



**INDEPENDENT CONTRACTOR  
INFORMATION AND GUIDELINES**

*REV 2.059*



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## **MOM, DAD, AND MARION**

In the early 1980's, Melvin Schrock, founder of Horizon Transport, was a delivery driver for Coachmen Industries, delivering new RV's to their dealerships. It was during this time that he recognized the need for a transportation company that provided prompt service with professional, clean, qualified and courteous drivers. It was out of this vision that Horizon Transport was established.

In 1984 Horizon Transport, Inc. was founded by Melvin and Ruth Ann Schrock. Today, Horizon remains family owned and operated. Their son, Marion Schrock, who has been in charge of the day-to-day operations since 1993, purchased the company from his parents in 2004.

Horizon started out delivering new RV's for the recreational industry, both motorized and Tow-Away units. In 1989, we opened a flatbed division delivering general freight, small vehicles and mobile homes.

In 1987, Horizon moved to it's current location at 407 E. Wabash Ave in Wakarusa. Also in 1987, Horizon joined the National Safety Council and has continued throughout the years to put **SAFETY FIRST!** Today, we have three certified DDC (Defensive Driving Course) Instructors on staff and Horizon conducts weekly DDC courses for our drivers. The course is accredited by the State of Indiana.

In 1991, Horizon became a third party CDL test site for the state of Indiana. Today we employ a CDL certified tester that conducts over 1500 tests annually.

Over the years, by providing superior service and taking care of the customers and contractors, Horizon has grown considerably. Currently, Horizon delivers 80,000 vehicles annually and Horizon has become a highly respected leader in the RV transportation industry.

From our humble beginnings in 1984 with 10 drivers, today Horizon has an independent contractor base of 1,400 drivers.

The corporate office is located in Wakarusa with branch offices in Goshen, Middlebury, Warsaw, Decatur, Sturgis Michigan, Pendleton Oregon, Eugene Oregon and Moreno Valley California.

## **WELCOME TO THE HORIZON FAMILY!**



*Marion, Ruthann, & Melvin Schrock*



## Horizon Transport Safety Policy

Horizon Transport, Inc. including every contractor and employee beginning with the highest management position, places a high value on safety. Our employees, customers, and the general public's safety, will always be an integral part of operations and the policies, procedures, and programs governing our business.

- It is the policy of this company that no task is so important that contractors and/or employees violate a safety rule or put themselves at risk of injuring themselves or others.
- Contractors/Employees are required to comply with all FMCSA regulations.
- Horizon Transport, Inc. is dedicated to being a leader in the Transportation Industry, providing the highest quality of service, through the use of safety minded professionals, resulting in supreme customer satisfaction.

Horizon Transport management and employees are committed to safety in every aspect of our operations to ensure that the future success and prosperity of our contractors, company, customers, and the general public is never jeopardized. Our Management team has fully committed itself to this policy and it has their complete and unconditional support.

A handwritten signature in black ink, appearing to read "Mike Schrad", written over a horizontal line.

President

A handwritten signature in black ink, appearing to read "Joseph Braun", written over a horizontal line.

Vice President

Safety is a team effort; let's all work together to keep safety priority!



## OUR SLOGAN

“Integrity, Dedication, and Excellence”

## OUR MISSION STATEMENT

Horizon Transport, Inc. is dedicated to being a leader in the Transportation Industry, providing the highest quality of service, through the use of safety minded professionals, resulting in supreme customer satisfaction.

## GENERAL INFORMATION

The information and guidelines on the following pages are for the use of all contractors. You should maintain this guidebook and refer to its policies to enable all of us to be uniform in our operations. Horizon Transport, Inc. reserves the right to change or alter the guidelines at any time.

Horizon Transport, Inc. retains the contractor as an Independent Contractor for the sole purpose of delivering vehicles. Independent Contractors will receive a 1099 at year end and are responsible to annually file and pay their applicable taxes.

Normal Wakarusa, Indiana office hours are 8:00 am to 5:00pm Eastern Time, Monday through Friday, closed daily from 12:00pm to 1:00pm for lunch. Current staging yard hours are posted on the Drivers Services home page.

**Safety is our 1st priority.** Remaining alert, checking your units properly, securing your units and delivering on time are all part of operating in a safe, efficient manner. You play a very important part in your success and the success of Horizon.

It is the policy of FMCSA that contractors are to attend safety school upon leasing on, annually, or as deemed necessary by the Safety Department after an accident to acquaint the contractor with the Federal Motor Carrier Safety Regulations and other information or guidelines to assist the contractor in moving property safely and damage-free. Safety Schools are usually held once a week. It is your responsibility to arrange your schedule so that you can attend Safety School annually.

**Contractors are to immediately report to the Safety Department if cited, fined, or involved in an accident while delivering the vehicle assigned to them. Contractors waive all claims for personal injury, property damage or loss sustained while engaged in activity for Horizon.**

Customers value reliable, well mannered, courteous, neat in appearance and customer-service-oriented.

Horizon Transport's Driver Contract mandates legal driving in every State, Country or municipality. The contractor will be personally liable for any fines imposed while operating a unit dispatched to them.

Deliveries are our business.

Contractors are expected to treat each unit with the respect and care it deserves while it is in their possession. Keep in mind that your services are retained to deliver the unit only. Negative comments about any unit to the dealer, regardless of your opinion of the quality or workmanship of the unit will only complicate the delivery.

## **HORIZON'S WEBSITE AND E-MAILS**

Since contractor hours are irregular, Horizon communicates through the company website, "Horizontransport.com". Horizon sends emails to the email address that the driver provides. The Operational e-mails are sent routinely as necessary. The purpose of these communications is to provide the contractor with information about the company and other matters that will assist the contractor in the provision of services. Push messages are sent via the Horizon Mobile App.

**Company Website** - [www.horizontransport.com](http://www.horizontransport.com)

The company website is used as the main landing page for Horizon Transport.

**Contractor Services** - **Login - Your Driver Number (4 digits)**  
**Password - Last 4 digits of your Social Security Number**

The Contractor Services site is your go-to page for information, notes, news, training, and announcements. Make a habit of visiting this page once a day to stay current on what it takes to be the best contractor you can be. Contractor Services can be accessed through [horizontransport.com](http://horizontransport.com).

## **Contractor Email**

Horizon Mobile App messages and email is the primary means of communication from the Horizon office. Important documents such as Bill of Lading, Driver Agreement, and Comdata load notifications will be sent to your email. Make a point to check it often.

## INDEPENDENT CONTRACTOR STANDARD ATTIRE

It is important to Horizon Transport's customers that their product is delivered by professional contractors. It is their belief that a professional contractor will dress in an appropriate manner. The following are the dress standards as requested by Horizon's customers:

- SHIRT** The shirt should cover the entire upper part of the body and be clean and neat in appearance. Tank tops are sub-standard.
- PANTS** Pants may be either slacks or blue jeans, not torn, stained or faded. Tasteful short pants are presentable, if professional in appearance, For example: uniform-style shorts like UPS drivers wear or nicer ones such as golf shorts or khaki shorts.
- SHOES** Shoes should be closed-toed for your safety and should be clean.
- HAT** Hats are acceptable as long they do not have offensive material or advertising on them. A Horizon company hat is recommended.

For branding purposes, no advertising or slogans are acceptable on any equipment or clothing without the prior approval of Horizon Transport, Inc.

The above standards should be adhered to while at a manufacturer, dealer, customer or any of the Horizon terminals.

Common Sense dictates that, contractors should be well-groomed, showered and shaved.

Appearances can be deceiving, but customers draw a lot of conclusions about the quality of service on the basis of what they see. Studies show that 85% of what we remember comes through our eyes, 11% through our ears and the rest through our other senses. Take a visual inventory of your operation. Start by evaluating your own appearance. Do you dress and make the effort to look like a professional? Next, look at your equipment. Does the customer see a neat clean professional operation or one that looks poorly maintained?

**Every single contact the customer has with you is shaping his perception of you, for better or worse.**



## GENERAL INFORMATION

### PASSENGERS

In conformity with 49CFR §392.60 of the FMCSR's, Drive Away contractors are not allowed to have any passenger(s) in their unit unless the passenger is a Horizon certified contractor. A signed release waiver must be signed by Horizon personnel whenever you want to take a passenger with you. The insurance company will allow one (1) waiver per driver per year.

### SMOKING

Customers do not tolerate smoking inside of the units. If you smoke, there should be no evidence to Horizon office personnel or dealers. You must be very careful that the smell of smoke does not get in the unit, or on your clothing. If the smell gets on your clothing, it will be transferred to the inside of the unit and can be easily detected by anyone who does not smoke. Contractors are responsible for the entire bill if unit needs to be professionally cleaned. If a Horizon Employee smells smoke on you, Horizon will not assign you a load.

### CELL PHONE / HOME PHONE

Each contractor is asked to have an active cell phone with voice mail activated. This will allow for effective communication about trip availability and load status. Your cell phone number is considered your "primary" number. It is the policy of Horizon Transport, Inc. that cell phones are not to be used while driving.

In the event that you fail to return calls that were placed for three (3) consecutive days, Horizon will assume that you are no longer interested in offering your services and you will be placed on the inactive list.

### PROFESSIONAL REPRESENTATION

Horizon expects all of our contractors to conduct their business as a professional service. This includes returning all phone calls, messages and correspondence from Horizon in a prompt and appropriate manner. This includes dressing properly, being patient, clean, professional, courteous and in compliance with Federal Motor Carrier Safety Regulations.

### MILEAGE

Horizon computes trip mileage by PC MILER, practical miles, which calculates city center to city center. This mileage system is commonly used among the transportation industry and the government. Some shippers specify the miles when placing transport orders and calculate them differently than Horizon does. These differences are minor. If you would like a routing of your trip, make sure you inquire with your Traffic Manager at the time of dispatch.

It is important to choose a responsible safe route. If the unit arrives at the dealership with excessive miles, the contractor will be required to compensate the manufacturer \$1.00 per mile over the allowed mileage. The most direct mileage is based on the route computed by PCMILER. Mileage accumulation greater than 106% of dispatched miles is considered excessive. Taking a unit home most likely is not the most direct route to your delivery. Because of previous damages, taking a unit out of route or to your home is highly discouraged.

## **UNAUTHORIZED USE OF VEHICLES**

Horizon customers require that Contractors avoid eating, lying on beds, or remove blankets or bedspreads in the unit. If curtains are closed during travel, they must be re-tied before delivery. LP gas systems, generators, microwaves, stoves, toilets and any other appliances are not available for use.

## **TIRE CHAINS**

Tire chains are damaging. Contractors will be responsible for the entire repair bill for units or tires that become damaged from the use of tire chains. If you encounter inclement weather, it is advised that you wait until the bad weather passes and roads become passable. Contractors are not authorized to take a unit out of route due to bad weather. No downtime is paid for waiting on roads to clear.

## **DEER SEASON**

During deer season, November 1st through January 1st, Drive-Away contractors, as agreed to at time of retention, are not allowed to drive from dusk to dawn. Statistics show that most animal related accidents happen during these hours. Deer whistles are furnished by Horizon. As agreed at time of retention, Contractors are required to use deer whistles year round and are to mount deer whistles on each unit prior to departure. Do not permanently affix deer whistles to motor homes.

**Contractor will be charged for the entire damage amount if the following occurs:**

1. Accident happened during dusk to dawn (during deer season as specified above).
2. Contractor failed to mount deer whistles on their unit.

## **RUNNING OUT OF FUEL**

Extra expenses incurred from running out of fuel will be the responsibility of the contractor. Because most fuel pumps do not reach to the bottom of the tank, most units will run out of fuel when the fuel level reaches 1/8th or less.

## **BACKING**

When considering backing up, you should reconsider. A major portion of planning your trip is to design it so that you don't have to back up. The second rule of backing is to find a responsible person to guide you if you absolutely must back up. Be sure to find someone that you trust because if a backing accident occurs, it will be considered your fault no matter who is directing you. The third rule says that if you cannot abide by the first two, (GOAL) Get Out And Look to be sure that it is safe to back up. Remember, all backing accidents are the contractor's fault.

## **RESTRICTED ROUTES**

Due to past experiences with breakdowns and damages, contractors delivering Drive-Away units are advised to stay off of the following highways:

**Highway 20 in Oregon between Ontario and Bend**  
**Highway 126 in Oregon between Bend and Eugene**

Drive-Away drivers will be paid the extra miles to stay on the interstate. Tow-Away drivers are allowed to run the above routes and will not be paid the extra miles to run the interstate.

### **PARKING AT REST AREA'S AND TRUCK STOPS**

Horizon contractors have experienced situations where Big Trucks have intentionally backed into or scraped a unit. When parking at rest area's and truck stops, **STAY OUT** of the truck parking area. Statistics show that 22% of our damages occur in these areas. Keep your vehicle locked, secured, and park in a well lighted area. It is best to find alternative parking such as Cracker Barrel or Wal-Mart. There are a few rest areas that have designated RV parking.

### **LUG NUTS**

All contractors delivering travel trailers, fifth wheels, horse trailers, stock trailers, etc. are required to check their lugs at time of pickup, and every 50 miles thereafter, within the first 150 miles or 3 hours in conformity with the FMCSR's §392.9. Contractors must use a torque wrench. Over tightening lugs will cause the wheel studs to snap in two. Any damage resulting from wheels coming off due to loose lug nuts is considered Driver Damage.

### **WHEEL LUG CHECKS**

The wheel lug check chart adjacent is numbered to illustrate the order you should tighten your lug nut. Torque lugs at the above intervals with a torque wrench from 90 to 110 ft./lbs. Also check hubs for excessive heat.



### **WIND POLICY**

State DOT officials prohibit the movement of high profile vehicles on interstate highways when wind speeds exceed 35 miles per hour. HORIZON TRANSPORT SAFETY policy mandates that contractors **DO NOT DRIVE WHEN WINDS ARE IN EXCESS OF 25 MPH**. Remember: sustained winds of 25 mph or higher means **SHUT DOWN** until the winds die down. "Drive safely; and arrive alive."

## RECEIVING MAIL AT THE TERMINALS

Horizon strongly prefers that contractors avoid using the terminals as a mailing address. It is advised to establish a local PO Box if you would like to have mail sent to this area. Horizon reserves the right to open any and all mail to establish identification and contents. Please avoid sending mail to any of the terminals. A \$5.00 handling fee will apply to all mail Horizon has to forward to contractors.

## VEHICLE SIGNS

The Department of Transportation requires that all commercial vehicles display signs on both sides of the vehicle any time they are under dispatch. The signs must show the company name and DOT number, and be legible from a distance of 50 feet. Horizon provides several forms of signage for you to use. These signs are DOT approved and **MUST NOT** be replaced, substituted, or altered any way by the driver.

## TOW-AWAY

**Magnetic Signs** - Magnetic signs are made of materials suitable for extended use. With proper care they should last for a long time. Below are some guidelines to help you with the use and care of your signs.

- Never store your signs in any position but flat. When rolled up or stretched, they can normally be straightened by heating gently with a hair dryer or similar heating device.
- Make sure both the vehicle and magnetic surface are clean before applying. Laying a sign on a dirty surface reduces its adhesion, and can eventually cause rust spots where moisture was allowed to build up in the spaces dirt particles have opened up between the magnet and the vehicle surface. On occasion, remove your magnetic signs and wipe free any moisture that has accumulated on the vehicle surface.
- If you wax your vehicle, wax the sign as well. This helps to extend the life of your sign.
- Magnetic signs should be handled when the temperature is above 60 degrees F. As the temperature cools, the sign becomes brittle and "set", and if not handled carefully may crack and break apart.

If your signs become lost or damaged, it is your responsibility to purchase replacements from the Check-Out Station at any yard. Signs are \$10 each.

**Vinyl Graphics** - Horizon also has available vinyl graphics as a magnetic sign alternative. These graphics come in both white and black, and must be applied to a contrasting surface. Light colored trucks must use a black graphic, while dark colored trucks and window application must use a white graphic.

## DRIVE-AWAY

**Laminated Placards** - Horizon provides each drive-Away driver with two laminated window placards. Laminated placards should be mounted in a non-destructive manner to the inside of both the left and right side of the unit you are delivering. Please keep your placard wiped clean.

## SAFETY PERFORMANCE INCENTIVE PROGRAM & DISPATCH GUIDELINES

### SAFETY POLICY

At Horizon Transport, SAFETY is job one. Our goal of accident free operations is not only good policy that serves to protect the well-being of our contractors and the general public, but also leads to more profitable results for each contractor and the company.

### SAFETY INCENTIVE PROGRAM

The objective of the Safety Incentive Program is to instill in each contractor the importance of an accident free environment and to provide incentives to encourage contractors to think about safety each and every day.

1. Contractors earn one Safety Mile for each mile driven under load without incident. By driving accident and damage free, contractors are able to achieve designated Safety Levels based upon defined milestones. Safety Miles for the Safety Incentive Program will be based on all loaded miles driven as recorded by Horizons' dispatch software. Safety Miles accumulate continuously year to year as long as the contractor remains active and eligible in the program.
2. Upon achieving each Safety Level, contractors earn specified rewards to recognize their accomplishment and contribution to the company. Contractors earn rewards for each level only once.
3. 2,000 bonus miles will be awarded for each clean DOT Roadside Inspection. A loss of 10,000 safety miles will occur if a DOT Roadside inspection results in a fine.
4. If any accident or damage occurs, the contractor will lose access to AD\$ for 25,000 miles and will lose safety miles as listed below:

<b>Damage Amount</b>	<b>Deduction of Miles</b>
\$7,501 and over	All Safety Miles
\$5,000 to \$7,500	150,000 Safety Miles
\$2,500 to \$4,999	100,000 Safety Miles
\$1 to \$2,499	75,000 Safety Miles

Contractors have the option to retain their safety miles and AD\$ access by paying for a damage or claim in full. Contractors exercising this option must provide a certified check within 10 days of receipt of invoice.

5. The Safety Committee reserves the right to settle any and all disputes and its decisions are final. The Safety Committee is comprised of the Vice President/General Manager, Safety and Compliance Manager and Contractor Services Manager.
6. The Safety Rewards Program is separate and distinct from any other program or contract that Horizon Transport has offered, or will offer in the future.
7. Contractors are required to immediately report any accidents or damages to the Horizon Safety Department at the Wakarusa terminal. Failure to report any incident within 24 hours will result in a complete loss of safety miles.
8. At the request of the insurance carrier, and as agreed at time of retention, all contractors are to attend a National Safety Council Safety Meeting annually or after any accident or damage, or as deemed necessary by the Horizon Safety Department.

9. Horizon Transport reserves the right to substitute a reward and to alter or discontinue the Safety Incentive Program at any time.
10. The Safety Incentive Program Safety Levels, milestones and rewards are summarized in the table below:

Level 1	25,000	–	Safety Award Certificate
		–	\$50 Horizon Store Credit
		–	Access to AD\$ for Self-Dispatch (Minimum 25,000 Consecutive Safety Miles)
		–	One FREE CDL Skills Test at Horizon CDL Test Site (Class A for Tow-Away, Class B for Drive-Away)
Level 2	50,000	–	Safety Award Certificate
		–	\$100 Horizon Store Credit
Level 3	100,000	–	Safety Award Certificate
		–	\$100 Horizon Store Credit
		–	\$100 Fuel Card
Level 4	250,000	–	Safety Award Certificate
		–	\$200 Horizon Store Credit
		–	\$250 Fuel Card
Level 5	500,000	–	Safety Award Certificate
		–	\$200 Horizon Store Credit
		–	\$500 Fuel Card
Level 6	750,000	–	Safety Award Certificate
		–	\$200 Horizon Store Credit
		–	\$750 Fuel Card
Level 7	1,000,000	–	Safety Award Certificate
		–	\$250 Horizon Store Credit
		–	1,000,000 Safety Mile Plaque
		–	Release from Horizon Damage Deposit
		–	3 Day/2 Night Vacation Package or \$2000 Cash
		–	Recognition dinner with owner
Level 8	1,250,000	–	Safety Award Certificate
		–	\$250 Horizon Store Credit
		–	\$1250 Fuel Card
Level 9	1,500,000	–	Safety Award Certificate
		–	\$250 Horizon Store Credit
		–	\$1500 Fuel Card
Level 10	1,750,000	–	Safety Award Certificate
		–	\$250 Horizon Store Credit
		–	\$1750 Fuel Card
Level 11	2,000,000	–	Safety Award Certificate
		–	\$250 Horizon Store Credit
		–	\$2000 Fuel Card

**Monthly Safety/CDL Bonus:**

A monthly Safety / CDL bonus will be paid on the 15<sup>th</sup> of each month for the prior month, to all Contractors that qualify. For example; if you meet the requirements in October, the bonus will be paid on November 15<sup>th</sup>. Requirements are outlined below;

1. 5,000 loaded miles or (8) Deliveries
2. Possess a CDL (Class A for Tow-Away, Class B for Drive-Away)
3. Achieve and maintain "Substantial Compliance" with DOT rules and regulations;
  - No accidents or damages
  - No roadside inspection penalties or adverse inspections
  - No Compliance related dispatch blocks and all contractual obligations are current

**ADS – Automated Dispatch System:**

Horizon is the only RV Transportation Company that offers any type of Automated Dispatch. The Automated Dispatch System (ADS) is intended to offer our core contractors the opportunity to self- dispatch the most profitable loads 24/7/365. To obtain access to ADS, the following is required:

1. 25,000 consecutive safety miles
2. Achieve and maintain "Substantial Compliance" with DOT rules and regulations;
  - No accidents or damages
  - No roadside inspection penalties or adverse inspections
  - No Compliance related dispatch blocks and all contractual obligations are current

Contractors who obtain the above, will have access to ADS. Contractors will lose access immediately when either of the above requirements are not met. Substantial Compliance will be measured on a daily basis.

