

Company Policy & Driver Behavior Expectations

Policy Disclaimer

All company policies are subject to change at the discretion of Royal3 Inc. management. Drivers will be informed of any updates or revisions in advance. It is each driver's responsibility to review and comply with the most current policies.

Driver Training

All new drivers are required to successfully complete Royal3 Inc.'s training program, which includes:

- Classroom instruction on company policies, safety standards, and regulatory compliance
- An operational overview including a tour of facilities and introductions to key personnel
- Familiarization with departments and daily operations

Personal Appearance & Conduct

Drivers are expected to:

- Maintain a professional appearance and demeanor at all times
- Follow all company and customer policies, as well as applicable federal and state laws
- Demonstrate respectful and courteous behavior
- Refrain from any form of sexual harassment; all complaints will be addressed promptly and without retaliation

Driver Qualification

Drivers must:

- Maintain a current DOT physical (electronic copies are acceptable)
- Carry a valid and appropriate state-issued driver's license (only physical copies are permitted)
- Report any license suspension or revocation within 24 hours

Failure to comply will result in disqualification from operating company vehicles.

Substance & Alcohol Policy

- Zero tolerance for the use or possession of alcohol or controlled substances while on duty
- Full compliance with FMCSA drug and alcohol testing regulations is required

Customer Service

Drivers are responsible for:

- Meeting all delivery schedules and ensuring the protection of cargo from loss or damage
- Immediately reporting any delays, issues, or deviations from plan
- Submitting all documentation accurately and in a timely manner
- Referring any conflicts at customer sites directly to the dispatcher

Safety Compliance

- All tasks must be carried out safely and legally
- Unsafe instructions must be reported immediately
- Defensive driving training is mandatory
- Attendance at scheduled safety meetings is required
- Drivers who are ill or fatigued are not permitted to operate a vehicle

Unauthorized Transport

- No unauthorized passengers or animals are allowed in company vehicles
- Transporting weapons or illegal items is strictly prohibited

Vehicle Operation

Drivers must:

- Obey all posted speed limits
- Not use radar detectors (they are prohibited)
- Wear seat belts at all times
- Avoid any unauthorized modifications to company vehicles

Accidents

- Accident prevention is a priority
- All accidents must be reported properly and promptly
- Driver training includes detailed accident response procedures

Defensive Driving

Purpose

To promote the consistent use of safe and defensive driving practices, ensuring the safety of our drivers and the motoring public in all conditions.

Core Defensive Driving Principles

- Stay Alert: Continuously scan surroundings and anticipate hazards.
- Maintain Safe Following Distance:
 - 3 seconds at speeds under 40 mph
 - 4 seconds at speeds over 40 mph
 - Increase distance in poor weather or traffic
- Control Speed: Adjust speed based on road, weather, traffic, and cargo load.
- Know Blind Spots: Check mirrors every 8–10 seconds and before any lane change.
- Use Turn Signals: Signal at least 100 feet before changing lanes or turning.
- Yield Right-of-Way: Never force the right-of-way—always let others go first.

Dangers of Speeding in a Semi Truck

- Longer Stopping Distance
 - A fully loaded semi traveling at 65 mph requires approximately 525 feet to stop.
 - The faster you drive, the longer it takes to stop—and the greater the impact.
- Rollovers & Jackknifes
 - High speeds combined with sudden braking can cause rollovers and jackknifes, especially on ramps or curves.
- Weather-Related Risks
 - Rain, snow, and fog reduce traction and increase the chance of hydroplaning or skidding.
- Legal & Financial Consequences
 - Speeding can result in points on your CDL, fines, job loss, disqualification, and lost contracts.

Defensive Driving Techniques

- Backing: Use mirrors, check behind you, and utilize a spotter when available.
- Intersections: Always scan left-right-left. Yield even if you legally have the right-of-way.
- Turns & Curves: Slow down before entering. Plan your entry and exit, especially with a trailer.
- Passing / Being Passed: Signal early, check for clearance, and never cut off or block other vehicles.
- Night Driving:
 - Watch for fatigue, animals, and impaired drivers
 - Reduce speed and avoid overdriving your headlights

Driving in Hazardous Conditions

- Fog: Use low beams, reduce speed, and avoid stopping in travel lanes.
- Rain: Slow down, increase following distance, and be cautious of hydroplaning.
- Snow & Ice:
 - Reduce speed significantly
 - Double following distance
 - Avoid sudden movements
 - Be alert for black ice
- Construction Zones:
 - Follow all posted speed limits
 - Watch for workers and use headlights and flashers
- Curves & Hills:
 - Use engine brake on descents, starting in a lower gear
 - Slow down before curves and maintain full control

