



EMPLOYEE GUIDE
STOREY
Trucking Company Inc.

Henagar, AL • Chattanooga, TN

STOREY

Trucking Company Inc.

We are excited to have you as part of the Storey Trucking family. THANK YOU for choosing to work with us!

This handbook will provide you with useful information regarding company policies and safety protocol. Please take the time to review after orientation and refer back to it when you need to. We aim to keep you and others safe out on the road.

We are here for you anytime you have a question, a concern, or a great idea. Everyone in this office is available to assist you. Don't hesitate to ask.

We wish you the best. Be safe. We are here to support you in your career with Storey Trucking.

Regards,

A handwritten signature in black ink that reads "Eric Storey". The signature is written in a cursive style with a long, sweeping underline.

Eric Storey
President

SAFETY POLICY

Safety is the highest priority at Storey Trucking Company, Inc. The safety of all personnel, our customers, and other highway users is paramount. Safety will always be an integral part of operations and the policies, procedures and programs governing our business.

We believe that safety is the responsibility of every level of management, beginning with the Chief Executive Officer. It is the responsibility of all managers to:

- Provide a safe working environment
- Provide proper protective equipment
- Provide safety training and counseling
- Eliminate unsafe acts through immediate corrective action
- Abide by all applicable safety rules and regulations
- Insist upon an unqualified commitment to safety from all our people

To further this policy, it is the responsibility of every employee to:

- Maintain a safe environment for all people
- Work in a safe manner in accordance with the corporation's accident prevention policies, procedures and programs
- Comply with safety, health, and environmental laws and regulations.
- Avoid any and all activities that could cause greater liability to the company.

Managing and working with a commitment to safety will contribute to the improved efficiency of our operations, ensure the future success and prosperity of our employees, customers, company and the community. We the undersigned management of Storey Trucking Company, Inc. do hereby fully commit ourselves to safety through this policy.

Storey Leadership Team

SAFETY PROTECTS OUR MOST IMPORTANT ASSET ... OUR PEOPLE.

Safety Guidelines Policy

Storey Trucking Company is committed to maintaining a safe working environment for all its employees. Storey Trucking Company will comply with all applicable safety and security laws and regulations, such as those established by DOT, EPA, OSHA and all other federal, state and local safety and health agencies. Storey Trucking Company will make every effort to assure that generally accepted safe practices are followed by all our employees.

Safety Guidelines Procedures

The safety philosophy of Storey Trucking Company reflects and communicates our proactive corporate attitude toward safety. All Storey Trucking Company employees have a responsibility to themselves and to the company for their safety and the safety of their coworkers.

All employees are required to:

- comply with all federal, state and local laws and regulations relevant to their work.
- observe all company rules related to the safe and efficient performance of their work.
- integrate safety into each job function and live by this philosophy in the performance of job duties.
- report or correct/repair unsafe practices and equipment.
- report any accident that occurs while on the job.

Driver Requirements

Drivers must be at least 23 yrs of age and display a satisfactory driving record and work history to work for Storey Trucking. 2 yrs of experience preferred.

Pet Policy

Storey allows drivers to travel with pets. Pets need to be declared and the pet policy agreed to and signed prior to any animal being inside the truck.

Disciplinary Procedures

All safety rules, regulations, plans and procedures in effect at Storey Trucking Company must be followed. Upon violation of any company safety rule, the violating employee will be penalized. The list of possible disciplinary actions includes the following:

- *Verbal reprimand:* An informal discussion concerning the incorrect safety behavior will take place as soon as possible after the supervisor becomes aware of it.
- *Written reprimand:* A written form that documents the safety misconduct will be presented to the employee and a copy will be placed in the employee's personnel file.
- *Warning of probation:* A written form will document the safety misconduct and warn the employee that another incident of the behavior will lead to probation. This form will be presented to the employee and a copy will be placed in the employee's personnel file.
- *Probation:* A period of time during which the employee is given specific rules and goals to meet, along with the advisory that if those rules and goals are not met satisfactorily, the employee will be subject to termination.
- *Warning of suspension:* A written form that will document the safety misconduct and warns the employee that another incident will lead to suspension. This form will be presented to the employee and a copy will be placed in the employee's personnel file.
- *Suspension:* A period of time during which the employee is prohibited from being in the workplace and during which the employee is not paid.
- *Dismissal / Termination of Employment:* the permanent termination of an employee from the company, initiated for disciplinary reasons.

