



TO OUR VALUED EMPLOYEES AND CONTRACTORS

Welcome to GetGo Transportation! We hope your stay here will be long and prosperous. Our goal is to establish a company where everyone feels part of the team and receive in return fair treatment and competitive compensation.

For company drivers, the unit you are assigned and will be driving may be a little older than you wish to drive, but the truck will be safe and well maintained. We would like you to treat the truck with proper respect regardless of age. Pre-trip and Post-trip inspections are mandatory, especially with older equipment.

The GetGo trip sheet is also your pay sheet. We want honesty from all our personnel, as you want the same from management. Therefore, you will notice on the bottom of the pay sheet there is space for your signature. You must sign the pay sheet for you to be paid. Please fill out the sheet properly as it will also be used for fuel tax (IFTA) calculations, load trace reports for our clients, and of course your pay. Please refer to the example trip sheet that was provided to you during orientation.

Your truck permit book and policy manual must always be kept in the truck. These books contain information such as GetGo certificates of Authority, IFTA tax info, Insurances, hazmat, and liquor permits, company policies and other pertinent information to have on hand. As we continue to grow so will the policy manual and changes will be provided when they happen.

One word about our customers: they are the source of income. Period! It should go without saying that any mistreatment of any of our customers' personnel, products or property will not be tolerated. Think of it this way. If our customers like doing business with us, then it stands to reason that they will always try to help us be successful. By being successful we will be able to secure our future and pass on the benefits to our employees. Truck driving is not an individual thing; you are a professional driver and part of Team GetGo! Management will do its best to head off any issues and help make your day go smoothly.

If you ever have any questions at all, I have an open-door policy.

Be Safe and thank you for being compliant.
Anthony Tomase, CEO



MISSION STATEMENT

It is our goal to provide the shipping public with responsive transportation and logistical services at competitive prices while maintaining the highest standards in compliance and communication and to be known as a company that **"says what it does and does what it says"**.



CASH ADVANCE POLICY

The company provides each truck with an EFS fuel card to be used for fueling, purchasing approved additives and for cash advances.

If an employee needs personal cash advance, not for the course of their work and is prior to payday, there will be a service charge of 15% added to the requested advance, plus \$2.00 EFS fee for the transaction. Some fueling locations will charge an additional fee if you did not get fuel at the time of the cash advance.

There will be NO cash advances during an employee's first week. Cash advances are allowed after your first week of employment.

Contractors that do not have money in their maintenance account will be charged a 15% admin fee for the advance plus the \$2.00 transaction fee.



CELL PHONE POLICY

GetGo Transportation Co., LLC is responsible for the safety and welfare of our employees and the motoring public. To protect our employees, the motoring public, and to follow federal regulations we are implementing the following policy. This policy applies to all personnel who drive company owned equipment, equipment leased to GetGo Transportation Co., LLC, or personal vehicles while on company business.

All drivers must have a Bluetooth headset device. No driver shall use a hand-held mobile telephone while driving company owned equipment, equipment leased to GetGo Transportation Co., LLC, or personal vehicles while on company business. Driving means operating a motor vehicle on any roadway, including while temporarily stationary because of traffic, or due to a traffic control device or other momentary delays.

Use of a hand-held mobile telephone means:

- Using at least one hand to hold a mobile telephone to conduct voice communication.
- Dialing or answering a mobile telephone by pressing more than a single button.
- Reaching for a mobile telephone in a manner that requires a driver to maneuver so that he or she is no longer in a seated driving position restrained by a seat belt.
- No driver shall voice to text, manually text or post to social media when operating a motor vehicle.

Hand-held mobile devices may only be used when the vehicle is off the roadway and has halted in a location where the vehicle can safely remain stationary or in an emergency to contact law enforcement officials or other emergency personnel.

IF ON THE SHOULDER OR A RAMP MAKE SURE TO NOT BE IN THE DRIVERS SEAT IF ON THE HAND-HELD PHONE. SIT IN THE PASSENGER SEAT OR IN THE SLEEPER BERTH TO USE A HAND-HELD PHONE.

Company personnel who violate this policy will be subject to disciplinary action up to and including termination. CDL drivers will also be subject to disqualification and fines per 391.15 of the Federal Motor Carrier Safety Regulations.



CLEAN TRAILER POLICY

Driver Responsibilities:

Every Driver is to inspect the interior of each trailer after unloading or when picking up an empty. Please report all trailers you find that are not clean of debris. Every driver must inspect and clean each trailer and communicate with dispatch the condition of the trailer interior.

- Report any damage to the interior
- Remove any nails, sweep, and properly dispose of any loose debris
- Note any residual odors
- If you drop a sealed loaded trailer and cannot clean it out, you will need to tell dispatch so the next driver will know to confirm the clean condition of the trailer.

Proper cleaning and removal of debris is a critical safety issue. Failure to comply with this policy can cause rejection of the trailer as well as other safety issues for both our drivers and our customers.

Penalty / Reward:

If a trailer is found not to be cleaned out or nails have not been pulled, the driver who dropped the trailer in this condition will be deducted \$25.00 from their pay. Text or email a picture of the dirty trailer along with trailer # to Safety.

The \$25.00 will then be given to the driver who performed the cleaning out of the trailer. Please report all trailers you find that are not clean of debris.



CONFIDENTIALITY AGREEMENT

The nature of the services provided by GetGo Transportation (Company) requires information to be handled in a private, confidential manner.

