

BASIC ORIENTATION TEST

NAME: Rogelio Flores

DATE: 01-15-24

1.) Which of the following is the most IMPORTANT reason to do a Pre-Trip Inspection?

- A) Because other drivers do it
- B) To make sure the vehicle will reach its destination
- ☒ C) Safety for yourself and others on the road
- D) None of the above

2.) It's important to think ahead. What item will you need while on the road?

- ☒ A) A GPS
- B) A Sun Visor
- C) A Stove
- D) A Phone Book

3.) If something happens to your truck, what could be handy to have with you, especially in the dark?

- A) A blanket
- B) A phone charger
- ☒ C) A flashlight
- D) A flare

4.) What are the blind spots of your truck?

- A) Behind the truck
- B) In front of the truck
- C) On the side of the truck
- ☒ D) All of the above

5.) Sometimes you can't predict the elements, what can happen to a truck in bad weather?

- A) The windshield can make things invisible
- B) The tires can become bald
- ☒ C) It can jackknife
- D) Nothing

6.) Your truck can be your home for a short period of time. What is one way that you can make your truck a little more comfortable for yourself?

- ☒ A) Keep it clean
- B) Install a recliner
- C) Bring a television
- D) Get seat warmers

7.) What is one thing to be prepared for when becoming a truck driver?

- A) Long hours
- B) Waiting on others
- C) Traffic
- ☒ D) All of the above

15.) While driving or resting, but during working hours is it allowed to consume alcoholic beverages inside or outside the cabin?

- ☒ A) No, it is not allowed
- B) You can consume outside only
- C) Yes, but only if you're position is Out of Service
- D) All of the above

16.) How much time is **REQUIRED** to inform the company that you're going on home-time?

- A) Once week
- ☒ B) Two weeks
- C) Not necessary
- D) All of the above

17.) How much time is **REQUIRED** to inform the company that you wish to resign?

- A) A One week notice
- ☒ B) Two week notice
- C) Not necessary
- D) One month notice

ELD TEST

NAME: Rodolfo Flores DATE: _____

- 1) How long should the Pre-Trip Inspection take per our company policy)?
 - A) 5 minutes
 - ☒ B) At least 15-30 Minutes
 - C) No need to do Pre-Trip inspection
- 2) Time spent sleeping in a hotel, taking a break, meal, or shower must be recorded as:
 - ☒ A) OFF DUTY
 - B) ON DUTY
 - C) SLEEPER
 - D) PERSONAL CONVEYANCE
- 3) Personal Conveyance can be used when the driver doesn't have enough hours in their shift and needs to get closer to a truck stop or rest area?
 - A) True
 - ☒ B) False
- 4) Fuel Stops must be logged in as:
 - ☒ A) ON DUTY
 - B) OFF DUTY
 - C) PERSONAL CONVEYANCE (PC)
- 5) How many hours in a 14-hour shift are you allowed to drive?
 - A) 10 Hours
 - ☒ B) 11 Hours
 - C) 14 Hours
- 6) How many hours does the driver need to rest to gain his/her 70 hours back?
 - ☒ A) 34 Hour
 - B) 32 Hours
 - C) 10 Hours
- 7) If you switch trucks, are you required to do another Pre-Inspection?
 - ☒ A) Yes, because it is a different truck
 - B) No, it is not necessary
- 8) When must you certify your logbook?
 - A) At the beginning of the shift
 - ☒ B) At the end of the shift
 - C) It is not necessary to certify
- 9) If you DO NOT have a load in your trailer, what Remark is Mandatory to be entered as Shipping ID? Please write down your answer below. EMPTY

ROADSIDE VIOLATION ACCOUNTABILITY POLICY

Effective **Date 01/01/2024** Zigi Freight Inc dba Royal 3 Inc will implement multiple changes to the company policy in order to address Unsafe Driving violations and violations that could have reasonably been detected or prevented through a proper pre-trip and/or post-trip inspection. We believe in clear and straightforward consequences for the benefit of all team members.

Please take note of the following policies:

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- A. First offense: Any driver who receives a violation on a roadside inspection report, the following Schedule of Fines is in effect.
1. Any violation with a point total of 1 – 5 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$100.00 fine.
 2. Any violation with a point total of 6 – 8 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$250.00 fine.
 3. Any violation with a point total of 9 - 10 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$500.00 fine.
- B. Second offense: First offense: Any driver who receives a violation on a roadside inspection report, the following Schedule of Fines is in effect.
1. Any violation with a point total of 1 – 5 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$200.00 fine.
 2. Any violation with a point total of 6 – 8 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$500.00 fine.
 3. Any violation with a point total of 9 - 10 as indicated in FMCSA's SMS Methodology Appendix A, will result in a written warning and a \$1000.00 fine.
- C. Third offense: TERMINATION.

Each step in the corrective action plan listed should be documented and placed in the driver's permanent company file.

If the violation noted on the roadside inspection includes the issuance of a citation by an officer for that offense, the penalties listed above will still apply until the citation has been adjudicated in the appropriate court. If the charge is reduced to a non-moving violation or dismissed and removed from the inspection, the driver will be refunded the amount of the fine. It is the driver's responsibility to ensure the citation is challenged in court and to obtain the appropriate documentation to have the citation removed from the inspection. If the company hires an attorney, the driver is responsible for all legal fees.

FMCSA's SMS Methodology Appendix A is attached to this policy. Review the attachment as necessary to determine the point total associated with each violation.

Date: 01-16-24

Driver: Rogelio Flores

Safety Manager: _____

ROADSIDE CLEAN INSPECTION REWARDS POLICY

To encourage and recognize the good safety performance, effective **Date 01/01/2024**, Zigi Freight Inc dba Royal 3 Inc will reward all drivers whose inspection report results on **NO VIOLATIONS DISCOVERED**.

NO VIOLATIONS DISCOVERED MEANS:

- 1. NO VIOLATIONS.**
- 2. NO WARNINGS.**
- 3. NO TICKETS.**
- 4. NO ACCIDENTS.**

JUST BECAUSE YOU GET A WARNING DOES NOT MEAN IT IS A CLEAN INSPECTION. THERE CAN BE NO VIOLATIONS ON THE INSPECTION REPORT!

Please take note of the following policies:

- 1. Level 1 clean inspection - \$400.00**
- 2. Level 2 clean inspection - \$300.00**
- 3. Level 3 clean inspection - \$200.00**

- 1. The Reward and Recognition Policy will acknowledge performance and initiatives at Company, team, and individual levels.**
- 2. Reward methods will be used to align individual performance and corporate objectives.**
- 3. Rewards will be designed to encourage individuals to behave in ways that support the company's values.**

To be eligible for the Roadside Clean Inspection Rewards Policy, you must have a result of zero violations reported on the Driver/ Vehicle Inspection Report performed by DOT.

Date: 01-16-24

Driver: Rogelio Flores

Safety Manager: _____

Starting Fuel Form

As of today, 01/16/24 (date), I am signing this form that I will be charged for the fuel of the truck that I am assigned to. The fleet manager will take note of the quantity of fuel that is left in the fuel tank, and it will be further calculated in the accounting office. The national average for Diesel #2 (Ultra Low Sulfur Diesel) is 4.3 dollars per gallon.

Price of fuel charged: 700.04 \$

Truck fuel Percentage: 74 %

Truck number: 723

Driver Name:

Rogelio Flores

Driver Signature:



Safety Officer Name:

Diana Baranda

Safety Officer Signature:

