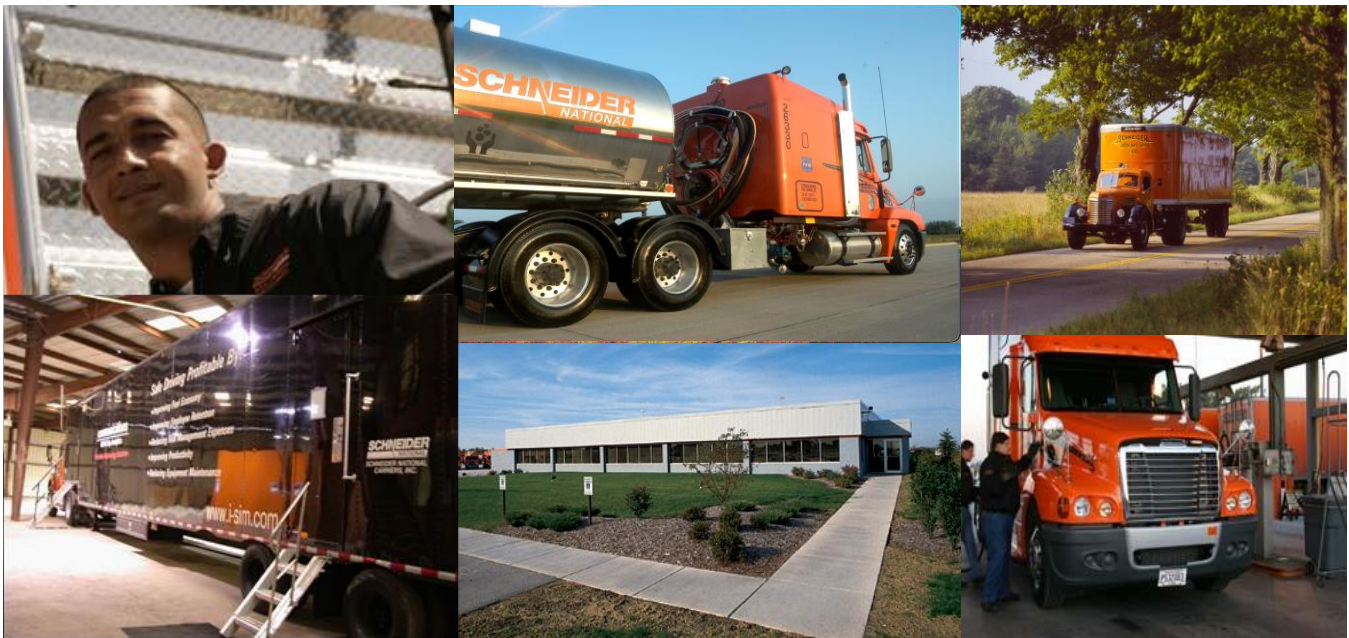




Schneider National Bulk Carriers



Driver Handbook 2011 Edition

Company Driver Handbook Table of Contents:

Chapter 1 – Welcome

Chapter 2 – Who is Schneider National?

Chapter 3 – Policies and Guidelines

Chapter 4 – Pay and Benefits

Chapter 5 – Drug and Alcohol Policy

***Note: Each chapter has a specific table of contents outlining the specific topics covered in that chapter.**

Published: November 2010

SNBC Edition

P482-9041

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Chapter 1



Welcome

SCHNEIDER NATIONAL'S MISSION STATEMENT

We want our customer to identify Schneider as:

Safe, Courteous, Hustling Associates
Creating Solutions That Excite Our Customers

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The Schneider Enterprise Foundation Message



Schneider's Value Triangle



The Schneider Organization

The Schneider Organization was started in 1935 when Al Schneider purchased his first truck. Over seventy years later, Schneider National, Inc. has become the largest truckload carrier organization in North America. Chris Lofgren is currently the President and Chief Executive Officer of Schneider National, a privately held corporation with an unmatched reputation for financial stability, growth and fairness to its customers and associates.

Schneider National's distinctive orange tractor-trailer combinations carry both regional and long-haul loads throughout the continental U.S. and Canada, providing Van, Refrigerated, Intermodal, and Bulk trucking services. Logistics, Bulk fuel, and truck leasing services provided by SNI subsidiaries qualify the corporation as a premier provider transportation, logistics and related services.

Serving thousands of shippers and consignees throughout the United States, including two-thirds of the nation's Fortune 500 Companies, Schneider trucks run over 5 million miles every day.

Schneider National Carriers, Inc.

Schneider National's (SNC), largest subsidiary, is an irregular route common carrier, using union-free company drivers and independent contractors leased to SNC to haul dry van, general commodity freight throughout the 48 states and Canada. SNC has three distinct lines of business; One-Way Van System, Dedicated Operations and Intermodal.

Schneider National Bulk Carriers, Inc.

Schneider National Bulk Carriers, Inc. (SNBC) was formed in 1976 and uses tank trailers to transport liquid chemicals and hazardous wastes. SNBC is an irregular route common carrier, using union free company drivers and independent contractors leased to SNBC providing service throughout the 48 states and Canada.

SNBC is ISO-9002 certified and a Responsible Care® Partner Member.

Work Structure

WORK TEAMS

Our goal is to provide our drivers the support necessary to be successful in servicing our customers as well as success in their profession. Our drivers are assigned to work teams which consist of Driver Business Leaders (DBL) and/or Driver Service representatives (DSR). This is our way to get to know and work with each driver on a one-to-one basis.

We have programmed our phone systems to provide access to your primary Driver Business Leader and Driver Support Representative.

Other team members are there to provide backup to keep the operation moving. A key to success at Schneider is a good, open and honest working relationship between each driver and DBL.

DEFINITION OF ROLES “Know your resources”

Role of an SNI Driver

- To pick up and deliver freight courteously, on time, safely and legally.
- To communicate essential information accurately and one time.
- To manage the variable costs of operation that are under his/her control.
- To keep company equipment in his/her control clean and well maintained.
- To offer ideas and suggestions that lead to continuous improvement in the business.

Support Resources for Drivers

Training Engineers (TE) -- Train drivers on the skills needed to provide quality customer service, safety procedures, and to practice effective cost management, while demonstrating and teaching Schneider National values in day to day work. In addition, Training Engineers may assist in recruiting, classroom instruction and operations.

Operations Support Representative (OSR) -- Available to drivers at the Operating Centers to meet their needs in the areas of remedial or scheduled training, problem resolution and O.C. driver services.

Driver Service Representative (DSR) -- Support the driver and the DBL by efficiently handling dispatch and other daily operational needs and by being a part of the communication link between driver and company. In addition, they assist the drivers in solving problems.

Driver Business Leaders (DBL) -- Driver Business Leaders help drivers develop their skills by sharing technical and administrative information through training, coaching, providing feedback and channeling resources to the drivers. They also provide the vital communication link between driver and company.

Operations Manager (OM) -- Responsible for providing support and direction to a group of work teams. OMs are responsible for the key factor performance of the DBLs and drivers within their work team. OMs can be another resource for drivers if issues cannot be resolved on a DBL level.

Director of Operations (DO) --

Directors are responsible for a line of business operations at a number of operating centers for which they create direction and provide leadership to the field operations group.

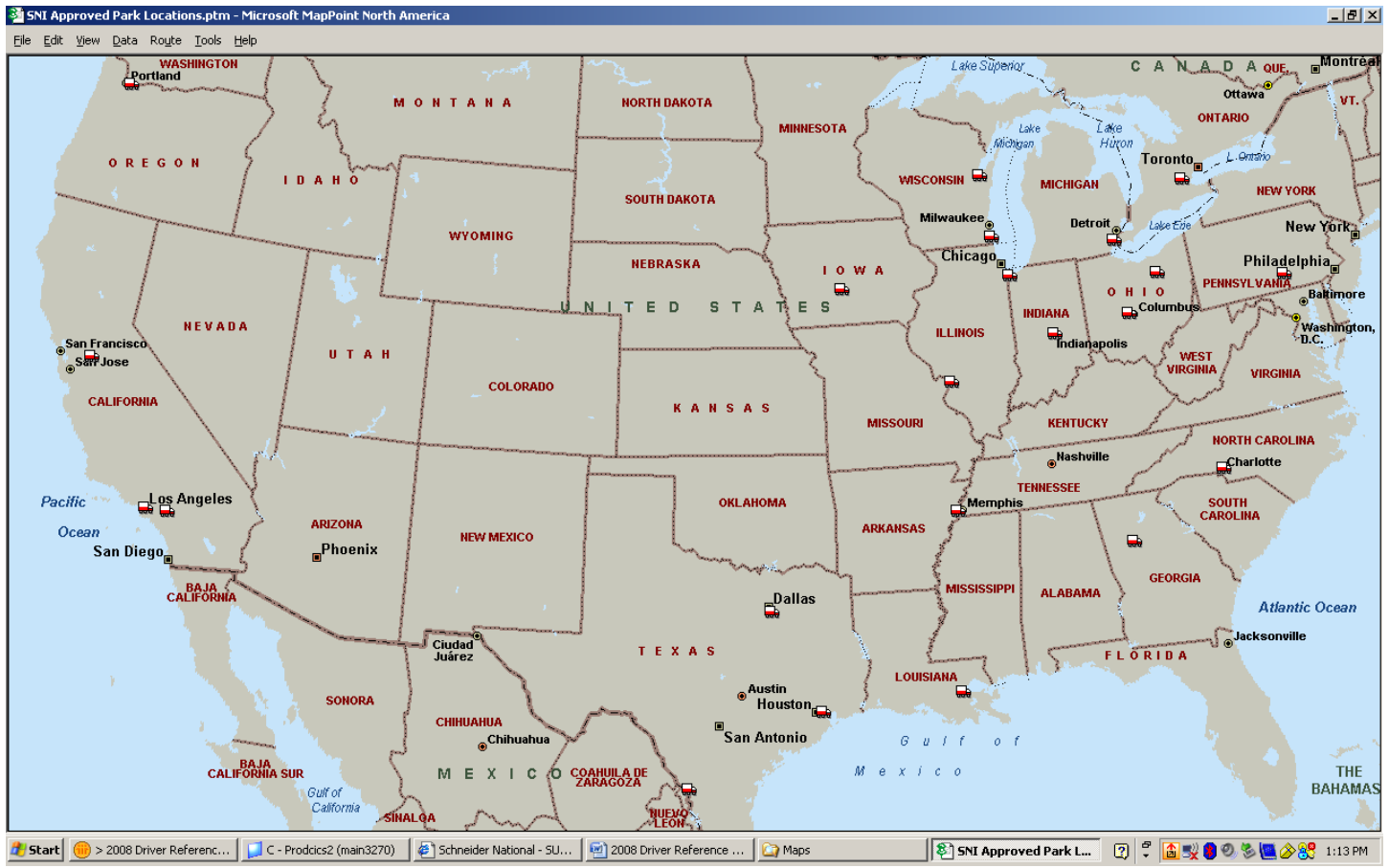
Schneider Operating Center Network

Schneider National's network of operating centers was designed with the driver in mind. Optimal locations that offer ease of entry, security and the comforts of home were our main objectives. All of our operating centers are similarly designed and our operations and driver services associates want you to feel at home when you visit the center. Here is some information that will help you while you are taking advantage of our operating center's amenities.

Full Service Operating Centers-

- Fuel, Maintenance, driver's lounge, driver services to include showers are open 24 hours a day, 7 days a week
- Driver resources in the driver services team available 24 hours per day
- Yard speed 10 mph
- Transient parking is short term parking (8-10 hours)
- Dropping off/picking up high value loads /Hazmat Security Loads-Driver Services Desk
- Maintenance work – Estimator area
- Please park bobtails nose first in bobtail parking spots
When dropping trailers, ensure landing gear rests on concrete pads (if available) so trailers don't sink in asphalt. If there are no concrete pads and you're unsure... **DO NOT** drop the trailer. Call your DBL or Extended Operations for further instructions
- Free Wireless Internet Access (Wi-Fi)
- Schneider News Network (Video News program)

Schneider National Operating Center Network Map



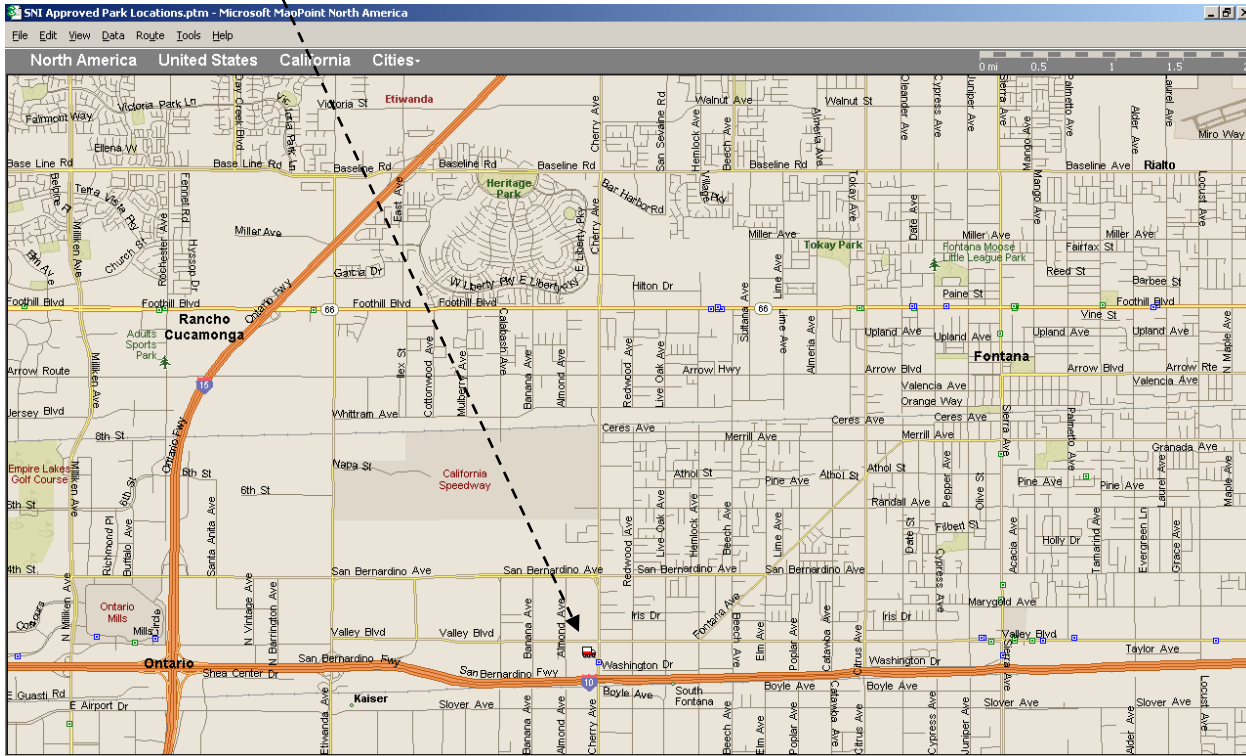
West Coast Operating Centers

Fontana, CA (Los Angeles OC)

14392 Valley Blvd. – I-10, Exit Cherry N

SNI cc: EKM94

Bulk cc: SCHFON00



O.C. Hours

Operations

- 6:00-16:00 Monday through Friday

Cafeteria Hours

- 6:00-20:00 Monday through Friday
- 6:00-20:00 Saturday-Sunday

O.C. Services

Maintenance Support/Full Service Maintenance

Secure Parking

Bobtail Parking with Plug Ins

Company Store

Microwaves

Vending Machines

Fax Service- (909)574-2139/2176

Cafeteria

ATM

Laundry Room

TV Lounge Shuttle to motel

Showers

Exercise Room

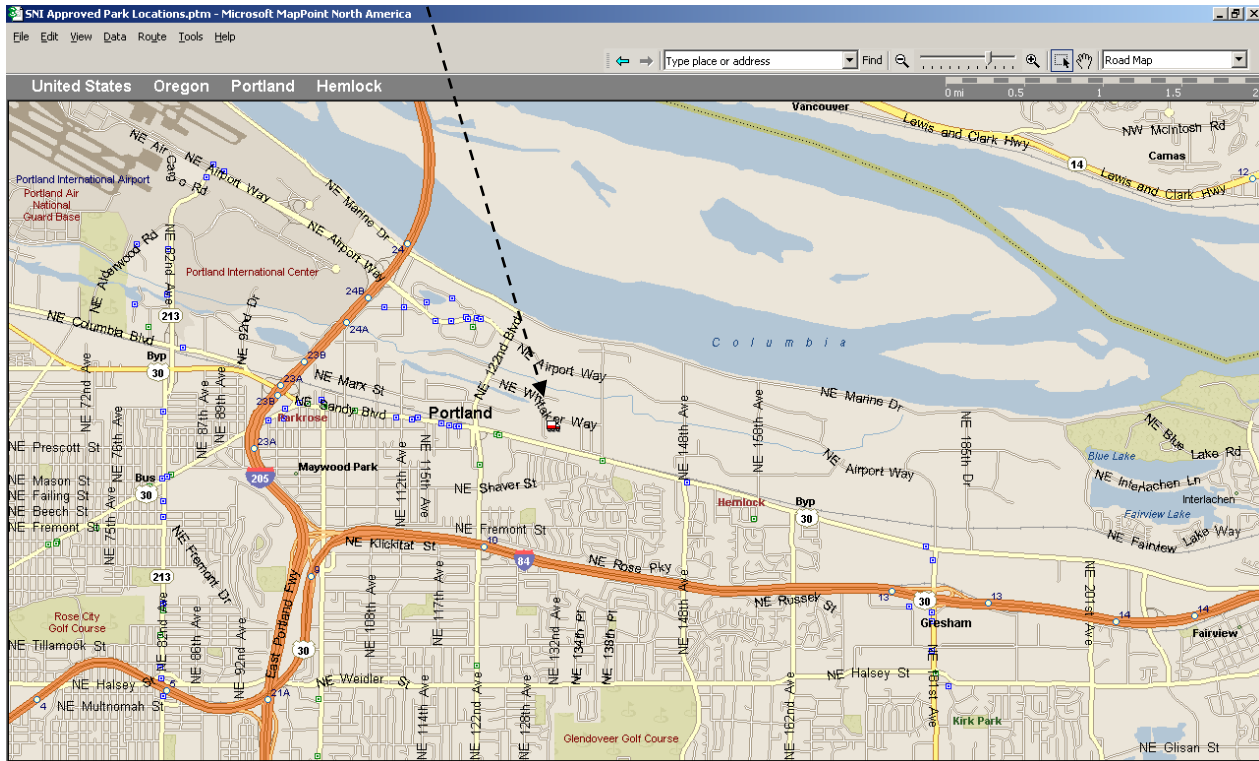
Free Wi-Fi

Portland, OR (Portland OC)

12986 NE Whitaker Way – I-205, Exit 24

SNI cc: SLC99

Bulk cc: SCHPOR02



O.C. Hours

Operations

- 6:00-16:00 Monday through Friday

O.C. Services

Maintenance Support/Full Service Maintenance

Laundry

Shuttle to motel

Vending Machines

ATM

Fax Service – (503-251-3090)

TV Room

Microwaves

Showers

Free Wi-Fi

Salt Lake City, UTAH

35 North 700 West

North Salt Lake, UT 84054

SNI CC: YTU82

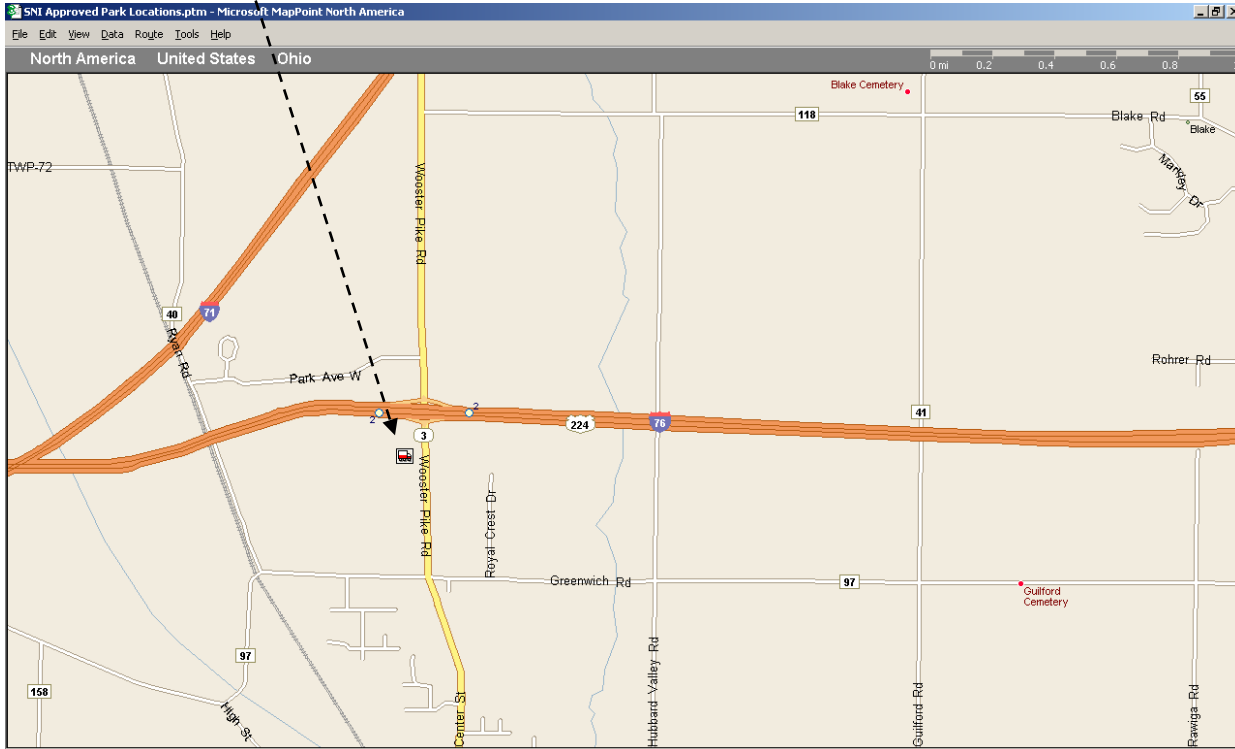
Midwest Operating Centers

Seville, OH (Akron OC)

8860 Wooster Pike – I-76, Exit 2

SNI cc: 36100

Bulk cc: SCHAKR00



O.C. Hours

Limited to no driver service at this location

O.C. Services

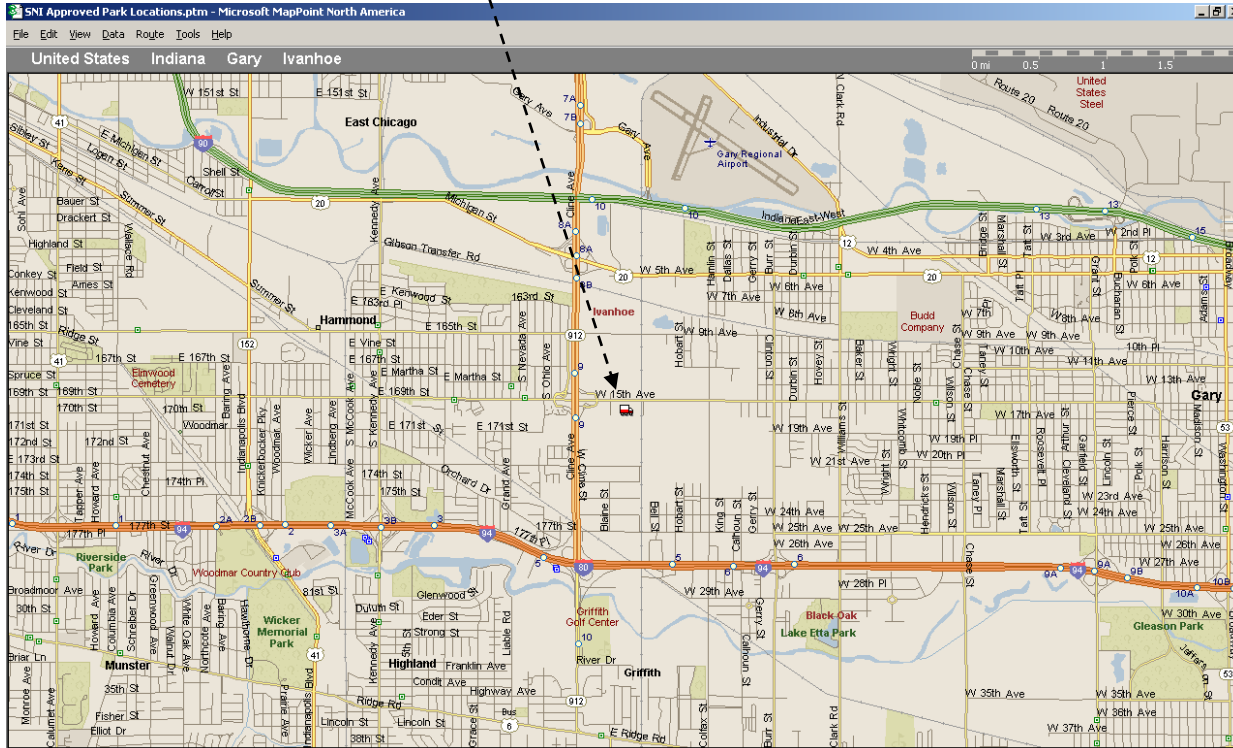
Limited to no driver service at this location except secure parking

Gary, IN (Chicago OC)

7101 W 17th Ave – I-94, Exit 5B (Cline) N, Exit 9

SNI cc: QJ871

Bulk cc: SCHGAR00



O.C. Hours

Operations

- 7:00-16:00 Monday through Friday

Cafeteria Hours

- 5:00-23:00 Monday through Friday
- 5:00-23:00 Saturday-Sunday

O.C. Services

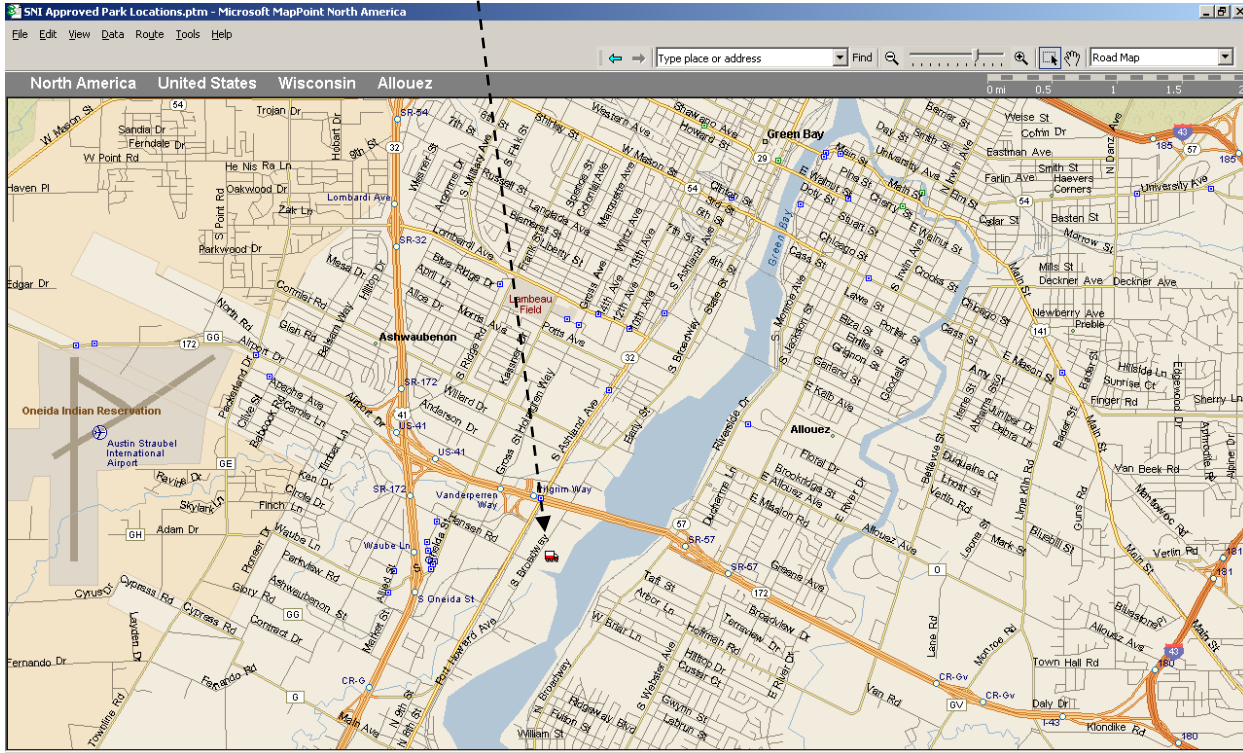
- | | |
|--|---------------|
| Maintenance Support/Full Service Maintenance | Cafeteria |
| Secure Parking | ATM |
| Bobtail Parking with Plug Ins | Laundry |
| Company Store | TV Room |
| Shuttle to motel | Microwaves |
| Vending Machines | Exercise Room |
| Fax Service- (219-944-4076) | Free Wi-Fi |
| Showers | |

Green Bay, WI (Green Bay OC)