Information about our business or our employees or clients will only be released to people or agencies outside the company with our written consent. Following legal or regulatory guidelines provide the only exceptions to this policy. All reports, memoranda, notes, or other documents will remain part of the company's confidential records.

The names, addresses, phone numbers, contacts, or salaries of our employees will only be released to the people authorized by the nature of their duties to receive such information and only with the consent of management or the employee.

The undersigned employee or contractor agrees to abide by this confidentiality agreement.



CSA SAFETY VIOLATION POLICY

We have a (4) step corrective action Warning / Discipline procedure for a rolling 12-month period.

First Occurrence: Verbal Warning, Documented in Personnel File. Any unsafe driving violation, Pro-tread Training will be assigned.

Second Occurrence: Written Warning, Documented in Personnel File. Any unsafe driving violation, Pro-tread Training will be assigned.

Third Occurrence: Three Day Suspension, Documented in Personnel File. Any unsafe driving violation, Pro-tread Training will be assigned.

Forth Occurrence: Termination

These Four steps will be always followed with exception of the most serious violations.

If you receive an Unsafe Driving or Maintenance violation(s) listed on a Roadside Inspection Report, then the company driver will lose the CSA bonus of \$.055 per mile for any Unsafe Driving Violations and / or \$.03 per mile for any Maintenance violations for 13 WEEKS FIRST OFFENSE AND 26 WEEKS SECOND OFFENSE AND 1 FULL YEAR FOR THE THIRD OFFENSE. Maintenance violations will be on a case-by-case basis.

Contractors will lose 5% of their revenue for 13 WEEKS FIRST OFFENSE AND 26 WEEKS SECOND OFFENSE AND 1 FULL YEAR FOR THE THIRD OFFENSE.

Pro-Tread corrective action training will be assigned for all CSA unsafe driving violations.

All violations will be handled on a case-by-case basis depending on their severity and pending an investigation. This may result in no deduction at all or immediate discharge on a first occurrence.



DRUG AND ALCOHOL POLICY

EMPLOYEE / CONTRACTOR ACKNOWLEDGEMENT AND CONSENT FOR TESTING

1. I acknowledge receiving a copy of the Company's Drug and Alcohol Policy.
2. I have read and understand all aspects and requirements of this Policy.
3. I voluntarily agree to provide a sample of my Urine for Testing and to submit to any related physical or other examination when I have been requested to do so.
4. I authorize the release of the Test Results (and any other relevant medical information) to the Company for its use of evaluation and suitability for continued employment. I also release the Company from all liability arising out or connected with the testing.
5. I understand that if I refuse to submit to the testing, to give a requested sample(s), to authorize release of the results to the company, and/or if the test results indicate that I do not meet the Company's standards, I may be terminated.
6. I understand that any attempt to switch, adulterate or in any way tamper with the requested sample(s) or otherwise manipulate the testing process will result in termination of employment. I also understand that if any test results are dilute on the second testing, I may be terminated.



ELECTRONIC LOGGING DEVICE (ELD) POLICY

It is a violation of company policy to tamper with electronic logging equipment. Individuals who are found tampering will be subject to swift and decisive disciplinary action up to and including immediate disqualification from driving for the company.

Tampering is removing or making inoperable or defeating the system or device used to record the driver's daily hours of service.

Tampering includes, but is not limited to:

- Removal of unit.
- Connecting to or intentionally damaging the ELD
- Bypassing circuit(s)
- Interrupting communication between ELD and truck ECM
- Pulling fuse(s)
- Disconnecting electrical or mechanical parts of the system.
- Defeating the system in any manner to falsify logs.
- Failure to log in properly to falsify hours of service.
- Using a login different than your own.

You must immediately report any system not functioning properly. Failure to report a malfunctioning system will be cause for disciplinary action and could cause a DOT violation if you do not meet the guidelines for utilizing paper logs.



FMCSA GREEN, HAZMAT RED, ERG GUIDE ORANGE BOOK POLICY

I have received all three FMCSA Books (Emergency Response Guidebook, FMCSR Pocketbook, and Hazardous Materials Compliance Pocketbook). I understand that it is my responsibility if any of these books are damaged/lost I am to contact the Compliance Department to receive the respective replacements. I also understand that these books are to remain in my truck at all times.



FUEL POLICY

GetGo Transportation supplies all trucks with 1 fueling card:

- EFS CARD used only at Flying J and Pilot
- For Emergency Fuel use Petro, TA, Loves, Mr. Fuel for **50 GALLONS ONLY!**
- The Company invested a lot of money to purchase APU's and bunk heaters. **DO NOT IDLE the trucks and waste fuel. Do not run the engine and the bunk heater at the same time.** Regardless of the cost of fuel, it is still a large expense for the company, and everyone is always expected to conserve as much as possible.
- Progressive shifting (Floating) saves fuel and those not making use of it are wasting fuel.
- **The manual truck will not perform any better by going above the 1500 rpm threshold because the torque is maxed out.** This includes using the downshift with the pedal in the automatics.

Our primary fueling locations are Pilot and Flying J. This is because the company has negotiated a large discount at all locations. **We do not pay the full advertised price on the marquee, instead we pay a daily discounted savings price which is provided to us daily. Download FuelBook app to get discounted pricing.**

If you buy fuel at a location other than a Pilot or Flying J (unless under 50-gallon emergency fuel), you will be charged back the difference from the amount purchased to what the lowest price at the nearest Pilot or Flying J was at that time.

Company Drivers, you will be charged a 10% admin fee for fueling out of network for over 50 gallons which requires accounting to run manual payments because the fueling location was not "In Network".

