



## HAZARDOUS MATERIALS SECURITY SITE PLAN

**Plan Statement:** GetGo Transportation Co., LLC is committed to the secure handling and transporting of hazardous materials products. GetGo Transportation Co., LLC is also committed to reduce or prevent hazardous materials cargo theft opportunities.

**Plan Objectives:** The objective of this plan is to ensure the security of hazardous materials products from point of origin to destination.

**Scope:** GetGo Transportation Co., LLC's written Hazardous Materials Security Plan will contain the following three basic areas:

- Personnel security
- Unauthorized access
- Enroute security

**Risk Assessment:** We have completed our Hazmat Transportation Risk Assessment as required. A copy of the assessment is attached to this plan.

**Personnel Security Training:** GetGo Transportation Co., LLC will ensure that all employees are provided with thorough security training. All employees will be trained in, and are expected to be familiar with, the company's security plans and procedures.

**At a minimum, this training will include detailed instruction regarding our:**

- Overall security objectives
- Individual employee security responsibilities
- Specific security procedures
- The organization's security structure

**List of general employee security responsibilities:**

- **Top management** is responsible for establishing and communicating the overall security goals of the organization.
- **Managers and supervisors** are responsible for being fully knowledgeable of the security issues and concerns of their area(s), departments, and employees. In addition, they are responsible for providing detailed information on system operations including daily work processes, activities, and identifying potential security vulnerabilities.
- Once identified, managers and supervisors are responsible for:
  - Selecting, prioritizing, developing, and implementing



strategies and procedures to meet established security goals.

- Measuring and monitoring the effectiveness of the security strategies and procedures
- Reviewing and, when necessary, adjusting the strategies and procedures. If deficiencies or other vulnerabilities are discovered in the security process, appropriate corrective action or adjustments will be made.
- **Employees** are responsible for adhering and conforming to all security-related work activities, processes, and procedures. In addition, employees are encouraged to provide feedback and suggestions on ways to improve the organization's security program.

**Suspicious Activity:** All employees are expected to understand and adhere to the following corporate suspicious activity reporting procedures. They are intended for all employees to follow in the event any unusual or suspicious activity that poses a threat to our employees and the security of our equipment, facilities, or hazardous materials cargo, is observed.

**Employer responsibility statement:** GetGo Transportation Co., LLC will provide a work environment that is reasonably free of hazards and threats of violence which may cause damage to property or harm to people. It is also our plan to establish an effective and continuous security program that incorporates educational and monitoring procedures. All supervisors and managers are responsible for ensuring that their employees are trained in appropriate security and suspicious activity reporting procedures.

**Employee responsibility statement:** All employees have a responsibility to themselves and to GetGo Transportation Co., LLC to observe and report any suspicious or unusual activity that threatens security.

**Reporting procedures:** Employees are expected to use common sense and good judgment when assessing the threat potential of any suspicious activity. Depending on the given situation, employees will be expected to report any observed suspicious activity to their immediate supervisor, next level manager, the corporate compliance director, or the local law enforcement official or fire department.

**GetGo Transportation Co., LLC defines suspicious activity to include (but not limited to) any of the following situations:**

- Unidentified person(s) attempting to gain access to property, equipment, or facilities.



- Unidentified person(s) in any area of the company, office, yard, or parking lot.
- An employee, unescorted vendor, or supplier visiting a part of the office for no known reason.
- Any unescorted or unaccompanied visitor anywhere in the building or wandering around the yard or parking lot.
- Any person (employee or otherwise) who appears to be hiding something or is acting nervous, anxious, or secretive.
- Any employee or visitor making unusual or repeated requests for sensitive or important company documents or information.
- Any person asking an employee to make any unauthorized movement (pick-up and delivery) for cash (motor carrier specific).
- Any person or group loitering outside a company facility or premises.
- Any person claiming to be a representative of a utility (gas, water, electric) but cannot produce valid company identification.
- Any person carrying a weapon such as a gun or knife.
- After hours, any vehicle driving by a company facility with the lights *off*.
- Any occupied vehicle parked outside a company facility - especially if the vehicle has been sitting for a long period or after normal work hours.
- An unfamiliar vehicle that appears to be abandoned near a company building or parking lot.

The above list is not all inclusive. It is meant to provide possible examples of suspicious activities. Once, and if, a suspicious activity is identified, the next step is to act. Employees not only need to be able to identify suspicious activity; they also need to know what to do about it.