2661 S. Broadway – US 41 N. Ashland Ave., Exit S 172 E.

SNI cc: 10039

Bulk cc: SCHGRE00



O.C. Hours

Operations

Limited to no driver service at this location

O.C. Services

Limited to no driver service at this location except secure parking and Transflo

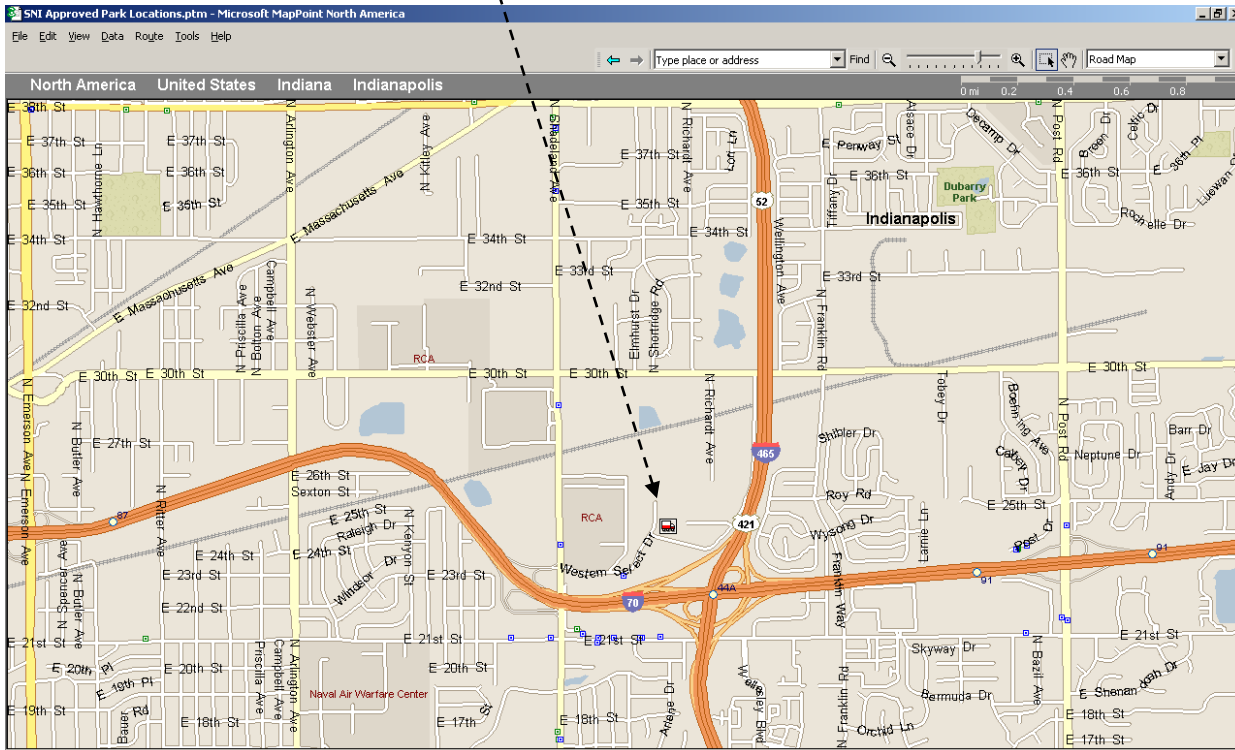
Indianapolis, IN (Indianapolis OC)

7238 Western Select Dr. – I-70, Exit 89

Indianapolis, IN 46219

SNI cc: 14859

Bulk cc: SCHIND01



O.C. Hours

Operations

- 7:00-16:00 Monday through Friday

Cafeteria Hours

- 6:00-22:00 Monday through Friday
- 6:00-20:00 Saturday-Sunday

O.C. Services

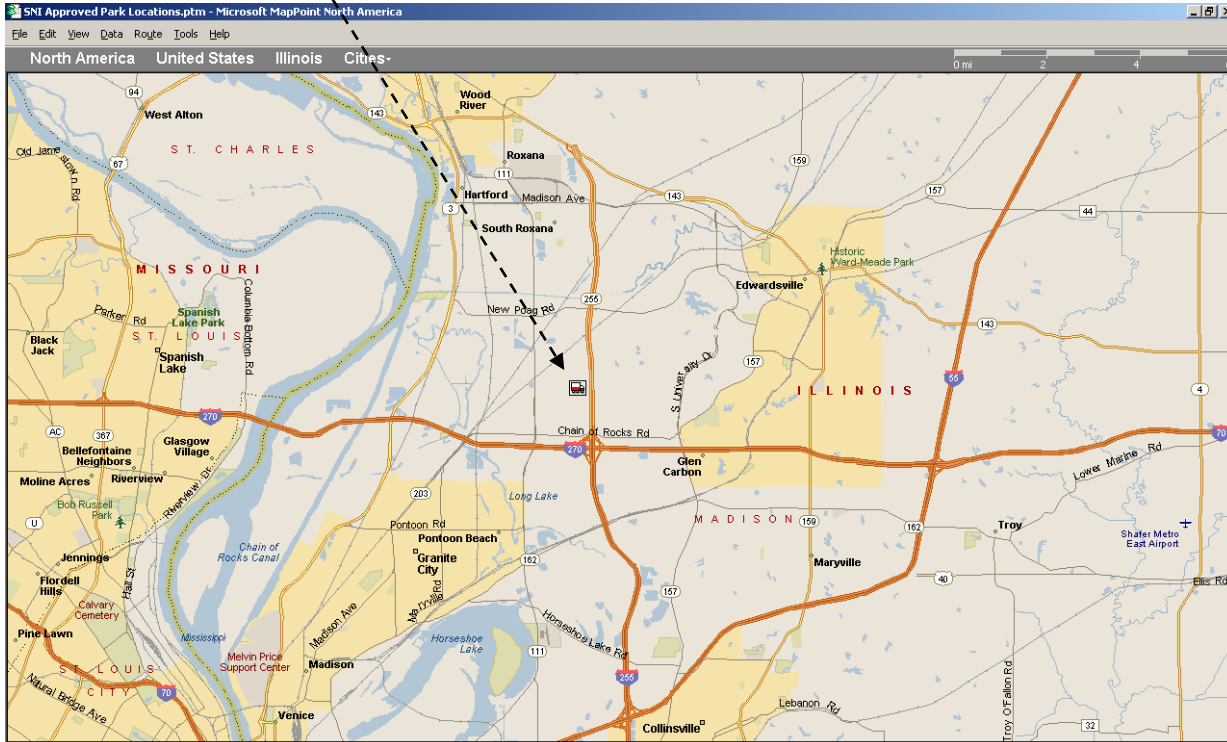
Maintenance Support/Full Service Maintenance	Cafeteria
Secure Parking	ATM
Bobtail Parking with Plug Ins	Laundry
Company Store	TV Room
Shuttle to motel	Microwaves
Vending Machines	Exercise Room
Fax Service- (317-322-3080)	Free Wi-Fi
Showers	

Edwardsville, IL (Saint Louis OC)

141 Enterprise Drive, I-70/55, Exit 4, 699 DR 203

SNI cc: UFD35

Bulk cc: SCHEDW00



O.C. Hours

Operations

- 7:00-16:00 Monday through Friday

O.C. Services

Maintenance Support/Full Service Maintenance	Secure Parking
ATM	Bobtail Parking with Plug Ins
Laundry	TV Room
Shuttle to motel	Microwaves
Vending Machines	Exercise Room
Fax Service- (618-797-3858)	Free Wi-Fi
Showers	

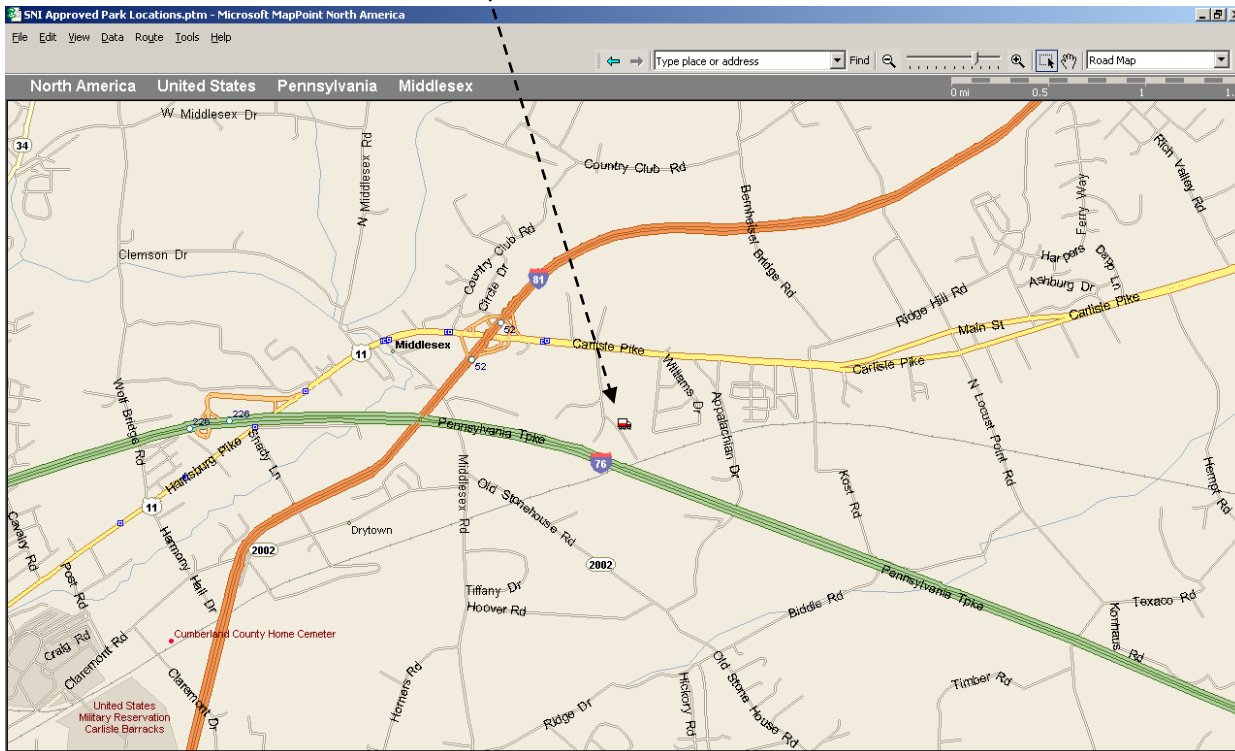
East Coast Operating Centers

Carlisle, PA (Harrisburg OC)

1 Schneider Drive – I-76, Exit 226, I-81N, Exit 52A, I-81S, Exit 52

SNI cc: EW259

Bulk cc: SCHCAR00



O.C. Hours

Operations

- 8:00-16:00 Monday through Friday

Cafeteria Hours

- 6:00-23:00 Monday through Friday
- 7:00-23:00 Saturday & Sunday

O.C. Services

Maintenance Support/Full Service Maintenance	Cafeteria
Secure Parking	ATM
Bobtail Parking with Plug Ins	Laundry
Company Store	TV Room
Shuttle to motel	Microwaves
Vending Machines	Free Wi-Fi
Fax Service- (717-691-4466)	Showers

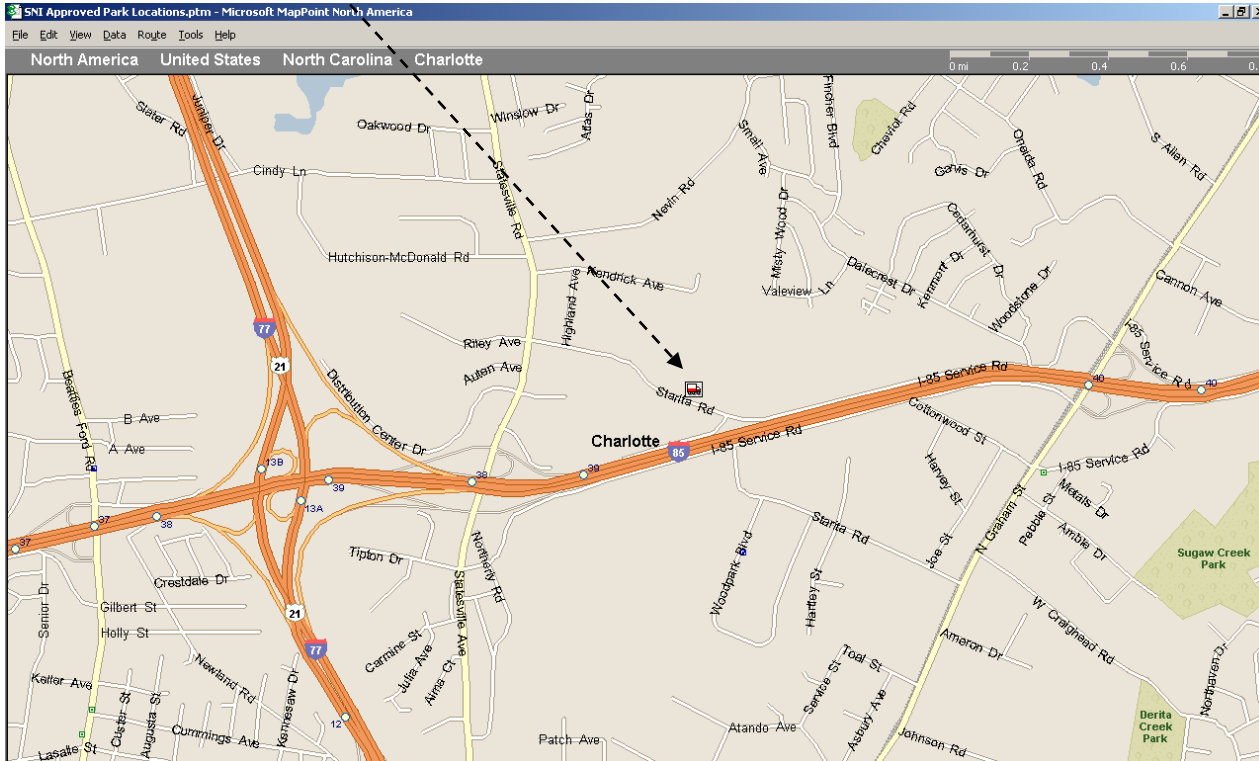
Southern Operating Centers

Charlotte, NC

2420 Starita Rd.- I-85S Exit 40, I-85N Exit 39

SNI cc: WS775

Bulk cc: SCHCHA01



O.C. Hours

Operations

- 7:00-17:00 Monday through Friday

Cafeteria Hours

- 5:00-22:30 Monday through Friday
- 5:00-20:00 Saturday-Sunday

O.C. Services

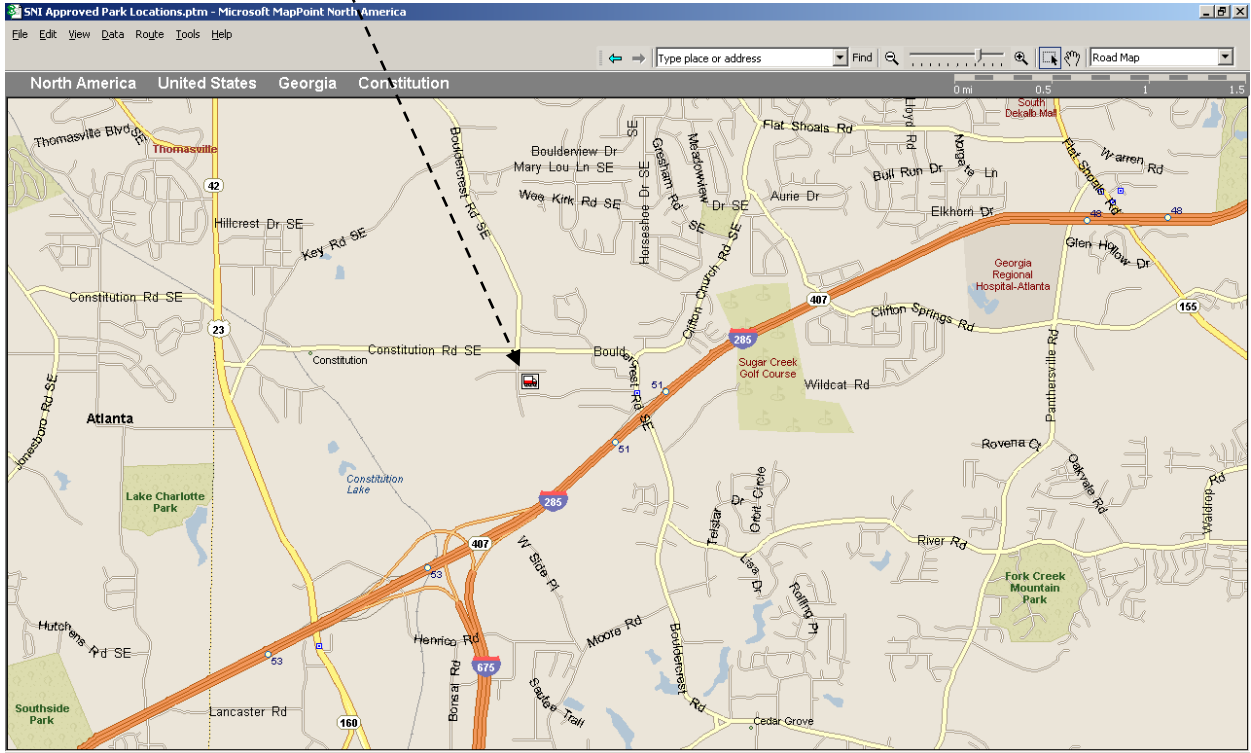
Maintenance Support/Full Service Maintenance	Cafeteria
Secure Parking	ATM
Company Store	Laundry
Shuttle to motel	TV Room
Vending Machines	Microwaves
Fax Service- (704-599-7571)	Exercise Room
Free Wi-Fi	Showers

Atlanta, GA (Atlanta OC)

3300 Int'l Park Drive – I-285, Exit 51

SNI cc: QMM95

Bulk cc: SCHATL00



O.C. Hours

Operations

- 7:00-17:00 Monday through Friday

O.C. Services

Maintenance Support/Full Service Maintenance

Secure Parking

Shuttle to motel

Vending Machines

Fax Service- (404-329-8239)

Laundry

Showers

ATM

TV Room

Microwaves

Exercise Room

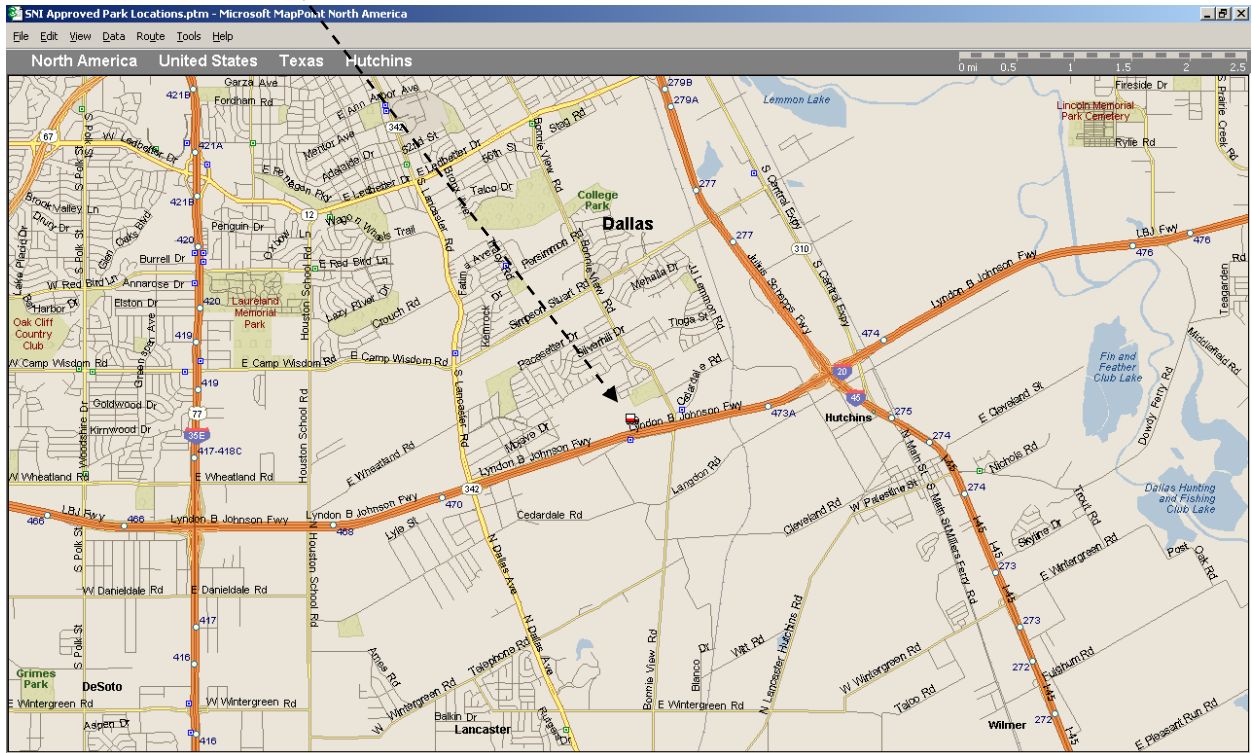
Free Wi-Fi

Dallas, TX (Dallas OC)

34500 LBJ FWY – I-20, Exit 472

SNI cc: ETF18

Bulk cc: SCHDAL00



O.C. Hours

Operations

- 7:00-16:00 Monday through Friday

Cafeteria Hours

- 5:30-Midnight Monday through Thursday
- 5:30-22:00 Friday
- 6:00-20:30 Saturday
- 6:00-22:00 Sunday

O.C. Services

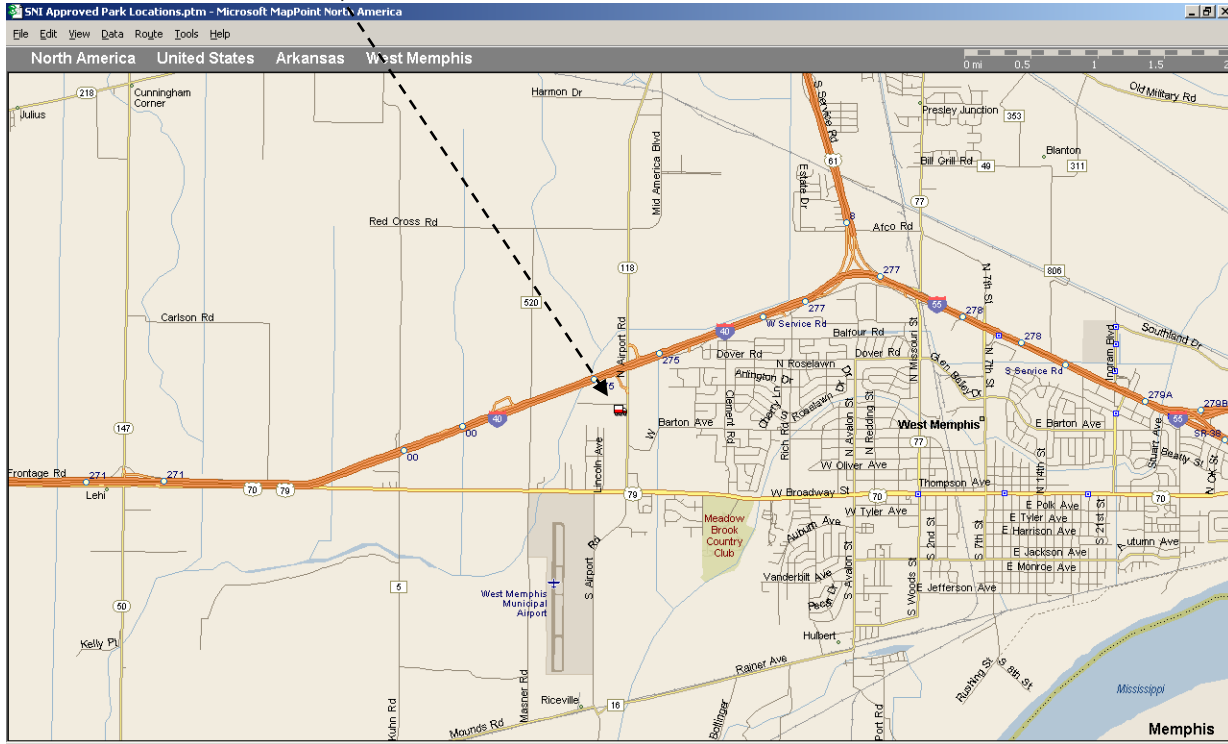
Maintenance Support/Full Service Maintenance	Cafeteria
Secure Parking	ATM
Bobtail Parking	Laundry
Company Store	TV Room
Shuttle to motel	Microwaves
Vending Machines	Exercise Room
Fax Service- (469-941-3056)	Free Wi-Fi
Showers	

West Memphis, AR (West Memphis OC)

800 North Airport Rd. - I-40. Exit 275

SNI cc: 99038

Bulk cc: SCHWES00



O.C. Hours

Operations

- 7:00-16:00 Monday through Friday

Cafeteria Hours

- 24 Hours Monday through Sunday

O.C. Services

Maintenance Support/Full Service Maintenance Cafeteria

Secure Parking

ATM

Bobtail Parking with Plug Ins

Laundry

Company Store

TV Room

Shuttle to motel

Microwaves

Vending Machines

Exercise Room

Fax Service- (870-732-7248)

Free Wi-Fi

Showers

Canada Operating Center

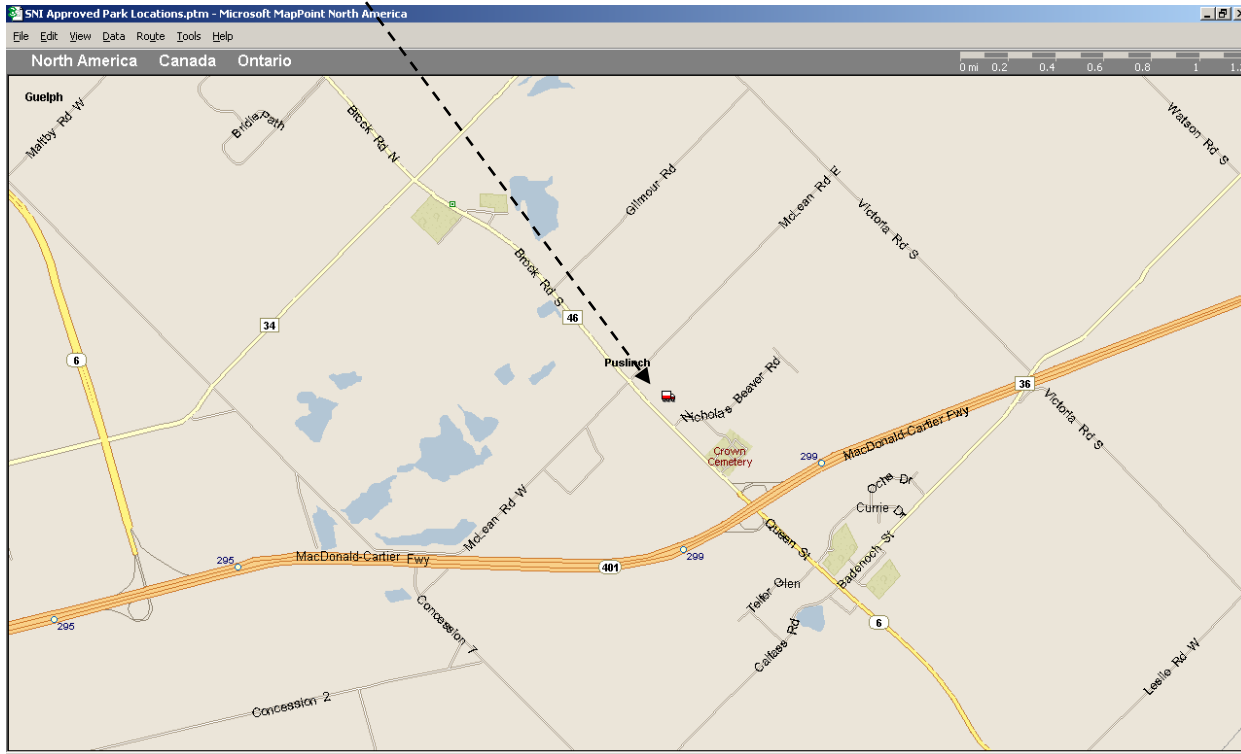
Aberfoyle, ON (Toronto OC)

7475 McLean Rd. – Hwy 401, Exit 299N

Exit 299 N off Hwy 401

SNI cc: DUT48

Bulk cc: SCHABE00



O.C. Hours

Operations

- 8:00-17:00 Monday through Friday

Cafeteria Hours

- 6:00-21:00 Monday through Friday
- 7:00-13:00 Saturday, 1100-1700 Sunday

O.C. Services

Maintenance Support/Full Service Maintenance

Secure Parking

Bobtail Parking with Plug Ins

Company Store

Shuttle to motel

Fax Service- (519-826-7377)

Vending Machines

Cafeteria

Laundry

TV Room

Microwaves

Exercise Room

Free Wi-Fi

Showers

Operating Points

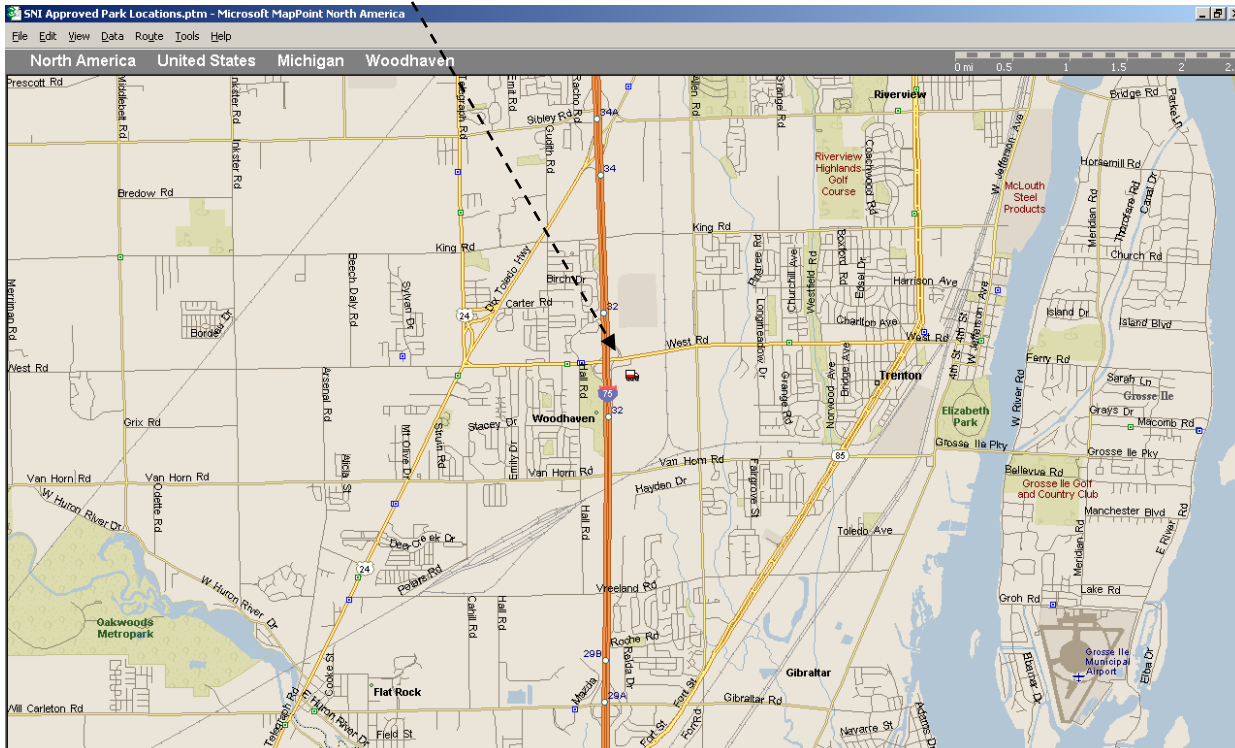
(These Locations Do Not Provide All Services of an OC)