Our fueling procedure is:

- Fill up at Pilot and Flying J locations ONLY
- Our fueling preference by state is OHIO
- Long trips will require fueling in other states but check the FuelBook App for pricing along your route.
- Fill Up in Girard / Hubbard, Ohio before heading EAST so not to pay higher prices in PA

A lost Fuel Card will be a \$25 fee.



GENERAL CONSENT FOR LIMITED QUERIES

General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

I hereby provide consent to GetGo Transportation to conduct multiple limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information exists about me in the Clearinghouse for the duration of my employment.

I understand that if the limited query conducted by GetGo Transportation indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to GetGo Transportation without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for GetGo Transportation to conduct a limited query of the Clearinghouse, GetGo Transportation must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.



GETGO TERMINAL YARD PROCEDURES

- Follow the speed limit (10 MPH - 4-WAY FLASHERS ON **ALWAYS**)
- Observe Yard Sign (Posted on the right side before you enter the yard)
- **Signal City or Air Horn when backing up in the yard**
- Do not park trucks or combinations units along the south side of the shop
- Park the truck and trailer in the back and come inside!
- No stopping at the gate blocking traffic ever!
- No parking of combination units up by Main Gate AT ALL!!
- **NO idling trucks: GetGo Transportation will charge for any excessive idling (idle only for warming up etc.)**
- **NO** pin wheeling of trailer tandems in the back lot
- **DO NOT** park past the numbered poles or hit them. You will be charged for the replacement of damages poles
- All trailers are to be dropped between the poles to keep 3' – 4' between trailers
- **NEVER** stay hooked-up to a trailer on the weekends
- **IMPORTANT!!!** During cold weather and when hauling protect from freeze load--
talk with dispatch or shop to keep load protected!
- During winter plug in the engine block heater to the truck if there is one and when departing replace the extension cord on the hook so not to have the cord freeze to the ground or a truck drive over the cord.
- Park personal vehicles in the paved area.
- **DO NOT PARK PERSONAL VEHICLES IN THE STONED AREA AND NOT BY THE MAIN ENTRANCE.**
- Lock-up the truck



HAZARDOUS MATERIAL PLACARDING POLICY

ANY DRIVER who has a trailer loaded with any amount of hazardous material is to contact the Compliance Office. We want to make sure the trailer is placarded properly. Also, GetGo Transportation requires all loads to be secured. Freight strapped secure, door seal on or pad locks on all Hazmat loads at all times.

Hazardous materials must be identified on the bill of lading for any shipment by one or more of the following methods:

- 1) An X in the HM column
- 2) Listed at the top of the bill of lading

The bill of lading must show the class of hazmat, identification number, packing group, description of product, and the address on BOL must match the address of the shipper.

Example: UN1263, PAINT, 3, PG I, FLAMABLE

A guideline for placardable weights:

- 1001 lbs. of any single class get placard
- 2000 lbs. of any single class get that placard no matter what other hazardous class is on that trailer
- 9000+ lbs. of a single UN number when there is nothing else on the trailer will be a bulk shipment running the UN number on the placard
- Any combination of hazardous classes that equals 1001 lbs. or more gets a dangerous placard
- If you have 400 lbs. of flammable and 400 lbs. of corrosive, no placard is needed.
- If you have 700 lbs. of flammable and 400 lbs. of corrosive, you need a dangerous placard.
- If you have 2500 lbs. of flammable and 150 lbs. of corrosive, you need a flammable placard and a corrosive placard.

READ YOUR BILLS. Understand what placards you need, ask the shipper, secure your load and call the GetGo Compliance Dept. Do not assume and make a mistake!

Limited quantity (LTD QTY) does not require placarding, nor do they count in the total weight of hazmat shipments.



HAZARDOUS MATERIALS SECURITY PLAN

I acknowledge I have been informed and provide the ability to review a copy of the company's Hazardous Materials Security Plan. I have access to the plan, and I can review and understand the procedures contained therein, and I accept the plan as a working document that I will support and follow in my daily work.



HOURS OF SERVICE AND ELECTRONIC LOG / PAPER LOG POLICY

The following hours of service and log policy guidelines are set forth by the Federal Motor Carrier Safety Regulations under section 395 Hours of Service. All drivers employed or leased on to GetGo shall adhere to these regulations and this policy. This policy shall continue in force until management sees the need to alter, deviate or terminate said policy. Such changes shall be made in writing and be made known to all employees, lessors, and persons affected.

Drivers are to use the Omnitrac ELD device by default and communicate with Dispatch and Compliance any issues with the device to try and fix the problem before going to paper logs.

Part 1: All drivers shall adhere to the hours-of-service regulations as set forth by the Department of transportation in the Federal Motor Carrier Safety Regulations, Title 49, and Part 395.

Part 2: All drivers shall submit complete, true, and accurate electronic or paper logs. Paper logs are to be submitted at the end of each week or at the end of each trip, whichever is first. Failure to submit paper logs and supporting documentation will result in drivers being placed on a no dispatch list until all paperwork is submitted.

Part 3: All drivers shall turn in supporting documents, stapled to the corresponding paper log (if used), verifying the accuracy of the paper log. These supporting documents shall include, but not limited to toll receipts, fuel receipts, fuel invoices, repair bills, any other road expenses, as well as invoices, bills of lading, dispatch records, trip records and roadside inspections.

