

RECEIPT

DATE

6/16/26

No.

735809

RECEIVED FROM

J.B. Hunt Transport, Inc.

\$

350.00

Three hundred fifty and $\frac{00}{100}$

DOLLARS

☐ FOR RENT☒ FOR

New DE-SW-2227

ACCOUNT

PAYMENT

BAL. DUE

☐ CASH☒ CHECK☐ MONEY
ORDER☐ CREDIT
CARD

FROM

230

TO

BY

M.M.

RECEIPT

DATE 6/16/26No. 735809RECEIVED FROM J.B. Hunt Transport, Inc\$ 350.00Three hundred fifty and $\frac{00}{100}$ DOLLARS☐ FOR RENT☒ FOR New DE-SW-2227

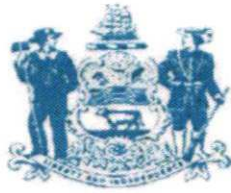
ACCOUNT	
PAYMENT	
BAL DUE	

☐ CASH☒ CHECK☐ MONEY ORDER☐ CREDIT CARDFROM 230

TO

BY M.M.

3-11



STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES
AND ENVIRONMENTAL CONTROL
DIVISION OF WASTE AND HAZARDOUS SUBSTANCES
COMPLIANCE AND PERMITTING SECTION

89 KINGS HIGHWAY
DOVER, DELAWARE 19901

RECEIVED
JUN 16 2026
DNREC - WHS

TELEPHONE: (302) 739-9403
FAX: (302) 739-5060

SOLID WASTE TRANSPORTER PERMIT APPLICATION

Language Preference: English

Instructions: You must complete this application in its entirety and attach all applicable documentation. (Note: For applicants renewing an existing permit, this application requires the submission of updated information and documentation. References to material submitted under previous applications are no longer accepted.)

The application must be signed by the company owner or a corporate officer. A check or money order payable to the "State of Delaware" must accompany this application and be sent to:

Delaware Department of Natural Resources and Environmental Control
Compliance and Permitting Section
89 Kings Highway
Dover, DE 19901

1. Type of Permit

- ☐ New – **SCRAP TIRES ONLY** Submit a check or money order, payable to the "State of Delaware," in the amount of \$75.00.
- ☒ New – **ALL OTHERS** Submit a check or money order, payable to the "State of Delaware" in the amount of \$350.00.
- ☐ Renewal: Permit # DE-SW- _____ Expiration Date _____

Please indicate the term for which you desire your permit to be issued. Submit a check or money order, payable to the "State of Delaware," for the indicated permit fee.

SCRAP TIRES ONLY

- ☐ One Year - \$75.00
- ☐ Two Years - \$125.00
- ☐ Three Years - \$175.00
- ☐ Four Years - \$225.00
- ☐ Five Years - \$275.00

ALL OTHERS

- ☐ One Year - \$350.00
- ☐ Two Years - \$650.00
- ☐ Three Years - \$950.00
- ☐ Four Years - \$1250.00
- ☒ Five Years - \$1550.00

2. Release to Public

Do you wish to be included on the list of transporters that is provided to persons requesting a list of Delaware permitted solid waste transporters? ☐ Yes ☒ No

3. Company Information

Company Name J.B. Hunt Transport, Inc.

Location Address:	Mailing Address:
Attn: Hazmat	Attn: Hazmat
615 JB Hunt Corporate Drive	615 JB Hunt Corporate Drive
Lowell, AR 72745	Lowell, AR 72745

Contact: Matt Pittman Title: Compliance Manager

Business Phone: 479-820-1383 Fax: _____

E-mail: hazmat@jbhunt.com

24 hr Emergency Contact Phone: 800-723-4942

4. Company Ownership Information

(a). Please indicate the company type:

☐ Proprietorship

☐ Partnership

☒ Corporation - If company is a corporation, indicate city, state, and date of incorporation.

City: _____ State: GA Date: 11/06/1969

☐ Municipality

☐ Public institution

☐ Limited Liability Corporation (LLC) State: _____

☐ Other: (must specify) _____

(b). For each Owner, Partner, or Corporate Officer, attach a list with name, title, mailing address, date of birth, and % ownership. Include all stockholders owning greater than 5% outstanding shares.

☒ Attachment Page 2

(c). If company is owned by or affiliated with a parent company, attach parent company name, address & mailing address, and % ownership.

☒ Attachment Page 2

☐ No parent company

5. Company locations in Delaware

List name and street address of each company location, including freight terminals, within the State of Delaware.

- ☒ Attachment Page 3
☐ No Delaware locations

6. Company Affiliates

List name, location and mailing addresses, nature of business relationship of all company Affiliates, which affiliates are engaged in the business of waste transport, treatment, storage, disposal, recovery or reclamation. (Affiliated companies are defined as those companies owned by the same owners, corporate officers, or parent company.)

- ☐ Attachment _____
☒ No affiliates

7. Type of Waste to be Transported

(a). Check all that apply. Refer to Delaware's *Regulations Governing Solid Waste* for definitions of waste categories.

- ☐ Residential waste
☐ Commercial waste (from **non-manufacturing, non-processing** businesses and offices)
☐ Industrial waste (from a manufacturing or industrial process)
☒ Dry waste: ☐ construction/demolition debris
☐ trees/stumps
☒ other (must specify) DAF cakes
☐ Ash: ☐ municipal incinerator
☐ coal ash
☐ other (must specify) _____
☐ Infectious waste
☐ Non-hazardous petroleum-hydrocarbon contaminated soils
☐ Asbestos-containing waste
☐ Scrap Tires

(b). Does your company collect and transport residential (household) waste from single family homes, condominiums and apartment complexes in Delaware? ☐ Yes ☒ No

(c). If you answered "YES" to question 7.b., above, does your company provide recycling services to those customers? ☐ Yes ☐ No ☒ N/A

(d). If you offer recycling services, does your company collect and transport the recyclables separately from the waste generated by your customers? ☐ Yes ☒ No

(e). If you offer recycling services, are the recyclables ultimately taken to an incinerator (waste-to-energy) or landfill? ☐ Yes ☒ No

8. Treatment, Storage, and Disposal Facilities

- (a). Do you cross state lines with the waste? ☒ Yes ☐ No
- (b). Identify in an attachment ***all*** solid waste Treatment, Storage, Disposal Facilities, Reclamation Facilities and Transfer Stations to which the waste will be transported.
- ☐ Delaware Solid Waste Authority locations: (attachment) _____
- ☐ Clean Earth of New Castle, Inc. (thermal treatment facility for PHC-soils)
- ☐ Delaware Recyclable Products, Inc. (dry waste, commercial, industrial, and PHC-soils)
- ☐ Other in-state solid waste facilities, including private facilities: (attachment) _____
- ☒ Out of state solid waste TSD facilities: (attachment) Page 4

9. Other Transporter Permits

- (a). Attach a copy of your home state solid waste transporter permit. (N/A if Delaware is your home state.)
- ☐ Attachment _____
- ☒ Not applicable-No transporter permit required for these solid waste types in our home state.

- (b). List solid waste transporter permits held in other states.

- ☒ Attachment ACT90 Pendi
- ☐ No transporter permits in other states

- (c). Indicate your Federal DOT number and Motor Carrier number:

DOT# 080806 MC# 135797

- ☐ N/A If N/A, please provide an explanation, on the following page, as to why you are not required to have a DOT or MC number.

10. Proof of Financial Responsibility

The transporter must submit proof of financial responsibility as established in section 7.2.4 of Delaware's *Regulations Governing Solid Waste*. This proof may be established by a Certificate of Insurance, with MCS-90 endorsement where applicable, or by other means approved by the Department. (The Certificate of Insurance must identify the **Department of Natural Resources and Environmental Control, Compliance and Permitting Section** as the certificate holder.)

- (a). Are you for-hire in interstate commerce? ☒ Yes ☐ No (For-Hire means you are in the business of transporting, for compensation or payment, wastes generated by a company other than your own.)
- (b). Do you transport in the State of Delaware Only (Intrastate)? ☐ Yes ☒ No
- (c). Do you transport Interstate? ☒ Yes ☐ No

- (d). Certificate of Insurance must be attached and include minimum automobile liability coverage as follows:

	FOR-HIRE INTERSTATE	ALL OTHERS
Residential Waste	\$750,000.00 + MCS-90 ☐	\$350,000.00 ☐
Commercial Waste	\$750,000.00 + MCS-90 ☐	\$350,000.00 ☐
Industrial Waste	\$750,000.00 + MCS-90 ☐	\$350,000.00 ☐
Dry Waste	\$750,000.00 + MCS-90 ☒	\$350,000.00 ☐
Ash	\$750,000.00 + MCS-90 ☐	\$350,000.00 ☐
Infectious Waste	\$1,000,000.00 + MCS-90 ☐	\$750,000.00 + MCS-90 ☐
Non-Hazardous Petroleum	\$750,000.00 + MCS-90 ☐	\$350,000.00 ☐
Contaminated Soils	\$1,000,000.00 + MCS-90 ☐	\$350,000.00 ☐
Asbestos	(For Hire & Private)	
Scrap Tires Only	\$350,000.00 ☐	\$350,000.00 ☐

11. Spill Control and Safety

List all spill control and safety equipment which will be carried on each vehicle. (**Note:** Separate lists by type of vehicle and type of waste may be required.) Attach a copy of the Spill Control Plan. The Spill Control Plan **must** contain the following elements: (1) List of safety and spill control equipment carried in the vehicle, (2) Driver preventive measures, (3) Driver immediate corrective actions, (4) Company internal communications, (5) Company external communications including the **Delaware Emergency Reporting Numbers: 1-800-662-8802 and 302-739-9401**, and (6) Cleanup and decontamination measures.

✓ Spill Control Plan: Attachment Page 5

12. Driver Training

IN SUMMARY OR OUTLINE FORM, describe the procedures that your company takes to ensure that all company drivers are safe and competent drivers. Small owner-operators may describe their years of experience and driving record in lieu of a formal program.

- Include requirements for special licenses (e.g. CDL, including any special endorsements), any special training received, including dates training was received (e.g. asbestos training), and any ongoing company programs. (e.g. weekly safety meetings or annual refresher courses);
- Include your company procedure for periodic checks of the driver's records for moving violations, and your company policy on progressive counseling/discipline based on points;
- Describe how drivers are instructed in the following:
 - Knowledge of proper handling procedures for the type of solid waste being transported.
 - Familiarity with the approved accidental discharge containment plan. (Spill Control Plan)
 - Familiarity with the conditions of the solid waste transporter's permit.

✓ Driver Training, attachment See packet

13. Vehicle Identification

On the form provided with this application, list **MAKE, MODEL, YEAR, SERIAL NUMBER, LICENSE PLATE NUMBER, STATE OF REGISTRATION, MANUFACTURER'S GVWR and OWNERSHIP** of all vehicles used for the transportation of solid waste. You must list both motorized and container units. (If you maintain a list of company vehicles in a computer database you may submit a print out of the vehicles provided it contains the information requested herein.)

NOTE: You must notify CAPS in writing of any changes to information contained within this application, such as additions or deletions of vehicles, in accordance with conditions of the issued permit.

☒ Vehicle List Attached

14. Vehicle Operator Information

Is a list of all vehicle operators attached? ☒ Yes

What tax form do you submit to the IRS for your vehicle operators?

- ☒ Form W-2
☐ Form 1099-Misc
☐ Other

15. Environmental Record

List all criminal citations, arrests, convictions, civil or administrative violations, and civil or administrative enforcement actions, and the disposition(s) thereof for the violation or alleged violation of any environmental statute, regulation, permit, license, approval, or order, regardless of the state in which it occurred. Indicate whether it was a local, state, or federal violation or alleged violation. List all such items for the applicant, and if the applicant is other than an individual, for any employee while employed by the applicant, or any partner, officer, or director of the applicant as an individual or for any former business of such partner, officer, or director. For civil or administrative violations or alleged violations, list all such items for the last five (5) years from the date of the application. Information submitted under this section is subject to verification. **Failure to submit complete and accurate information may lead to permit denial or revocation.**

- ☐ Attachment _____
☒ No violations within the specified time period

16. Certification

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, upon personal knowledge and information, the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information.

**Signature  Date Jun 16, 2026
Print Name Bradley Hicks Title EVP & President of DCS

*****A legal owner or corporate officer must sign the application*****

VEHICLE INFORMATION - See Item 13 of the application.

Use this form, or other format which provides the same information, to answer the VEHICLE IDENTIFICATION requirement of the application. List all vehicles, both motorized and container (if a license plate is required on the container) to be used to haul solid waste in the state of Delaware. In addition, list the vehicle owner, owner's address, and domicile address if different from the company address provided in the application.

[illegible]



Our publicly traded holding company (J.B. Hunt Transport Services, Inc.) is the parent to its wholly owned subsidiary J.B. Hunt Transport, Inc. – 100% ownership

Shelley Simpson
CEO
615 J B Hunt Corporate Drive
Lowell, AR 72745
[REDACTED]

John Kuhlrow
CAO
615 J B Hunt Corporate Drive
Lowell, AR 72745
[REDACTED]

Jennifer Boattini
Secretary
615 J B Hunt Corporate Drive
Lowell, AR 72745
[REDACTED]

Kevin Bracy
Treasurer
615 J B Hunt Corporate Drive
Lowell, AR 72745
[REDACTED]

A. Brad Delco
CFO
615 J B Hunt Corporate Drive
Lowell, AR 72745
[REDACTED]

Delaware locations

JB Hunt Harbeson, DE Shop
26581 Lewes Georgetown Hwy
Harbeson, DE 19951

Disposal destinations

1. McGill Fairless Hills
1000 Tyburn Rd
Morrisville, PA 19067
2. A & M Compost
2022 Mountain Rd
Manheim, PA 17545
3. Pioneer Landfill
727 Redlane Rd
Birdsboro, PA 19508

Denali Millsboro Spill Plan

1. Spill Control and Safety Checklist

1. Confirm required spill and safety equipment is on the vehicle:
 - a. Fire extinguisher
 - b. Triangles or cones for traffic control
 - c. Shovel
 - d. 1-2 bags of granulated or pelletized lime

In the event of a spill, the driver must use all available resources to safely contain the spill until additional support arrives.

2. Driver Preventive Measures

1. Drivers must operate safely and comply with all applicable federal, state, and local laws governing the transportation of goods and materials, including all traffic laws and traffic control devices.
2. Drivers must anticipate slowing and stopping conditions to the best of their ability to avoid hard-braking events, except in emergency situations.

3. Driver Immediate Corrective Actions

1. If another vehicle is involved, confirm the other driver is safe and request emergency assistance if needed.
2. Place triangles or cones to warn approaching traffic of the obstruction.
3. If it is safe to do so, use a shovel and lime to help contain the spill until a full cleanup can be completed.

4. Internal Communication Checklist

1. Driver immediately contacts account leadership and provides all available spill details, including size, amount, location, and any traffic impacts.
2. Driver contacts emergency services, if needed, to assist with traffic control and incident response.
3. Account leadership contacts J.B. Hunt Roadside Repair to coordinate maintenance support and dispatch a cleanup crew. CES is typically used in southern Delaware.
4. Leadership contacts the customer and provides all available details regarding the spill.

5. External Communication Checklist

1. Once notified, leadership contacts the customer and communicates all available spill details.
2. For any spill occurring in Delaware, account leadership must contact DNREC and the Delaware Emergency Reporting hotline at 1-800-662-8802 or 302-739-9401.

6. Cleanup and Decontamination Measures

Cleanup and decontamination will be performed by a third-party contractor.

Denali Millsboro Spill Plan

Because spill incidents can significantly affect the environment, account and customer finances, and relationships with customers and the surrounding community, the following training guidelines will apply.

These guidelines are intended to support consistent decision-making. Additional action may be required, up to and including termination, based on the circumstances of the incident as determined by account, regional, and safety leadership.

Factors considered during the review process may include, but are not limited to:

- Media Attention
- Lane/Road Closures
- Route Taken From Suppliers
- Amount of Product Spilled
- Lytx Review - Alertness, Speed Limit, Preparedness, etc.
- Damages - Vehicle, Trailer, Surroundings, etc.
- Number of Spills on Record and Frequency

All spill incident reviews require a complete investigation by account leadership before the driver returns to duty. Once the investigation is complete, the incident will be classified as preventable or non-preventable.

All spill incident reviews require completion of Course 8602 and any training modules related to the applicable Smith System Key associated with the event. Additional training modules may also be assigned.

Denali Water Solutions reserves the right to determine whether a driver is permitted to continue operating assigned equipment.

In cases where J.B. Hunt determines that a spill does not warrant termination, but Denali Water Solutions requires removal from the account, a transfer may be required if one is available.

Denali Millsboro Spill Plan

Spill Prevention Training Guidelines

(Events will be reviewed on a rolling 12-month basis. Reviews may escalate based on results of investigation performed by Account Manager, Sr. Risk and Operations Manager, and Director.)

☐

Step 1

1. Pulled from dispatch until the video event review is completed with account leadership.
 - a. In person when applicable. Over Teams when needed.
 - b. Web based training assigned (minimum of 30 minutes) within the review and completed after the meeting.
 - i. Then, discuss takeaways with account leadership from web-based training and notated in the review.
 - ii. Go out with a driver trainer for a minimum of 1 day.
2. Developmental action
 - a. Written Warning

☐

Step 2

1. Pulled from dispatch until the video event review is completed with Account Manager and Sr. Operations and Risk Manager.
 - a. In person when applicable. Over Teams if needed.
 - b. Verbal coaching and web-based training are assigned (at least 60 minutes).
 - i. Discuss takeaways after coaching session and training are complete and add to review.
 - ii. Go out with a driver trainer for a minimum of 1 day.
 - iii. Minimum 1 Day suspension.
2. Developmental action
 - a. Final Written Warning.

☐

Step 3

1. Pulled from dispatch until the video event review is completed with Account Manager and Sr. Operations and Risk Manager.
 - a. In person when applicable. Over Teams if needed
 - b. If retained: Web based training assigned (minimum of 90 minutes) within the review and completed after the meeting.
 - i. Take aways then discussed with account leadership from web-based training and notated in the review.
2. Termination Recommended.
 - a. Term exception plan submitted by Account Manager if the driver is to be retained.
 - i. Must be signed off by Sr. Operations and Risk Manager and Director.

Date:

Alpha:

Signature:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff, A Marsh & McLennan Agency LLC Company 2828 N. Mansfield Ave. Suite 202 Fayetteville, AR 72704 www.mcgriff.com	CONTACT NAME: JB HUNT Customer Insurance Group PHONE (A/C, No, Ext): 479-419-3624 FAX (A/C, No): E-MAIL: customer.insurance@jbhunt.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: ACE American Insurance Company INSURER B: Indemnity Insurance Company of N A INSURER C: AGCS Marine Insurance Company INSURER D: INSURER E: INSURER F:	NAIC # 22667 43575 22837
--	---	--

COVERAGES

CERTIFICATE NUMBER: 88308932

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			XSL G49372127	12/31/2025	12/31/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			XSA H11347472	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☒ N N/A			WLR C72802767	12/31/2025	12/31/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Cargo			MXI 93077539	12/31/2025	12/31/2026	\$100,000 Per Occurrence Limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

J.B. Hunt Transport, Inc.
P.O. Box 130
615 J B Hunt Corporate Dr
Lowell AR 72745

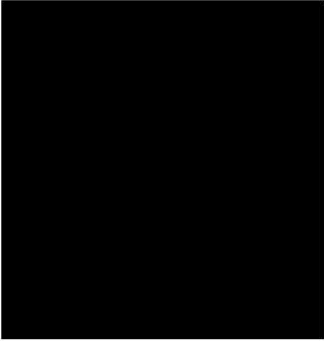
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jonathan Wilson

© 1988-2015 ACORD CORPORATION. All rights reserved.

Operator list



Denali Water

Account Specific Training Manual



Index

1. Safety Policy Statement
2. Important Phone Numbers
3. Military Time Conversion
4. QR Codes
5. Policies
6. Coaching Pages
7. JSAs
8. Direct-To-Work/Training Checklists

Safety Policy Statement

J.B. Hunt Transport's safety policy originated from the company's commitment to the well-being of its employees and the general public, as well as its desire to comply with all federal, state and local laws and safety regulations.