**Contractor Ranking:**

All Contractors are ranked, per division, by the number of safety miles obtained. The more safety miles you obtain, the higher your ranking is. Rankings are updated and posted on a monthly basis on the Contractor Services website. When there is an imbalance of freight to drivers, Contractor Rankings will be used to distribute freight, for example, a contractor with a ranking of #15 will get offered loads before a contractor that is ranked #20.

## RELOAD DISPATCH

Reloads are any loads that do not originate from Northern Indiana. Most reloads are assigned after you have delivered your previous load. Occasionally you will be assigned a reload at the time of your outbound dispatch. After you have delivered your outbound load, you should contact your Traffic Manager for available reloads in your area. Any contractor with access to AD\$ can self-dispatch these loads through AD\$ one day in advance of taking the load. All other Contractors need to contact their Traffic Manager for reload assignments.

## WESTERN 11 STATES LOAD ASSIGNMENT

The Coburg Oregon Terminal manages all the dispatch assignments that originate from the western 11 States (California, Oregon, Washington, Idaho, Montana, Wyoming, Utah, Arizona, Nevada, Colorado and New Mexico). Any contractor with access to AD\$ can self-dispatch these loads through AD\$. All other Contractors need to contact the Oregon Terminal for load assignments. These loads are posted on the Reload section of AD\$.

## DISPATCH GUIDELINES

**SAFETY FIRST!** No contractor is asked to perform duties by any staff member of Horizon Transport, Inc. that directly or indirectly violates the DOT laws and the laws of any State, or place the contractor in an unsafe environment.

## PICK-UP AND DEPARTURE GUIDELINES

1. Once assigned an outbound load, contractors may proceed to the Check-Out Station for paperwork. If the load was selected on AD\$, there is no need to contact your Traffic Manager to “confirm” the dispatch. You may proceed directly to the yard for pick-up.
2. Reload pickup and delivery schedules established at the time of dispatch must be honored unless specific alternative arrangements have been made with a Traffic Manager.

## OUTBOUND LOAD ASSIGNMENT

**Horizon utilizes 3 different methods for load access.**

1. **Traditional Call-In.** All new Contractors are required to use this method during the initial 25,000 mile Qualification Period. Call or meet with your Traffic Manager and they will assign you a load (*Traffic Managers are busy, so unnecessary calls are discouraged.*) This dispatch method can be used Monday – Friday 8 a.m. to 5 p.m. Horizon Traffic Managers are not on-duty Saturdays or Sundays.
  2. **AD\$ (Automated Dispatch System).** AD\$ can be accessed through the internet 24/7/365. Con-tractors are required to complete a 25,000 mile Qualification Period before accessing AD\$ (*See AD\$ above*).
3. **Team (Doubles) Dispatch.** Contractors that take multiple loads together should contact their Traffic Manager if they are unable to match loads using the AD\$ system. All loads are individually dispatched. When teams are dispatched and one unit malfunctions or becomes disabled, customers expect the other unit to proceed to its destination. This applies to ALL team drivers including husband and wife teams.



**PICK-UP FEES / PULL-OUT CHARGES**

Many units are staged in holding yards around the country. These units are staged using other contractors, like you. Units that are staged are charged a pickup fee to the contractor. These fees can vary from \$15 to \$40 based on the division and the point of staging. This deduction is made on your unit at the time of dispatch.

One way to recoup these deductions is to help “shuttle” or stage units during heavy shipping times like month end, quarter end, or year end. If you would like to help stage vehicles, please check with your Traffic Manager when you are available to help.

## **IN TRANSIT OPERATIONS**

### **PRE-TRIP INSPECTION**

Contractors should thoroughly inspect the unit that they will be delivering for shortages or damages. All shortages or damages should be noted on the reverse side of the WHITE copy of the INDEPENDENT CONTRACTORS DRIVER TRIP AGREEMENT and be reported before leaving with the unit.

Before departing, you are to properly inspect each unit for safe operation, damage and/or missing items. Please use the following suggested pre trip templates for proper inspection. (Pickup contractors EXHIBIT C – page 30, Drive Away contractors (EXHIBIT C - page 31)

After completing inspection, the contractor is then responsible for the unit and the contents there-in. Any damages or shortages done to the unit while in transit will be charged to the contractor. For your own protection, you should accompany the dealer while he is inspecting the unit, so that anything noted on the inspection report or Bill of Lading can be explained by you.

### **INDEPENDENT CONTRACTOR DRIVER TRIP AGREEMENT**

When you pick up an outbound unit, you will be given an Independent Contractors Driver Trip Agreement. After inspecting your load, sign and date the Agreement and leave the white copy in the designated area. Keep the yellow for your records. A sample copy of the Agreement illustrating the front and back is on page 28 and 29, EXHIBIT B-1 and EXHIBIT B-2.

### **PRE-DELIVERY PROCEDURES**

Just prior to delivery, you should take time to clean the unit inside and out and if you have a motorized unit, CHECK YOUR OIL. Never deliver a unit with low engine oil. Be presentable. Professional individuals receive better treatment than those whose conduct is unprofessional. Contractors are not allowed to deliver a unit “subject to inspection” or “for storage only” without authorization from the Traffic Manager. If the contractor accepts paperwork from the dealer that is noted as such, the contractor will be responsible for the entire bill for damage if the dealer submits a claim. Settlements for these deliveries may be retained until Horizon receives a clean delivery receipt from the dealer.

### **BILL OF LADING**

The Horizon Transport Bill of Lading will be generated for each unit. The Bill of Lading is a manifest documenting unit information and is used as a sign off form to validate delivery of the assigned unit. This document must be signed and dated by the Contractor and the dealer or individual receiving the shipment. A sample copy of the Bill of Lading is on page 27, EXHIBIT A.

### **C.O.D. DELIVERIES**

Some units require a Check On Delivery. This information can be found on the Bill of Lading. Contractors are responsible to collect the exact amount specified on the Bill of Lading. Failure to pickup a check, or accepting a check for any amount other than directed without authorization

from Horizon, will result in your settlement being retained until the problem is solved. If you have any COD problems, contact your Traffic Manager prior to making final delivery.

## **DELIVERY ARRIVAL TIME**

Manufacturers require that deliveries be made between the hours of 8:00am and 3:00pm, Monday through Friday. (Dealer time) *Deliveries after 3:00pm (dealer time) or on Saturdays or Sundays require special permission from the manufacturer.* Delivery hours noted on the Bill of Lading may differ, however, the previously stated information takes precedence. Contractors delivering units during weekend hours should be aware that problems encountered with the delivery potentially delay the completion of the delivery until the next business day.

The delivery time line of each load is based on a contractor completing 500 miles in a 24 hour period. If there are delays in transit due to weather, available log hours, etc., we would ask that you communicate back to the dispatch office regarding your delay. Otherwise, we assign the delivery date using this formula.

## **DELIVERY PAPERWORK**

In addition to the Horizon Bill of Lading each customer has their own unique delivery paperwork requirements. The required paperwork is listed, item by item, in the lower right hand corner of the Horizon Transport Bill of Lading. **Prior to departing on your trip**, go over the list of paperwork and make sure you fully understand the items that need to be returned. If you need help, ask your Traffic Manager. It is the contractor's responsibility to make sure that **all** paperwork and keys match before leaving on their trip. **Unit identification numbers** along with addresses must all match and be consistent with each other. All discrepancies should be brought to your Traffic Manager's attention. Failure to complete paperwork correctly will delay settlement. All settlement paperwork must be forwarded to Horizon Transport, Inc. in Wakarusa, IN within seven (7) days of the delivery date or the date released from a delayed unit. When required paperwork is not forwarded to Horizon Transport, Inc. in Wakarusa, IN, within seven (7) days of the delivery date, a \$25 penalty will be assessed to the settlement. The contractor bears final responsibility for verifying that all required paper-work is assembled appropriately **prior** to departing with a unit.

## **TIRE PRESSURE**

In conformity with 49CFRS.392.7 of the FMCSR's, it is important to keep the air pressure at the maximum amount that is recommended for the tires on the unit that you will be delivering. This can normally be found on the tire. Properly inflated tires can make a ten to fifteen percent difference in fuel mileage. An air hose is provided in the Wakarusa and Goshen terminals.

## **FINDING YOUR UNIT IN THE PARKING LOT**

Units are easily identified by the type, model and manufacturer as it is listed on the Bill of Lading. Only access the unit that matches the identification number on your Bill of Lading. You should cross reference the ID numbers on the Bill of Lading with the ID numbers on all other paperwork in the unit packet. Any discrepancies should be immediately reported to the Check-Out Station attendant. **Do not assume that you found the right unit simply because the keys fit.**

When the units are brought into the yard, the shuttle drivers write the row number where the unit is parked near the top of the Bill of Lading. A map of the Horizon yard displaying the row numbers is located in the Check-Out Stations.

## **BATTERY SWITCHES (MOTOR HOMES)**

When accessing a motor home, the battery cutoff switch will be turned off. This is done to pre-serve battery life as some units have been in storage. You will need to turn it on to start the unit.

On most makes and models the switches are located in the outside right rear compartment door. Open the door to locate the battery switch.

Some of the more common battery switch locations include:

- In the engine compartment
- In the battery compartment (*as described above*)
- Immediately inside the entry door on the left
- In an overhead compartment in the driver's area

To better illustrate where the battery cutoff switches are located, please refer to the illustration provided by dispatch or on display in the contractor's lounge.

## **TOW VEHICLES**

A tow vehicle should not exceed 3,500lbs. Horizon Transport requires Drive-Away contractors to carry the necessary liability insurance as required by the state in which the tow vehicle is registered. Manufacturers do not allow a car dolly behind the towing vehicle. Your tow bar must be DOT approved and certified.

## **DAILY CHECK CALL / FINAL DELIVERY CALL**

At the request of our customers, each contractor is asked to submit a daily check call while in transit with a unit. The check call will need to be recorded by NOON (Wakarusa, IN Time) each business day Monday through Friday. Saturday/Sunday check calls are not required,

however, Saturday/Sunday deliveries are to be reported by call-in. **When you commit to a load, a check call is due the next business day by noon Wakarusa, IN time without exception.**

#### **HOW TO PLACE YOUR CHECK OR DELIVERY CALL:**

1. Use the Horizon Mobile App features.
2. State your contractor number, unit number and current location. Please let the receptionist know if your ETA date has changed, and inform us if you are delivered.
3. If necessary, place a phone call Monday-Friday 8am-5pm.

#### **WASHING UNITS**

Horizon Transport is committed to minimizing non-compensated wash fees and delivery delays resulting from wash problems. For deliveries where a wash fee is paid and a receipt obtained, the Bill of Lading must be marked “Yes” beside “Unit Washed:” and initialed by the dealer. Initials must match the signature. Some dealers refuse to mark “Yes” when a fee is paid in lieu of an actual wash. Please ask these dealers to indicate on the BOL that a satisfactory fee was paid in lieu of the wash. In order to qualify for reimbursement, wash receipts must be pre-printed with the name and address of the dealership. Generic receipts, and receipts where the name and address are hand written, will not be honored. Business cards are NOT considered wash receipts, but should be attached if a generic receipt is all that is provided. For deliveries where a wash receipt is not obtained, Contractors are reimbursed at a customer-specific default rate if the Bill of Lading is marked “Yes” beside “Unit Washed:” and initialed by dealership personnel. Initials must match the signature.

All units must be washed or wash-fee-paid to the dealer’s satisfaction. If you feel a dealer is being unreasonable in what they are requiring, please do not hesitate to contact the office for assistance! Horizon personnel will assist you. Ultimately, Horizon Transport’s objective is to fully reimburse all valid wash receipts, without delay.

## **RETURN TRANSPORTATION**

The company's position has been, and continues to be, that the choice of return transportation following a delivery is the contractor's own. Using a tow vehicle is permitted by the manufacturer if the contractor clearly understands his responsibilities:

1. Contractor is to pay for the entire repair costs of any damage caused by a vehicle that is being towed.
2. Contractor must always unhitch tow vehicle prior to delivery.
3. Contractor is not to hitch up a tow vehicle on a manufacturer or customer's lot.
4. Contractor is to furnish their own hitches, tools, and proper light hook ups.
5. No tow dollies are allowed by manufacturers. Tow bars must be connected to the frame of the tow vehicle and all four wheels must be on the ground.

Horizon will not assume responsibility for any losses from towing accidents. Also, if a tow vehicle is used, Horizon is not liable for any additional fuel consumption incurred during transport, or for any extra tolls due to the secondary vehicle.

## **DAILY SHUTTLE FEE SHEET NEED TO MAKE EXTRA INCOME?**

Many units are staged in yards. These units are staged using Horizon Transport contractors, like yourself. Units that are staged are charged a pickup fee to the delivering contractor. These fees can vary from \$15 to \$30 based on the division and the point of staging. This deduction is made on your unit at the time of dispatch. One way you can recoup your deduction is to help us stage units during heavy shipping times. Month end, quarter end, year end times are very busy with units moving from the factories. If you would like to help us stage vehicles, please check with your Traffic Manager. You will use the Daily Shuttle Sheet to itemize your shuttle trips for payment. (See *daily shuttle form, Exhibit E, page 37*)

## **HOW TO DE-LEASE**

We appreciate the service you are giving and have given to our shippers and Horizon. In the event you decide to cancel your lease with the company and/or discontinue your contract service, please complete the following steps to deactivate your status as a contractor.

1. Turn in your assigned items to the recruiting department
  - A. Your assigned transporter license plates
  - B. Your assigned plate registrations
  - C. AZ Permit
  - D. IFTA Stickers (if applicable)
  - E. DOT green handbook
  - F. Please fill out de-lease form and send in with plates.
2. Upon submitting your assigned items, Contractor Services staff will initiate the de-lease and deposit refund process.
3. Horizon asks that you keep your Comdata Card. In order to refund your deposits you must keep your Comdata Card, so that the deposits can be made to your Comdata account.

## De-lease Form

Please fill out and send in with your plates if you are terminating your contract with Horizon Transport!

### Questions:

What is the reason you have decided to leave Horizon Transport?

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What were the highlights of being a contractor with Horizon Transport?

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What Improvements do you believe would help serve the contractor better?

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What would Horizon Transport need to change in order to keep you as an active contractor?

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**Contractor Name**

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**Safety Miles**

---

**Contractor #**

## **RECEIVING YOUR DEPOSIT FUNDS:**

Your plate deposit will be refunded within seven days and put on your Comdata Card. Your damage deposit will be put on your Comdata Card after the **30th day** (on the Friday of that week) after your assigned items have been received by Horizon, not before.

## **BREAKDOWN PROCEDURE**

### **WHAT TO DO IN THE EVENT OF A BREAKDOWN:**

In case of a breakdown, in compliance with 49 CFR S 392.22 of the FMCSR's, get the unit off the roadway, if at all possible. **NEVER** park on the shoulder unless unavoidable. If the unit must be parked on the shoulder, mark the vehicle with triangles or other appropriate means and use the emergency flashers.

### **TAKE THE FOLLOWING STEPS:**

1. Determine what kind of chassis you have. (Ford, Workhorse, Chevy, Freightliner, Spartan, Etc.)  
You can look in the owners manual to make sure what kind of chassis you have.
2. Call the correct number on the facing page, and tell them of your problem. Have all your paperwork in front of you when calling these numbers, because they will ask you for VIN #'s, etc. They will arrange for a tow truck for you if you need one.

## **TOW-AWAY BREAKDOWN PROCEDURES**

### **WHAT DO I DO WHEN MY TRAILER HAS A FLAT TIRE?**

1. You must first always use the spare tire if the trailer has one.
2. If there is no spare and the tire can be repaired, go ahead and have the tire repaired. To find a tire dealer, log on to [www.nttsbreakdown.com](http://www.nttsbreakdown.com) to locate the closest service. You must submit a receipt. If you find yourself without internet access, you may dial 911 who will help you with roadside assistance.
3. If the tire is destroyed and not repairable, you must have Horizon staff approval to purchase a replacement tire.

### **WHAT IF MY TRUCK BECOMES DISABLED?**

If your truck becomes disabled, please notify your Traffic Manager of the delay. If your truck is disabled for more than a few hours, another driver's services may be arranged to complete the delivery.

## **DRIVE-AWAY BREAKDOWN PROCEDURES**

1. Driver must secure the vehicle in a safe place until determined where to take vehicle. Do not move vehicle unless instructed by authorizing person.
2. Driver must then contact the chassis hotline of the vehicle. Chassis hotline will determine where vehicle is to be taken. Driver is to have vehicle taken to repair location and to stay with vehicle until next business morning.
3. Immediately call the breakdown department @ [574.862.3720](tel:574.862.3720), 24/7 and report breakdown. We need to know your driver number, nature of breakdown, current location, and where vehicle is being repaired. Always follow up with the breakdown department with status info and await instructions.



Allison Transmissions - Day	800.524.2303
Allison Transmissions - Night	800.556.3051
Caterpillar	800.447.4986/877.777.3126
Chevrolet - Canada	800.268.6900
Chevrolet - US	800.243.8872
Cummins	800.777.3691/800.343.7357
Ford - Motor Homes	800.444.3311
Ford - Truck & Bus	800.241.3673
Freightliner - Motor Homes	800.385.4357, Option 2, Option 1
Freightliner - Trucks	800.385.4357
GMC	800.677.4927
International (Navistar)	800.448.7825
Isuzu Chassis	866.441.9638 Option 2, Option 4
Kenworth	800.597.7747
Peterbuilt	800.473.8372
Spartan (8am - 11pm)	800.543.4277
Spartan	800.393.8861
Cornerstone/Athem/Aspire Afterhours (11pm - 8am/Weekends)	855.272.1560
Workhorse	877.946.7731 Select Option 1 (Roadside)
Monaco/Roadmaster	800.450.6336
Coachnet/Monaco	877.882.0614
Country Coach - Night	541.228.6015
Four Winds (Freightliner chassis only)	800.946.7731
Ryder	888.715.7272
Sprinter/Mercedes Benz	800.367.6372
Thomas Bus (School, within 50 miles of PU)	336.851.1718
Thomas Bus (Outside 50 miles of PU)	800.385.4357
Prevost	800.445.1980 (Detroit Diesel) 800.463.7738 (Prevostcar.com, 24 hrs.)
Penske	800.526.0798
Ryder	888.715.7272

## **DAMAGE/ COLLISION PROCEDURE**

### **ACCIDENT**

In the event you have a collision in your unit, you must follow the steps according to the accident kit.

### **DAMAGE**

If your unit experiences damage, of any kind, **DO NOT MOVE THE UNIT ANY FURTHER UNLESS IT IS UNSAFE TO REMAIN IN YOUR CURRENT LOCATION!** You must contact the Horizon claims de-partment at **574.862.3749** prior to proceeding to delivery. **DO NOT** move the unit without instruction from Horizon. Failure to contact and comply will not only leave you exposed to the full cost of the damage, but will also place your contract with Horizon Transport in jeopardy.