Part 4: Upon turning in your paper logs, Compliance will review these logs for accuracy and check the driver's available hours before the driver's next dispatch

Part 5: The company shall not accept a false, untrue, or incomplete paper log from any driver.

Subpart A: No driver shall deceive the company by either not reporting this information or by submitting a false report

Subpart B: No dispatcher shall require a driver to drive more than the driver's available hours nor shall any driver drive in excess of available hours.



Part 6: The penalties for non-compliance with the above HOS policy are as follows:

- Upon the first occurrence of driving more than 70 hours, driving in excess 11 hours without the proper break or driving after being on duty for 14 hours, herein known as "First Offense", the offending driver shall receive a verbal warning and retraining. The verbal warning is to be noted in the personnel file.
- Upon the second occurrence of the violations listed above, the offending driver shall be subject to a written warning and additional log training.
- If the second occurrence of violations listed above is found within the same six-month period, the offense shall be considered a second offense.
- If a violation listed above occurs after a six-month period has elapsed, then the violation would be considered a first offense.
- Upon the third occurrence of the violations listed above, the offending driver will be subject to a 3-day suspension. During this suspension, the driver will be required to attend HOS log retraining classes.
- If the third offense is found within the same six-month period as the second offense it is to be considered a third offense
- Upon the fourth offense within a six-month period a driver can be terminated.



KEEP THE TRUCK CLEAN POLICY

We have a National account with Blue Beacon.

All tractors are to be washed Twice (2) per month and trailers every 3 months.

THIS IS MANDATORY FOR COMPANY DRIVERS ONLY!

Owner Ops can use the GetGo Transportation National Account and will be deducted from your settlement

Closest location to the terminal is at Stony Ridge by Love's

PICK A RAINY DAY TO WASH THE TRUCK!

Blue Beacon Truck Wash #50
26525 Baker Drive Perrysburg, OH 43551
I-280, Exit 1B
[419-837-1017]



We always want all drivers to keep his/her trucks clean. When a truck is assigned to a driver it will be clean on the inside and you are asked to keep it that way.

Any employee or contractor will make sure the truck is always clean inside, also upon termination. This means all garbage taken out, floor swept out, all loose debris removed, all interior surfaces cleaned and so on. If the company deems a truck is not clean to reasonable standard, the company reserves the right to inspect and perform cleanout of the truck. There will be a charge of \$100.00 or \$60.00/hour whatever is greater to the employee or contractor. This will be deducted from their paychecks.



PAPERWORK POLICY

All drivers are to download the TMW Go app and log in. All paperwork including trip sheets, BOL's, POD's, any receipts, roadside inspections, and any other paperwork are to be sent in using the app. **Drivers will still need to turn in all original paperwork to the office within the following week.**

After each delivery each driver will use this phone app to submit all pages of the signed POD. You will need to make sure you take good/legible picture of your signed POD.

- You will also be using **the TMW Go app** for trip sheets, POD's, BOL's, Scale receipts, Receipts for Repairs, and any other paperwork needed to be submitted.
- In doing this daily it will eliminate the back and forth of trying to get ahold of any paperwork missing.
- **You will still need to turn in all originals to the office within the following week**
- **Any lost paperwork that requires the office to track down will result in a \$25.00 charge per document to the driver.**

*I understand that all my paperwork is to be turned in via **TMW GO app** after every load.
Failure to do so could lead to*



PAY POLICY

GetGo Transportation's goal is to be a premier transportation provider. The company hires professional drivers and compensates competitively. The company has developed a pay structure which provides various methods to compensate team members for various situations which may or may not occur during your daily activities.

We want all new and current drivers to understand the pay structure. Any pay disputes are to be brought to accounting's attention immediately. Any omissions or mistakes made by a driver or the company causing a verified error in proper compensation the driver will receive the balance the following pay period.

The pay structure in place provides the driver and company with a platform or basis to handle most situations. As business develops, changes may be made to fairly compensate the driver or ensure the compensation's do not adversely affect the company's well-being. Thus, changes can and will be made but not before a minimum of two weeks' notice non-retroactive.

In adhering to the company's goal of hiring professional drivers, the company reserves the right to deduct from pay all damages caused by driver negligent acts up to the insurance deductible of \$5,000.00.



PERMITTED RIDER POLICY

Authorized Passengers

GetGo Transportation will allow one (1) passenger in assigned trucks. Anyone caught with a passenger in their truck that is not authorized will be disciplined up to and including termination. ***Management may deny or revoke the passenger policy at any time.***

Permitted Rider Guidelines

The Permitted Rider application process is initiated by contacting the Compliance Department at 888-752-8778 Ext 5.

Eligibility

GetGo Transportation Drivers are able to request a Permitted Rider application from day one of employment.

Individuals between the ages of 18-74 may apply for the Permitted Rider Program.

- Rider Applicants 18-74 must provide a copy of a state-issued ID or driver's license and consent to a criminal background check.

Criminal Background Check for Riders 18-74

- This process could take anywhere from one day to thirty days or longer
- Cost for the background check is \$20 and will be deducted from payroll / settlement check
- Prospective passengers will not be permitted on GetGo equipment if background search identifies the following:
 - Any felony conviction for crimes related to sex, drugs, theft/fraud, or violence within the past seven (7) years
 - Any conviction for an act of terrorism
 - Any misdemeanor conviction for crimes related to sex, drugs, theft/fraud, or violence within the past three (3) years



- Multiple misdemeanor convictions for crimes related to sex, drugs, theft/fraud, or violence within the past seven (7) years
- Prospective passengers will not be considered for Rider Policy while under a current probation and/or parole status or with pending criminal or civil charges

Fees

Permitted Rider Insurance Policy: \$80.00/month (deducted at a rate of \$20.00/week) Background Check Fee: \$20 (one-time fee)

Permitted Rider authorization coverage will be deducted from Driver's payroll or settlement check on a weekly basis.