Upon violation of any company safety guideline or rule, the employee will be penalized. The severity of the penalty will be in direct correlation to the severity of the safety violation. Storey Trucking Company reserves the right to make judgments relative to employee misconduct.

RULES & REGULATIONS

1. No unauthorized passengers. We must have a copy of the release signed by you and your passenger on file for each trip and you are required to keep the original on the truck with you.
2. Storey will pay for motels starting with 2nd night of layover if beyond the driver's control. Any hotel stay that exceeds \$85 / night requires prior approval from dispatch. Motel receipts must have name, address and telephone number shown on them in order for you to be reimbursed.
3. All cash receipts submitted for reimbursement must be itemized from the place of purchase or service and show name, address and telephone number of the business.
4. It is your responsibility to keep the inside of the truck clean.
5. It is your responsibility to be legal on weight and bridge laws prior to crossing official scales. Call your dispatcher if there are no public scales available. Any overweight fine without a scale ticket will be the responsibility of the driver.
6. Being late for pickups or deliveries could affect your settlement and your employment at Storey Trucking Company. You must contact dispatch if you are going to be late for a pickup or delivery.
7. You are required by Storey Trucking Company to complete a Driver's Vehicle Inspection Report (DVIR) each time you come in from a trip. The Original (white copy) is to be turned in with your completed settlement. The Vehicle (yellow copy) and Maintenance file (pink copy) should be left in the tractor, rolled up in the driver side window. The tractor and trailer will be checked at the shop.
8. Cash Comcheks on the day you get the number. Call and report any problems with Comchecks or to cancel a code that is not used. You will be charged for the money sent to you.
9. All paperwork must be filled out completely. Signed bills are required on all loads. Loading and unloading receipts should be completed. Note which

dispatcher approved the amount you paid. We require the original fuel receipt for each purchase. Please do not staple any of your paperwork. If you turn without coming by the yard, call for the Federal Express account number to send in your settlement. Always use FedEx 2Day to send in settlements.

10. **SHORTAGES AND DAMAGES:** Call your dispatcher immediately in the event of any shortage or damage. Do not accept any damaged freight from original shipper. **DO NOT LEAVE** the facility where the shortage or damage occurred until your dispatcher approves.
11. Report any on the job injuries immediately. Drug screens are required on all Workers Compensation claims.
12. Check the truck to confirm that you are legal on permits. Make sure you have a copy of the trailer tag receipt book and proof of insurance. Each truck should have an accident reporting kit and a drug test kit for use in the event of an accident.
13. **PRE-TRIP INSPECTION:** Pre-driving inspection must include the following parts and accessories:
 - A. Service brakes, including trailer brake connections
 - B. Start the engine and check all gauges
 - C. Steering mechanism
 - D. Lighting devices and reflectors
 - E. Tires
 - F. Horn
 - G. Windshield wipers
 - H. Rear-vision mirror(s)
 - I. Coupling device
 - J. Wheels and rims
 - K. Emergency Equipment
 - L. Do a walk around inspection of equipment.
 - M. Check under tractor for any fresh oil, water, grease or fuel leaks.
 - N. Raise hood and check oil level, water level and belts.

See the Driver's Vehicle Inspection Report for a full list of inspection items. Log your pre-trip inspection at the start of your driving time each day and log your post trip inspection at the end of your driving time each day.

14. ACCIDENT REPORTING:

- A. Report all incidents and accidents to Safety
- B. POST ACCIDENT ALCOHOL AND DRUG TESTING REQUIRED
Alcohol tests must be administered within 2 hours following the accident. Drug screens must be administered within 32 hours following the accident.
- C. Communicate with the Storey safety team prior to accident reporting whenever possible. Please use 256-657-3283 as a contact number for insurance information.
- D. Take pictures to document damage to all vehicles involved.
- E. While the details are fresh in your mind, prepare a written statement and turn it in to Safety.