Management phone no:	Supervisor phone no:	Police Dept phone no:	Fire Dept phone no:	
419-666-6850	419-779-8241	419-666-5500	419-666-1311	
	419-392-5447			

**Employee/Management Security Information Sharing:** A security component shall be included in every employee/management meeting. Issues to be discussed include:

- New and current security measures and procedures
- General security awareness



- An update on our security efforts and results

*Managers and supervisors are responsible to communicate all relevant corporate security-related information, news, facts, and trends to their employees in a timely and accurate manner. This information can be made using a variety of company communication options including Bulletin board, newsletters, memos, compliance meetings, or via phone when and if necessary.*

**Hazmat Personnel Screening:** All applicants applying for any position involving access to, handling, storing, preparing for transport, and/or transport of hazardous materials for GetGo Transportation Co., LLC shall submit an accurate, complete, signed and dated application for employment. The hiring/screening process shall not continue until all information on the application has been verified as true and accurate.

An inquiry into the previous employment history shall be made for every hazmat employee applicant. **Hazmat employee applicants shall provide accurate and complete previous and current employer information upon request, including but not limited to:**

- Names and addresses of previous employers
- Names and titles of previous supervisors
- Phone numbers or other contact information for both above.

The employee hiring or screening process shall not continue until all previous employer information has been verified as true and accurate.

All hazmat employee applicants applying for positions with GetGo Transportation Co., LLC shall be given an in-person interview by responsible company personnel. In-person interviews are used to determine fit for both the applicant and the company. In addition, the in-person interview should be used to verify any gap(s) in employment, reason(s) for job or career changes, or any other important or unexplained behavior or history.

**Criminal Background Investigations:** A criminal background check shall be made on all applicants applying for any position involving the handling, storing, preparing for transport, and/or transport of hazardous materials. The criminal background check shall be made about convictions of misdemeanors and felonies only.

**Proof of Citizenship & Right to Work:** All applicants applying for any position involving the handling, storing, preparing for transport, and/or transport of hazardous materials for GetGo Transportation Co., LLC shall be required to provide either proof of U.S. citizenship or proof of their legal right to work in the United States.



**Driving Qualifications and Hiring Standards (motor carrier specific):**

GetGo Transportation Co., LLC's driver qualification and hiring procedures shall be in compliance with all applicable state and federal regulations and meet the organization's security standards. Applicants shall not be considered for employment as drivers by this company unless they meet the following minimum requirements.

**Persons applying for the position of driver must:**

- Meet our minimum age and experience requirements.
- Have a driving record that is in line with GetGo Transportation Co., LLC's standards about preventable motor vehicle accidents and violations of motor vehicle laws (all past driving information provided by applicants shall be verified).
- Be able to read and speak English sufficiently as required by §391.11(b)(2).
- Be physically qualified to drive a company vehicle.
- Possess a current and valid commercial driver's license of the correct type and with the proper endorsements.
- Not be disqualified to drive a commercial motor vehicle under the rules set forth in §391.15.

All applicants applying for the position of driver with GetGo Transportation Co., LLC shall submit an accurate, complete, signed, and dated application for employment.

The driver qualification and hiring process **shall not** continue until all information on the application has been verified as true and accurate.

An inquiry into the driving record during the preceding 3 years (10 years for positions requiring a CDL) shall be made for every driver applicant. The inquiry shall be made to the appropriate agency of every state in which the applicant held a motor vehicle operator's

license or permit. The driver qualification and hiring process **shall not** continue until all driving record information for the preceding 3 years (10 years for positions requiring a CDL) has been verified as true and accurate.

An investigation into the employment record during the preceding 3 years (10 years for positions requiring a CDL) shall be made for every driver applicant.

**Driver applicants shall provide accurate and complete previous and current employer information upon request, including but not limited to:**

- Names and addresses of previous employers



- Names and titles of previous supervisors and dispatchers
- Phone numbers or other contact information for both above

The driver qualification and hiring process **shall not** continue until all previous employer information for the preceding 3 years (10 years for positions requiring a CDL) has been verified as true and accurate.

An investigation into the drug and alcohol history about previous employers shall be made for every driver applicant per §40.25.