A quality operation can be measured directly by its ability to control losses. Collisions and work-related events can result in loss of life, personal injury, injury to others, and damage to property and/or equipment. The company strives to provide a safe working environment for its employees.

The Company Policy On Safety Is:

The safety of the employee, the public and the operation is of critical importance, and every reasonable effort shall be made to reduce the likelihood of collisions and injuries.

Safety is a core value of the company and shall take precedence over expediency or short cuts.

The company and its personnel are to comply with all federal, state and local laws, and safety regulations.

Safety responsibility is considered an integral and measurable part of each employee's job performance. Every employee shall demonstrate an attitude and commitment which reflects this policy.

The company has initiated an aggressive, on-going safety program, which encompasses the areas of education, training, and risk identification, prevention and control. All employees are encouraged to provide input and suggestions for safety improvements.

The company will periodically evaluate safety technologies that may aid employees in performing their jobs in a safe and responsible manner. Employees are expected to use approved safety technologies as intended by the company in accordance with our policies.

A handwritten signature in black ink, appearing to read "John Roberts".

John Roberts
Executive Chairman of the Board

A handwritten signature in black ink, appearing to read "Shelley Simpson".

Shelley Simpson
CEO and President



Important Phone Numbers

Safety	800-723-9029
Road Service	800-723-3133
Fuel Desk	800-723-3110
Geo Tab	800-723-0421
Bill Powell	

Military Time Conversion Chart

Regular Time	Military Time	Regular Time	Military Time
Midnight	0000	Noon	1200
1:00 a.m.	0100	1:00 p.m.	1300
2:00 a.m.	0200	2:00 p.m.	1400
3:00 a.m.	0300	3:00 p.m.	1500
4:00 a.m.	0400	4:00 p.m.	1600
5:00 a.m.	0500	5:00 p.m.	1700
6:00 a.m.	0600	6:00 p.m.	1800
7:00 a.m.	0700	7:00 p.m.	1900
8:00 a.m.	0800	8:00 p.m.	2000
9:00 a.m.	0900	9:00 p.m.	2100
10:00 a.m.	1000	10:00 p.m.	2200
11:00 a.m.	1100	11:00 p.m.	2300

Notation of minutes stays the same as regular time. Hours and minutes may be notated either as hours:minutes or hoursminutes. For example, 3:47 p.m. may be notated as
15:47 or 1547.



Ag Services

QR CODE CENTRAL

lets onboard



Microsoft Authenticator



Workday



DriveApp



Let's Celebrate



Haul App



Policies





Social Media- Pictures/Videos/Posts

We are not allowed to post pictures or videos of our customers facilities, Equipment, or Operations on social media platforms.

If you are caught posting images, posts, or videos of our customers' operation, it could result in a ban from the facility and account. This would directly impact on your ability to work at this account.

Please refrain from doing any of the things stated above. Also, it is strongly discouraged to make any verbal posts towards or about Denali Water or its customers.

Thank you everyone for following this Policy going forward. Please sign below agreeing to adhere to this policy.

ALPHA: _____

DRIVER SIGNATURE: _____

MANAGERS SIGNATURE: _____

DATE: _____

Carlock Region Driver Safety Compliance (DSC) Policy

Key Compliance Requirements and Disciplinary Steps

The Driver Safety Compliance Policy (DSC) outlines specific rules drivers must follow to ensure safety on the road. Federal regulations and company policy prohibit the use of handheld cell phones while driving. The policy also prohibits the use of any headphones or devices covering both ears, as these can reduce a driver's awareness; exceptions are permitted only for devices that accommodate a disability.

Drivers are required to always use seatbelts correctly when seated at the controls of a commercial vehicle. All passengers and company employees in the vehicle must also comply with seatbelt regulations. The seatbelt must be worn properly—never behind the back or under the arm, and the lap portion should fit snugly over the thighs, not the abdomen. Occupants in the sleeper bunk must use bunk restraints while the vehicle is moving. Passengers are required to be belted at any time the vehicle is in motion; this will include driver trainers while training. Drivers operating vehicles in the yard, at receiver locations, or on farms must always drive at a safe speed that matches existing conditions or posted speed limits. The maximum speed allowed is 5 MPH on farms and 10 MPH at the Harbeson shop, as well as at any shipper or receiver facility. Actual driving speed should be adjusted for factors such as heavy traffic or limited visibility, with safety taking precedence. All such situations will be evaluated individually. If a driver's actions are determined to align with these guidelines, any related violation may be excused from the DSC disciplinary process.

Drivers must always observe posted speed limits. Driving 10 mph or more over the limit, or speeds exceeding 75 mph, will trigger a review using vehicle monitoring technology. Citations, warnings, or technological observations of speeding can result in disciplinary action under this policy.

Each violation of the DSC policy (cell phone use, seatbelt use, or speeding) is considered a separate event and repeat violations of the same type are required to progress from Step 1 to Step 2 and Step 3 in the disciplinary process. The disciplinary process operates on a rolling 12-month basis and is as follows:

- Step 1: Written warning with training
- Step 2: Final written warning with training
- Step 3: Further disciplinary action, up to and including termination. Retaining a driver at Step 3 will require a termination exception.

This policy is structured to emphasize safety, regulatory compliance, and clear consequences for repeated violations of the same rule.



DCS DRIVER ATTENDANCE POLICY

Objective

J.B. Hunt is involved in a highly competitive business, where many individuals and customers rely on the quality and reliability of our transportation service. Regular attendance and punctuality are expected of all employees. Reassigning staff or revising schedules to accommodate absences or tardiness puts a burden on all team members. However, we recognize that sometimes these cannot be avoided. The purpose of this Driver Attendance policy is to promote the efficient operation of the company and minimize unscheduled absences.

Applicability

This policy applies to all DCS Drivers.

Policy

Employees are expected to report to work as scheduled—on time and prepared to start work. Employees are expected to remain at work for their entire work schedule. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Family and Medical Leave Act

Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) or the Company's Personal Leave of Absence Policy will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA or approved personal leave of absence will be required in these instances.

Scheduled and Unscheduled Absences

1. **Scheduled Absence:** An employee makes their supervisor aware of the pending absence at least 7 calendar days in advance.
2. **Unscheduled Absence:** An employee does not make their supervisor aware of the pending absence at least 7 calendar days in advance. These types of absences usually occur the same day as the employee becomes aware, due to illness or other unforeseen circumstances. Absences and Tardiness 1. Scheduled absences using accrued PTO will not be considered an occurrence under this policy.
 - a. A full day of PTO is considered 8 hours.
 - b. PTO may be taken in one-hour increments.
2. Any absences, up to 56 hours in a rolling twelve-month period, using available PTO for the following reasons will not be considered an occurrence under this policy provided they are scheduled with 7 calendar days' notice or as soon as practical:
 - a. Physical or mental illness, injury, or medical condition of the employee.



- b. Obtaining diagnosis, care, or preventive care for the employee from a healthcare provider.
 - c. Providing care for a child, parent, spouse, domestic partner, or other covered individual.
 - d. As a result of being a victim of or assisting a covered family member with the aftermath of domestic violence, sexual assault, or stalking.
3. An absence occurs when an employee misses more than one hour of work within a normal workday. An absence of multiple days due to the same reason (illness, injury or other incident) will be counted as one occurrence under this policy if not covered by the provisions of paragraph C.2 above.
4. Requests for PTO must be made through the PTO request system by eligible employees. Management has full discretion to approve or deny requests based on fair and consistent business practices. See the Paid Time Off Policy in our employee handbook for further details.
5. An employee is considered late if they report to work more than fifteen minutes after the scheduled starting time; an early departure is one in which the employee leaves before the completion of his or her assigned work duties; or as required by applicable law.

No-Call/No-Show

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter, creating increased administrative burdens, workplace disruption, and potential service failures with our customers. Employees are required to notify their supervisor, as soon as possible, when they cannot meet their scheduled work time. The first instance of a no-call/no-show may result in termination of employment with no additional disciplinary steps.

Management may consider extenuating circumstances when determining discipline for a no-call/no-show (for instance, if the employee is in a serious collision and is hospitalized) and reserves the right to exercise discretion in such cases.

Step Discipline

Absences, tardiness, or early departures will be counted together but are assigned different levels of severity. Occurrences are counted in a rolling twelve-month period. Occurrences expire twelve months from the date of the incident.

Step One

The first occurrence in any twelve-month period will be the basis for a written warning and coaching session between the employee and his or her supervisor. The purpose of the coaching session is to be certain that the employee understands this policy and the consequences of violation. Managers should document this Step One coaching session as a written warning.

Step Two

A second occurrence in the same twelve-month period (beginning with the date of the first occurrence) is cause for the final written warning and coaching session between the employee and his or her supervisor. This Step Two coaching session, delivered by the employee's direct supervisor, is considered the final step in the disciplinary process regarding attendance and punctuality.

Step Three

A third occurrence in the same twelve-month period (beginning with the date of the first occurrence) is cause for termination of employment.

Notification Methods

1. **Scheduled Absence:** Acceptable notification methods, by the employee, for this type of absence are:

- a. Speaking with the manager, or manager's delegate, in person or by telephone and obtaining approval at least 7 calendar days in advance of the absence. Texting the manager is not an acceptable notification method.
- b. Submitting an email to the manager, or manager's delegate, and receiving an approval response at least 7 calendar days in advance of the absence.
- c. Submitting a PTO request in Workday and receiving an approval response at least 7 calendar days in advance of the absence.

2. **Unscheduled Absence:** Acceptable notification methods by the employee for this type of absence are:

- a. Speaking with the manager, or manager's delegate, in person or by telephone before the beginning of the scheduled shift on each day missed, unless otherwise instructed. Texting the manager is not an acceptable notification method.
- b. Submitting an email to the manager and receiving an acknowledged response before the beginning of the scheduled shift on each day missed, unless otherwise instructed. An employee who has not received an acknowledged response must contact another member of management by phone or the employee will not have sufficiently met their obligation of notification of the absence and will be subject to the actions in the "No Call/No Show" section of this policy.

Procedures

All warnings under this attendance policy will be reviewed and/or delivered by the direct supervisor, manager, or the People Team as circumstances require. No terminations of employment will be processed without the involvement of the Director of Operations and the People Team as deemed necessary. Management reserves the right to use its discretion in applying this policy under special or unique circumstances. In exercising management discretion, one or more steps outlined under Step Discipline may be skipped, depending on the circumstances. Although occurrences will expire after twelve-months from the date of the first occurrence, habitual offenders (those who



have demonstrated a pattern of absences, such as consistently having three or more occurrences in any given twelve-month period or routinely having unscheduled absences on Mondays or Fridays) may trigger step discipline if the employee continues to incur absences.

PAID TIME OFF

Everyone needs time away from work for vacation, illness or personal reasons. The company affords employees with the flexibility to take time off for any reason using available Paid Time Off (PTO). Requests for PTO must be made in advance in accordance with the DCS Attendance Policy and J.B. Hunt's Paid Time Off Policy. Refer to the Paid Time Off Policy in the employee handbook for additional information.

ALPHA: _____

DRIVER SIGNATURE: _____

MANAGERS SIGNATURE: _____

DATE: _____

Quoted from the JB Hunt Driver Manual:

ACTIONS WHICH MAY RESULT IN DISCIPLINARY ACTION OR TERMINATION

There are serious actions that may result in the termination of your employment. These offenses include, but are not limited to:

- Excessive or serious violations and/or citations on your motor vehicle record.



- Failure to comply with J.B. Hunt policies and procedures, federal, state, or local laws or regulations.
- Overall performance, conduct, and attitude that is not in the best interest of J.B. Hunt or is deemed damaging to the reputation of the Company. This includes, but is not limited to, misconduct of any kind that results in a customer's request to remove an employee from a customer site.
- DOT preventable collision or multiple minor preventable collisions. (The National Safety Council defines a preventable collision as "one in which the driver failed to do everything that reasonably could have been done to avoid the collision." Additionally, J.B. Hunt uses this guideline to determine the preventability of a collision: "Did the driver drive in such a way to commit no errors himself, and controlled the vehicle to make due allowance for conditions of the road, weather and traffic, and to assure that mistakes of other drivers did not involve him/her in a collision?")
- Failure to notify your Supervisor or Safety Claims (800.723.9029) immediately upon receipt of a traffic citation.
- Serious misconduct of any kind.
- Insubordination.
- Refusal of a dispatch that can be safely and legally delivered.
- Deviation from an assigned work area or dispatch.
- Unauthorized passenger in any Company vehicle.
- Parking in an unauthorized location or leaving a work location without authorization is prohibited.
- Unauthorized absence from work for three (3) consecutive workdays or failure to report to your Supervisor when not assigned to a truck for three consecutive days. This is considered a voluntary resignation from your position.
- Violation of the J.B. Hunt Non-Solicitation and Distribution Policy (refer to Employee Handbook).
- Receipt of a reckless or careless driving citation.
- Failure to report a collision, an alleged collision, or any safety related event immediately or failure to properly report a collision.
- Excessive driving related complaints from other motorists, safety monitoring companies, other J.B. Hunt drivers or employees, or members of the public. You will be counseled upon receipt of a complaint. If you receive an excessive number of complaints, your employment may be



terminated. Driving behavior that leads to multiple complaints and damages to J.B. Hunt's reputation will not be tolerated.

- Failure to comply with J.B. Hunt's log compliance policies as a result of excessive log violations.
- Violation of the J.B. Hunt Anti-Harassment and Non-Discrimination Policy (refer to Employee Handbook).

ACTIONS WHICH WILL RESULT IN AUTOMATIC TERMINATION

We believe in giving you the opportunity to improve performance and/or conduct when necessary. However, certain kinds of actions will result in automatic termination without review, regardless of your length of service. Offenses in this category include, but are not limited to, the following:

- Drinking, receipt of DWI or DUI (even in a personal vehicle), use or possession of illicit/illegal drugs at any time or legal drugs obtained illegally or used in an unauthorized manner. This includes use/abuse of certain prescription and nonprescription drugs.
- Drinking within twelve (12) hours before reporting for duty after scheduled time off at your work reporting location (you must be released from your truck, load, and all work duties before you can drink at all and only then would the 12-hour rule apply).
- Drinking or possession of alcohol (that is not manifested as part of a legally hauled load) from the time you leave your work reporting location until you return to your work reporting location and have been freed from your truck, load, and all work duties. This rule applies even after returning to the work reporting location if you remain assigned to a tractor, are on J.B. Hunt or customer property, or are using a facility that lodges J.B. Hunt drivers regardless of who pays for the lodging. If you are found to be in violation of this policy and are terminated while on the road, transportation to your home will be at your expense.



- Having a positive result on any controlled substances test or a positive on any alcohol test (zero tolerance) or refusal to take any controlled substances or alcohol test when instructed to do so.
- Intentional damage to Company owned or controlled equipment or property or tampering with mechanical or electrical operation (i.e. OBC, fuel pumps, etc.) or safety technologies.
- Any act of dishonesty or theft from the customer, J.B. Hunt, or any J.B. Hunt employee or contractor (i.e., selling Company fuel or using Company equipment for personal business).
- Abandoning or leaving Company equipment.
- Falsifying an application or any work, personnel, or other J.B. Hunt records.
- Providing false information to a medical examiner to obtain a medical certification under false pretenses. This includes failure to disclose all medications taken on the medical documents including the DOT Physical Health History form.
- Having more than one active driver's license.
- Failure to maintain minimum driver hiring qualifications.
- Violating any out of service order. Those who are placed out of service must not drive until the time recorded on the inspection form or the item has been corrected with written verification. You may not drive any equipment that has been placed out of service. If an enforcement officer allows you to move to a safer location or to a repair facility, you must get authorization in writing (signed by officer) prior to moving. It's preferable that this written authorization be on the inspection form; however, a signed authorization on any official form identifying the enforcement agency is acceptable. This must accompany the inspection form so that you aren't charged with violation of the out-of-service order.



ALPHA: _____

DRIVER SIGNATURE: _____

MANAGERS SIGNATURE: _____

DATE: _____

Denali Water Spill Prevention

Most spills have been caused by speed management. We need to do a better job at taking care of our loads and below are some tips to help ensure the loads arrive safely.

- **Pre- and Post-Trips:** We must complete pre- and post-trips on all equipment we encounter during our shift; tractor and each trailer we haul, empty and loaded. Visually inspecting the load and adjusting our driving accordingly is critical. If we notice a load may be too full of water to safely haul, we need to talk with management or the plant and see if we can either drain some of the water or scoop some of it out. It is also important to note any foreign contaminants in the load. These could include foam trays, plastic, metal pieces, etc. If we notice contaminants in the load, we need to notify management immediately.
- **Speed Management:** Proper speed management is one of the most important things to have as a driver on this account. Maintaining our 15 seconds of eye lead time and 7



seconds of following distance helps prevent any hard braking. Making sure we are making controlled stops to make a turn and then turning at an appropriate speed is a must. If we have a wet load, the load is still moving back and forth after a stop, so we need to accelerate slowly to prevent product spilling from the back of the trailer.

- **Staying Focused and Alert:** We must remain 100% focused. This includes behind the wheel and out of the truck. Coupled with quality pre-trips and proper speed management, this will prevent spills and make the operation more efficient. We need to utilize our breaks and get the proper rest when we are away from work. Being fatigued behind the wheel is just as dangerous as distracted or impaired driving.

We must all do our part to ensure every load arrives at our customer's location safe and intact. Spills are treated as service failures and reviews will be set up to discuss what happened before, during, and after the spill occurred. These reviews will include account management, ARM's, and potentially region managers. A course of action will be determined during these calls.

ALPHA: _____

DRIVER SIGNATURE: _____

MANAGERS SIGNATURE: _____

DATE: _____

Guidance on DOT Inspections

Quoted from the driver's manual regarding actions which will result in automatic termination:

- **Violation of any out of service order.** Drivers who are placed out of service must not drive until the time recorded on the inspection form or the item has been corrected with **written verification**. Drivers may not drive any equipment that has been placed out of service. If an enforcement officer allows a driver to move to a safer location or to a repair facility, the driver must get this authorization in writing (signed by officer) prior to moving. It is preferred that this written authorization be on the inspection form; however, a signed authorization on any official form **identifying the enforcement agency** may be accepted. This **MUST** accompany the inspection form so that the driver is not charged with violation of the out of service order.

Here is some simple guidance regarding inspections:

- Check every inspection form to ensure there are no out-of-service issues.
- **If you have been placed out of service never take verbal instruction from an officer that you are authorized to move. When placed out of service ensure an explicit written authorization is written directly on the inspection form stating that the issue has been corrected. Write the officer's name and badge number legibly on the form and have the officer sign it, date it and put the time the release is given.** For example, a driver put out of service for not wearing corrective lenses, could write a statement on the inspection form saying, "The glasses were on the truck and are now being worn. Officer X badge number X has released me from out of service. Then the officer signs dates and puts the time as well as the driver signs.
- For equipment mechanical issues, ensure that you get a copy of the repair invoice from the repair vendor. Clearly write on the inspection form mechanical issue has been corrected (name it explicitly for example brake adjustment corrected by XYZ Repair) print the mechanic's name and get his signature date and



time, on the inspections form. Be sure to fill out your DVIR with the mechanic's signature showing the deficiency has been corrected as well.

- **Remember violating an out of service order is cause for automatic termination. Before you leave the inspection site ensure you have proof written and signed for on the inspection form.**
- **Call and report all inspections to safety prior to leaving the inspection site: 800 723 9029. They will make a report as well as give guidance to keep you in compliance.**
- Promptly turn in the form to your supervisor upon return to your dispatch office along with any receipts, DVIR or any other proof of correction.

Receiving any violation, warning, or citation that should have been caught in a pre-trip may result in suspension and or up to termination depending on severity.

ALPHA: _____

DRIVER SIGNATURE: _____

MANAGERS SIGNATURE: _____

DATE: _____

Come Prepared

What does this mean?

