

# Carolina Freightways, Inc.

## Company OTR Drivers

### **REQUIREMENTS:**

#### **Driver Requirements**

1. Minimum age 24
2. Possess a class "A" CDL, hazmat helpful but not required
3. TWIC Card
4. Minimum 3 years OTR tractor-trailer driving experience
5. Good MVR
  - No DWI or DUI
  - No excessive speeding – 15 miles per hour or greater above speed limit
  - No reckless driving
  - No more than two speeding tickets 15 miles per hour and less
  - No driving on a suspended, revoked or cancelled license
6. Good PSP (Safety Report)
  - No more than 1 Preventable Accident within a 3 year period
  - No more than 3 Non Preventable Accidents or Incidents within a 3 year period
  - No excessive log violations
  - Employment history in line with application
7. Stable work history
8. Must be able to pass a DOT physical with Carolina Freightways approved physician
9. Must be able to pass and meet all company, DOT and FMCSA requirements

### **COMPENSATION:**

#### **Base OTR Pay**

The rate will be paid on all dispatched miles (loaded & empty) and is based on a driver's total **verifiable** years of OTR experience.

#### **Extra/Accessorial Pay**

The following items are current additional pay items.

1. Stop Off Pay - per additional stop made between where you pick up the load and where you drop or delivery the load.
2. NY City Pay - is paid for congestion for delivering and/or picking up a load in the 5 boroughs of New York City.
3. Canadian Border Crossing Pay - is paid for costing and time incurred while delivering a load into Ontario Canada.
4. Detention – since most of Carolina Freightways customers take up to 5 hours to unload, there is no standard additional compensation for detention pertaining to Carolina Freightways normal course

of customer business. For excess detention, additional compensation will be determined and agreed to on a case by case basis.

5. Layover – per weekday and per weekend day. Carolina Freightways definition of a layover is 24 hours between time you called in emptied on your previous and time you are called with your dispatch on your next load. Additional compensation can be determined and agreed to on a case by case basis.
6. Loading/Unloading – Since Carolina Freightways customers do not require any driver loading, unloading or assist, there is no standard additional compensation. If a broker load requires unloading, Carolina Freightways policy is that the driver is to retain an unloading service (lumper) after they receive approval. The driver will be reimbursed the cost of lumper only if he turns in the receipt with his paperwork. All charges must be approved by dispatch before any loading or unloading occurs.
7. Advances – Carolina Freightways, Inc. has a No Advance policy.

## **Paperwork**

The following paperwork is required to be turned in per dispatch for Carolina Freightways to process and for the driver to be compensated.

1. Trip Sheet per dispatch
2. Signed Bill of Lading for delivered loads
3. Fuel Receipts
4. Reimbursement Receipts for Lumpers, Tolls, Scales, Tractor Repairs and Trailer Repairs.
5. Vehicle Inspection Reports
6. Logs – If the last driver's log on file is 14 days or older, the driver's paycheck will be held and he /she will be fined \$25 a day until he turns in all his current logs.

Pay checks will be paid each Friday at 2pm for all work performed the previous week provided that all paperwork is properly completed and turned in by 12noon Tuesday. Work performed is at following,

1. Outbound loads dispatched over the weekend (Saturday/Sunday) scheduled to deliver Monday or Tuesday start the week.
2. Inbound loads that you pick up Thursday and you deliver on Friday or Saturday end the week. **OR** inbound loads that you pick Friday and you deliver it on Saturday or deliver it on Monday end the week.

## **BENEFITS:**

All benefits will be available to you after your first 90 days of employment.

### **Vacation**

The amount of time off is based on years of service,

1. 5 days after one year of employment,
2. 10 days after two years of employment,
3. 15 days after five years of employment,

The amount of compensation is based on your weekly gross earnings for the year. The year runs from your hired date of employment to your hired date and not the actual calendar year.

After vacation time is earned, it can be used either by the day or for an entire week. Vacation time can always be paid out instead of being used. If at your hire date you have any unused vacation time, you will be paid for unused days because the company has a policy of not carrying forward vacation time.

### **Holidays**

Company currently has four paid holidays that a driver receives \$100 for the following,

1. New Years Day,
2. Independence Day – July 4<sup>th</sup>,
3. Thanksgiving,
4. Christmas,

### **Insurance**

The company offers health insurance, currently with United Health Care, and dental insurance, currently with MetLife. An employee is eligible for coverage the 1<sup>st</sup> of the month following 60 days of employment.

The company is currently paying 50% of both monthly premium amounts. Our current health insurance is based on the individuals' age and therefore the monthly premiums are not a fixed rate based on the type of coverage, employee or family. Therefore, the amount of an employee cost cannot be determined until the application is submitted to United Health Care.

## **COMMUNICATION:**

### **Daily Check Calls**

Driver is responsible to make following daily check calls. Failure to do so, the driver could be fined up to \$25 per each missed check call.

1. **Morning Check Call** – required to call dispatch between 7:30am and 10am Eastern Time.
2. **Empty Check Call** – required to call dispatch when you are empty in order to get your next dispatch assignment.
  - a. If you empty before 7:30am, you can make your empty call with your morning check call.
  - b. If you know you will be empty earlier than 7:30am the next morning, check with dispatch on your next load so you will know where to head when empty.
3. **Loaded Check Call** – required to call dispatch when you are loaded on your dispatch. This includes when you pick up a loaded trailer at a customer's location.
4. **Evening Check Call** – required to call dispatch by 5pm Eastern Time with a location update.
  - a. DO NOT call after 4:30pm if you need assistance with a broker load or directions because it will be difficult for us to contact someone to help after business hours.
  - b. Take care of normal daily business before the end of the normal day.

Communication after normal business hours is also extremely important. Carolina Freightways will have the office phones forwarded to a dispatcher on call. If anything (from safety issue to a breakdown) comes up after hours that will make you late for your appointment, call our office number immediately.

### **Home Time**

It is the intent of Carolina Freightways to get you home on weekends. We ask that you understand that events can prevent us from getting you in every weekend. Most Carolina Freightways drivers are home at least 80% of their weekends. For those who want to stay out longer, Carolina Freightways has freight which will meet that requirement. For those who request more time off, a two week notice is required to approve the request. Since availability of extended time off is limited, requests are approved on first come first serve basis.

### **Service Area**

Carolina Freightways main destinations are Philadelphia PA, Lewisberry PA, Norton MA, Hebron OH, Bolingbrook IL , Niles MI, Orlando FL and Mississauga (Toronto) ON.

### **General Information**

Carolina Freightways maintains an open door policy. As a Carolina Freightways driver, you will be called by your name and not by truck number. It is important to Carolina Freightways that we maintain quality and respectful relationships. Dispatchers will reflect this attitude and dispatches will be made within legal logging procedures.

## Receipt

I hereby acknowledge receipt of the

**“Company Driver Handbook”**

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***Signature***

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***Print Name***

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***Date***