Woodhaven, MI (Detroit OC)

21005 West Road – I-75, Exit 32

SNI cc: KDD64

Bulk cc: SCHW0001



O.C. Hours

Training

- 8:00-17:00 Monday through Friday

O.C. Services

Maintenance Support/Full Service Maintenance

Secure Parking

Bobtail Parking with Plug Ins

Vending Machines

Fax Service- (734-362-3701)

TV Room

Microwaves

Free Wi-Fi

Showers

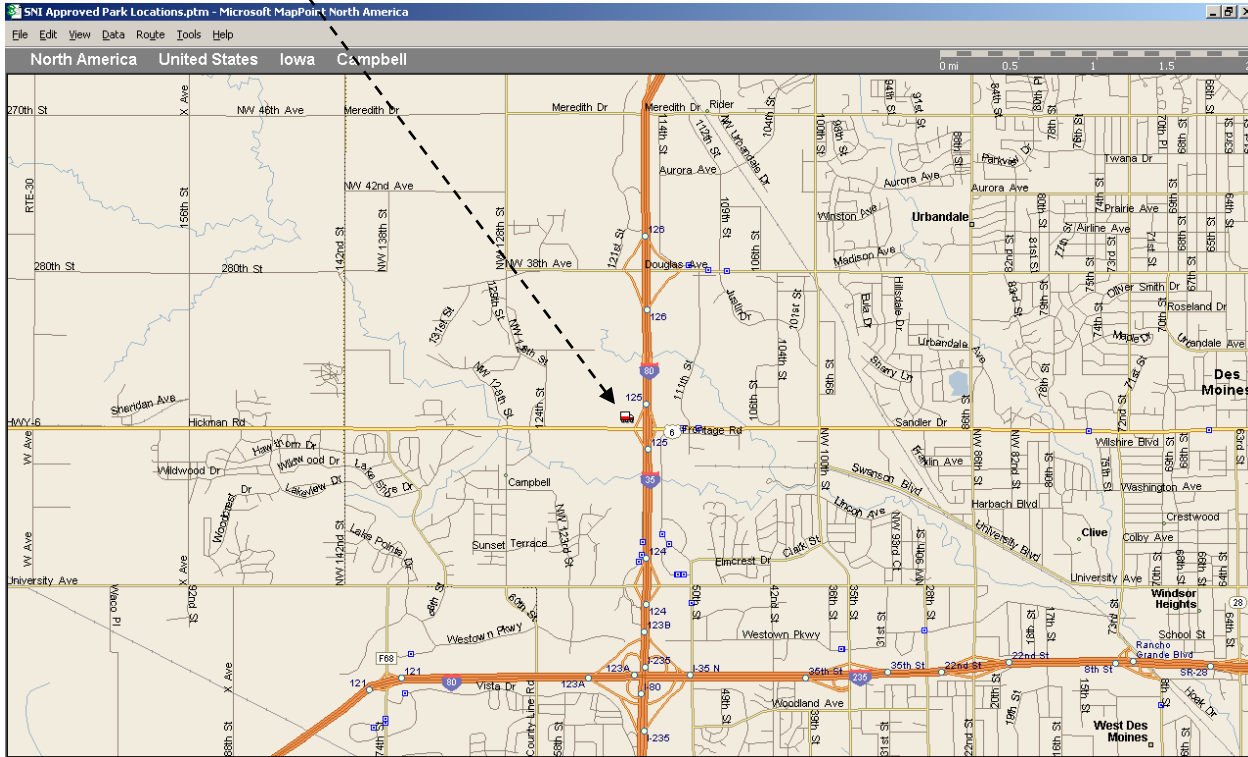
Urbandale, IA (Des Moines OC)

11955 Douglas Avenue – Co-Located at Pilot Travel Center

I-35/80, Exit 126

SNI cc: AJ488 & XPS06

Bulk cc: SCHDES00



O.C. Hours

Operations – (Office entrance located on the east side of Pilot building)

- 7:00-16:00 Monday through Friday

O.C. Services – Des Moines

“P” denotes service offered directly by Pilot Travel Center

Maintenance Support – P
Secure Parking (rear of lot)
Laundry – P
TV Room – P
Microwaves
Fax Service- (515-727-0550)

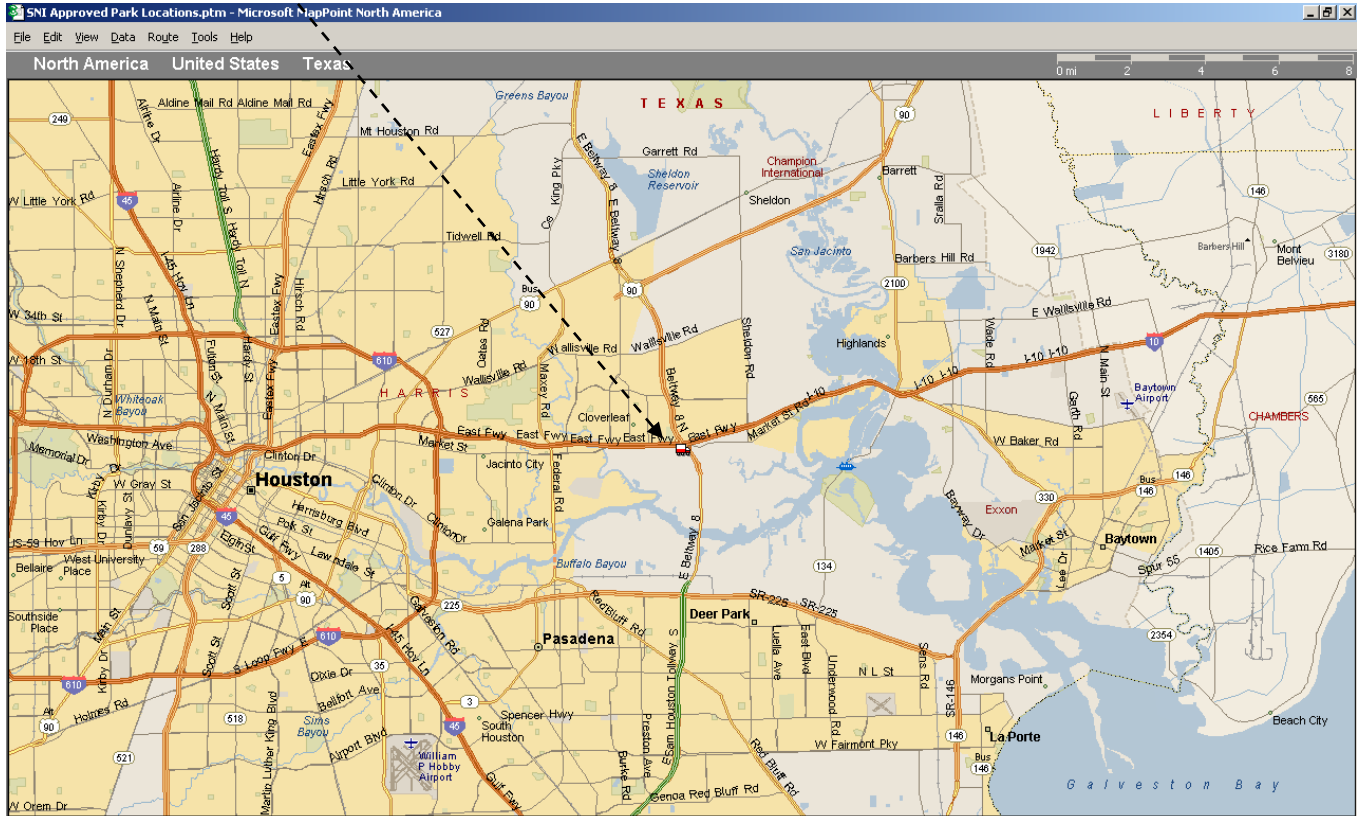
Restaurant -P
ATM - P
Travel Store - P
Shuttle to motel
Showers - P

Houston, TX (Houston OC)

1415 Penn City Road

SNI cc: MNS07

Bulk cc: SCHHOU00



O.C. Hours

Operations

- 7:00-16:30 Monday through Friday

O.C. Services

Maintenance Support/Full Service Maintenance

Secure Parking

Bobtail Parking

Shuttle to motel

Fax Service- (281-864-6430)

SNBC Tankwash

Microwaves

TV Room

Laundry

Vending Machine

Free Wi-Fi

Showers

Other Operating Points:

	Van	Bulk
Coraopolis, PA-Bulk	77967	SCHCOR00
Keasbey, NJ-Bulk	63ADS	SCHKEA00
Reserve, LA - Bulk	37780	SCHRES01
Savannah, GA – Bulk	56DCP	SCHSAV00
Central LA / Vernon, CA – I/M	MNR37	SCHLOS00
French Camp, California – I/M	FUN72	SCHFRE03

Wal-Mart Operating Locations

Bedford, PA	MSR77	WALCES00
Gordonsville, VA	PJD33	WALGOR00
Henderson, NC	NAS70	WALHEN00
London, KY	XE123	SCHLON00
Olney, IL	CYA34	WALOLN00
Washington Courthouse, OH	NAS63	WALWAS01
Wintersville, OH	PJD87	WALWIN00



CHAPTER 2



Who is Schneider National?

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- Harassment Free Work Environment..... 9
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- Associate Fair and Equitable Treatment Report..... 13
- Associate Fair and Equitable Treatment Report-Leader 14

The Schneider Way

We exist to be a great, enduring, private enterprise that creates value for our stakeholders. We treat our customers, associates, shareholders and suppliers with honesty, dignity and respect. We are a superior provider of services, a responsible member of the community, and a desirable employer due to our commitment to achieving mutually beneficial, lasting relationships.

Our Core Values

Safety first and always. We have an obligation to our associates and the public to operate safely. Nothing we do is worth hurting ourselves or others.

Integrity in every action. We conduct our business with the highest ethical standards. Truth and honesty are essential to the way we operate.

Respect for all. We seek and value diversity of perspective, experience and background as the foundation of the enterprise. We treat all stakeholders with dignity and respect.

Excellence in all we do. We strive to provide the highest quality services to our customers. We have a relentless passion for innovation and improvement.

Handbook Purpose

This handbook contains information for all new and current drivers.

Any system that brings people together to accomplish a task must have certain standards or rules that all observe to keep them working together effectively. Most of these rules or policies are quite simple and it is easy to understand why they are necessary. Some policies are based on legal requirements. But all of the policies have good business reasons. Anyone who does not understand these policies is encouraged to ask a Driver Business Leader or other manager for an explanation.

Policies will be periodically reviewed and revised to meet changing business or operational needs. This manual will be changed from time to time to reflect these changes. At a minimum, this manual is updated annually. Printed versions have a revision date. To ensure you are viewing the most current version of this handbook, log onto www.crossroads.schneider.com, and click driver handbook.

It is our belief that a truly successful employment relationship is not dependent upon a contract, but rather, it is the result of both parties sincerely desiring to work with one another. The company does not enter into employment contracts. Therefore, while we want our relationship to be long and mutually beneficial, it should also be understood that neither you nor the company has entered into any express or implied contract of employment.

Equal Opportunity Employer

It has been, and will continue to be, the policy of Schneider to be an Equal Opportunity Employer. The objective of the company is to recruit, hire, train and promote the most qualified applicants without regard to race, color, religion, sex, national origin, age, disability, veteran's status or any other classification protected by law. All such decisions are made by utilizing standards based on an individual's qualifications as they relate to a particular job vacancy and in support of Schneider's equal employment opportunity and business interests.

All human resource actions regarding compensation, benefits, and all other terms and conditions of employment will be executed without regard to race, color, religion, sex, national origin, age, disability, veteran's status or any other classification protected by law.

Quality Focused

- Meet and anticipate our customers' expectations
- Provide the best overall value for our customers
- Manage effectively our customer/supplier relationships
- Leverage our ISO 9002 Quality Management System to foster continuous process improvement
- Reduce variation and eliminate waste in our processes
- Execute effective continuous improvement education and associate recognition programs

ISO 9001:2000 Certification

- ISO 9001:2000 is a voluntary standard utilized internationally to ensure basic requirements are met in service or manufacturing industries
- The standard focuses on assisting service and manufacturing organizations in producing high quality services or products
- Companies align their processes to meet business needs along with meeting the requirements of the standards
- Although ISO standards are voluntary, many markets require other types of standardization (such as freight containers and bank cards)
- At Schneider, this certification is embedded within and often referred to as the Quality Management System

Why does SNI remain ISO 9001:2000 Certified?

- To increase customer service and satisfaction by:
 - Being consistent with our processes/ operations
 - Monitoring, measuring and analyzing customer feedback and internal processes
 - Continually improving our processes
 - Promoting and utilizing a formal corrective/preventive action system
 - Ensuring that associates are trained appropriately to work consistently and efficiently

- Market/ Industry Competition – Certification provides Schneider with an advantage over competitors that are not certified
- International Growth – As SNI expands internationally, ISO certification becomes very important in attracting new business overseas
- Customer Requirements – Many current customers question if Schneider has a Quality Program when completing annual supplier evaluations. Likewise, potential new customers factor in the presence of a Quality Program into the decision-making process as to whether or not to work with SNI.
- Quest – Our current enterprise efforts are process focused which aligns directly with the process structure of the ISO standard.

What is my role in implementing ISO 9001:2000?

Every driver associate has an important role. Your role in ISO 9001:2000 could be one or more of the following tasks:

- Adhering to existing SOPs, such as equipment pre-trip and post-trip inspections and daily 'Service Calls'. These SOPs or procedures support the Schneider Quality System.
- Maintaining complete and accurate logs
- Complete proper and necessary training
- Suggest ideas for process improvements
- Communicating issues appropriately when customer service requirements and expectations may not be met (i.e. pre-notifications of late deliveries, accidents, etc...)
- Exercise care with all customer property while in Schneider's possession and transport
- Assisting in making sure all customer product is properly loaded, wrapped, protected to ensure safe and on-time delivery
- Communicating and documenting any damage or problems with customer property and service issues

We Believe In

Safety First

- We want a safe company.
- Safety can be managed.
- You and I can make a difference.
- Nothing we do is worth getting hurt or hurting others.
- Every accident or injury can and should be prevented.
- Professionals keep themselves and others out of trouble.

Working Together – Union Free

Schneider has a genuine determination to be the best employer it knows how to be. We believe we are a fair and honest employer who sincerely has the concerns and needs of our associates in mind as we make business decisions that affect the work, income and benefits of our associates. Throughout the company, our associates are proud of their independence and their freedom to resolve employment matters that concern them.

Through **working together**, our leadership and our associates have created an environment in which the day-to-day challenges are met through teamwork.

We want to maintain that atmosphere and believe that pressures, such as those caused by the tensions created when union intervene in good employer-employee relationships, do nothing but destroy the morale of the employees and cause unwanted and unnecessary problems.

As a company, we acknowledge and enthusiastically accept our responsibility to provide good working conditions, fair pay and benefits for our associates. Our concern for our associates, along with our Open Door Policy and other communications channels are factors that cannot be purchased through the payment of union dues. Schneider encourages our associates to speak directly to management about concerns and work-related problems.

We also pledge to listen and respond by seeking solutions that are practical and responsive.

We are proud of our commitment to high standards of individual treatment and respect for all our associates. As a company, we are constantly seeking to maintain the respect of all our associates.

A union cannot help solve any problems that we cannot solve ourselves by **working together**.

Positive Associate Relations

Open communications, mutual respect and hard work create an atmosphere of **working together in which problems can be solved without a third party, such as a union**. Maintaining and protecting that free and open atmosphere is the key to our continued growth and success.

POSITION ON UNION AUTHORIZATION CARDS

Unions are constantly seeking to replace their declining memberships with new, dues-paying recruits. The union's first step in seeking new members is to get people to sign cards or petitions which authorize the union to represent them for the purpose of collective bargaining.

Because Schneider is a successful and growing company, our associates are potential sources of long-term financial support for labor unions. These organizations only survive and profit by living off of the union dues that employees pay them. For that reason, it is obvious to expect that a union may try to get between you and the company.

If a union representative or fellow associate asks you to sign a union authorization card, Schneider asks you not to sign it for the following reasons:

- You should know these facts about a union card or petition.
- You have the right to refuse to sign a card or petition
- Someone might try to persuade you to sign such a card by giving you information that is untrue or misleading about the card itself, the company, or the union.
- Threats or coercion from anyone attempting to get you to sign a card are unlawful. If you are threatened or you believe you are being coerced, tell you supervisor so that the company can take steps to see that it is stopped.
- If you have any questions, please ask us.

Schneider considers the cooperation, dedication and loyalty of its associates its most valuable asset. It is not necessary to sign a union card to keep or improve your job. Schneider appreciates the time and effort that associates devote to their work and Schneider is certain that we will be better off **working together** without any third party interference. We believe is the only way to further our mutual interest in keeping the company the best truckload carrier in North America.

Mutual Expectations

COMPETITIVE PAY/BONUS

COMMITMENT TO CUSTOMER SERVICE

GOOD BENEFITS

WILLINGNESS TO WORK

FAIR TREATMENT

MILES

SAFE WORK ENVIRONMENT

SAFETY

JOB SECURITY

COMMUNICATION

TOGETHER, WE WILL SUCCEED!

Harassment Free Work Environment

Commitment

Schneider is committed to providing a professional, harassment-free work environment. Harassment based on race, age, disability, handicap, creed, ancestry, religion, color, national origin, sexual orientation, arrest or conviction record and other protected classifications violates basic human dignity, is against the law and is contrary to Schneider's core values.

Harassment of any type is prohibited and will not be tolerated. All associates are expected to keep the work place and work functions free from any and all types of harassment.

Definition

Harassment is defined as:

Any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contact or solicitation of favors which are based upon age, race, creed, color, handicap, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest or conviction record, and other classifications protected by law. It may include unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature in the work environment.

Types of Behavior

Types of behavior that can constitute harassing conduct include, but are not limited to:

- Any attempt to engage an unconsenting person in sexual activities or physical conduct of a sexual nature, or any unsolicited physical contact of a sexual nature; or
- Unsolicited and/or repeated sexually derogatory epithets, sexually derogatory statements or gestures; or
- Jokes, pictures or comments of a sexual nature, sexual remarks, or other sexual conduct that interferes with job performance or creates a hostile, intimidating or offensive environment; or
- Use of voicemail, e-mail, the internet or other sources as a means to express or obtain sexual material, comments, etc; or
- Any unwanted, unwelcome or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable; or
- Any attempt to penalize or punish a person for rejecting and/or objecting to the actions described above
-

Reporting Harassment

Any associate who believes that he, she, or another co-worker is being subjected to any type of harassment at work by anyone, including a leader, customer or supplier, is responsible for immediately bringing the complaint to the attention of the Human Resources Department, his/her leader or any leader without fear of retaliation, who will follow investigation procedures and ultimately halt any alleged harassment instantly.

Disciplinary Actions

If an investigation reveals evidence of harassment, Schneider will take appropriate action, including disciplinary measures, up to and including termination of employment, to remedy violations of this policy. In the case of harassment by a customer or supplier, Schneider will take appropriate action to address the situation.

Fair and Equitable Treatment

Schneider's Commitment

Associates are the most important resource at Schneider. The organization is dedicated to the fair, prompt and equitable resolution of associate concerns and recognizes that from time to time, associates will have problems, complaints or concerns about decisions that directly affect them.

The Fair and Equitable Treatment Process provides an associate a way to "appeal" a decision made by his/her leader. There are 3 steps in the process and the associate who initiated the appeal makes the determination to continue through each step. At any step during the appeal process, the original decision can be upheld, reversed or compromised. (The Review Board does not have authority to change policy or overturn signed legal agreements.)

Representative Areas To Which The F&E Process <u>Can</u> be Applied	Representative Areas To Which The F&E Process is May <u>Not</u> Applied
<p>A. Employment – Termination of employment (outside of a written contract)</p> <p>B. Pay – The specific amount a person should be paid and/or when</p> <p>C. Bonus – Eligibility for, or payment of</p> <p>D. Promotion – Eligibility for based on time</p> <p>E. Other Situations; consult with member of the Enterprise Associate Relations team for questions about applicability of a particular situation</p>	<p>A. To challenge the design or content of an established policy, procedure, guideline</p> <p>B. To challenge the enforcement or terms of a contract; ex. STA Training contract</p> <p>C. To challenge an employment agreement</p> <p>D. To resolve accident preventability¹</p> <p>E. To challenge the current established compensation package (pay and benefits)</p> <p>F. To challenge a safety related termination (See <i>Safety Related Termination process</i>)</p> <p>G. To challenge any item that puts the driver out of SNI criteria; ex. Positive drug tests, possession of alcohol in the truck, motor vehicle violations, etc.</p>

F&E Process Overview at a Glance

Process Step	Timing	Associate Responsibility	Leader Responsibility
Step 1: Associate discusses situation with immediate leader	Initial Discussion immediately after the incident Associate written statement to leader within 30 days Leader response within 7 days	Discuss issue and provide clarity regarding their position. Associate must submit their rationale and desired outcome in writing to their leader within 30 days of the incident.	Listen, consider extenuating circumstances (if any), clarify rationale and decision. This discussion between the leader and the associate takes place within 7 days from receipt of the associate write up. Leader must document this discussion.
Step 2: Associate still disagrees with the Step 1 decision. Discusses situation with leader's leader	Associate has 14 days from date of step 1 discussion to appeal to the leader's leader. Leader's Leader Discussion and Written Response: Within 7 calendar days	Provide written position of reasons for disagreement to the leader's leader. The statement can be the same as submitted in Step 1 but could also include additional comments based on what was communicated in Step 1. Prepare to talk about the circumstances directly with the leader's leader.	Leader's leader reviews the written statements from the associate and associate's leader, then discusses with the associate to determine whether to uphold, modify, or overturn the original decision. The leader's leader must write a letter to the associate confirming the details of the discussion.
Step 3: Associate still disagrees with the Step 2 decision and would like to have the situation reviewed by the F&E Review Board.	Associate has 14 calendar days from the date listed on the Step 2 letter to appeal to the F&E Review Board.	Provide a verbal or written notice to immediate leader, requesting the matter to be reviewed by the F & E Review Board.	Notify HRBP of the pending Step 3 F&E. Documentation needs to be compiled and reviewed ensuring an accurate reflection of the situation is provided. This should be forwarded to the appropriate HRBP.
F&E Review Board Meets to evaluate and decide current requests for review by associates.	The Board meets and returns a decision as soon as practical but no longer than 30 calendar days from the associate's request for a review by the F&E Review Board.	Available to help potentially clarify specific factors related to their position.	<p>Leader:</p> <ul style="list-style-type: none"> Available to help potentially clarify specific factors related to their position. <p>Facilitator:</p> <ul style="list-style-type: none"> Provide verbal and written notification of F&E Review Board decision to associate and leaders within 48 hours.

¹ There is an independent Accident Review Process. See an accident analyst in INS for specifics.

Step 3 F & E Review Board

The final review is done by a Fair and Equitable Review Board comprised of three peers, two managers from areas outside of that in which the associate works and a facilitator. The decision at this step is final and binding on all parties.

Documentation Needed for Step 3

Since the Review Team makes its decision based solely on the documentation, it is important that the documentation be as complete as possible. The following information should be considered for inclusion:

Responsible Party	Action
Associate	Fair and Equitable Treatment Form and any written correspondence related to the situation
Human Resource Business Partner	In cases of termination, the HRBP may conduct an exit interview and include this information with the other documentation.
Leader	Fair and Equitable Treatment Form completed by the leader and department manager and any written correspondence related to the situation.
All Parties – Treatment Documentation	Copies of counseling reports, one-on-one discussions, performance improvement plans, goal setting discussions or other formal counseling that pertain to the issue being resolved. Additional documentation may be provided to show the ability of the associate to improve (or not) in the past.
All Parties – Data Documentation	Any computer generated printouts, bonus payments, accident history, satellite communications, movement screens, etc. that pertain to the issue.
All Parties	Accident reports, statements from other associates, investigator’s reports, performance appraisals, etc. that pertain to the issue.
All Parties - Supporting Guidelines	Copies of the policies, SOP’s or guidelines that pertain to the issue.

Safety Related Termination

Process Step	Timing	Associate Responsibility	Leader Responsibility
Step 1: Associate discusses situation with immediate leader	Initial Discussion immediately after the incident Associate written statement to leader within 30 days Leader response within 7 days	Discuss issue and provide clarity regarding their position. Associate must submit their rationale and desired outcome in writing to their leader within 30 days of the incident.	Listen, consider extenuating circumstances (if any), clarify rationale and decision. This discussion between the leader and the associate takes place within 7 days from receipt of the associate write up. Leader must document this discussion.
Step 2: Associate still disagrees with the Step 1 decision. Discusses situation with leader's leader	Associate has 14 days from date of step 1 discussion to appeal to the leader's leader. Leader's Leader Discussion and Written Response: Within 7 calendar days	Provide written position of reasons for disagreement to the leader's leader. The statement can be the same as submitted in Step 1 but could also include additional comments based on what was communicated in Step 1. Prepare to talk about the circumstances directly with the leader's leader.	Leader's leader reviews the written statements from the associate and associate's leader, then has discussion with the associate to determine whether to uphold, modify, or overturn the original decision. The leader's leader must provide the associate a written document (or letter) confirming the details of the discussion.
Step 3: Associate still disagrees with the Step 2 decision and would like to have the situation reviewed by Loss Prevention and LOB Leadership	Associate has 14 calendar days from the date listed on the Step 2 letter to appeal decision. The LP and LOB/SS Leadership meets and returns a decision as soon as practical but no longer than 30 calendar days from the associate's request.	Provide a verbal or written notice to immediate leader, requesting the matter to be reviewed by Loss Prevention and LOB Leadership.	Associate's Leader: Will notify HRBP of the pending appeal. Documentation needs to be compiled and reviewed ensuring an accurate reflection of the situation is provided. This should be forwarded to the appropriate HRBP. HRBP: Meets with the Senior Leaders from LP and LOB/SS who were not involved in the original decision to review the case. The HRBP will provide verbal and written notification of Loss Prevention and LOB Leadership decision to associate and leaders within 48 hours.

**FAIR AND EQUITABLE (F&E) TREATMENT REPORT
ASSOCIATE FORM**

Associate's Name (please print):		Today's Date:	
Address:		Driver/Associate Number:	
		Hire Date:	
		Location:	
Phone number:			
Operation or Line of Business:		Associate:	
<input type="checkbox"/> Van TL <input type="checkbox"/> Bulk <input type="checkbox"/> DED <input type="checkbox"/> IM <input type="checkbox"/> STM <input type="checkbox"/> Maint <input type="checkbox"/> Safety <input type="checkbox"/> DS <input type="checkbox"/> SLI <input type="checkbox"/> Other		<input type="checkbox"/> Driver <input type="checkbox"/> Mechanic <input type="checkbox"/> Warehouse <input type="checkbox"/> Office	
Leader's Name:		Date of Occurrence:	
<p>Associate Summary of the issue in detail.</p> <p>State the facts of the situation as you believe them to be</p>			
<p>Reason for disagreement with the original decision</p>			
<p>What extenuating circumstances warrant a different decision than your leaders originally made?</p>			
<p>What is your rationale for asking for a different decision?</p>			
<p>What is the specific desired outcome you want from this review?</p>			

Associate Signature

Please ensure you attach all supporting documentation prior to submitting paperwork to the next step of the F&E process.

**FAIR AND EQUITABLE (F&E) TREATMENT REPORT
LEADER FORM**

Associate's Name (please print):	Today's Date:
Address:	Driver/Associate Number:
	Hire Date:
	Location:
Phone number:	
Operation or Line of Business:	Associate:
<input type="checkbox"/> Van TL <input type="checkbox"/> Bulk <input type="checkbox"/> DED <input type="checkbox"/> IM <input type="checkbox"/> STM <input type="checkbox"/> Maint <input type="checkbox"/> Safety <input type="checkbox"/> DS <input type="checkbox"/> SLI <input type="checkbox"/> Other	<input type="checkbox"/> Driver <input type="checkbox"/> Mechanic <input type="checkbox"/> Warehouse <input type="checkbox"/> Office
Leader's Name:	Date of Occurrence:
<p>Leader's Summary of the issue in detail.</p> <p>State the facts of the situation as you believe them to be</p>	
<p>Summary of initial discussion with associate.</p>	
<p>What is the specific desired outcome you want from this review board?</p>	

Leader Signature

Please ensure you attach all supporting documentation prior to submitting paperwork to the next step of the F&E process.

