



American Veterans Logistics LLC

8/15/2014

AMERICAN VETERANS LOGISTICS, LLC Elk River, MN

Hiring Requirements

American Veterans Logistics, LLC will hire only those personnel that meet our high standards of professionalism. Every position will have a different set of hiring requirements, however the following are the basis of our standards. We look to provide our customers with only the very best.

1) ALL EMPLOYEES:

- a. Must be a United States citizen.
- b. Must be able to clearly speak, read and write in the English language.
- c. Veterans with an Honorable Discharge DD214 will receive preference.

2) DRIVERS:

- a. Due to the possibility or exposure to firearms, potential employees / contractors must not have any felony convictions.
- b. Driving record must reflect no driver at fault accidents and no tickets in the last five years.
- c. Must be able to obtain a TWIC (Transportation Workers Identification Card).
- d. Must be willing to submit to pre-employment and random drug and alcohol tests.
- e. Must be able to provide proof of no less than five years total driving experience over-the-road as well as no less than two years in the last three.

Benefits and Pay

American Veterans Logistics, LLC has established the following guidelines for basic pay and benefits. The following is the minimum to be provided to personnel contracted to the company.

1) BENEFITS:

- a. Wireless tablets for electronic logs and WIFI communication will be provided free of charge.
- b. Every truck has assigned equipment to facilitate the need for scanning and printing documents.
- c. All vehicles will be available to be washed twice a month.
- d. All equipment is assigned, no slip seating.
- e. For every week on the road drivers will receive a guaranteed two days off at home. (ex. Three weeks out six days off – consecutive.).
- f. Open door pet and rider policy.
- g. Guaranteed home on major holidays.
 - i. Thanksgiving
 - ii. Christmas
 - iii. New Years

2) PAY:

- a. Drivers – 30% starting wage with an increase to 35% (after 90 days safe operation) of gross pay per trip after fuel deductions
Dispatch – 2.5% (Owner Operator dispatch) 5% (General Contractor) of gross pay per trip after detention/layover deductions
- b. \$100.00 Tarp pay – minimum, stop circumstances may warrant a higher pay.
- c. If a tablet and WIFI connects not provided by the company then \$50 a month will be paid to offset the cost.
- d. \$25.00 stop pay for stops on addition to the shipper and final consignee.
- e. Detention pay will be passed on to the driver.
- f. Layover pay of \$100.00 per 24 hours paid on dispatch starting after the scheduled deliver date/time. Layover pay may also be paid when a load requires.

Contractor Responsibilities

All contractors share the responsibility of portraying American Veterans Logistics, LLC in a competent and professional manner. Customers' comments and concerns will be considered and acted on if at all possible as long as safety is not sacrificed.

In addition to the above mentioned requirements each division will have position related responsibilities as described.

1) DRIVERS.

- a. Each driver will maintain his/her equipment to the best of their ability. It is understood not all drivers have extensive mechanical abilities; however the following tasks may at some time have to be performed by the driver to continue safe operation. If a driver does not know how to perform these tasks, training will be provided.
 - i. Properly perform pre-trip inspections and maintain fluid levels as directed by DOT regulations.
 - ii. Perform brake system inspections and minor repairs to include, when possible:
 1. Repair damaged air lines
 2. Maintain slack adjusters
- b. It will be the driver's responsibility to ensure all freight is properly secured regardless of who loaded it and type of trailer being used. Bungee cords are not to be used at any time as a form of securement on either truck or trailer.
- c. Drivers will adhere to current Hours Of Service rules as directed by DOT.
- d. Every driver will ensure paperwork is properly completed and submitted as soon as safety allows. The following items must be submitted to dispatch for processing at the end of each trip:
 - i. Trip Report
 - ii. Signed BOL and supporting documents
 - iii. Any miscellaneous forms and documents
- e. When required by a shipper or receiver, the driver will don proper Personal Protection Equipment.

- f. Drivers will maintain a neat and clean appearance when possible. Trucks will have a clear dash at all times and the floor will be free of debris.
- g. Every 30 days drivers will make available, either to staff of American Veterans Logistics, LLC or Petro/TA truck service centers, assigned equipment for safety inspection. It is understood American Veterans Logistics, LLC will cover the cost if truck stop service is required.
- h. Drivers will use assigned electronic equipment for company related business only.

2) DISPATCH.