GetGo Transportation shall not bear any responsibility for injury to any Permitted Rider. By entering upon a GetGo Transportation vehicle, all riders thereby agree that they travel in GetGo Transportation owned or leased or contracted equipment at their risk. Both the Driver and the Permitted Rider must execute the Release and Indemnification Agreement releasing GetGo Transportation from all liability before a rider will be allowed to ride in GetGo Transportation owned, leased, or contracted equipment. GetGo Transportation, in its sole discretion, may deny or revoke the Permitted Rider Authorization at any time.



PET POLICY

The company has a pet policy to allow drivers to travel with their companion but must adhere to the following.

- Only one dog or cat will be allowed with prior management approval.
- The animal must be less than 70 pounds.
- No animals are allowed in the office or warehouse with exception of management approval.
- Pet must always be leashed when out of the truck.
- When trucks are being serviced in the shop, the pet may not remain in the truck.
- Any messes made on the premises must be immediately cleaned up.
- All messes in the truck are to be cleaned.
- All pets should have shots and health up to date and provide proof when asked.
- At any time, if it is determined that your pet has caused any type of interference in performing your job or caused any interference with any company, customer, or law enforcement authority in doing their job or service, the pet must be removed from the truck when driver is able to do so or returns home, and the pet will not be permitted to ride with the driver again.

If the shop determines there is urine, fecal matter or excessive fur in the company unit, all pet privileges will be removed. Pets on customer property are to stay in the unit and trained not to bark or cry. In other words, respect others property and wellbeing.

There is a \$500.00 pet deposit which the company will hold as cleanup cost for the unit.



PPG / AKZO NOBLE - HURON, OH - LOADED AND DROPPED TRAILER POLICY

This policy includes all company drivers and owner operators.

Our customer PPG / Akzo Nobel in Huron, OH requires GetGo Transportation to enter at 350 Sprowl Road at the main gate for all arrivals and all drivers are to slide the trailer tandems to the rear when dropping or delivering at this facility. The guard will not open the gate until you slide the tandems.

DO NOT enter at 250 Sprowl Road. PPG wants all drivers to ENTER at 350 Sprowl Road at the main gate.

For deliveries to 400 Sprowl Road go to that entrance and slide your tandems.

This is mandatory at both locations to ensure GetGo trailers are ready for the safe loading of PPG freight.

When dropping an empty or loaded trailer at PPG / Akzo Nobel in Huron, OH you will also need to inspect the trailer for nails and make sure it's swept out.

Reminder - During cold weather months make sure the heater unit is operational and there is at least ½ a tank of diesel fuel in the reefer tank when dropping a trailer.

Any driver who does not abide by these rules will be subjected to a \$100.00 fine!



PPG Huron Drop Trailer locations

Call Reggie Betton @ 440-653-3811 when you drop a trailer so he can alert the iSpott yard spotters



PROTECT FROM FREEZE POLICY

1. If the temperature is below 10 degrees, customers will not be able to load the trailers due to the extreme temperature and the risk of the freight freezing along the side walls and rear doors
 - a. Call into Dispatch to confirm it is ok to run the load before you start your clock
2. All drivers should inspect the shipments after loading
 - a. Customers are instructed not to load shipments against the side walls, the loaders must leave a gap of 2 to 3 inches between the side wall and cargo. If this is not the case, you must call dispatch.
3. Temperature should be set at 55 degrees and not any higher to not waste fuel
4. Make certain the heater box starts and is reading temperature properly
 - a. If you do not know how to operate a heated unit, then ask the shop!
5. Any Protect from Freeze loads taken home must be monitored over the weekend
 - a. Drivers are to check units and take a picture of the temperature setting then send email of image to shop@getgotransportataion.com and the company will pay you 1 hour for your time. It is important box temps are checked.
6. Any issues with heating units not running properly must be addressed immediately
 - a. Call the shop between 7 AM and 7 PM or if afterhours call breakdown contact
7. Check the heater unit fuel tank level, always keep $\frac{3}{4}$ tank of off-road diesel full at a minimum when dropping the trailer at customer locations
8. When filling the heating unit fuel tank, always use off-highway diesel only. When at the pump, select "Both" when prompted to fill both the tractor and the reefer tank
9. Make certain the heater unit is shut off after delivery of if ambient temperature is above 32F
10. Use good judgement and communication in the southern regions.
11. Do not turn on the unit for brokered loads or any other loads unless you are specifically told to do so by dispatch. Heating trailers is not free to anyone.
12. When single digit/sub-zero temps, trailers should spend weekends inside the shop, HEATERS OFF. And off-site domiciles should not take them home. Always check with operations for instructions.
13. Communication is essential when freezing temperatures arrive! No matter what time of day or night, you are expected to report the following:
 - Malfunctioning equipment, whether it be an inoperable trailer or portable heater or the truck. Someone from the shop must be made aware immediately.
 - Delays due to traffic, loading & unloading, inclement weather, or hours of service must be reported.