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Chapter 3



Policies & Guidelines

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SCHNEIDER POLICIES

There are several policies that each driver at Schneider is expected to know and follow. Please take time to read through each of the policies in the handbook. If you are unclear about any of the policies or how they may apply to you, talk with your Instructor or Driver Business Leader. Failure to follow the Schneider policies may result in loss of employment.

SERIOUS MISCONDUCT

The goal of the company is to develop a positive working relationship with each associate. We intend to work together to solve problems and to improve performance so that each associate can have a successful career with the company. At times, however, circumstances may warrant severance of the employment relationship.

Some actions are so serious that a driver may face immediate termination. It is impossible to list all cases of serious misconduct. In the spirit of open, honest communications, some examples have been listed below.

ALCOHOL AND DRUGS

- Drunkenness, possession of or use of alcohol while on duty, or use of alcohol within eight hours of going on duty
- Transportation, sale, possession or use of illegal or controlled substances that are not prescribed for personal use by a licensed physician
- Refusal to submit to testing shall establish a presumption of drunkenness or drug use.

NEGLIGENCE

- Negligence while operating employer's equipment or reckless use of equipment
- Negligence or misconduct
- Negligence, horseplay or irresponsible acts, whether or not they result in an accident, may be considered a serious breach of trust and of company policy

DISHONESTY

- Theft of company or customer property
- Falsifications of paperwork to collect unearned pay or benefits
- Falsification of the employment application

SERIOUS OPERATIONAL VIOLATIONS

- Refusal of a work assignment when the driver has sufficient hours of service available to safely take the load
- Unauthorized use of company equipment
- Tampering with or making any unauthorized modification to company equipment
- Improper coupling or uncoupling procedures
- Improper locking of an container to a chassis
- Unauthorized absence
- Failure to report any safety incident, accident, or spill in which you are involved
- Failure to follow proper loading, unloading procedures (i.e.; Zero Defect Delivery Procedure)
- Transporting an unauthorized passenger
- Excessive accidents
- Excessive customer service failures

FAILURE TO MAINTAIN QUALIFICATIONS

- Failure to maintain the initial hiring qualifications in terms of driving record, criminal record, etc. may result in immediate termination
- Failure to maintain qualifications specific to Line of Business requirements, ie: Hazmat, TWIC may result in immediate termination
- Failure to comply with DOT and other prudent medical and professional requirements and recommendations may result in immediate termination

FAILURE TO OBSERVE OPERATIONAL OR SAFETY POLICIES

- Carrying a weapon on one's person or equipment
- Parking on a portion of the roadway
- Falling asleep behind the wheel
- Making a U-turn on or across a roadway
- Backing on or across a roadway
- Crossing a railroad track when the barricades are down
- Failure to improve performance after repeated commitments on your part to do so
- Failure to follow safe work practices after repeated commitment on your part to do so

UNAUTHORIZED USE OF EQUIPMENT

Use of equipment for personal transportation is not permitted. A driver who uses a tractor for personal transportation or who accumulates excessive out of route miles without prior approval of the DBL is also subject to a charge of \$1.50 per mile.

GENERAL POLICIES

DRIVER APPEARANCE AND CLEANLINESS – Take Pride in Yourself

As a driver for Schneider, you are our most visible associate to the customer and motoring public. Your appearance may impact the way the customers judge Schneider's professionalism, safety, and reliability. For this reason, Schneider expects you to maintain a professional image at all times. The following are minimum clothing, person hygiene, and appearance standards for all Schneider drivers.

CLOTHING – Please refer to the SNBC safety policies referring to footwear & PPE.

Drivers are encouraged to wear Schneider uniforms. All clothing must be clean and in good repair. Required clothing includes:

- Hard hat
- Face shield (**required for all loads**)
- Safety eyewear (**no contact lenses**)
- Long-sleeved shirt (**sleeves rolled down**) *SNBC Uniform Shirt Recommended*
- Long pants (**no warm-ups**). Pants are to be worn properly so as not to impede safe movement.
- Chemical-resistant gloves only
- SNBC-approved footwear (**refer to SNI footwear policy**)

PERSONAL HYGIENE

- Bathe daily- Hair should be clean, neatly trimmed, and combed.
- Drivers cannot have beards and must be clean shaven daily
- Moustaches are allowed but must be kept neat, trimmed, and cannot extend past the corners of the mouth
- Dangling earrings, large belt buckles (over 3"x 4"), wallets with chains, or loose jewelry are considered unsafe and are not to be worn while on duty. Sheath knives hung from belt (not to be confused with folding pocket-knives in small holsters) are unacceptable.
- Drivers with long hair should tie it back while on duty. (This precaution will help prevent serious accidents that can occur if hair becomes entangled in equipment or cargo)

NO SOLICITATION AND NO DISTRIBUTION RULE

Solicitation or distribution of literature by non-associates on company property is prohibited at all times.

Solicitation or distribution of literature by associates on company property, at our customers or vendors during working time, which in any way interferes with work, is prohibited.

Distribution of literature by associates in non-working areas on company property or at our customers or vendors during working time, which in any way interferes with work, is also prohibited.

Distribution of literature by associates in working areas on company property or at our customers or vendors is prohibited at all times.

“Working time,” for purposes of this rule, is defined as those periods which are designated for the performance of assigned job tasks by the associate doing the soliciting or distributing, or the associate being solicited or being given material.

DRIVER COMPENSATION AND BENEFITS

The Schneider Driver Pay and Progression System is among the best in the truck-load industry. As the name suggests, it is designed to provide top levels of pay and career progression opportunities.

You have a very significant influence over the level of your pay through your availability for work, planning of your work day, and how you drive. You will be supported in your efforts to earn premium levels of pay by the best training programs and the best operation support associates in the industry. They are here to support you and to help you succeed as a professional truck driver.

Drivers pay statement information is available on www.crossroads.schneider.com . Other compensation and benefit questions should be directed to your Driver Business Leader.

AWARDS PROGRAM

The awards program is designed to recognize drivers for performance in the key factor areas of Safety on the job (both accidents and injuries), Service and Skills. For more information consult the Pay & Benefits section of the Driver Handbook.

DRIVER RECOGNITION PROGRAM

The Driver of the Month is an individual award for recognition of outstanding customer service and general performance by a driver from each Operating Center. The award winners will be selected based upon OC specific criteria which may include total miles, on-time pickups and deliveries, driving results, safety and claim records, care of equipment, professional appearance and positive attitude. Winners will be recognized by having their name and picture displayed on a plaque in the Operating Center, being awarded a certificate and recognition on their awards jacket.

SUMMARY OF SELECTION CRITERIA (FOR FULL TIME DRIVER ASSOCIATES FOR DEDICATED/ENGINEERED OPPORTUNITIES)

If a driver associate is interested in a specific account/operation opportunity, it is his/her responsibility to advise his/her Driver Business Leader (DBL) in a timely manner. Opportunities on new accounts/operations will usually be posted on www.crossroads.schneider.com and placed at all SNC Fuel Desks every Wednesday and Friday. Please follow the procedures and timelines spelled out if you are interested in this opportunity.

Within existing accounts/operations, opportunities such as: different runs, new start times, changed work assignments, etc., are usually handled by driver associates already on the account because of their experience and knowledge with the customer or operation.

When vacancies become available on new or existing accounts/operations, notices of vacancies will normally be communicated via crossroads.schneider.com and updating the listing at SNC Fuel Desk. If you are interested in a specific account/operation, please advise you're DBL within a week of the posting date to determine if you meet the qualifications. A number of accounts/operations have ongoing needs; the notice of openings will be made on a periodic basis. If you are unsure of what opportunities are currently available, please contact your DBL.

Selection to an account/operation is designed to recognize superior performance and contribution to the growth and success of the company. There are four basic factors that will be considered in the following order: 1) Customer/Business requirements 2) Geography 3) Performance 4) Length of Service.

CUSTOMER/BUSINESS REQUIREMENTS

- Experience levels – OTR experience, miles driven, number of years driving, etc.
- Company driver and/or independent contractor.
- Teams/solos
- Special skills or previous employment operating experience
- Actively employed and available when the position needs to be filled (for example: not off work due to an extended illness or injury.)
- Customer's initial and continuing approval of the performance of associates assigned to the account.
- Drivers should work for their current Line of Business (LOB) - 1 Way, Dedicated, Intermodal, and Bulk - for 90 days before applying for a new opportunity.
- While the goal is to allow current drivers to transfer between Lines of Business (LOB), customer and/or business requirements may not allow this to happen. Therefore each Line of Business (LOB) will determine the amount of capacity that is available for other opportunities.

GEOGRAPHY

Generally, there is a requirement to live within a specified area to be eligible for an account/operation. Past experience indicates that if a driver associate lives near the customer or along certain routes, we can better service the customer, minimize cost and aid the driver associate with time at homes. The location(s) for drivers to live will be determined by the company based on the business needs for each account/operation. Existing driver associates may elect to relocate, at the associate's expense, for specific opportunities. (The company may, in unique situations, offer a relocation package, applicable to that specific opportunity.) If not enough qualified drivers live in the required area, hiring outside of the company may occur. At times, drivers may be temporarily assigned to the account until enough drivers who live in the right area are hired.

PERFORMANCE

Driver associates are expected to provide superior service, present themselves in a professional manner, and provide feedback for improvement to support the growth of the account/operation or other opportunities with the customer.

Performance standards include:

- No DOT preventable accident during the previous six months.
- Achieve a minimum of three quarterly bonuses during the previous twelve months if the driver associate has been employed for more than one year. If employed less than one year, achieve at least fifty percent (50%) of the bonuses for which the driver associate was eligible. (Eligibility will not be affected solely by the failure to earn quarterly idle standards)
- Not be involved in the performance improvement process (PIP)

LENGTH OF SERVICE

If the customer/business requirements, geography, and performance, requirements have not narrowed the list of eligible driver associates, selection will be based on length of service at Schneider as a company driver associate.

- For teams, selection will be based on length of service of the driver who has been with SNI for the longer period of time.
- For driver associates from an acquired company, selection will be based on the first day of employment with Schneider. (In the case of a tie, other things being equal, the driver who was with the acquired company the longer period of time will have the first opportunity for the opening.)

PROCESS

The driver associate will advise his/her DBL of an interest in an account/operation opening. The driver associate's current DBL will determine if the associate meets the account/operation eligibility requirements.

The gaining DBL will have an expectation exchange with the eligible driver associate discussing account/operation characteristics, compensation, and mutual expectations. The interested driver associate may accept or decline the opportunity after the conversation with the gaining DBL.

The driver's current DBL will complete a driver hand off sheet, for the gaining DBL, if the driver is selected and accepts the role.

ADDITIONAL INFORMATION

TRANSFER BETWEEN DEDICATED ACCOUNTS OR OPERATIONS

There will be times when driver associates desire to transfer from one account/operation to another. In order to minimize disruption, when an associate accepts a position, the normal minimum time in service on that account/operation before consideration for a transfer will be 90 days. Because of business needs, at times, this requirement may be waived or it may be increased to insure continuity of service for the customer.

VOLUNTARY REMOVAL FROM AN ACCOUNT OR OPERATION

If an associate voluntarily leaves an account/operation, a minimum waiting period of three months (90 days) will typically be required before being eligible to apply for openings on another account/operation. The exception would be if the driver had worked on the account/operation for the minimum specified time period.

INVOLUNTARY REMOVAL FROM AN ACCOUNT OR OPERATION

If a driver associate is involuntarily removed from an account/operation due to poor performance or a verified customer complaint and remains with the company, the driver associate must wait a minimum of six months and achieve selection criteria before regaining eligibility for another account. No one will be reconsidered for the same account.

DOWNSIZING/ELIMINATION OF POSITION

When the needs of a customer change (shutdown, downsizing, etc.) a displaced driver associate may be offered another opportunity in a different LOB or another account/operation in the area if an opening exists and the displaced driver associate meets the selection criteria.

In the case of a partial downsizing, the guidelines that will be used to determine who leaves will be applied in the following order:

- Geography (location)
- Performance provided there is a clear distinguishable difference.
- Longevity on the account (Last on - First off)
- Longevity with Schneider as a company driver associate.

If openings reoccur on the account within one year, driver associates who are still employed by the company will be offered available work on the account in the reverse order that they left, provided the selection criteria of customer/business requirements, geography, and performance are met. Drivers injured while working on Dedicated accounts may be permanently replaced to allow Schneider to continue servicing the customer, depending on length of time off from the injury. The returning driver will be given work as a truck driver based on his/her return to work order by a medical professional.

TEMPORARY LACK OF WORK

If a customer experiences a temporary lack of work (vacation shutdown, less production, work interruption, etc.) the involved driver associate(s) will be temporarily assigned to work within their LOB if work exists on other accounts/operations and the driver lives in a suitable area. Otherwise the driver associate(s) may be assigned to another LOB if work exists and the driver lives in a suitable location.

TEMPORARY OPENINGS

From time to time, temporary openings occur for a variety of reasons such as: vacation replacement, injury/illness, seasonal demand, competitor unavailability, etc., these temporary positions will be filled in the most practical manner based on customer and/or business requirements.

SUPPLEMENTAL WORK

While your primary duties are to work at an account/operation you are part of a larger pool of drivers that provides different types of driving services for Schneider. Therefore, you may be called upon at any time to supplement or support Schneider's over-the-road operations by picking up and/or delivering interstate loads for Schneider customers. For this reason, Schneider requires that you maintain, at all times, the necessary qualifications established by the U.S. Department of Transportation to perform these over the road services.

INDEPENDENT CONTRACTOR/FLEET DRIVERS

Current independent contractors and fleet drivers may, at times, be considered for work on another account/operation.

In the event of downsizing, if there is a combination of company drivers and IC's/fleet drivers on the account/operation, a decision will be made based on business and operational considerations as to whether IC's/fleet drivers, company drivers, or a combination of both are retained.

OPERATING REQUIREMENTS

All of the above guidelines are intended as general standards or procedures. There may be specific situations where business, operational, or customer service requirements warrant a different application.

If a driver associate is interested in a specific dedicated/engineered opportunity, it is his/her responsibility to advise his/her DBL in a timely manner. Opportunities on new accounts/operations will usually be posted on Schneiderjobs.com. Please follow the procedures and timelines spelled out if you are interested in this work.

Within existing accounts/operations, opportunities such as: different runs, new start times, changed work assignments, etc., are usually handled by driver associates already on the account because of their experience and knowledge with the customer.

When vacancies become available on existing accounts/operations, other driver associates may apply. Notice of vacancies will normally be communicated via www.Schneiderjobs.com. Because a number of dedicated accounts have ongoing needs, the notice of openings will be made on a periodic basis. If you are interested in a specific account/operation, please advise your DBL and your name will be kept on file for a period of 60 days, after which time you may reapply if you are still interested in future vacancies on that account/operation. If you are unsure of what opportunities are currently available, please contact your DBL.

Selection to a dedicated account/operation is designed to recognize superior performance and contribution to the growth and success of the company. There are five basic factors that will be considered in the following order:

- 1) Customer/Business requirements
- 2) Geography
- 3) Performance
- 4) Line of Business (LOB) Requirements
- 5) Length of Service.

EMERGENCY POLICIES

FAMILY EMERGENCY

Drivers who receive a message about a serious illness or death in the family should not automatically drive the unit home. The Driver Business Leader or Support Shift Operations should be contacted immediately. We can often assist in making arrangements to get the driver home.

GENERAL EMERGENCIES

There are specific instructions in your training to cover specific emergencies (refer to the Emergency chapter of Your Highway to Success Manual). For instances not covered, a general guide to follow should include the following:

1. Secure the area and administer first aid (if appropriate)
2. Notify authorities and identify witnesses
3. Notify the company, Driver Business Leader or Support Shift Operations
4. Remain with the vehicle

Securing the area means to take any reasonable action within your means to prevent further damage or injury. It includes using markers or warning devices, keeping people away from dangerous areas, putting out small fires, etc.

ACTIONS AT THE SCENE OF A CRASH OR INJURY

Refer to the Emergency chapter of Your SNBC Highway to Success Manual and follow those guidelines. Camera / reporting kits are available for pickup at the OC Driver Services desks if your tractor is not equipped with one. You are expected to have a disposable camera with you in the truck and use it to take pictures of any accident, incident or cargo damage you may become involved in. Also, if you are involved in an injury you are expected to take pictures of the injury location so we can pursue recovery against 3rd parties for contributing to the injury, if applicable.

CRASH / INJURY REPORTING

All accidents, injuries, incidents or cargo damage involving company equipment or associates (regardless of who is responsible) must be reported as soon as possible and whenever possible should be reported from the accident, injury, or incident site.

In any case of accident, incident or allegation of damage you must report it to the company **within 4 hours of the crash, incident or allegation of damage**. In the case of an injury you must report it to the company **the day of the injury**. Failure to report within the time frames highlighted and underlined above may be grounds for termination of your employment.

REGULATORY POLICIES

CITATION PROCEDURES

- All citations should be avoided.
- Should you receive a citation you must notify your Driver Business Leader (DBL) immediately.
- Schneider does not pay for any of the following types of citations such as moving violations (i.e. speeding, failure to yield, improper lane change, logbook, parking, medical card, late fees or IC driver citations). You are responsible to pay these on your own.
- For all other violations, send in the original citation with your driver #, board #, and signature (if space is provided) printed clearly on the citation. Make a photo copy of the citation for your own records. Send the original citation to Regulatory/Citations in a Trip Pak envelope, with box marked other, fill in your driver, power, and load number and place in a Trip Pak box.
- If you are required to pay the citation at the time it is issued, call your DBL to obtain authorization for a com check. Be sure to get a receipt for the payment.
- If payment was made at the time of issue and you request reimbursement you must:
 1. Obtain a reimbursement authorization number from your DBL
 2. Submit a legible copy of the citation & proof of payment to Regulatory/Citations.

All Questions regarding citations should be directed to citations at 800-558-6767 x592-3311.

CALIFORNIA CITATIONS PROCEDURES

Citations issued in California are commonly called "Fix It Tickets". These citations are approximately 4" by 7 ½" and are white or yellow in color. The words "Notice to Appear" will appear on the top left hand corner of the yellow citations. The words "Notice to Correct Violation" will appear on the top left hand corner of the white citation.

Driver must follow these Guidelines:

- Contact your DBL to make arrangements to have the violations corrected immediately.
- Once you have the repairs completed you must return to an inspection facility with the equipment. The officer will re-inspect the equipment to verify the violations have been properly corrected. Be prepared to show work orders and/or receipts for the repairs. The California Highway Patrol (CHP) Officer will then sign the back of the citation (maintenance facilities associates cannot sign off citations).
- The citation is your responsibility; do not leave the citation with the equipment or at a maintenance facility. Failure to have the violations corrected and signed off by CHP, may result in a mandatory court appearance, fail to appear/late fees, CDL suspension or a warrant for your arrest.
- The court will mail a "Courtesy Notice" to the name and address listed on the citation. The notice will contain the amount owed and the due date.
- Send the paperwork to Regulatory/Citations.

All Questions regarding California citations should be directed to citations at 800-558-6767 x592-3311.

NEW YORK CITATIONS PROCEDURES

- Contact your DBL to make arrangements to have the violations corrected immediately.
- New York requires the driver to plead guilty or not guilty. You will need to sign the citation prior to sending it to Schneider. Failure to sign the citation could result in a suspension of your CDL. If you select not guilty the court will schedule a court appearance which you will be required to appear at. The court will send a trial notice to the address listed on the citation. If you select guilty the court will set the fine amount, at which time the fine can be paid.
- Send the signed citations and all repair paperwork to Regulatory/Citations.

All Questions regarding New York citations should be directed to citations at 800-558-6767 x592-3311.

ROADSIDE INSPECTIONS

If you are stopped for a roadside inspection, you must send the original paperwork to the Regulatory Department within 24 hours. **Make a copy of the paperwork for your records.** Send the original paperwork in with your logs and bills via a Trip Pak envelope or give the original to your DBL to route to Regulatory. Do not Transflo your inspections. At the OC's there is a shuttle envelope provided next to the Transflo machine for you to have your inspection routed to Regulatory.

Schneider Drivers must comply with the following D.O.T. Federal Safety Regulations:

1. According to D.O.T. Part 396.7(d) the driver of any motor vehicle receiving an inspection report shall deliver it to the motor carrier operating the vehicle upon his/her arrival at the next terminal or facility. If the driver is not scheduled to arrive at a terminal or facility of the motor carrier operating the vehicle within 24 hours, the driver shall immediately mail the report to the motor carrier.
2. Motor carriers shall examine the report. Violations or defects noted thereon shall be corrected.
3. Within 15 days following the date of the inspection, the motor carrier shall—
 - a. Certify that all violations noted have been corrected by completing the "Signature of Carrier Official, Title and Date signed" portions of the form; and
 - b. Returned the completed roadside inspection form to the issuing agency at the address indicated on the form
 - c. Retain a copy of the D.O.T. Roadside Inspection at the motor carrier's principal place of business or where the vehicle is housed for 12 months from the date of the inspection.

ROADSIDE INSPECTIONS: (What You Need To Do—Driver Expectations)

After receiving a Roadside Inspection, you need to:

1. Ensure the officer fills out the paperwork with all the correct information, for example:
 - a. Spelling of driver's name
 - b. CDL number and CDL state
 - c. Carrier name(Ensure the correct entity number is noted)
 - d. U.S. D.O.T. Number (Ensure the correct entity number is noted)
 - e. ICC number Date and Time
2. Have all Out of Service (OOS) violations corrected immediately
 - a. You are not allowed to move a vehicle that is placed Out of Service (OOS) until it has been corrected
3. All violations need to be corrected within 15 days to be in compliance with D.O.T. Regulations.
4. If work cannot be completed right away make sure the following is done:
 - a. Notify DBL so they can have the equipment entered into computer Trailer Bad Order (TBO'ed) system.
 - b. If you drop the piece of equipment, let someone know at the drop location (if available) that the equipment needs to be fixed before using it again.
 - c. Write a note saying that the violations/Out of Service (OOS) violations have not been corrected, and staple it to the inspection
 - d. Shuttle the inspection to Regulatory in a Trip Pak envelope or give to your DBL to shuttle to Regulatory.
5. If a mechanic completes the work make sure the following is done:
 - a. Have the mechanic sign and date the inspection on the Repairman signature line.
 - b. If the mechanic determines that the violation does not need to be corrected, he should sign and date the inspection as being completed.
 - c. Shuttle the inspection to Regulatory in a Trip Pak envelope or give to your DBL to shuttle to Regulatory.
6. If you do the work, follow these steps:
 - a. You can sign and date the inspection on the Repairman signature line
 - b. Shuttle the inspection to Regulatory in a Trip Pak envelope or give to your DBL to shuttle to Regulatory.
7. If a mechanic and you both do some of the corrections follow these steps:
 - a. The mechanic should sign and date the inspection and sign on the Repairman signature line
 - b. You should write a note explaining what you corrected and staple it to the inspection
 - c. Shuttle the inspection to Regulatory in a Trip Pak envelope or give to your DBL to shuttle to Regulatory.

If these procedures are followed, it will eliminate the Regulatory Department having to message you to see if the repairs have been made.

If there are any questions regarding the inspection process, please feel free to call the Regulatory Department at extension 592-3819.

HOURS OF SERVICE VIOLATIONS POLICY

The Federal Motor Carriers Association has implemented the hours of service standards as a means to manage driver fatigue, and protect the safety of the motoring public. Schneider National fully supports the rules as written and expects our drivers to comply.

An HOS violation is defined as any time the 11 hour, 14 hour or 70 hour rules are exceeded. The following actions will occur due to Hours of Service (HOS) violations in a calendar month:

- a. Two HOS Violations – The Driver Business Leader and driver discuss performance expectations.
- b. Three HOS Violations – A Business Partnership meeting is scheduled with the Driver Business Leader and driver. Performance Enhancement Training (PET) may be conducted if deemed necessary.
- c. Four HOS Violations – The driver will be routed to his home Operating Center for a required (PET) and placement on a Commitment to Excellence (CTE) plan. The CTE will state that termination may commence if further violations occur.

LOG FALSIFICATIONS

Log it as you do it. This is an expectation of every driver, every day. A most admired company demands accurate logging from their professional drivers, thereby maintaining the safety of the driver and the motoring public and minimizing the enterprise's exposure to risk from audits and litigation.

A log falsification occurs when supporting documents, such as tolls, fuel, roadside inspections etc, are compared to the log and there is a discrepancy of either location and/or duty status. The following actions will occur due to Log Falsifications in a calendar month:

- a. Two Falsifications – The Driver Business Leader and driver discuss performance expectations.
- b. Three Falsifications – The driver will be routed to his home Operating Center for a required Performance Enhancement Training (PET) and placement on Commitment to Excellence (CTE) plan. The CTE will state that termination may commence if further falsifications occur.

MISSING LOGS

Schneider is committed to compliance in all aspects of the Federal Motor Carrier Safety Regulations part 395 – Hours of Service of Drivers. Schneider takes this responsibility very seriously and expects our drivers and those that lead drivers to understand the logging rules and fully comply with them. Consequences for not complying with logging regulations are significant and negatively impact not only the driver but the carrier as well.

The following steps will be taken if a driver is missing 30 or more logs (over a 6 month rolling period):

- a. Driver placed Out of Service by Driver Business Leader – won't receive another dispatch until all missing logs are submitted.
- b. Driver must submit originals/copies of all missing logs to Driver Business Leader or Regional Loss Prevention Manager to receive new work assignment.
- c. Should this become a trend then termination may commence for failure to comply with Federal Motor Carrier Safety Regulations.

POLICY FOR SELF REPORTING

In order to maintain compliance with the Federal Regulation 391.27a, Schneider National Inc. requires its drivers to annually complete a Violation and Review form (V&R form), listing all of the motor vehicle violations that they were convicted of in the preceding 12 months. Federal Regulations 383.31b also requires a driver to notify his/her current employer within 30 days of being convicted of a traffic violation in any type of motor vehicle.

The process defined below is how a driver should self-report violations:

- a. Contact Driver Business Leader within 24 business hours of receiving moving violation to inform them of the violation.
- b. Provide copy of citation/ticket to Driver Business Leader via fax, email, or hard copy within 3 business days.
- c. Failure to report violations to your Driver Business Leader may lead to termination from the company.

RETENTION GUIDELINES

All drivers are expected to remain compliant with the qualifications outlined in parts 383 and 391 of the Federal Regulations and Schneider's hiring and retention guidelines. Safety is our number one core value and that includes obeying all traffic laws. Failure to remain within retention guidelines may result in termination.

To remain within Retention Guidelines a driver must meet the following:

No convictions for Reckless Driving in the past 5 years (never in a Commercial Vehicle).

No more than 2 Moving Violations in the past 12 months; no more than 4 in the past 36 months.

No License Suspensions due to Moving Violations in the past 3 years; no more than 1 suspensions in the past 10 years; no more than 2 suspensions in your lifetime.

No convictions for Alcohol or Drug-Related Offenses in a motor vehicle in the past 5 years; no more than 1 in the past 10 years; no more than 2 in your lifetime (never in a Commercial Vehicle).

No Criminal or Motor Vehicle Charges substantially related to the driver's employment or which render the driver unable to perform his or her duties.

ALCOHOL

Drunkness, possession of or use of alcohol while on duty, or use of alcohol within eight hours of going on duty, is prohibited. Alcoholic beverages are not to be kept in or on the equipment. Violation of this policy will lead to termination of your employment with the company.

CONTROLLED SUBSTANCES/DRUGS

The transport, possession or use of narcotics, illegal or controlled substances and drugs is prohibited and will lead to termination of your employment with the company. This does not apply to the possession or use of a substance administered to a driver by (or with a prescription from) a licensed physician, who has advised the driver that the substance will NOT affect their ability to operate a motor vehicle safely.

The Occupational Health Department of the company has a comprehensive list of all DOT and Schneider National Knockout Drugs. If you are prescribed any of the drugs on the list, there is a 48 hour mandatory out-of-service after the last dose has been consumed. To check if you are taking a drug that is on the list, call any one of the nurses at x592-8709.

Drivers **MUST** notify their Driver Business Leader when they begin using prescription medicine.

DRUG & ALCOHOL TESTING

All associates will be tested for drug use prior to being offered employment.

Currently employed drivers are subject to testing randomly and following DOT reportable accidents where citations for moving violations or fatalities are involved, or receipt of other information which raises reasonable suspicion of use of controlled substances or alcohol.

If during the course of your employment, you develop a problem with either drugs or alcohol, you may obtain a leave of absence to receive treatment in an approved program. The leave of absence must be requested prior to the commission of any act that subjects you to disciplinary action. You are strongly encouraged to use this program if your individual situation should warrant it.

RESIGNATION CONSIDERATIONS

BEFORE YOU DECIDE TO LEAVE SCHNEIDER NATIONAL

- “Never burn a bridge you may want to cross again!” If we can’t help you meet your needs, leave in a positive way. Use the following procedures to help you make the right decision. Doing so will leave open the possibility of rehire in the event you want to return to the company.
- Use all available support associates prior to making this significant decision. This includes your Driver Business Leader, Operations Manager, Director of Operations, General Manager and the Associate Relations department. This alerts them to listen and provide help to possibly fix the problem.
- Give adequate notice. This allows your DBL time to plan for your leaving.
- Stage equipment and load at assigned location. This is to help ensure our customers and operations are affected as little as possible by your leaving.

RELOCATION POLICY

DON’T MOVE WITHOUT CHECKING THE RELOCATION POLICY

Never relocate from the place where you were hired before checking with your DBL. Because of freight flows and ability to get you home, based on where you move the company may not continue your employment. So check first. Under certain circumstances, drivers may transfer from one operating center to another. This will be worked out between your DBL/Operations Manager and the gaining Director of Operations/Operations Manager.

The decision to allow your transfer will be based on a number of factors including your performance. Afterwards, the details will be worked with you but will include a requirement that you physically move to within the new OC’s current hiring territory (not just a P.O. Box), and that you obtain a CDL from the proper state.