- Get plenty of rest.
 - Fatigue happens, but it can be mitigated by practicing good sleep habits.
- Bring food and drinks to work.
 - If there is a place along the way to stop, that is fine, but we cannot stop on ramps or the side of the road.
 - If you normally travel a route with limited safe places to stop, plan accordingly.
- When in doubt, talk to the manager on duty.



- We are here to help you. If you have concerns about your schedule, are not feeling well, or are distracted by life events, communicate this to us so that we can help you.



Trailer Pre-Trip Inspection Policy

There has been an increase in trailers found with the defects listed below.

- Missing door holdback nuts.
- Door holdbacks not secured.
- Missing mudflaps.
- Missing drain valves.

Effective immediately, any driver found operating trailing equipment with the above items will be subject to the following disciplinary actions:

- First Occurrence: Write-Up
- Second Occurrence: Final Written Warning
- Third Occurrence: Termination

This list is not all inclusive. If the defect is a DOT violation or affects the integrity of the load, this policy will still apply.

If you feel you are unfamiliar with some of these items, speak up. We will provide you with the training necessary to identify these defects and correct or report them.



Red Tag Process

It has been brought to our attention that red tags are being put on trailers that have no defects.

This can cause issues with us being able to keep suppliers at their trailer counts.

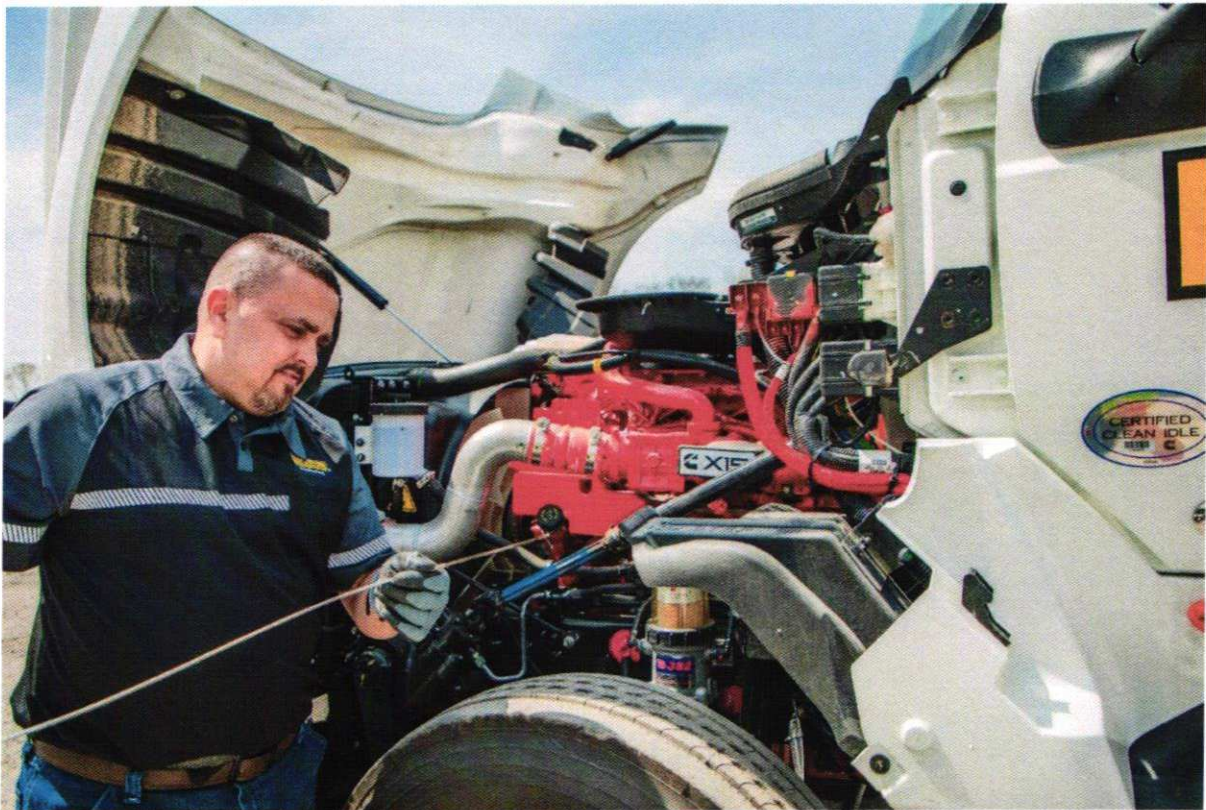
If a trailer needs to be tagged out for repairs, the following steps need to be followed:

1. Inform the office of the issue and send pictures of the issue to both office phones.
2. Confirm with the office that we received the pictures.
3. When applying the red tag, the repair needed needs to be written on the tag along with the date the tag was put on the trailer.
4. Document all of this on your trip sheet.

It is important to follow these steps so there is proper documentation of all equipment needing repairs.

Applying a red tag to equipment in good working order will result in Darling revoking your ability to work at this account.

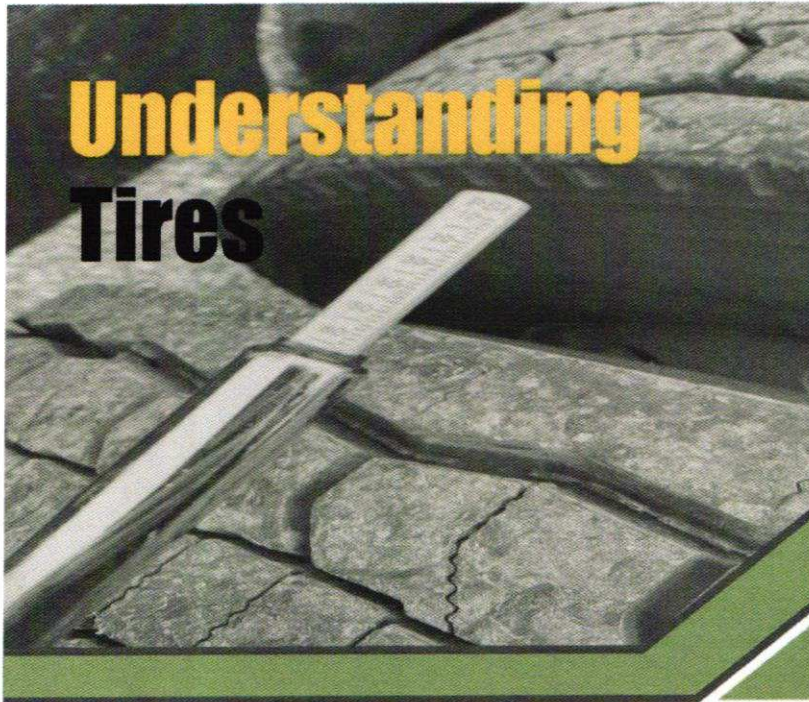
Coaching Pages





Ag Services

Understanding Tires



Tire Pressure Gauges are used to check tire pressure

Tread Depth Gauges are used to measure tire tread thickness

Thumping tires is NOT an approved method of checking tire pressure

Maintaining proper tire pressure increases tire longevity & increases overall fuel mileage

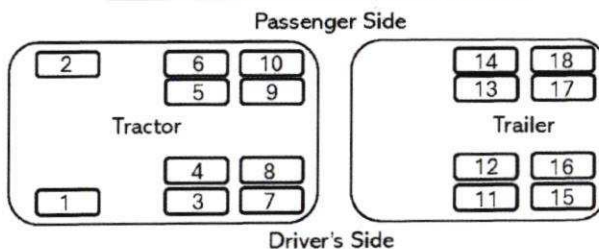
When performing Pre/Post Trip Inspections & 10% Inspections ALL tires must be visually inspected, & PSI checked for proper inflation.

Pre/Post Trip inspections reduce unwanted tire breakdowns and costly tire vendor charges.

Common Tire Failures

Flat Tires (80 PSI or below), Worn Tires (Tire at or below pull point), Stone Drilling (Logged stone in tread), Flat Spots (Locked up brakes), Exposed Cords, Irregular Wear
Mismatch Tread Depths

Tire Positions – Tractor & Trailer



Tire Inflation Pressures

Standard Steer Tire PSI – 110 PSI
Standard Drive Tire PSI – 100 PSI
Standard Trailing Tire PSI – 100 PSI
HD Steer Tire PSI – 120 PSI
Tire Inflation Trailing PSI – 90 PSI

All flat tires – 80 PSI or below
(All flat tires should be replaced)

Tire Tread Depth Pull Points

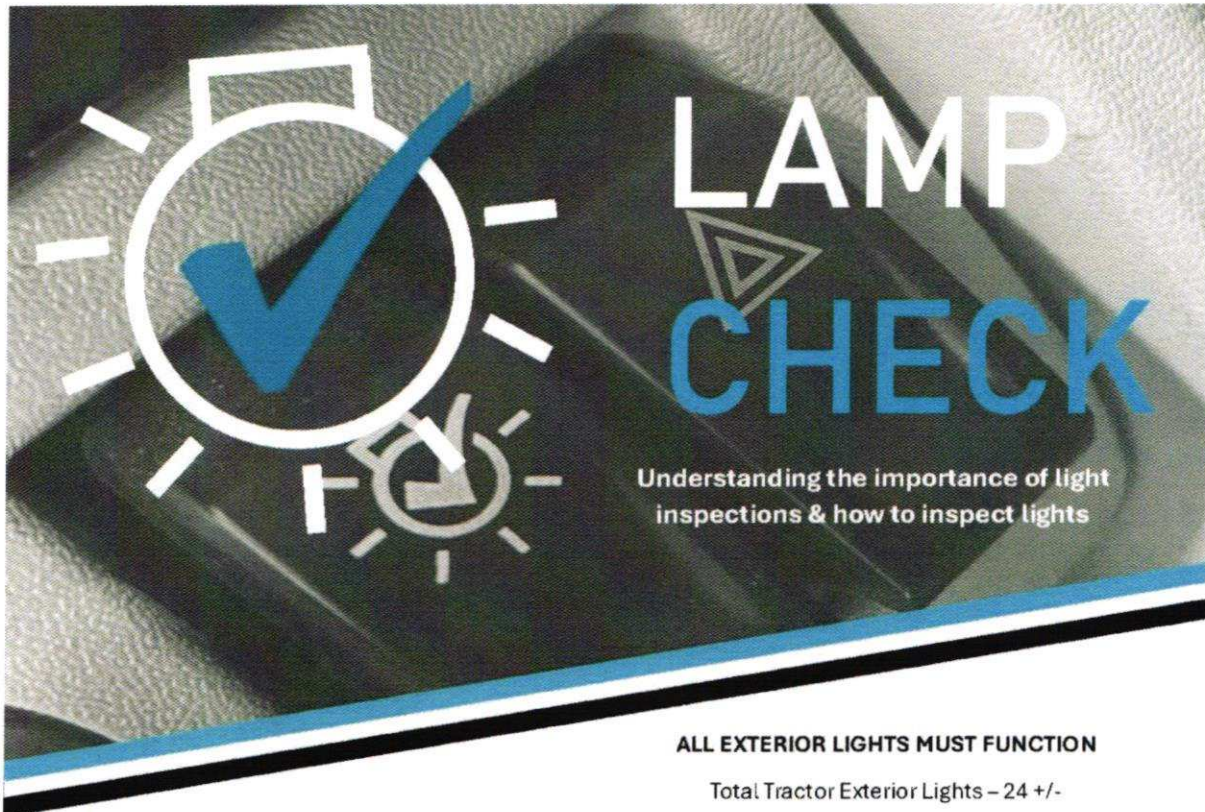
Steer Tires – 6/32" Minimum
Drive Tires – 4/32" Minimum
Trailing Tires – 4/32" Minimum

Any tire measuring at or below the pull points should be replaced

Measuring tread depth should be in the center most of a main tread groove



All JB Hunt Facilities have Air Stations Available



LAMP CHECK FUNCTION

Each truck we operate has a function called "**LAMP CHECK**" which allows the operator to run exterior lighting checks.

How to Operate LAMP CHECK

Turn the ignition key to the "ON" position

Press and hold the "LAMP CHECK" button

All lights will begin to cycle and function as the operator is performing their Pre-Trip Inspection

**** International trucks will NOT illuminate the reverse light during the LAMP CHECK****

Lighting continues to be a top CSA violation we receive nationwide

ALL EXTERIOR LIGHTS MUST FUNCTION

Total Tractor Exterior Lights – 24 +/-

Total Trailer Exterior Lights – 12 +/-

Any Inoperative Directional Light is an OOS violation (Brake Lighting, Turn Signals)

Maintain a solid routine during every inspection

Several exterior lights are dual function lights (Turn Signals/Marker Lights & Brake Lights/Taillights)

Performing thorough light checks will reduce our overall CSA by 50% or more

Help us help you understand the importance of identifying light issues.

Driver care packages available at every terminal



Air Hoses Brake Hoses & More

What does a rubbed air line or brake
air line look like?

Two or more lines make
contact causing chaffing

Air lines and brake hoses are made up of three
parts: **Outer Layer, Reinforcement Layer, &
Inner Layer.**

Any rubbing airline or hose is a violation per DOT

Ensure all cable ties or butterfly straps are intact
and secure

Rubbing air lines or hoses create weak points
causing line/hose to rupture, resulting in leaking
air/air loss

Examples of Air Lines/Hoses that **MUST** be
inspected during each inspection are:

- ✓ Trailer Air Supply Lines
- ✓ Brake Chamber Lines
- ✓ Tandem Slider Lines



Wear extending into outer
protective layer of hose
Violation



Wear extending into reinforcement
ply, making visible. Ply still intact
Violation



Wear extending past reinforcement
ply. Ply is frayed or cut
DDS Violation



Outer layer, reinforcement ply, & inner layer
not damaged
No Violation



BrakeDown

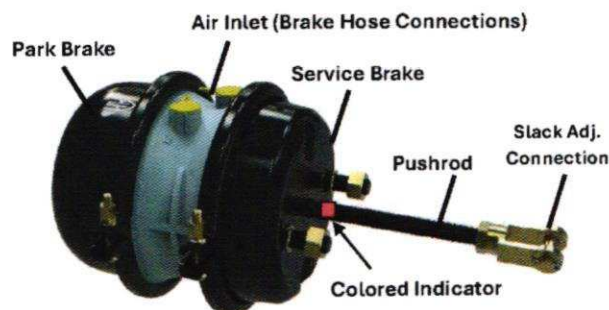
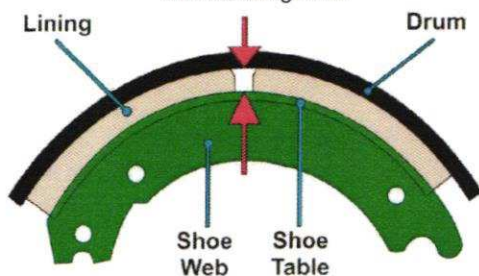
Inspecting Brake Systems & Identifying Basic Brake Components

All information is for Standard Drum Brakes Only

Brake Lining Indicator:
Minimum thickness
allowed per Federal DOT.
(1/4 inch)



Inspecting Brakes:
Visible by looking over
top set of duals down
into the lining/drum



Brake Component Facts:

- ✓ DOT requires 1/4 inch or more of brake lining before replacement.
- ✓ Brake measuring tools can be ordered per account
- ✓ Utilize the brake lining indicator on the brake shoe to visually check thickness
- ✓ Any cracks in brake lining are subject to replacement
- ✓ Inspecting brake lining by simply looking over the top side of the duals down into the brakes
- ✓ Worn Brake lining is becoming more common with our new 65k mile B-Service interval (less shop Visits)
- ✓ Checking brake lining thicknesses are a requirement during pre/post trip inspections per federal DOT

ALL ITEMS LISTED ARE 100% INSPECTABLE DURING PRE/POST TRIP INSPECTION OR A 10% INSPECTION WALK AROUND!

Common Brake Component Failures:

- Worn Brake Lining
- Cracked Brake Lining
- Oil soaked Brake Lining
- Improper Brake Adjustment
- Air Leaks
- Chafing Air Lines/Hoses
- Anti-Lock Brake (ABS) Failures
- Inoperative Brake Lighting

When colored indicator is visible on pushrod, brakes are out of adjust and should be serviced. (Simple pre/post trip inspection item)

Brake Check Tool Guide

49 CFR 393.47 Brake actuators, slack adjusters, linings/pads and drums/rotors.

(1) **Steering axle brakes.** The brake lining/pad thickness on the steering axle of a truck, truck-tractor or bus shall not be less than 4.8 mm (3/16 inch) at the shoe center for a shoe with a continuous strip of lining; less than 6.4 mm (1/4 inch) at the shoe center for a shoe with two pads; or worn to the wear indicator if the lining is so marked, for air drum brakes. The steering axle brake lining/pad thickness shall not be less than 3.2 mm (1/8 inch) for air disc brakes, or 1.6 mm (1/16 inch) or less for hydraulic disc, drum and electric brakes.

(2) **Non-steering axle brakes.** An air braked commercial motor vehicle shall not be operated with brake lining/pad thickness less than 6.4 mm (1/4 inch) or to the wear indicator if the lining is so marked (measured at the shoe center for drum brakes); or less than 3.2 mm (1/8 inch) for disc brakes. Hydraulic or electric braked commercial motor vehicles shall not be operated with a lining/pad thickness less than 1.6 mm (1/16 inch) (measured at the shoe center) for disc or drum brakes.

This is an example of our brake check tool. This end measures slightly over 1/4", which is the minimum thickness established by the FMCSA* for brake lining.

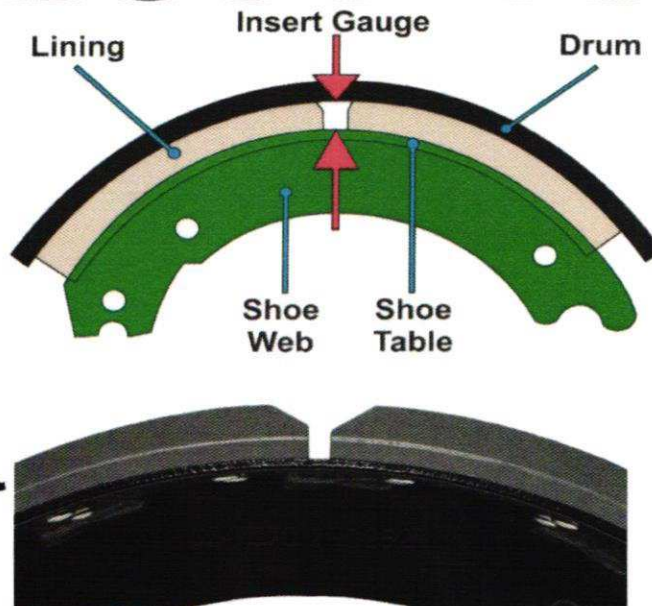
Note: The brake check tool should move in and out freely when held perpendicular to the drum.

Before failing the brakes for lack of movement, confirm that dirt has not built up. This can give a false-positive for failed brake linings.

This is the wear indicator. A visual inspection will confirm if the wear indicator is present on the linings. If it is, the brake check tool is unnecessary. If it isn't, use the brake check tool to confirm thickness of the linings

1/4"

Shown below, the small end of the brake check tool is inserted between the two linings.





COACHING PAGE BACKING

TIPS FOR BACKING

For most fleets, backing represents less than 1% of total miles driven, yet backing events represent 40-60% of their total collision count. This is owed to limited visibility when backing, the difficulties that come along with close quarters maneuvering, and at times, pure and simple complacency is to blame.

To avoid a backing collision, remember the following tips:

- Get out and look (GOAL) to identify hazards
- Walk a complete circle around your vehicle and plan your maneuver beforehand
- Set down markers or seek the aid of a spotter if the maneuver is complicated
- Quiet the cockpit so that you can "hear it before you see it"
- Remember that mirrors don't necessarily provide the full picture
- Honk your horn before backing, and use your 4-way flashers
- Back at a speed of 1 mph to mitigate risk
- Be cautious as you complete the maneuver, keeping an eye out for anything that may move into your path

When backing up, the back of your trailer will go the same direction that the bottom of your steering wheel is moving. To bring the trailer in tight to the driver side, turn the wheel right. If you need to widen or "loosen" the space between you and the trailer (as you look in your driver side mirror), then turn the wheel to the left. Right to bring it tight; left to add more space. "Righty-tighty, lefty-loosey."