Common Hazards to Watch For

- Road Debris: Avoid tire remnants, metal pieces, wood, or any unsecured cargo
- Overpasses & Bridges: Always confirm clearance—13'6" is the maximum
- Unfamiliar Roads: Slow down and increase alertness
- Aggressive Drivers: Do not engage. Stay calm, create space, and report if necessary

The Defensive Driver Mindset

- Anticipate mistakes from other drivers
- Stay calm and maintain a professional attitude
- Plan your trip thoroughly—account for weather, fuel stops, and rest breaks

In Case of Delay or Emergency

- Contact Dispatch or Safety immediately.
- Report any road or weather conditions that may impact your pickup or delivery schedule.

Seatbelt Rules

Mandatory Use

- Drivers must wear their seatbelt from the moment the vehicle is started until it is completely shut off at the destination or stop.
- Passengers must also wear seatbelts at all times while the vehicle is in motion.

Pre-Trip Check

- Drivers are required to inspect the condition and functionality of their seatbelt as part of the pre-trip inspection.
- Any defects or issues must be reported immediately to maintenance.

No Tampering or Bypassing

- Tampering with, disabling, or bypassing seatbelt systems is strictly prohibited and will result in disciplinary action.

Compliance with Law Enforcement

- Drivers must fully cooperate with law enforcement during inspections or roadside checks concerning seatbelt use.
- Do not remove your seatbelt during a DOT inspection until the officer has visually confirmed that you are wearing it.

Reporting Violations

- Any malfunction or inability to wear a seatbelt must be reported immediately to a supervisor or the safety manager.

Cell Phone Rules

No Cell Phone Use While Driving

- Drivers are prohibited from using a cell phone while operating a vehicle.

Texting is Strictly Prohibited

- This includes any form of written communication such as:
 - Text messages
 - Emails
 - Satellite messages
 - PDA usage
 - Any other messaging platforms

Applies to All Equipment

- This policy applies to anyone operating any company-owned or leased commercial vehicle.

Consequences of Violation

- Violation of this policy may result in disciplinary action, up to and including termination.

Substance and Alcohol Policy

Purpose

To ensure a safe, drug-free workplace and to maintain full compliance with all FMCSA regulations related to substance abuse and testing for CDL drivers.

General Policy

- Royal3 Inc. is committed to maintaining a workplace free of drugs and alcohol.
- The possession, use, sale, or distribution of illegal drugs or alcohol is strictly prohibited:
 - On company premises
 - While operating a commercial vehicle
- All employees must report to work free from the influence of any impairing substance.

Types of Testing Conducted

Pre-Employment Testing

- Required before any new CDL driver may begin work.
- Employment is conditional upon a negative test result.

Post-Accident Testing

Testing is required when any of the following occurs:

- A fatality is involved
- The driver is issued a citation and someone requires medical treatment away from the scene
- A vehicle is towed from the scene and the driver receives a citation

Random Testing

- Conducted without prior notice throughout the year
- Drivers are selected using a scientifically valid, random selection method
- Drivers must proceed to the designated testing facility immediately upon notification

Reasonable Suspicion Testing

- Required when a supervisor observes behavior, appearance, speech, or body odor suggesting drug or alcohol use.
- Only supervisors who have completed the required training are authorized to make such determinations.

Return-to-Duty and Follow-Up Testing

- Applies to drivers returning to work after violating the substance and alcohol policy.
- Drivers must first complete a negative return-to-duty test.
- Follow-up testing is unannounced and may continue for up to 5 years, as determined by a substance abuse professional.

Testing Standards

- Alcohol: A blood alcohol concentration (BAC) of 0.04% or higher is prohibited.
- Controlled Substances: Any detectable amount of the following substances is prohibited:
 - Marijuana
 - Cocaine
 - Opioids
 - Amphetamines
 - PCP
 - Refusal to Test: Refusing to submit to testing is treated the same as a positive test result.

Consequences of Policy Violations

- Immediate removal from all safety-sensitive functions
- Potential termination of employment
- Disqualification from operating commercial motor vehicles under FMCSA regulations

Employee Responsibilities

- Inform a supervisor of any prescription drug use that may impair driving ability
- Understand and follow all drug and alcohol testing procedures
- Fully cooperate during testing, investigation, and any required follow-up processes

Company Responsibilities

- Provide training to supervisors on recognizing signs of substance abuse
- Maintain all required DOT documentation and testing records
- Offer information on treatment programs and resources for employees when applicable

Accident / Incident Policy

In the event of an accident or incident while operating a company vehicle, drivers must follow the steps outlined below to ensure safety, compliance, and accurate reporting.