OPERATIONAL POLICIES

SNBC TRACTOR ASSIGNMENT POLICY

The purpose of the Schneider National Bulk Carriers Tractor Assignment Policy is to ensure the right tractors are assigned to all work configurations, and that the appropriate drivers are assigned to drive them. Periodic adjustments to this tractor policy may occur as a function of yearly purchase and trade changes, as well as changing business and customer needs.

DEFINITIONS

New tractor:	All tractors less than approximately six months' old/50,000 miles
Used tractor:	All other tractors
Infrequent time at home:	Average time away from home of 5 consecutive work days or longer.
Predictable time at home:	Average time away from home of 1-4 workdays each week
Daily time at home:	Normally home each workday.

GENERAL ASSIGNMENT GUIDELINES

- All tractor assignments/reassignments will be solely controlled and performed by the SNBC Asset Coordinator.
- Tractor assignments will be aligned with work configuration. Tractor assignment will be aligned with work configuration. When a driver transfers to a new work configuration, the driver's tractor assignment will be evaluated and adjusted as necessary.
- Team driver's assigned new tractors will keep until it reaches 250,000 miles. Teams will be required to swap tractors at or prior to 250,000 miles to mitigate the effect of high mileage on warranty and tractor value.
- Solo driver's assigned new tractors will keep their tractor until it reaches four years of age or accumulates 400,000 miles, whichever comes first. At that point, the driver will be eligible for reassignment to a new tractor, providing eligibility criteria are met and new equipment is available.
- Local work configurations, unless otherwise defined, will be assigned day cab, cab over, or regional tractors whenever possible, contingent on tractor availability.
- The general tractor assignment policy by work configuration is as follows:
 - Infrequent TAH (team)
 - Infrequent TAH (solo)
 - Predictable TAH (team)
 - Predictable TAH (solo)
 - Daily TAH
- Work configurations determine whether or not a driver is eligible to be assigned a new tractor. Work configuration tables determining eligibility to assignment of a new tractor are managed by the Tractor Network Center.

SPECIFIC ASSIGNMENT GUIDELINES

Minimum Criteria:

- No equipment restrictions based on account or customer requirements.
- Solo drivers must have 1 year of Schneider experience.
- Team drivers must have 6 months of Schneider experience.
- Experienced Teams are eligible for a new tractor upon completion of training.
- No more than two preventable crashes (total cost < \$1000) within the past 12 months.
- No major crash (> \$15,000) in the last year.
- No major critical incident write-ups within the last year (DOO Review)
- Current assigned tractor with 400,000 miles (solo) or 250,000 (team).
- During pilots or tests, minimum criteria may be discounted based on the pilot/lab specifications.

Solo Tractor Assignment Scoring Process

Tractor assignment priority to eligible drivers is conducted through a scoring process which assigns points in the following categories:

- Safety
- Time at Home frequency
- Quarterly bonus achievement
- Current Tractor mileage
- Longevity

The overall score is calculated and tractor assignments are made beginning with the highest score and then in descending order.

TRACTOR AVAILABILITY GUIDELINES

General

- Each year, Schneider spends a substantial amount of money and time recovering tractors dropped at non-Schneider facilities. The unavailability of these units creates both a financial burden for the organization and puts a tremendous strain on the ability to put drivers in clean, mechanically sound equipment. For these reasons, it is imperative that drivers drop equipment only where directed. All drivers must have an up-to-date domicile (park) location listed in the driver file maintenance. This location should be in accordance with the park location policy for SNBC. Any "park at home" domiciles need to be approved through the Director of Operations and reason noted in the driver notes.
- Whenever a driver turns in a tractor for any reason, the dropped unit must be parked at a facility approved by the SNBC Asset Coordinator. Failure to do so will result in the driver being assessed a round-trip recovery charge of \$1.50 per mile to the nearest Schneider Operating Center.
- Before dropping a tractor whether vacation or time off for more than 5 days a driver must remove all personal belongings and trash from the cab, sleeper and storage compartments. A tractor assignment / turn in checklist must be filled out and approved by the OC. Failure to do so will result in the driver being assessed a \$40.00 cleaning charge.

VACATION /OOS EVENTS

All Drivers must drop their tractor at an OC or approved parking location at before starting vacation or other OOS events greater than 5 days. An approved park location will be at Schneider's discretion. Personal belongings and trash must be removed and keys turned in to OC shop. Tractor will be used as a loaner if required during the OOS period.

Phase 2 and 3 drivers will be reassigned the same unit when returning from their OOS event. Phase 1 will be reassigned the same unit if possible, however their tractors may be reassigned if needs dictate. In an instance where any phase driver's OOS event exceed 14 days (21 days for Advantage Club and/or Million Mile/10 year + consecutive safe driving award winners), their tractor will become eligible for permanent reassignment to another driver.

PARKING POLICY

Drivers are expected to park their tractors at the operating center or other approved location whenever they are off duty unless approval to park elsewhere is obtained in advance from your Driver Business Leader/Operations Manager. Drivers who are allowed to park at other locations are responsible for the security of the equipment and cargo and the starting of the tractor. If vehicles are parked inappropriately, the driver may be assessed a recovery charge of \$1.50 per mile. During winter operation, plug in your vehicle when the vehicle is being parked for periods exceeding four hours. If parking away from the Operating Center, drivers must have permission from the property owner.

BILL OF LADING VERIFICATION

The bill of lading information is critical for both your pay and the timely billing of loads to customers. Because of this, the bill of lading information is to be verified immediately after pick up of each load. **TO BE SURE OF YOUR INFORMATION, HAVE THE BILL IN HAND WHEN YOU SEND IN YOUR MACRO.** The bill of lading is the proof of delivery (POD) and is how we create the invoice for the customer. When you send your pick up macro, always send billing information, including the BL # (aka SID#, MB#, Order #) in your macro along with all other required fields. It is critical that we receive that BL # for each shipment.

Each load hauled must have a signed bill of lading at corporate. It is the responsibility of each driver to write the Schneider request/load number on each bill along with driver, power and trailer #s, and place a POD sticker on before scanning the bill of lading (and all other paperwork) to the company within 3 days of delivery of each load. This applies to every load with its own load #, regardless of freight type or customer. Scanners are conveniently located at all Operating Centers and major fuel stops for the mailing of your paperwork.

SCALING LOADS

In order to prevent overweight loads, the driver should scale any loads (no matter what weight is listed on the bill-of-lading) that may be questionable as to weight or distribution of the product. If the customer does not have a scale, go to the nearest scale and axle out the load. To find out where the nearest scale is, try asking people at the shipper or looking in the phone book or calling the Driver Business Leader. Another reference is "The Truck stop Guide", a reference book available at truck stops. If you cannot find a scale within 25 miles, call your DBL.

SCALING LOADS (cont.)

If a legal weight cannot be obtained, call the Driver Business Leader to discuss possible courses of action. Failure to follow these procedures may result in loss of bonus. Discrepancies in weight or length that cause a load to be late or result in added expense that a driver should have avoided may also affect the bonus.. Each driver must assure that the load is legal from origin to destination, even if the load will be dropped en route for another driver to deliver. Try to resolve any problems prior to leaving the customer. Once you leave, it becomes difficult to get the customer to assist with the problem.

NOTE: Often the weight shown on the bills or given to us by the customer is incorrect. Be wary of this. **Scale any loads that are questionable.** Then, submit the receipt for reimbursement.

SCHNEIDER NATIONAL FUEL SYSTEM

You have been provided with a Driver Resource Map that lists the locations where you are authorized to purchase fuel. Fuel can **ONLY** be purchased at authorized locations. The Driver Resource Map should be used for all trip planning. If you cannot get to a company approved fuel location, call your Driver Business Leader. **Never pump fuel at an out of network location before calling for authorization.**

DIRECTIONS/FUEL OPTIMIZER

To assist drivers in trip planning, Schneider has implemented an integrated directions/fuel optimizer tool. This optimization tool will provide you with directions & identify the cheapest place to purchase fuel (within Schneider fuel approved fuel network) for each load assignment. Directions & fuel recommendations are provided as a component of your work assignment. Optimization is one component which manages fuel purchase cost for Schneider. A driver should contact his/her DBL if it is necessary to deviate from the fuel optimization solution (ie – hazmat routing, construction, etc).

PERSONAL EQUIPMENT

The driver is responsible for the loss, theft or damage to any personal items or individual property. Remove any personal property from the tractor at the end of each tour of duty. This driver responsibility extends to personal vehicles parked at the Operating Center and their contents.

Personal property insurance may be purchased through Schneider. A premium will apply. Contact x592-3021 for additional information.

TOLLS

Certain toll roads are authorized for use by Schneider drivers at any time. Others may be used upon approval from the Driver Business Leader. Many tolls are electronically paid through the Pre-Pass Plus system installed in all company equipment. Authorized tolls are reviewed periodically. Familiarize yourself with the current list of authorized toll roads in the Pay and Benefits Section. If you pay cash for tolls, submit original toll receipts for reimbursement. Include on the toll your name, driver number, power number, and the load/request number on each receipt.

Note: Toll roads accepting Pre-Pass Plus, Comdata or other methods of electronic payment does not automatically authorize a driver to use the toll road. Unauthorized toll road use utilizing electronic payment will result in the toll expense being charged back to the driver.

PERMITS

- Before leaving on a tour of duty, and periodically thereafter, the driver should check the tractor and trailer to make sure that the permit book is complete and up to date for the states in which the vehicle is operated. The permits for the trailer are kept in a permit pouch attached to the front of the trailer. Permit books always stay with the equipment, not the driver.
- Occasionally, it will be necessary to present a permit at a weight station. Please be sure to return the permit to the pouch. Notify your Driver Business Leader if there are any questions about the permits. Failure to do so could result in the driver having to pay any fines incurred.

Drivers are cautioned to pay particular attention to the accuracy of the apportioned weights on their tractor registration. Many Dedicated tractors are apportioned at varying weights (either 72,000 lbs or 80,000 lbs) depending on the states in which they normally operate. If the tractor is later reassigned to a different work configuration, the apportioned weights will often need to be adjusted up to 80,000 lbs in many states/provinces. Should an adjustment need to be made, the driver should immediately contact Fleet Services (800-558-7010) for assistance. It is the responsibility of the driver to ensure the tractor is properly registered and permitted for their specific work configuration.

SAFETY POLICIES

INTRODUCTORY COMMENTS

Safety is Schneider's first Core Value and the vital component to the success of our company. The purpose of this document is to clarify actions which constitute a disregard of safety procedures. Failure to follow the policies below is a disregard of our safety procedures, and may result in disciplinary action, up to and including termination of employment or lease relationship (for Independent Contractors). Please read the statements carefully and make your commitment to be safe. The list below is not all inclusive and associates are expected to follow best practices and all applicable rules, procedures and policies of Federal DOT, States and the organization.

VEHICLE ENTRY AND EXIT

Drivers will not swing or jump out of the cab and will maintain three points of contact at all times when entering and exiting the vehicle. Furthermore, drivers shall not jump from the back of the cab, the trailer or loading docks.

HAZARDOUS MATERIALS

Always clarify any question you may have regarding hazardous materials prior to loading or transporting (BOL, placarding, securement, park locations, routing questions, and etc 800-558-6767 x592-3306).

All Schneider drivers must have a Hazmat endorsement on their CDL's as well as Hazmat Company training must be kept current.

Refer to Haul, No-Haul list in your Hazardous Materials Transportation book located inside the permit book to make sure product is ok to haul.

Refuse to accept hazardous materials freight if the shipping papers are improperly prepared or do not match the work assignment. Also, refuse to move a tank trailer that is leaking.

HAZARDOUS MATERIALS (cont.)

Be sure that all hazardous materials are properly secured for transportation. Be sure all openings are closed. (Washout caps, dome lid, air inlet valves with Chicago fitting cap, internal valve, external valve, bleeder valve closed and has Chicago fitting cap)

If the trailer is already loaded and sealed, the load number and seal number must be on your BOL.

Be sure that any required placards are in their proper places before moving and they match the BOL and work assignment. If placard is missing call the hazardous materials department.

IN CASE OF INSPECTION, CRASH OR OTHER EMERGENCY:

- Have all the necessary shipping papers (bills-of-lading, hazardous waste manifests, etc.) in good order, in your possession and available for immediate use. Know the responsibilities relative to attending to your vehicle.
- Know the emergency procedures.
- Keep paperwork within arm's reach or in driver's side pouch when driving. Be prepared to provide the required information to police, firefighting or other authorities.
- Report the full details to your DBL and the SNI safety department as quickly as possible.

LOSS PREVENTION PROGRAM

Drivers who are identified by their results as needing Performance Enhancement Training (PET) will be routed to an Operating Center. The DBL, the Operations Manager and the Regional Loss Prevention Manager (RLPM) or Regional Training Manager (RTM) in charge of training will work together to diagnose the problem, assess driver needs and work together with that driver to provide training and other resources to overcome the problems. We will have only safe drivers on the road. Anyone who does not overcome these problems will not be allowed to continue to drive.

WORKING SAFELY

It is your responsibility to work safely and remain injury free. This includes a number of critical functions around the equipment that you have been trained to perform using techniques that prevent injury. Examples are entering/exiting the cab, climbing on/off the catwalk, climbing on top of the tank and checking wash out caps, handling hoses, releasing fifth wheel, cranking dollies, loading and unloading freight and just walking around unit during inspections.

Along with using techniques to prevent injuries, you must wear proper PPE (personal protective equipment) for the assigned task. (Examples from business units: Intermodal – safety vest and Bulk – long pants, long sleeve shirt, hard hat, face shield, chemical gloves & protective suits)

If you are injured while performing work, you must report this to your leader immediately, or as soon as practical the day of injury. Failing to report work injuries on the day of occurrence to the company is a violation of this policy.

STAY ALERT, STAY ALIVE

The primary focus of the Stay Alert Stay Alive (SASA) process is to ensure proper rest, and that leads to the reduction of accidents, injuries and costs associated with driver fatigue. The length of your work day, not just the miles driven is key in managing fatigue. A driver's day, including short periods of time at lunch or taking stretch breaks, cannot exceed 14 hours, and allow for a 10 hour break every 24 hours. During that 10 hour break, at least 6 consecutive hours of sleep are needed to control the cumulative effects of fatigue.

You are expected to comply and shut down at or before 14 hours passing and failure to do so will lead to performance improvement action with your DBL.

DEFENSIVE DRIVING

Drivers are to operate their trucks at all times in a safe, professional manner. We all want a safe company and this means watching out for the driving of other motorists' to keep you and them out of a crash.

As taught in our training guidelines, you should drive with the big picture in mind at all times. Secure and maintain an assured clear distance behind other traffic to be able to stop safely when they unexpectedly stop. Develop a scanning pattern to keep all sides of the vehicle in view. Know what traffic and conditions exist around your truck. Stay alert and don't let distractions in the cab (radio, soda, food, cigarettes, GPS devices), or outside the cab keep you from your scanning/seeing pattern.

You are to slow down for the many conditions requiring reduced speed (some examples being rain, smoke, snow, ice, fog, ramp curves, and construction) and keep your truck under control on the roadway.

Failure to drive defensively, whether or not it results in a crash, incident or complaint will lead to performance improvement action with your DBL and may depending on severity and/or frequency, result in action up to termination of your employment with the company.

SAFETY BELTS

Safety belts (including bunk belts or web restraints) must be worn by occupants in all company vehicles. They should be secured as soon as you are seated in the cab (or settled in the bunk) to ensure your safety.

EQUIPMENT INSPECTION POLICY

1. I am aware SNI policy requires me to inspect my tractor/trailer (if assigned) daily prior to driving that day (the pre-trip/TIV inspection) and that it's my accountability to ensure safety problems are corrected before operating the equipment.
2. I understand my inspection must include all items in the Highway to Success Workbook Inspections Chapter which includes the tires, wheels, rims, lugs and suspension components to prevent wheel "separations" from my unit.
3. I also know that brake tests are critical to safe operation of my rig – air governor, hold down, pump down, service/parking brake – and will complete them during my inspection
4. I am aware of the need to complete en-route/TIV equipment checks during the day and Post-trip/TIV inspections at the end of my working day.
5. I know that I am to document this inspection on my Driver Vehicle Inspection Report macro 6 (DVIR).

COUPLING PROCEDURE

1. What types of fifth wheels do we have on Schneider company owned tractors?
***Fontaine (99%) and Jost (less than 1% and primarily on Kenworth tractors)**
2. What are the major safety checks required to ensure you are coupled properly?
***Make sure the release handle is in.**
***Check that there is no gap between the fifth wheel and the bolster plate on the trailer**
***Make sure the jaws are closed by visual inspection using a flashlight.**
***Always do 2 tug tests.**
3. What causes a bent release handle?
***Before backing under the trailer, you should always check the height and alignment of the trailer to the tractor. If you fail to do this, you risk running the kingpin completely over the fifth wheel. Once this is done, it can be very difficult to get it back behind the fifth wheel again and in the process you might bend the release handle which may prevent the jaws from locking again.**
4. Do you use a flashlight to check your connection every time you couple?
***You must use a flashlight to check that jaws are completely closed from now on.**
5. Are you comfortable with your knowledge of proper coupling procedures?
***Yes.**
6. Are you aware of the SNI policy regarding high hooks/unit separation/improper coupling?
***Yes. High hooks, unit separations and improper coupling could result in termination from SNI.**

SPEED POLICY / RADAR DETECTORS

Be aware that the maximum speed limit at Schneider National for company owned tractors is 63 MPH on the pedal (remember cruise is 60 MPH), regardless of the maximum posted speed limit in some individual States. We always drive no faster than the posted speed limits when they are less than 63 MPH. Remember radar detectors are prohibited. This is both Federal law as well as company policy.

APPROPRIATE USE OF CRUISE CONTROL

1. Use cruise control only on dry roads.
2. Do not use cruise control while driving in the city or heavy traffic.
3. DOES NOT use the cruise control while bobtailing.
4. Do not use cruise control when exiting a roadway, interchange, ramp.
5. Continue to scan gauges and mirrors as trained by Schneider National.
6. Be aware of your own limits and watch for signs of fatigue. This is especially important between the hours of 0200 and 0700. If fatigued, turn the cruise control off, find the first safe place to pull off the road (this does not mean the shoulder of the road) and get some rest or switch drivers.
7. Cruise control is not an "Automatic Pilot" feature! – You must MAINTAIN CONTROL of your unit.

ROADSIDE PARKING

Do not park on the roadway. If you must stop on the roadside, attempt to stop on entrance ramps because the speed of other vehicles is lower, making the situation less dangerous. If an emergency situation develops and your vehicle must be parked or stopped on the shoulder or the traveled portion of the highway, emergency flashers MUST be put on immediately and warning devices placed around the vehicle as soon as possible, but no later than 10 minutes after stopping. (See DOT Reg. 392.22 (b) (1) and (2)). Then notify your Driver Business Leader or Extended Operations by phone or in cab communication device (MCP200).

In situations other than those described above, parking or stopping on the shoulder of a highway, an exit ramp or an entrance ramp is prohibited. Failure to comply with this policy may result in your termination from the company.

U-TURN/ROADWAY BACKING POLICY

U-Turn and highway backing significantly increase your risk for crash involvement. The SNI policies regarding these maneuvers are:

- Make no U-Turns at any time across any roadway, either bobtailing or pulling a trailer. If you miss a corner, turn-off or exit, DO NOT attempt a U-Turn on or across any street or highway. DO NOT make a Y-Turn (a three point turn is the same as a U-Turn). Find a safe way to get turned around.
- DO NOT back on or across any public roadway. If you miss a corner, turn-off or exit please find a safe place to exit or turn off the incorrect route. Do not attempt to back on or across any public roadway. The safety hazard is too great!! Find only a safe place to proceed. If you are unsure please ask for help. If a customer asks you to violate this policy to get from the street into their dock area, contact your DBL or Extended Operations for assistance in finding a safe solution.

BACKING ON A PUBLIC ROADWAY

Do not attempt to back on or across any public roadway. If you miss a corner, turn-off, or exit, do not attempt to back on or across any public roadway. Find a safe place to proceed. Backing on or across any public roadway, whether or not it results in an accident, may lead to immediate termination of your employment. If a customer asks you to violate this policy to get into their dock area, contact your DBL or extended operations for assistance.

SIGNALING

Signal your presence or intentions by proper use of directional signals, brake lights, horn, four-ways, etc. DO NOT direct traffic or signal other drivers in any way regarding their access to lanes or roadways or the operation of their vehicles (for example flashing headlights or hand signals).

Do not attempt to use the unit you are driving to block other traffic as a way to "provide traffic control" in the absence of law enforcement officers.

Do not follow other driver's attempts to signal you for these types of directions either. Only proceed when you have made sure the way is clear for your truck yourself!!

PASSENGERS

Passengers are not allowed in Schneider National equipment. A passenger is defined as any person who is not a Schneider associate who is physically in Schneider National equipment whether the unit is moving or parked. The exceptions to the above are very specific --- They are limited to the following 3 situations only:

1. The authorized passenger program
 - Experienced drivers who meet specific criteria are eligible to take an adult (18yrs +) upon completion of on-boarding with Schneider. Your DBL must be notified prior to any passenger being allowed in the truck. Only one passenger can be transported at a time and the passenger must be able to physically enter and exit the truck, handle long hours on the road and be in good health. There is insurance paperwork (3 forms) that must be submitted through your DBL before being allowed to participate.
 - The specific criteria for eligibility are:
 - You must have been working in an OTR configuration just before coming to SNI (this is home weekly or bi-weekly – local/daily time at home doesn't qualify),
 - you must have 3 years of experience (Local & OTR combined)
 - and you must have been accident free for the past 12 consecutive months.
 - If not meeting all these conditions, you must qualify per next bullet point below.

(Note: The Bulk Division doesn't allow this experienced exception, you must qualify as stated in next bullet point –“6 consecutive months at Schneider without preventable crash”)

- Drivers who on-board with Schneider and attain a period of 6 consecutive months without a preventable crash at Schneider and show responsibility and diligence in overall performance will be authorized by their Driver Business Leader to participate. Passengers must be 10 years or older (for immediate family member) or 18 years or older (for a friend) to participate, only one passenger can be transported at a time and the passenger must be able to physically enter and exit the truck, handle long hours on the road and be in good health..
(Note: The Bulk Division passengers must always be over the age of 18).

The 3 specific exceptions to the no passenger's policy (continued):

1. Another Schneider associate, on company business, may be transported with prior approval of both the driver's Driver Business Leader and the manager of the passenger.
2. Extreme emergency conditions on the road may require you to transport a person to the nearest service facility. Upon arriving at the service facility, you are to call your Driver Business Leader immediately to report that a person was transported, their identity and the reason for the transport.

INJURY PREVENTION SAFETY FOOTWEAR POLICY

Did you know...Slip and fall injuries are the number one cause of injury within the trucking industry. Nationally, slip and falls are the leading cause of serious injury and death.

As professionals, we remain safe to ensure we can perform our mission and exceed our customers' expectations. We live out our core value of "safety first and always."

Company driver associates are required to wear Schneider National approved safety footwear at all times within the course and scope of the job, including company property yards, maintenance facilities, truck stop yards, and customer property.

You are required to have your safety footwear with you at the time of your company hire date. Any footwear purchased outside the Schneider and Lehigh Safety Footwear program must meet the minimum safety standards below:

- Non-Skid Slip Resistant Soles
- Leather Uppers
- Oil / Water Resistant Materials
- Ankle Protection 6 inch or higher
- Steel / Composite Toed
- In Compliance with ANSI (American National Standards Institute)
- Adopted by OSHA (Occupational Safety & Health Administration)

In addition, the sole of the shoe must be stamped "slip resistant and oil resistant."

For new driver company hires, as you participate in your on-boarding... If you do not have safety footwear meeting Schneider's minimum standards you can purchase a pair at your on-boarding/training location for a nominal charge of \$25.00 through payroll deduction. The safety footwear features Rocky, Lehigh, and Dickey's Brand meeting the requirements above.

Whenever identified by a line of business (e.g., Bulk division, Canada) and/or account specific work, driver associates must wear Schneider-approved safety footwear with steel toe and/or a six inch upper (above the ankle).

Drivers are not allowed to go barefoot nor wear footwear with open toes. Tennis shoes, flat bottom boots/shoes including cowboy style flat bottom boots, sandals, flip flops, deck shoes, clogs, etc. are also not allowed.

As a professional driver you are committed to wearing required safety footwear in adherence to the Schneider Safety Footwear Policy.

BULK DIVISION PERSONAL PROTECTIVE EQUIPMENT

To lessen the possibility of personal injury, every Bulk Division driver shall use and maintain the safety equipment issued to him/her while loading or unloading. Failure to use such equipment when required, will result in Performance Improvement action, and may lead to termination from the company.

Required PPE includes:

- Hard hat
- Face shield (**required for all loads**)
- Safety eyewear (**no contact lenses**)
- Long-sleeved shirt (**sleeves rolled down**) *SNBC Uniform Shirt Recommended*
- Long pants (**no warm-ups**). Pants are to be worn properly so as not to impede safe movement.
- Chemical-resistant gloves only
- SNBC-approved footwear (**refer to SNI footwear policy**)
- Clean shaven daily

KING PIN LOCK / HAZMAT SECURITY

Use the king pin lock while parking at all non-secure locations with a hazmat load or during any elevated security threat situation. (Please refer to the SNBC Security Plan chapter of "Your Highway to Success")

LOGGING

Drivers will keep log books in accordance with Federal Motor Carrier Safety Regulations, operating and logging hours legally.

HEADSETS & EAR BUDS

Due to some states laws and the safety issues that can arise, the use of headsets and ear buds are prohibited while driving.

CELL PHONES

Use of cell phones and all other mobile communications devices are prohibited while driving. Drivers are expected to give their full attention to defensive driving. Use of a cell phone to call or typing/reading text messages while driving, and other actions such as reading digital maps or watching DVD player/computer images distract attention that is necessary to prevent crashes and run off the roadway incidents.

Use of a Bluetooth, headset, ear buds or other hands free devices also distract attention from the driving task and are also prohibited. However, listening to text to voice navigation instructions from an in cab audio speaker system including visual in cab turn by turn directions as part of a mirror/gauge scan pattern is allowed.

WEAPONS

No weapons of any type are permitted in the cab or side compartments of Schneider owned or leased equipment or on company property, even if the driver is in possession of a valid permit.

ANIMALS

No animals or pets of any type are permitted in company owned equipment at any time. (Independent Contractors own their own tractors).

REFERRAL PROGRAM

Our referral program rewards you for referring drivers and owner operators to Schneider National. There are a number of ways to refer drivers but the best way to ensure that you get credit for referring a driver is via Macro #61 with the name and phone number of the person you are referring. Additional information is also helpful, to include City, State, Zip, date of birth, and experience level. You may also hand out referral cards with your driver number, paper driver applications with your name and driver # listed as the referring individual, and on-line applications.

Complete details on the referral program can be viewed at crossroads.schneider.com, or obtained by calling the referral hotline at 800-558-6767 x592-6063.

Method's for Referring Drivers & Independent Contractors:

- Macro #61
- Referral cards
- Paper Applications
- On-line application at www.schneiderjobs.com

CUSTOMER SERVICE

A customer's primary expectations of a carrier are:

- Pick up on time
- Deliver on time, cargo claim free;
- Immediate notification of any delay and
- Accurate information

Note: Del on (Date)	=	Deliver on that day
Del on (Date/Time)	=	Deliver on that day, before that time
Del by (Date/Time)	=	Deliver before that time
Del at	=	Appointment time

- Drivers are expected to do their part by their appearance, attitude and actions

LOAD ASSIGNMENT GUIDELINES

Schneider drivers are assigned load according to the following criteria.

1. Safe, assignable equipment available.
2. Hours of service available.
3. Ability to meet all of the specific customer requirements, as defined by the customer service package, and according to account priorities and commitments.
4. Most efficient use of the fleet as a whole. Maximize overall loaded miles and total miles per driver.
5. Home/Operating Center location, positioning early in the week to minimize the chance of a layover.
6. Special personal needs; with advance notice and approval by the Driver Business Leader.

Drivers are invited to set up an appointment to visit and observe in the Customer Service area when their work assignment brings them to Green Bay. Coordinate through your DBL.

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WORK ASSIGNMENT STEPS

1. Trip Plan using the Suggested Route, fuel optimizer and your road atlas. Discuss route with DBL if necessary.
2. Update any EDT/ETA changes via the appropriate macro or with a telephone call to your DBL.
3. DBL will try to get the delivery time changed
4. If unable to change the delivery time, the DBL will see if a relay is feasible. If so, you must send your ETA to possible relay points (usually an O.C. or drop lot).
5. Deliver early in the day with hours available whenever possible.

NEW BUSINESS LEADS

When you hear about, or come in contact with, shippers whose truckload business Schneider does not handle at the present time, please notify your DBL. They will forward the information to the Solve for Green Team. You may also call them directly at 800-298-2395.

TIME AT HOME POLICY

At Schneider, we know that your home and family life are important to you, so Schneider incorporates “time at home” procedures right into our dispatch routine.

OUR COMMITMENT TO YOU

In case of family emergencies, you will get home as soon as possible.

Each driver has a set number of days off over a specified period. (Your DBL has specifics on the number of days based on the work you do.)

If you are a solo driver on the road, our goal is to get you home for a minimum of 5 days every month. Your time at home frequency will be based largely on where you live.

Drivers have a calendar to plan time off up to 3 months in advance. This allows you the certainty and flexibility to pick those days that you want or need to be home including but not limited to weddings, birthdays or other important family events. (Time off for the next 30 days is locked in: ie: in June you will know your time off in July)

Working for Schneider, you'll know how much time you'll be home and when you need to leave for work. Schneider is committed to giving you quality time at home. At Schneider, you won't find yourself “just passing through.”

Your time at home expectations and the delivery on those expectations is an important cornerstone in your business partnership with your DBL. You are encouraged to review time at home with your DBL on a regular basis to help ensure your career with Schneider is a rewarding one.