Driver Name

Driver Signature

Date

Manager Signature



COACHING PAGE BACKING

BASIC BACKING TIPS

A backing collision can damage property and harm equipment. It can cause injury and even death in some cases. Fortunately, there are simple methods that can help you avoid a backing collision.

- **Get Out And Look (GOAL)**

GOAL remains your greatest safeguard against a backing collision. When you Get Out And Look, walk a complete circle around your vehicle. Check for pedestrians and hazards that may have been hidden from your mirrors. Identify anything that might move into your path of travel. Look above and below the vehicle. When you reenter the cab, complete your backing maneuver as soon as possible so that the environment does not change.

- **Plan Ahead**

Whenever possible, avoid backing altogether. If you don't back, you won't have a backing collision. Find "pull-through" spots in parking lots and utilize them if they're an option. Parallel park in the most wide open area of a street even if it means you'll have to walk a little farther.

- **Seek the Aid of a Spotter**

A spotter can help you navigate in or out of a tight spot. If someone is available to help you, take advantage of another pair of eyes! Agree upon your hand signals before you begin the maneuver. If you lose sight of your spotter during the maneuver, stop the vehicle and wait until they become visible again. The safe operation of the vehicle remains the driver's responsibility, not the spotter's. Don't trust the spotter's guidance if you feel unsure about their direction.

- **Know Your Vehicle**

Understand your vehicle's dimensions and know where your blind spots are.

- **Take Your Time**

No amount of forward driving can advance your backing skills. Take the time to familiarize yourself with the vehicle and don't rush yourself into a collision.

Driver Name

Driver Signature

Date

Manager Signature



COACHING PAGE CELL PHONE USE

Restrictions on Using Hand-Held Mobile Phones:

This is detailed in Title 49 of the Code of Federal Regulations, Part 392.80 and 392.82. These sections specifically address the prohibition on texting and the use of hand-held mobile phones by drivers of commercial motor vehicles.

- 1. Hand-Held Mobile Device Restriction:** The FMCSA prohibits CMV drivers from holding a mobile device to make calls or dialing by pressing more than a single button. CMV drivers are allowed to use a mobile phone while driving only if it is a hands-free phone located in close proximity.
- 2. Definition of Using a Mobile Telephone:** This includes holding a mobile phone to make a call, dialing a phone by pressing more than one button, or reaching for a phone in a way that requires the driver to move out of a seated driving position.
- 3. Penalties:** Fines and penalties for using a hand-held mobile phone while driving a CMV can be up to \$2,750 for drivers and up to \$11,000 for employers who allow or require drivers to use a hand-held communications device while driving. Multiple violations can result in driver disqualification.

What are the risks?

Besides penalties and possible driver disqualification, recent research shows that the odds of being involved in a safety-critical event (e.g., crash, near-crash, unintentional lane deviation) are 23.2 times greater for CMV drivers who text while driving than for those who do not. Texting drivers took their eyes off the road for an average of 4.6 seconds. At 55 mph, this equates to a driver traveling the approximate length of a football field — without looking at the roadway! For CMV drivers who dial a mobile phone while driving, the odds of being involved in a safety-critical event are six times greater than for those who do not. Why take chances?

Bottom Line: Using a hand held device while driving is a serious traffic violation that could result in a driver disqualification.

Driver Name

Driver Signature

Date

Manager Signature

JBH COACHING PAGE

TIPS TO AVOID AN ANIMAL STRIKE

According to the Insurance Institute For Highway Safety from 1975 to the mid-2000s there was a general upward trend in deaths from collisions with animals.

One out of 167 drivers will have a claim from hitting a deer, elk, moose or caribou in 2018, according to State Farm. During October, November and December, there is an increased risk, especially around dawn and dusk.

Tips To Remember:

- Leave yourself an out- Scan the road and shoulder ahead of you
- Keep Your Eyes Moving- Use high-beam headlights if there's no oncoming traffic
- If a collision is unavoidable, apply the brakes firmly and remain in your lane
- Be extra cautious at dawn and dusk and when traveling through areas with an active wildlife population

There are over 300,000 wildlife-vehicle collisions in the United States every year. Over 24,000 of these collisions are fatal to animals and nearly 2,000 are deadly to the driver.

Driver Name _____ Driver Signature _____

Manager Signature _____ Date _____



Ag Services

JBH COACHING PAGE

AVOIDING TAILGATING / FOLLOWING TOO CLOSE

FMCSR §383.51 Disqualification of Drivers – A Driver is disqualified from driving a commercial motor vehicle if within a 3 year period the driver is convicted of more than one violation of any of the offenses listed in Table 2 of §383.51, which includes following the vehicle ahead too closely.

- 15 seconds of eye lead time and minimum 7 seconds following distance. 15 seconds eye lead time means looking down the road ¼ mile at highway speeds or 1 to 2 blocks in town and 7 seconds of space at 62 mph is roughly 10 truck lengths. At 25mph it's about 4 truck lengths.
- To check the following distance, start counting when the vehicle ahead passes a stationary object, count 'one thousand one, one thousand two..' and so forth. If another vehicle pulls between you and the vehicle ahead, slow to re-establish 7 seconds space cushion and then resume normal speed.
- Avoid traveling in 'packs.' Separating yourself from other traffic allows you to have enough time and space for controlled response to hazards.
- Adjust your space cushion according to the situations where there are significant increased risk of collisions. It's in these area that you must ensure that we have 15 seconds eye-lead time and 7 seconds following distance.
- When approaching intersections, ensure you have enough following distance that will give you time to scan for hazards ahead and monitor your mirrors yet still be able to stop in time if traffic suddenly slows or stops
- It is very crucial that your first response a perceived hazard ahead would be to slow down or stop if necessary to avoid collision. Never attempt a sudden emergency lane change. Leaving yourself an 'out' means, having space ahead, not suddenly jumping lanes.

Driver Name _____ Driver Signature _____

Manager Signature _____ Date _____

2019 J.B. Hunt Transport, Inc.



COACHING PAGE DROPPED TRAILERS

Trailer detachments are preventable. We can prevent them if we use the same procedure every time we work through the process.

COUPLING: FIFTH WHEEL > AIRLINE & PIGTAIL > LANDING GEAR (FAL):

- Fully inflate your air bags before backing to a trailer.
- Get out and check the trailer to apron height. Verify the trailer is not too high or too low. **If the trailer is too high**, use the landing gear to lower the trailer height until the apron is just above the 5th wheel. **If the trailer is too low**, use the Tractor Air Dump Valve to empty the air bags and lower the rear of the tractor.
- Back under the front of the trailer at idle speed. The 5th wheel should tilt forward and become level under the trailer's weight. Once the 5th wheel is under the apron, re-inflate the bags if needed. Back until the 5th wheel latches. **Perform a tug test!**
- Visually inspect the 5th wheel with a flashlight. From the side, check for a gap between the 5th wheel and the trailer apron. The handle should protrude no more than one inch from the 5th wheel shell. Get under the trailer and shine a light into the jaws of the 5th wheel to verify:
 - The king pin flange is under the lock jaw.
 - The lock jaw and lock jaw retaining wedge are fully engaged.
- Connect both airlines and the pigtail. Do this even if you're only on the yard. Inspect the connections and grommets for wear and tear. Raise the landing gear all the way and secure the handle to its cradle. If the latch is missing, use a bungee cord. Perform another tug test before releasing the trailer brakes.

UNCOUPLING: LANDING GEAR > AIRLINE & PIGTAIL > FIFTH WHEEL (LAF):

- Select a site that will support the trailer's weight.
- Lower the landing gear until the equipment is solidly on the ground.
- Shift to low gear and add a crank to hear the bags begin to fill.
- Disconnect and stow the air & electrical lines before you release the 5th wheel. Release the 5th wheel. (Manual or air). Pull the 5th wheel from under the trailer, then dump Tractor Air Dump Valve. Pause with the trailer over the tractor frame.

Driver Name

Driver Signature

Date

Manager Signature



COACHING PAGE ROLLOVER PREVENTION

Large truck rollovers can result in property damage, injuries and even fatalities. The frequent causes of rollovers include driving too fast for conditions, over-confidence, failure to check speedometer, and distraction.

Prevention Tips to Avoid a Rollover:

- Semi-trucks have a high center of gravity. Agri tankers and live haul trailers have the highest center of gravity compared to dry vans and containers. Use extra caution when operating these trailers.
- Look 15 seconds ahead for curves and ramps to allow adequate time to prepare.
- Reduce your speed to at least *10 mph below* the posted speed limit when approaching a curve. Speed limit signs posted are for cars in ideal weather conditions - not for a semi-truck!
- Slow down *before* the curve. Braking to hard during the curve can cause you to lose control.
- Know your speed before approaching the curve by verifying on the speedometer and not "driving by feel".
- When there is not a speed limit sign posted, consider load weight, center of gravity, and weather conditions to adjust the vehicle speed while approaching the curve.
- You can make it around a curve hundreds of times too slow; you won't make it around once too fast!

Five Keys to Rollover Prevention

1. Maintain center
2. Adjust your speed
3. Keep your eyes on the road
4. Eliminate distractions
5. Stay alert!

Driver Name

Driver Signature

Date

Manager Signature

JBH COACHING PAGE

CONSTRUCTION ZONES

On June 10, 2019, the Federal Motor Carrier Safety Administration (FMCSA), reported that, over 700 fatalities occur in work zones each year.

§392.2 Applicable Operating Rules – Every commercial motor vehicle must be operated in accordance with the laws, ordinances, and regulations of the jurisdiction in which it is being operated.

Though important in all driving situations, precise speed and space management are absolutely critical in construction zones.

Risk Management Tips:

- All lights should be turned on for best visibility and drivers must be properly belted in place.
- When you first see the warning signs for a work zone, disengage the cruise control and the compression brake (Jake brake).
- Establish a Quiet Cockpit by eliminating all distractions so you can focus exclusively on getting through the work zone without incident.
- Position yourself as far from worker activity and construction vehicles as possible. Look for signs indicating specific lane restrictions for truck traffic.
- Watch out for irrational motorists trying to squeeze in front of you at the very last second. Stay calm, ease off the throttle and regain your space cushion.
- Use 15 seconds eye lead time-look about ¼ mile ahead for early warning problems.
- Comply by all construction zone signs indicating what to be on the alert for and construction workers on foot conducting traffic.
- SLOW DOWN! Make sure to reduce speed upon entering the construction zone to enough time to stop if needed. Reducing speed can also provide enough space cushion for sudden stopping and any last minute cut offs by other motorists.
- You'll always want to give yourself at least seven seconds following distance to ensure you have enough space given the high risk of collisions happening in work zones.
- Utilize the Smith System, 5 Keys Of Defensive Driving to your full advantage.

Driver Name _____ Driver Signature _____

Manager Signature _____ Date _____

JBH COACHING PAGE

Distracted Driving

The National Highway Traffic Safety Council (NHTSA) identifies three types of distracted driving:

- Visual: Eyes Off the Road (texting, looking at Facebook page)
- Manual: Hands Off the Wheel (eating, drinking, smoking, putting on make-up)
- Cognitive: Mind Off the Road (thinking about work/family, daydreaming)

FMCSA: 49 CFR § 392.82. Using a hand-held mobile telephone. (1) No driver shall use a hand-held mobile telephone while driving a CMV. (2) No motor carrier shall allow or require its drivers to use a hand-held mobile telephone while driving a CMV.

J.B. Hunt Drivers' Manual: This applies to all J.B. Hunt drivers to reduce driver distractions, to support the safe operation of the vehicle, and to ensure the safety of our employees, the public, and J.B. Hunt's operation. The use of these devices can increase distractions and potentially impair attention to the driving task. Therefore, the use of electronic devices for communication while driving a company vehicle is prohibited. These devices include, but are not limited to, cell phones (both handheld and hands free), on board computers (OBC), and laptops or other similar computers.

Tips To Avoid Distraction While Driving:

- As a rule, if you cannot devote your full attention to driving because of some other activity, it is a distraction. Take care of it before or after your trip, not while behind the wheel.
- If another activity demands your attention, instead of trying to attempt it while driving, pull off the road and stop your vehicle in a safe and legal place. To avoid temptation, power down or stow devices before heading out.
- Put aside your electronic distractions. **DO NOT USE CELL PHONE WHILE DRIVING!** Whether it is handheld or hands-free. Never use text messaging, email functions, video games or search the internet with a wireless device.
- If possible, eat meals or snacks before or after your trip, not while driving. On the road, avoid messy foods that can be difficult to manage.
- Adjust before you get behind the wheel. Address systems like your GPS, seats, mirrors, and climate controls before hitting the road. Decide on your route and check traffic conditions ahead of time.
- Pre-plan with directions. Input all information in tablet and know ahead of time where you are going.
- Fully focus on driving. Do not let anything divert your attention. Actively scan the road, use your mirrors and watch out for other motorists, pedestrians, and cyclists.

Driver Name: _____ Driver Signature: _____

Managers Signature: _____ Date: _____

JBH COACHING PAGE

FAILURE TO YIELD AND RIGHT-OF-WAY

In 2017, The National Highway Traffic Safety Administration (NHTSA), reported that, 3,711 (7.1%) drivers were involved in fatal crashes due to failure to yield right of way.

A failure to yield can occur as you attempt to merge into other traffic lanes, at intersections, in parking lots, while backing and at other times during the operation of your vehicle. There are multiple types of right-of-way traffic violations.

Right-Of-Way At Intersections

At intersections with signals, it's important to follow the lights. Remember that even when you are following the direction of the signal, you need to be alert at all times.

Failure To Yield At An Uncontrolled Or Four-Way Stop

Right-of-way becomes even more important at intersections without signals. Because there aren't any lights, drivers tend to take liberties. You should know and understand the right-of-way rules at four-way stops or uncontrolled intersections.

- When two cars enter an intersection at the same time, the motorist on the left must yield the right-of-way to the motorist on the right
- The first car that stopped at the intersection has the right-of-way

Failure To Yield At A "T" Or Three-Way Intersection

You can be convicted of going through a green left turn light if you don't yield the right-of-way to oncoming motorists.

Failure To Yield At Stop And Yield Signs

If you fail to yield to another motorist, that has the right-of-way, you can be ticketed. Failing to yield when there is a sign indicating to do is hazardous and can cause a collision.

Failure To Yield To Pedestrians

Drivers of motor vehicles must yield the right-of-way to a pedestrian within any marked crosswalk. You can be ticketed for either refusing to stop for a pedestrian or coming very close to hitting a pedestrian.

Driver Name _____ Driver Signature _____

Manager Signature _____ Date _____

JBH COACHING PAGE

Weather Knowledge: Winter Weather-Ice

When driving in winter weather, check the road conditions and forecast for areas you will be traveling on your trip. There are many sources of weather information available to you; your manager, J.B. Hunt-Rave Guardian Emergency alert app, the Weather Channel/AccuWeather Channel apps, online state road and weather sites, etc. In slick conditions, we encourage you to make your assessment based on experience and comfort levels related to driving in the elements. If you feel it is too dangerous to continue driving, it is recommended to park at a safe place until conditions improve. Remain in contact with your manager and they will communicate any changes with the customer. We would rather reset an appointment than have a driver drive beyond their capabilities and risk their safety. (J. B. Hunt Manual)

What Causes Icy Conditions:

- Snow is the most common cause of ice on roadways. Once the snow melts it turns to ice.
- Freezing rain/drizzle is caused by a warm layer of rain entering a cold air mass. Once the rain "hits" the cold air mass it turns to freezing rain/drizzle glazing the surface immediately.
- Ice causes NO FRICTION with the TIRES and ROAD which is the most dangerous type of driving.

In Ice Conditions Also Remember to Practice the Following Tips:

- Use extreme caution if ice has affected visibility and traction.
- Reduce speed significantly and greatly increase your following distance.
- Space is critical; Think Space, Space, and More Space!
- Scan far ahead; 15 seconds means at least ¼ mile on the highway, 1 to 2 blocks in town.
- **DO NOT** use the engine retarder while driving on slick roads!
- **DO NOT** use the cruise control in less than ideal conditions.
- **NEVER** activate the Power Divider Lock while the wheels are spinning.
- Deadheading/Bobtailing should simply be avoided when slick roads and/or high winds are present.
- Keep all your mirrors, windows, and lights clean.
- Run with the lights on at all times so you can be seen and have better visibility.
- Take everything (steering, shifting, accelerating, and braking) smooth, slow, and easy.

What to Look for When Ice Develops on Roads:

- Know the temperatures! When temperatures drop below 32 degrees Fahrenheit, bridges and overpasses will begin to freeze 1st if there is any precipitation. Roads may freeze at 32 degrees or below.
- When road surface looks wet, but there is little or no spray coming from vehicle tires, this indicates icy conditions are starting. Remember "black ice" is invisible because it looks like the pavement!
- Rub the back of the west coast mirror to check for ice forming.
- Watch the bottom or top edge of the windshield for ice formation.
- Stay alert for subtle changes in road feel through the steering wheel or accelerator.
- Watch for other vehicles experiencing control problems (skidding, swerving, etc.).
- Use caution when approaching traffic lights.
- Scan the intersection well before you reach it; do not assume other vehicles will be able to stop!

Be Careful When Walking:

- Slips and falls increase this time of year. Here's a few tips to keep you injury free: Get in the habit of checking out the ground surface prior to stepping down from the tractor, climbing steps, or

Driver Name: _____ Driver Signature: _____

Managers Signature: _____ Date: _____

JBH COACHING PAGE

Weather Knowledge: Winter-Snow

When driving in winter weather, check the road conditions and forecast for areas you will be traveling during your trip. There are many sources of information; your manager, J.B. Hunt-Rave Guardian Emergency alert app, the Weather Channel/AccuWeather Channel apps, online state road and weather sites, etc. In snow or slick conditions, we encourage you to make your assessment based on experience and comfort levels related to driving in the elements. If you feel it is too dangerous to continue driving, it is recommended to park at a safe place until conditions improve. Remain in contact with your manager and they will communicate any changes with the customer. We would rather reset an appointment than have a driver drive beyond their capabilities and risk their safety. (J. B. Hunt driver manual)

Winter weather brings quickly changing and dangerous weather with blizzards and winter storms. It is important to understand when you are driving into an area that is under a Watch (Winter Storm) that means a Winter storm is possible with 5 to 7 inches of snow or more within 48 hours. A Warning (Winter Storm or Blizzard) means the storm is occurring now or will happen within 12 to 24 hours.

Preparation for snow is important from preplanning your route, to preparing yourself and the truck.

In Snowy Conditions Also Remember to Practice the Following Tips:

- Use extreme caution if snow has affected visibility and traction
- Reduce speed significantly and greatly increase your following distance
- Space is critical; Think Space, Space, and More Space!
- Scan far ahead; 15 seconds means at least ¼ mile on the highway, 1 to 2 blocks in town.
- **DO NOT** use the engine retarder while driving on slick roads!
- **DO NOT** use the cruise control in less than ideal conditions.
- **NEVER** activate the *Power Divider Lock* while the wheels are spinning.
- Deadheading/Bobtailing should simply be avoided when slick roads and/or high winds are present.
- Keep all your mirrors, windows, and lights clean.
- Run with the lights on at all times so you can be seen and to increase visibility.
- Take everything (steering, shifting, accelerating, and braking) smooth, slow, and easy.

What to Look for When Snow Develops on Roads:

- Know the temperatures! When temperatures drop below 32 degrees Fahrenheit, bridges and overpasses will begin to freeze 1" if there is any precipitation. Roads may freeze at 32 degrees or below.
- When road surface looks wet, but there is little or no spray coming from vehicle tires, it indicates icy conditions are starting. Remember "black ice" is invisible because it blends with the road pavement.
- Rub the back of the west coast mirror to check for ice forming.
- Watch the bottom or top edge of the windshield for ice formation.
- Stay alert for subtle changes in road feel through the steering wheel or accelerator.
- Watch for other vehicles experiencing control problems (skidding, swerving, etc.).
- Be very cautious when approaching traffic lights.
- Scan the intersection well before you reach it, do not assume other vehicles will be able to stop!