15. We must have a copy of all inspections and citations you receive. You must log all interaction with law enforcement personnel. You are required to contact Safety IMMEDIATELY in the event of any Out-of-Service order. You must submit copies of all roadside inspections and citations for moving violations to the office upon returning from your trip.

16. Storey Trucking Company is not responsible for any personal items in the trucks. Drivers are responsible for furnishing load locks, padlocks and straps.

17. The use of seat belts on all company equipment is mandatory. Failure to obey traffic control devices, following too close, lane restriction violations, speeding ,etc could result in disciplinary action.

18. Cell phone use is prohibited while operating company equipment unless your unit is equipped with the hands-free speaker system. DO NOT TEXT AND DRIVE.

19. No radar detectors.

20. Hours of Service - State / Local Hours of Service: Operating a CMV while ill / fatigued, driving more than 11 hours, driving after 14 hours on duty, driving after 70 hours on duty in an 8 day period, false report of driver's record of duty status, driver's record of duty status not current, driver failing to retain previous 7 day logs, etc could result in disciplinary action.

21. Driver Fitness- Drivers are expected to maintain physical qualifications including glasses, contacts, hearing aids, etc. Drivers must retain possession of their medical certificate.

22. Do not tie in any additional lights or wires on trucks. If any modifications are needed, they must be approved in advance and done in our shop. Splicing into the wiring causes problems with the computers on the vehicles. We have had to replace some of the wiring harnesses and these cost between \$60.00 and \$800.00. Alternators are not designed to carry a linear or converter. You will be held responsible for repairs if you add any device that causes or contributes to the failure of an alternator.

Drug Policy

FEDERAL MOTOR CARRIERS SAFETY REGULATIONS

302.605 Referral, Evaluation and Treatment

Anyone who tests positive for drugs, fails an alcohol test or refuses to take an alcohol or drug test must contact a SUBSTANCE ABUSE PROFESSIONAL (Counselor and/or treatment program) before returning to work at Storey Trucking Company, Inc., E&J Leasing or driving a lease truck.

In accordance with FMCSA (382.610(b)(12)), the following information will be collected, maintained and reported to the Clearinghouse:

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge;
- On duty alcohol use;
- Pre-duty alcohol use;
- Alcohol use following an accident;
- Controlled substance use;
- A substance abuse professional (SAP) report of the successful completion of the return-to-duty process;
- A negative return-to-duty process;
- An employer's report of completion of follow-up testing.

You must furnish written proof that you have met all recommended

requirements by the substance abuse professional before safety can evaluate your return to work (Commercial Truck Driver).

Any job you apply for that requires you to be employed in a safety sensitive function will be supplied with all alcohol and drug test information as required by Federal Regulations (section 382.405 and 391.89 or Title 49 of the Code of Federal Regulations.)

Storey Trucking Company, Inc. or E & J Leasing will not be responsible for making appointments or paying for any services with a substance abuse professional.

IF YOU NEED ASSISTANCE OR HAVE ANY QUESTIONS CONCERNING DRUG OR ALCOHOL PROBLEMS PLEASE CALL:

DEKALB ALCOHOLISM & DRUG ABUSE COUNCIL....256-845-5924

DISPATCH GUIDELINES

Dispatch Orientation Notes

- Make sure you have two load locks and 3 straps for your truck (see dispatch)
- Make sure your truck has 3 sets of tire chains from Sept 1 to May 31 (see shop)
- You should keep a reflective vest in your truck at all times (some customers require)
- Keep a small tool box with pliers, adjustable wrench and screwdriver in truck.
- Check your reefer when you pick up load, whether it is on yard in Henagar or Dalton. Turn it on and let it run a few minutes.
- When dropping loads on yard at Henagar (For example, if coming from Idaho):
 - A. Always disconnect from trailer and pull out from under. This will help protect your logs against unassigned driving events.
 - B. Put bills for load you are dropping on ledge in dispatch window.