## **Emergency**

The after hours damage number is 574-862-2161. If an incident is DOT reportable (involves injury, death or any vehicle is towed from the scene, driver must report immediately, using numbers above, 24/7). It is also the driver's responsibility at this time to have an alcohol/drug screening done.

## **Camera**

We ask that a contractor always be prepared to take pictures and be capable of e-mailing or mailing in the pictures.

## **WHERE TO E-MAIL PICTURES**

**[pics@horizontransport.com](mailto:pics@horizontransport.com)**


Include your driver number and the last 5 of the unit number and the last 5 of the unit number in your e-mail.

## **What if I am released from my load?**

If you are released from your load, we ask that you leave all of the paperwork in the sink of a coach or the dash of a truck. Please mail the Bill Of Lading, logs, all of your fuel fuel receipts, tolls, permits, and notation of the fuel level in the vehicle along with a breakdown sheet.

**EXHIBIT A  
BILL OF LADING**



The Bill of Lading is your main shipping document. This document is designed to communicate where to access your unit from (*load origin point*), and where to deliver your unit (*destination point*). The following information will help you understand the information on the Bill of Lading. Please pay particular attention to the required documents section in the bottom right hand corner of each Bill of Lading. These documents are required for final settlement.

 <p>INTEGRITY, DEDICATION, &amp; EXCELLENCE P.O. Box 826 Wakarusa, IN 46573 horizontransport.com</p> <p>Phone: 574-862-2161 USDOT# 273286</p>		To be delivered no later than <u>07/24/17</u>
<b>Bill Of Lading</b> BOL#: 654321      Order Date: <u>07/21/17 10:3</u> Ship Date: <u>07/21/17 ichesnut</u>		
<b>Bill to:</b> 1 NEWMAR CORPORATION AUTHORIZED BY: JOHN DOE Breakdown code: KY	<b>Delivery Instructions</b> <b>Delivery Hours:</b> CALL AHEAD TO CONFIRM DELIVERY TIME	
<b>Shipper From:</b> 2 NEWMAR CORPORATION 355 N DELAWARE ST NAPPANEE, IN 46550	<b>Delivery Information:</b> DRIVER WASH REIMBURSEMENT WILL NOT EXCEED THE MAXIMUM AMOUNT IN THE PAPERWORK SECTION 6	
<b>Consignee To:</b> 3 A-ONE SOURCE RVS (15692) 10080 I-30 LITTLE ROCK, AR 72201		
<b>Contractor Name and Number:</b> NAME 0000		
<b>Unit Description:</b> 45' CLASS A <b>Unit Number:</b> NM-12345 KING AIRE 4 <b>Unit Washed:</b> Yes No      Dealer Initials _____ <b>Paid dealer for wash by receipt:</b> Yes      Dealer Initials _____ <b>Driver Damage:</b> _____      Dealer Initials _____	<b>Collect On Delivery</b> Horizon: _____ Shipper: _____ COD Instructions: _____ 7	<b>Special Instructions</b> 8 Driver Wash: Y Reimbursable Tolls: Y Expenses Permits: Y
<small>RECEIVED, SUBJECT TO THE LAWFULLY FILED TARIFFS IN EFFECT ON THE DATE OF ISSUE OF THIS ORIGINAL BILL OF LADING, THE PROPERTY DESCRIBED BELOW, CONIGNED AND DESTINED AS SHOWN ABOVE WHICH THE CARRIER AGREES TO DELIVER TO SAID DESTINATION OR DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED TO EACH CARRIER OF SAID PROPERTY OVER OR ON ANY PORTION OF THE ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY OF SAID PROPERTY THAT EACH SERVICE PERFORMED HEREUNDER SHALL BE SUBJECT TO ALL THE CONDITIONS NOT PROHIBITED BY LAW WHETHER PRINTED OR WRITTEN HEREIN CONTAINED INCLUDING THE CONDITIONS ON BACK HEREOF WHICH ARE HEREBY AGREED TO BY THE SHIPPER AND ACCEPTED BY HIMSELF AND HIS ASSIGNS.          SHIPPER OR FAVORIS LIABLE FOR ALL TOLLS, PERMITS, STATE FEES, TUBES, TUBES, MECHANICAL AND/OR STRUCTURAL FAILURES ON THE CARGO AND/OR EQUIPMENT          Shipper hereby makes the declaration of value (\$ any) and agrees to the foregoing contract terms and conditions.</small>		
<b>SHIPPER OR AGENT SIGN HERE</b> _____ Date: _____	<b>Paperwork to return to Horizon</b> 1. WHITE & YELLOW BILL OF LADING 2. WHITE COPY OF ACCEPTANCE SHEET ***MAX WASH \$25.00 WITH RECEIPT ***DON'T FORGET LICENSER PLATES	
<b>HORIZON CONTRACTOR SIGN HERE</b> _____ Date: _____		
<small>RECEIVED the above described property in good condition except as noted and agree to the foregoing contract terms and conditions. NOTICE: THIS IS A RELEASE TO CARRIER FOR ALL DAMAGES AND SHORTAGES UNLESS NOTED HEREON. NO CLAIMS FOR ANY LOSS, DAMAGE, INJURY, OR DELAY WILL BE PAID UNLESS ALL LAWFUL CHARGES HAVE BEEN PAID TO THE CARRIER.</small> <b>CONSIGNEE OR AGENT SIGN HERE</b> _____ Date: _____ NOTIFICATION FOR LOSS SHORTAGE OR DAMAGE AT TIME OF DELIVERY	9	

1. This box describes the Customer and their breakdown code. (This is not necessarily the Shipper)
2. This is the Shipper (point of origin) for your unit. This is where your unit is to be picked up from, unless it is in a local staging yard.
3. This is where you can find the DELIVERY ADDRESS, phone number and contact name where the unit is to be delivered.
4. In this box you will find the Commodity, description, and identification number for the unit assigned to you. Make sure that the dealer initials the "No Driver Damage" and "Unit Washed" lines!
5. This is the signature area. When you Pickup your unit, the origin point will sign on the top line titled "Shipper Sign Here". When you deliver your unit, you will sign and date where it says "Horizon Contractor", the destination point will sign and date the "Consignee" line.
6. This is the area where you will find the hours, wash instructions and directions.
7. If there are any COD collections to pickup on delivery, they will be noted in these boxes. Please check both. If the dealer will not provide a check as indicated, do not leave the dealership until you have received instructions from your Traffic-Manager.
8. If there are any special instructions, you will find them here.
9. In this box you will find a list of all documents that need to be returned for settlement. Please make sure you clearly understand each required document listed prior to departure. All paperwork listed in this area must be returned or final settlement will be delayed.

## EXHIBIT B-1 INDEPENDENT CONTRACTOR TRIP AGREEMENT (FRONT SIDE)

This is a sample copy of your IC Trip Agreement. This document will be generated for each unit that you are assigned to. You will receive this document by email. This item has information regarding your delivery destination, your personal information, and trip fee amount. Please read through the following illustration to understand the Independent Contractor Trip Agreement.

 <b>HORIZON TRANSPORT</b> <small>INTEGRITY, DEDICATION, &amp; EXCELLENCE</small>	 <b>INDEPENDANT CONTRACTOR DRIVER'S TRIP AGREEMENT</b> <b>INVOICE FOR EQUIPMENT / SERVICES</b>
<p>HORIZON TRANSPORT, INC./ HORIZON DRIVE AWAY CO, INC. hereinafter collectively referred to as Horizon RETAIN THE SERVICES OF THE DRIVER AS AN INDEPENDENT CONTRACTOR for the sole purpose of delivering the described vehicle from Horizon Terminal or location of Manufacturer to the described destination. This Agreement terminates upon delivery of the vehicle described below and the driver is relieved of all duty and responsibility for the vehicles subsequent to delivery thereof. Except as may be required by law, the driver is not required to conduct any other activities at the direction and control of Horizon.</p> <p>This is an Agreement for the delivery of the vehicle described below and does not constitute an employment or agency relationship. HORIZON agrees to compensate the driver the below stated fee for the delivery of the vehicle. (Note: Fees, including the surcharges for fuel, insurance, and other extraordinary costs, may differ from rates and surcharges invoiced to or by the manufacturer. These differences are generally the result of Horizon's fee settlement procedure, the agreements with the manufacturer and/or the manufacturer billing procedure.</p>	
<b>ALL TERMS AND CONDITIONS ON THE REVERSE SIDE APPLY TO THIS TRIP AGREEMENT FOR DELIVERY AS WELL AS THE PROVISIONS CONTAINED IN EITHER THE CONTRACTOR EQUIPMENT AND / OR THE DRIVEAWAY SERVICES AGREEMENT</b>	
<b>1</b> Dealer From: KEYSTONE RV COMPANY GOSHEN, IN To: COUGHLIN AUTOMOTIVE LONDON OH CtrJ Date 07/21/17 10:30 Ship Date 07/21/17 09:00 CUSTOMER: CAMPING WORLD UNITNO.#: KY-12345 34' TRAVEL TRAILER	<b>6</b> Driver 9999 YOUR NAME 123 YOUR STREET CITY, STATE 12345 (574) 123-4567 Drivers License Type C Safety Miles: 598219
<b>2</b> Driver Qualification Dates Safety School: 11/30/17 Medical Expire: 08/28/17 Drivers License Expire: 04/20/25 Insurance Expire: 02/26/18 Registration Expire: 02/28/18 DOT Inspection Expire: 05/04/18	<b>7</b> 07/24/17 <small>Date to be delivered</small>
<b>3</b> Truck Type: 1 TON LONG DODGE 2017 DODGE 10000GVWR <small>3C12R3H1A9456789</small> Horizon Plate Number: 12345E Monthly Mileage Commitment: 1000	<b>8</b> 900 Miles @ 385.00 - Pickup Fee: 0.00 + Misc Pay: 0.00 - Driver Qual: 154.00
<b>4</b> If you want an advance for this trip, initial here _____	Total Fee: 231.00 <b>FEES FOR SERVICES RENDERED</b>
<b>5</b> DRIVER: _____ <small>Notes: If Contractor/Driver fails to sign this Agreement, by the transportation/movement of the property the Contractor/Driver will be deemed as agreeing with the terms and conditions of this Agreement.</small> DISPATCHER: davidr <small>Note: To the extent of any balance(s) due Contractor upon delivery of the property, this Agreement shall be deemed Contractors' invoice for such balances</small>	

**1.** This section describes the delivery location where the unit is going, customer name and unit number. This information should match with the manufacturers paperwork.

**2.** This area indicates your Driver Qualification Expiration dates.

**3.** Make and Model of your vehicle, your assigned transporter tag number, mileage commitment.

**4.** If you need an advance for your trip, this area is to be initialed and submitted to your settlement clerk.

**5.** This is where you will sign your name, accepting the trip. You are to leave the "WHITE" copy at the check out station before you leave.

**6.** This is your driver number Five-Star Rating status and personal information including current safety miles.

**7.** This is the date that the unit is expected to be delivered on or by. It is okay to deliver early if you schedule your delivery.

**8.** Top Line: PCMILER miles - rate per mile and total.  
 Pickup Fee: Usually \$15-\$30 for out-bound.  
 Driver Qual: Damage deposit allocation.  
 Total Fee: Total pay.

**EXHIBIT B-2**  
**INDEPENDENT CONTRACTOR TRIP AGREEMENT**  
**(BACK SIDE)**

**TERMS AND CONDITIONS OF HORIZON:**

1. Expenses involved in delivery, road tolls, gas, oil, permits, and repairs shall be paid by the driver.
2. Driver is required to obey all applicable laws in any state or country or municipality thru which driver operates vehicle. Driver shall be personally liable for any fine imposed by reason of the driver's use of the vehicle and driver shall immediately report to the dispatch office by telephone if cited, fined, or involved in an accident while delivering the vehicle.
3. Driver waives all claims for personal injury, property damage or loss sustained while driving or riding in vehicle. Driver shall not permit any persons to enter or occupy the vehicle except law officers pursuant to duties.
4. Driver acknowledges responsibility for the \$1000.00 deductible, which applies, and ANY damage or loss, unless another party accepts responsibility, and will indemnify Horizon for such loss.
5. If the described vehicle on the reverse side of this agreement is returned to the manufacturer, or did not make its destination because of damage, Driver is obligated to repay the ENTIRE advance amount to Horizon plus the \$1000.00 deductible as described in Item #4 above.
6. Driver states that HIS/HER Driver's License is valid and not suspended, that HE/SHE provides contract driving services to various businesses and is experienced as a driver of recreational vehicles with the knowledge and ability to operate them under changing weather conditions.
7. Driver will cooperate fully with Horizon so that transport will be in compliance with all rules, regulations, and requirements of the U.S. Department of Transportation and of the Transportation Agencies of all state trans versed.
8. Delivery should take place on or before delivery date. NO DELIVERIES SHOULD BE MADE ON NON-BUSINESS DAYS OR AFTER 3:00PM LOCAL TIME, unless authorized by your dispatcher.
9. This agreement contains the entire understanding between HORIZON and DRIVER. There are no warranties or conditions of any kind other than those expressly stated herein.

**TERMS AND CONDITIONS OF MANUFACTURER:**

1. Driver should select shortest (and safest) route possible to destination, being consistent with weather and road conditions to ~~deliver vehicle fully washed and in a condition acceptable to the dealer.~~ Driver will be charged \$1.00 per mile for extra miles incurred on any motorized unit.
2. Driver shall not use vehicle for the transportation of any liquor, drugs, or contraband or in violation of any state or federal laws.
3. Driver will not transport any passenger(s) for hire or as gratuity, other than as agreed by the manufacturer/customer.
4. Driver must have authorization from Horizon before making repairs that involve expense of any kind.
5. Driver is not to use the L.P. gas system or any holding tanks while vehicle is in their possession.
6. Driver shall keep the vehicle locked when unoccupied and in safe area when parked. Driver shall check tires, engine oil, and all systems on a regular basis consistent with use.

**OTHER TERMS AND CONDITIONS**

3. 1. Driver accepts receipt of the vehicle described herein in good and operable condition except as noted hereon:


1. These are the terms and conditions between Horizon Transport and the contractor. This language will be on each and every contractor's agreement. Please make sure you read and understand these terms.

2. These are the terms and conditions mandated by the manufacturer or shipper of the unit. This language will be on each and every contractor's agreement. Please make sure you read and understand these terms.

**3. Is something wrong with your outbound vehicle?**

If you find significant imperfections or damages on outbound vehicles, please document them in this area. Please immediately notify your Traffic Manager. If your Traffic Manager or other Horizon Transport Employee informs you that it is okay to continue your trip, please document their name in this area also.

## EXHIBIT C RECOMMENDED PRE-TRIP INSPECTION FOR TRAVEL TRAILER

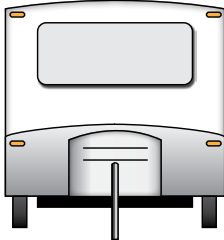
**PRE TRIP INSPECTION  
TRAVEL TRAILER**

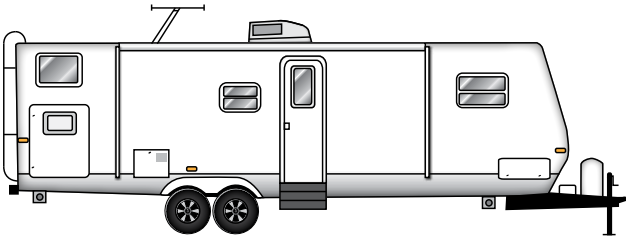
Unit Number: \_\_\_\_\_ Driver Name: \_\_\_\_\_

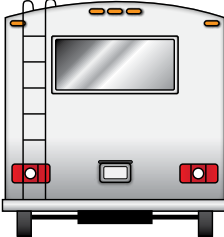
Year: \_\_\_\_\_ Make: \_\_\_\_\_ Driver Number: \_\_\_\_\_

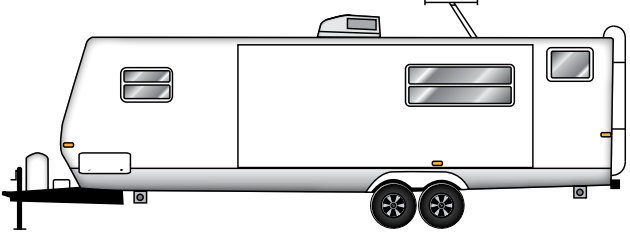
INSPECTION ITEMS <small>(NOTE IF NOT AVAILABLE)</small>	PRE-TRIP		IN TRANSIT	POST-TRIP
	O.K.	NOT O.K.	List Changes	List Changes
Tires/Lug Nuts/Wheel Covers				
Jack				
Lug Wrench				
Keys				
Electronics - Stereo, CB, TV, CD, DVD				
Linens/Bedding/Curtains				
Interior of Vehicle				
Brake/Signal/Clearance Lights				
Windows/Glass				
Awnings Secured				

**PLEASE DIAGRAM DAMAGES BELOW - BE AS SPECIFIC AS POSSIBLE:**









B = Bent	G = Gouged	R = Rub Marks
BB = Buffer Burns	L = Loose	S = Scratched
BR = Broken	M = Missing	SC = Scuffed
C = Cut	P = Pitted	
D = Dented	PC = Paint Chip	

**SHIPPER CONDITION OF PROPERTY IS AS DESCRIBED ABOVE - PLEASE SIGN:**


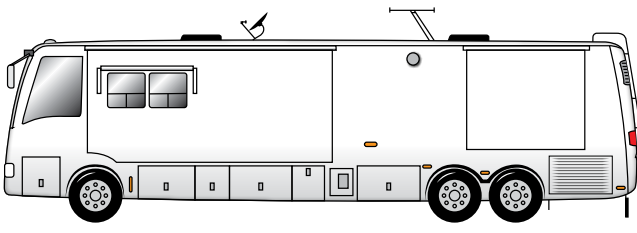
SHIPPER AND/OR AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_


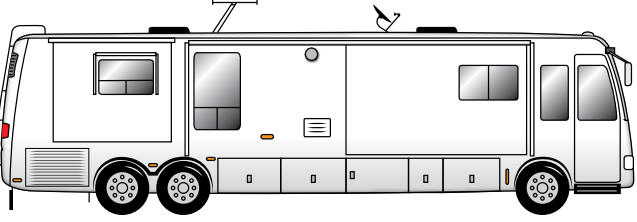
This is a minimum inspection requirement. Your inspection may differ from unit to unit. You may make copies of this document for your own use.

**EXHIBIT C**  
**RECOMMENDED PRE-TRIP INSPECTION FOR CLASS A MOTOR HOME**

<b>HORIZON TRANSPORT</b>		<b>PRE TRIP INSPECTION CLASS-A MOTORHOME</b>		
Unit Number: _____		Driver Name: _____		
Year: _____	Make: _____	Driver Number: _____		
INSPECTION ITEMS <i>(NOTE IF NOT AVAILABLE)</i>	PRE-TRIP		IN TRANSIT	POST-TRIP
	O.K.	NOT O.K.	List Changes	List Changes
Tires/Lug Nuts/Wheel Covers				
Generator				
Dish/Antenna				
Keys				
Electronics - Stereo, CB, TV, CD, DVD				
Linens/Bedding/Curtains				
Interior of Vehicle				
Brake/Signal/Clearance Lights				
Windows/Glass				
Awnings Secured				

**PLEASE DIAGRAM DAMAGES BELOW - BE AS SPECIFIC AS POSSIBLE:**

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**SHIPPER CONDITION OF PROPERTY IS AS DESCRIBED ABOVE - PLEASE SIGN:**

SHIPPER AND/OR AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

This is a minimum inspection requirement. Your inspection may differ from unit to unit. You may make copies of this document for your own use.