Driver Name: _____ Driver Signature: _____

Managers Signature: _____ Date: _____



COACHING PAGE ROLLING STOPS

What is a rolling stop?

A rolling stop is the failure to come to a full and complete stop at an intersection. Wheels remain in motion and the speedometer likely registers less than 5 mph. Failure to come to a complete stop is a traffic violation and penalties will vary by state.

What are the risks of a rolling stop?

- Causing a collision
- Rear-ending a vehicle
- Colliding with pedestrians, motorbikes, and bicyclists

To avoid a rolling stop, use these best practices:

- Stop, Rock, and Roll. A complete stop will cause the cab to rock back slightly which means all forward motion has halted. Ease on the brake until you feel the slight rock of a complete stop, and then proceed slowly when you have determined the path is clear.
- Execute a complete stop at all red lights and stop signs.
- Be aware of the vehicles in front of you and slow down accordingly.
- Avoid distractions. Missing a stop sign or failing to come to a complete stop can put you directly in the path of traffic.
- Slow down before reaching the intersection and stop slightly ahead of the stop line. Do not roll across the stop line.
- Check for motorbikes, bicyclists, and pedestrians.

Driver Name

Driver Signature

Date

Manager Signature



COACHING PAGE SPEEDING

Speeding is one of the top reasons drivers are pulled over for an inspection. All speeding tickets are CSA point violations and will stay on a driver's professional record for 3 years.

Did you know? 15 mph over the limit and Speeding in a Work Zone violations warrant 10 points, the same as Driving Ill or Fatigued, Reckless Driving, and Driving with an Out of Service Order (OOS).

To avoid a speeding citation, incorporate the following into your daily practices:

- Scan 15 seconds ahead, looking for sudden changes in speed limits or road conditions.
- When exiting a highway, know that the speed will be different and plan accordingly.
- If you start slowing down as you pass a reduced speed limit sign, you are already speeding and can be ticketed. Begin slowing down well before you reach the sign. On the other hand, you should not increase your speed until the moment you pass a higher speed limit sign.
- In some states (like California, Florida, and New York), 1 mph over the speed limit can get you pulled over! "A little over the speed limit" is still speeding.
- Summer is a busy time for work zones/construction areas. Look for the signs and do exactly what is requested. Fines for speeding through work zones are greatly inflated.
- Adjust space cushion and expect sudden slowdowns. Planning for the unexpected (especially in areas you may be unfamiliar with) decreases panic maneuvers.

You are required to notify your supervisor as soon as it is safe to do so if you receive ANY citation whether in a personal or company vehicle. If the citation is received on a holiday or on the weekend, notify your supervisor on the next business day. Do not call weekend or night staff to report citations received outside of normal working hours unless your driving privileges are suspended or revoked, in which case you must immediately notify Safety Claims (800-723-9029). (*J.B. Hunt Driver Manual*)

Have the following four items ready when calling: citation number, load number (if applicable), state where the citation was issued, and reason for the citation.

J.B. Hunt will not pay associated fines for citations written to drivers. If you receive a citation, ensure the citation is either paid or properly contested to protect your driving record.

Driver Name

Driver Signature

Date

Manager Signature



COACHING PAGE

DRIVING TOO FAST FOR CONDITIONS

Nearly a quarter of collisions that occur with semi-trucks happen due to driving too fast for conditions. FMCSA (Federal Motor Carrier Safety Administration) defines driving too fast for conditions "as traveling at a speed that is greater than a reasonable standard for safe driving."

Be mindful of the following conditions where speed adjustment is necessary:

Weather Conditions: A 10-year study by NHTSA (National Highway Traffic Safety Administration) shows on average 5,000 people are killed and 418,000 will be injured in weather related crashes annually. With nearly half of these deaths and accidents occurring during rainfall! FMCSA recommends slowing down by a 1/3 on wet roads and by 1/2 or more on snow packed roads while simultaneously increasing following distance.

Approaching and Entering a Curve: The speed limit sign for a curve is set for a car under ideal weather and road conditions. The sign is not for semi-trucks. Due to the high center of gravity, semis need to slow down before entering a curve. FMCSA found that 40% of speeding related deaths occur on curves. Approach curves with caution.

Speed Control at Exit/Entrance Ramps: FMCSA has shown that while less than 5% of highway miles occur at ramps and interchanges, almost 30% of semi-truck accidents will occur on or near a ramp. Similar to roadway curves, the posted speed limit for ramps is for cars under ideal conditions. Plan for a ramp by slowing down and adjusting speed well before reaching the ramp.

Fully Loaded Trailer: Every load you take has a different center of gravity. Trailers with a higher center of gravity, due to the load or design of the unit, need special attention. Any sudden braking or speed change can affect the center of gravity and result in a rollover. FMCSA statistics show fully loaded trailers are 10 times more likely to roll over than an empty trailer.

Construction Zones: As soon as you see the construction signs begin to prepare by making sure you're in the proper lane. Do this well before a lane closure. It's important to be alert and ready for any sudden changes. Slow down, increase space ahead and take your time. 25% of work zone fatalities each year involve a commercial vehicle. There is little room for error, so plan ahead to navigate work zones with utmost caution.

Driver Name

Driver Signature

Date

Manager Signature



COACHING PAGE LEFT-HAND TURNS

Common Mistakes When Turning Left:

- Misjudging the speed of oncoming vehicles
- Miscalculating the distance needed to clear the intersection
- Traveling too fast for conditions
- Turning left when the view is obstructed
- Setting up for the turn in an incorrect manner

Risk Management Tips:

- **Don't rush it!** If you rush the maneuver, you may misjudge the speed of oncoming traffic. Know the speed limit and understand that oncoming traffic may be approaching even faster than that. Take the time to assess their approach before you turn left and cross through their lane(s).
- Set yourself up for success. If two lanes are available to turn left, position your truck in the outside lane (i.e., the lane on the right). Keep an eye on the vehicles that are turning in the inside lane.
- **Do not speed** through your turn. Turning too sharply has led to rollover events, especially if the road surface slants away from you.
- The **Quiet Cockpit** technique can eliminate distractions.
- When the light turns green, **hold still** for 2 additional seconds. This will allow the intersection to clear out before you enter it. If you're behind another vehicle when the light turns green, hold still for 2 additional seconds after the forward vehicle begins to accelerate. This will build up a space cushion between you and the vehicle in front of you.
- **Watch the crosswalk!** Not just the one in front of you, but also the one to your left. Pedestrians are liable to cross the street even when they don't have the right-of-way.
- **Do not rush to beat a yellow light.** The time required to safely cross traffic and complete a left-hand turn is at least 13 seconds, and if you rush into a yellow light, the light will turn red before you exit the intersection.
- Pull forward to the center of the intersection before you initiate the turn. Every intersection is different, so you'll have to assess the space each time to turn at the appropriate angle.
- When preparing for the turn, **observe the intersection** high and low. Look for any obstructions that might hinder a clear view of the turn.
- Don't enter the turn lane too early or too late.
- When turning left, keep an eye on the vehicle that might turn out in front of you, the one that might turn right on red. This vehicle is a potential hazard. As you round through your turn in the intersection, this vehicle may jump out in front of you if the driver is impatient or if the driver misjudges your speed.

Driver Name

Driver Signature

Date

Manager Signature



COACHING PAGE RIGHT-HAND TURNS

Risk Management Tips:

Don't take a right-hand turn for granted by practicing the following:

- Look **15 seconds** ahead to assess the turn before it comes time to make the maneuver.
- Get the correct lane sooner than later to avoid a last-second lane change before the intersection.
- **Activate your turn signal** 100 feet before the intersection so that the drivers behind you—who may not be able to see the intersection beyond your trailer—understand what's happening.
- Use the **Quiet Cockpit** technique, if necessary, to “hear it before you see it.”
- Watch for vehicles that may try to squeeze between you and curb on the right-hand side. To minimize this possibility, line up your tractor-trailer on the right side of the lane, then button hook the turn as you pull forward. But wait until you reach the center of the intersection before you initiate the turn, as this will help to prevent off-tracking.
- J.B. Hunt recommends that you wait for the **protection of the green light** before proceeding into the intersection to make a right turn. If you turn right on red, a potentially serious collision can occur even if the right-of-way is legally yours. Completing a right turn can take at least 13 to 17 seconds in a tractor-trailer, and many things can go wrong in that timespan. It is safer to wait for the protection of the green light.
- Before turning, look for curb damage caused by other trucks, or damage done to signs, posts, or light poles. Is the road surface uneven? Are pedestrians waiting to cross? Are there any overhead wires to watch out for?
- Take it slow! Do not rush!

Driver Name

Driver Signature

Date

Manager Signature

JBH COACHING PAGE

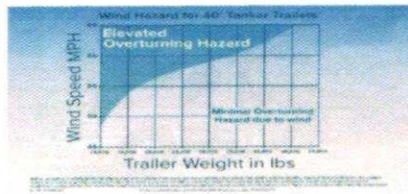
Weather Knowledge: Wind Hazard for 40' Tanker/Agri Trailers

Understanding the weather is always important, especially when dealing with wind. Before operating in windy and/or gusty conditions take into consideration there are many variables that affect high profile vehicle stability. Some of these factors are the cargo's weight and center of gravity (which vary with each load), available friction with the road (tire tread, pavement condition), weather (severe thunderstorms are defined with winds of at least 58 mph), terrain/surroundings (hills, bluffs, overpasses, and buildings) and change direction and speed in curves and turns.

Be mindful sudden and unforeseen wind events can and do occur, as a result, it is important to make operating decisions based on your experience and comfort levels regarding driving in severe or hazardous weather conditions. Windy conditions take place when there is a change in weather pressure and can be a sign of changing conditions such as rain or winter precipitation. So, there may be situations when you are dealing with several different types of weather in one day.

Be prepared for these rapidly changing conditions by knowing your weather (talk to your Account Manager, have weather apps) and if you feel it is too dangerous to continue driving, park at a safe place until conditions improve. Remain in contact with your Account Manager and they will communicate any changes with the customer. We would rather reset an appointment than have a driver drive beyond their capabilities and risk their safety.

We have available a specific 40 ft Tanker/AG Trailer Wind Hazard Chart to discuss with your Account Manager. This chart is to serve only as a guideline when making decisions on driving in windy and/or gusty conditions.



Key Points: Empty trailers weight approximately **10,000 lbs.** and are subject to an Elevated Overturned Hazard in wind speed or gusts in excess of **47 mph.**

Trailers weighing **25,000 lbs.** are subject to an Elevated Overturning Hazard in wind speed or gusts in excess of **56 mph.**

40,000 lb. trailers encountering wind speeds or gusts in excess of **61 mph** subject to an Elevated Overturning Hazard.

Driver Name: _____ Driver Signature: _____

Managers Signature: _____ Date: _____

JBH COACHING PAGE

Winter Knowledge: Winter Weather-Bobtail Safety

Facts About Driving a Bobtail in Winter Weather

Fact #1: Tractors are *not designed* to be operated without trailers. The braking and suspension systems are designed to function with the weight of a trailing unit and cargo on board. Without that weight, the tractor is less stable. In many ways a bobtail is more demanding to drive and requires even closer attention than driving a tractor trailer combination. That is true when road and weather conditions are good; and especially important to keep in mind when operating in wintry conditions.

Facts #2: Braking distances should *increase* compared to a tractor trailer. The suspension on a bobtail is very stiff when not weighted down with a trailer. Consequently a 'normal' brake pedal application could initiate a momentary wheel lock up resulting in skidding or cause the drive axles to begin bouncing roughly as the tires try to grab traction. Either way, it's difficult to maintain control unless you reduce speed and use a very light touch regarding braking, shifting, and steering.

Tips for Driving a Bobtail in Winter Weather:

- **Change your driving habits to meet the weather conditions (wind, snow).** Get ready to handle the truck with 'kid gloves'.
- **Know the weather forecast;** pay attention to changing conditions throughout the trip.
- **Put your seat belt on correctly.** You'll need it to stay in the seat.
- **Don't use the "Jake" brake** (engine retarder) or cruise control.
- **Think Space, Space, and more Space,** especially in inclement conditions!
 - Avoid running with a "pack" of other vehicles.
 - Bobtails need more stopping room, so adequate following distance is critical. It is recommended to greatly increase following distance to more than 7 seconds. (at 30 mph, 7 seconds is 308 feet!)
- **Keep your speed down in slippery conditions as necessary to maintain traction.**
 - FMCSA recommends speed decrease by at least 50% in snow packed conditions.
 - Steering, shifting, and brake/accelerator applications should be smooth, slow, and light to minimize the chance of breaking traction and losing control.
- **Look 15 seconds ahead for potential hazards.** That means looking ¼ mile or farther on the highway and a block in the city. Looking ahead gives you enough time and space for a smooth, controlled response to situations.
- **Bobtailing in inclement road and weather makes it that much more important to:**
 - use extra caution when crossing bridges, approaching intersections, taking curves and ramps; these are common areas for loss of control.
 - be aware high winds and blowing snow can cause problems for bobtails too.
 - be watchful for other vehicles losing control, it's a signal to find a place to park.
 - make conservative operating decisions based on all conditions to ensure your safety and that of everyone around you. Trying to bobtail on ice, in sleet and/or heavy snow should not be attempted.

Driver Name: _____ Driver Signature: _____

Managers Signature: _____ Date: _____



Ag Services



COACHING PAGE

GET OUT AND LOOK

There are several instances in your day where you need to **GET OUT AND LOOK** in order to complete a delivery. Oftentimes, your surroundings are not ideal. Tight spaces, fixed objects, and busy yards make close quarter maneuvering a challenging task. You should **GET OUT AND LOOK** to ensure that you do not make contact with fixed objects. Believe it or not, hitting stationary objects is one of the most common preventable incidents. Make an out-of-cab inspection before and during tight-quarter movements, especially when visibility is limited.

Remember to Use **GOAL**:

- Inspect the area surrounding your truck while taking into consideration that potential fixed objects are coming from above. Identify anything that might move into your path of travel like pedestrians.
- Before getting back into the cab, take one last look under the truck. Objects may have moved in the time it took to complete your inspection.
- Upon reentering the cab, complete your maneuver as soon as possible so that the environment does not change.
- If you only check your mirrors and windows, you can *easily* overlook the fixed objects that can lead to a collision. The **GOAL** technique can prevent these instances. Mirrors alone may not provide the full picture.
- The **GOAL** program ties into Smith System® Key 2: **GET THE BIG PICTURE®**. You simply cannot get the big picture from the cab alone.
- Use safety cones to create visible frames of reference when backing.
- Utilize the quiet cockpit technique so that you can "hear it before you see it."
- When backing, honk your horn before starting the maneuver. Use your 4-way flashers and back at a speed of 1 mph to mitigate risk. If necessary, seek the aid of a spotter to help guide you. Agree upon your hand signals before you begin the maneuver.
- Get out of the seat and on your feet!

Driver Name

Driver Signature

Driver Alpha

Date

Manager Signature

© 2024 J.B. Hunt Transport, Inc.

JBH COACHING PAGE

Pre-Trip Inspections - The 7 Step Method

Per FMCSA, Commercial Motor Vehicle Drivers are required to inspect their vehicle and any equipment attached to their vehicle prior to operation. The inspection is meant to verify all equipment is in working order and is safe to operate on public roads and highways. It is important to have an established routine when doing the inspection and always do your inspection the same way every time! J. B. Hunt utilizes a 7-step method for completing Pre-Trip Inspections.

Step 1: Logbook/Driver's License/Medical Card

Verify your License and Med Card are with you. Review and update logs is there any **current** maintenance items in need of repair/replacing. Once review is complete go on Line 4 and start Pre-trip.

Step 2: Approaching the Vehicle

When approaching the vehicle look for (remember to observe both above and below the unit): any visible leaks, any damage that may have occurred while you were gone, any possible safety hazards that could affect movement.

Step 3: Inspecting Under the Hood

With the engine off, starting from the driver's side working toward the passenger side, always be on the lookout for any missing, loose, cracked, bent or broken parts, nuts, bolts, or cotter pins. In addition to visual and physical check for leaks, look at fluid levels (oil, coolant, power steering, wiper, and fuel filter), hoses/wiring, belts, and radiator.

Complete a check of the 3 components of the engine compartment: Steering Components, Brake Components (Steer Tires) and Suspension Components.

Steering Components: Steering gear box, steering shaft, Pitman arm, drag link, steering knuckle and arm, tire rod, axle and back side of tire & rim (look for cuts, bulges, exposed fabric, and welds).

Brake Components (Steer Tires): Brake chamber, brake drum, brake shoes, brake hoses, slack adjuster and push rod.

Suspension Compartment: Leaf springs/spring hangers/hardware, shock absorbers and u-bolts.

Step 4: Internal Cab Inspection and Emergency Equipment

Enter the cab using the 3 points of contact. Now start the engine and watch for all gauges to cycle and verify air pressure has built up.

Gauges to watch: oil pressure, temperature, air pressure, amp, fuel, speedometer, and RPM's.

In Cab Items to Inspect: Permit book/registration/insurance card/ERG, clutch/gearshift, mirrors and windshield, windows, wipers and washer fluid, all lighting & signal indicators, interior light, fire extinguisher, emergency triangle (for sleeper trucks-in passenger side box), horn(s), seat Belt(s), seat, spare fuses (if applicable), OBC/PeopleNet Tablet or Geotab, steering wheel, heater/defroster, parking brake, brake pedal, acceleration pedal and doors.

Step 5: External Inspection

Remember to begin and end at the same point (start at the driver door, end at the driver door). Conduct all the same checks on both sides of the tractor and trailer (every truck and trailer tire are inspected the same way).

Outside Inspection starting from the driver steps: check windows, mirrors, IFTA Sticker, go to fuel tank, fuel caps, fuel tank straps, cross over lines, do the same for DEF tank and cap.



Tires: rim, hub oil/axle oil seals, lug nuts, tire tread depth (minimum tread depth for a steer is 6/32 and for a drive is 4/32), tire pressure (PSI below 80 is considered flat), valve stem and caps, spacers, brake components, suspension components, air reservoir(s), air lines and pig tails, catwalk, exhaust stack (if applicable), rear of tractor, 5th wheel and lights, transmission casing, rear differential, drive shaft, exhaust system and frame.

Trailer: Front of trailer- clearance lights, cross members, flooring, reflective tape, reflectors, landing gear, signal and marker lights, any exterior damage. Trailer tires/rims and brake components: slack adjusters, brake chambers, brake hoses/liners, brake drum and shoes. Trailer suspension components: springs/air/torque, spring mounts, shock absorbers, air bags, mud flaps, ICC bumper, lights, license plate, trailer door and latches, and interior of trailer (if applicable). Front of trailer/passenger side: DOT trailer inspection, repeat truck tire inspection, window, mirrors and IFTA sticker. Review DOT truck inspection. Look at hood/latches, wipers/windshield/debris/unauthorized stickers, fenders, grill bumper and lights.

Step 6: Air Brakes/Pump Down Inspection
Restart the engine back to the Normal Range.

1. **Test Air Leakage (Static Check)** Have a fully charged system (100-120 psi), turn off the engine, chock the wheels and release both the tractor parking brake and trailer air supply. After air drops initially, time the air pressure drop rate, the rate should be no more than 3 psi in 1 minute.
2. **Test Air Brake for Leaks.** Parking brake and trailer air supply are released, apply firm pressure to service brake pedal. Now watch the air supply gauge and listen for leaks, after the initial air drop the loss rate should be no more than 4 psi in 1 minute. Anything more than 4 psi, the air system must be repaired before operating.
3. **Test Low Pressure Warning Alarm and/or Signal.** Turnkey to AUZ/ON position. Pump down service brake pedal to reduce air pressure. The low air pressure warning signal must come on before the psi reaches 60. If this does not occur could be losing air pressure and could cause the spring brakes to activate suddenly.
4. **Check Spring Brakes Come on Automatically.** Continue pumping down service brake to further reduce air pressure. Both the trailer air supply button and parking brake should pop out when the air pressure reaches a psi between 20- 40. The spring brakes will come on.
5. **Check Rate of Air Pressure Build Up.** Re-Start the Engine. Hold engine to MAX RPM, within 45 seconds RPM should be between 80 and 100 psi in dual systems (verify manufacturers specs for trucks with larger tanks). If the pressure is not building up fast, this may cause pressure to drop while driving. **DO NOT DRIVE until the problem is fixed.**

Step 7: Final Brake Check

When done properly, this is designed to help lower risks of a break down, an accident, and keep the wheels turning.