- Dropping freezable freight at the terminal. Check with the shop before you drop! We have several “salamander” kerosene heaters that the shop personnel may want to use to protect cargo for long periods of time instead of running trailers at a higher



QUARTLY SAFETY BONUS PROGRAM

Drivers are our most important asset here at GetGo. That is why we have invested in a dash camera solution to provide the company with a comprehensive view of what is happening out on the road. Having the ability to review video and have the best tools available to exonerate our drivers when events happen is key to keeping claims down and drivers on the road with clean records.

Netradyne's Driveri platform with GreenZone statistics measures the driver on ALL their driving, including their 'good' driving. The system is smart enough to determine unsafe driving conditions when 3rd parties are the cause and the risk, and other events where additional coaching might be needed. Safe driving is counted as safe driving – enabling driver recognition and beneficial coaching.

Each day every driver starts out with a Driveri score of 1000 – with a max of 1015 for safe driving behavior and that would be a perfect score.

Drivers must keep a Driveri score of 935 or higher for a full calendar quarter to be eligible to receive the bonus.

Driveri GreenZone Score = 935 (3 Month Average) \$250

GetGo is in a beta test with both Netradyne, and Instructional Technologies (Pro-Tread) and we are the first trucking company in the United States to have a closed loop A/I camera and driver training system. In the coming months there will be Pro-tread training which will be automatically assigned to a driver that has exhibited unsafe driving practices. All training that is assigned from the A/I camera must be completed before the end of the quarter to be eligible to receive the bonus. Netradyne bonuses will be paid out the first week after each quarter ends.



RADAR DETECTOR POLICY

Effective immediately any GetGo company driver or Owner Operator found to have or use a radar detector in any company or leased on vehicles will be immediately terminated.

Radar detectors are prohibited in all commercial vehicles over 10,000 pounds!

§ 392.71 Radar detectors; use and/or possession (a) No driver shall use a radar detector in a commercial motor vehicle or operate a commercial motor vehicle that is equipped with or contains any radar detector. (b) No motor carrier shall require or permit a driver to violate paragraph (a) of this section. [58 FR 67375, Dec. 21, 1993]



SAFE PARKING POLICY

DO NOT:

- Do not park on the side of the road unless you are broken down or were involved in an accident
- Do not park on an on ramp or exit ramp unless you are broken down or were involved in an accident
- Do not park in poorly lit areas
- Do not leave tractor or trailer unlocked when you are not in it

DO:

- Park in safe, well-lit areas
- Deploy triangles if broken down or stopped on the shoulder for more than 10 minutes
- Ensure tractor and trailer is always locked
- Plan your trips in order to take your 30 minute or 10-hour breaks (stop BEFORE your time expires to ensure that you get to a safe haven so you can take your break)
- If you run out of time and must take a break and are not anywhere close to a safe haven, call the Compliance Department



SAFE TRAILER BACKING AND DOCKING PROCEDURE

Every customer's dock is unique with different hazards present, different visibility, different safety controls and equipment employed, different people, and different procedures. We must always follow our customer's site-specific policies. However, some customers may not have their own set of rules to follow when backing into a dock, or it may not be clearly communicated. Our drivers are to follow this procedure at a minimum; or in addition to the customer-specific procedures to allow safe docking at all customer sites.

Here are the steps to follow:

- Visibility is a must to ensure a clear area and to not strike a fixed object
- Use GOAL: Get out and look
- Look for overhead wires. Look above and on the ground for proper clearance
- Open the trailer doors safely and secure each door with its latch
- Turn 4-way flashers on
- Sound horn when beginning to back
- Go as slow as you can with slow speed
- Open windows to hear what is going on outside
- Avoid blindside backing
- If installed, look for the red or green light to indicate the loading / unloading is status
 - Typically, flashing green means GO- safe to move, and red means STOP- do not move
- Keep your eyes moving to both sides of the trailer using the side view mirrors. Do not fixate on just one side.
- Stop 6 feet from the dock and get out and look to ensure alignment
- Proceed slowly and with caution until you feel the trailer bump the dock
- Get out one more time and check the trailer is against the bumpers square
- Communicate with the dock attendant or forklift driver. Make sure they are satisfied with positioning of the trailer and let them know you will turn off the engine
- Turn off the engine, remove the key from the ignition, and set it on your dash
 - If available or required by customer, place wheel chock(s) in place on tandems tires
 - If required, lower the landing gear, disconnect the air, and power lines, pull 5th wheel, and pull forward
- Communicate with the dock attendant when the unloading/loading is complete.
- If the work is complete, once again use GOAL: get out and look for hazards that may not have been present when initially backing in
- Turn the engine back on
- Keep the windows down, and slowly begin to pull forward
 - Wait for the green light if the customer has it



SAFETY BELT PLEDGE POLICY

GetGo Transportation's goal is to be a premier transportation provider. The company goal is to hire professional drivers. We always want all new, current employees, and contractors to use their seatbelts whenever driving or riding in a company vehicle or in any other vehicle when on company business.

I hereby pledge that I will use safety belts whenever driving under GetGo Authority or in any other vehicle when on company business.

I also pledge that passengers of the vehicles that I am driving will also wear safety belts.



SAFETY EQUIPMENT PPE POLICY

As a condition of your employment, you are required to have the proper safety Personal Protective Equipment (PPE) with you at all times when in the truck.

If you switch trucks, your Safety Equipment is to transfer with you. I also understand that I am responsible for these items if they are lost, stolen, or broken (as a whole set or individual items). GetGo allows employees to purchase these items. If you choose to purchase all or any of the Safety Equipment, you will be payroll deducted for the amount.