1. Secure the Scene Immediately

- Pull over to a safe location
- Turn on hazard lights
- Set up emergency warning triangles to alert other drivers

2. Notify Law Enforcement

- Call 911 if there are any injuries, major vehicle damage, or hazardous conditions
- Cooperate fully with police officers
- Provide your driver's license, vehicle registration, and insurance documentation upon request

3. Contact the Company Safety Department

- Call the designated Royal3 Inc. safety contact immediately
- Be ready to provide the following information:
 - Your exact location
 - The nature and severity of the accident
 - Details of any involved parties

4. Do Not Leave the Scene

- Remain at the scene until cleared by law enforcement or a company safety representative
- The only exception is if you require emergency medical treatment

5. Gather Documentation

Photos to Take:

- All vehicles involved
- License plates
- Visible damages
- Road conditions and weather
- Signs, traffic lights, and the surrounding area

Information to Collect:

- Names, phone numbers, and insurance details of all parties involved
- Contact information and statements from any witnesses (if available)

6. Avoid These Mistakes

- Do not admit fault or apologize
- Do not argue with other parties or make accusations
- Do not share any details or photos of the incident on social media

7. Submit an Accident Report

- Complete a company accident report form as soon as it is safe to do so
- Attach all relevant photos, diagrams, and a clear written description of what happened
- Submit a completed Driver Vehicle Inspection Report (DVIR) noting any vehicle damage

8. Cooperate with Drug & Alcohol Testing (if required)

- If the accident meets DOT testing criteria (involves a fatality, injuries requiring medical attention, or towing with a citation), the following timelines must be observed:
- Alcohol test: Must be completed within 2 to 8 hours of the incident
- Drug test: Must be completed within 32 hours of the incident

9. Preserve Your ELD Data

- Ensure your Electronic Logging Device (ELD) is functioning properly
- Do not alter or delete any log records for the day of the accident or the 7 days prior

10. Follow Up

- Be responsive to any follow-up communication from the Safety Department or insurance representatives
- Provide any additional documentation or clarification as requested

Vacation Policy

To ensure fairness and operational efficiency, all drivers must adhere to the following procedures when requesting and taking time off.

Eligibility and Requirements

- Drivers earn one week of home time for every four weeks spent on the road
- Vacation requests must be submitted at least two weeks in advance by contacting the Safety Department
- Returning on the scheduled date is mandatory and must be confirmed with a valid plane ticket
- All loads must be delivered before vacation begins — no exceptions

Taking Vacation with the Truck

To take vacation while keeping the truck:

- Driver must have completed at least 90 days of employment with Royal3 Inc.
- Driver must have a satisfactory safety score

Vacation Start-Day Checklist

Before leaving, the following steps must be completed:

- Return all assigned equipment to the Safety Office (coordinate drop-off if it's the weekend)
- Submit all required documentation to the Accounting Office, including:
 - BOLs
 - CAT scale slips
- Report any issues to the Fleet Manager:
 - Vehicle damage
 - Dashboard engine codes
- Clean the truck cabin thoroughly
- Shut down the inverter
- Wash the truck at Blue Beacon before departure

Failure to complete these steps may delay your vacation approval or impact re-dispatching upon return.

Passenger Policy

To ensure safety, insurance compliance, and to limit liability, no passengers are allowed in company vehicles without formal approval. All drivers must strictly adhere to the passenger authorization process.

Policy Guidelines

- Passenger Permit Required
 - Drivers must obtain and complete a Passenger Permit Form from the Safety Department before allowing any individual to ride in a company vehicle.
- No Unauthorized Riders
 - Transporting an unauthorized passenger will result in immediate termination—no exceptions.
- Age Requirement
 - All approved passengers must be at least 18 years old.
- Applies to All Riders
 - This policy applies regardless of the rider's relationship to the driver.
 - Family members, friends, or short-distance riders must all receive prior authorization.
- Always Confirm with Safety
 - Never assume that a passenger is approved.
 - Always check with the Safety Department before making arrangements.

HOS (Hours of Service) Policy

To reduce driver fatigue and promote public and driver safety, Royal3 Inc requires all drivers to accurately track their Hours of Service (HOS) in full compliance with FMCSA regulations. All HOS must be recorded using either traditional logbooks or Electronic Logging Devices (ELDs).