The driver qualification and hiring process **shall not** continue until drug and alcohol information from previous employees for the preceding 2 years has been obtained and verified.

All applicants applying for the position of driver with GetGo Transportation Co., LLC shall be given an in- person interview by responsible company personnel. In-person interviews are used to determine fit for both the applicant and the company. In addition, the in-person interview should be used to verify any gap(s) in employment, reason(s) for job or career changes, or any other important or unexplained behavior or history.

All applicants applying for the position of CDL driver with GetGo Transportation Co., LLC shall submit to a pre-employment drug screen as required by §382.301, and no driver applicant shall perform any work or activity for the company until a verified negative test result has been obtained for the applicant.

All applicants applying for the position of driver with GetGo Transportation Co., LLC shall be medically examined and certified as physically qualified to operate a commercial motor vehicle by a licensed medical examiner of our choosing.

**Criminal Background Investigations:** A criminal background check shall be made on all applicants for the position of driver. The criminal background check shall be made about convictions of misdemeanors and felonies only.

#### **Unauthorized Access:**

**External Partnerships:** GetGo Transportation Co., LLC will establish a partnership and professional working relationship with local law enforcement officials, emergency responders, and other public safety and security agencies. These partnerships will include the sharing of GetGo Transportation Co., LLC's operation, work processes, and hazardous materials stored on site or



transported. We shall provide basic information regarding its hazmat operation, locations, and potential threats.

Local law enforcement officials, emergency responders, and other public safety and security agencies will be periodically invited on-site to discuss and evaluate potential security risks, vulnerabilities, and to assist in the development or enhancement of our current security program

All suspicious activities or apparent criminal acts affecting the security of GetGo Transportation Co., LLC's interests shall be reported immediately to the proper law enforcement agencies and appropriate company officials. In addition, a detailed written report shall be made of any security-related incident.

A complete listing of emergency telephone numbers shall be provided to all dispatchers, supervisors, and managers. This list shall include the numbers for local police and fire departments, regional state police offices, the FBI, and all company managers and executives.

GetGo Transportation Co., LLC shall request an increase in off-hours law enforcement patrols to coincide with increases in national security threat risk levels.

**Information Security:** All information (electronic and hard copy) relating to the storage and/or transporting of hazardous material shall be restricted to employees on a need-to-know basis. All hazmat- related paperwork and other documentation shall be maintained and retained in a secure area with limited and controlled access.

Dispatch security procedures (motor carrier specific): All work/load assignment sheets (hard copy and/or electronic) involving the transportation of hazardous materials shall be sequentially numbered and maintained in a secure location. Access to hazardous materials load information shall be limited to operations personnel only, including dispatchers, the operation manager, and other designated employees.

Dispatch personnel are responsible for the security and proper issuance of all hazardous materials load- related work assignment documents. When providing load information to drivers, dispatchers shall review the load information to ensure that it is complete and accurate.

**For security purposes, it is extremely important that:**

- The load assignment number is clearly communicated



- Trailer numbers on all work assignments are verified
- Shippers pick up number(s) are checked and verified

In the event a trailer containing hazardous material(s) needs to be staged (for any length of time) in a terminal yard or other company facility, all load-related paperwork shall be brought into the dispatch office and maintained there until the driver is scheduled to complete his or her run. Drivers are prohibited from leaving load-related paperwork with any loaded trailer. Drivers failing to abide by this procedure are subject to disciplinary action.

All old operational, compliance-related, and hazardous materials records and documents shall be destroyed (shredded) before being discarded.

**Security Inspections:** GetGo Transportation Co., LLC is committed to providing its employees a secure work environment. We shall provide adequate measures to ensure the security of our employees, equipment, facilities, hazardous materials, and the general public. The following security guidelines cover security issues related to external and internal security inspection procedures.

#### **External Premises Security Inspections:**

**Fences, Gates, and Exterior Doors:** At facilities where perimeter fencing is in place, facilities maintenance personnel will be responsible for establishing and following a written schedule for regular inspection of the fence and associated gate(s). Inspections will be conducted at a rate of not less than once per week. All necessary repairs shall be performed as needed.