## **HORIZON TRANSPORT**

### **STEPS TO SUCCESS**

A RECOMMENDED check list created by Horizon contractors for Horizon contractors

1. Dispatch on Unit
2. Pick up Packet. You may also pick up:
  - a. Deer Whistles
  - b. Return Envelopes
  - c. Plastic Zip-Ties for securing awnings
  - d. Horizon Manual
3. Review the ENTIRE packet
  - a. Read Bill of Lading
  - b. Is it a COD Delivery?
  - c. Note "Paperwork to Return to Horizon" in bottom corner
    - i. Do you have all of the paper work?
    - ii. Dealer Acceptance Form
    - iii. Dock Receipt
    - iv. Canadian Paperwork with PARS Sticker (must use assigned crossing)
      - What port of entry are you expecting to cross through into Canada?
      - Do you have confirmation of the paperwork faxed ahead?
  - d. Check PC-Miler Routing
    - i. Is the trip routed through states requiring permits?
      1. Do you have all required permits? (AZ, AK, BC, ID, MT, QC, SK, SD, WY)
      2. Do you have necessary license plates? (WY)
4. Find Unit in Parking Lot
  - a. Wakarusa Lot Rows 1-10
    - i. N (North of the main drive) = Front Lot (Formerly #A)
    - ii. S (South of the main drive) = back Lot (Formerly # B)
5. Conduct thorough Pre-Trip Inspection
  - a. See Exhibit C
  - b. For Reloads (backhauls), see PTI (Pre-Trip Inspection) File included in your dispatch confirmation e-mail
  - c. Fill out your log. Horizon expects you to log at the least 30 minutes *on duty/not driving* for unit pre-trip inspection and pick-up.
6. Complete Hook-Up
  - a. Distribution Bars (Tow-Away)
  - b. Wiring
  - c. License Plate
  - d. Placards
  - e. Safety Chains (Tow car and travel trailers)
  - f. Break-Away Battery (Tow-Away)
7. Pre-Plan your Trip
  - a. Hours of service available before your 10-hour break
  - b. Do you have a safe place in mind to stop for the night?
  - c. Write down your expected highway & exit numbers in case of GPS failure
8. Sign Independent Contractor Driver's Agreement



9. Note Pre-Delivery Procedures from Bill of Lading - **ALWAYS Call Ahead!**
10. Note Delivery Arrival Time - Can you deliver then? Avoid profit-depleting layovers!
11. Note ALL Delivery Paperwork again
12. Check Tire Pressure
13. Note Fuel Level and Odometer on Motor homes (Note Instructions on BOL)
14. Find and Turn ON Battery Disconnect Switches (Motor homes)
15. Exiting the Yard counts as your check call. Make your check-call each day after the yard exit by noon.
16. Wash Unit if customer requires (See instructions on BOL)
17. Make Delivery and Make Delivery Call
  - a. Be Professional
    - i. Be Presentable!
    - ii. Adhere to Horizon Transport standards for attire.
  - b. Listen. Please do not be critical of the unit. NEVER use profanity.
18. Retrieve from unit:
  - a. License Plate(s)
  - b. Placards
  - c. Personal affects
19. Get Signatures and check to ensure all paperwork is returned
  - a. BOL
    - i. Note mileage (Motorized)
    - ii. Note fuel level (Motorized)
  - b. Dealer Acceptance Form (DAF) if included
  - c. Signed and stamped Dock Receipts (for port deliveries)
  - d. COD Check (if stated COD on BOL)
  - e. Canadian Paperwork (customs stamped documents)
  - f. Any other papers you must return to Horizon
20. Return paperwork to Horizon immediately (so you get paid quicker) and make copies for your files.
  - a. Signed BOL (Bill of Lading)
  - b. Signed DAF (Dealer Acceptance Form)
  - c. Tolls and Permit Receipts
  - d. Driver Logs via Keep Truckin.
  - e. COD Check and COD Delivery

**HAVE A GREAT, SUCCESSFUL, PROFITABLE, AND ENJOYABLE TRIP!**

**EXHIBIT D**  
**DAILY SHUTTLE AGREEMENT - TOW-AWAY**



PO Box 826  
 Wakarusa IN 46573


**INDEPENDENT CONTRACTOR**  
**DAILY SHUTTLE AGREEMENT**

Terminal: \_\_\_\_\_ Truck/Driver Number: \_\_\_\_\_ Date: \_\_\_\_\_

	ORIGIN	MANUFACTURER	UNIT #	DESTINATION	PAY	ROW
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Signature: \_\_\_\_\_ Total: \_\_\_\_\_ Total Pay: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

**EXHIBIT E**  
**DAILY SHUTTLE AGREEMENT - DRIVE-AWAY**

	<b>DRIVEAWAY SHUTTLE SHEET</b>																																																																																
Your Shuttle Captain: <b>Duil Crain 574.370.3635</b>																																																																																	
<p><b>1. CHECK OUT YOUR UNIT CAREFULLY!</b>  <b>YOU ARE RESPONSIBLE FOR DAMAGE AFTER UNIT IS MOVED FROM ORIGIN</b></p> <ul style="list-style-type: none"> <li>• Headlights</li> <li>• Clearance Lights</li> <li>• Signal Lights</li> <li>• Tail Lights</li> <li>• Wipers</li> <li>• Horn</li> <li>• Doors Secure</li> <li>• ANY damage to the vehicle</li> </ul>																																																																																	
<p><b>2. FILL OUT THE CHART BELOW</b>  <b>CHART MUST BE FILLED IN COMPLETELY FOR EACH UNIT YOU MOVE</b></p> <ul style="list-style-type: none"> <li>• Please use the customer code guide on the right to fill in the "Customer Code" column below.</li> <li>• The 5 digit unit number on this document must match the number on the freight bill.</li> <li>• "Time Out" refers to the time you leave the pickup location with your unit.</li> <li>• "Time In" refers to the time you arrive at the destination with your unit.</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Manufacturer</th> <th style="text-align: center;">City</th> <th style="text-align: center;">Code</th> <th style="text-align: center;">Rate</th> </tr> </thead> <tbody> <tr><td>Monaco</td><td>Wakarusa</td><td>MOI</td><td>\$7.50</td></tr> <tr><td>Utilimaster</td><td>Wakarusa</td><td>UT</td><td>\$7.50</td></tr> <tr><td>Thor</td><td>Elkhart</td><td>FW</td><td>\$15.00</td></tr> <tr><td>Forest River (CR1)</td><td>Elkhart</td><td>FR</td><td>\$15.00</td></tr> <tr><td>Forest River (St. Rd. 19)</td><td>Elkhart</td><td>FRA</td><td>\$15.00</td></tr> <tr><td>Forest River (Hively)</td><td>Elkhart</td><td>FRH</td><td>\$15.00</td></tr> <tr><td>GAS</td><td>Elkhart</td><td>GAS</td><td>\$15.00</td></tr> <tr><td>Glaval</td><td>Elkhart</td><td>GL</td><td>\$15.00</td></tr> <tr><td>Coachmen</td><td>Middlebury</td><td>CMM</td><td>\$15.00</td></tr> <tr><td>Starcraft</td><td>Goshen</td><td>SC</td><td>\$7.50</td></tr> </tbody> </table>	Manufacturer	City	Code	Rate	Monaco	Wakarusa	MOI	\$7.50	Utilimaster	Wakarusa	UT	\$7.50	Thor	Elkhart	FW	\$15.00	Forest River (CR1)	Elkhart	FR	\$15.00	Forest River (St. Rd. 19)	Elkhart	FRA	\$15.00	Forest River (Hively)	Elkhart	FRH	\$15.00	GAS	Elkhart	GAS	\$15.00	Glaval	Elkhart	GL	\$15.00	Coachmen	Middlebury	CMM	\$15.00	Starcraft	Goshen	SC	\$7.50																																				
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<p><b>3. SIGN AND DATE</b>  <b>ACKNOWLEDGE THAT ALL INFORMATION IS COMPLETE AND ACCURATE FOR PAY</b></p> <p>Signature _____ Date _____</p> <p>Print Name _____ Driver Number _____</p>																																																																																	

## CONTRACTOR ADVANCES & SETTLEMENT PROCESSING

### ADVANCES

Pickup contractors can receive up to a 50% advance on each load. Drive Away contractors can receive up to a 70% advance on each load. **Advances will not be issued until the contractor is in possession of their load.**

If you want an advance on an outbound unit, you must initial your Independent Contractors Driver Trip Agreement in the "Advance Request" field. If you do not wish to receive an advance, the entire trip fee will become a "settlement" and be issued upon submission of completed delivery paperwork.

### RETURNING ADVANCE MONEY

In the event you are assigned to a load and receive an advance and you do not complete delivery, you will be asked to return the advance money immediately. Steps in returning advance money:

1. Submit the advanced amount in the form of a personal check, money order or cash directly to the dispatch office personnel.
2. If the funds are not immediately voluntarily returned, Horizon will deduct the amount from your Comcard.
3. In the event that funds are not received within 3 days of the initial transaction date, we will attempt to contact you to make payment arrangements.
4. If the funds are not back to Horizon within 4 days after the transaction date and no payment plan has been established, Horizon will place the amount owed in the hands of a collection agency. This step is necessary to collect money owed to the company.

### SETTLEMENTS

The settlement portion of your trip is the remaining balance after receiving an advance. If no advance was paid, then the entire trip fee will become a settlement. Settlements are issued immediately when all paperwork and logs are submitted to the Wakarusa office.

### REIMBURSEMENTS

Reimbursement items such as tolls, permits, wash, repairs, etc. are credited to your account when your paperwork is processed. All reimbursement receipts are to be submitted with your paperwork. Receipts submitted after settlement paperwork has been processed will be returned to the contractor and will not be paid.

### REIMBURSABLE ITEMS

1. **Oil.** Drive Away Contractors are responsible to check the oil level prior to departure and every time you stop to fuel. Receipts must match up with trip. Delivering a unit below the fill line on the dipstick jeopardize a contractor's active status with Horizon Transport.
2. **Tolls.** All outbound and most return tolls are reimbursed on units originating from Indiana. New York Thruway tolls will be paid only if the PCMLER routes the trip that way. Some tolls are not

reimbursed for units that do not originate from Indiana terminals. On loads originating in all other states, other than Indiana, check with your Traffic Manager about reimbursement.

- 3. Anti-gel.** Only reimbursed in extreme cold weather. (Drive Away only)
- 4. Permits.** All PC Miler en-route permits are paid on loads originating from Indiana. On units originating in all other states, other than Indiana, check with your Traffic Manager about reimbursement. **Permits that are not authorized by Horizon will NOT be reimbursed!**
- 5. Motel.** On breakdowns only. Authorization from Horizon is required.
- 6. Wash.** Contractors are reimbursed for wash fees when the Bill of Lading is marked "Yes" and initialed by dealer. Initials must match the signature. Wash receipts must have the name and address pre-printed on the receipt. Receipts with hand written name and address of the establishment will not be reimbursed. Generic receipts are not reimbursed.

## 1099

As an Independent Contractor, you will receive a 1099 income statement at the end of each January for all earnings generated from the previous calendar year. The statement will be mailed directly to the address that Horizon has on file. Please keep your current address on file at Horizon Transport.

## SUBMITTING YOUR DELIVERY PAPERWORK

The responsibility of returning settlement paperwork is the contractor's and is part of making a complete delivery. All delivery/settlement paperwork are to be submitted to the home office within seven days of delivery. It is suggested that you send via the Horizon Transport Mobile App, Transflo or mail paperwork the day you deliver or hand deliver it to the Wakarusa office.

For standard USPS service, use the PO Box. For overnight service, use the physical address:

**P.O. Box 826  
Wakarusa, IN 46573**

**100 State Road 19  
Wakarusa, IN 46573**

You have 7 days, after delivery, to have your paperwork submitted to the Wakarusa office or your settlement will be assessed a \$25 late fee. **Please do not Procrastinate!**

## WHAT ARE THE STEPS IN SUBMITTING MY PAPERWORK AND RECEIVING MY SETTLEMENT?

- 1.** Send through Horizon Mobile App, hand carry or mail your completed paperwork packet to the Wakarusa terminal. **DO NOT fax in your BOL.**
- 2.** Horizon will audit your paperwork making sure everything that is needed has been submitted. (All USPS Mail, UPS, FedEx, DHL, and priority/express mail, and paperwork that was hand carried to the Wakarusa terminal will be processed by 3:00p.m.)
- 3.** When your paperwork is processed (invoiced to the customer), your settlement will be loaded to Comdata.

## CAN MY SETTLEMENT BE DELAYED?

As a contractor, one responsibility you bear is to complete all required paperwork related to deliveries. As you send in your completed delivery paperwork for final settlement, Horizon will process your settlement once received. Our objective is to make this happen quickly for you. However, in the event that there is a delay in the settlement processing, the following list will help you identify what might be the cause of the delay. Please review and familiarize yourself with this list. This will

help you in submitting correct and complete delivery settlement packets.

- 1. Missing Paperwork.** Each customer requires different delivery documents that need to be signed, dated and returned. Check the lower right hand corner of each Bill of Lading for paperwork instructions (*Exhibit A*). If you are unsure about what is to be returned, check with your Traffic Manager prior to taking your trip. *(The invoicing department will email you if you have any missing paperwork. It is the responsibility of the contractor to submit complete paperwork. Final settlement will be delayed until all the missing paperwork is received.)*
- 2. Unsigned Paperwork.** All required paperwork must be signed and dated by both the dealer and the contractor. Submitting unsigned paperwork will result in your settlement being delayed until signed paperwork is received. *(The invoicing department will call you if you have any unsigned paperwork. It is the responsibility of the contractor to submit complete and signed paperwork. Final settlement will be delayed until all the delivery paperwork is received signed.)*
- 3. Damage.** If your vehicle experiences any type of damage, the settlement amount can be applied to your damage deposit account depending on deposit account status.
- 4. Breakdowns/Delays.** If your vehicle experiences any type of delay or breakdown the paperwork will have to be submitted to the breakdown department or your Traffic Manager to confirm any added reimburses for fluids, parts, or any other possible expense or down-time reimbursement.

Horizon Transport is committed to issuing your settlement accurately and timely. Please help us do so by submitting all required documents, signed and complete. We appreciate your help in this matter.

**COM CARD/COMDATA**

Comdata is a money card service that enables you to access your funds through an electronic account. You may redeem a Comdata card or check at most fuel stops and banking institutions nationwide. You will receive your Comdata packet during the 1st day of orientation. This packet will have your Comcard and an instructional guide on how to use the Comdata system.

**COMDATA FEES**

Comdata charges a small fee for each transaction. The Comdata fee structure is as follows:

Bank Transfer	Free
Truck Stop Fuel Purchase	\$2.00
ATM Withdrawal US & Canada	\$2.25 + the ATM Fee (Varies Per Bank)
Point of Sale	\$0.75
Comcheck (Paper)	\$3.50
ATM Inquiry	\$2.25 + Bank Fee
ATM Decline	\$1.00
Maestro Decline	\$0.75

Horizon Transport recommends Comdata’s direct deposit feature as a means of transferring funds due to the cost-free convenience it offers. Please note that while other options are readily avail-

able, costs can add up quickly, creating unnecessary expense. Like any tool, Comdata can be used properly, as a helpful convenience, or improperly, resulting in excessive transaction costs.

### **COMDATA DIRECT DEPOSIT**

Before direct deposit is available as an option, an application must be submitted. Applications are available from the Contractor Services Department. The completed application will be submitted to Comdata immediately upon receipt by Horizon Transport. The normal time to process and activate your direct deposit is about 10 working days from the day of submission. The direct deposit transaction must be initiated by a contractor. Horizon Transport cannot do it. When a direct deposit transaction is initiated, the money will immediately transfer from Horizon's bank, but it may take 1 to 2 business days for the funds to post to a personal account. Funds normally post to a personal account the next business day.

### **COMDATA TRANSACTION DETAIL REPORTS**

Detailed activity reports are available directly from Comdata. Contractors can access these reports through the Horizon Transport Drivers Services web page or from the Comdata Fleet Advance App. The reports are accessed through the link "Money Services".

## CONTRACTOR DEPOSIT & LOGS

### CONTRACTOR DEPOSIT

All damages or accidents no matter how large or small must be reported immediately to the Safety Department. Contractors will not be dispatched after a loss claim until cleared by the Safety Department. It is necessary to obtain digital photographs of all damages and provide these photographs to the Horizon Transport safety department as soon as possible. Digital photographs are preferable because they can be e-mailed directly to the Damage Coordinator and readily archived. Contractors are required to have a \$1,500.00 deposit with Horizon. All damages are subject to a \$1,500.00 charge to the contractor and up to \$3,000.00 for second and subsequent damages. Following the first damage, the contractor deposit account must be replenished to \$3,000.00. **Each "charge" will remain the property of Horizon Transport, Inc. for one year following any loss incident.**

Horizon does not charge the contractor interest or administrative fees for advances and settlements. Therefore, the damage deposit is non interest bearing.

### OTHER DAMAGE INFORMATION

- In the event a unit is refused by a dealer, or never makes its destination because of damage, the contractor is responsible to pay back any advances to Horizon.
- Pickup Contractors are responsible for all rock damage unless they have a double set of mud flaps. The first set of mud flaps are to be mounted right behind the tires. The second mud flap is to be the full width of the truck and be mounted near the rear bumper.
- If any portion of the contractor deposit is used, it must be replenished. The settlement of the damaged unit may be applied to the contractor's deposit account, and the contractor can choose between two options to pay the balance:
  - a. Immediately pay the balance in full.
  - b. Horizon can withhold 10 to 50 percent of your future loads until the damage amount is collected.
- Contractors are required to obtain upon delivery of a damaged unit:
  - a. Written Estimate
  - b. Digital Pictures.
- Contractors have two options on how to pay their deposit:
  - a. Pay the deposit in full with cash, money order, or check to Horizon. Deposit balance is refunded to you on the 30th day of de-leasing.
  - b. Horizon will withhold 10% of each load until you have accumulated \$1000.00 in your deposit account. Deposit balance will be refunded to you on the 30th day after de-leasing.
- Contractors fully bear and are required to provide a signed acknowledgment form assuming responsibility for any and all damage that may arise from or be caused by any vehicle attached, affixed or towed behind any unit assigned to said contractor.

### ACCIDENT PROCEDURE- ACCIDENT HANDOUT

In conformance with Federal Motor Carrier Safety Regulations ("FMCSR's), 49CFRS 390.15, all accidents or damages are to be reported immediately to the safety department. **DO NOT** continue a trip until you contact Horizon following an accident. Please follow the step by step instructions on the Accident Folder or Handout in Manual. Please also refer to your wallet card. It is necessary to **obtain photographs of all damages** and provide these photographs to the Horizon Transport safety department as soon as possible. Digital photographs are preferable because they can be e-mailed directly to the Safety Director and readily archived.