Who Is Regulated?

- All Royal3 Inc drivers operating within the United States are subject to FMCSA Hours of Service (HOS) regulations.

Core HOS Rules (U.S. FMCSA)

- 11-Hour Driving Rule:
 - A driver may operate a commercial vehicle for up to 11 hours after 10 consecutive hours off duty.
- 14-Hour Rule:
 - A driver may not drive beyond the 14th consecutive hour after coming on duty, regardless of any breaks.
 - A 10-hour off-duty period is required before driving again.
- 70-Hour Rule:
 - A driver may not drive after accumulating 70 hours on duty in any 8 consecutive days.
- 34-Hour Restart:
 - A driver may reset the 70-hour total by taking 34 consecutive hours off duty.

Roadside Inspections

Drivers must be prepared to present their current log and the past 7 days of logs upon request. During inspections, officials may:

- Validate the driver's CDL
- Check for any out-of-service orders
- Review compliance with 11/14/70-hour rules
- Confirm accuracy of logs using BOLs, mileage reports, border crossing times, or receipts

Filling Out Logs

Whether using paper logs or ELDs, records must always be current and legible. Daily logs must include:

- A complete 24-hour breakdown of time spent in:
 - Off-Duty
 - Sleeper Berth
 - Driving
 - On-Duty (Not Driving)
- The location for each duty status change
- Completion in the driver's own handwriting, certified with a signature
- Additional required information:
 - Date
 - Truck and trailer numbers
 - Carrier name and address
 - Co-driver name (if applicable)
 - Total miles driven
 - Shipping/BOL information

ELD Policy Summary

- All commercial motor vehicles must be equipped with FMCSA-compliant ELDs
- Drivers must complete training on ELD use before operating
- Usage must align with manufacturer instructions and FMCSA regulations
- ELD records must be retained and made available for inspection upon request

Malfunction Protocol

- Drivers must report any ELD malfunction immediately to the designated ELD support team or supervisor (dispatcher)
- Royal3 Inc will investigate and resolve any reported ELD issue as quickly as possible

Training Requirements

- Initial and refresher training is provided to all drivers on:
 - ELD operation
 - Hours of Service (HOS) compliance
 - General and safety-specific driving practices

Enforcement

- Any violation of the HOS or ELD policy may result in disciplinary action, up to and including termination.

Policy Review

- This policy is reviewed regularly to ensure ongoing compliance with FMCSA regulations and to evaluate its effectiveness in supporting safe operations.

Required ELD Documents for Drivers

Drivers must maintain the following ELD-related documents in their vehicle and ensure they are accessible at all times:

1. Instruction Sheet – Step-by-step guide on how to operate the ELD, change duty status, and certify logs
2. User Manual – First page located in the permit book; contains the manufacturer's official ELD guide
3. Data Transfer Instructions – Explains how to electronically transmit logs to DOT officers upon request
4. Malfunction Reporting Form – Used to report and document any ELD malfunctions or errors
5. Record Retention Policy – Outlines how long and where ELD records must be stored
6. Training Records – Documentation proving the driver has completed required training on ELD and HOS rules

All required documents must be easily accessible to both drivers and staff responsible for ELD compliance.

Fuel Policy

To reduce fuel costs, maintain FMCSA and IFTA compliance, and protect both driver pay and company resources, all Royal3 Inc drivers are required to follow the fuel policy outlined below—without exception.

1. Why This Policy Exists

- Ensures compliance with IFTA regulations
- Prevents unnecessary fuel expenses and costly violations
- Helps protect your paycheck and company assets

2. Where to Fuel

- Always use the company-issued fuel card
- Only fuel at the following authorized locations:
 - Pilot
 - Flying J
- No fueling at other stations unless explicitly authorized by dispatch in an emergency

3. Personal Card Use – Strictly Prohibited

Using a personal credit or debit card without authorization will result in the following penalties:

- 1st Offense – Verbal warning
- 2nd Offense – \$200 paycheck deduction
- 3rd Offense – \$500 paycheck deduction
- 4th Offense – Termination

All unauthorized purchases are tracked.

All fuel receipts must be submitted with your trip sheet or your paycheck will be placed on hold.

4. Emergency Fueling

If you cannot reach a Pilot or Flying J:

- Call Dispatch at 630-485-7370 ext. 1 (available 24/7)
- Dispatcher will issue a money code for emergency fueling (\$50–\$150)
- Submit fuel receipts immediately after fueling

Failure to call dispatch before fueling is a violation and may result in fines.