Attach note with trailer number and indicate if you have load locks / straps in trailer and how many of each. We will have delivery driver return to dispatch office.

- C. When delivering loads inbound, call the office when empty to see if we might need your trailer dropped and a loaded trailer brought to Henagar.
- D. If you know you are delivering outside of business hours, call dispatch the day before for any special instructions or lumper fee (if known).
- E. We can track you on Omnitrac, so there is no need to make a check call unless you are having some type of problem or need a question answered.
- F. If you need a Comcheck, anyone in dispatch can give you the number. There is no need to wait.
- G. If you have a problem after hours with a load, start with dispatcher who gave you the load.
- H. When possible, be sure product pulps to correct temperature upon being loaded to avoid "hot" product that will be hard to cool down.
- I. To ensure your paid miles are accurate, in the event you have to run unusual moves between loads or have to take a different route due to weather, accidents, etc, inform Tina or Jackie in dispatch. They will be sure moves are entered in computer so payroll can accurately calculate miles.
- J. When loading, always make sure your load is secured with loadlocks or straps before leaving Shipper or Storey yard. If you have more than one pickup, make sure to secure your load when moving from one pick up to another.

Shipper Load Requirements:

- Remember to clean the trailer and have it pre-cooled to required temp.
- Drivers need to cross reference number of cases on bills to number of cases communicated by dispatcher. If there is a discrepancy, please call dispatch asap before leaving the shipper.

- The broker has to approve any product cuts prior to leaving the shipper's site.
- It is the driver's responsibility to make sure the product has been loaded and secured correctly which includes the use of load locks and straps.
- If a shipper has not loaded the product properly and will not adjust, call dispatch before leaving.
- Please do your best to make sure there is proper air circulation in the trailer and that the chute is not blocked.
- If a temp recorder is noted on the BOL's, please be aware of where the shipper has placed it in the trailer so that it is not disturbed. If the shipper provides you with a temp recorder for placement, please make sure and put in the trailer before you leave. Typically, it is placed in the tail of the trailer on the last pallet. If there is any question on temperature, call dispatch and ask.
- If you are provided with a seal, please don't lose it.

When you are dispatched to a shipper or receiver that you are unfamiliar with, please call dispatch for information. Also, if you have information that might be helpful, such as how to get into a tricky receiver/shipper, or whether or not they have overnight parking, etc., please share with us.

Thanks for your help with these important steps!

Trip Information Sheets

Storey's TRIP INFORMATION SHEET is a summary sheet for your complete round. There is space on the sheet to show up to 3 trips, if you have more than that simply use the back of the sheet to show the 4th, 5th, or 6th trip. We only need your hub reading from the beginning of your first trip and the ending hub reading of your last trip for a round.

Use the lines provided below each trip info to describe any deadhead, bobtail or unusual movements. Be sure to indicate all trailer # changes, listing where you dropped the trailer. At bottom of the Trip Information Sheet is space to make notes to payroll concerning your trip.

TRIP INFORMATION

(UTILIZE ONE SHEET FOR A COMPLETE ROUND)

TRACTOR# 400 DRIVERS: John Hancock / John Smith

BEGINNING OF ROUND HUB READING: 112105 END OF ROUND HUB READING:

TRIP# 1 TRAILER# 5300 DATE LOADED 1-25 LOCATION Fort Payne, AL
DATE UNLOADED 1-27 LOCATION: La Mirada, CA

USE LINES BELOW TO SHOW, EXTRA PICKUPS/DROPS, EMPTY INFO, ETC.

Deadhead Henagar, AL to Fort Payne, dropped 5350, picked up 5300.
H. Lamirada, CA, dropped 5300 & picked up 5340.

TRIP#2 TRAILER# 5310 DATE LOADED 1-27 LOCATION Carson, CA
DATE UNLOADED 1-29 LOCATION: Montgomery, AL

USE LINES BELOW TO SHOW EXTRA PICKUPS/DROPS, EMPTY INFO, ETC.

Once empty in Montgomery, AL - deadhead to Ft Payne, AL &
dropped 5310, picked up loaded 5398 & brought to
Stoney yard & dropped.