SCHUETZ CONTAINER DROP TRAILER POLICY

This policy includes all company drivers and owner operators.

Our customer Schuetz Container requires GetGo Transportation to provide clean trailers when dropped at their Perrysburg location. This means debris free without any nails in the floor to allow them to load their freight safely.

When dropping an empty trailer at Schuetz Container you will need to inspect the trailer for nails and make sure it's swept out. This is mandatory.

Any driver who does not remove debris or nails in the trailers being dropped at Schuetz will be subjected to a \$150.00 fine!



SICK PAY/DISABILITY POLICY

The first 90 days of continuous employment at GetGo Transportation Co., LLC is introduction and probation.

After one full year of employment, you will be allowed five unpaid sick days off work. Refer to the Pay Policy to see how you can earn more personal days with good attendance per quarter.

The company will continue to pay for your medical payments for up to five days. In case of unexpected medical leave, the company will pay your portion of 35% based on how many years with the company maximum of 3 months. For every year of full-time service, the company will pay the medical premiums for one full month. The maximum is three months of premium paid for three years or more of employment.

Communication is imperative. Please make sure that the proper person is informed on the day you are not coming to work. All drivers are to report time off or sick days to dispatch and all office personnel are to inform the office manager. If this does not take place, you will forfeit one sick day.

If the condition requires you to be out of work for an indefinite amount of time, you must decide with the general office regarding your premium options for medical, dental and group life insurance. Every employee is to exhaust all paid comp days while off extended leave. Once the comp days have been exhausted, you will then be given the opportunity to continue health care coverage under the COBRA continuation plan. The employee will be able to return to work with appropriate doctor documentation.



TERMINATION OF EMPLOYMENT BEFORE 90 DAYS

I understand that if I terminate my employment with GetGo Transportation prior to 90 days of hire, I will be deducted the cost of the Bus Fair/Train/Car Rental and/or Mileage Pay, Transportation costs (to and from the Bus Station and Hotel to the office), Hotel, and Orientation Pay (hourly rate x hours for orientation) that I received during my orientation. I also understand that any loss and/or damage that occurred to any company equipment and property will also be deducted from my last paycheck upon my separation with GetGo.



TERMINATION / RESIGNATION EXIT PROCEDURES

1. Notify dispatch of your intent to terminate employment.
2. The Recruiting & Retention Director will initiate a counseling session.
3. Fill out resignation form:
 - a. Date of notice
 - b. Date of separation
 - c. Reason for separation
4. Employee must sign letter of resignation and complete separation packet (Separation Checklist and Separation Notice) before final check is issued
5. All company information including tools, manuals, driver manuals, PPE, etc. are returned in good condition
6. Truck is to be inspected by Shop Manager
7. All logs are to be turned in, updated, and certified
8. All BOL/POD paperwork is to be turned into accounting
9. Final check will not be issued until all the above is completed.



TOLL ROAD POLICY

- **OHIO:**
 - From Millbury Heading East – **RESTRICTED - NO TOLL ROAD I-80** - use Route 795 to Route 51 to Route 163 on to Route 2 to Huron or continue to Route 57 South to Ohio Turnpike.
 - From Eastern Ohio going West – **RESTRICTED - NO TOLL ROAD I-80 past Elyria, OH** – Ok to take Ohio Turnpike from PA State line heading west then exit onto 57 North in Elyria, OH and use Route 2 to Route 163 to Route 51 then Route 795 to return to terminal. If continuing westbound then take I280 South and enter the Ohio Turnpike at the 80/90 in Stony Ridge to head Westward or take Route 795 West to Route 75 North to enter the Ohio Turnpike.
- **Going East from Huron into Pennsylvania – PARTIAL RESTRICTION - NO TOLL ROAD I-80 UNTIL YOU GET TO ELYRIA, OH** – From PPG use Route 2 East and go to Route 57 South in Elyria then enter the I-80 to head east toward PA.
- From Pennsylvania back through Ohio, same as above, use I-80 to Elyria, OH and then Route 57 North to Route 2 East to Huron or back to Terminal. Going West from Terminal – Ok to run the I-80 toll from I280 or I75 Westward.
- **INDIANA – NO TOLLS UNLESS DISPATCH APPROVED. TAKE ROUTE 20 OR 30 BACK AND FORTH ACROSS THE STATE.**
- **PENNSYLVANIA – RESTRICTED - NO TOLLS**
- **ILLINOIS – DO NOT USE THE I-90 SKYWAY INTO CHICAGO**
- **OKLAHOMA – OK TO RUN THE TOLLS – IPASS WILL NOT WORK – USE CASH AND SUBMIT RECEIPTS**
- **KANSAS – OK TO RUN THE TOLLS – IPASS WILL NOT WORK – USE CASH AND SUBMIT RECEIPTS**

NO DRIVER IS AUTHORIZED TO DRIVE ON THE I95 NEW JERSEY TURNPIKE. NO EXCEPTIONS!!



TRANSITIONAL WORK PROGRAM - BWC

What? Transitional Work Program (TWP)

- Is a worksite program to help workers with injuries return to work in a safe and timely fashion?
- Assigns workers temporary meaningful, productive work tasks with their physician's approval.
- Involves the worker, supervisors, management, case managers, physicians, BWC, MCO and rehabilitation providers who work together to develop a transitional work plan for each individual worker.
- Helps the worker return to work within eight weeks.

Our transitional work program is designed to:

1. Protect the worker's job
2. Eliminate the frustration and minimize personal consequences from being injured.
3. Controls the costs of workers' compensation and reduces it even if the worker has not yet returned to work.