5. Fuel Receipts – Very Important

- Missing receipt = \$100 fine (paycheck deduction)
- No excuses. No exceptions.
- Submit the receipt to the same person who issued the fuel card or money code

6. Final Reminder

This policy is enforced strictly due to repeated past violations.

By driving for Royal3 Inc, you agree to comply with this policy in full.

Stay compliant. Avoid penalties. Keep your job.

Pick Up / Delivery Policy

Drivers are expected to perform all pickup and delivery responsibilities with accuracy, professionalism, and clear communication. Following these steps helps protect both driver safety and company reputation.

At Pickup

- Confirm load details with the shipping/receiving office:
 - Pickup number
 - Load number
- If there are any discrepancies (e.g., wrong info, canceled load):
 - Do not leave the facility
 - Contact Dispatch immediately for clarification
- If wait time exceeds 2 hours, notify Dispatch to initiate a detention request (case-by-case basis)
- Secure the cargo with a minimum of two DOT-mandated straps
- If cargo appears loaded incorrectly:
 - Take photos
 - Send them to Dispatch for review
- Close trailer doors and apply the seal, if one is provided
- Review the Bill of Lading (BOL) carefully:
 - Verify pickup and delivery addresses
 - Load number
 - Cargo weight
- If anything is inaccurate, do not leave—contact Dispatch
- If the load exceeds 30,000 lbs, stop at the nearest CAT Scale to verify axle weight
- Slide tandems as needed to ensure proper weight distribution
- Do not transport unauthorized materials such as:
 - Trash
 - HAZMAT loads (unless cleared by Dispatch first)

At Delivery

- Arrive on time
 - If delayed due to traffic, breakdown, or health issues, inform Dispatch immediately
- Park safely and avoid blocking warehouse operations
- Bring the BOL to the receiving office
 - Be polite and respectful at all times
- Do not remove the seal unless instructed to by warehouse staff
- If detained more than 2 hours, contact Dispatch again to request detention
- After unloading:
 - Obtain a signed and dated BOL
 - Email it to the address listed on your trip sheet
- Clean out the trailer
 - Dirty trailers may cause load rejections at the next pickup
- Slide tandems forward if needed for better maneuverability
- Perform a quick Pre-Trip Inspection before departing
- If any cargo is damaged:
 - Take clear photos
 - Notify Dispatch immediately

Weigh Station Policy

All drivers must be fully prepared for DOT inspections and weigh station procedures at all times. Proper preparation protects your CDL, prevents costly delays, and ensures Royal3 Inc remains fully compliant with federal regulations.

Before Reaching a Weigh Station

- Slow down early — many weigh stations are monitored by cameras
- Wear your seatbelt properly — this is one of the first things officers check
- Perform a full Pre-Trip Inspection to ensure your truck and trailer are in proper working condition
- Keep your truck clean and professional — first impressions matter during inspections

PrePass Unit Instructions

All Royal3 Inc trucks are equipped with a PrePass system mounted on the windshield.

- Flashing GREEN → You may bypass the weigh station
- Flashing RED or no signal → You must enter the weigh station
- NEVER bypass a scale if you receive a red light or no signal
- Only bypass when explicitly directed by law enforcement or clearly posted signage

If Pulled Over by DOT

Be prepared with the following documents:

- Permit Binder (white binder in your truck)
- Bill of Lading (BOL)
- ELD Tablet, set to ON DUTY status

Remain respectful and cooperative throughout the inspection.

After the inspection:

- You will receive an Inspection Report (paper form)
- Immediately send a photo or scan of the inspection document to the Safety Office

If You Receive a Violation or Ticket

- Do NOT continue driving until cleared by the Safety Office
- The violation must be reviewed by the Safety Team before you may return to duty

Final Reminder

DOT inspections are not optional. Failure to follow proper procedures may result in:

- Out-of-Service Orders
- Points assessed against your CDL

Acknowledgment & Agreement

By signing below, I acknowledge that I have received, read, and understood the Royal3 Inc. Driver Policies as outlined in this document.

I understand that:

- It is my responsibility to follow all company policies and procedures as stated.
- Failure to comply with these policies may result in disciplinary action, up to and including termination.
- Policies may be updated at any time, and I am responsible for staying informed of any changes communicated by management.
- My signature below confirms my agreement to comply with all expectations outlined in this document.

7/2

Date

GP

Safety Officer's Full Name



Driver's Full Name

