 12-hour period, you will be fined \$100.00 per each occurrence.
12. You must get a signature from the receiver. If you do not get a signature upon delivery, you will be fined \$100.00 per each occurrence. Unless load is a dropped load, which in that case you Sign, Date, and Write "Dropped" on the bills.
13. If you lose the BOL's for a load or do not get a signature & Dillon cannot recover the paperwork/signature preventing us from being paid for the load; you will be responsible to cover the total cost of the load.

Awards and Scholarships

College Scholarship

Dillon offers a \$2,500 Scholarship Fund for any Child going to college as a new undergraduate student at a traditional college or a trade school, whose parent is a full-time employee of Dillon Transportation. To apply for the scholarship please contact the Human Resources Department at Dillon Transportation. The \$2,500 is a one-time gift & each child must meet the following requirements:

1. A 500-word essay submitted to Dillon Transportation explaining what they are going to school for & what they aspire to do with their college degree after graduation.
2. Provide an acceptance letter from the college that they will be attending.
3. A name and address at their college to send the \$2,500 check, so it is applied to their expense account.

Driver of the Month Award

All drivers are eligible for The Driver of the Month after 6 full months of employment. The Driver of the Month's nomination is based on incidents, accidents, log violations, miles, & overall performance as determined by operations management and safety.

The Driver of the Month will receive:

- Customized plaque
- \$200.00 gift card

The Safe Driving Award

All drivers that did not have any preventable or chargeable accidents, incidents, claims, or damages will receive a Safe Driving Pin. All drivers that meet the above criteria and do not have any HOS violations for the year will receive a Safe Driving Certificate. To be eligible you must have been an employee for at least 90 days during the calendar year

Million Mile Club

Dillon Transportation takes considerable pride in the safety, reliability, and dedication from our drivers. Once a driver reaches 1,000,000 miles, they can be inducted into the Million Mile Club at Dillon Transportation. The inductees are each awarded a Personalized Plaque, A Deluxe Watch Personalized with the Dillon Transportation Logo and "Million Mile Club" Engraved on The Back, a Safe Driving Patch and Hat Pin with Years of Service from the National Safety Council, and 2 Dillon Million Mile decals. The Million Mile Awards will be given each January of the new year.

Donnie Dillon Humanitarian Award

The award is given by Angela Dillon in memory of her late husband and founder of Dillon Transportation, Donnie Dillon, due to his compassionate and generous heart for others. Throughout his lifetime he prioritized passing along his blessing to others to brighten their lives. The recipients of the Donnie Dillon Humanitarian Award exemplified these characteristics of kindness, compassion, and generosity for others.

Years of Service Awards

Years of service awards are rewarded quarterly based off of employee's length of time with Dillon Transportation. All drivers receive certificates if they have been with the company over five years. At ten years of service the employees receive a certificate, a choice of a special embroidered jacket (leather, canvas, or winter).

Retirement Bonus

At full retirement, after meeting the requirements, the full time or part time employee will receive 1% of their last year's base income (that is less any longevity bonus they receive) times the number of years they have been employed. The retirement bonus will be paid through payroll with payroll taxes withheld, and due to being considered taxable income.

Requirements for Retirement Bonus:

1. Must be a minimum age of 62 years.
2. Must have worked for Dillon for a minimum of 10 years.

*Full-time employees who go to part-time will receive their bonus upon full retirement and bonus will be calculated based off their last year of full-time work.

Health Insurance

Medical/Dental/Vision Insurance

Dillon Transportation provides major medical, vision, & dental insurance. Blue Cross/Blue Shield is the sponsor of your policy. Dillon Transportation has one medical plan to choose from, plus Dental & Vision. There is also a Health Equity Option, Health Savings Account, EAP services & TELADOC services available to all full-time Dillon employees.

Medical insurance is for full time employees who have completed sixty (60) days of uninterrupted full-time employment. Insurance coverage begins the 1st day of the month following 60 days of employment.

