

1. Welcome & Employment Basics

1.1 Welcome Message

Welcome to Compass Transportation LLC. Our mission is to provide lightning-fast, ultra-reliable, and completely safe hotshot transportation services to our clients. As a driver or staff member, you are the face of our fleet. Your professionalism on the road, at shipper facilities, and at delivery sites determines our success.

1.2 At-Will Employment

Employment with Compass Transportation LLC is on an "at-will" basis. This means that either you or the Company may terminate the employment relationship at any time, for any reason or no reason, with or without advance notice. Nothing in this handbook constitutes a contract or guarantee of continued employment.

1.3 Equal Employment Opportunity (EEO)

Compass Transportation LLC provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetics.

2. Safety & DOT/FMCSA Compliance

The Golden Rule: If a vehicle or load is unsafe or non-compliant, it does not roll. No delivery timeline is worth a safety violation or an accident.

2.1 Driver Qualifications & Medical Cards

All drivers must maintain the necessary licensing required for their assigned rig's Gross Vehicle Weight Rating (GVWR).

- **CDL Requirements:** If your truck and trailer combination features a Gross Combined Weight Rating (GCWR) greater than 26,000 lbs, and the towed unit is greater than 10,000 lbs, you **must** carry a valid Class A CDL.
- **Medical Certificates:** All commercial drivers must possess a valid DOT medical card. It is your responsibility to renew your medical examination before it expires and submit a copy to management.

2.2 Hours of Service (HOS) & Electronic Logging Devices (ELD)

Drivers must strictly adhere to FMCSA Hours of Service regulations.

- **ELD Tracking:** Unless you qualify for a specific short-haul exemption, you must use the company-provided Electronic Logging Device (ELD) to track your duty status.
- **Log Edits & Accuracy:** Falsifying logs or driving "off the clock" will result in immediate termination. If you are approaching your driving or on-duty limits, notify dispatch immediately so accommodations can be made for the load.

2.3 Mandatory Drug & Alcohol Policy

Compass Transportation LLC enforces a zero-tolerance policy for drug and alcohol use.

Drivers are subject to testing under federal law:

1. Pre-employment screening
2. Random testing pools
3. Reasonable suspicion
4. Post-accident testing (where required by DOT criteria)

3. Equipment & Load Securement

3.1 Pre-Trip and Post-Trip Inspections (DVIR)

Hotshot equipment experiences intense stress from heavy hauling on standard truck platforms.

- You must perform a thorough **Driver Vehicle Inspection Report (DVIR)** before and after every trip.
- Pay specific attention to: Gooseneck couplers, safety chains, trailer breakaway systems, tire pressure/tread wear, and brake pads.
- Report any defects to the fleet manager immediately. Do not operate a vehicle with an Out-of-Service (OOS) defect.

3.2 Cargo Securement Standards

Because hotshot loads often consist of irregular industrial machinery, steel pipes, or construction equipment, improper securement is a massive liability.

- All loads must be secured in accordance with FMCSA Part 393.
- **Minimum Tie-Downs:** Use the appropriate number, grade, and size of transport chains, binders, or straps based on the weight and length of the cargo.
- **In-Transit Checks:** Drivers must stop and inspect their load securement within the first **25 miles** of a trip, and every **150 miles (or every 3 hours)** thereafter.

4. Operational & Fleet Procedures

4.1 Fuel Card Usage

Company-issued fuel cards are strictly for purchasing fuel and authorized maintenance items for company vehicles only.

- Receipts must be kept and submitted weekly via [\[App Name / Email\]](#).
- Any unauthorized or personal purchases will be deducted from your pay (where legally permissible) and will result in disciplinary action.

4.2 Breakdown and Roadside Repair Protocol

If your rig breaks down or experiences a failure while under a load:

1. Pull safely onto the shoulder, activate your hazard lights, and deploy your warning triangles within 10 minutes.
2. Contact Dispatch/Fleet Operations immediately with your precise location and a description of the issue.
3. Do not attempt major roadside mechanical repairs yourself unless authorized by management.

4.3 Roadside Inspections & Citations

If you are pulled into a weigh station or stopped for a roadside DOT inspection:

- Treat the inspector with absolute professionalism and respect.
- Provide your paperwork (registration, IFTA, insurance, ELD logs) seamlessly.
- Any citations or warnings received must be handed to management within 24 hours of completion of the trip. The company covers equipment-related issues, but driver behavior violations (speeding, seatbelts, moving violations) are the financial responsibility of the driver.

5. Conduct, Communication, & Performance

5.1 Communication with Dispatch

In hotshot trucking, logistics shift rapidly. Drivers are expected to check in with dispatch:

- Upon arrival at the shipper.
- Immediately when loaded and tarped/secured.
- If any traffic, weather, or mechanical delays occur that alter the Estimated Time of Delivery (ETD) by more than 30 minutes.
- Upon successful delivery and signature of the Bill of Lading (BOL).

5.2 Safe Driving Behaviors & Distracted Driving

- **Mobile Devices:** Handheld mobile phone use while driving is illegal under federal law and strictly prohibited. Drivers must utilize hands-free Bluetooth systems only.
- **Speed Limits:** Drivers must never exceed posted speed limits or drive at speeds unsafe for current weather and load conditions.

5.3 Customer & Shipper Relations

You represent Compass Transportation LLC on every loading dock. Profanity, arguing with shippers or receivers, or refusing reasonable loading directions will not be tolerated. If a conflict arises regarding a load's safety or placement, contact dispatch quietly to resolve it.

Employee Handbook Acknowledgment & Receipt

By signing this document, I acknowledge that I have received a copy of the **Hotshot Trucking Employee Handbook** (the "Handbook"). I understand that it is my responsibility to read, understand, and comply with all policies, practices, and rules outlined within it.

Key Policy Understandings

While I am responsible for the entire handbook, I specifically acknowledge the critical importance of the following operational areas unique to Hotshot Trucking:

- **DOT Compliance & Safety:** I agree to strictly adhere to all Federal Motor Carrier Safety Administration (FMCSA) and Department of Transportation (DOT) regulations, including maintaining accurate Hours of Service (HOS) logs, passing mandatory drug and alcohol screenings, and keeping my Commercial Driver's License (CDL) or medical card current if required.
- **Equipment & Load Security:** I understand that I am responsible for pre-trip and post-trip vehicle inspections (DVIR). I agree to properly secure all loads (using correct straps, chains, and binders) to ensure the safe transport of freight on our trailers.
- **At-Will Employment:** I understand that my employment with Hotshot Trucking is "at-will." This means that either the Company or I can terminate the employment relationship at any time, with or without cause, and with or without notice.
- **Updates to Policies:** I understand that the policies in this handbook are guidelines and that the Company reserves the right to change, modify, or eliminate any policy or benefit described in the handbook at any time, with or without notice.

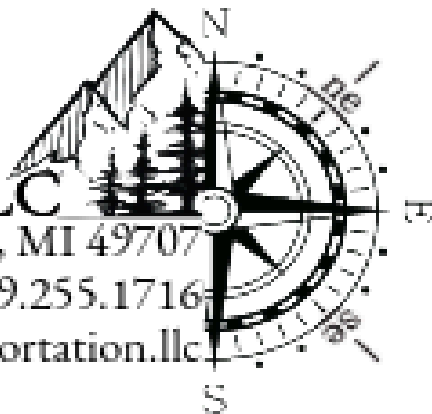
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Employee HandBook