#### **At a minimum, all perimeter fencing shall meet the following specifications:**

- Fencing shall be at least eight feet high, securely anchored, and topped with a barbed wire section angled outward at a 45-degree angle.
- Chain-link fence shall be at least nine-gauge or heavier, with openings no larger than two inches.
- The barrier should be hard to climb over or penetrate, and all fencing shall be installed in such a way so that no gaps are left between the fencing and areas where it butts up against a building.
- An adequate clearing on both sides of the barrier shall be maintained. Eliminate unnecessary gates or doors in the fencing or secure them tightly.
- Broken fences, walls, and other barriers shall be repaired immediately.





- Compliance or maintenance personnel will be responsible for developing and implementing a regular schedule of inspection.
- Possible entrances that go under the perimeter and could allow an unauthorized person to enter, such as culverts that pass under the perimeter, utility tunnels, or manholes leading into the facility shall be sealed.
- A fencing/barrier layout that prevents more than one vehicle from entering or leaving at the same time shall be created. The physical barriers (fences, concrete barriers, etc.) shall be strong enough to help prevent vehicle theft.
- When necessary, a guard shall be posted at the entry/exit points to screen all incoming and outgoing vehicles. This can be a significant deterrent and can successfully stop intruders.
- Do not store any ladders or long objects in plain view. They could be used to scale a fence or enter a building.

Any unusual or suspicious damage to fencing or gates shall be reported to the Compliance Department immediately.

Access to facilities, parking lots, and general premises shall always be confined to one designated gate or entrance point.

**All traffic entering and exiting through the designated gate/entryway shall be recorded on a daily log that notes:**

- The date and time of day
- The driver's/visitor's name
- Type of vehicle and license plate number of same
- Reason for visit
- Company representative who arranged the visit (if applicable) Records of daily traffic logs shall be retained for six months.
- 

Facilities maintenance personnel will be responsible for ensuring areas adjacent to both sides (inside and outside) of the fence are properly maintained and remain completely clear of trash, debris, and all plant life (weeds, shrubs, and bushes).

Fence lines shall be kept free of debris or other objects (such as trees, pallets, or skids) that could be used to allow entry over the fence.

All exterior doors of any company building that open to the outside of the fenced perimeter shall always remain locked, including evening hours, weekends, and holidays. In all cases, such doors are not to be used as main entrances or exits



and should be marked accordingly.

**Terminal Security Signs:** A security/warning sign shall be posted on all exterior doors and entryway gates. All signs used for security purposes shall be conspicuously posted, clearly readable, and easily understood.

Signs posted at gate(s) of fenced terminal areas should read as follows:

**NOTICE**

**NO ADMITTANCE - UNAUTHORIZED PERSONS OR VEHICLES NOT ALLOWED BEYOND THIS POINT - VIOLATORS WILL BE PROSECUTED**

Signs posted on fencing shall be placed at intervals of not less than 200 feet, and shall read as follows:

**NO TRESPASSING**

Signs posted at the entrance of unfenced terminals should read as follows:

**PRIVATE PROPERTY NO TRESPASSING**

Signs posted on building and terminal exterior doors shall read as follows:

**PRIVATE BUILDING UNAUTHORIZED PERSONS PROHIBITED FROM ENTERING**

**Exterior inspection procedures:** Compliance, operations, or maintenance personnel will be responsible for establishing and following a written schedule for regular exterior premises security inspections. Exterior inspections will be conducted at a rate of not less than twice daily (early morning and late afternoon).

**Each yard check will be recorded and contain the following information:**

- The date and time of day of the exterior premise's inspection
- All loaded trailer numbers
- All empty trailer numbers
- All docked trailer numbers (if applicable)
- All parked/idle tractor numbers (motor carrier operation)

Every vehicle shall be accounted for. Any vehicle discovered during an exterior inspection that cannot be identified shall be physically checked, investigated, and identified.



Any unauthorized persons discovered during any exterior security inspection shall be investigated, reported to the local police and appropriate company official, and/or escorted off the premises.

Loaded trailers containing hazardous materials cargo shall be sealed with a barrier-type seal, heavy-duty lock, and always fitted with a king pin lock while staged at any company facility. Records of exterior security inspections shall be retained by GetGo Transportation Co., LLC for six months.