# ACCIDENT PROCEDURE SHEET

ACCIDENT SCENE CHECKLIST	ACCIDENT DATA	
<input type="checkbox"/> Stop and investigate <input type="checkbox"/> Set out warning devices <input type="checkbox"/> Call the police <input type="checkbox"/> Help the injured <input type="checkbox"/> Protect your vehicle and cargo from theft and further damage <input type="checkbox"/> Do not move your vehicle until the police arrive <input type="checkbox"/> DO NOT ADMIT GUILT <input type="checkbox"/> Contact your supervisor as soon as possible <input type="checkbox"/> Discuss accident only with the proper authorities <input type="checkbox"/> Obtain names and addresses of witnesses(witness area on this sheet) <input type="checkbox"/> Complete this entire sheet while at the scene of the accident <input type="checkbox"/> Comply with any required alcohol/drug test <input type="checkbox"/> Return this sheet to your supervisor	DATE: ____/____/____      TIME: ____:____:____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. CITY: _____ STATE: _____ ROADWAY (LIST ANY INTERSECTING HIGHWAYS) _____ _____ LANDMARKS: _____ _____	
POLICE INFORMATION		
DEPARTMENT: _____ BADGE# _____ OFFICER: _____ CITATION ISSUED: Y OR N CITATION ISSUED: Y OR N LIST PEOPLE CITED OR ARRESTED AND CHARGES NAME: _____ CHARGE: _____ NAME: _____ CHARGE: _____		
YOUR VEHICLE INFORMATION		
ANY MECHANICAL DEFECTS APPARENT AT TIME OF ACCIDENT: _____ _____ WEARING SEATBELT: Y OR N		
VEHICLE #2	VEHICLE #3	VEHICLE #4
TYPE: _____ MAKE: _____ MODEL: _____ YEAR: _____ DRIVER NAME: _____ ADDRESS: _____ _____ LICENSE# _____ STATE: _____ OWNER: _____ ADDRESS: _____ _____ PHONE# _____ - _____ - _____ INSURANCE CO: _____ POLICY# _____	TYPE: _____ MAKE: _____ MODEL: _____ YEAR: _____ DRIVER NAME: _____ ADDRESS: _____ _____ LICENSE# _____ STATE: _____ OWNER: _____ ADDRESS: _____ _____ PHONE# _____ - _____ - _____ INSURANCE CO: _____ POLICY# _____	TYPE: _____ MAKE: _____ MODEL: _____ YEAR: _____ DRIVER NAME: _____ ADDRESS: _____ _____ LICENSE# _____ STATE: _____ OWNER: _____ ADDRESS: _____ _____ PHONE# _____ - _____ - _____ INSURANCE CO: _____ POLICY# _____

WITNESS #1	WITNESS #2	WITNESS #3
DID YOU SEE THE ACCIDENT: Y OR N	DID YOU SEE THE ACCIDENT: Y OR N	DID YOU SEE THE ACCIDENT: Y OR N
DID ANYONE APPEAR INJURED: Y OR N	DID ANYONE APPEAR INJURED: Y OR N	DID ANYONE APPEAR INJURED: Y OR N
WHO WAS RESPONSIBLE? _____	WHO WAS RESPONSIBLE? _____	WHO WAS RESPONSIBLE? _____
NAME: _____	NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____	ADDRESS: _____
PHONE: _____ - _____ - _____	PHONE: _____ - _____ - _____	PHONE: _____ - _____ - _____
EMAIL ADDRESS: _____	EMAIL ADDRESS: _____	EMAIL ADDRESS: _____
NOTES: _____	NOTES: _____	NOTES: _____

**IF YOU HAVE EXTRA WITNESSES OR VEHICLES PLEASE FILL OUT A SECOND SHEET!**

	<p align="center">DRAW A DIAGRAM OF THE ACCIDENT IN THE BOX TO YOUR LEFT EXPLAINING THE ACCIDENT</p> <p align="center"></p> <p align="center">USE THE FOLLOWING SYMBOLS AS VEHICLES 1, 2 ETC. IN YOUR DIAGRAM</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; border-radius: 10px; padding: 5px 15px; margin: 5px;">1</div> <div style="border: 1px solid black; border-radius: 10px; padding: 5px 15px; margin: 5px;">2</div> </div>
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Explain in your own words what happened

EXONERATION CARD	
<p>I hereby exonerate and free from all negligence or blame driver _____</p> <p>and his employer in connection with an accident involving the undersigned which occurred</p> <p align="center">AM</p> <p>at _____; _____ PM on this date _____ / _____ / _____</p> <p>Location: _____</p> <p>Name: _____ (first) _____ (middle initial) _____ (last name)</p> <p>Signature: _____</p> <p>Address: Street: _____ City: _____ State: _____</p> <p>Witnessed by: _____</p> <p>Signature: _____ Date: ____ / ____ / _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

RJ 4/11/2014

## SAFETY SCHOOL

Horizon holds a safety school each Monday from 9am to 3pm at the Wakarusa, IN training facility. It is a National Safety Council Professional Defensive Driving course. It is designed to help the contractor understand how to be a better defensive driver. Contractors attend safety school during orientation, annually, after an accident or as deemed necessary by the Horizon Safety Department.

## LOGGING A BREAKDOWN

Properly logging a breakdown scenario is very simple. Please adhere to the following guidelines:

1. When your unit becomes disabled and you stop moving, you will place yourself **On Duty/Not driving** for the entire time you are physically assigned to stay with the vehicle.
2. Once the vehicle is secured, please follow this guideline. If you are to stay physically with the vehicle you will be on duty/ not driving. If you are released from all responsibility for the unit, for any length of time, that time is logged **off duty**.

## LOGBOOK PROGRAM

Horizon Transport, Inc. requires driver records of duty status according to FMCSA regulations. Horizon uses the Keep Truckin Mobile App for all logging procedures. Keep Truckin is a third-party software that captures, submits, and tracks your logs. The Keep Truckin Mobile App is free to all contractors. FMCSA requires the capability to print logs when requested. (395.8, DOT Interpretations, Question 28).

## LOGGING PROCEDURES

Log books must be brought up to date each and every time a duty status change occurs. Therefore, the contractor MUST update entries before leaving the driver seat. (49 CFRs 395.8 (f) (1)) All completed log sheets must be submitted immediately.

The following outlined procedures are intended to act as a guide in the proper preparation of your daily logs so that you will be in compliance with DOT regulations and with Horizon policy.

The example below is a guide to use in any event a paper log is required.

1. Show the proper month, day, and year in the date fields
2. Show the last 5 digits of your unit number in the appropriate fields.
3. Always log on the "time standard" from your home terminal. (*Wakarusa, IN or Coburg, OR*)
4. Total up the hours for each duty status on each line at the end of the day in the total hours column.
5. Do not abbreviate cities. It is OK to abbreviate States as long as you use the legal two letter abbreviation.
6. Make sure all logs are neat and clear to read.
7. **(Canada Only)** Place your signature in the driver signature field as well as your printed last name.
8. Enter your 4 digit contractor number in "Driver ID/Code" field.
9. All entries are to be made by the driver.
10. All entries must be current through your last duty status change.
11. You must do a pre trip inspection at the start of each driving day or after a 10 hour break and a post-trip inspection at the end of each driving day.
12. A driver's duty status record must include all days, on or off duty.
13. Logs must be turned in for each trip with your paperwork up through midnight the day before delivery.
14. A driver's duty status record must include all days, on or off duty.

15. 7½ minute rule: for entries over 15 minutes, round to the closest 15 minute tick in 7½ minute intervals.
16. Sleeper berth time cannot be logged unless your vehicle is equipped with a sleeper berth which has been inspected and approved by the Safety Department.
17. Drivers may restart their 70 hour on duty time after 34 consecutive hours off duty.
18. It is illegal to drive after being on duty more than 70 hours in any 8-day period.
19. It is illegal to drive more than 11 hours, following a 10-hour off duty period.
20. It is illegal to driver more than 8 hours without taking a 30 minutes off duty break.
21. Following the first on duty entry for any day, it is illegal to drive once all lines of the log grid add up to 14 hours. 14 hours after the first on-duty entry, a driver must have 10 consecutive hours off duty before driving again.
22. Meal times may be logged off duty if the vehicle is parked in a secure area
23. Any activity less than 15 minutes on line 3 or 4 requires a flag off of line 3 with time (in minutes-less than 15) entered in the remarks field, with the nearest city and State.
24. All time spent hooking up, fueling, delivering, handling accidents, breakdowns, etc. must be shown on line four as on duty not driving time.
25. All time spent with DOT or Public Commission checks must be logged on line four and must precisely match time from inspection document.
26. All port of entry times must be flagged on your log sheet according to home terminal time.
27. Drivers must not log over 65 miles per hour when loaded. Pickups are allowed to log 5mph under the posted commercial speed limit, when empty.
28. The post-trip inspection must be filled out and signed for every day involving driving/on-duty time. Off duty logs do not have to be signed on the inspection line, as no inspections have to be done.
29. All duty status changes must be accompanied by city and state in the remarks field.
30. Submit logs to Horizon at least weekly. **AT NO TIME ARE DRIVERS TO COMPLETE LOGS INSIDE THE TERMINAL.** AHorizon has the right and responsibility to refuse logs that are completed in the office as this constitutes falsified log sheets.
31. **(U.S. Only)** Place your signature in the driver signature field.

## **BOBTAIL MILES – TOW-AWAY CONTRACTORS**

Pick-up truck owner/operators are required by FMCSA logbook rules to log all bobtail miles relative to Horizon Transport dispatches. This includes empty miles inbound to a pick-up, as well as empty miles following deliveries. While Horizon Transport recognizes that a vehicle owner is on his or her own time when not delivering loads, the bobtail log rule must be adhered to as it is imposed by U.S. Federal D.O.T. Authority.

If there are any problems or questions concerning logs, please contact the Safety Department. We also have “log class” on a weekly basis and can schedule you for a refresher course on proper log procedures. **WE ARE HERE TO HELP.**

## HORIZON TRANSPORT LOGBOOK EXERCISE

1. The trip begins in Wakarusa, IN at 8:00 a.m. in the morning. At this time, paperwork is picked up from the check out station, and the pre-trip inspection is done.
2. Shortly after departure, a fuel stop is made in Rolling Prairie, IN.
3. In Champaign, IL a breakdown occurs lasting approximately 30 minutes.
4. In Charleston, IL a 30 minute meal break.
5. Passing through Marion, IL severe weather is encountered. This delays the trip. The trip is de-layed until the following morning.
6. Departure from Marion, IL happens at 6:45 a.m. following a 15 minute pre-trip.
7. Refueling occurs in West Memphis, AR and is followed directly by a 30 minute meal break.
8. Delivery occurs in Little Rock, AR at 2:00 p.m.
9. The unit number for this trip is 12345. For a Tow-Away driver, this number goes in the “Trailer Number” field on the logbook page. For Drive-Away drivers, this number goes in the “Tractor Number” field on the logbook page.
10. This trip is logged at 55 miles/hour. (52.96miles/hour average)

### THE MILEAGE AND TIME FOR EACH LEG ARE AS FOLLOWS:

#### DAY 1


1. Wakarusa, IN to Rolling Prairie, IN	40 miles	0.75 hours
2. Rolling Prairie, IN to Champaign, IL	172 miles	3.25 hours
3. Champaign, IL to Marion, IL	187 miles	3.50 hours
	<i>Total: 399 miles</i>	<i>7.50 hours</i>

#### DAY 2

4. Marion, IL to West Memphis, AR	214 miles	4.00 hours
5. West Memphis, AR to Little Rock, AR	126 miles	2.50 hours
6. Little Rock, AR to Memphis, TN	135 miles	2.50 hours
	<i>Total: 475 miles</i>	<i>9.00 hours</i>

**Total Trip Mileage: 875 miles**

**DAY 1 - EXAMPLE FOR TOW-AWAY**



Form 0815

**DRIVER'S DAILY LOG**  
(24 HOURS)

Will be Scanned  
Please Print Clearly Within the Boxes

Date (mm-dd-yy) <b>11-21-17</b>	Total Miles Driving Today <b>399</b>	CARRIER NAME & ADDRESS <b>HORIZON TRANSPORT INC. P.O. BOX 826 407 EAST WABASH AVENUE - WAKARUSA, IN 46573</b>	
Tractor Number <b>9999</b>	Trailer Number <b>12345</b>	Driver's ID / Code <b>9999</b>	Co-Driver's ID / Code
If this log sheet covers multiple days spent off-duty write the ending date below, otherwise leave that date blank. - - - - -		I certify these entries are true and correct	Driver's Signature in Full <i>John Buck</i> John Buck
		Co-Driver's Name	

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS
1: OFF DUTY	[Bar]																							15	
2: SLEEPER	[Bar]																								
3: DRIVING	[Bar]																							7.50	
4: ON DUTY (NOT DRIVING)	[Bar]																							1.50	
REMARKS:	[Bar]																							24	

REMARKS: Wakarusa, In PTI | Rolling Prairie, IN Fuel | Champaign, IL Breakdown | Charleston, IL Break | Marion, IL PTI 10 min

4016906 Shipper / Commodity **BOL 654321**

Original File at home terminal      Duplicate Driver retains in his/her possession for eight days      USE TIME STANDARD AT HOME TERMINAL

**DRIVER'S VEHICLE INSPECTION REPORT**  
AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS, I SUBMIT THE FOLLOWING:

DATE: **11-21-17**      TRACTOR/TRUCK NO.: **9999**      TRAILER(S) NO.(S): **12345**

I DETECT NO DEFECT OR DEFICIENCY IN THIS MOTOR VEHICLE AS WOULD BE LIKELY TO AFFECT THE SAFETY OF ITS OPERATION OR RESULT IN ITS MECHANICAL BREAKDOWN

I DETECT THE FOLLOWING DEFECTS OR DEFICIENCIES IN THIS MOTOR VEHICLE AS WOULD BE LIKELY TO AFFECT THE SAFETY OF ITS OPERATION OR RESULT IN ITS MECHANICAL BREAKDOWN  
INDICATE WHETHER DEFECTS ARE ON TRACTOR/TRUCK OR TRAILER - DESCRIBE DEFECT IN DETAIL, USE BACK SIDE IF NECESSARY.

MECHANIC'S SIGNATURE:	DRIVER'S SIGNATURE: <i>John Buck</i>
MECHANIC'S SIGNATURE:	DRIVER'S SIGNATURE:      DATE:

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## DAY 1 - EXAMPLE FOR DRIVE-AWAY



Form 0815



**DRIVER'S DAILY LOG**  
(24 HOURS)

Will be Scanned  
Please Print Clearly Within the Boxes

Date (mm-dd-yy) <div style="font-size: 24pt; font-weight: bold; text-align: center;">11-21-17</div>	Total Miles Driving Today <div style="font-size: 24pt; font-weight: bold; text-align: center;">399</div>	CARRIER NAME & ADDRESS HORIZON TRANSPORT INC. P.O. BOX 826 407 EAST WABASH AVENUE - WAKARUSA, IN 46573	
Tractor Number <div style="font-size: 24pt; font-weight: bold; text-align: center;">12345</div>	Driver's ID / Code <div style="font-size: 24pt; font-weight: bold; text-align: center;">9999</div>	Driver's Signature in Full <div style="font-size: 24pt; font-weight: bold; text-align: center;"><i>John Buck</i></div>	I certify these entries are true and correct John Buck
Trailer Number - - - - -	Co-Driver's ID / Code - - - - -	Co-Driver's Name - - - - -	

	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8pt;"> <tr> <th style="width: 5%;">MID-NIGHT</th> <th style="width: 5%;">1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th> <th style="width: 5%;">NOON</th> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th> </tr> <tr> <td style="font-size: 10pt;">1: OFF DUTY</td> <td colspan="22" style="text-align: center;">[Graphical representation of Off Duty periods]</td> <td style="width: 10%; text-align: right; font-weight: bold;">15</td> </tr> <tr> <td style="font-size: 10pt;">2: SLEEPER</td> <td colspan="22" style="text-align: center;">[Graphical representation of Sleeper periods]</td> <td style="text-align: right;">7.50</td> </tr> <tr> <td style="font-size: 10pt;">3: DRIVING</td> <td colspan="22" style="text-align: center;">[Graphical representation of Driving periods]</td> <td style="text-align: right;">1.50</td> </tr> <tr> <td style="font-size: 10pt;">4: ON DUTY (NOT DRIVING)</td> <td colspan="22" style="text-align: center;">[Graphical representation of On Duty (Not Driving) periods]</td> <td style="text-align: right;">24</td> </tr> </table>	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	1: OFF DUTY	[Graphical representation of Off Duty periods]																						15	2: SLEEPER	[Graphical representation of Sleeper periods]																						7.50	3: DRIVING	[Graphical representation of Driving periods]																						1.50	4: ON DUTY (NOT DRIVING)	[Graphical representation of On Duty (Not Driving) periods]																						24	TOTAL HOURS 14 = 25 12 = 50 34 = 75
MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11																																																																																																			
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4: ON DUTY (NOT DRIVING)	[Graphical representation of On Duty (Not Driving) periods]																						24																																																																																																			

REMARKS:

Wakarusa, In PTI Rolling Prairie, IN Fuel Champaign, IL Breakdown Charleston, IL Break Marion, IL PTI 10 min	
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Shipper / Commodity BOL 654321	
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Original File at home terminal      USE TIME STANDARD AT HOME TERMINAL  
 Duplicate Driver retains in his/her possession for eight days

**DRIVER'S VEHICLE INSPECTION REPORT**  
 AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS, I SUBMIT THE FOLLOWING:

DATE: 11-21-17      TRACTOR/TRUCK NO.: 12345      TRAILER(S) NO.(S): \_\_\_\_\_

I DETECT NO DEFECT OR DEFICIENCY IN THIS MOTOR VEHICLE AS WOULD BE LIKELY TO AFFECT THE SAFETY OF ITS OPERATION OR RESULT IN ITS MECHANICAL BREAKDOWN

I DETECT THE FOLLOWING DEFECTS OR DEFICIENCIES IN THIS MOTOR VEHICLE AS WOULD BE LIKELY TO AFFECT THE SAFETY OF ITS OPERATION OR RESULT IN ITS MECHANICAL BREAKDOWN


INDICATE WHETHER DEFECTS ARE ON TRACTOR/TRUCK OR TRAILER - DESCRIBE DEFECT IN DETAIL, USE BACK SIDE IF NECESSARY.

	DRIVER'S SIGNATURE: <i>John Buck</i>
<input type="checkbox"/> ABOVE DEFECTS CORRECTED <input type="checkbox"/> ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE	DRIVER'S SIGNATURE: _____      DATE: _____

MECHANIC'S SIGNATURE: \_\_\_\_\_

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## DAY 2 - EXAMPLE



Form 0815

### DRIVER'S DAILY LOG

(24 HOURS)

Will be Scanned  
Please Print Clearly Within the Boxes

Date (mm-dd-yy) **11-22-12**

If this log sheet covers multiple days spent off-duty write the ending date below, otherwise leave that date blank.

Total Miles Driving Today **475**

Tractor Number **9999**

Trailer Number **12345**

CARRIER NAME & ADDRESS  
**HORIZON TRANSPORT INC.  
407 EAST WABASH AVENUE - WAKARUSA, IN 46573**

Driver's ID / Code **9999**

Co-Driver's ID / Code

I certify these entries are true and correct

Driver's Signature in Full  
**John Buck Buck**

Co-Driver's Name

	MID-NIGHT												TOTAL HOURS
	1	2	3	4	5	6	7	8	9	10	11	NOON	
1: OFF DUTY	[Bar chart showing off-duty periods]												14.
2: SLEEPER	[Bar chart showing sleeper periods]												.
3: DRIVING	[Bar chart showing driving periods]												9.
4: ON DUTY (NOT DRIVING)	[Bar chart showing on-duty not driving periods]												1.
REMARKS:	[Bar chart showing remarks periods]												24

Shipper / Commodity **BOL 654321 / Bobtail**

Marion, IL  
PTI
West Memphis, AR  
Fuel
Little Rock, AR  
Delivery
Memphis, TN  
PTI 10 min

**DRIVER'S VEHICLE INSPECTION REPORT**  
AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS, I SUBMIT THE FOLLOWING:

DATE: **11-22-12** TRACTOR/TRUCK NO.: **9999** TRAILER(S) NO.(S): \_\_\_\_\_

I DETECT NO DEFECT OR DEFICIENCY IN THIS MOTOR VEHICLE AS WOULD BE LIKELY TO AFFECT THE SAFETY OF ITS OPERATION OR RESULT IN ITS MECHANICAL BREAKDOWN


I DETECT THE FOLLOWING DEFECTS OR DEFICIENCIES IN THIS MOTOR VEHICLE AS WOULD BE LIKELY TO AFFECT THE SAFETY OF ITS OPERATION OR RESULT IN ITS MECHANICAL BREAKDOWN  
INDICATE WHETHER DEFECTS ARE ON TRACTOR/TRUCK OR TRAILER - DESCRIBE DEFECT IN DETAIL, USE BACK SIDE IF NECESSARY.

<p>MECHANIC'S SIGNATURE: _____</p> <p><input type="checkbox"/> ABOVE DEFECTS CORRECTED <input type="checkbox"/> ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE</p>	<p>DRIVER'S SIGNATURE: <b>John Buck</b></p> <p>DATE: _____</p>
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## OFF DUTY EXAMPLE



Form 0815



**DRIVER'S DAILY LOG**  
(24 HOURS)

Will be Scanned  
Please Print Clearly Within the Boxes

**11-14-12**  
Date (mm-dd-yy)

**11-20-12**  
Date (mm-dd-yy)

If this log sheet covers multiple days spent off-duty write the ending date below, otherwise leave that date blank.

Total Miles Driving Today:

Tractor Number:

Trailer Number:

**CARRIER NAME & ADDRESS**  
**HORIZON TRANSPORT INC.**  
**407 EAST WABASH AVENUE - WAKARUSA, IN 46573**

Driver's ID / Code: **9999**

Co-Driver's ID / Code:

I certify these entries are true and correct.