COMMUNICATION POLICIES

Qualcomm, our satellite communications system, is the preferred method of communications. Use it instead of the telephone whenever possible for routine and emergency communications.

Keep messages short and to the point. Use the standard macro message whenever possible. You will find a detailed listing in your Trip Planning Guide. When a large amount of explanation or conversation is necessary, use the telephone.

TELEPHONE

Telephone use is a necessary and expensive part of our business.

Keep your telephone conversations short and to the point. The company is paying for every minute of phone time and others are waiting to get through.

You are given information on telephone numbers of people or departments you may need to call. Keep this information handy and update as needed. Call directly to Emergency Maintenance, Permits, Safety, and other support departments at 800-558-7010, using the directory provided on the cover of the orange "Pumpkin Pad" notebook.

You may reach your DBL/DSR by calling the Operations Universal 800 number. Call 800-558-1184 and enter in your board number to reach your leader. After normal business hours, your call will automatically forward to Support Shift.

CHARGE CALLS

Generally, drivers do not need to call customers. However if the need to make calls arises, keep track of the expense, the party called, the date and the reason for the call. Submit this information along with your other expenses for reimbursement. DO NOT BILL CALLS TO THE SCHNEIDER NATIONAL BUSINESS NUMBER.

OPERATIONAL POLICIES

HOURS OF OPERATION

We are a seven day a week operation. Each O.C., however has particular hours of operation based on their location. Each O.C. is supported by 2nd and 3rd Shift Operations to provide limited assistance for driver personal and load related emergencies at night and on weekends. Ask your DBL to explain your O.C.'s hours of operation. Conduct all your business, including requests for advances, during normal business hours.

2nd/3rd SHIFT OPERATIONS AND CUSTOMER SERVICE

2nd and 3rd shift are responsible for providing our drivers after hours support to include:

- All emergencies
- Unexpected load related problems

All other problems and questions need to go through the DBL

- Pay/Bonus/Benefit Issues
- Idle issues
- Cash Advances
- Load Negotiations
- Unplanned Relays
- Time at Home Issues
- Requests for Authorization Numbers
- Trip Planning and Routing
- Request to send Non-Emergency messages to drivers

Most problems can be resolved by using the following tools:

- Driver Reference Guide
- Trip Planning Guide
- Road Atlas
- Truck Stop Directory

If it is necessary for a driver to communicate with 2nd or 3rd shift, please use your satellite first, and then insure you are using the correct macro.

VACATION SCHEDULING

Vacation scheduling is coordinated through the Driver Business Leaders. They will be scheduled to take into consideration customer needs and your length of service with the company. Vacations are generally scheduled Sunday through Saturday. Vacations are not scheduled in conjunction with time at Home. If a driver is due TAH after being away from home, the vacation period will be treated as the Time At Home Period. Not everyone will be able to take vacation at the same time.

When you reach your anniversary date you will be eligible for vacation. You may take that vacation sometime in the next full year based on your preference, available weeks and other driver preferences.

Vacation is paid at the time that you take it. If you go through the entire year of eligibility without taking vacation, it will be paid off at your next anniversary date, that is, the point at which you become eligible for additional vacation weeks.

MAINTENANCE POLICIES

When returning the tractor to the yard after a tour of duty, clean out the interior and verify that all appropriate supplies and tools are present. Report any discrepancies.

Do not purchase any add oil, antifreeze, alcohol or other operating supplies from truck stops or other vendors except in emergency situations. These items are available at all authorized maintenance facilities.

EMERGENCY REPAIRS

Repairs between PM's are limited to DOT out of service, safety-related defects or maintenance items that could cause progressive damage if not repaired immediately.

When possible, use Company shops for this work. They are listed on the Driver Resource Map. IT IS NOT NECESSARY TO CONTACT SCHNEIDER EMERGENCY MAINTENANCE (SEM) WHEN USING A COMPANY SHOP.

TRACTOR PREVENTIVE MAINTENANCE

Our goal is to PM your tractor on a regular and timely basis. Schneider's PM program exceeds the DOT requirements providing a higher standard of safety for you and the motoring public. The computer helps your DBL to keep track of your approximate mileage between services by adding event miles as you complete work assignments. Two weeks prior to your tractor coming into the window for a PM, you will receive a message on your Qualcomm that your PM is coming due. That message is an estimate based on the number of miles you have run recently. It will be reasonably accurate, but it can be a little off due to running more miles than normal recently, or running fewer (vacation, etc). When that mileage reaches the beginning of the PM window, the driver stops at a company shop to complete the PM. All large and medium shops accept PM appointments up to 48 hours ahead of your arrival. Simply call the phone number in the Pumpkin Book and you will be directed to a person who schedules PMs. A PM appointment may be made through each shop or you're DBL. If you have questions, contact your DBL.

Coordinate the details of your PM with a maintenance estimator when you arrive. The time needed to complete the PM will vary depending upon whether it is an oil change PM or not, and with the number of additional items you need taken care of during this PM visit. The best use of your time and of the shop's time is to have all your work performed with your PM so you don't have to have multiple visits to the shop between PMs.

TRAILER MAINTENANCE

You are responsible for performing a pre-trip & post-trip inspection on every trailer assigned to you. If immediate repairs are needed, contact Schneider Emergency Maintenance, Estimator, or Driver Services if you are at an OC

Never leave a customer or fellow driver with an unreported, defective, inoperable, or dirty trailer.

SCHNEIDER EMERGENCY MAINTENANCE




When you cannot safely make it to a company shop for DOT out of service or safety related repairs, contact SEM. Any work performed by an outside vendor MUST be pre-approved by a member of SEM prior to repairs being started. SEM utilizes a large network of independent shops, dealers, and truck stops to perform repairs within Schneider National, Inc. specifications and processes.

To reach SEM, call 800-558-7010 and follow the prompts. If a phone call is not possible, send in a complete Macro 21. Do not call and simultaneously send in a Macro 21 as a double dispatch of service is possible. When contacting SEM be sure to have the following information ready: tractor number, trailer number, driver number, board number, exact location (to include: city, state, highway, mile marker, exit), detailed description of the problem, and any recent related problems.

TIRE MAINTENANCE

To manage cost and minimize down time, company maintenance shops should be your first choice for tire work. Wingfoot tire banks are your second choice, and calling SEM is your third choice.

Check for excessive low or flat tires whenever you stop. This is the way to minimize the chance of a time consuming service call. If you use a tire gauge to periodically check inflation, please have the shop verify the accuracy of your gauge when they PM your tractor.

			
Inflation (cold tire)	110 psi	90 psi	100 psi
Removal depth	5/32nds	5/32nds	3/32nds

For normal tire replacement due to wear or mismatched tires, use the company shop maintenance network.

For DOT defective or questionable tires, use company shops and the tire bank network (reference maps with locations are located at all company operating centers and on the intranet).

For DOT out-of-service tires contact SEM.

PRE-TRIP INSPECTIONS

Complete a pre-trip inspection of all equipment before operation each day. (See pre-trip checklist for details). IT is critical during the pre-trip inspection to physically check the 5th wheel to ensure a proper connect. High hooking or incomplete hook is extremely dangerous!

During operation you should remain alert for any indication of problems through use of the mirrors and gauges or smell, sound and feel of the vehicle. Upon returning to the vehicle after an extended stop, you are expected to make an en route equipment check of the unit to note any leaks or other mechanical defects that might have occurred during operation.

Report safety defects or critical maintenance defects to SEM, or a Driver Services Technician.

ACCESSORY EQUIPMENT

Tractor Assigned: Each tractor is equipped with accessory equipment that stays with the tractor. Each driver is responsible to insure that the tractor equipment is present and in operating condition whenever a newly assigned tractor is picked up or a tractor is left parked where it may be reassigned. Each tractor must have a fire extinguisher, and a triangle marker safety kit. Tractors licensed for western operation must have three sets of single wheel tire chains or two sets of singles and one set of duals.

Expendable supplies, such as add oil, or spare bulbs, should be left in the vehicle when parking it. When picking up a newly assigned unit, drivers must check for an adequate supply.

Driver assigned: Drivers will be issued additional items for which they are accountable. These items include unloading hose, fittings. Upon termination, all items issued by the company must be returned or paid for. (The cost of this equipment will be charged to the driver, if it is not returned, or otherwise accounted for.)

PERSONAL TOOLS

You are not expected to be a mechanic and have a tool kit with you that would allow you to overhaul the engine or transmission. You should however, have some tools that you're able to use to get you out of a jam and keep you moving.

You should carry tools like a:

- Truck tire air pressure gauge
- medium size claw hammer
- 9/16 box/open end wrench
- 5/16 box/open end wrench
- #2 phillips screwdriver
- Medium flat screwdriver
- Vice grips
- 7/16 – 1/2" drive six point socket
- wire cutters (side cutters)
- 6" pliers
- Filter Wrench
- 2 pairs of gloves
- 3 lb. Sledge with a short handle
- 1/2 box/open end wrench
- 3/4 box/open end wrench
- #3 phillips screwdriver
- 2 – 12" adjustable wrenches
- 1/2" drive breaker bar
- 3/4 - 1/2" drive six point socket
- 2 flashlights/batteries
- Roll of mechanics wire
- Ice scraper
- T-25 Torx bit

You should also purchase a sturdy tool box large enough to hold your tools. If you buy name brand tools, you will cut down your long term expense.

EQUIPMENT MODIFICATION

Drivers will not physically modify in any way the tractor interior or exterior. Unauthorized modifications are detailed in the Driver's Commitment to Care. Drivers will not modify or tamper with any tractor component. Drivers will not modify or tamper with any wiring in the tractor. SNI allows power inverters plugged into the 12 volt power supply up to a 180 watts. Tractors are checked at each PM for compliance with this policy.

The company may charge the responsible driver for necessary maintenance to return equipment to its original condition.

DROPPING TRAILERS

Whenever dropping or spotting a trailer, please make sure that it is left in good working order for the next driver to pick up. Do a post-trip inspection for flat tires, body damage, missing parts or any leaks. If a customer should ever refuse to load a trailer, call your Driver Business Leader.

Also, make sure that the trailer dollies are in firm ground. Trailers, especially when loaded, may sink into dirt, mud or asphalt. Provide support for dolly pads if you must drop the trailer on a questionable surface.

The best location to drop loaded trailers is on a concrete drop pad. If there are no concrete pads and you're unsure... **DO NOT** drop the trailer. Call your DBL or Extended Operations for further instructions.

Do not drop loaded trailers unless instructed to do so. A loaded, dropped trailer is a prime target for theft. The Driver Business Leader can suggest secure locations. Leave bills in the document holder for the next driver picking up the trailer unless told otherwise.

Note: Bulk Division Drivers are never to enter tank trailers.

VEHICLE OR CARGO THEFT

If the work assignment indicates a high risk load, verify the commodity on the bill of lading. Notify Customer Service if it is different. Discuss your trip plan and any questions with your DBL. Whether or not a load is considered “high risk”, follow these procedures to avoid theft of any load or the vehicle itself.

The precautions to avoid vehicle theft are:

- Park only in well lighted secure areas.
- Make sure the tractor is locked and trailer is sealed, check at each stop.
- Do not leave it for long periods, back against wall or fence.
- Follow the most direct route.
- Never disconnect the units unless authorized.
- Do not talk about the cargo with unauthorized individuals.
- Service call with your DBL.
- Arrive at shipper, full of fuel. Follow the most direct route.

Should a theft or hijack occur, notify the **local police** and Driver Business Leader (or Support Shift after hours) immediately. Try to gather as much information as possible to assist in the recovery of the property.

PERFORMANCE IMPROVEMENT PROCESS

INTENT

We believe that people are our most important asset and that they want to do a good job. It is our intent to create and maintain a work atmosphere where associates understand and perform to, or exceed job expectations. Continuous improvement is demanded by our customers and it is in that spirit that we expect the same of ourselves.

PERFORMANCE = SKILL + COMMITMENT. We recognize that we cannot get better without feedback. Part of the role of all associates and their leaders is to understand individual performance, where problems are related to skill or commitment, and to translate feedback into actions to improve, when needed. Once that feedback is given, the expectation is that the action steps for improvement will be carried out by the associate and performance will improve.

GUIDELINES FOR THE PROCESS

- All associates have the right to be treated with dignity and respect. We treat each associate as we would like to be treated ourselves. We will recognize and reinforce positive performance; while working to improve those areas where expectations are not met.
- Feedback is timely, specific and easy to understand.
- Feedback is given with the intent that the leader and associate develop and execute mutually agreed upon action steps to improve performance. This is not a punitive process.
- Action steps and consequences are based on the specific circumstances of the situation. An individual's overall performance is considered when making decisions. An associate is usually given an opportunity to improve their performance, unless the seriousness of the situation warrants a different course of action.

FAMILY MEDICAL LEAVE ACT

Description

The Family Medical Leave Act (FMLA) is a federal law that requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Further:

- Schneider will comply with the FMLA statutes that apply in the state where the request is made.
- A uniform corporate FMLA policy will apply to all associates, even if a worksite has fewer than 50 associates within a 75-mile radius.

Eligibility

Depending upon the situation and the applicability of state law, under federal law you are generally eligible for this benefit following 12 months of employment and you have worked at least 1,250 hours. If eligible, you may use up to 12 weeks unpaid leave, per 12-month period (measured on a rolling basis backward from the date you use any family medical leave) with substitution of pay from vacation days.

FMLA Notice: All leave of absences (sickness & accident, short-term disability, worker's compensation, etc.) will run concurrent with FMLA.

Uses of FMLA

Unpaid FMLA leave may be granted for the following reasons:

- To care for the associate's child after birth, adoption, or receiving a child for foster care. (12 work week maximum)
- To care for the associate's spouse, child, or parent who has a serious health condition. (under 18- or over with disability)
 - Note: Certain close family members, such as grandparents, parents-in-law, grandchildren, domestic partners or adult children are not technically covered by law.
- For the associate's own serious health condition that makes it impossible to perform essential job functions. (12 weeks in a 12 month period)

Military Family Leave

On January 28, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585 (a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

- New Qualifying Reason for Leave. 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. By the terms of the statute, the provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.
- New Leave Entitlement. 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 an active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. The provision became effective immediately upon enactment. 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.

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Chapter 4



Pay & Benefits

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MUTUAL EXPECTATIONS

STEPS FOR TIMELY AND ACCURATE PAY

1. **Send in accurate and timely macros to verify your load on pickup & delivery**
2. **Write your driver, tractor, trailer & load number on all paperwork.**
3. **Submit a signed Bill of Lading, Driver Report Form and all other load documentation immediately after delivery.**
4. **Obtain proper authorization for all expenses. Scan receipts with driver & tractor number clearly written on the front.**
5. **Scan Bill of Lading, Driver Report Form, all other load documentation and paper logs (if not e-logging) at the first available location.**

TIMELY AND ACCURATE PAY

Schneider is committed to providing you with accurate and timely pay, but we can't do it alone. There are certain things that you must do before your pay can be generated. We depend on you, your Driver Business Leader (DBL), and Customer Service to do the following:

RESPONSIBILITIES: (DRIVER ASSOCIATE)

VERIFY YOUR LOAD ON PICK UP AND DELIVERY

- Verification creates your load information in the Payroll system. Late verification can delay your pay. From the work assignment macros, use the reply button and complete the required information from the bill of lading and driver report form both at pickup and delivery.
- If the customer asks you to perform an extra service such as redelivery, reconsignment, scaling offsite etc., contact your Driver Business Leader for authorization. You must include the information when verifying the bill-of-lading and should indicate service provided on the bill-of-lading or report form, but only the Driver Business Leader authorization assures you will be paid for it.

WRITE THE LOAD #, DRIVER #, TRACTOR # AND TRAILER # ON THE BILL-OF-LADING AND DRIVER REPORT FORM. Attach a Proof Of Delivery (POD) sticker. SUBMIT YOUR SIGNED BILL-OF-LADING AND REPORT FORM IMMEDIATELY AFTER DELIVERY

- This is critical for both pay and billing to our customers

GET THE PROPER AUTHORIZATION.

- You must have your Driver Business Leader approval on all pay or expense reimbursements. Your DBL will give you an authorization number to write on the front of your receipts, this is in addition to your LD#, DR#, P# and T#. Scan these receipts with all documents related to the load using the Transflo process.

SUBMIT YOUR “DRIVER LOGS WITH EACH LOAD”.

- If not on eLogging or if your eobr is not working properly than complete a log for every day as required by Regulatory (Logs are also required on your days off.) Fill them out properly and scan the originals with your paperwork. Failure to submit logs accurately and timely will affect driver pay.

PAPERWORK POLICY

This section is a tool to support you in completing the items listed above. Following these steps consistently will help Payroll process your pay on an accurate and timely basis. If you have any questions on what to do, please talk to your Driver Business Leader.

You must submit a signed Bill-of-Lading & Driver Report Form to be paid.

- The bill-of-lading and report form for a load relayed en-route must be passed on to the delivering driver. It is the responsibility of the delivering driver to submit the bill-of-lading and driver report form. The pickup driver holds responsibility for verification of all pick up activities.
- A load dropped by you for delivery by an outside carrier is considered a “delivered” load and must have a bill-of-lading turned in. Carrier signature required.
- Never leave a bill-of-lading with trailers dropped at a consignee location. Get a signature from someone, even a guard or a yardman. If no one is available, write “Dropped Trailer” on the bill-of-lading and send it in.
- If additional copies of a bill-of-lading are needed and an extra copy or photo copier is not available, make out a company bill-of-lading. The following information must be recorded: shipper and consignee, commodity, shipper bill-of-lading number, terms (collect, prepaid, and third party billing address, if applicable), weight information, bill-of-lading date, load number, name, power number, driver number, trailer number.
- Original receipts are required for reimbursement and must have prior approval from your leader.
- Attach an expense sticker to the front of each receipt and list all information, authorization number, load number, driver number, power number and trailer number.
- Call your Driver Business Leader immediately if you lose any of the required paperwork.

BILL OF LADING VERIFICATION

The bill of lading information is critical for both your pay and the timely billing of loads to customers. Because of this, the bill of lading information is to be verified immediately after pick up of each load. **TO BE SURE OF YOUR INFORMATION, HAVE THE BILL IN HAND WHEN YOU SEND IN YOUR MACRO.** The bill of lading is the proof of delivery (POD) and is how we create the invoice for the customer. When you send your pick up macro, always send billing information, including the BOL # (aka SID#, MB#, Order #) in your macro along with weight and gallons. It is critical that we receive that BOL # for each shipment.

PAPERWORK SUBMISSION

ONE LOAD – ONE TRIP SHEET!

Each load hauled must have a signed bill of lading and driver report form at corporate. It is the responsibility of each driver to submit his or her paperwork to the company **within 24 hours of delivery of each load.** **DELIVERY IS NOT COMPLETE UNTIL ALL PAPERWORK IS TURNED IN!**

Print your *power number, driver number, load number* and *trailer number* on the following:

- Trip sheet
- Bill of lading
- Logs
- Expense reports
- Receipts

Write the Schneider request/load number on each Trip Sheet along with driver, power and trailer numbers, attach a POD sticker and scan (Transflo) the bill of lading (and all other paperwork) to the company **within 24 hours of delivery of each load.** *This applies to every load with its own load #, regardless of freight type or customer.* Scanners are located at most Operating Centers and major fueling stops for you to conveniently submit your paperwork.

Things to remember...

- Submit the signed bill of lading **within 24 hours of delivery for each load.**
- Trip sheet **MUST BE COMPLETELY AND ACCURATELY FILLED OUT** for the scanners to correctly index the paperwork. **PLEASE PRINT CLEARLY.**
- One load – one trip sheet
- Keep paperwork for 60 days incase corporate requires another copy.
- Use the appropriate trip sheet (VAN for van loads, BULK for bulk loads).
- State on bill of lading if the receiver refused to sign or was unavailable.
- Delivery driver's number must be on the trip sheet (in the case of relays).
- Print the authorization number on all expense receipt and attach an expense sticker.

NOTE: All paperwork must be received by end of business on Monday to be included in that Friday's payroll.

COMPANY DRIVER EXPENSE GUIDELINES – BULK

Approval and Authorization numbers are required for ALL expenses:

Expenses requiring Driver Business Leader authorization must be discussed prior to purchase. The DBL will provide the driver with an authorization number. Record the authorization number on the front of the receipt along with the expense sticker, your driver number, power number, and load number. The items below indicate items which need prior approval. This may not be an all inclusive list. If you have questions about expense approval, contact your DBL prior to purchase.

- Tolls
- Repairs
- Trailer Washes
- Personal Vehicle Mileage
- Tractor Washes
- Meal Reimbursement
- Cleaning Supplies
- Buckets
- Caps & Plugs
- Telephone
- Cash Fuel
- Motels
- Transportation

The unauthorized use of Pre Pass Plus on any toll road requiring authorization will result in the toll expense being charged back to the driver.

Tolls: All tolls should be pre-authorized by your Driver Business Leader. If not preauthorized, drivers are subjected to be charged back the toll amount monthly.

Receipts: All expenses must be submitted within thirty (30) days. All receipts that are submitted after 30 days will need to be reauthorized by your leader. **Only original receipts are accepted.** Onionskin copies of personal credit cards, copied receipts, or altered receipts are unsatisfactory.

- Write your name, driver number, power number, trailer number, load number and authorization number (if applicable) on the front of all receipts.
- Place an Expense sticker on the front of all receipts.
- Fuel purchases and motel charges on your Schneider fuel card do not require receipts.
Please do not submit or scan with your paperwork.
- Any receipts with no information or required authorization are subject to non-reimbursement.

TEMPORARY PERMIT REIMBURSEMENT

Temporary Permits: Temporary permits do not require pre-authorization. The DBL will provide the driver with an authorization number. Reimbursement requires the submission of the permit. Receipts are not valid for reimbursement, except as noted below.

<u>State</u>	Required Documentation for Tractor Permit Reimbursement	Required Documentation for Trailer Permit Reimbursement
Oregon	Cash Register Receipt	Cash Register Receipt – 53’ trailer
Idaho	N/A	Copy of Actual Oversize

Remember Payroll will reimburse on receipts only.

PAYROLL CUT-OFF

Paperwork is received and processed Monday through Friday. Weekly paperwork receipt cut-off is end of business Friday. There are times during the year when the cut-off or pay date must be changed because of holidays. You will be notified in advance of any cut-off or pay date changes.

DIRECT DEPOSIT

Associates are encouraged to participate in the Direct Deposit program which deposits your pay check directly into a personal checking/savings account or the Express Cash feature of your SNI Comdata Fuel Card. The Direct Deposit program provides many advantages to you:

- You receive your money sooner.
- The chance of your check being lost is eliminated.
- Weekly trips to the bank to deposit your check are not necessary.
- Your family will have access to the money while you are away.
- Checks do not sit in your mailbox unattended while you are away.

DIRECT DEPOSIT PROCESS

First, determine how much will be deposited to Express Cash and how much will be deposited to your personal bank account. **Second**, you must identify a financial institution which offers this service for personal bank accounts. To sign up or change your direct deposit accounts or net pay elections go to www.crossroads.schneider.com and click on the Direct Deposit link. Once completed this information is submitted to Payroll for the changes to be made. Payroll will deposit your net check amount to Express Cash and/or your financial institution. Your money will be available to you sometime on Friday depending on your bank's posting schedule.

Pay statements explaining your earnings are available on line at www.crossroads.schneider.com. You will also receive a statement mailed directly to your home, unless you have elected only to receive electronic statements. If you choose Express Cash, a monthly statement of your Express Cash activity will be sent to your home.

ACCESSING EXPRESS CASH

Use your card to get Express Cash money from your Fuel Card at any of the 300,000 Cirrus ATM locations across the country. Access your Express Cash funds as follows:

1. Swipe your fuel card through the ATM and enter your PIN.
2. Select "Withdrawal"
3. Select Primary Checking
4. Enter the dollar amount you are requesting

ADVANCES

This section provides detail on how to obtain advances and SNI policies to follow. If you need an advance, use your Comdata Fuel Card. **Comchecks will only be issued for emergency purposes.**

You may use your Comdata Fuel Card at our Fuel Stops or ATM locations with the Cirrus or EFS logo's (Truck Stops), so careful planning can save you time and money.

ADVANCE POLICIES

- Advances received are deducted from the Driver's paycheck.
- There will be a service charge assessed for each advance issued:

Advance Type	Fee
Fuel Card advance issued through ATM	\$2.00 + owner fee
ATM Advance balance inquiry	\$2.00
ATM Advance decline	\$2.00
Fuel Card advance issued at Fuel Desk or through telephone request	\$10.00
Comcheck advance issued by DBL for personal use	\$10.00
Comcheck advance issued by DBL for Company Expenses	None

PROCEDURES TO GET AN ADVANCE

Fuel Card Advance

You will receive a Schneider National Fuel Card. You may obtain \$200.00 cash per week on the card provided you have a completed authorization form on file (filled out upon hire with the company).

The fee is based on the fee table located above and is a per transaction fee. The cycle runs Sunday through Saturday with your balance replenishing every Saturday at midnight. If you lose your fuel card, call your DBL immediately. You are responsible for all cash advances issued on your fuel card.

Fuel Card advances are issued as follows:

- Present your Fuel Card to a truckstop fuel desk attendant
- Call the Comdata number 1-800-741-6060 to authorize a Comcheck draft.

Comcheck Advance

Comchecks are designed for ***emergency purposes only*** and should be issued by the primary Driver Business Leader. In order to receive a Comcheck advance, the driver must do the following:

1. Call your DBL during normal business hours.
2. Provide your driver number, your name, DBL full name, your date of birth, the load number you are under, and a call back phone number.
3. Complete Comcheck draft with the following information given to you by your DBL.
 - Date of cash transaction.
 - Pay to the order of – your name or 3rd party name if advance needs to be payable to a business.
 - The sum of – amount requested in words.
 - \$ -- the amount requested in numbers.
 - Company name – Schneider National.
 - Transaction number of ID number – seventeen digit alphanumeric express number which is given to you by your DBL.
 - Authorization number – three digit number to be filled out by the attendance that is chasing the check.
 - Present the completed check to the attendant. You will need your license and birth date to cash the check. You must also endorse the back of the check.

NOTE: Do not repeat the transaction number back to the person that issued it to you on the phone. Someone may overhear and cash the check before you get a chance to do so. Your DBL will repeat the number twice to verify it to you.

ATM Advance

Use your card to get advance money from your Fuel Card at any of the 300,000 Cirrus ATM locations across the country. Access your ATM advances as follows:

1. Swipe your fuel card through the ATM and enter your PIN.
2. Select "Withdrawal"
3. Select "Primary Savings"
4. Enter the dollar amount you are requesting.

(Note: To avoid balance inquiry and decline fees, first call 1-800-741-6060 to determine the balance. Do not withdraw more than your balance less any ATM fees.)

NOTES:

- Comcheck draft books are available at Operating Centers and fuel stops
- Comcheck Advances must be taken in a single cashing
- All advances issued (but not cashed) will be cancelled immediately when the driver is placed into any long-term unavailable status.
- Unused advances will be cancelled 30 days after issue.

EMERGENCY MAINTENANCE ADVANCES

Advances may be issued if you are required to have repairs done on company equipment at a shop which does not accept Schneider National purchase orders and insists on cash. Call Schneider Emergency Maintenance (SEM) for a purchase order or an advance transaction number. These advances will be company expensed for company drivers.

ADVANCE DEDUCTION

Advances are automatically deducted from your pay check in the next pay cycle after the advance has been cashed or withdrawn. If you have taken an advance for reimbursable expense make sure you submit your expense report promptly.

Example of an advance deduction schedule:

<u>Driver</u>	<u>Advance Issued</u>	<u>Pay Check Deducted</u>
A	Monday, 8 th	Friday, 19 th
B	Saturday, 13 th	Friday, 19 th
C	Wednesday, 17 th	Friday, 26 th

SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	8 "A" Cashed	9	10	11	12	13 "B" Cashed
14	15	16	17 "C" Cashed	18	19 "A& B" Deducted	20
21	22	23	24	25	26 "C" Deducted	27

SCHNEIDER NATIONAL CARRIERS **U.S. DRIVER PAY AND PROGRESSION**

(Van One - Way System, non-engineered work)

(Note: Pay is periodically reviewed and may be adjusted. Please ask your DBL for any updates)

DRIVERS:

- Sunday through Saturday pay period.
- Partial weeks are prorated – an adjustment based on a seven day pay period is made for time unavailable (sick, personal time off, etc.) Pro-ration occurs when a driver is off for a full 24 hour period – midnight – midnight.

PAY AND PROGRESSION

NOTE: There are many different work opportunities that drivers can choose from such as one way system, dedicated, Intermodal, regional, teams, local etc. Due to the number of pay packages that are reflective of the work performed, it is recommended that drivers consult their DBL for their appropriate pay package detail. Drivers will receive increases to their pay through promotions. Promotions are recognition of driver's years of service.

PAY PHILOSOPHY/PAY PRINCIPLES

Pay Philosophy: Our overriding intent is to provide fair, market competitive compensation and benefits for our associates and independent contractors, **which incents them to thrive and succeed**. There are many considerations to be taken into account such as inciting behaviors aligned with work expectations, individual performance, business results, labor market and economic environmental conditions. Bottom-line, rarely is pay a simple equation to answer. The dynamics of the pay equation also often changes as does the economy and our business.

As our enterprise strategy has matured, we have realized that for each of our business sectors, Truckload, Intermodal & Logistics, to remain competitive, lines of business (LOBs) must have the autonomy to make different choices in regards to pay design. Not differences or separateness for their own sake, but rather where it is a wise and thoughtful choice. Said another way, where it makes sense, we will endeavor to have common pay stances and approaches across the enterprise.

Schneider reviews pay at least on an annual basis. The intent is to review pay and make sure that we remain competitive which in turn allows us to attract and retain the best drivers and Owner Operators.