TRIP#3 TRAILER# 6520 DATE LOADED 1-29 LOCATION Henagar, AL
DATE UNLOADED 2-1 LOCATION: Hayward, CA

USE LINES BELOW TO SHOW EXTRA PICKUPS/DROPS, EMPTY INFO, ETC.

Fire instead e Hayward - deadhead to Salinas, CA

USE SPACE BELOW FOR SPACE FOR MISCELLANEOUS INFO (NOTES FOR PAYROLL, ETC)

Advances: John Hancock \$300 / John Smith \$300
WithouT: \$25
Stales: \$2450
Onloading charge: \$50

SEE BACK>>>>
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TRIP INFORMATION

(UTILIZE ONE SHEET FOR A COMPLETE ROUND)

TRACTOR# 400 DRIVERS: John Hancock | John Smith

BEGINNING OF ROUND HUB READING: _____ END OF ROUND HUB READING: 121905
#2

TRIP# 4 TRAILER# 6520 DATE LOADED 7/1 LOCATION Salinas (3PV's)

DATE UNLOADED 7/4 LOCATION: Atlanta, GA

USE LINES BELOW TO SHOW, EXTRA PICKUPS/DROPS, EMPTY INFO, ETC.

3 pickups: Salinas, Watsonville, Gonzales

Live unload in Atlanta, GA - deadhead to Citrus, Dalton, GA to drop trailer, then returned to Storey Rd.

TRIP# 5 TRAILER# _____ DATE LOADED _____ LOCATION _____

DATE UNLOADED _____ LOCATION: _____

USE LINES BELOW TO SHOW EXTRA PICKUPS/DROPS, EMPTY INFO, ETC.

TRIP# 6 TRAILER# _____ DATE LOADED _____ LOCATION _____

DATE UNLOADED _____ LOCATION: _____

USE LINES BELOW TO SHOW EXTRA PICKUPS/DROPS, EMPTY INFO, ETC.

USE SPACE BELOW FOR SPACE FOR MISCELLANEOUS INFO (NOTES FOR PAYROLL, ETC)

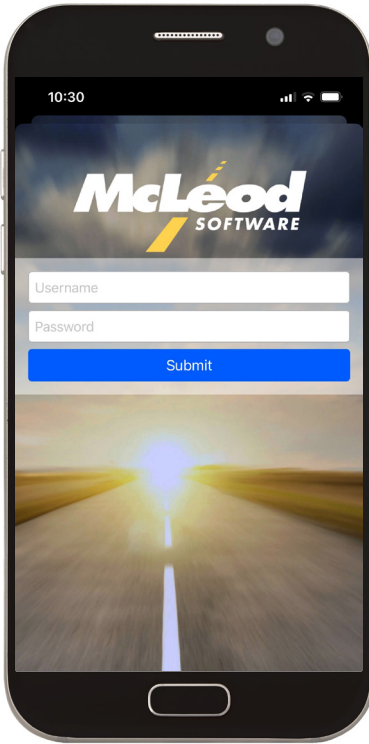
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McLeod Mobile App

If you have an iPhone®

To install the Anywhere app on user devices. Conduct the following:

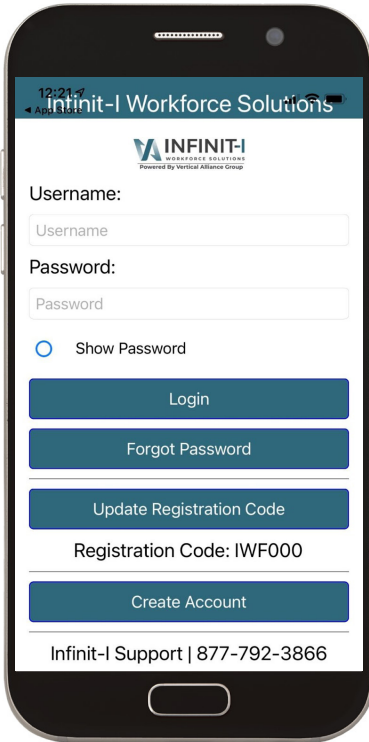
- Go to the iTunes® App Store on the device.
- Search for the app titled, "**McLeod Anywhere**" and install the app.
- Upon opening the App, it asks for a SCAC code > enter STIG (This is only a one time item).
- Log in credentials are as follows:
 - If you currently log into the LoadMaster/PowerBroker desktop application using SQL Logins, then the Anywhere App login for Android will be the same; (or)
 - If you currently log into the LoadMaster/PowerBroker desktop application using Windows Authentication, then the Anywhere App login will be the PC Login credentials.