Driver's Signature in Full: **John Buck** **Buck**

Co-Driver's Name:

	MID-NIGHT											NOON											TOTAL HOURS
	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11	
1: OFF DUTY	[Vertical lines indicating off-duty status]																						<b>24</b>
2: SLEEPER	[Vertical lines indicating sleeper status]																						
3: DRIVING	[Vertical lines indicating driving status]																						
4: ON DUTY (NOT DRIVING)	[Vertical lines indicating on-duty status]																						
REMARKS:	[Vertical lines for remarks]																						<b>24</b>

*Off-Duty*

Shipper / Commodity:

Original File at home terminal  
Duplicate Driver retains in his/her possession for eight days

USE TIME STANDARD AT HOME TERMINAL

**DRIVER'S VEHICLE INSPECTION REPORT**

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS, I SUBMIT THE FOLLOWING:

DATE: \_\_\_\_\_ TRACTOR/TRUCK NO.: \_\_\_\_\_ TRAILER(S) NO.(S): \_\_\_\_\_

I DETECT NO DEFECT OR DEFICIENCY IN THIS MOTOR VEHICLE AS WOULD BE LIKELY TO AFFECT THE SAFETY OF ITS OPERATION OR RESULT IN ITS MECHANICAL BREAKDOWN

I DETECT THE FOLLOWING DEFECTS OR DEFICIENCIES IN THIS MOTOR VEHICLE AS WOULD BE LIKELY TO AFFECT THE SAFETY OF ITS OPERATION OR RESULT IN ITS MECHANICAL BREAKDOWN

INDICATE WHETHER DEFECTS ARE ON TRACTOR/TRUCK OR TRAILER - DESCRIBE DEFECT IN DETAIL, USE BACK SIDE IF NECESSARY.

MECHANIC'S SIGNATURE: \_\_\_\_\_

ABOVE DEFECTS CORRECTED

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

DRIVER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**SAMPLE TOW-AWAY BILL OF LADING**



INTEGRITY, DEDICATION, & EXCELLENCE  
 P.O. Box 826  
 Wakarusa, IN 46573  
 horizontransport.com  
 Phone: 574-862-2161  
 USDOT# 273286

To be delivered  
 no later than 07/24/17

**Bill Of Lading**

BOL#: 654321 Order Date: 07/21/17 ichesnut 10:30  
 Ship Date: 07/21/17 ichesnut

Bill to:  
 KEYSTONE RV COMPANY  
 AUTHORIZED BY: JOHN DOE

Breakdown code: KY

Shipper  
 From:  
 KEYSTONE RV COMPANY  
 19400 HACKBERRY DRIVE  
 GOSHEN, IN 46526

Consignee  
 To:  
 A-ONE SOURCE RVS (15692)  
 10080 I-30  
 LITTLE ROCK, AR 72201

Contractor Name and Number:  
 NAME 0000

Unit Description: 34' TRAVEL TRAILER  
 GVWR 10160  
 Unit Number: KY-012345  
 COUGAR

Unit Washed: Yes No Dealer Initials \_\_\_\_\_  
 Paid dealer for wash by receipt: Yes Dealer Initials \_\_\_\_\_  
 Driver Damage: Dealer Initials \_\_\_\_\_

Delivery Instructions

Delivery Hours:  
 CALL AHEAD TO CONFIRM DELIVERY TIME

Delivery Information:  
 DRIVER WASH REIMBURSEMENT  
 WILL NOT EXCEED THE MAXIMUM  
 AMOUNT IN THE PAPERWORK  
 SECTION

Collect On Delivery Special Instructions

Horizon:  
 Shipper:  
 COD Instructions:

Driver Wash: Y  
 Reimbursable Tolls: Y  
 Expenses Permits: Y

RECEIVED, SUBJECT TO THE LAWFULLY FILED TARIFFS IN EFFECT ON THE DATE OF ISSUE OF THIS ORIGINAL BILL OF LADING, THE PROPERTY DESCRIBED BELOW, CONSIGNED AND DESTINED AS SHOWN ABOVE WHICH THE CARRIER AGREES TO DELIVER TO SAID DESTINATION OR DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED TO EACH CARRIER OF SAID PROPERTY OVER OR ON ANY PORTION OF THE ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY OF SAID PROPERTY THAT EACH SERVICE PERFORMED HEREUNDER SHALL BE SUBJECT TO ALL THE CONDITIONS NOT PROHIBITED BY LAW WHETHER PRINTED OR WRITTEN HEREIN CONTAINED INCLUDING THE CONDITIONS ON BACK HEREOF WHICH ARE HEREBY AGREED TO BY THE SHIPPER AND ACCEPTED BY HIMSELF AND HIS ASSIGNS.

SHIPPER OR PAYOR IS LIABLE FOR ALL TOLLS, PERMITS, STATE FEES, TIRES, TUBES, MECHANICAL AND/OR STRUCTURAL FAILURES ON THE CARGO AND/OR EQUIPMENT

I hereby make the declaration of value (if any) and agree to the foregoing contract terms and conditions.

SHIPPER OR AGENT SIGN HERE Date: \_\_\_\_\_  
 Forgoing shipment insured subject to declaration (if any) or release terms and conditions herein.

HORIZON CONTRACTOR SIGN HERE Date: \_\_\_\_\_

RECEIVED the above described property in good condition except as noted and agree to the foregoing contract terms and conditions. NOTICE: THIS IS A RELEASE TO CARRIER FOR ALL DAMAGES AND SHORTAGES UNLESS NOTED HEREON. NO CLAIMS FOR ANY LOSS, DAMAGE, INJURY, OR DELAY WILL BE PAID UNLESS ALL LAWFUL CHARGES HAVE BEEN PAID TO THE CARRIER.

CONSIGNEE OR AGENT SIGN HERE Date: \_\_\_\_\_

NOTIFICATION FOR LOSS SHORTAGE OR DAMAGE AT TIME OF DELIVERY

**Paperwork to return to Horizon**  
 1. WHITE & YELLOW BILL OF LADING  
 2. WHITE COPY OF ACCEPTANCE SHEET

\*\*\*MAX WASH \$25.00 WITH RECEIPT  
 \*\*\*DON'T FORGET LICENSE PLATES

# SAMPLE DRIVE-AWAY BILL OF LADING



**INTEGRITY, DEDICATION, & EXCELLENCE**  
 P.O. Box 826  
 Wakarusa, IN 46573  
 horizontransport.com

Phone: 574-862-2161  
 USDOT# 273286

To be delivered  
 no later than 07/24/17

## Bill Of Lading

BOL#: 654321      Order Date: 07/21/17 icesnut 10:30

Ship Date: 07/21/17 icesnut

<p><b>Bill to:</b>                  NEWMAR CORPORATION                  AUTHORIZED BY: JOHN DOE</p> <p><b>Breakdown code:</b> KY</p> <p><b>Shipper From:</b>                  NEWMAR CORPORATION                  355 N DELAWARE ST                  NAPPANEE, IN 46550</p> <p><b>Consignee To:</b>                  A-ONE SOURCE RVS (15692)                  10080 I-30                  LITTLE ROCK, AR 72201</p> <p><b>Contractor Name and Number:</b>                  NAME 0000</p> <p><b>Unit Description:</b> 45' CLASS A  <b>Unit Number:</b> NM-12345                  KING AIRE</p> <p><b>Unit Washed:</b> Yes No      <b>Dealer Initials</b> _____  <b>Paid dealer for wash by receipt:</b> Yes      <b>Dealer Initials</b> _____  <b>Driver Damage:</b> _____      <b>Dealer Initials</b> _____</p>	<p style="text-align: center;"><b>Delivery Instructions</b></p> <p><b>Delivery Hours:</b>                  CALL AHEAD TO CONFIRM DELIVERY TIME</p> <p><b>Delivery Information:</b>                  DRIVER WASH REIMBURSEMENT                  WILL NOT EXCEED THE MAXIMUM                  AMOUNT IN THE PAPERWORK                  SECTION</p>
<p><b>Collect On Delivery</b></p> <p><b>Horizon:</b> _____  <b>Shipper:</b> _____  <b>COD Instructions:</b> _____</p>	<p style="text-align: center;"><b>Special Instructions</b></p> <p><b>Driver Wash: Y</b>  <b>Reimbursable Tolls: Y</b>  <b>Expenses Permits: Y</b></p>
<p><small>RECEIVED, SUBJECT TO THE LAWFULLY FILED TARIFFS IN EFFECT ON THE DATE OF ISSUE OF THIS ORIGINAL BILL OF LADING, THE PROPERTY DESCRIBED BELOW, CONSIGNED AND DESTINED AS SHOWN ABOVE, WHICH THE CARRIER AGREES TO DELIVER TO SAID DESTINATION OR DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED TO EACH CARRIER OF SAID PROPERTY OVER OR ON ANY PORTION OF THE ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY OF SAID PROPERTY THAT EACH SERVICE PERFORMED HEREUNDER SHALL BE SUBJECT TO ALL THE CONDITIONS NOT PROHIBITED BY LAW WHETHER PRINTED OR WRITTEN HEREIN CONTAINED INCLUDING THE CONDITIONS ON BACK HEREOF WHICH ARE HEREBY AGREED TO BY THE SHIPPER AND ACCEPTED BY HIMSELF AND HIS ASSIGNS.</small></p> <p><small>SHIPPER OR PAYOR IS LIABLE FOR ALL TOLLS, PERMITS, STATE FEES, TIRES, TUBES, MECHANICAL AND/OR STRUCTURAL FAILURES ON THE CARGO AND/OR EQUIPMENT.</small></p>	
<p><small>I hereby make the declaration of value (if any) and agree to the foregoing contract terms and conditions.</small></p> <p><b>SHIPPER OR AGENT SIGN HERE</b> _____ <b>Date:</b> _____</p> <p style="text-align: center;"><small>Foreign shipment received subject to declaration (if any) or release terms and conditions herein.</small></p> <p><b>HORIZON CONTRACTOR SIGN HERE</b> _____ <b>Date:</b> _____</p> <p><small>RECEIVED the above described property in good condition except as noted and agree to the foregoing contract terms and conditions. NOTICE: THIS IS A RELEASE TO CARRIER FOR ALL DAMAGES AND SHORTAGES UNLESS NOTED HEREON. NO CLAIMS FOR ANY LOSS, DAMAGE, INJURY, OR DELAY WILL BE PAID UNLESS ALL LAWFUL CHARGES HAVE BEEN PAID TO THE CARRIER.</small></p> <p><b>CONSIGNEE OR AGENT SIGN HERE</b> _____ <b>Date:</b> _____</p> <p><small>NOTIFICATION FOR LOSS SHORTAGE OR DAMAGE AT TIME OF DELIVERY</small></p>	
<p style="text-align: right;"><b>Paperwork to return to Horizon</b></p> <p>1. WHITE &amp; YELLOW BILL OF LADING                  2. WHITE COPY OF ACCEPTANCE SHEET</p> <p>***MAX WASH \$25.00 WITH RECEIPT                  ***DON'T FORGET LICENSE PLATES</p>	

**SAMPLE RECAP**

		70 HR/8 DAY DRIVERS ONLY			<h2 style="margin: 0;">MONTHLY SUMMARY SHEET</h2>	60 HR/7 DAY DRIVERS ONLY					
Hours Worked Today (Total of lines 3 & 4 on graph)	Day of mo.	A	B	C		Hours Worked Today (Total of lines 3 & 4 on graph)	A	B	C		
Last 7 days of preceding month	0	Total hours on-duty last	Hours available tomorrow.	Total hours on-duty last	<p><b>Month <u>Example</u></b></p> <p>If you operate on the period of 70 hours in 8 days, use the summary sheet on the left; if you operate on the period of 60 hours in 7 days, use the summary sheet on the right.</p> <p>The figures 1 to 31 represent calendar days, and entries should be made for each day – even when driver does not work. If no work is performed, enter zero (0) in first column and compute other columns as explained below.</p> <p><b>70 HOURS – 8 DAYS</b></p> <p>Enter the number of working hours (on duty &amp; driving) for each of the last seven days of the preceding month in the first seven spaces under the column headed "Hours Worked Today". Enter in the first space under Column A the Total of the number of hours worked during the last 7 days. Subtract the figure entered in Column A from 70 hours and enter this figure – hours available for tomorrow – in Column B.</p> <p>At the end of each day, complete the first three columns adjacent to the days of month in the same manner as explained above. Total the number of hours worked during the last 8 days and enter in Column C. If any number in Column C exceeds 70, no driving should have been done. Any driving that was done is a violation and should be circled for easy identification.</p> <p><b>34-hour restart:</b> If you took 34 consecutive hours off duty, you have 70 hours available again. You would then begin your totaling on the day of the restart and not go back the full 7 or 8 days.</p> <p><b>60 HOURS – 7 DAYS</b></p> <p>Follow the same instructions provided for completing the summary sheet for 8 days – 70 hours, except substitute last six days for last seven days and 60 hours for 70 hours.</p> <p><b>34-hour restart:</b> If you took 34 consecutive hours off duty, you have 60 hours available again. You would then begin your totaling on the day of the restart and not go back the full 6 or 7 days.</p>	7	70 hours minus col. A	8	Total hours on-duty last	Hours available tomorrow.	Total hours on-duty last
	0	- OR -		8		6	- OR -		7	- OR -	
	0	Total hours on-duty since restart		Total hours on-duty since restart		Total hours on-duty since restart			Total hours on-duty since restart		
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6	10	60	10	60	6						
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Active Horizon Transport contractors may access a Log Book Recap Calculator on the Contractor Services page of the company web site.

## **ROADSIDE DOT INSPECTIONS**

Horizon Transport's intention and hope is to reward our contractors for deficiency-free DOT inspections with a \$25 bonus for each deficiency-free inspection. Roadside DOT inspections reveal that some independent contractor drivers do not take compliance with FMCSA Law as seriously as it needs to be taken. Due to the fact that pressure is increasing from State and the Federal enforcement agencies for interstate carriers to achieve regulatory compliance in over the road operations, Horizon assesses a \$100 penalty for all preventable warnings and violations, except Log issues and unsafe driving violations. Those are at \$250.

Log violations are only one type of D.O.T. violation. Others include improper vehicle signage, driver qualification documents like the Driver's License, DOT Medical, DOT vehicle inspection, etc. All of these items fall into categories controlled directly by each driver. Horizon expects proper notification, whether a deficiency-free DOT violation occurs and a \$25 bonus is due, or a citation and/or warning is given and follow-up protocols are DOT-mandated. In the event a citation and/or warn-ing is issued and proper notification is not provided to Horizon Transport by the driver, the \$100 or \$250 penalty is increased to \$150 or \$300. This increased monetary penalty to the driver correlates directly with increased penalties incurred by Horizon Transport for failing to follow-up with citations as ordered by the issuing jurisdiction.

Horizon Transport is committed to carrying out customer delivery orders safely and legally. Horizon Transport will no longer utilize the services of any contractor who receives a citation or written warning for the following Hours of Service violations:

- 14 Hour
- 11 Hour
- 70 Hour
- 30 Minute Break Period
- Falsified Logbook
- Logbook-not-Current

In addition, please elevate logbook maintenance to the highest possible level of priority. Horizon does not want to lose good drivers over something so completely preventable. There is no need for anyone to be cited or warned for any Hours of Service violation!

Speeding violations are considered unsafe driving and will be processed as such. Any and all speeding violations will be reviewed by the Safety Committee, which may choose to terminate the contract of anyone who receives a citation or written warning for speeding or unsafe driving.

## **SUBSTANCE ABUSE PREVENTION**

### **POLICY REGARDING THE USE OF**

Horizon Transport Inc. has a strong commitment to its independent contractor drivers and employees to provide a safe work environment. The Department of Transportation, Federal Motor Carrier Safety Administration requires that transportation personnel, equipment, as well as operating practices be consistent with high standards of health and safety. While Horizon Transport Inc. has no intention of intruding into the lives of its independent contract drivers or employees, you must be in a condition to perform safety-sensitive functions. The presence of drugs or alcohol while on duty performing safety-sensitive functions and the influence of these substances on individuals are inconsistent with these objectives. Our policy with respect to drugs and alcohol is as follows:

- The use of illegal narcotics, drugs or controlled substances while on duty performing safety-sensitive functions or on any company facility or property is a disqualifying or dischargeable event.
- The use or possession of alcohol by independent contractor drivers or employees is prohibited on duty performing safety-sensitive functions. Any individual found using or in possession of alcohol on Horizon Transport, Inc. property will be subject to sanctions, up to and including disqualification or termination.
- Independent contractor drivers or employees will not be permitted to provide safety-sensitive functions under the influence of drugs or alcohol. Individuals who appear to be unfit will be removed immediately and be subject to a reasonable suspicion examination, including testing of blood, urine or breath for the presence of drugs or alcohol. Refusal to comply with a reasonable suspicion examination, drug and alcohol test will result in enforcement action, up to and including disqualification or termination. Return to duty will be determined by a substance abuse professional, previously trained in drug or alcohol abuse, under the federal guidelines.
- Testing at a designated medical facility will be ordered by the Director of Safety or Company Officer, when a work related injury occurs or when use of an illegal drug or alcohol is suspected as a contributing factor. An independent contractor driver or employee found to be under the influence of drugs or alcohol when injured on duty performing safety-sensitive functions, will be subject to enforcement action, up to and including disqualification or termination.
- Employees are encouraged to request assistance from the EAP representative to deal with a personal alcohol or drug related problem. The EAP representative will recommend local treatment and counseling programs. Participation in drug or alcohol treatment programs will not jeopardize your employment, and will be held in strict confidence by the company. Participants in drug or alcohol treatment programs will continue to be subject to the same enforcement actions for violations of company policy. Participants in drug or alcohol treatment programs are required to stop all use or possession of these illegal substances. Testing may be required by the company to verify compliance with this requirement.
- Company management reserves the right to authorize inspections for possible policy violations. All controlled substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

**NOTE:** Independent contractor drivers or employees undergoing medical treatment with a drug or controlled substance which may alter their physical or mental ability to perform safety-sensitive functions must report this fact to the EAP representative. A determination will be made by the company, if the individual's ability to perform safety sensitive functions is affected.

## DRUG TESTING PROGRAM

### THE SYSTEM - POLICY AND GUIDELINES

There are no alterations of the attached policy regarding illegal use of controlled substances, drugs or misuse of alcohol, which concerns the performance of safety-sensitive functions and probable cause testing, except the following:

In adherence with the federal guidelines for testing to determine the use of illegal substances, Horizon Transport Inc. has adopted the regulations as a part of the company's overall qualification process, which is not limited to commercial motor vehicle operators only. All drivers either independent contractors, hired drivers for contractors, or company employees, to include all the Drive Away Divisional drivers, will be subject to this policy. All above mentioned classes of drivers will be screened as follows:

- 1. Pre-Employment or Pre-Use** - All applicants for driving positions requiring the performance of safety-sensitive functions must successfully pass the testing for controlled substances prior to qualifying under federal and Horizon Transport Inc. hiring criteria.
- 2. Periodic Testing** - As part of the driver's medical qualification requirements, as mandated by the federal government, all operators, drivers or employees who are required to have a DOT approved physical, will have a test for controlled substances reasonable suspicion as a routine portion of the physical examination.
- 3. Probable Cause** - Reasonable Suspicion - All operators, hired drivers and driving employees, who Horizon Transport, Inc. has reasonable suspicion to believe may be under the influence of a controlled substance or alcohol by reason of the driver's actions, appearance or body odor, will be subject to reasonable suspicion as provided in 49 CFR 382.307
- 4. Random Testing** - Random controlled substance and alcohol screening is performed as legislated by the federal government in 49 CFR 382.307, as it applies to required numbers of tests annually and exceeds these standards. Horizon Transport Inc. utilizes a computer based random generation format in selecting drivers for testing and has no control of the ultimate names of drivers selected for testing.
- 5. Post Accident testing** - Drivers involved in an accident that results in the loss of human life or receive a citation within thirty-two (32) hours of the accident, if the accident involved bodily injury requiring medical treatment away from accident site or one or more vehicles are required to be transported away from the accident site, must submit themselves for testing at an approved collection site within 32 hours of the accident. Consult local law enforcement agencies for authorized test centers.

TYPE OF ACCIDENT	CITATION ISSUED TO THE CMV DRIVER?	TEST MUST BE PERFORMED BY EMPLOYER?
Human Fatality	Yes	Yes
	No	Yes
Bodily Injury with immediate medical Tx away from scene	Yes	Yes
	No	No
Disabling damage to any motor vehicle requiring towing	Yes	Yes
	No	No

**NOTE:** Alcohol tests, if required, must be administered within two (2) hours following the accident under the above circumstances. A controlled substance test only is required if a citation is issued more than eight (8) hours from the time of the accident.