Group medical insurance may be provided for all eligible dependents of regular employees in accordance with the terms & conditions established by the insurance carrier. Dillon Transportation will not be responsible to place any employee on its plan if the employee fails to submit a properly completed insurance application. Dillon Transportation assumes no responsibility of its insurance carrier if it deems to decline coverage on an employee or dependent. Any employee contribution to the group medical plan will be made through a weekly payroll deduction. Dillon Transportation reserves the right to adjust the employee's payroll deduction to offset increases in insurance premiums. See insurance documents included in your new hire paperwork packet, for specifics of plans, prices, etc.

Dillon Transportation employees will be offered the opportunity to continue temporary group health care coverage under their employer's plan if their coverage is ceased due to resignation, termination, layoff, or other change in employment status. This coverage will be offered through COBRA. Dillon Transportation's group health care provider will send the employee all COBRA pertinent information. If an employee takes FMLA medical leave & has not returned to work after the 12-week allotted period, then that employee will be removed from Dillon's insurance plan & given the opportunity to continue temporary coverage with COBRA. If an employee takes the FMLA medical leave & is over 30 days late on payment of their premium portion, the employee will be removed from Dillon's insurance plan & given the opportunity to continue temporary coverage with COBRA. If & when the employee returns to work, the employee can be reinstated to Dillon's current health insurance plan. **Please login into the Team Members Portal on the Dillon Transportation website to watch the video that covers the details of the insurance policy.**

Life Insurance

Benefit: \$20,000.00 AD & D **Cost:** Paid for by Dillon Transportation.

There is an option to buy more Life Insurance for yourself, spouse, or child. See Life Insurance documents included in your new hire paperwork packet, for specifics of plans, prices, etc.

Short-Term Disability Insurance

Dillon Transportation offers Short Term Disability. See Short Term Disability Insurance documents included in your new hire paperwork packet, for specifics of plans, prices, etc.

Long-Term Disability Insurance

Dillon Transportation covers the costs of Long-Term Disability for its employees.

Family Medical Leave (FMLA)

All full-time employees who have completed one (1) full year of continuous employment and have worked at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) month period are eligible for FMLA.

FMLA Leave is to be used in cases within twelve (12) months of where a child is born to the employee or placed with the employee for adoption or foster care beginning with the date of such birth or placement and for purposes of caring for the child. It may also be used in cases where the individual has a serious health condition (i.e., an illness, injury, impairment, or physical or mental condition which involves in-patient care or continuing treatment by a health care provider), and which renders the employee unable to perform the functions of her or his job. In addition, Family Leave is possible where the employee must care for a spouse, child, or parent who suffers from a serious health condition.

The maximum period is up to twelve (12) weeks in any twelve-month period. To determine the twelve-month period in which the 12 weeks of leave entitlement occurs for the family or medical leave purposes, Dillon Transportation elects to use a rolling" twelve-month period measured backward from the date an employee uses any FMLA Leave.

Dillon Transportation requires that employees who have been with Dillon Transportation for at least one (1) full year first utilize all available paid leave which will be counted against the twelve (12) week FMLA Leave period, and which will not extend the FMLA Leave period. Where Leave is foreseeable, we ask that the employee provide the company with at least thirty (30) days' notice of the beginning of the Leave. Likewise if Medical Leave if foreseeable based upon planned medical treatment, we request that the employee make a reasonable effort to schedule the treatment (subject to the approval of his or her doctor) so as not to disrupt the company's operations, and shall also provide at least a 30 day notice, if foreseeable, may result in delay of the Leave unless there exists a reasonable excuse.

If the Leave taken is medical, verification of the Leave by the health care provider shall be required. The verification shall state:

1. The date in which the health condition commenced
2. The probable duration of the condition
3. The appropriate medical facts within knowledge of the health care provider regarding their condition.
4. If the purpose of the Leave is to care for a family member with a serious health condition (i.e., spouse, child, parent), a statement that the employee is needed to care for the family member and an estimate of the amount of time that is needed for the employee to care for the family member
5. If the Leave is due to the serious health condition of the employee, a statement that the employee is unable to perform the essential functions of the employee's position.

If the Leave requested is for the birth or placement of a child for adoption or foster care, you must provide satisfactory documentation of the birth or placement. Intermittent leave normally will not be permitted unless the parent or child suffers from a serious medical condition.