Test Parking Brake. Set tractor brake, gently pull forward to make sure parking brake holds unit in place, repeat check again with trailer brakes.

Test Service Brakes: Wait for normal air pressure, release parking brakes for tractor and trailer, move equipment forward slowly and apply brakes firmly using brake pedal. Note any "pulling to one side", unusual feel, or delayed stopping action.

Driver Name: _____ Driver Signature: _____
Managers Signature: _____ Date: _____



PRE-TRIP INSPECTION

Pre-Trip Inspection: 7-Step Method

Establish a Routine

Important to do the inspection the **same way, every time.**

1. Approach
2. Administrative
3. Under the Hood
4. Internal Cab Inspection & Emergency Equipment Inspection
5. External Inspection including Cargo & Lights
6. Air Brakes/Pump Down & Leakage Inspection
7. Final Brake Check before Driving

Step 1: Approach

Items to look for during the approach.

- ☐ Any Visible Leaks
- ☐ Any Damage to the Vehicle
- ☐ Any Potential Safety Hazards Around the Vehicle

Observe **above AND below** the unit.

Step 2: Administrative

Any safety related defect **MUST** be repaired before driving.

- ☐ Log into the OBC and go to Line 4: On Duty Not Driving
- ☐ Have in Your Possession:
 - ✓ Driver's License
 - ✓ Medical Card
 - ✓ Paper Log Book
 - ✓ OBC Verification Card

The DVIR (Canned Message 49) should be completed when a defect is discovered.

Step 3: Inspect Under the Hood

Engine Compartment (Engine OFF)

Start at the driver's side and work to the passenger side.

ALWAYS be on the look out for **ANY** missing, loose, cracked, bent or broken parts, nuts, bolts & cotter pins.

Visual & Physical Check

- ☐ Leaks/Hoses/Electrical Wiring & Harnesses/Fluid Levels
- ☐ Oil Level
- ☐ Coolant Level
- ☐ Power Steering Fluid Level
- ☐ Wiper Fluid Level

Components & Belts

- ☐ Air Compressor
- ☐ Alternator
- ☐ Air Dryer
- ☐ Fuel Filter
- ☐ Fan Belts & Radiator

Steering Components (Under Hood)

- ☐ Steering Gear Box
- ☐ Steering Shaft
- ☐ Pitman Arm
- ☐ Drag Link
- ☐ Steering Knuckle
- ☐ Steering Arm
- ☐ Tie Rod
- ☐ Axle
- ☐ Back Side of Steer Tire & Rim (Cuts, Bulges, Exposed Fabric, Welds)

Brake Components

- ☐ Brake Chamber
- ☐ Brake Drum
- ☐ Brake Shoes
- ☐ Brake Hoses
- ☐ Slack Adjuster
- ☐ Push Rod

Suspension Components

- ☐ Leaf Springs/Spring Hangers/Hardware
- ☐ Shock Absorbers
- ☐ U-Bolts

PRE-TRIP INSPECTION

Step 4: Internal Cab Inspection & Emergency Equipment Inspection

Enter cab using 3 points of contact.

START ENGINE and Begin Building Air Pressure

- ☐ Watch for **ALL GAUGES** to Cycle
 - ✓ Oil Pressure Gauge
 - ✓ Temperature Gauge
 - ✓ Air Pressure Gauge(s)
 - ✓ Amps Voltmeter
 - ✓ Fuel
 - ✓ RPM's
 - ✓ Speedometer
- ☐ After Gauges Cycle and Air Pressure has reached Normal Operating Range (120 PSI)
- ☐ Switch the ENGINE to the Aux/Electrical Position

In Cab Items to Inspect

- ☐ Permit Book/Registration/Insurance Card/ERG
- ☐ Clutch/Gearshift
- ☐ Mirrors and Windshield
- ☐ Fire Extinguisher
- ☐ Steering Wheel
- ☐ Wipers & Washer Fluid
- ☐ All Lighting & Signal Indicators
- ☐ Horn(s)
- ☐ Heater/Defroster
- ☐ Parking Brake
- ☐ Safety Belt(s)
- ☐ Interior Lights
- ☐ Emergency Triangles
- ☐ Windows
- ☐ Doors
- ☐ Brake Pedal
- ☐ Accelerator Pedal
- ☐ Seat
- ☐ Spare Fuses (Glove Box) If Applicable

Step 5: External Inspection including Cargo & Lights

Begins and Ends on the Driver's Side.

- ☐ Doors
- ☐ Steps
- ☐ Windows
- ☐ Mirrors (May be up to 6 Mirrors)
- ☐ Fuel Tank/Fuel Cap/Fuel Tank Straps/Cross Over Lines
- ☐ Rims
- ☐ Tires
- ☐ Hub Oil Seals/Axle Seals
- ☐ Lug Nuts
- ☐ Tire Tread Depth
- ☐ Tire Pressure
- ☐ Valve Stem & Caps
- ☐ Spacers (Rear Only)
- ☐ All Lights
- ☐ Hood
- ☐ Wipers
- ☐ Windshield/Debris/Unauthorized Stickers
- ☐ Fenders
- ☐ Grill
- ☐ Bumpers
- ☐ IFTA Sticker(s)
- ☐ DOT Inspection Sticker
- ☐ Rear of Cab & Window (If Applicable)
- ☐ Cat Walk
- ☐ Hood Latches
- ☐ Cargo Box Header
- ☐ Cargo Box Sides
- ☐ Battery & Box (Driver's Side Only)
- ☐ Reflective Tape & Reflectors
- ☐ Air Reservoir Tank(s) **Note:** Bleed for Moisture & Oil
- ☐ Transmission Casing
- ☐ Rear Differential
- ☐ Drive Shaft
- ☐ Exhaust System: Tail Pipe/Muffler
- ☐ Frame
- ☐ Cross Members
- ☐ Flooring
- ☐ ALL Lights
- ☐ Any Exterior Damage
- ☐ Any Interior Damage

PRE-TRIP INSPECTION

Step 5: External Inspection including Cargo & Lights (Continued)

- ☐ Mud Flaps
- ☐ Lift Gate Battery Box
- ☐ Lift Gate
- ☐ ICC Bumper
- ☐ ALL Lights
- ☐ License Plate
- ☐ Cargo Doors
- ☐ Ramp
- ☐ Interior of Cargo Box
- ☐ Cargo Door Latch
- ☐ Springs/Air/Torque
- ☐ Spring Mounts
- ☐ Shock Absorbers
- ☐ Slack Adjusters & Push Rods
- ☐ Brake Chambers
- ☐ Brake Hoses/Lines
- ☐ Brake Drums
- ☐ Brake Shoes

Step 6: Air Brakes/Pump Down & Leakage Inspection

Test Air Leakage Rate (Static Check)

- ☐ Re-start the engine, build air pressure back to 120 psi.
- ☐ With Fully-charged Air System (Typically 120 psi)
- ☐ Turn OFF the Engine
- ☐ Chock the Wheels
- ☐ Release (Push In) Parking Brake Button (All Vehicles)
- ☐ Release (Push In) Trailer Air Supply Button (Combination Vehicles)
- ☐ Time the Air Pressure Drop

After the initial pressure drop, the loss rate should be no more than 2 psi in one minute for single vehicles and no more than 3 psi in one minute for combination vehicles.

Step 6: Air Brakes/Pump Down & Leakage Inspection (Continued)

Test Air Brake System for Leaks

- ☐ Release (Push In) Parking Brake Button (All Vehicles)
- ☐ Release (Push In) Trailer Air Supply Button (Combination Vehicles)
- ☐ Apply Firm Pressure to Service Brake Pedal
- ☐ Watch Air Supply Gauge **AND** Listen for Leaks

After the initial pressure drop, the loss rate for single vehicles should be no more than 3 psi in one minute and no more than 4 psi in one minute for combination vehicles.

If the air loss rate exceeds these figures, have the air system repaired before operating.

Test Low Pressure Warning Alarm and/or Signal

- ☐ Turn Key to ON Position
- ☐ Rapidly Pump Down Service Brake Pedal to Reduce Air Tank Pressure

The low air pressure warning signal must come on **before** the pressure drops below 60 psi in the air tank.

If the warning alarm/signal doesn't work, you could be losing air pressure without knowing it. This could cause the spring brakes to activate suddenly. Only limited braking can be done before the spring brakes come on.

Check the Spring Brakes Come on Automatically

- ☐ Continue to Pump Down Service Brake Pedal to Further Reduce Air Tank Pressure

The trailer air supply button (if it is a combination vehicle) and parking brake button should **pop out** when the air pressure falls to usually between 20 to 40 psi. This causes the spring brakes to come on.

PRE-TRIP INSPECTION

Step 6: Air Brakes/Pump Down & Leakage Inspection (Continued)

Check Rate of Air Pressure Buildup

- ☐ Start the Engine
- ☐ Build Air Tank Pressure Until it Reaches 85 PSI
- ☐ Hold the Engine to 1800 RPM

The pressure should rise from 85 to 100 psi within 45 seconds in dual air systems. (If the vehicle has larger than minimum air tanks, the buildup time can be longer and still be safe. Check the manufacturer's specifications.)

If air pressure does not build up fast enough, your pressure may drop too low during driving, requiring an emergency stop.

Do Not Drive until you get the problem repaired.

Step 7: Final Brake Check

Test Parking Brake

- ☐ Set Brake

Gently pull forward to ensure the parking brake holds unit in place.

Test Service Brakes

- ☐ Wait for Normal Air Pressure
- ☐ Release Parking Brake Button
- ☐ Release Trailer Air Supply Button (Combination Vehicles)
- ☐ Move the Vehicle Forward Slowly and Apply the Brakes Firmly using the Brake Pedal

Note any "pulling" to one side, unusual feel, or delayed stopping action. This test may show you problems which you otherwise wouldn't know until you need the brakes on the road.



HOURS OF SERVICE REGULATIONS

10-Hour Rule

FMCSR 49 CFR § 395.3(a)(1)

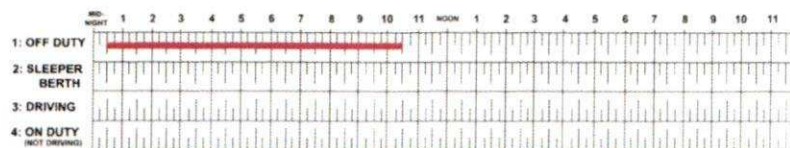
A driver may not drive without first taking 10 consecutive hours off duty.

What is the 10-Hour Rule?

To ensure adequate rest, a driver must take 10 consecutive hours of off-duty or sleeper berth time. *You may take the 10 consecutive hours of off-duty time in only one of four ways:*

1

CONSECUTIVE 10 HOURS OFF DUTY



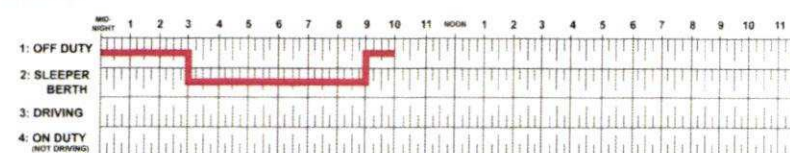
2

CONSECUTIVE 10 HOURS IN SLEEPER BERTH



3

10 HOUR CONSECUTIVE BREAK COMBINING OFF DUTY & SLEEPER BERTH



4

7 HOURS IN SLEEPER + 3 HOURS OFF DUTY OR SLEEPER (OR) 8 HOURS IN SLEEPER + 2 HOURS OFF DUTY OR SLEEPER

However, split breaks are highly discouraged and require special authorization. Drivers who use split breaks tend to receive more HOS violations. It is recommended that you complete a consecutive 10-hour break to ensure you have hours to drive.



HOURS OF SERVICE REGULATIONS 11-Hour Rule

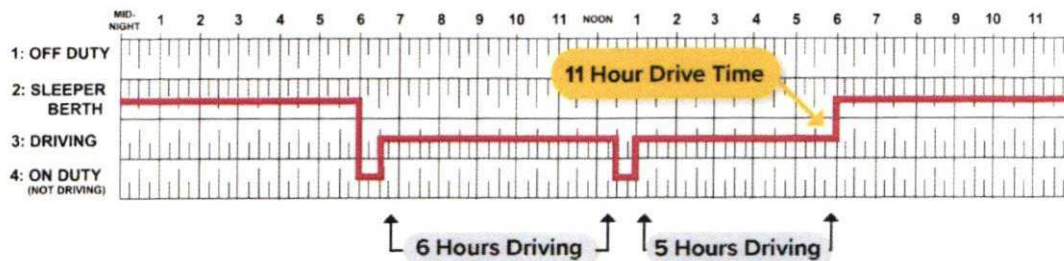
FMCSR 49 CFR § 395.3(a)(2)&(3)(i)

(2) **14-hour period.** A driver may not drive after a period of 14 consecutive hours after coming on-duty following 10 consecutive hours off-duty.

(3) **Driving time and interruptions of driving periods—(i) Driving time.** A driver may drive a total of 11 hours during this 14-hour period.

What is the 11-Hour Rule?

- After 11 hours of driving, you must take a 10-hour break before driving again.
- A 10-hour break grants you another 11 hours of available drive time within the limits of a new 14-hour driving window.
- All time accumulated while driving (Line 3) goes toward the 11-hour rule. You are responsible for verifying your available drive time against the 70-hour rule. Drive time includes all time spent at the controls of a CMV in operation. Time stuck in traffic is considered drive time even if the vehicle isn't moving.
- **IMPORTANT:** Driving three or more hours beyond the 11-hour limit may be considered an "egregious violation." The penalty may total \$2,750 per offense for drivers, and \$11,000 per offense for trucking companies.





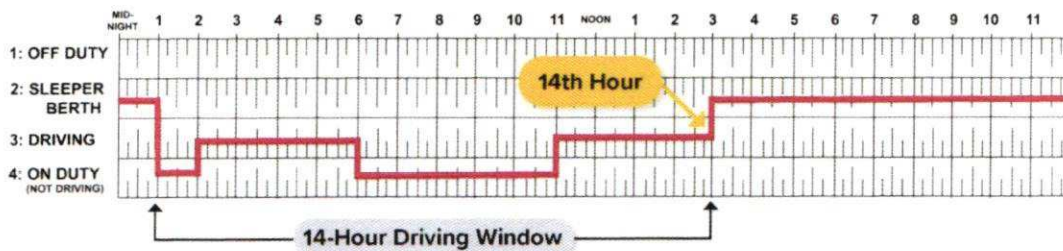
HOURS OF SERVICE REGULATIONS 14-Hour Rule

FMCSR 49 CFR § 395.3(a)(2)

(2) **14-hour period.** A driver may not drive after a period of 14 consecutive hours after coming on-duty following 10 consecutive hours off-duty.

What is the 14-Hour Rule?

- The 14-hour driving window begins as soon as you start your "tour of duty," which is the first time you come on-duty after being off-duty for 10 consecutive hours.
- Once this 14-hour clock begins, anything done (including driving, lunch breaks, naps, roadside inspections, loading or unloading, waiting for roadside services) will count toward your workday's 14-hour limit.
- During these 14 hours, you have 11 hours of available drive time. But note: no matter how many hours you have driven, your workday has to end at the 14-hour cut off.
- All time spent as off-duty (Line 1), driving (Line 3), and on-duty not driving (Line 4) counts toward the 14-hour window. In addition, any rest period of sleeper berth (Line 2) that does not comply with the split sleeper berth guidelines will be included as well.
- You must end your 14-hour workday if and when you reach 70 hours of on-duty time within 8 days.
- **IMPORTANT:** To avoid violating the 14-hour rule, keep your logs updated at each change of duty status. If you wait until the end of the day to fill out your log, you will not be accurate when showing your drive time and on-duty time.





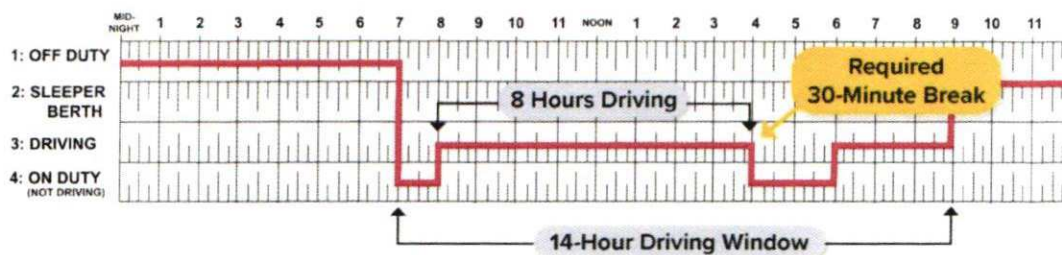
HOURS OF SERVICE REGULATIONS 30-Minute Break

FMCSR 49 CFR § 395.3(a)(3)(ii)

(ii) **Interruption of driving time.** Except for drivers who qualify for the short-haul exceptions, driving is not permitted if more than 8 hours of driving time have passed without at least a consecutive 30-minute interruption in driving status.

What is the required 30 Minute Break?

- The break may be satisfied by any non-driving period of 30 consecutive minutes. You can log the break as on-duty not driving, off-duty, sleeper berth, or any combination thereof.
- Previously, 8 hours of on-duty time required a 30-minute break. Under the current rule, on-duty time is not the determining factor. 8 hours of drive time is what requires a 30-minute break.
- Rest breaks count against the 14-hour limit. In other words, a rest break does NOT extend a driver's 14-hour "tour of duty."
- **IMPORTANT:** If a driver drives for 5 hours, stops, breaks for 15 minutes, then drives for another 3 hours, this driver would be required to stop again and take a full 30-minute break. The break must be 30 minutes straight in order to count.





HOURS OF SERVICE REGULATIONS

70-Hour Rule & 34-Hour Restart

FMCSR 49 CFR § 395.3(b)(2)(c)(1)

No motor carrier shall permit or require a driver of a property-carrying commercial motor vehicle to drive, nor shall any driver drive a property-carrying commercial motor vehicle, regardless of the number of motor carriers using the driver's services, for any period after— [...]

(2) Having been on duty 70 hours in any period of 8 consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

(c)(1) Any period of 7 consecutive days may end with the beginning of an off-duty period of 34 or more consecutive hours.

What is the 70-Hour Rule?

- Both drive time (Line 3) and on-duty time (Line 4) count toward the 70-hour rule. Their sum total on a driver's daily log must not exceed 70 hours during any period of 8 consecutive days.
- When completing a 70-hour recap, notate the last 34-hour restart, then calculate hours accordingly.
- Drivers can restart their 70-hour clock by taking at least 34 hours off duty. This off-duty time can be logged as off-duty or sleeper berth in any combination. However, the entire period must be consecutive and uninterrupted by any duties.
- IMPORTANT:** Every J.B. Hunt logbook contains a 70-hour recap worksheet (pictured). Use this tool to stay organized and updated as you move through each passing week.

Last seven days from the last month	0	Total hours on-duty last 7 days	Total hrs. available tomorrow 78 minus Column A	Total hours on-duty last 7 days	Check Box when 34 hour "Restart" ends
1	12.5	12.5	57.5	12.5	
2	14	26.5	43.5	26.5	
3	13	39.5	39.5	39.5	
4	13	52.5	17.5	52.5	
5	2	54.5	15.5	54.5	
6	12	66.5	3.5	66.5	X
7	11.5	78	0	78	
8	11	89	0	89	

What is the 34-Hour Restart?

- The voluntary 34-hour restart rule is a way for drivers to reset their work week. If a driver has several long workdays in a row, their work time may be limited later in the week. Taking a 34-hour off-duty period restarts the driver's workweek to day one.
- Drivers have unlimited use of the 34-hour reset and the rest break does not have to contain two overnight periods. The 34-hour period may include sleeper berth time, off-duty hours, or a combination of both.
- The 34-hour restart is not mandatory. Drivers may use it at their discretion to prepare for a long workweek.