### **DRIVER/APPLICANT RESPONSIBILITIES**

1. Arrive at the collection site at least ten (10) minutes before the appointment time.
2. Provide positive proof of identification (i.e. photo type driver's license) as will be required by the facility's personnel.
3. Be prepared with a list of all prescribed medications, over the counter medications and any other controlled drug substances taken or used during the preceding four (4) days.
4. Provide all other information necessary to complete the Chain of Custody form accurately. Check the Chain of Custody form carefully to assure that the applicant or driver's name is spelled correctly, social security number and birth dates are correct and other information, such as dates and times, are accurately recorded before signing the Chain of Custody document.
5. Ensure that the consent form, if required, is signed by you and that a witness has also signed the form.
6. After the specimen has been submitted, check the security seal beneath the cap on the vial, to be sure it is in place. Initial the outside seal that is placed over the cap and verify the ID information entered on the vial label. (i.e. name, social security number or unit number.)

**NOTE:** If any of the aforementioned I.D. information is missing on the vial labels, the specimen can be rejected by the laboratory, thereby requiring another sample to be submitted, which may result in unnecessary delays in obtaining results.

### **TEST RESULTS**

Positive test results will be forwarded and/or transmitted to the medical review officer, for evaluation of the results. If so required, the MRO will make contact with the driver tested, to conduct an investigative interview, to determine if there is another reason for the positive test result, i.e. diet or prescription medication not previously discovered. If so required, another test may be run, using the same original specimen submitted. The MRO will in turn notify the Horizon Transport, Inc. representative of the negative or positive findings by telephone or other electronic means available and will notify by test code number. Horizon Transport, Inc. will record the results and maintain records as prescribed in the federal regulations. Following the receipt of a positive test result, after the initial and confirmation testing is complete, or an alcohol test having a concentration of .04 or greater, a Horizon Transport, Inc. representative will notify the driver of the findings by certified mail or in person and the driver will be considered not qualified to operate under Horizon Transport, Inc. authority for a period of (1) one year and will not be considered for qualification until such time as the driver has submitted evidence of completion of an accredited rehabilitation program that addresses controlled substance abuse and/or misuse of alcohol. Consideration of re-qualification will only be made following another pre-use screen test and if re-qualified, the driver will be subject to periodical unannounced controlled substance or alcohol testing as follow up.

### **REFUSAL TO SUBMIT/NOT TIMELY SUBMISSION**

Any driver who refuses to submit for testing under the aforementioned guidelines will be disqualified and the refusal may be considered as admission of illegal substance use or possession or



misuse of alcohol. Failure to timely respond to Post Accident, Random, or Reasonable Suspicion testing, may result in disqualification as failure to respond and will be considered an effort to avoid testing to mask or hide illegal substance usage or misuse of alcohol. Failing to respond to communication with the Medical Review Officer will, likewise be considered a disqualifying offense for the reasoning mentioned above.

**REFUSAL TO SUBMIT, AS DEFINED BY THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION, MEANS A DRIVER**

1. Fails to appear for any test within a reasonable time after being directed to do so by Horizon.
2. Fails to remain at the testing site until the testing process is complete.
3. Fails to provide a urine specimen for any required drug test.
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of driver’s provision of a specimen.
5. Fails to provide a sufficient amount of urine when directed absent a supporting medical evaluation.
6. Fails, or declines to take, a second test Horizon or collector has directed.
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process.
8. Fails to cooperate with any part of the testing process.
9. Is reported by the MRO as having a verified adulterated test result.

**WHAT ILLEGAL SUBSTANCE WILL BE TESTED FOR?**

There are five major categories of illegal substances that will be tested for under the federal guidelines. These are marijuana (reefer, grass, pot), cocaine (crack), opiates (smack, junk), amphetamines (bennies) and Phencyclidine (PCP, Angel Dust). However, if with due cause, a driver is tested for being under the influence of an unknown substance and the substance is proven to be a listed Schedule 1 substance as described in Appendix D of the Federal Motor Carrier Safety Regulations, the driver will be disqualified from operating under contract with or as an employee of Horizon Transport, Inc. Alcohol testing will be performed, as deemed necessary, under the probable cause provision or by federal mandate, as may be required, under Horizon Transport, Inc.’s program.

Drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall be prohibited from performing safety-sensitive functions or continuing to perform safety-sensitive functions until an alcohol test is administered and the driver’s alcohol concentration measures less than 0.02 or twenty four (24) hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the prohibitions concerning the use of alcohol.

**COST OF TESTING**

Pre-Employment Testing	Paid by Applicant
Post Accident Testing	Paid by Horizon Transport, Inc.
Random Testing	Paid by Horizon Transport, Inc.
Reasonable Suspicion Drug & Alcohol	Paid by Horizon Transport, Inc.

**SUBMITTING THE SPECIMEN**

Many efforts have been attempted to falsify or alter urine specimens in the past and have failed. Suspicion created by any driver who has given the collection site a reason to believe that they may have carried in a urine specimen not properly submitted under this program, will be grounds for stricter guidelines, i.e. the driver will be required to disrobe and will be given a hospital type gown for use, to provide assurance that no samples were carried in. Should the collection site notify Horizon Transport, Inc. of such an attempt, Horizon Transport, Inc. will be obligated to disqualify the driver. The collection sites conduct tests on the sample that will eliminate falsification attempts, such as temperature, Ph reading, color, etc.

**PLEASE DO NOT ATTEMPT TO BEAT THE SYSTEM.**

**ACCURACY OF TESTING**

To provide the driver with assurance of accuracy, should the initial drug screen prove positive for a particular substance, a second test is conducted to confirm the result of the initial screen. Should the confirmation screen prove positive, the Medical Review Officer will analyze the results and when required, contact the driver who submitted the sample for a series of questions pertinent to the test. To ensure the quality and accuracy of the testing procedures and the proficiency of the testing laboratories, Horizon Transport, Inc. will be arranging for blind samples or spiked samples to be submitted to the laboratory for testing. Blind or spiked samples will be sent to the laboratories at a rate of 10% of the total tests.

**RESULTS TO BE HELD IN CONFIDENCE**

Results of the testing of urine or blood specimen samples and alcohol testing under the above program will be held in confidence by the assigned Horizon Transport, Inc. individuals that are in a “need to know” position. An example would be the Director of Safety, the assigned Drug Testing Administrator in the Safety Department, the supervisor of the tested driver, the DOT examining physician and any regulatory agency requiring access to the records under the federal guidelines. A driver whose test has shown negative will not automatically be notified of the results. However, upon written request within thirty (30) days, Horizon Transport, Inc. will provide the test results to the driver tested ONLY. Results will not be provided to any other source, without the written authorization of the tested driver.

**EMPLOYEE ASSISTANCE PROGRAMS**

Horizon Transport, Inc. is genuinely concerned for the well being of its drivers and employees. In this regard, the Personnel Department Director will serve as the EAP representative for all Horizon employees and the Director of Safety will serve as the EAP representative for all drivers. Each will have available, a listing of alcohol and/or drug rehabilitation facilities, for your consideration. An appointment for a professional evaluation can be requested to determine the actual needs. Any Horizon Transport Inc. driver or employee may, in confidence, approach the EAP representatives for a referral to anyone of the available programs, with no risk of action against them. However, the fact that a driver or employee has requested assistance or has enrolled in a rehabilitation program prior to drug screening, does not waive the driver or employee from complying with Horizon Transport, Inc. policies or regulations applicable to controlled substances and alcohol use and testing. Requesting assistance following a positive drug testing result or an alcohol concentration of 0.04 or greater will result in the follow up action under the aforementioned guidelines.

During the year, as time and schedules allow, Horizon Transport, Inc. representatives will be conducting training classes for its drivers and all employees. This educational session is a requirement of the Federal Drug Testing standards under the Employee Assistance Program section and will provide information on the effects and consequences of alcohol, drug use and abuse and the overall effect that alcohol and drug abuse has on the community. Supervisory personnel will have documented training, which will consist of at least sixty (60) minutes of instruction.

Horizon Transport, Inc. encourages all drivers and employees to take advantage of the education opportunity. A person cannot be expected to fight in the battle when they know nothing of their enemies.

### **Observation**

The Department of Transportation's program and the Horizon Transport, Inc. Drug Testing Program have been designed with only one goal, to IMPROVE HIGHWAY SAFETY. A secondary benefit received from such programs is the improved image that can be gained by such efforts. The transportation industry has long suffered with the stigma of the stereotypical, movie type truck operator. Much attention has been paid, of late, to the total transportation industry, which would include the airlines, railroads and buses. We, in this sector of the industry are a small, but highly visible part of the total effort. Commercial operators are not singled out in this program.

They, however, are a segment of the transport picture. The vast majority of our operators are in favor of the testing program and we encourage you to adopt the same attitude. We may not be able to "CURE THE WORLD" of drug or alcohol abuse, but WE CAN do our part.

The Safety Department is available to answer your questions regarding the Drug Testing Program.

With your help, we can do our best to rid the industry of this needless, high cost cancer that has plagued it for years. Horizon Transport Inc. is dedicated to it's drivers and employees and intend to maintain a safe environment for all included.

**NOTE:** Utilization of current laboratory of Medical Review Officer is subject to change without notice, due to compliance or cost factors. Horizon Transport Inc. personnel will be advised of these changes as quickly as possible after they may occur.

## **LEGALIZATION**

**Please always double check our legalization page on line as we have to make changes to stay compliant with different State laws and we can be more detailed on line than paper manuals.**

### **SCALES**

As a contractor for a D.O.T. regulated carrier, you are required to enter all State scale facilities. We ask that you read and interpret the scale information sign. This sign is usually posted prior to the scale facility. If you do not understand the sign, enter the scale house and follow their direction. Be sure to stop at Ports of Entry. See list below.

### **TRIP PERMITS**

There are specific States that require the purchase of a trip permit to drive through the State. You can purchase these trip permits at or before the State's entry scale facility. The permit is only valid for the vehicle you are currently transporting.

### **GVWR**

**Pick Up Contractors:** If the combined GVWR of your truck and trailer exceed 26,000 lbs. You are required to have a CDL, Class-A. It is your responsibility to make sure you are in compliance on each load. Horizon will not assume responsibility for any fines incurred for not having a CDL, and/or the expense incurred for getting another driver to pickup your unit if cited.

### **IFTA License**

The IFTA license will need updated by January 1st of every year. If you are driving a unit with 3 axels and/or over 26,000 lbs. actual weight, an IFTA sticker and a copy of our IFTA license is required. You will need the stickers that can be obtained from your dispatcher. You must have the original stickers under these types of loads.

### **IFTA Trip Report**

All Horizon contractors are required to complete and submit a trip report on all orders that print the following on the Horizon BOL above the "Other" field.

**\*\*\* DRIVER MUST SUBMIT COMPLETED IFTA TRIP REPORT \*\***  
ALL BTE (tractor type order) orders will require a submitted trip report

The trip report will be attached to the driver's e-mail dispatch confirmation. Contractors must complete the trip report and attach ALL "original" fuel receipts to the trip report. If you need copies of your fuel receipts, please ask for duplicates from the fuel stops.

The completed trip report, along with attached receipts, must be submitted with your delivery documents. Failure to submit a properly completed trip report may result in final pay processing delay.



**STATES/PROVINCES THAT REQUIRE A PERMIT:**

- **Alaska** - Contractor is required by law to buy a trip permit when entering Canada (approx. \$100) and at the Alaska Port of Entry (\$10). Pickup trucks are required to purchase a plate (\$150) or permit (\$350). The permit is not reimbursed but the plate is.
- **Arizona** - Contractor is required by law to buy a trip permit at the Arizona Port of Entry. In addition, Contractor must access an over-wide permit issued by Horizon Transport when traveling in Arizona. Failure to carry the Arizona over-wide permit will result in penalties from the state of Arizona that Horizon Transport does not reimburse. The Arizona over-wide permit is an annual permit. Be aware of the expiration date. A new permit will be available at the Wakarusa check-out station.
- **British Columbia** - Contractor is required to obtain a permit via telephone prior to entry into British Columbia. **THIS PERMIT MUST BE DISPLAYED IN THE WINDSHIELD.** For deliveries to Vancouver Island, depart via ferry at Tsawwassen, BC, only. **BC Financial Responsibility Certificate number: 34001**
- **Idaho** - Contractor is required by law to purchase a trip permit. Go to [www.trucking.Idaho.gov](http://www.trucking.Idaho.gov). You will then select Temporary Permit. At that point, follow the steps. The contractor will need a credit card. The state of Idaho is doing away with the vender permit sale program, and this will need to be done via the web.
- **Montana** - Montana has 3 permits that may be required. Please carefully read the rules on the following page to see which permits you will need to purchase for the applicable load you are delivering.

**FUEL PERMIT****Drive-Away division only.**

Any vehicle that has an actual vehicle weight over 26,000 pounds and or has 3 axles must stop and purchase a Montana fuel permit. The fuel permit can be purchased at the 1st scale in Montana for \$30. The permit is good for 72 hours before expiration. Please submit the permit with your paperwork for reimbursement.



## HOW DO I KNOW WHAT THE “ACTUAL” WEIGHT OF MY MOTOR HOME IS?

How do I determine if my vehicle is over 26,000 lbs.? You will have to drive the vehicle on to a scale to determine the actual physical weight. All motor homes with three axles will require a fuel permit. General rule of thumb is the larger motor homes Class A will probably require a fuel permit, but the only sure way to determine this is by weighing the unit on the scale. The first weight station in MT will have a scale and you may purchase your permit at this scale.

## OD PERMIT (OVER DIMENSIONAL)

If your RV trailer or motor home is 102 inches or wider, You must purchase an OD permit before you enter the state of MT. Mirrors do not apply in determining width measurement due to their definition as a vehicle safety device. Awnings are not considered when calculating width.

## DRIVE-AWAY ONLY

All class A motor homes are wider than 102 inches.

## HOW DO I BUY AN OD PERMIT BEFORE I ENTER THE STATE?

Before you call, you must be prepared to have the permit sent to a fax number. Note: you can not fax to any machine that is operated by Transceiver.

1. Have your credit card ready
2. Call MT permit office at (406) 444-7262 (This permit office is very busy- see back up numbers below) The following phone numbers are MT weigh stations, however, they are authorized to process permits and they will fax them to you.

(\*The phone numbers with the asterisk are stations that are manned heavier. Please call these first)

*406-657-0203	406-787-5323
*406-678-4257	406-265-9033
*406-782-8985	406-344-5063
406-345-8254	

3. When prompted, the Horizon Transport account number is 6466
4. Your permit will then be faxed to your designated number
5. Please submit this permit with your paperwork for reimbursement

## NOTE: DRIVE-AWAY ONLY

*If your unit requires a fuel permit also, you may purchase the fuel permit at this time.*

## Truck stops to have permits faxed to if needed- Coming from the east:

I-94 Flying J Beach, ND I-94 and Hwy. 16 fax#701-872-4985

I-90 Flying J Gillette, WY I-90 and hwy 59 fax#307-682-5038

- **New Mexico** - Contractor must purchase a trip permit from the New Mexico Port of Entry.
- **Nevada** - Nevada requires all trucks which are plated in a state other than Nevada, with a GVWR of 10,001 lbs. or more, to purchase a temporary truck permit PRIOR to entering Nevada. These permits are available by fax from multiple vendors. These permits are based on expected miles through the State and are good for 24 hours! You must purchase this permit before you arrive in NV.

ALL Contractors from all Divisions: Nevada requires out of state commercial vehicles with a Combined Gross Vehicle Weight Rating of 10,001 pounds or more to get a registration permit before entering the state. Fuel tax permits are required for vehicles 26,001 pounds or more or any vehicle with three or more axles.

All carriers must obtain their permit(s) prior to entering the state or before traveling in the state. You may no longer travel to the nearest Motor Carrier office. To purchase permits, please contact one of the vendors listed below (additional fees apply). These permits are based on expected miles and are good for 24 hours only!!!! If you do not obtain this permit, the DOT fine is currently \*\*\* \$1,500.00 \*\*\* and the driver is held responsible for the entire fine, as per item #2 on the the back of the Drivers Agreement.

ADK/Mid-Cal  
(800) 257-4568

Custom Permit Service  
(800) 669-5014

Ernie's Mobile Home Transport  
(888) 711-9922

Fleet One, LLC  
(877) 251-7639

Front End Solution  
(888) 482-4235

Highway Permits Co. LLC  
(888) 731-0312

JJ Keller & Associates  
(920) 722-2848

On The Move Permits  
(608) 455-2300

Permit America Inc.  
(866) 573-7648

Reliable Permit Solutions  
(888) 949-4220

T-Chek Systems  
(866) 351-2435

The Permit Company  
(800) 331-0418

Transceivers – Comdata  
(800) 749-6058

Transmit/Transmid America  
(800) 228-7577

West Coast Services LLC  
(888) 737-6488



If you have further questions regarding Trip Permits, please contact the Motor Carrier Division at (775) 684-4711 option 1.

- **Ontario** – All contractors are required to have a CVOR document in their possession when driving in Ontario.
- **Quebec** – Contractors must carry The Quebec permit in the vehicle.
- **Saskatchewan** – Contractor must obtain a permit via telephone prior to entering Saskatchewan.
- **South Dakota** – Contractor must purchase a trip permit from the South Dakota Port of Entry.
- **Wyoming** – An Over-dimensional permit is required. This applies to motor homes only. Contractors must show the Port Authority a Wyoming Transport License Plate and the Over Wide permit. This permit can be found in the Legalization section of the Horizon Transport Independent Contractor Information and Guidelines. The plate is provided by check-out station personnel and must be returned with your paperwork. This applies to both Drive-Away and Tow-Away drivers. Be prepared to provide the Wyoming Over-wide permit. If no plate is issued, a WY trip permit will need to be purchased for \$20.00 and it is reimbursable.

## **PERMIT REIMBURSEMENT**

You will be reimbursed for all PC-Miler en-route permits when the load originates from Indiana. On loads originating from States other than Indiana, check with your Traffic Manager and reference the reimbursable section of the Bill of Lading.

## **INSURANCE CARD**

A copy of the required insurance card can be found in the Legalization Section of the Horizon Transport Independent Contractor Information and Guidelines. Renewals will be available on the “Legalization” page of “Contractor Services”.

## **TRANSPORTER PLATES**

Each contractor is assigned a 2 plate set when completing orientation. One plate must be affixed to the rear of the unit you are delivering. Indiana requires one plate on the front of the rig as well. Each plate will have the current year registration clear taped to the back of the plate. Each plate will be renewed annually. You will either receive a new registration sticker or a new metal plate.

Contractors are required to make a \$50 plate deposit for an Indiana or Minnesota transporter license plate. The plate and registration must be returned when a contractor discontinues providing services or the contractor will lose their plate deposit. In the event the plate is lost, stolen, or mutilated, the contractor is required to establish another \$50 deposit for another license plate.

## **PICKUP TRUCK PLATES**

It is recommended that pickup trucks have a 26,000# rated license plate on their truck. Horizon will not be responsible for fines incurred for trucks that are improperly plated.

## **TRAVELING INTO CANADA**

Horizon requires that you carry a copy of your birth certificate and/or a passport as proof of citi-

zanship. We deliver to all of the Canadian provinces. Horizon will fax all necessary customs paperwork to the appropriate border crossing at time of dispatch. Questions regarding provincial permits should be directed to the Traffic Manager. In your lifetime, if you have ever had a felony or misdemeanor, you will not be allowed to go into Canada without following due process to reinstate Canadian commercial driving privileges.

## **DOT PLACARDS**

### **DRIVE-AWAY**

You will be given two DOT number placards. These placards must be displayed in your unit at all times, while you are in transit. DOT would like to see them on the side of your vehicle. You may access additional placards from the Contractor Services Department.

### **TOW-AWAY**

You are required to post your DOT numbers on the side of your truck, at all times, while in transit with a load and while you are deadheading to your next load or home. Upon arriving home you may take off your signs. Upon commencing movement from home to your next dispatch, you must display your signs. We have magnetic signs for sale in Wakarusa or sticker signs are available. Affix signs, door handle height, on each side of the truck. They must be visible and be kept clean.

## **DOT ROADSIDE INSPECTIONS**

In the event you are stopped and audited by a DOT inspection officer, you will be required to have your placards on your vehicle. If you do not, most likely you will receive a fine. Fines may be upwards of \$500. If any contractor is cited by DOT for not posting truck or drive-Away placards, the services of the contractor in violation will no longer be needed by Horizon Transport, Inc.