In order to be consistent in our administration of pay across the enterprise, a representative from various parts of the organization are brought together to form the Driver Pay Team. The Pay Team has members from the following departments; line of business operations (every line of business is represented), business services, pay services, benefits, finance, driver relations, I.T., and driver recruiting. The Pay Team meets bi-weekly to provide direction as it relates to pay issues, driver pay consistency across our lines of business and to make sure we remain competitive within the industry. This team follows pay principles which help guide them in their decision making process.

These principles are as follows:

- 1.) Every job has a value based on work characteristics by business segment.
- 2.) Attracts and retains quality drivers able to provide the service requirements of our customers.
- 3.) Total compensation package that is competitive within the industry that reflects our desired driver demographics and the corresponding cost of labor.
- 4.) Considers the impact on company profitability.
- 5.) Rewards excellent performance and promotes desired behavior.
- 6.) Pay equity for work performed.
- 7.) Easy to understand, administer (timely and accurately) and explain.

1.) Every job has a value

With the realization that all work is not the same, the pay team, with input from field operations, worked toward understanding the characteristics of the work. One-way system work, being the most challenging and most random, established the base line for other work.

Six common characteristics were used to evaluate the work; time at home, weekly utilization, number of loads per week, predictability of work, hand unloads and stop offs. The seventh characteristic considers factors unique to that operation such as location (NYC-etc), wait time, physical demand of the work, length of day, time of day/week, and specialized equipment needed to perform the work. These categories would provide a good understanding of the “value of the work” and establish a level of equity for the work performed.

2.) Attract and retain quality drivers

Pay needs to be competitive and appropriate for the work performed. If not, the ability to attract or retain drivers would be at risk. The pay team considers the impact to the customer and makes sure that Schneider provides the value the customer is willing to pay for.

3.) Industry competitive total compensation package reflects driver demographics and the cost of labor.

We need to compete against regional based carriers who pay their drivers according to the cost of labor in that region. Many large truckload carriers have established a regional pay concept to be competitive. Based on supply and demand, some regions of the country require a higher cost of labor. It is important to recognize those differences, which impact the ability to recruit new drivers.

Understanding Competitive W-2 earnings

It is important when dealing with pay to understand wages as full year W-2 wages vs. just the rate per mile. Rate per mile can be misleading. Ex. 1500 miles x \$.39 cents per mile = \$585.00. 2500 miles x \$.27 cents per mile=\$ 675.00.

4.) Considers impact on company profitability

One of the driver’s primary concerns is job security and the only way to protect job security is through company profitability and a satisfied customer. How Schneider pays for work performed must reflect the business needs and service to the customer. System work will be paid differently than dedicated work because of the activities necessary to service the customer. System work is unpredictable, irregular and lacks consistency due to the nature of that work, but it also provides the opportunity to earn a higher wage. Dedicated work provides predictability, consistency and competitive pay. It is very attractive to our driver force, but dedicated work is also sought after by other carriers because of the characteristics of the work.

There is a trade off that drivers need to make when choosing between working in the system or choosing a dedicated opportunity.

5.) Rewards excellent performance and helps promote desired behavior

Bonus

Bonus pay was established to reward **exceptional, outstanding performance**. Achievement of key factors positively impacts the variable cost of the business and positively impacts the W-2 earnings of the driver.

Longevity Pay

We value our experienced drivers and want to recognize their **consecutive** years of service with the organization. There is also the expectation with that level of experience, that a driver will provide a higher level of performance.

6.) Pay Equity for work performed

Schneider does not intend to pay a rate that is not equitable for the work performed or the cost of labor in a region. The cost of labor for a region, what a customer is willing to pay, and the impact of the economy will all come into play in the rate of pay.

7.) Easy to understand, administer (timely and accurately) and explain

There is really no simple way to administer pay. Pay is complex due to the unique characteristics of work, the demands of a customer, and the competition in the marketplace. It is our responsibility to make sure that drivers are paid timely and accurately.

SCHNEIDER NATIONAL CARRIERS PROMOTION TABLE

CRITERIA FOR INEXPERIENCED DRIVERS

Phase 1, Level 1. Promotion effective after completion of week 4

Phase 1, Level 2. Promotion after 6 months from Date of Hire

Phase 2, Level 1. Promotion after 12 months from Date of Hire

Phase 2, Level 2. Promotion after 24 months after Date of Hire

Phase 2, Level 3. Promotion after 36 months after Date of Hire

Phase 3, Level 1. Promotion after 48 months after Date of Hire

Phase 3, Level 2. Promotion after 60 months after Date of Hire

Phase 3, Level 3. Promotion after 72 months after Date of Hire

Phase 3, Level 4. Promotion after 84 months after Date of Hire

CRITERIA FOR EXPERIENCED DRIVERS

Promotion after 6 months from Date of Hire for drivers hired with 6-12 months of experience

Hired with greater than 12 months of experience, promotions will occur in 12 month increments from Date of Hire.

- All promotions occur on the first of the month following qualification starting with 6 months SNI experience.

***Note: Effective 3/1/09 the driver promotion program will be hold until further notice. This is the same stance that is being taken with all SNI associates.**

SNBC ACCESSORIAL COMPENSATION SUMMARY

(Eligibility for accessorial compensation begins at Phase 1 Level 1)

ACCRUED VACATION:

Accrued vacation is paid if a driver takes vacation pay during the same week that he/she is working. Because the driver is receiving two weeks of pay during a one week time frame, they will be taxed at a higher rate. DBL authorization is required.

BLOW OVER:

A blow over occurs when the product is pumped from one tank to another. This is paid the same as a load. Excess time is paid after 3 hours **with authorization**. Miles are paid to and from the location of the blow over. DBL authorization is required

BREAKDOWN:

24 Hour Breakdown: Paid as a flat amount when a driver is off duty, away from his home terminal, after a 24 hour period. DBL authorization is required.

CANADIAN BORDER CROSSING DELAY:

Delay pay for crossing the Canadian Border. Paid after 2hr delay. DBL authorization is required.

CANADIAN BORDER CROSSING:

With the new Western Hemisphere Travel Initiative that went into effect on June 1st 2009 a flat amount will be paid to the driver.

COMPANY BUSINESS:

Company Business covers activity that is NOT tractor related. Company Business can be paid in increments of one quarter day, one half day, three quarters of a day or a full day. DBL authorization is required.

TRAINING EVENTS:

At times, Bulk Operations may determine a training event qualifies for pay. If a training event is determined to qualify for pay, pay will normally be paid as one half day of Company Business

DISCRETIONARY PAY:

The purpose of discretionary pay is to cover unusual, exceptional situations, outside of defined policies. The amount for activity is determined and authorized by the OCM.

DRUG AND ALCOHOL RANDOM TESTING:

Drivers will be paid for each second and subsequent combination of random drug and alcohol test in a calendar year.

EXCESS (DETENTION) TIME:

Paid after the third hour when a driver is delayed at a customer location. Paid in 1/4 hour increments. DBL Authorization is required.

FUNERAL PAY:

A driver is eligible for up to three consecutive days pay to attend the funeral of an immediate family member. This includes spouse, parents, children, brother, sister, parents-in-law, step-parents, step-children, Grandparents, Grandparents-in-law, Grandchildren, step-brother or step-sister.

JURY DUTY:

DBL authorization is required.

LAYOVER:

Paid as a flat amount when a driver is off duty, away from his home terminal, after a 24 hour period. Paid after each 24 hour period. Paid according to Phase. DBL authorization is required.

LOAD/UNLOAD (stop off pay):

A stop, or load/unload, is defined as a plant site. Several tanks within the same plant site constitute one stop, or one load/unload.

MILEAGE PAY:

Compensable miles are calculated by computer programs based on a computerized mileage system such as the most current version of PC Miler or Household Goods Carrier's Mileage Guide shortest route (HHMG) as determined by Schneider's computerized mileage and equipment tracking systems, which compensable miles may or may not reflect mileages as set forth on an odometer, hubometer, GPS or other navigational systems, Electronic On-Board Recorder, or other mileage counter or calculator systems. The mileage rate of pay will include all duties including, but not limited to, being dispatched, pre-trip inspection of equipment, pickups, deliveries, linehaul operations, communication and reporting to business leaders, co-employees, associates, and customers, exchange of equipment, equipment maintenance, equipment relays, waiting and detention time, full and self-service fueling, equipment checks, scaling, loading, unloading, supervision of loading or unloading, verifying the count of freight, applying claims prevention materials, blocking and bracing of freight, ensuring the trailer is clean, safe and serviceable for loading, post trip inspection of equipment, completing driver logs, completing bills of lading, completing all paperwork, and compliance with all state and federal paperwork and inspection requirements.

PER DIEM PAY

Per Diem pay is a method of pay maximizing a driver's weekly take home pay. This is achieved through a combination of a lower taxable mileage rate combined with a non-taxable per diem rate. The total take home pay is higher due to reduced withholding and payment of non-taxable pay.

SHORT HAUL PREMIUM:

Paid when a driver picks up a load and delivers or drops it. Driver is not required to live load or unload at either end for short haul premium. Anytime a driver has a load and it falls within the shorthaul mileage band, the driver gets paid.

STEAMING:

This is paid the same as excess time (detention) after three hours. Miles to and from the tank wash will be paid. DBL authorization is required

SUPERVISED WASH:

Paid when the driver brings the trailer to the tank wash and waits for the trailer to be washed.

TRAILER SHUTTLE:

Paid when a driver picks up an empty trailer and moves it to another location.

VACATION PAY:

Vacation is paid at 1/52 of prior calendar year's gross working wages. Working wages include mileage pay, accessorial, performance bonus, vacation and holidays. It does not include non-working wages such as disability pay, prizes, or worker's compensation, etc..

Driver is eligible for vacation after one full year of employment. A driver's eligibility to use vacation is based on his date of hire, not calendar year. One year from his original date of hire the driver is eligible for one week of vacation. He has one full year from his anniversary date to use this vacation time. If it is not used it will be paid out as accrued on his anniversary.

Vacation cannot be accumulated from year to year. It must be taken during the 12 month period after the time it has been earned. Vacation will be paid on the normal pay date following the week of vacation. Weekly Vacations must be used in one week increments. Vacations should run from Sunday through Saturday.

1 YEAR OF EMPLOYMENT	= 1 WEEK VACATION
2 YEARS OF EMPLOYMENT	= 2 WEEKS VACATION
7 YEARS OF EMPLOYMENT	= 3 WEEKS VACATION
15 YEARS OF EMPLOYMENT	= 4 WEEKS VACATION

SCHNEIDER NATIONAL BULK CARRIERS QUARTERLY PERFORMANCE BONUS

Effective October 1, 2010

Bonus Eligibility

- 100% service accuracy (no driver-related service exceptions)

- Total preventable accident costs cannot exceed \$250/quarter
- No lost time injury /disability greater than 24 hours
- No Product Mis-deliveries, Driver Preventable Spills, Unreported Heel, Failure to Wear PPE, or Improper Unit / Load Security

- Combined overspeed must not exceed 5% (>63 mph cruise & >70 excessive)
- Idle requirements – 2 tiered (see table)
 - Excluded idle for service/maintenance reasons only
 - HIT loads
 - Excessively long loads/unloads
 - Temp <-10 deg F, Temp <10 deg F & no plug in available

- All drivers eligible except those showing a phase and level of T.0
- Must be employed full quarter and at bonus payout
- No Data – No Bonus
- No Refusal of Work, Must Be Available As Committed
- No Equipment Modifications
- No Run Out of Fuel Incidents
- No Driver Related Fine(s) Greater Than \$100
- No Unprofessional Behavior / Inappropriate Conduct
- Drivers with sleep apnea that do not use an inverter will be held to same standards as rest of fleet. The new machine not requiring an inverted should be issued to any driver diagnosed after 7/1/2010.
- Drivers with sleep apnea using a machine that does require an inverter will be given an idle requirement of 50% with or without a heating unit.

If Service, Safety, Overspeed And Miscellaneous Eligibility Requirements Are All Met As Stated Above, Drivers Are Eligible For The Following Bonus Payout If Idle Percentages Are Achieved: (Phase 3 Level 4 Drivers must achieve additional criteria of OOR or Valid Fuelings)

SNBC MAXIMUM IDLE PERCENTAGES

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
Idle Requirement	<40%	<50%	<30%	<40%	<40%	<50%	<30%	<40%
With Heating Unit	<20%		<30%	<40%	<40%	<50%	<20%	
With Cooling Unit	<40%	<50%	<20%		<20%		<30%	<40%
Not 3.4 - Payout Per Mile (Team, Network, Home Run, Regional Mileage, Dedicated Mileage)	.02	.01	.02	.01	.02	.01	.02	.01
*Phase 3 Level 4 Drivers ≤ 7% OOR	.03	.015	.03	.015	.03	.015	.03	.015

**Not 3.4 - Flat Payout (Custom Regional, Local ABP, Local Salary)	\$400	\$200	\$400	\$200	\$400	\$200	\$400	\$200
** Phase 3 Level 4 Drivers 80% Valid Fueling	\$600	\$300	\$600	\$300	\$600	\$300	\$600	\$300

See Following for the Detail on Phase 3 Level 4 Additional Bonus

Criteria	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7	Scenario 8	Scenario 9	Bonus Specifics
Safety	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	\$.03 Prf.
Service	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	\$.03 Prf.
Speed	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	\$.03 Prf.
Idle	Yes/full	Yes/full	Yes/Part	Yes/Part	No	Yes/full	Yes/full	Yes/full	No	\$.03 Prf.
OOR ≤ 7%	Yes	No	Yes	No	Yes	Yes	Yes	Yes	No	\$.03 Prf.
TTL Bonus Earned	\$.03	\$.00	\$.015	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	
Bonus earned Type	Full Perf.	Not Earned Perf/OOR	\$.015 Perf.	Not Earned Perf. OOR	Not Earned Perf/Idle	Not Earned Perf/Equip.	Not Earned Perf/Saft.	Not Earned Perf/Svc.	Not Earned	

Schneider National Bulk Carriers

2008 Quarterly Performance Bonus Phase 3, Level 4 OOR & Performance Scenarios Effective 7/1/09

Team, Network, Home Run, Regional Mileage & Dedicated Mileage Drivers

Scenario 1:

- \$.03 Performance Bonus achieved

Scenario 2:

- Performance bonus not achieved due to OOR

Scenario 3:

- \$.015 Performance bonus earned due to 2nd tier idle achievement

Scenario 4:

- Performance bonus not achieved due to OOR

Scenario 5:

- Performance bonus not achieved due to Equipment Operation - Idle

Scenario 6:

- Performance bonus not achieved due to Equipment Operation - Overspeed

Scenario 7:

- Performance bonus not achieved due to Safety on the Job

Scenario 8:

- Performance Bonus not achieved due to Customer Service Failure

Scenario 9:

- Performance not achieved

Schneider National Bulk Carriers

- 2008 Quarterly Performance Bonus Phase 3, Level 4
 - Fuel & Performance Scenarios
 - Effective 7/1/09
- Custom Regional, Custom Local, ABP & Salary Drivers

Criteria	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7	Scenario 8	Scenario 9	Bonus Specifics
Safety	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	\$600 Prf.
Service	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	\$600 Prf.
Speed	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	\$600 Prf.
Idle	Yes/full	Yes/full	Yes/Part	Yes/Part	No	Yes/full	Yes/full	Yes/full	No	\$600 Prf.
Valid Fueling ≥ 80%	Yes	No	Yes	No	Yes	Yes	Yes	Yes	No	\$600 Prf.
TTL Bonus Earned	\$600	\$0	\$300	\$0	\$0	\$0	\$0	\$0	\$0	
Bonus earned Type	Full Perf.	Not Earned Perf/Fuel	\$300 Perf.	Not Earned Perf/Fuel	Not Earned Perf/Idle	Not Earned Perf/Equip.	Not Earned Perf/Saft.	Not Earned Perf/Svc.	Not Earned	

Scenario 1:

- \$600 Performance Bonus achieved

Scenario 2:

- Performance bonus not achieved due to valid fueling percentage

Scenario 3:

- \$300 Performance bonus earned due to 2nd tier idle achievement

Scenario 4:

- Performance bonus not achieved due to valid fueling percentage

Scenario 5:

- Performance bonus not achieved due to Equipment Operation - Idle

Scenario 6:

- Performance bonus not achieved due to Equipment Operation – Overspeed

Scenario 7:

- Performance bonus not achieved due to Safety on the Job

Scenario 8:

- Performance bonus not achieved due to Customer Service Failure

Scenario 9:

- Performance bonus not achieved

BONUS PAYMENT INFORMATION

- If insufficient data is extracted in the categories of speed and/or idle for the quarter, the driver will not be eligible for the quarterly bonus payout.
- A bonus period is equal to a calendar quarter.
- Bonus payout occurs the Friday following the third Monday of the month following the end of the period.
- The bonus is calculated on miles paid for the quarter.
- Bonus for teams is based on individual performance. Each team member earns a full bonus payout based on his own paid miles.
- You **must** be employed for the entire quarter and on the day the bonus is paid.
- The bonus pay will be included in your weekly paycheck and taxed as supplemental earnings according to federal taxing regulations.

***Note: In an effort to strive for excellence the Bonus Criteria is subject to periodic review and change.**

Longevity Pay

(Freeze currently in Effect)

BENEFITS SUMMARY

(US Driver Associates)

Benefit	Provider(s) & Contact Information
<p>401(k) Savings Plan One of the best plans in the industry, with a pre-tax company match worth \$2,500 per year for the experienced driver.</p>	<p>Wells Fargo Phone: 1-800-258-2715 Website: www.wellsfargo.com/retirementplan</p>
<p>Employee Assistance Plan (EAP) Free and absolutely confidential counseling for you and your family from the Associate Support Program.</p>	<p>LifeEra/United Behavioral Health Phone: 1-800-955-7956 Website: www.liveandworkwell.com</p>
<p>Credit Union Special banking services and competitive loan rates to save you money</p>	<p>Schneider Community Credit Union Phone: 1-800-236-0747 Website: www.schneiderccu.com</p>
<p>Debt Management Service Helps reduce your debts with a budget that can lower interest charges and penalties</p>	<p>National Foundation for Credit Counseling Phone: 1-800-388-2227 Website: www.debtadvice.org</p>
<p>Dental Plan Offers discounts when you use network dentists</p>	<p>Delta Dental Phone: 1-800-236-3712 Website: www.deltadentalwi.com</p>
<p>Accident Insurance/Disability Program Excellent coverage at low rates not available to the general public</p>	<p>AFLAC Phone: 1-800-422-1644 Website: http://aflwi.com/Schneider benefits/</p>
<p>Financial Services Free financial planning customized to help you meet your future needs</p>	<p>Ameriprise Financial Phone: 1-800-437-3500 Website: www.ameriprise.com</p> <p>AXA Advisors, LLC Phone: 1-800-536-3243 ext. 2825 Website: www.axaonline.com</p>
<p>Flexible Spending Accounts – Health Care and Dependent Care An easy pre-tax way you can save money on medical bills or child care expenses</p>	<p>Mangrove Employer Services Phone: 1-888-862-6272 Option 3 Website: www.miwebflex.com (PIN Required)</p>
<p>Home and Auto Insurance Deep discounts on your personal home and auto insurance rates</p>	<p>Metropolitan Life Phone: 1-800-438-6381 Website: www.metlife.com</p>
<p>Home Computer Discounts Opportunity to purchase home computer equipment at special rates.</p>	<p>Dell Phone: 1-866-535-3578 Website: www.dell.com/schneider Member ID GS13384937</p>
<p>Legal Plan Major savings on legal services from a pre-paid national network of attorneys</p>	<p>Hyatt Phone: 1-800-821-6400 Website: www.legalplans.com Password 3580010</p>

Benefit	Provider(s) & Contact Information
Medical Plan Choose from three medical plan options; Includes prescription drug coverage.	Definity Health Phone: 1-800-765-6099 Website: www.myuhe.com
Banking Specializing in money market, high yield savings and CD's.	MetLife Bank Phone: 1-800-438-6388 Website: www.metlife.com/mybenefits
Preferred Mortgage Program Special mortgage rates for qualified applicants with one easy phone call.	Wells Fargo Phone: 1-800-644-8083 Website: www.employeemortgage.com/schneider2282
Real Estate Referral Service Cash rebates on buying or selling a home. Call first before listing with an agent.	Simple Move Phone: 1-866-849-5615 Website: www.simplemove.com
Vision Eye exam covered in full after \$5.00 co-pay and deep discounts on eyewear.	EyeMed Vision Phone: 1-800-799-0259 Website: www.eyemedvisioncare.com
Hearing Special Discounts on hearing aids.	Tru-Hearing Phone: 1-800-866-4327
Lasik Vision	TLC Phone: 1-877-PLAN-TLC Website: www.tlcvision.com
American Mobile Dental (Currently only available at West Memphis OC) Dental unit on site one day a week to meet your walk in needs. Appointments are available. AMD is a network provider in the Delta Dental plan.	Phone: 1-877-248-6648



Chapter 5



Drug & Alcohol Policy

Schneider National, Inc. DRUG/ALCOHOL ABUSE POLICY

Effective Date: October 2010

Schneider National, Inc.

DRUG/ALCOHOL ABUSE POLICY

Effective Date: October 2010

This policy includes requirements for controlled substances and alcohol testing as detailed in 49 CFR Parts 40 and 382. Sanctions, discipline or other requirements imposed under Company policies, which are higher standards than the Department of Transportation Regulations, appear in *bold / italic type* throughout the rest of this document.

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I. DESIGNATED EMPLOYER REPRESENTATIVE (DER)

At Schneider, we understand that our driver associates may have concerns and questions involving the area of alcohol and controlled substance (drug) testing. The Regulatory Services Department's Drug and Alcohol Specialists have been identified as the Designated Employer Representatives (DER) to answer your questions about the company's alcohol and controlled requirements, policies, and programs. Please call them at 1-800-558-7010. When prompted by the message system press 1 on a touch tone phone, then 7, then extension 3809, then 1 to confirm.

II. INDIVIDUALS SUBJECT TO TESTING

The Federal Motor Carrier Safety Regulations require any individual who operates a commercial motor vehicle (CMV) in interstate or intrastate commerce and who is required to possess a commercial driver's license (CDL) for the operation of the CMV be tested for alcohol and controlled substances (drugs) at certain times and for certain occurrences. This means all Schneider Driver Associates must be tested. This also applies to any individual who operates a motor vehicle on behalf of Schneider in a contract, lease or other agreement with Schneider. A photo ID is required when undergoing any testing.

III. DEFINITIONS

- A. *Adulterated Specimen* – A specimen that contains a substance not expected to be found in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
- B. *Alcohol* – the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- C. *Alcohol Use* – the drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.
- D. *Alcohol concentration (or content)* – the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
- E. *Canceled Test* - A drug or alcohol test that has a problem or cannot be considered valid under DOT rules. A canceled test is neither a positive nor a negative test.
- F. *Commercial motor vehicle* – is defined as a motor vehicle or combination of motor vehicles used to transport passengers or property which:
 - 1. Has a gross combination weight rating of 26,001 or more pounds (11,794 or more kilograms) inclusive of a towed unit with a gross motor vehicle weight rating of more than 10,000 lbs. (4536 kg.), or has a gross vehicle rating of 26,001 or more pounds (11,794 kg.); OR
 - 2. Is designed to transport 16 or more passengers, including the driver; OR
 - 3. Is of any size and is used in the transportation of hazardous materials required to be placarded under the Hazardous Materials Transportation Act.

III. DEFINITIONS Cont...

G. *Controlled Substances*

1. Marijuana
2. Cocaine
3. Opiates
4. Amphetamines
5. Phencyclidine

H. *Dilute Specimen* – A specimen with creatinine and specific gravity values that are lower than expected for **human urine**.

I. *Driver* – any person who operates a commercial motor vehicle, including but not limited to: full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors.

J. *Safety-Sensitive Function* – all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

“Safety-Sensitive Functions” include:

1. All time at a Company or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by Schneider;
2. Performing, ready to perform, or immediately available to perform any safety-sensitive functions at an Operating Center, Customer, or other facility.
3. All time inspecting equipment as required by 49 CFR 392.7,.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
4. All time spent at the driving controls of a commercial motor vehicle in operation;
5. All time, other than driving time, in or upon any commercial motor vehicle, to include training, except time spent resting in a sleeper berth conforming to the requirements of 49 CFR 393.76;
6. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle, or at an accident scene.

K. *Split Specimen* – In DOT drug testing, a part of the urine specimen that is sent to the laboratory and retained unopened in secure storage until the employee whose test is positive, adulterated or substituted, requests that the specimen be transferred to a second laboratory for re-confirmation.

L. *Substituted Specimen* – a specimen with creatinine and specific gravity values that are so diminished that they are inconsistent with human urine.

IV. PROHIBITED CONDUCT

The following alcohol and controlled substance related conduct is prohibited by DOT regulations and company policy for driver associates performing safety-sensitive functions:

1. No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of **0.01 or greater**. (382.201).
2. No driver may use alcohol while performing safety-sensitive functions. (382.205).
3. No driver may have possession of alcohol while on duty or in the unit, unless the alcohol is **manifested as part of the assigned load**. (392.5).
4. No driver may perform safety-sensitive functions nor participate in training **within 8 hours** after **having used alcohol**. (382.207).
5. No driver required to take a DOT Post-Accident alcohol test may use alcohol for 8 hours following **the accident, unless post-accident alcohol test has already been completed**. (382.209).
6. No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in 382.107, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. (382.213).
7. No driver may report for duty, remain on duty or perform a safety-sensitive function, if the driver **tests positive for controlled substances**. (382.215).
8. No driver may refuse to submit to any alcohol or controlled substance test required under this DOT **and Company Policy**. (382.211).

In the event Schneider has actual knowledge that a driver has violated any of the above prohibitions, it will prohibit him/her from performing any safety-sensitive functions.

V. TESTING CIRCUMSTANCES

A. Pre-Employment / Pre-Duty (Controlled Substance only)

Prior to the first time a driver performs a safety-sensitive function for Schneider (including job applicants and employees transferring into a position requiring the operation of a commercial motor vehicle), he/she will be required to undergo testing for controlled substances and will not be allowed to perform any such function unless a verified negative drug test result is received from the medical review officer

B. Post-Accident

As soon as practicable following an accident, DOT requires any driver to submit to tests for alcohol and controlled substances if:

1. The driver was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life; OR
2. The driver received a moving violation citation under State or local law arising from the accident AND the accident involved bodily injury to a person who required immediate medical attention away from the scene. OR
3. The driver received a moving violation citation under State or local law arising from the accident AND the accident involved one or more vehicles incurring disabling damage as a result of the accident and the vehicle had to be transported away from the scene by a tow truck or other vehicle.

If medically treated obtain a copy of the records that reflect what medications you were administered. This way you will have your supporting information in case there is a question on your drug test.

A. Random

Schneider will conduct random drug and alcohol tests at a minimum annual percentage rate established by the FMCSA of the average number of driver positions. Currently, 50% of the fleet must be tested for controlled substances, and 10% for alcohol, each year.

The random selection process will not be controlled by Schneider. As required by the D.O.T. Regulations, the selection process will utilize a scientifically valid method such as a random number table or a computer based random number generator matched with driver's Social Security numbers, payroll identification numbers, or other comparable identifying numbers. The tests will be unannounced and the dates for testing will be reasonably spread throughout the course of the year. All drivers will have an equal chance of being tested at any time, regardless of the number of his/her previous selections.

Any driver notified of his/her selection for random alcohol and/or controlled substances will be expected to proceed to the test site immediately. If a driver is performing a safety-sensitive function, other than driving, at the time of his/her notification of a random test requirement, he/she will be required to cease performing the safety-sensitive function and proceed to the testing site as soon as possible. However, a driver will only be required to submit to a random alcohol test if the driver is performing, about to perform, or has just ceased performing a safety-sensitive function.

B. Reasonable Suspicion

Whenever Schneider has reasonable suspicion to believe that a driver has engaged in prohibited conduct, the driver must submit to an alcohol and/or controlled substances test. Any such suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver, which may include indications of the chronic and withdrawal effects of controlled substances. These observations will be made by a company official who has received appropriate training.

The driver will not be permitted to operate a commercial motor vehicle until verified negative test results have been received. If the driver refuses to comply with these procedures and attempts to operate his/her own vehicle, Schneider will take appropriate efforts to discourage him from doing so, and may contact local law enforcement officials. Any individual failing to cooperate with any of the above procedures will be subject to discipline, up to and including discharge.

Reasonable suspicion testing will be conducted under company policy based on:

Anonymous tips, calls from shippers or customers, detailing the above conduct, behavior or appearance; An arrest/conviction to a drug/alcohol related offense; Incident where law enforcement has suspicion of drivers or contents of tractor- drivers assigned to the truck will be subject to testing; Paraphernalia found in tractor - drivers will be subject to testing. Drug testing to detect use of any Schedule I-V Controlled Substances may be required for the company's reasonable suspicion test.

C. Return-To-Duty

Before a driver, who has engaged in any conduct prohibited by this policy or who has completed a controlled substance or alcohol assessment by a Substance Abuse Professional, will be allowed to return to duty to perform a safety-sensitive function, he/she will be required to undergo return-to-duty alcohol and/or controlled substance tests, with results indicating an alcohol concentration of less than 0.02 and a verified negative controlled substance test.

D. Follow-Up

Any driver who has engaged in prohibited drug and/or alcohol-related conduct ***or who has completed a controlled substance or alcohol assessment by a Substance Abuse Professional***, will be subject to unannounced follow-up testing for alcohol and/or controlled substances as directed by the Substance Abuse Professional for up to 60 months after return to safety-sensitive duties.