HOURS OF SERVICE REGULATIONS

16-Hour Exception

FMCSR 49 CFR § 395.1 (o)

A property-carrying driver is exempt from the requirements of § 395.3(a)(2) if:

- (1) The driver has returned to the driver's normal work reporting location and the carrier released the driver from duty at that location for the previous five duty tours the driver has worked;
- (2) The driver has returned to the normal work reporting location and the carrier releases the driver from duty within 16 hours after coming on duty following 10 consecutive hours off duty; and
- (3) The driver has not taken this exemption within the previous 6 consecutive days, except when the driver has begun a new 7- or 8-consecutive day period with the beginning of any off-duty period of 34 or more consecutive hours as allowed by § 395.3(c).

What is the 16-Hour Exception?

The 16-Hour Exception allows you to extend your on-duty time from 14 hours to 16 hours once per 7-day period, or after any 34-hour restart.

What are the Requirements?

- You must return to the work-reporting location that day as well as the last 5 duty tours (must be documented in logs).
- You must be released from duty within 16 consecutive hours.
- The exception can only be used once every 7 consecutive days or after a 34-hour reset.
- The exception does not apply if the driver is eligible for Non-CDL Short-Haul exception.

To be approved for access to this exception, your Safety manager will need to send approval to the Logs Department for each eligible driver.

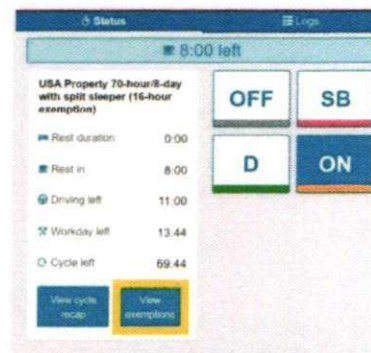


HOURS OF SERVICE REGULATIONS 16-Hour Exception

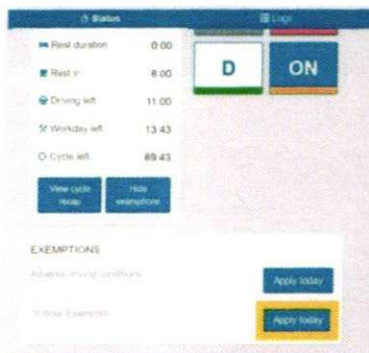
How to Take the 16 Hour Exception in Geotab



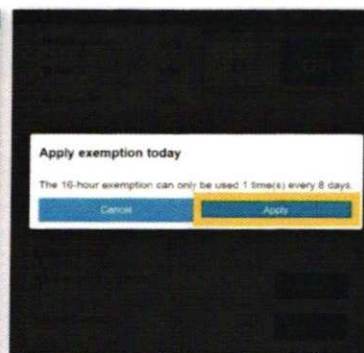
1. Select **HOS**



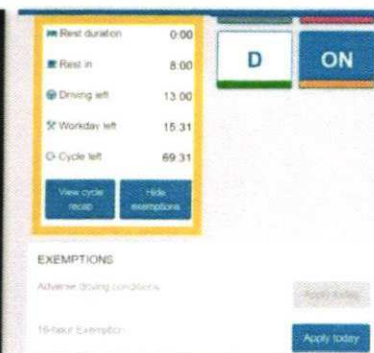
2. Select **View Exceptions**



3. Select **Apply Today** for 16-Hour Exception



4. Select **Apply**



5. HOS will recalculate



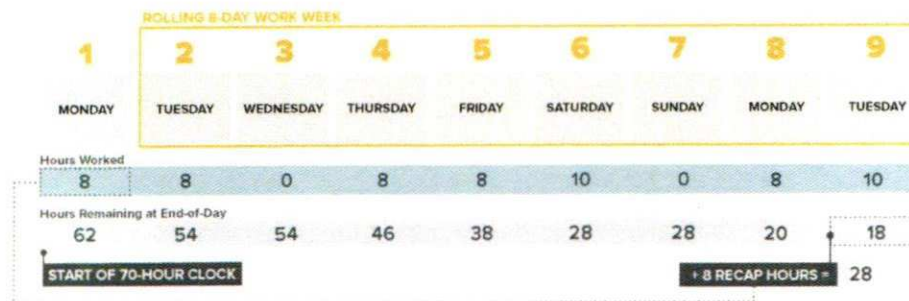
HOURS OF SERVICE REGULATIONS

Recap Hours

What are Recap Hours?

The 70-hour Rule states that drivers must not drive after being on duty for 70 hours in 8 consecutive days. With this rule as a backdrop, we can begin to understand how recap hours allow you to make the most of your available on-duty time.

- After 8 consecutive days of work without a 34-hour reset, you have two options: you can either take a 34-hour reset to restart your 70-hour clock, or you can choose to run on recap hours and keep working.
- If you choose to utilize recap hours, you need to understand how to use them correctly. To help you do this, imagine a rolling timeframe of 8 days. Within this 8-day timeframe, you have all your working hours for the current work week. This 8-day timeframe rolls forward as you enter into Day 9. You can now “recapture” the hours that you worked on Day 1. These recaptured hours will be added to your running 70-hour clock.



Reference the example above. On Day 1 (Monday), you work 8 hours. At the end of Day 1, you have 62 hours left on your 70-hour clock. On Day 2 (Tuesday), you work another 8 hours, leaving you with 54 hours left on your 70-hour clock. So on and so forth until you reach the end of Day 8. At the end of Day 8, you have 20 hours left on your 70-hour clock.

But check it out: at the start of Day 9, that rolling 8-day timeframe slides forward. You can now recapture the hours that you worked on Day 1. In this case, you would recapture 8 hours from the Monday you worked one week prior. This means that on Day 9, you actually have 28 hours left on your 70-hour clock. Why? Because you had 20 hours remaining to begin with, plus you get to recapture the hours that just fell outside that rolling 8-day timeframe. $20 + 8 = 28$. And so, in similar fashion, you can continue to use recap hours each day forward until your 70-Hour clock reaches 0, which then requires a 34-hour reset.



HOURS OF SERVICE REGULATIONS

On-Duty Time

FMCSR 49 CFR § 395.2

On-duty time means all time from the time a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. On-duty time shall include:

- (1) All time at a plant, terminal, facility, or other property of a motor carrier or shipper, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;
- (2) All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- (3) All driving time as defined in the term driving time;
- (4) All time in or on a commercial motor vehicle, other than:
 - (i) Time spent resting in or on a parked vehicle, except as otherwise provided in § 397.5 of this subchapter;
 - (ii) Time spent resting in a sleeper berth; or
 - (iii) Up to 2 hours riding in the passenger seat of a property-carrying vehicle moving on the highway immediately before or after a period of at least 8 consecutive hours in the sleeper berth;
- (5) All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded, remaining in readiness to operate the commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle;
- (7) All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, to comply with the random, reasonable suspicion, post-crash, or follow-up testing required by part 382 of this subchapter when directed by a motor carrier;
- (8) Performing any other work in the capacity, employ, or service of, a motor carrier; and
- (9) Performing any compensated work for a person who is not a motor carrier

What are the requirements?

- With the exception of driving, all time performing any work must be recorded on line 4 (on-duty/not driving). This includes, but is not limited to, loading, unloading, safety check, all time relating to a collision, roadside inspections, receiving traffic citations, fueling, etc.
- When documenting on-duty time, also remember to document in the remarks section the activity, city, and state where the activity took place.
- If you incorrectly or forget to flag an activity on your ELD device, use the annotations feature to correct your duty status. Review your logs throughout the day and certify them at the end of your shift, after you've verified all entries are accurate.



HOURS OF SERVICE REGULATIONS Certifying Logs

FMCSR 49 CFR § 395.30

(a) **Accurate record keeping.** A driver and the motor carrier must ensure that the driver's ELD records are accurate.

(b) **Review of records and certification by driver.**

(1) A driver must review the driver's ELD records, edit and correct inaccurate records, enter any missing information, and certify the accuracy of the information.

(2) Using the certification function of the ELD, the driver must certify the driver's records by affirmatively selecting "Agree" immediately following a statement that reads, "I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct." The driver must certify the record immediately after the final required entry has been made or corrected for the 24-hour period.

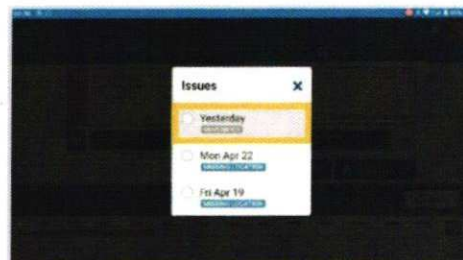
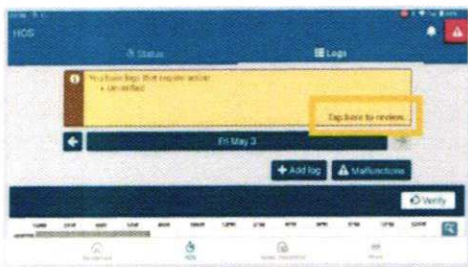
(3) The driver must submit the driver's certified ELD records to the motor carrier in accordance with 395.8(a)(2).

(4) If any edits are necessary after the driver submits the records to the motor carrier, the driver must recertify the record after the edits are made.

Why are drivers required to certify logs?

- Drivers are required to electronically review and sign their logs by certifying the accuracy of the entries every 24-hour period. Failure to do so can lead to citations during a roadside inspection and CSA points given to driver and the motor carrier.

How to Certify Logs in Geotab



Job Safety Analysis (JSAs)



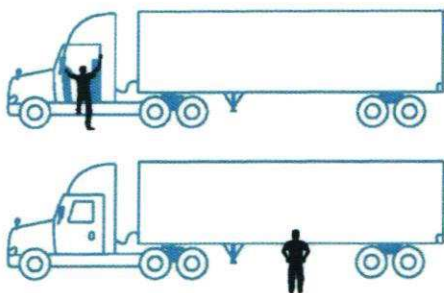


Ag Services

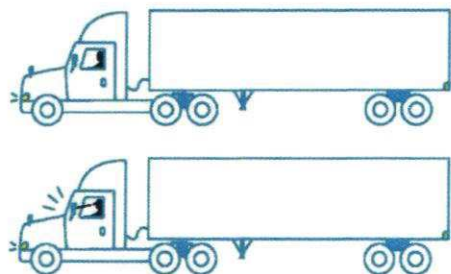
JOB SAFETY ANALYSIS: BACKING

PROCESS

EXIT ► INSPECT ► ENTER ► BACK ► TAKE YOUR TIME



1. Approach delivery or dock area slowly.
2. Exit cab using 3 points of contact.
3. Inspect area. Doing a complete walk around, check overhead objects, hazards at ground level and around the sides. Inspect dock area for damage.



4. Re-enter cab using 3 points of contact.
5. Turn on 4 ways and maintain a quiet cockpit.
6. Sound horn, back slowly using lowest gear. Continue using all mirrors keeping your eyes moving from side to side.
7. Take your time. Repeat inspecting area and completing walk around as many times as needed.

KEYS TO SUCCESS

- PPE Body mechanics
- Smith System
- 3 points of contact
- Proper PPE : Proper footwear, gloves
- Scan entire area for hazards

POTENTIAL HAZARDS

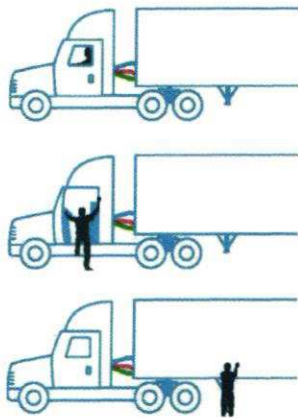
- Slip / trip / fall
- Environment
- Collision



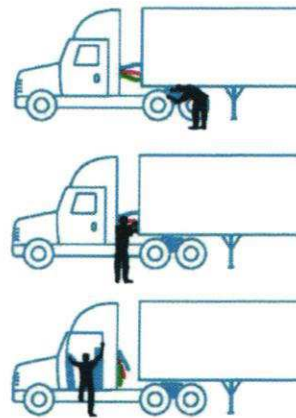
JOB SAFETY ANALYSIS: DROP AND HOOK (DROP)

PROCESS

SECURE ► EXIT ► PREPARE ► LOWER ► RELEASE ► UNCOUPLE ► RE-ENTER



1. Select site.
2. Secure truck.
3. Exit truck using 3 points of contact.
4. Prepare to lower landing gear.
5. Lower landing gear to ground.



6. Release pressure on 5th wheel.
7. Uncouple emergency air line and secure.
8. Unplug pigtail and secure.
9. Uncouple service air line and secure.
10. Re-enter vehicle using 3 points of contact.

KEYS TO SUCCESS

- PPE body mechanics
- 3 points of contact
- Proper PPE: Footwear, gloves, safety vest

POTENTIAL HAZARDS

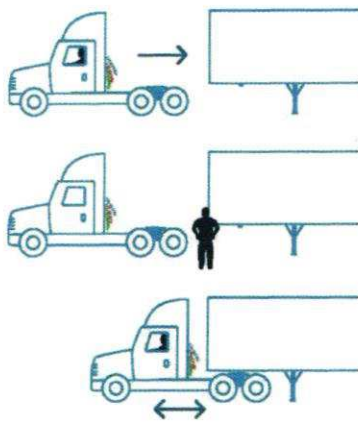
- Slip / trip / fall
- Environment
- Pinch hazard
- Spinning metal crank



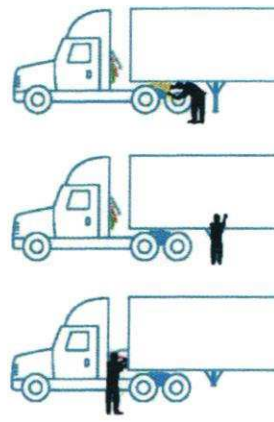
JOB SAFETY ANALYSIS: DROP AND HOOK (HOOK)

PROCESS

LINE UP ► BACK UP ► VERIFY ► TUG TEST ► RAISE ► HOOK ► INSPECT



1. Square truck up in front of trailer.
2. Check height of 5th wheel.
3. Back slowly- look, listen, & feel for 5th wheel to go under trailer apron.
4. Visually verify jaws lock & handle fully retracts.
5. Tug test forward & reverse to ensure fully coupled.



6. Check if 5th wheel release handle retracted completely.
7. Inspect with flashlight to confirm locking jaws are closed around kingpin.
8. Raise landing gear using 3 points of contact.
9. Hook up the airlines & the pigtail.
10. Complete safety inspection.

KEYS TO SUCCESS

- PPE body mechanics
- 3 points of contact
- Proper PPE: Footwear, gloves, safety vest

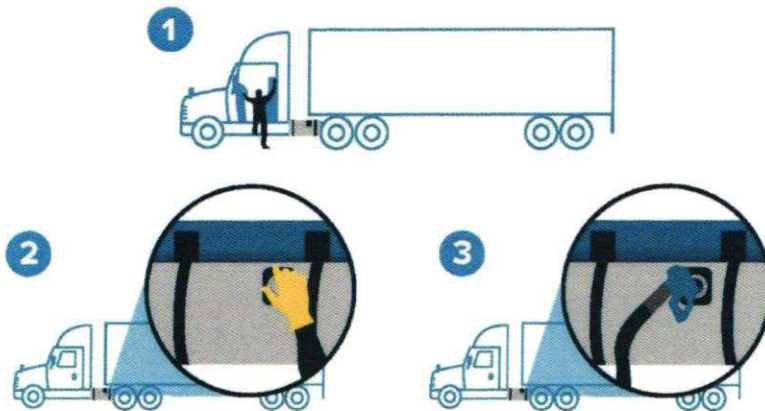
POTENTIAL HAZARDS

- Slip / trip / fall
- Environment
- Pinch hazard
- Spinning metal crank

JOB SAFETY ANALYSIS: FUELING

PROCESS

ARRIVE ► POSITION ► INSERT ► REMOVE ► SECURE ► DEPART



ARRIVAL

1. Position vehicle and exit cab.
2. Put on gloves.
3. Remove the fuel cap and insert nozzle.

DEPARTURE

1. Remove nozzle.
2. Secure fuel cap with gloves.
3. Enter vehicle and depart pump.

KEYS TO SUCCESS

- Proper body mechanics
- Proper PPE: work boots, gloves, safety vest
- Situational awareness
- 3 points of contact when entering and exiting vehicle

POTENTIAL HAZARDS

- Flammable material
- Other vehicles
- Spills and wet surfaces
- Ground hazards (hoses, curbs)



JOB SAFETY ANALYSIS: LANDING GEAR OPERATION

PROCESS

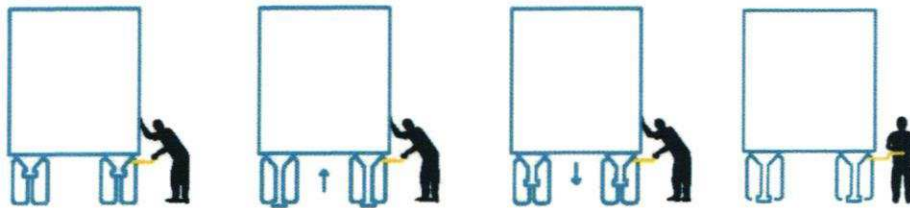
PREPARE



TURN



SECURE



1. Set your feet shoulder-width apart and allow for some bend in your knees. Brace yourself against the trailer with one hand.
2. Engage the appropriate gear: high gear for more speed or low gear for more torque.
3. With a firm grip on the crank handle, turn the handle counter-clockwise to raise the landing gear, or clockwise to lower the landing gear. Do not spin the handle. Maintain full control through each revolution.
4. Re-saddle the crank handle once complete.
5. If the trailer is difficult to raise, turn your body parallel to the trailer with your shoulder perpendicular to it. With your feet shoulder-width apart (and one foot slightly in front of the other), grip the crank with two hands and slowly raise the landing gear.

KEYS TO SUCCESS

- ▶ Proper body mechanics
- ▶ Proper PPE: Gloves, footwear
- ▶ 3 points of contact
- ▶ Sufficient space for motion. Keep body out of path of landing gear; head and arms out of swing radius of handle

POTENTIAL HAZARDS

- ▶ Slip, trip, fall, strain, sprain, pinch, laceration, contusion
- ▶ Environment
- ▶ Internal mechanism can bind causing recoil. Potential for handle to rotate opposite crank direction



Updated 1/3/2024

JOB SAFETY ANALYSIS: OPENING AND CLOSING THE HOOD

PROCESS

UNLATCH THE HOOD ► LIFT THE HOOD ► CLOSE THE HOOD ► LATCH THE HOOD

OPEN



1. Unlatch hood on driver's side
2. Unlatch hood on passenger's side
3. Stand to the side of the hood and use both hands to lift hood out of cradle

CLOSE



1. Grasp hood from the front and begin pushing/lifting
2. Push hood up and back. Once it passes the break over point, maintain contact, and ease down into closed position
3. Push top half of latch downward until it snaps firmly into the locked position
4. Repeat steps on driver's side to lock the other latch

KEYS TO SUCCESS

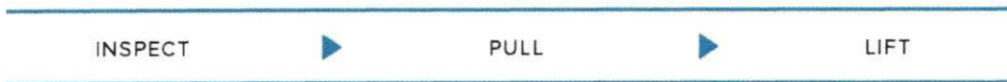
- Unlock the hood latch by pulling up and out
- Check area around tractor for foreign material
- Use the "Heads Up" method
- Check front of tractor for hazards (potholes, vehicles, pedestrian, ice, water, mud, fuel)
- Lock hood latch by pulling up and back into the latched position
- Required PPE: approved footwear and gloves

POTENTIAL HAZARDS

- Pinch point
- Slips, trips, and falls
- Strain

JOB SAFETY ANALYSIS: PULLING 5TH WHEEL

PROCESS



1. Inspect surrounding environment.
2. Bracing yourself with your free hand, lift handle above safety notch.
3. With a slow and even movement, pull 5th wheel handle.