If you have an Android™ phone

To install the Anywhere app on user devices. Conduct the following:

- Go to the Google Play App Store on the device.
- Search for the app titled, "McLeod Anywhere" and install the app.
- Upon opening the App, it asks for a SCAC code > enter STIG (This is only a one time item).
- Log in credentials are as follows:
 - If you currently log into the LoadMaster/PowerBroker desktop application using SQL Logins, then the Anywhere App login for Android will be the same as the desktop login; (or)
 - If you currently log into the LoadMaster/PowerBroker desktop application using Windows Authentication, then the Anywhere App login will be the PC Login credentials.



Attention Users of The New Infit-1 System

Storey Trucking Company, Inc. will utilize this online learning program to communicate lessons and

important information that will help reduce incidents, accidents and create a safer work environment.

FOLLOW THE SIMPLE STEPS BELOW TO GET STARTED

Step 1: Go to the Learning Website

Enter <https://storeytrucking.infit-1.net> in your website browser.

Step 2: Enter your Username & Password

Then click on "Log In".

Username = Driver Code

Password = Last 4 of SSN

Step 3: Select "Start Class" in the Classroom

Step 4: Select a video if it's marked "Not Attempted" or "Overdue"

Step 5: Start the Video

Clicking on the play symbol will start the video. The video will play automatically until completion.

Step 6: Take the Test

Test questions will appear automatically following the video. Answer all questions to complete lesson. Once you have passed the test, this lesson will be removed from your classroom



WorkHound is a third party platform that provides anonymous feedback from drivers to help bridge the communication gap from workers to decision-makers.

How It Works

- Your drivers will receive a text message on their mobile phone weekly where they can provide feedback in less than 90 seconds – no app downloading required!
- You will see all feedback in real-time with data-driven insights to address urgent issues and identify trends to improve operations
- WorkHound will get you up-and-running in one week, and will work as your partner to ensure progress.

Henagar Office:
800.633.2444

After Hours / Weekend:
256.657.3424

Chattanooga Office
423-206-2290

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DISPATCH:

Wayne Hawk: 256.997.8267 (C), whawk@storeytrucking.com

Tina Cisco: 256.605.2873 (C), 256.451.7721 (H), tcisco@storeytrucking.com

Jackie Nichols: 706.773.3659 (C), jnichols@storeytrucking.com

Lashell Peoples: 423.316.0897 (C) lpeoples@storeytrucking.com

Sharivea Jones: 423.596.2444 (C) sjones@storeytrucking.com

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PAYROLL:

Billing and Payroll: payroll-billing@storeytrucking.com

Beverly Allday: ballday@storeytrucking.com

Cindy Brown: cbrown@storeytrucking.com

Debbie Pyles: dpyles@storeytrucking.com

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SAFETY:

Vicki Horton: 256.599.0234 (C), 256.228.3391 (H), Vhorton@storeytrucking.com

INSURANCE/ACCOUNTING

Teresa Hulsey: thulsey@storeytrucking.com

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FLEET MANAGER

Leslie Gignilliat: 423.206.2292 (O) lgignilliat@storeytrucking.com

RECRUITING

Dakota Crosslin: 423.206.2293 (O) dcrosslin@storeytrucking.com

MARKETING

Lauren Davis: 423.206.2293 (O) LDavis@storeytrucking.com

STAY CONNECTED WITH US:

www.storeytrucking.com

Username & Password _____

www.facebook.com/StoreyTruckingCompany

www.linkedin.com/company/storey-trucking-co-inc





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