- a. Dispatch will have the responsibilities of locating and securing freight for assigned drivers. In the act of performing these duties the dispatcher will be required to perform the following duties:
 - i. Negotiate freight rates
 - ii. Complete any documents required by customer such as carrier profiles and confirmation sheets
 - iii. Ensure drivers documents are completed properly and forward necessary documents to appropriate agencies
- b. Assist Safety in enforcing Drug and Alcohol program requirements.

3) SAFETY.

- a. Safety will ensure all drivers are adhering to DOT Hours of Service rules and enforce violation disciplinary rules.
- b. Ensuring all implemented safety programs are followed as well as develop additional programs as conditions dictate.
- c. Oversee training program development and implementation.
- d. Maintain Drug and Alcohol program compliance.

Discipline

Safety and public image are of the utmost importance to American Veterans Logistics, LLC. In most cases the two work hand in hand. Management will strive to provide the latest tools and resources to achieve this goal.

Discipline actions will be carried out by Safety Management personnel. Circumstances may constitute decisions made from information received by other personnel however, such as dispatchers.

There are two types of disciplinary action, termination or probation. Termination will be immediate and transportation provided back to the terminated individuals home of record or suitable location.

If an individual is placed on probation for an infraction and incurs a second offense, in some cases a third, the individual will be terminated.

1) DISCIPLINE ACTIONS.

- a. Speeding tickets: Drivers may have no more than two tickets in one year's span nor more than three tickets in two years.
- b. Failure to meet appointment times: It is understood that circumstances such as weather and unexpected traffic may cause delays, however if a driver performs in a fashion as to not allow for the possibility of such delays and does not meet a pre-determined appointment the following actions may be taken.
 - i. Any fees incurred due to the late arrival will be passed on to the driver.
 - ii. A penalty of 5% may be imposed on the settlement in question.
- c. Log book violations: Log books will be compared to fuel dates and times as well as time stamped BOLs. A variance of 15 minutes either way will be considered.
 - i. Drivers falsifying a log page will receive a written notice on the first offense.
 - ii. Second offense will result in a follow-up notice and re-training in the proper use of logs.
 - iii. A third offense may justify the driver to be terminated.
- d. CSA Reportable Offense: Any violation incurred by the driver that results in a lower Safety rating for American Veterans Logistics, LLC will result in probation of six months. If within the probation period a second offense occurs the driver will be terminated.

- e. Failure to maintain assigned equipment: If a drivers assigned equipment is found to be in a condition that reflects poorly on the company or possess a safety issue (ex. Trash on the dash or floor or repairs not tended to), the driver will receive a written warning. Two such warning in a six month period may result in termination.
- f. Failure to properly secure load: In the event a driver fails to properly secure a load and DOT does not identify the infraction and no product is damaged, however an employee or official of American Veterans Logistics identifies the violation the driver will receive a warning and additional training. Two such warnings in a six month period may result in termination.

2) TERMINATION ACTIONS.

- a. Driver at fault accident or freight damage.
- b. More than two tickets in one year or three in two years.
- c. More than three discipline actions in a one year period.
- d. Failure to maintain a current Class A CDL.
- e. Failure to maintain a current Class A Medical.
- f. Receiving a felony conviction.
- g. Being in position of non-DOT approved drugs or alcohol on assigned equipment.
- h. Failure to comply with Drug and Alcohol program requirements.

I, _____ have been briefed and understand the rules and guidelines created by American Veterans Logistics, LLC as terms and conditions of my contract and agree to adhere to all policies and procedures.

Print Name

Signature

Date

The above identified individual has been briefed and all items identified in this agreement has been discussed and explained.

Signature

Date

YOUR INFORMATION

Tablet email:

Avlmobile805@gmail.com

Truck:

1202 Kenworth T700 2012 plate PAN3769 (MN)

Trailer:

216939 Great Dane 2013 plate 2347STK (MN)

OR HUT:

PAN3769MN

Fuel Card:

Card # -	0006
Driver ID # -	6232
Daily Fuel =	\$1000.00 (includes DEF from pump locations)
Daily Advance =	\$100.00
Daily Additive =	\$50.00

Phone Numbers:

Dispatch – Stephanie

Cell 606.706.2458

Off 606.787.4157

Safety/Maint – James

Cell 606.706.1195

AVL Fax

866.475.4601

Robert Racchi

Cell 612.396.1794