For each inspection violation you receive, Horizon receives a violation credit against our safety record. You are required to submit all DOT inspections directly to the safety department. When enough violation credits accumulate, Horizon may be placed in a mandatory DOT audit situation.

If you are cited, there is no way to conceal your citation. Horizon receives all citations directly to our office from all states, eventually. Failure to turn in your DOT inspections will result in increased penalties.

Contractors will receive a \$25 bonus from Horizon for a “no violation inspection”. Contractors will be charged \$100 for inspections where driver legalization violations and/or warnings are found and any violations/warnings for log issues are \$250 fines from Horizon.

Our hope is that when a DOT officer sees a Horizon vehicle on the road, his or her first reaction will be positive because Horizon drivers are always in compliance! Why waste time in stopping them? The opposite can also be true when DOT officers see a Horizon vehicle. If we have contractors that are not in compliance, they know it will be well worth their time to pull you over. If we all do our part to stay in compliance, then we will all have a better experience with DOT.

## **DOT PHYSICAL FORMS**

It is a DOT requirement to carry a copy of the long form DOT physical, at all times, while under dispatch. You must always be in possession of your medical certificate. Professional Drivers are required to possess the medical card and long-term medical certificate at all times.

**WYOMING OD PERMIT**

The permit below is to be used for all motor homes traveling through the state of Wyoming. This permit must be ready and available to be shown if asked for by any DOT representative of the State of Wyoming. If you happen to lose this document, please contact your Traffic Manager to acquire another one or download and print a copy from the Legalization page of Contractor Services.

OVERSIZE  
 PERMIT NO.: 024004476259  
 USDOT NO.: 00273286  
 MC NO.:  
 DOCKET NO.: M-  
 DATE & TIME: 2016/12/01 15:23  
 LOCATION ISSUED: I-80 PORT OF ENTRY (CHEYENNE)  
 EMPLOYEE ID: POEGREENA  
 COMPANY NAME: HORIZON TRANSPORT INC  
 ADDRESS: P O BOX 826  
 CITY: WAKARUSA STATE: IN ZIP: 46573-0826  
 LICENSE NUMBER: VARIOUS STATE: NA

This card is to inform you that:  
 Officer Green 0561  
 (LEGALLY PRINT LAST NAME) (EMPLOYEE NUMBER)  
 Of the Port of Entry section of the Wyoming Highway Patrol has contacted you while you were stopped at this facility.  
 If you have comments (positive or negative) about your contact with this individual, please contact the Wyoming Highway Patrol at the address listed on the front of this card or e-mail: WHP.CustomerComments@wyoe.gov

1 TRUCK TRACTOR SEMITRAILER 1 TRAILER BUS  
 COMMODITY TRANSPORTED: OVERSIZE RECREATIONAL VEHICLE  
 OVERSIZE RECREATIONAL VEHICLE  
 A PERMIT ISSUED UNDER WYOMING LAW SHALL BE CARRIED IN THE POWER UNIT. UNLAWFUL USE OF PERMIT OR FRAUDULENT OR FALSE INFORMATION GIVEN TO OBTAIN PERMIT INVALIDATES THE PERMIT AND RESULTS IN THE PENALTIES PROVIDED BY WYOMING LAW

REMARKS:  
 THIS PERMIT ALLOWS FOR THE TRANSPORTATION OF OVERWIDTH COMMERCIAL RECREATIONAL VEHICLES AS PROVIDED UNDER WYOMING STATUTE 31-18-804(D).  
 OVERSIZE  
 OVERSIZE  
 FROM:  
 STATEWIDE  
 TO:  
 STATEWIDE  
 HIGHWAYS:  
 ALL NON-RESTRICTED STATE HIGHWAYS  
 CLASS INFORMATION:  
 CLASS: OSRV

=====

DATES OF MOVE: 2016/12/02 THRU 2017/12/01

REMARKS:  
 THIS PERMIT ALLOWS FOR THE TRANSPORTATION OF OVERWIDTH COMMERCIAL RECREATIONAL VEHICLES BY THE CARRIER SHOWN ON THIS PERMIT AS PROVIDED BY WYOMING STATUTE 31-18-804(d).

ALL VEHICLES OPERATED UNDER THIS PERMIT SHALL COMPLY WITH THE REQUIREMENTS SET FORTH IN THE WYOMING DEPARTMENT OF TRANSPORTATION'S, MOTOR CARRIER RULES, CHAPTER 5, SECTION 18.

OVERSIZE \$250.00

CARD AMOUNT: \$250.00

TOTAL AMOUNT: \$250.00

ALL COPIES OF A PERMIT ISSUED UNDER WYOMING LAW SHALL BE CARRIED IN THE POWER UNIT. UNLAWFUL USE OF THE PERMIT OR FRAUDULENT OR FALSE INFORMATION GIVEN TO OBTAIN THE PERMIT INVALIDATES THE PERMIT AND RESULTS IN THE PENALTIES PROVIDED BY WYOMING LAW.

OPERATING A VEHICLE OR VEHICLE COMBINATION GOVERNED BY THIS PERMIT MEANS THE DRIVER UNDERSTANDS THE RESTRICTIONS AS SET FORTH UPON THIS PERMIT AND HEREBY CERTIFIES THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.  
 COMPANY NAME: HORIZON TRANSPORT INC

*Min Schaub*

12-01-16:04:42PM:From:Cheyenne I-80 POE To:15746423107 ;3077788464 # 1 / 2

# CERTIFICATE OF LIABILITY INSURANCE

This document illustrates that Horizon Transport is covered by a liability protection policy. The following information is for the contractor. If a situation arises that requires proof of insurance, please use the information on this document to validate coverage. Please keep this document with you at all times while under dispatch.

INDIANA INSURANCE IDENTIFICATION CARD			
COMPANY NUMBER <b>25054</b>	COMPANY <b>Hudson Insurance Company</b>	<input checked="" type="checkbox"/> COMMERCIAL	<input type="checkbox"/> PERSONAL
POLICY NUMBER <b>HMU200070-02</b>	EFFECTIVE DATE <b>10/1/2017</b>	EXPIRATION DATE <b>10/1/2018</b>	
YEAR <b>FLEET</b>	MAKE/MODEL	VEHICLE IDENTIFICATION NUMBER	
NAME OF AGENCY ISSUING CARD <b>Cottingham &amp; Butler</b>		PHONE NUMBER OF AGENCY <b>563-587-5000</b>	
AGENCY ADDRESS <b>800 Main St. Dubuque, IA 52001</b>			
INSURED <b>Horizon Transport Inc 407 E. Wabash Avenue Wakarusa, IN 46573</b>		<b>Report a Claim</b> <b>Daytime: 800-390-1959</b> <b>Evening: 855-688-2796</b>	
SEE IMPORTANT NOTICE ON REVERSE SIDE			

**THIS CARD MUST BE KEPT IN THE INSURED  
VEHICLE AND PRESENTED UPON DEMAND**

**IN CASE OF ACCIDENT:** Report all accidents to your Agent/Company as soon as possible. Obtain the following information:

1. Name and address of each driver, passenger and witness.
2. Name of Insurance Company and policy number for each vehicle involved.

**17152**

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**QUEBEC PERMIT**

Commission  
des transports  
**Québec**  
Direction des services à la clientèle et des communications

Montréal, le 18 février 2008

HORIZON TRANSPORT, INC.  
407 EAST WABASH AVENUE  
WAKARUSA, INDIANA (États-Unis)  
46573

NUMÉRO D'IDENTIFICATION AU REGISTRE (NIR) : R-586741-2  
COTE DE SÉCURITÉ: Satisfaisant  
HEURE D'INSCRIPTION AU REGISTRE : 12 h 30

**OBJET: Inscription au Registre des propriétaires et exploitants de véhicules lourds**

Nous vous confirmons votre inscription au Registre des propriétaires et des exploitants de véhicules lourds et vous confirmons également que vous êtes autorisé à mettre en circulation ou à exploiter un véhicule lourd sur un chemin ouvert à la circulation publique. Le numéro d'identification au Registre (NIR) et la cote de sécurité qui vous ont été attribués sont indiqués ci-dessus.

Lorsque requis, la Commission vous transmettra un formulaire qui vous servira à mettre à jour les renseignements que vous nous avez fournis lors de votre inscription.

Les exploitants qui effectuent du transport extra-provincial devraient, lorsqu'ils circulent ailleurs au Canada, conserver dans leur véhicule un document attestant leur inscription au Québec, afin de le présenter au besoin lors d'un contrôle routier. Pour obtenir gratuitement cette attestation, accédez au site [www.ctq.gouv.qc.ca](http://www.ctq.gouv.qc.ca) et choisissez l'option vous permettant de consulter votre cote de sécurité; vous pourrez alors imprimer une fiche attestant de votre inscription. Si vous n'avez pas accès à Internet, vous pouvez communiquer avec notre Service à la clientèle au numéro de téléphone indiqué ci-dessous.

Si vous désirez obtenir des renseignements supplémentaires à ce sujet, vous pouvez joindre notre Service à la clientèle en mentionnant votre numéro d'identification au registre (NIR).

JM3

**Québec**  
200, Chemin Sainte-Foy, 7e étage  
Québec (Québec) H2M 2V1  
Téléphone: 1 888 461-2433  
Télécopieur: (418)644-8084  
www.ctq.gouv.qc.ca

**Montréal**  
545, boul. Crémazie Est,  
bureau 1000, 10e étage,  
Montréal (Québec) H2M 2V1  
Téléphone: 1 888 461-2433  
Télécopieur: (418)875-1720

## **INSTRUCTIONS FOR GOING THROUGH BRITISH COLUMBIA**

### **TOW-AWAY**

You will need to buy a provincial insurance permit and a permit for the trailer.

### **DRIVE-AWAY**

You will need to buy a permit for your unit.

If you are going to or through British Columbia, you must call ahead to get your permit number. If you do not get this number prior to entering the BC scale, you will be fined and you will still be required to buy the permits. You do not need to pay for the permit until you weigh at the scale, but you **MUST** have the number before arriving at the scale.

Phone number for yahk - **250.424.5459**

For all ports of entry - **800.559.9688**



**SASKATCHEWAN PERMIT WORKSHEET**  
**CALL PERMIT OFFICE 306.775.6969 6AM TO 10PM (7 DAYS A WEEK)**

Use this sheet when speaking with the permit office to keep track of important information.

Truck Year \_\_\_\_\_ Make \_\_\_\_\_ Complete VIN \_\_\_\_\_

Truck Plate Number \_\_\_\_\_ Transport Plate Number \_\_\_\_\_

**GIVE HORIZON'S ACCOUNT NUMBER 87509600**  
**YOUR ROUTE IN OR THROUGH SASKATCHEWAN**

Approximate Weight of truck and trailer (in pounds) \_\_\_\_\_

Receive a Number (This is your permit number) \_\_\_\_\_

Fee Amount \_\_\_\_\_ *(Pay over the phone with a credit card. Write the fee in this space. This is required for you to be reimbursed)*

Was this permit billed to Horizon Transport?    Yes    No

**FAILURE TO FOLLOW THIS PROCEDURE MAY RESULT IN A LARGE FINE THAT YOU WILL BE RESPONSIBLE FOR!**

**THAT YOU WILL BE RESPONSIBLE FOR!**

This document can be turned in with your paperwork for reimbursement from Horizon

**You cannot have more than 52 gallons of fuel in the auxiliary tank.  
\$310 dollar fine if you have more than that and you  
don't declare it BEFORE you get to the border!  
You will be responsible for the fine!**

Please follow these instructions if you are going to cross into Saskatchewan  
with more than 52 gallons of fuel in your auxiliary tank.

1. Call Janet Wagman at 306-787-7683 before you get to the border
2. If she does not answer leave her a message with the following information
  - a. The last place you fueled up on the American side of the border
  - b. How much fuel you will have in the auxiliary tank when you reach the Canadian border
  - c. City you are delivering in
  - d. Current date
3. Janet will issue the permit once she gets the voicemail
4. If you still have not heard from her when you get to the border, tell the customs official that you left all your information on Janet Wagman's voicemail
5. Janet will likely call you before you get to the border if you give her adequate time. When she calls you she will
  - a. Give you your permit# over the phone
  - b. Email your permit to you
  - c. When you get home make a copy of your permit and write a personal check to **Saskatchewan Finance**
  - d. Mail the copy of the permit and your check to the following address

ATTN: Janet Wagman  
Saskatchewan Ministry of Finance  
Revenue Division  
Box 200  
Regina, SK S4P 2Z6

- e. If you fail to mail a check to the Minister of Finance. You will not be allowed to cross into Saskatchewan again until you do so.



# ONTARIO CERTIFICATE

Name and Mailing Address / Nom et adresse postale


HORIZON TRANSPORT INC.  
O/A:  
PO BOX 826  
WAKARUSA IN 46573

ATTENTION:MARION L SCHROCK

The CVOR Certificate or a copy must be surrendered on demand of a police officer. Not to do so is an offence.

Le certificat d'immatriculation IUVU ou une copie conforme de celui-ci doit être présentée à l'agent de police qui en fait la demande. Quiconque ne respecte pas cette directive commet une infraction.

Detach here / Détachez ic

	
Issued pursuant to the Highway Traffic Act / Délivré en vertu du Code de la route	
<b>Commercial Vehicle Operator's Registration Certificate Certificat d'immatriculation d'utilisateur de véhicule utilitaire</b>	
Commercial Vehicle Operator's Registration No. N° d'immatriculation d'utilisateur de véhicule utilitaire	<b>152-568-131</b>
Name / Nom HORIZON TRANSPORT INC.	
O/A	
Expiry Date / Date D'expiration	Y/A M D/J 2018 06 27

This certificate or a copy must be carried in each commercial motor vehicle being operated under the Commercial Vehicle Operator's Registration.

For a replacement, of a CVOR Certificate complete and submit a Commercial Vehicle Operator's Registration (CVOR) Replacement Application form. For corrections or information changes, complete and submit a Commercial Motor Vehicle Operator's Registration (CVOR) Update Application form. Application forms are to be submitted to: Ministry of Transportation, Carrier Sanctions & Investigation Office, 301 St. Paul St., 3rd floor, St. Catharines. ON L2R 7R4.

Pour le remplacement d'un certificat d'immatriculation IUVU, remplir et soumettre le formulaire de demande de remplacement d'un utilisateur de véhicule utilitaire (IUVU). Pour des corrections ou bien des demandes de mises à jour de l'information, remplir et soumettre un formulaire de demande de mise à jour d'un utilisateur de véhicule utilitaire (IUVU).

Les formulaires de demandes doivent être soumis au: Ministère du transport, Bureau de la sécurité des transporteurs et de l'application des lois, 301 rue St. Paul, 3ème étage, St. Catharines On L2R 7R4

**INFORMATION NEEDED TO ORDER OREGON PERMITS**

Oregon Department of Transportation  
 Motor Carrier Transportation Division  
 550 Capital St. NE  
 Salem, Or. 97301-2530

**WARNING – PLAN AHEAD**  
**ODOT ENTRY POLICY FOR TAX & REGISTRATION CREDENTIALS**

Motor Carriers with movements that originate in Oregon must obtain tax and registration credentials and the driver must possess the credential **PRIOR** to operation.

Motor Carriers with drivers entering Oregon must obtain tax and registration credentials, the driver must possess the credentials **PRIOR** to operating in Oregon except as provided in (1) and (2);

- 1) Enter Oregon at one of the Entry Points and travel directly to the corresponding ODOT Registration Office shown below.
- 2) Arrive during Registration Business hours 8AM-5PM (except Farewell Bend – 7AM-4PM) Monday – Friday. Closed on all state observed holidays : New Years, Martin Luther King, Labor President's, Memorial, Independence, Veteran's, Thanksgiving and Christmas Day. Pacific Time

**ENTRY POINTS AND CORRESPONDING ODOT REGISTRATION OFFICES**

I-5 @ OR/CA Border To Ashland POE 541-776-6117	I-5 @ OR/WA Border To Portland Bridge Jantzen Beach 503-283-5700	I-82 or US730 @ OR/WA Border To Umatilla POE 541-922-3761	I-84 or OR201 @ OR/ID Border To Farewell Bend POE 541-869-2293
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**IMPORTANT:** If you enter Oregon and the registration office is closed, or if you operate in Oregon when the Motor Carriers file is suspended or the vehicle's registration is suspended, you are subject to citation and up to a \$421 fine.

Note: Drivers entering Oregon at any other location must obtain and possess their tax and registration credentials prior to entry. Registration services are not available at the Cascade Locks, Woodburn or Klamath Falls Scales.

**BEFORE CALLING a REGISTRATION OFFICE TO OBTAIN CREDENTIALS** < please have the following documents and information available. **GVR WEIGHT & VIN #**

- Carrier Name or Oregon File Number
- Vehicle Registration (with base plate number and complete Vehicle Identification Number
- Lease Documents (if applicable)
- Fax Number where credential is to be sent (if not picking up in person)

\$\$\$ Payment may be made by Visa, Mastercard, Guaranteed Check or preapproved charging\$\$\$

**TO OBTAIN TAX OR REGISTRATION CREDENTIALS CONTACT:**

Salem Registration Services @ 503-378-6699 (press 0 to bypass recording)  
 HORIZON # 036446

Counter service is available 8AM-5PM Monday – Friday. (Closed all State Holidays)  
 Tax and Registration services are available in Salem by telephone 24 Hrs a day, 7 days a week.  
 This office is closed on New Years, Thanksgiving, and Christmas Day  
 Limited services are available after hours Monday – Friday 5PM-8AM and on weekends/holidays  
 One ODOT Field Registration Offices @ the phone numbers listed above during listed hours  
 Approved Carriers based outside of Oregon may obtain certain credentials via Trucking Online @ [www.odot.state.or.us/trucking/online](http://www.odot.state.or.us/trucking/online)

**THIS POLICY DOES NOT** authorize loads that exceed legal size and/or weight to operate in or to Enter Oregon prior to obtaining a Variance Permit. For a copy of the Entry policy for Over-Dimensional Permits, contact the Over-Dimensional Permit Unit at 503-373-000 or visit the internet @ [www.odot.state.or.us/trucing/od/odlinks/odpolicy.htm](http://www.odot.state.or.us/trucing/od/odlinks/odpolicy.htm)

**OREGON PERMIT INFORMATION SHEET**  
**OREGON FILE #036446 OUT OF WAKARUSA, IN**

Unit Number \_\_\_\_\_ Make \_\_\_\_\_

VIN Number \_\_\_\_\_ Model \_\_\_\_\_

G.V.W.R \_\_\_\_\_ Manufacture Date \_\_\_\_\_

Routing \_\_\_\_\_

Plate Number \_\_\_\_\_ Fax Number \_\_\_\_\_

- All driveaway units operating into Oregon must be running INDIANA transporter plates
  - Driveaway units that exceed 26,000 pounds must also obtain a TEMPORARY PASS prior to entering Oregon
- Call the main OR DOT Facility at 503-378-6699, 24 hours a day  
Make sure to tell them that the unit is OVER 26,000 LBS and needs a temporary pass (without this info, they will say they can not help you)
- The person ordering the permit must know:  
the approximate weight of the unit and  
the route in Oregon (starting and ending point)
  - Permit can be paid for by Visa or MC
  - The permit will be faxed to the fax number supplied by the driver


Tow A Way only need permitted if over the 26,000lbs, follow same procedure

**Coburg Office Fax                      541.687.6479**  
**Fuel-N-Go Fax                            541.342.4631**

**Method of payment                      Credit, Debit, or Comdata**

**I.F.T.A. LICENSE**

FORM NO. IFTA-2 (10/90)



**INTERNATIONAL FUEL TAX AGREEMENT**  
**(IFTA) LICENSE**

INDIANA DEPARTMENT OF REVENUE  
PO BOX 6175  
INDIANAPOLIS, INDIANA 46206-6175  
(317) 615-7345

LICENSE NUMBER: IN 351614686 TID: 0002663830

HORIZON TRANSPORT INC  
P O BOX 826  
WAKARUSA, IN 46573

THIS LICENSE IS ISSUED UNDER THE TERMS OF  
THE INTERNATIONAL FUEL TAX AGREEMENT AND  
IS VALID FOR VEHICLES OPERATED BY THE  
LICENSEE IN ALL IFTA JURISDICTIONS.

EXPIRES: DECEMBER 31, 2017

A CURRENT CAB CARD MUST BE CARRIED IN EACH QUALIFIED MOTOR VEHICLE.