The controlled substance test will use urine and the alcohol test will use breath. Under the regulations, alcohol testing will be conducted only just before, during, or just after performing the safety-sensitive functions previously discussed. ***SNI non-federal testing largely mirrors federal procedures. (5-panel, "Shy Bladder" process, refusal to test criteria, etc). No split-specimen collection will be required for non-federal drug testing.***

VI. TESTING PROCEDURES

ALCOHOL TESTING PROCEDURES

A. Alcohol Testing Personnel and Equipment

All alcohol testing will be conducted by qualified Breath Alcohol Technicians (BAT) and/or Screening Test Technicians (STT) using Alcohol Screening Devices (ASD) or Evidential Breath Testing (EBT) devices approved by the National Highway Traffic Safety Administration.

B. Alcohol Testing Procedures

All alcohol testing conducted under this policy will be done in accordance with the procedures outlined in 49 CFR Part 40, Subparts L and M. After providing photo identification to the BAT or STT, the driver and the BAT/STT will complete the Alcohol Testing Form. Any driver who refuses to sign the acknowledgment of testing in Step 2 of the form will be considered to have refused to test.

The driver will follow the BAT/STT's instructions and provide a breath or saliva sample for the initial test. If the result of the test is <0.02 alcohol concentration, the test is considered negative and the process is complete.

If the initial alcohol test result is 0.02 or greater, a confirmation test, using an EBT capable of printing the test results, will be conducted. After a waiting period of at least 15 minutes, during which the driver is observed and requested not to take anything by mouth, the driver will be asked to provide a breath sample. The purpose of the waiting period is to ensure that no residual mouth alcohol is present for the confirmation test. If the confirmation test result is ***greater than or equal to 0.01***, the BAT will immediately notify the Company representative, and the driver will remain at the testing facility until provided transportation home. The driver and the BAT will complete and sign the breath alcohol testing form and a copy of the form, including the test results, will be provided to the donor.

C. Inability to Provide a Sample

In the event a donor is unable to provide, or alleges he/she is unable to provide a breath or saliva sample, the donor will make two attempts to complete the testing process. If the driver cannot provide a saliva sample for the screening test, the driver will submit to a breath alcohol test. If the driver cannot provide an adequate breath sample after two attempts, the BAT/STT will discontinue the testing process, notify the Company representative, and the driver shall, with 5 working days, be evaluated by a physician, designated by the Company. The physician will determine if there is a medical condition or diagnosis that prevents the driver from providing an adequate breath sample. If the physician is unable to document a medical condition or diagnosis responsible for the driver's failure to provide an adequate sample, it is considered a refusal to test.

CONTROLLED SUBSTANCE TESTING PROCEDURES

A. Specimen Collection Procedures

Controlled Substances testing will be conducted using a urine specimen collection by qualified collection personnel at a collection site located on-site ***at Schneider*** or at an off-site laboratory service center or medical clinic. For all FMCSA required testing, a Federal custody and control form (CCF) will be used to document the collection process. The driver will be required to present photo identification to the collector at the start of the collection process. The collector will instruct the donor to empty the contents of his/her pockets, remove all outer clothing (jackets, hats, etc.) and leave all hand carried items outside the toilet enclosure. After washing his/her hands, the driver will be provided a wrapped collection container which is unwrapped in his/her presence. The wrapped/sealed specimen bottles will remain with the collector while the driver provides his/her specimen in the privacy of a toilet enclosure with a closed door. In circumstances where only a multi-stall restroom is available, the collector will accompany the driver into the restroom. The collector will remain outside the toilet stall/enclosure; the driver will provide the specimen while in the toilet stall with the stall door closed.

In certain circumstances the driver will be required to provide his/her urine specimen while being directly observed. Observation of urination will only be done by an individual who is the same sex as the donor. The following circumstances will require a direct observation collection:

1. The driver presents a specimen which is outside the expected temperature range (90-100 degrees F)
2. The driver presents a specimen which the collector believes is adulterated or substituted, or has specimen adulterant or substitution materials in his/her pockets.

3. A previous specimen provided by the driver was invalid for testing and there was no medical explanation for the specimen's invalidity.
4. A previous specimen provided by the driver was verified as positive, adulterated, or substituted and the split specimen was unavailable for reconfirmation.

Upon completion of urination, the driver will present the specimen to the collector. The collector will check the temperature and physical appearance of the specimen. In the driver's presence the collector will unwrap/remove the seal from the two specimen bottles, and divide the urine specimen into the two bottles, ensuring that there is at least 30 ml in the A Bottle, and at least 15 ml in the B Bottle. The collector will apply the seal/label to each bottle, date the label and ask the driver to initial each bottle label. The driver will be permitted to wash his/her hands. The specimen shall remain in the sight of both the collector and the driver from the time of presentation of the specimen to the sealing/labeling of the bottles.

For Non-Federal specimen collections, the process would require a single specimen catch of at least 30 ml. The entire specimen is placed in one bottle. The collector will then apply the seal/label to the bottle, date the label and ask the driver to initial the bottle label. The specimen shall remain in the sight of both the collector and the driver from the time of presentation of the specimen to the sealing/labeling of the bottle.

If the employee is unable to urinate, or provides an insufficient quantity of urine (<45ml for DOT collections), the donor will be provided fluids to drink (up to 40 oz.) and up to three hours to provide an adequate specimen. If the donor is unable to provide an adequate specimen after three hours, the collection process will cease. The collector will inform the company, and the company will direct the driver to be evaluated by a company-designated physician within 5 working days. If the MRO determines, after review of the physician's findings of the examination of the driver, that there is no medical explanation for the driver's failure to provide an adequate specimen, the driver will be considered to have refused to test. ***(Non-DOT collections <30ml, the above procedure applies.)***

The collector and driver will complete the CCF. The specimen bottles and a copy of the CCF will be placed in a plastic bag and sealed. The driver will be provided a copy of the CCF. Collection site personnel shall arrange shipment of the specimens to the drug testing laboratory. Prior to shipment, the specimens shall be maintained in a secure receptacle or area of the collection facility.

If the driver refuses to cooperate during the collection process the collection site person will inform the Company Designated Employer Representative (DER) and document the employee's conduct on the Drug Testing Custody and Control Form. ***Drivers are expected to exercise good faith and cooperate during the collection process and failure to do so will subject the driver to discharge or other discipline, independent and regardless of the results of any subsequent drug test.***

B. *Laboratory Analysis*

All urine specimens tested for drugs of abuse under this policy will be analyzed at a laboratory certified by the Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA).

All specimens will be tested for the drug or drug classes listed in Section II using an immunoassay screen approved by the Food and Drug Administration (FDA). The immunoassay screen will use cut-off levels established by the DHHS and DOT. Any presumptive positive test will be subject to confirmation analysis.

Any urine specimen identified as positive on the initial screen will be confirmed by gas chromatography/mass spectrometry (GC/MS) methodology. GC/MS analysis will use cut-off levels established by the DHHS and DOT for confirmation. Any specimen that does not contain drug or drug metabolites above the GC/MS confirmation cut-off levels will be reported by the laboratory as negative.

When appropriate, the laboratory may conduct analyses to determine if the specimen has been adulterated. Adulteration tests include but are not limited to specific gravity, creatinine, and Ph. In addition, the laboratory may conduct additional analyses to identify or detect a specific adulterant added to the urine specimen. If the laboratory identifies an adulterant added to the specimen, the laboratory will report the specimen as adulterated. If the laboratory determines that the specimen is inconsistent with human urine, the laboratory will report the specimen as substituted. If the laboratory is unable to obtain a valid screening or confirmation analysis, the laboratory will report the specimen as Invalid. If the laboratory determines that the specimen's specific gravity and creatinine are lower than the normal range, the laboratory will report the specimen as dilute.

The laboratory will report all test results to the Medical Review Officer (MRO) by confidential, secure electronic (not telephone) or hard copy transmission.

Negative specimens will be destroyed and discarded by the laboratory after results are reported to the MRO. Non-negative specimens (Positive, Adulterated, Substituted, Invalid) specimens will be retained in long-term frozen storage (-20 degrees C or less) for a minimum of one (1) year.

C. *Medical Review Officer*

All test results will be reported by the laboratory to a medical review officer (MRO). The MRO will be a licensed physician with knowledge of substance abuse disorders who is trained and certified in accordance with 49 CFR Part 40, subpart G. The MRO will review and consider possible alternative medical explanations for non-negative test results and will review the custody and control form to ensure that it is complete and accurate.

Prior to making a final test result for a positive, adulterated, or substituted specimen, the MRO will give the individual an opportunity to discuss the test result. The MRO will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test results. If, after making and documenting three attempts to contact the individual directly, (over a 24 hour period), the MRO is unable to reach the individual, the MRO will contact a designated employer representative. The D.E.R will direct the individual to contact the MRO as soon as possible and inform the driver of the consequences if he/she fails to call within 72 hours. If, after making reasonable efforts, the Company is unable to contact the donor, the Company will place the driver on temporary medically unqualified status or on a medical leave of absence.

The MRO may verify a test without having communicated directly with an individual about the results in three circumstances:

1. If the individual expressly declines the opportunity to discuss the test;
2. If the designated employer representative has successfully made and documented a contact with the individual and instructed him/her to contact the MRO, and more than 72 hours have passed since the individual was successfully contacted; or
3. If neither the MRO nor the employer has successfully contacted the individual after 10 days of reasonable effort.

In the test result verification process for an opiate positive, adulterated or substituted result, the MRO may require that the driver submit to a medical examination by a Company-designated physician. If the driver refuses to undergo the medical examination, the MRO will verify the test as positive or a refusal to test.

If the MRO determines that there is a legitimate medical explanation for the confirmed positive test result other than the unauthorized use of a prohibited drug, the MRO will report the test as negative. If the MRO determines that there is a legitimate physiologic explanation for the adulterated or substituted specimen findings, the MRO will report the result as a cancelled test.

If the MRO determines, that there is no medical explanation for a positive test results, the MRO will report the test as positive, and provide the name of drug(s) detected. If the MRO determines that there is no medical or physiologic explanation for the adulterated or substituted specimen, the MRO will report the result as refusal to test, and provide the adulteration or substitution criteria identified.

If the MRO determines that a specimen reported as invalid is due to medication interference or other legitimate medical circumstances, the MRO will cancel the test. If the MRO determines that there is no medical explanation for the specimen's invalidity, the MRO will cancel the test and inform the Company that another specimen must immediately be collected under direct observation.

Explanations for positive tests will not be accepted for the following:

- Foreign obtained medications or drugs (ex: use of any Schedule 1 drug: marijuana, heroin, is not authorized, even if obtained legally and used in a foreign country.)
- Use of someone else's controlled substance medicine
- Use of hemp, herbal products, etc., as an explanation for a positive test.

The MRO will not disclose to any third party medical information provided by the individual to the MRO as part of the testing verification process, except as provided below:

1. The MRO will disclose such information to the Company, Federal agency or a physician responsible for determining the medical qualification of the driver under an applicable DOT regulation, if in the MRO's reasonable judgment, the information could result in the driver being determined to be medically unqualified under a DOT rule; or
2. The MRO will disclose such information to the Company, if in the MRO's reasonable medical judgment, the information indicates that continued performance by the driver of his or her safety-sensitive function could pose a significant safety risk.

Before obtaining medical information from the donor as part of the verification process, the MRO will advise the donor that the information will be disclosed to third parties as provided above and of the identity of any parties to whom the information may be disclosed.

The MRO will notify each individual who has a verified positive, adulterated, or substituted result that he/she has 72 hours in which to request a test of the split specimen. If the donor requests an analysis of the split specimen within 72 hours of such notice, the MRO will direct, in writing, the laboratory to provide the split specimen to another DHHS-certified laboratory for analysis. **The split specimen testing will be at the donor's expense.**

If a donor has not contacted the MRO within 72 hours, the donor may present the MRO with information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the donor from timely contacting the MRO. If the MRO concludes that there is a legitimate explanation of the individual's failure to contact him/her within 72 hours, the MRO will direct that analysis of the split specimen be performed.

If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or fails to reconfirm the adulteration or substitution finding, the MRO will cancel the test and report the cancellation and the reasons for it to the DOT, the employer and the donor. If the split specimen is unavailable or unsuitable for reconfirmation, the MRO will cancel the test and inform the Company that another specimen must be immediately recollected under direct observation.

CONFIDENTIALITY AND RECORDKEEPING

A. Confidentiality

Schneider will maintain all records generated under this policy in a secure manner so that the disclosure to unauthorized persons does not occur. Thus, the results of any tests administered under this policy and/or any other information generated pursuant to this policy will not be disclosed or released to anyone without the express written consent of the driver, except where otherwise required or authorized by federal regulation or law. In addition, Schneider's contract with its designated service agents requires them to maintain all donor test records in confidence.

However, Schneider may disclose information required to be maintained under this policy to the driver, the employer or the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual. Schneider may be required to release information to a DOT agency or other Federal agency as required by applicable law or Federal regulation.

B. Access to Facilities and Records

Upon written request by any covered driver, Schneider will promptly provide copies of any records pertaining to the driver's use of alcohol or drugs, including any records pertaining to his or her alcohol or drug tests. Access to a covered driver's records will not be contingent upon payment for records other than those specifically requested.

Schneider will also permit access to all facilities utilized and alcohol or drug testing documents generated in complying with the requirements of 49 CFR Part 382 to the Secretary of Transportation, any DOT agency with regulatory authority over the employer or any of its covered employees, or to a State oversight agency. When requested by the National Transportation Safety Board as part of an accident investigation, Schneider will disclose information related to the employer's administration of a post-accident alcohol and/or drug test administered following the accident under investigation.

Records will also be made available to an identified person or a subsequent employer upon receipt of a written request from an individual, but only as expressly authorized and directed by the terms of the driver's written consent. The subsequent release of such information by the person receiving it will be permitted only in accordance with the terms of the driver's consent.

VII. REQUIREMENT THAT ASSOCIATE SUBMIT AND WHAT CONSTITUTES A REFUSAL TO TEST AND THE CONSEQUENCES

Any driver who refuses to submit to any drug or alcohol test required by this policy will be immediately removed from service and prohibited from performing or continuing to perform a safety-sensitive function. Individuals will also be subject to any discipline outlined in 'Consequences' of this policy. For purposes of this policy, "refusal to submit" to an alcohol or controlled substances test will include:

1. Failing to provide adequate breath for alcohol testing, without a valid medical explanation after a driver has received notice of a required breath test;
2. Failing to provide an adequate urine sample for controlled substances testing, without a genuine inability to provide a specimen (as determined by a medical evaluation), after a driver has received notice of a required urine test;
3. Failing to cooperate with any part of the testing process., including failing to permit direct observation or monitoring of specimen collection where required by Part 40 procedures.
4. Submitting a substituted or adulterated specimen.
5. Failing to report for required testing; or failing to report within a reasonable time after notification to do so.
6. Failing to remain at the testing site until the testing process is complete.
7. Failing to undergo a medical examination when required as part of the test result verification process, or as directed for evaluation of the inability to provide an adequate urine or breath specimen.

VIII. CONSEQUENCES OF VIOLATING THE POLICIES

ALCOHOL TESTS

- Driver associate who tests 0.04 and above
 - Will be removed from all safety-sensitive functions
 - ***Will be discharged or termination of lease agreement with the company,***
 - ***Will not be eligible to re-apply for 5 years,***
 - Will be made aware of Substance Abuse Professional (SAP) Resources
- Driver associate who tests 0.02 but less than 0.04
 - Will be removed from all safety-sensitive functions
 - ***Will be discharged or termination of lease agreement with the company,***
 - ***Will not be eligible to re-apply for 5 years,***
 - ***Will be made aware of Substance Abuse Professional (SAP) Resources***
- Driver associate who tests 0.01 - 0.019
 - ***Will be removed from all safety-sensitive functions for 24 hours.***

- Driver ‘Applicant’ who tests 0.01 or above
 - Will be removed from all safety-sensitive functions
 - *Will be turned down for employment with the company or termination of lease agreement,*
 - *Will not be eligible to re-apply for 5 years.*

CONTROLLED SUBSTANCE TESTS

- Driver associate or Applicant who tests positive, adulterates, or substitutes a specimen
 - Will be removed from all safety-sensitive functions
 - *Will be discharged or termination of lease agreement with the company,*
 - *Will not be eligible to re-apply for 5 years,*
 - Will be made aware of Substance Abuse Professional (SAP) Resources
- Driver associate or Applicant for whom we receive notifications of DOT drug and alcohol violations, positives or refusals to test, on DOT tests administered by other DOT-regulated employers:
 - Will be removed from all safety-sensitive functions
 - *Will be discharged or termination of lease agreement with the company, or*
 - *Will not be hired or brought on with the company*
 - *Will not be eligible to re-apply for 5 years*

OTHER PROHIBITED CONDUCT

- Driver associate who engages in behavior listed under Prohibited Conduct (Section IV of this drug & alcohol policy)
 - Will be removed from all safety-sensitive functions
 - *Will be subject to discharge or termination of lease agreement with the company,*
 - *Will not be eligible to re-apply for 5 years*

REFUSAL TO TEST

- Driver associate who refuses to test, (as described in Section VII of this drug & alcohol policy),
 - Will be removed from all safety-sensitive functions
 - *Will be discharged or termination of lease agreement with the company,*
 - *Will not be eligible to re-apply for 5 years.*
 - Will be made aware of Substance Abuse Professional (SAP) Resources

XII. COMPANY HAIR TESTING

In addition to the Federally required urine drug test, Schneider National, Inc. requires NON-DOT hair testing in the following scenarios:

Prehire: All applicants will be required to pass a NON-DOT hair follicle test *prior* to hauling a load. Schneider drivers who term and rehire back within 30days are not required to undergo a hair test as part of the re-hire process.

Random: All drivers will be subject to Random NON-DOT hair testing. Selections will be made separate and independent from the DOT required random urine drug tests and breath alcohol tests. Drivers failing to submit a hair sample may be termed.

1.) Hair Testing Procedures

- a. All testing will be done by trained collection personnel at a collection site located on-site at Schneider, or at an off-site medical clinic. The collector will use a collection kit provided by Omega Laboratory.
- b. A sample of hair will be collected from the back of the head, just below the crown. The sample will be 1-1 ½ inches wide by 1-2 strands deep. The collection will not be cosmetically noticeable.
- c. If the donor does not have head hair, or the head hair is thin and sparse, hair should be collected from an alternate spot. Beard, mustache, arm hair, leg hair, chest hair, or hair from the underarms may be collected. If there is insufficient body, the driver will be allowed 45 days to allow enough hair growth for a sample.
- d. The collector will cut the hair from as close to the scalp as possible, and then place the sample in the foil provided, which is then placed in the Sample Acquisition Card (SAC).
- e. The collector will then seal the SAC and sign, and initial those seals.
- f. The donor will read and initial the statement on the SAC, certifying the sample in the container is his/hers, the sample was collected close to the skin, and that he/she watched the collector seal the sample in the SAC.
- g. The donor then must read and complete STEP 3A of the Custody and Control Form
- h. The specimen is then shipped to the lab for testing.

2.) Refusal to Test

- a. Once notified of the hair testing requirement, failing to show up for the test will be considered a refusal to test for Schneider and employment will be denied or terminated.
- b. Once at the collection site failing to comply with any part of the hair testing process will be considered a refusal to test for Schneider and employment will be denied or terminated.
- c. Individuals, who have a medical condition that prohibits them from growing head or body hair, may be exempt from the hair test provided that they can provide documentation from a licensed physician as to their condition. This exam is required to take place at a Schneider approved clinic.
- d. Individuals not willing to take the hair test, citing religious practices that do not allow them to cut their hair, will be accommodated by collecting hair from other areas such as from arms, legs, chest, or underarm. Those individuals still unwilling to test will be considered a refusal to test for Schneider and employment will be denied or terminated.

3.) Laboratory Analysis

- a. The lab will test for the same drugs as the DOT urine test – marijuana, cocaine, opiates, PCP and amphetamines. The lab will also use cut-off levels similar to those established by DOT.
- b. All initial positives are confirmed using mass spectrometry (GC/MS, GC/MS/MS, or LC/MS/MS).
- c. The Laboratory will report all test results to the Medical Review Officer (MRO) by confidential secure electronic means.
- d. Negative specimens will be stored for a period of one month. Positive hair samples are stored for five years.

4.) Medical Review Officer (MRO)

- a. The MRO will follow the same process, as outlined by the Federal Rules and Regulations, for Schneider Company Hair Testing as is done for the DOT urine testing.

- b. If the donor does not agree with the result of the hair test, he/she may request a re-test of the sample if available. This re-test will be done at the expense of the donor. Once SNI receives payment, we will notify the laboratory to begin re-testing the sample. The cost of the re-test will include the cost of testing performed by Omega Laboratory, the MRO fee and any other fees that may be incurred by the company as a result of the request for a re-test.

X. EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES USE

The effect of alcohol and controlled substances misuse go far beyond the individual user. Driver associates endanger themselves, fellow associates, and the motoring public if they choose to work when impaired. The obvious pain and costs related to accidents comes to mind immediately, but what of the increased cost related to absenteeism, loss of productivity, theft, treatment and testing programs, and higher insurance premiums? The following discussion of alcohol and controlled substances describes their effect on the individual.

ALCOHOL

Alcohol is a central nervous system depressant. This means that it slows down the body's functions. Alcohol affects the brain in predictable ways that are linked to the amount of alcohol in the blood stream. Alcohol concentrations in the blood stream can be measured accurately by analyzing a sample of breath.

An average size male (160 lbs) can metabolize approximately 1 drink of alcohol per 1 1/2 hours. A drink of alcohol here is defined as 12 ounces of beer, or 5 ounces of wine, or 1 1/2 ounces of liquor. A person's alcohol concentration is determined by the amount of alcohol ingested, the person's body weight, and the elapsed time.

Any alcohol in a person's system may have an adverse effect on their performance, especially in emergency or unfamiliar situations. Alcohol concentrations above 0.04 affect a person's ability to operate a vehicle and perform other safety related tasks. Alcohol affects judgment, reflexes, thinking ability, coordination, and attention. Alcohol concentrations typically affect the following:

0.02	-	Judgment, Inhibitions
0.04	-	Reaction Time, Coordination, Memory
0.10	-	Vision, Speech, Hearing
0.16	-	Walking, Standing, Balance

Hangovers occur after heavy alcohol consumption and create problems with thinking, digestion, and muscle aches. These symptoms are the result of the body's recovery from the toxic effects of alcohol.

Alcohol abuse and alcoholism can cause damage to the liver, heart, brain and other vital body organs. Chronic abuse can result in permanent, irreversible damage to these and other body systems. Without treatment, alcoholism is often a progressive, fatal disease.

CONTROLLED SUBSTANCES

- **MARIJUANA** is made from the chopped leaves, stems and flowers of the Cannabis Sativa plant. Marijuana contains several psychoactive agents that produce mildly hallucinogenic and sedative reactions. One of the active ingredients, THC, is stored in body fat cells and is retained in the body for days or even weeks after use. Marijuana is commonly smoked or added to baked foods and eaten. More recent research shows that marijuana is “habit forming” and that tolerance to the drug builds with chronic use.

The physical and behavioral effects of Marijuana use include reddened, watery eyes; dry mouth and throat; increased appetite; impaired short term memory; altered sense of time and distance; slowed reaction time and reflexes; reduced concentration, and altered visual and depth perception.

The Federal government has stated that the use of hemp oil and/or other hemp products cannot be accepted by an MRO as an ‘alternative medical explanation’ for a positive THC result. The Federal government has also stated that ‘medical marijuana’ issued by medical practitioners or other care givers under state laws for ‘compassionate marijuana use’, cannot be accepted by an MRO as an ‘alternative medical explanation’ for the THC positive test. Therefore, hemp oil and/or ‘medical marijuana’ will not be accepted as legitimate explanation for a THC positive test.

- **COCAINE** is a powerful stimulant drug extracted from the leaves of the coca plant. Dependence or addiction to Cocaine develops quickly. Effects of intoxication are immediate upon ingestion, especially if smoked in crack or free-based form.

The physical and behavioral effects of Cocaine use include short term euphoric or hyperactive state; depression following the euphoria; dilated pupils and distorted vision; shortened attention span; loss of concentration; irritability; anxiety; restlessness; impaired judgment; impaired eye-hand coordination and dexterity; loss of appetite; insomnia; sensory hallucinations.

- **OPIATES** are a group of drugs commonly referred to as narcotics. Some opiates come from the seed pod of the Asian Poppy; others are synthetic or manufactured drugs. Opiates are commonly used medically as pain killers or analgesics. Heroin is the most frequently used illicit opiate. Opiates have addictive properties and severe withdrawal effects when use is stopped. Opiates are depressants, slowing down bodily functions and motor activity and produce tolerance when used over time.

The physical and behavioral effects of Opiates include relaxed and drowsy state; constricted (pinpoint) pupils and reduced vision; cold or clammy sweats; decreased heart rate and respiration; depressed reflexes; poor coordination; mood swings; and depressed or sad feelings.

- **AMPHETAMINES** are central nervous system stimulants, a group of synthetic drugs that act in a similar way to the body’s own adrenaline. People use amphetamines to lose weight and to increase alertness. The amphetamines group of drugs includes amphetamine, dextroamphetamine, and methamphetamine. Amphetamines are both quickly and strongly addicting, and long term use causes severe medical problems.

The physical and behavioral effects of amphetamines include temporary euphoria and exhilaration; hyperactivity and restlessness; insomnia; loss of appetite; irritability; anxiety and apprehension; increased heart rate, blood pressure, and respiration; dilated pupils; difficulty in focusing vision; perspiration; and dizziness.

- **PHENCYCLIDINE (PCP)** is a synthetic drug once used for veterinary purposes. It is no longer legally manufactured, but is produced in illegal laboratories for the illicit drug market. It is a powerful, extremely dangerous hallucinogenic. PCP is frequently mixed with other illicit drugs, such as Marijuana, and the user may not even realize that PCP has been added.

The physical and behavioral effects of PCP include extreme agitation; sensory hallucinations; confusion; memory loss; disorientation to time and place; increased pulse, blood pressure, respiration, and temperature; repetitive speech patterns; incomplete verbal responses; slurred speech; increased physical strength; increased pain tolerance; impaired coordination; and muscle rigidity.

XII. AVAILABLE METHODS OF INTERVENTION

AVAILABLE RESOURCES

Any driver who engages in conduct prohibited by this policy will be provided with information about the resources available for evaluating and resolving problems associated with the misuse of alcohol or prohibited drug use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. *(Substance Abuse Management, 800-247-7264, Request the SAP referral Service Dpt. Or the MRO Dpt. This organization will locate and refer you to a substance abuse professional (SAP) nearest to your location).*

If you think you may have either an alcohol or controlled substance abuse problem, you may get immediate help through the company's Associate Support Program (ASP). You are automatically covered by this benefit on your date of hire *(even if you are not a Schneider Medical Plan participant)*. The ASP counselors include professionals in the fields of psychology, clinical social work and counseling. They are not employees of the company. *You and your dependents may receive up to 8 prepaid visits per problem, per year, for confidential outpatient counseling. To access the ASP or to get help in an emergency 24 hours a day call 1-800-424-5901 (Magellan).*

SUBSTANCE ABUSE EVALUATION

Although an individual's employment with Schneider may be terminated for a violation of this policy, drivers will be advised to undergo an evaluation by an appropriate substance abuse professional, who will determine what assistance the driver needs in resolving problems associated with alcohol misuse and/or prohibited drug use. This requirement will apply regardless of whether such conduct is discovered as a result of a drug or alcohol test, independent employer knowledge or a voluntary admission by the driver.

SUBSTANCE ABUSE PROFESSIONAL (SAP)

A substance abuse professional (SAP) is defined as a licensed physician (M.D. or D.O.), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by NAADAC or ICRC) who has knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders. In addition, a SAP must meet the qualification training standards specified in 49CFR Part 40, Subpart O. The SAP's role is to evaluate the individual's need for assistance in resolving problems related to alcohol or drug abuse, determine if the individual has complied with the recommended treatment or rehabilitation, and to determine a program of follow-up testing as appropriate.

You must get assistance prior to committing an act that would result in the termination of your employment with the company. Seeking counseling after you have tested positive for alcohol and/or controlled substance abuse and/or committed any other violation of this policy will not save your job, but is certainly encouraged for your own health, safety, and well-being.

If you know of a driver associate who may have an alcohol and/or controlled substance abuse problem, don't help that person by looking the other way, doing their work for them, or making excuses for them. Encourage the individual to get help as outlined above.

XIII. COMPANY TESTING FOR CUSTOMERS

DRUG AND ALCOHOL REQUIRMENTS FOR EXXON CARRIERS

For those Schneider Drivers that haul loads for Exxon, there are extra requirements in regards to drug and alcohol testing and searches and inspections. A summary of those requirements are listed below.

- 1) Pre-Access Testing: Each Carrier Personnel must have received a negative result on a comprehensive alcohol and drug test within the 12 months preceding first entry upon Shipper property and continue to receive a negative result on a comprehensive alcohol and drug test every 12 months. DOT testing done throughout the course of the 12 months will count for this testing being completed. If there was no DOT testing conducted during that time frame, Non-DOT testing will be conducted to comply with Exxon's requirements.*

- 2) Post-Incident Testing: Following a work related incident (causing personal injury requiring medical treatment beyond first aid administered on site, or property damage of more than \$100, or an incident that carried the potential for serious injury/damage) if carrier personnel can be deemed contributory by carrier or shipper, or at least cannot be completely discounted as contributory, Carrier shall remove such individual(s) from Shipper Property, and must conduct alcohol and drug testing on the individual as soon as possible following the removal from the site.*

- 3) Searches and Inspections: On Shipper Property, Shipper may, at any time, have Shipper Supervisors, Carrier supervisors, and/or authorized search inspection specialists, including scent-trained animals, conduct unannounced searches and inspections of Carrier personnel and their property; that property may include, but is not limited to, the following: wallets, purses, lockers, baggage, offices, desks, tool boxes, clothing, and vehicles*

DRUG AND ALCOHOL REQUIRMENTS FOR TEXAS CITY BP CARRIERS

Texas City BP requires drivers that haul loads to and from this facility to receive a negative result on a NON-DOT hair follicle drug test every 12 months.

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