KEYS TO SUCCESS

- ▶ Use required PPE: Proper footwear, leather gloves
- ▶ Use proper balance, control, stability, proper hand & foot placement
- ▶ Use 3 points of contact
- ▶ Position body to raise and pull 5th wheel arm to the out position

POTENTIAL HAZARDS

- ▶ Slips, trips and falls
- ▶ Strains and sprains
- ▶ Environment: Traffic, pedestrians, weather, contour, lighting, surfaces, room available, damage

JOB SAFETY ANALYSIS:

ASCENDING AND DESCENDING ROLLING LADDER

PROCESS

INSPECT ► FACE ► CLIMB ► DESCEND



ASCENDING

1. Inspect step ladder and area of operation.
2. Clear obstacles. Make sure ladder is on level ground.
3. Move ladder with both hands and set up ladder with rail touching dock. Confirm all wheels are locked.
4. Step up ladder using three points of contact. Avoid jerking, twisting or bending sideways as ladder could become unstable.



DESCENDING

1. Position yourself so both feet are balanced with one hand on ladder rail. Keep grip on hand rail while working.
2. Assess area of operation looking for debris and hazards.
3. Facing the ladder, step backward one step at a time while maintaining three points of contact.
4. Maintain hold on ladder with both hands. Push up ladder to storing destination.

KEYS TO SUCCESS

- Required PPE: slip resistant steel toe work boots, safety vest, leather work gloves, safety glasses, hard hat
- Proper body mechanics and three points of contact

POTENTIAL HAZARDS

- Slip, trip, fall, sprain, and strain
- Heavy objects: pinch point, lacerations



J.B. Hunt Transport, Inc. © 2024



DTW Checklist

- ☐ Issue Account Specific Driver's Manual.
- ☐ Fill out all account-related forms concerning pay, PTO, etc.
- ☐ Explain PPE requirements and issue PPE:
 - Steel Toe Boots (ordered upon training completion)
 - Gloves
 - Safety Vest
- ☐ Explain proper accident/injury reporting procedures. Phone numbers included with manual.
- ☐ Review Account-Specific Policies and Procedures
- ☐ Explain where to find information on benefits, discounts, JB Hunt Driver Manual, etc.
- ☐ Enroll in or opt out of Let's Celebrate
- ☐ Complete all training currently assigned (may be delayed until access to 360 is set up).
- ☐ Job Safety Analysis training.
 - Drop and Hook
 - Tug test **and** visually checking 5th wheel jaws.
 - Entering and Exiting Tractor
 - 3 Points of Contact
 - Pulling 5th Wheel Handle
 - Use button in cab if available. If not, maintain proper posture.
 - Lowering/Raising Landing Gear
 - Feet 2 inches off ground. Proper method of cranking landing gear.
 - Fueling
 - Always stay with tractor.
 - Confirm hoses are stowed in pump and fuel cap is on before pulling away from fuel island.
 - DEF pump door fully closed, light stops spinning.

Daily Training Checklist



☐ **Start of Day**

- Ensure the new driver is wearing proper PPE.
- Hours of service and logging procedures.
 - Pre-trip inspection should be logged as On-Duty.
 - Manually change duty status to avoid rollbacks.
- Pre-inspections and DVIR procedures.
 - Perform safety checks of the equipment.
 - Check trailer door hardware is present and tight.
- Trainer demonstrates proper tarping procedure.
- Trip Sheet training until new driver can complete accurately.
- Geotab/Drive App training until new driver can complete calls without errors.

☐ **At Suppliers**

- Scaling in and out at suppliers.
- Drop and hook procedures, including pre- and post-trip inspections on trailers.
- Loaded trailer counts at suppliers.
- Empty and loaded parking procedures at suppliers. Open the tarp when dropping overweight trailers.
- Scale procedure at Linkwood and other Darling facilities.
 - Demonstrates scale computer. States the importance of scale ticket accuracy and the steps to take if information on the scale ticket is incorrect.

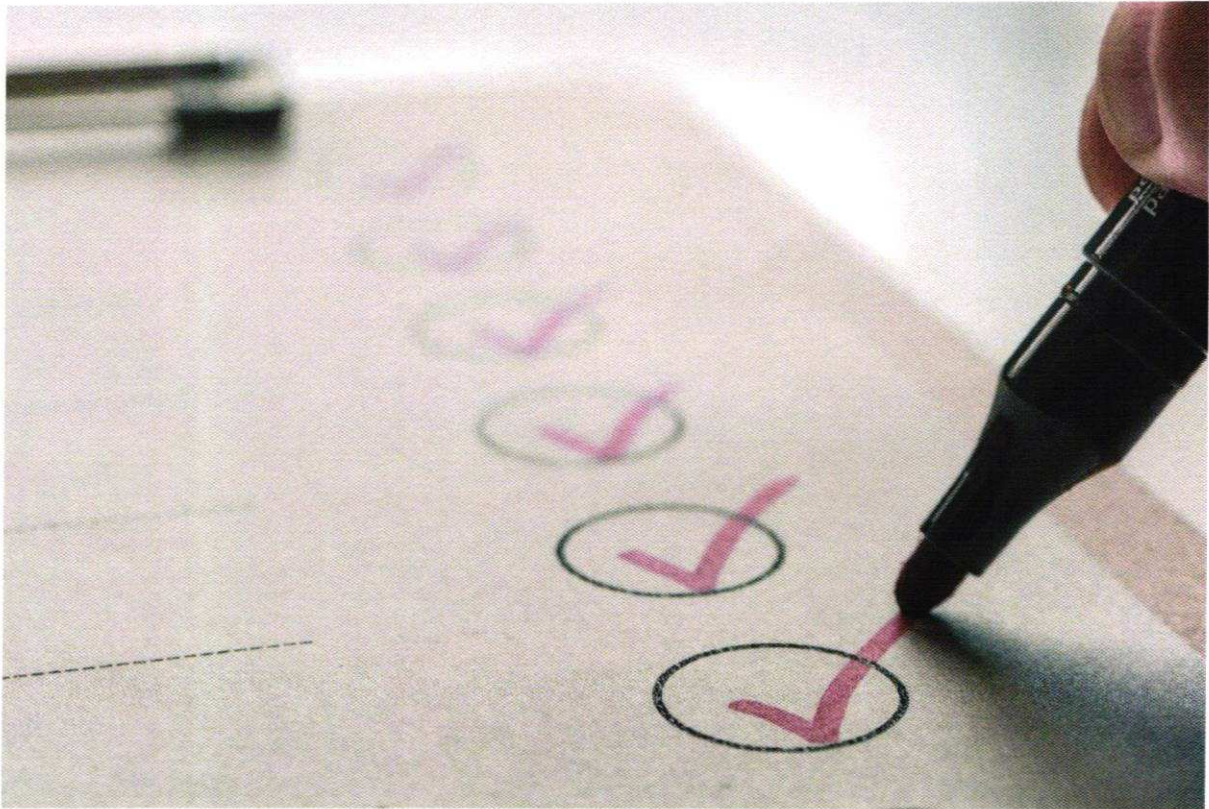
☐ **All Day**

- Trainer demonstrates Smith System.
- Trainer observes driving, including speed management, braking, awareness, and backing maneuvers.
- Trainer provides feedback throughout the day.

☐ **End of Day**

- Post-trip inspection and DVIR procedures.
- Confirm last load is completed on Drive App and logged out on Geotab.
- Trainer provides end-of-day critique and plans for next day.

Training Sign-Offs





Account Specific Training (AST) Sign-Off

This manual is intended to be a supplement to the DCS Driver Manual, which applies to drivers at all DCS locations, as well as the J.B. Hunt Driver Manual. This manual is not intended to be a replacement for those manuals.

Nothing in this manual shall be construed as a contract of employment. Any employment offered is at-will and may be terminated by the employee or J.B. Hunt at any time and for any reason, with or without cause.

This manual contains highlights of policies, procedures, guidelines and benefits but by no means constitutes all policies, procedures, guidelines and rules of J.B. Hunt, the DCS division or any specific account for "Company Drivers" or "J.B. Hunt Drivers." A "Company Driver" or "J.B. Hunt Driver" is a driver who is an employee of J.B. Hunt and uses equipment owned or leased by J.B. Hunt to perform services. This term should never be used to refer to an Independent Contractor, Owner Operator, Lease-Purchase Operator, or a driver working for a Contract Carrier. No written statements in this driver manual, or oral statements, are contracts of employment, and both the employee and the Company understand that employment may be terminated by either at any time, for any reason. This Driver Manual does not guarantee employment for any definite period of time. The Company has the right to modify its policies, procedures, guidelines and benefits, both written and unwritten, in its sole discretion.

J.B. Hunt's Employee Handbook, the DCS Driver Manual, the J.B. Hunt Driver Manual and other Company policies can be found on the People Site located at <https://now.jbhunt.com>.

Driver Name:	_____	Alpha:	_____
Driver Signature:	_____	Date:	_____
Manager Signature:	_____		

ACCOUNT MANUAL ACKNOWLEDGEMENT



By my signature below, I certify that I have read, understand and agree to abide by the policies and procedures contained in the J. B. Hunt Transport Services Inc. Driver's Manual, Dedicated Contract Services Driver Manual, and the Account Specific Driver Manual.

I realize that a copy of this signed document will be placed in my permanent personnel file with J. B. Hunt. I recognize company policy may change without written notification, and it is my responsibility to remain knowledgeable of changes and revisions to policy. I acknowledge that electronic copies of these manuals in their most current form are available to me through the J.B. Hunt network. I also understand that I must destroy/discard any other version of these manuals. This certifies that I have received a copy of the manuals listed above.

Date _____

Driver Name _____ Alpha Code _____

Driver Signature _____

Manager _____

Manager Signature _____

J.B. HUNT TRANSPORT, INC.

VEHICLE OPERATION CHECK RIDE FORM



DRIVER: _____	ALPHA: _____	DATE: _____
EVALUATOR: _____	LOCATION: _____	
TYPE OF EQUIPMENT:	☐ Tractor/Semi-Trailer	☐ Straight Truck
TYPE OF TRANSMISSION:	☐ Manual Transmission	☐ Automated Transmission (AMT)

1. CMV SAFETY CHECK: Parking brake, steering mechanism, lighting devices & reflectors, tires, horn(s), windshield wipers, mirrors, emergency triangles, fire extinguisher, permit book, etc.

☐ Pass ☐ Needs additional training

Comments/description of extra training provided: _____

2. CMV BASIC OPERATIONS: Wears seat belt, puts truck in proper gear when starting, checks mirrors prior to use, mirror scanning & usage, keeps eyes moving, demonstrates lane control, space management, passing & lane changing, following distance, obeys all traffic control devices, stop lines, railroad crossing, high aim steering, hand placement on steering wheel, no roll back from a stop, coupling & uncoupling, use of emergency equipment.

☐ Pass ☐ Needs additional training

Comments/description of extra training provided: _____

3. TURNING MOVEMENT: Use of mirrors while turning, use of signals while turning, speed control while turning, overall execution of turns, proper lane control before/during/after the turn, slowing the CMV by means other than the brakes.

☐ Pass ☐ Needs additional training

Comments/description of extra training provided: _____

4. BACKWARD MOVEMENT: Proper set-up, sets parking brakes, closes door, walks around, steering corrections, mirror usage while backing, excessive pull-ups, observes 5 mph parking lot speed limit, utilizes four-way flashers, parks appropriately in space provided.

☐ Pass ☐ Needs additional training

Comments/description of extra training provided: _____

ADDITIONAL COMMENTS _____

By my signature below, I confirm the driver was observed completing the above driving functions and, in those areas where additional training was needed, that training was provided, and the driver was able to successfully pass the task(s) to completion.

J.B. HUNT EVALUATOR: _____ **DRIVER:** _____



JOB SAFETY ANALYSIS

Tractor and Trailing Equipment

Each task has been reviewed with the driver and demonstrated to the driver how to do it safely.

- | | |
|---|---|
| ☐ Climb in/out of Conventional Style Tractor | ☐ Open & Close Trailing Equipment Doors/Enter & Exit the trailer |
| ☐ Raise/Lower Hood on Conventional Tractor | ☐ Intermodal Container/Chassis Securement |
| ☐ Crank Landing Gear | ☐ Pre-trip inspection |
| ☐ 5th Wheel/Tandem Release Handle | |

Federal Equipment Inspection

A current Federal Inspection sticker must be displayed on both the tractor (curbside) and trailing unit (curbside front corner). It will exhibit the month and year the inspection was performed. **Operating with an expired sticker results in a \$10,000 fine to the company and a \$5,000 fine to the driver.**

J.B. Hunt changes the Federal Inspection Sticker at every B-service for tractors and every AA service for the trailing equipment. **It is up to the driver to check the date on both the tractor Federal Inspection sticker and trailing equipment Federal Inspection sticker during pre-trip inspection and ensure they are current.**

Tire Care Agreement

- ☐ I have received instruction on what my responsibilities are for tire care procedures.
- ☐ I have received instruction on monitoring the condition of the truck tires, specifically how to use a tread depth gauge and a truck tire air pressure gauge.
- ☐ I understand to maintain tires at the appropriate PSI:

Standard Lo Pro Tires: (295/75R22.5 & 275/80R22.5)

Steer 110 PSI | Drive & Trailing Equipment 100 PSI | Trailer with Tire Inflation System 90 PSI

Farm Spec Heavy Duty Tires: (295/75R22.5, 275/80R22.5, and 11R22.5)

Steer 120 PSI | Drive & Trailing Equipment 100 PSI | Trailer with Tire Inflation System 90 PSI

Widebase Tires (super-singles): (445/50R22.5)

Drive 105 PSI | Trailing Equipment 105 PSI

For specialty tire inflation pressures (other than those listed above), please contact the Maintenance Department.

- ☐ I understand that at 80 PSI tires are considered flat and arrangements must be made to remove it immediately.
- ☐ I understand the J.B. Hunt minimum acceptable tread depth on steer tires is 6/32. The minimum acceptable tread depth on drive tire tires is 4/32. The minimum acceptable tread depth on trailing equipment tires are 2/32.
- ☐ I agree it is my responsibility each day to perform and document a safety check and on road inspections and to complete a post trip report. J.B. Hunt has reviewed with me the proper procedure to complete a thorough vehicle inspection.

Name _____ Date _____ Signature _____

Location: _____

IMPORTANT NOTICE

The Delaware Department of Natural Resources and Environmental Control (DNREC) Compliance and Permitting Section (CAPS) is dedicated to overseeing the waste transportation permit process. We carefully receive, review, and provide comments regarding submitted permit applications, requiring a complete application prior to public notice. It is important for transporters submitting applications to DNREC-CAPS to understand that all permit applications will now be publicly accessible during the required 15-day public notice period and are also subject to release under DNREC's Freedom of Information Act (FOIA) afterward.

To improve transparency, DNREC now publishes legal notices on its website that include the names of transporters applying for permits, along with convenient links to the original permit applications. This approach is designed to promote open communication and build public trust.

Before releasing each permit application, DNREC-CAPS ensures that all personally identifiable information (PII)—such as driver names, birthdates, and Social Security numbers—is properly redacted.

Transporters who wish to keep other certain information in their permit applications confidential—excluding personally identifiable information (PII) which is being redacted—must explicitly request confidentiality when they submit their original application. This request must comply with DNREC's Freedom of Information Act (FOIA) regulations. For detailed policies and procedures regarding confidentiality requests, refer to 8 DE Admin. Code § 900, titled *Policies and Procedures Regarding FOIA Requests*.

Please note that any request to hold specific information as confidential must be made in writing at the time you submit your original waste transporter application to DNREC-CAPS. Your request must include a justification for why the information should be kept confidential, as required by Subsections 6.2.1 through 6.2.4 of the *Policies and Procedures Regarding FOIA Requests*.

Additionally, if you are making a confidentiality claim, you are required to submit two applications: the original waste transporter permit application and a second version of the original application that redacts the information you wish to keep confidential.

We appreciate your cooperation in this matter.

Davis, DaQuan (DNREC)

From: Hazmat <hazmat@jbhunt.com>
Sent: Friday, June 19, 2026 7:26 AM
To: WHStranporters
Subject: RE: Delaware Solid Waste Transportation Permit Application
Attachments: Department of Natural Resources.pdf; AL Broad Pollution.PDF

Sorry for the delay. Insurance team needed to approve. They have provided the attached documents. If these are insufficient in any way please let me know.

Thanks



DRIVEN FOR YOU™

Matt Pittman

DOT Compliance Manager
479.419.2157(O) 479.799.3234(C)

jbhunt.com



From: WHStranporters <WHStranporters@delaware.gov>
Sent: Wednesday, June 17, 2026 1:59 PM
To: Hazmat <hazmat@jbhunt.com>
Subject: Delaware Solid Waste Transportation Permit Application

Caution: External Email – Don't open links or attachments from unknown sources. If this email is suspicious, click the Report Phish button.

Hello,

Thank you for submitting your application for your Delaware solid waste transporter permit. Upon review, I have found that some information is missing or needs to be updated. Please address the items listed below:

- **Section 10**

-Provide an updated Certificate of Insurance and add the Department of Natural Resources and Environmental Control address in the Certificate Holder section the address is 89 Kings HWY, Dover, DE 19901.

-Please provide an MCS-90 endorsement form with the policy number XSA H11347472.

Please provide the information requested above via e-mail within five (5) days.

Thank you,

DaQuan Davis



DaQuan L. Davis
Environmental Scientist
Division of Waste and Hazardous Substances

☎ 302-739-9403

✉ WHStranporters@delaware.gov

📍 89 Kings Hwy SW, Dover, DE 19901

🌐 dnrec.delaware.gov



This email contains confidential material for the sole use of the intended recipient(s). Any review, use, distribution, or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender by reply email and delete all copies of this message.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/18/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff, A Marsh & McLennan Agency LLC Company 2828 N. Mansfield Ave. Suite 202 Fayetteville, AR 72704 www.mcgriff.com	CONTACT NAME: JB HUNT Customer Insurance Group PHONE (A/C, No, Ext): 479-419-3624 E-MAIL: customer.insurance@jbhunt.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: ACE American Insurance Company INSURER B: Indemnity Insurance Company of N A INSURER C: AGCS Marine Insurance Company INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC # 22667 43575 22837
--	---	---

COVERAGES	CERTIFICATE NUMBER: 91092385	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		XSL G49372127	12/31/2025	12/31/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		XSA H11347472	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WLR C72802767	12/31/2025	12/31/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Cargo		MXI 93077539	12/31/2025	12/31/2026	\$100,000 Per Occurrence Limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Department of Natural Resources and
Environmental Control
89 Kings HWY
Dover DE 19901

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jonathan Wilson

BROADENED POLLUTION LIABILITY COVERAGE - COVERED AUTOS

Named Insured J.B. Hunt Transport, Inc.			Endorsement Number 32
Policy Symbol XSA	Policy Number H11347472	Policy Period 12/31/2025 TO 12/31/2026	Effective Date of Endorsement
Issued By (Name of Insurance Company) ACE American Insurance Company			

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

EXCESS BUSINESS AUTO COVERAGE FORM

LIABILITY COVERAGE is changed as follows:

LIABILITY COVERAGE under this policy is extended to apply to "bodily injury" or "property damage" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants" that are, or that are contained in any property that is:

- (1) being transported or towed by the covered "auto"; or
- (2) otherwise in the course of transit by the "insured".

However, this extension of coverage does not apply to:

- (1) "pollutants" that are being handled, or are contained in any property that is being handled, for movement into, onto, or from the covered "auto"; or
- (2) liability assumed under a contract or agreement.

DEFINITIONS: The definition of "covered pollution cost or expense" is replaced by the following:

D. "Covered pollution cost or expense" means any cost or expense arising out of:

- (1) Any request, demand or order; or
- (2) Any claim or "suit" by or on behalf of a governmental authority demanding

That the "insured" or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of "pollutants."

"Covered pollution cost or expense" does not include any cost or expense arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants":

- a. That are, or that are contained in any property that is being handled, or handled for movement into, onto or from the covered "auto"; or
- b. Before the "pollutants" or any property in which the "pollutants" are contained are moved from the place where they are accepted by the "insured" for movement into or onto the covered "auto"; or
- c. After the "pollutants" or any property in which the "pollutants" are contained are moved from the covered "auto" to the place where they are finally delivered, disposed of or abandoned by the "insured."