Where? The intent of the TWP is to maintain the worker's attachment to the work site, where meetings and therapies can be done at the worksite when reasonable even if the worker has not yet returned to work.

Who? The main contact at the worksite is the Transitional work Program Coordinator. The TWP Coordinator coordinates services, worksite meetings and communicates with key people involved in the Transitional Work Plan. The worker with restrictions is at the center.

Why? There are many benefits to maintaining the injured worker's connection to the workplace.

- The worker may participate in rehabilitation while doing work activities- using work as therapy.
- Maintain relationships with co-workers.
- Protect the worker's job.



- Obtains case management to coordinate services such as tests, evaluations, and therapy to help in the transition back to full duty
- Minimizes personal life disruptions.

When? Starting now! Any time a worker experiences an injury that results in work restrictions, the worker can be considered for transitional work.

How? Through good communications, collaboration, consistency, and coordination Comfort Express and their workers will be winners.



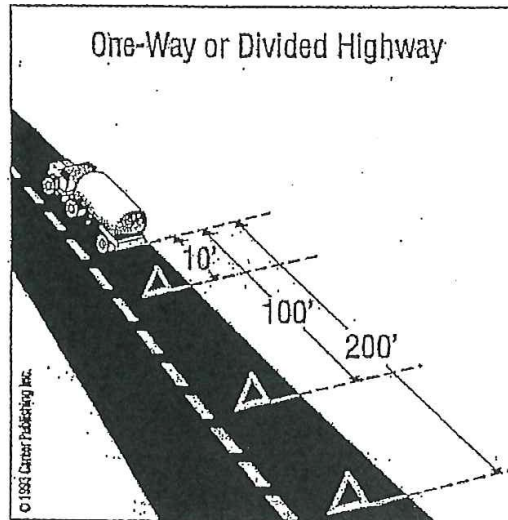
"Great Service Right From The GetGo"

TRIANGLES PLACEMENT POLICY

PLACING WARNING DEVICES

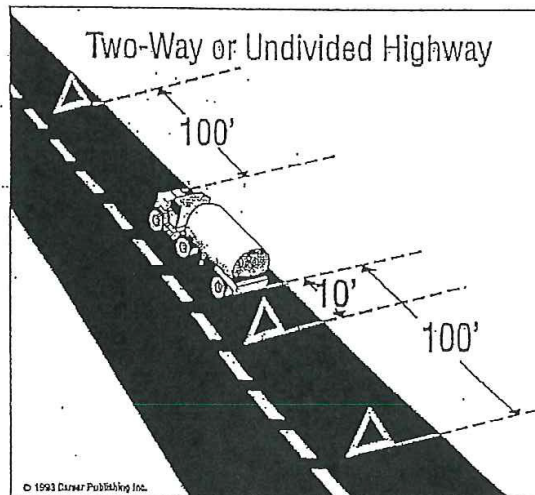
On one way or divided highways:

- One device no more than 10 feet from the rear of the truck.
- One device 100 feet (40 paces) and one 200 feet (80 paces) from the truck toward approaching traffic.
- Place them in the center of the lane or on the shoulder where the truck is stopped.



On a two lane highway:

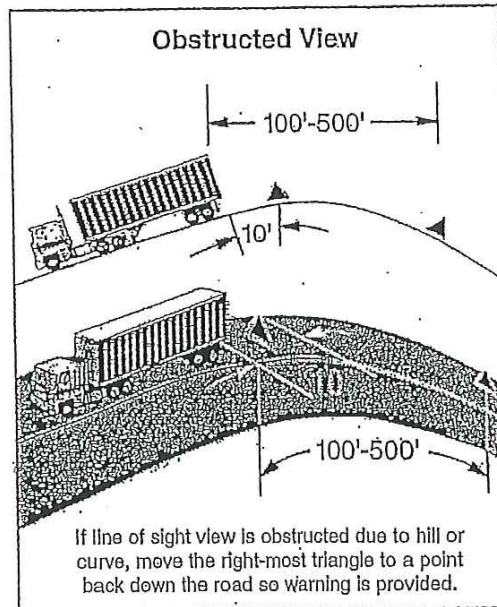
- One device on the traffic side within 10 feet (4 paces) of the rear of the truck.
- One device about 100 feet (40 paces) from the truck in the center of the traffic lane or shoulder where the truck is stopped.
- One device 100 feet from the truck in the other direction.





On obstructed view roadways:

- If line of sight is obstructed due to hill or curve, move the rear-most triangle to a point back down the road so warning is provided.



- In business or residential districts, use emergency devices when there is not enough light to give oncoming Drivers a view of your truck from 500 feet away.



TRUCK CAMERA POLICY

It is a violation of company policy to tamper with any camera that is mounted on or in the truck. Individuals who are found tampering will be subject to swift and decisive disciplinary action up to and including immediate disqualification from driving for the company and/or termination of employment.

Tampering is removing or making inoperable or defeating the system or device used to record video for protection of the assets. This includes any/all cameras, wiring and external sensors.

Tampering includes, but is not limited to:

- Removal of unit.
- Connecting to or intentionally damaging camera.
- Bypassing circuit(s)
- Interrupting communication between Netradyne and truck
- Pulling fuse(s)
- Disconnecting electrical or mechanical parts of the system.
- Defeating the system in any manner.

You must immediately report any camera system not functioning properly. Failure to report a malfunctioning camera system will be cause for disciplinary action.