If there is reason to doubt the validity of the health care provider's verification, Dillon Transportation reserves the right to have the employee examined by a physician of its choice. If the second opinion conflicts with

that provided by the employee's provider, Dillon Transportation reserves the right to obtain a third opinion by a health care provider jointly designated and approved by Dillon Transportation and the employee.

Additional certifications and notices may be required during your Leave and at the time you return to work. Failure to provide requested certifications within fifteen (15) days, if doing so is practical, may result in delay of further Leave until they are provided.

During FMLA Leave of absence, Dillon Transportation will continue to pay its portion of the health insurance premiums and the employee must continue to pay his/her share of the premiums or dependent coverage charges, if applicable. This amount shall include the employee's share of any increases which may occur while he or she is on Leave. If paid Leave is substituted for unpaid FMLA, Dillon Transportation will deduct the employee's share of the premium as a regular payroll deduction. If the FMLS Leave is unpaid, the employee must pay his/her share of the premium by submitting payments each month to 974 Tennessee Waltz Pkwy, Ashland City, TN 37015, made payable to Dillon Transportation. Loss of coverage will result if an employee's premium payment is more than 30 days late.

During the Leave, the employee shall not accrue employment benefits, such as vacation pay, sick pay, pension, ESOP, bonus, etc. Employment benefits accrued (if any) by the employee up to the day on which the Leave of absence begins will not be lost and eligibility for any additional benefits shall be determined at the time of reinstatement in accordance with the benefit plan or policy of Dillon Transportation. Application for FMLS Leave of Absence, must be submitted in writing whenever possible.

Eligible employees will generally be reinstated at the expiration of the FMLA Leave to the same or an equivalent pay and benefits. However, if changes in our business occurred during an employee's Leave and the employee would have been laid off or reassigned had the employee been on active status, the employee is not guaranteed reinstatement. Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced Leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If Leave is unpaid, Dillon Transportation will reduce your salary based on the amount of time worked. In addition, while you are on an intermittent or reduced schedule Leave, Dillon Transportation temporarily may transfer you to an available alternative position which better accommodates your recurring leave, and which has equivalent pay and benefits.

If you have been on Leave because of your own medical condition, you must provide a fitness for duty certification before resuming work. The fitness for duty certification shall be completed by a health care provider and shall state that you are able to return to work and perform your duties. You must provide the certification to your supervisor on or before the date on which you are to return to work. Failure to provide the certification before or upon your return will preclude you from being able to work. Employees on FMLA Leave are required to notify their supervisor every three (3) weeks as to their status and **intention** to return to work. If circumstances change during your Leave and you desire to return to work early, we will attempt to accommodate you, provided advance notice is given. After the allotted time on FMLA, the employee must return to work or be termed. If termed, the employee must qualify and re-certified to regain employment.

Military FMLA Addendum

Eligible employees are entitled to up to 12 weeks of Leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active-duty status, in support of a contingency operation. Certification will be required to take FMLA Leave for active duty.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty is entitled to up to 26 weeks of Leave in a single 12-month period to care for the service member. This military caregiver leave is available during a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA Leave.

Paid Parental Leave

Dillon Transportation LLC will provide up to 8 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after January 1st, 2021. Eligible employees must have been employed with the company for at least 12 months, worked a minimum of 1250 hours in 12 months, be full or part time, and have given birth to or adopted a child.

Conclusion

Dillon Transportation has developed this Employee Handbook, for the benefit of all its employees and customers. Furthermore, Dillon Transportation is a service-oriented company and provides the highest quality services to their customers and protects the health and safety of all employees and the public.

The language used in this Employee Handbook is not intended to create, nor should it be construed to constitute, an express or implied contract of employment between Dillon Transportation and any of its employees. Dillon Transportation reserves the right to modify, revoke, suspend, terminate, or change all information contained in this handbook in whole or in part, at any time, with or without notice to me.

All employees are employed "at will" and are on a 90-day probationary period, meaning that any employee or Dillon Transportation may terminate the employment relationship at any time, with or without cause.