**Exterior security lighting:** Facility exteriors, grounds, and parking lots shall be well lighted by automatic security lighting devices which may include:

- Dusk-to-dawn mercury lighting
- Motion sensing/detecting floodlights
- Automatic timer activated exterior lighting

**Exterior security lighting shall be directed downward and away from buildings. This will help prevent glare and will ensure the grounds are visible from inside the terminal.**

**In addition:**

- Perimeter lighting shall be installed so that the cones of illumination overlap. This will help eliminate areas of darkness and shadow.
- Exterior security lighting shall be controlled by an automatic photoelectric cell. This will prevent human error and will ensure that the lighting is activated every time.
- All exterior lighting shall be secured in vandal/weather resistant housing.

Exterior security lighting shall be so enough as to illuminate the entire building exterior and surrounding grounds (including all areas of possible concealment), and to permit easy detection of any unauthorized intruder or trespasser.

Exterior security lighting shall be inspected at a rate of not less than once per month.

**Doors, Windows, and Entryways:** Exterior doors, windows, and other entryways shall be inspected and maintained according to the following procedures.

All exterior doors shall be secured with heavy duty dead bolt-type locks.

All exterior doors shall be equipped with handle-key locks that must be opened



and closed with a key and shall always remain locked to prevent easy access by unauthorized persons. In addition, the door locks shall not be keyed alike (no one key shall open more than one exterior door).

All keys to door locks shall be maintained in the terminal key control file. This file shall be controlled by responsible Compliance or Operations personnel. Issuance of exterior door keys shall be restricted to designated personnel.

All exterior windows shall be secured with locking devices that can withstand efforts to pry or force the window open.

All exterior doors and windows shall be inspected at a rate of not less than once every three months.

**Hazardous Materials Storage Security:** All hazardous materials are stored in a locked and secured area with limited and controlled access. Authorized employees only shall be allowed access to hazardous materials storage areas and will be required to sign in and out.

Periodic inventories of all hazardous materials on site will be conducted. Any shortages or discrepancies discovered shall be investigated and/or reconciled immediately.

**Visitor, Vendors, and Suppliers Security:** All visitors, customers, vendors, and suppliers visiting GetGo Transportation Co., LLC shall be directed to park their vehicles in the employee parking lot designated as "Visitor Parking." Vendors and suppliers needing to make deliveries or pickups) shall be escorted to the appropriate pick up/delivery area by the

responsible receiving/shipping personnel. Once the pickup or delivery has been completed, the vendor/supplier shall be escorted off company grounds. At no time shall any vendor or supplier to this company be left unaccompanied.

**Main entrance guidelines:** A single point of entry shall be designated for all general visitors to the facility. All general visitors and customers shall be required to register with the on-duty receptionist or other on-duty company employee upon arriving. Under no circumstances will a visitor to GetGo Transportation Co., LLC be allowed access without first registering at the designated entrance.

**A written log shall be maintained for all general visitors to GetGo Transportation Co., LLC. The written log shall include:**

- The name of the visitor and company he or she represents



- The date and time of arrival
- Who approved or arranged the visit
- The purpose for the visit
- The date and time of departure

The written log shall be maintained for 12 months.

**General visitor guidelines on-premises procedures:**

**After registering, and depending on the reason for the visit, the visitor shall be either:**

- Escorted to the appropriate area of GetGo Transportation Co., LLC by the responsible company employee (a copier repairperson being escorted to the broken copier in operations for example)
- Met by the company employee who arranged the visit in the reception area and escorted to his or her office or workstation.

Once the work/visit has been completed, the visitor shall be escorted off company grounds.

**At no time shall any visitor to GetGo Transportation Co., LLC be left unaccompanied or unescorted.**

**Employee and Visitor Parking:** Employees and visitors shall park only in areas specifically designated Employee Visitor Parking. Unauthorized parking near or in a loading/unloading dock or platform is strictly prohibited.

GetGo Transportation Co., LLC shall be responsible to ensure employee parking areas are adequately lighted and secure.

**Loitering on Company Property:** GetGo Transportation Co., LLC has adopted a no loitering plan. Loitering in company buildings/terminals and on company grounds by any person(s), including employees, is prohibited.

Managers and supervisors shall be instructed to confront and question any person(s) observed loitering on company property.

Employees (such as drivers waiting for dispatch or other employees on break) may congregate in designated areas only. See your supervisor for locations of break/lunchroom facilities.

**Third-Party Guard Service:** In some cases (company facilities located in high-crime areas for instance) managers shall have the responsibility for the employment of adequate security guard service protection.



Where a third-party guard service is used (guard stationed at a facility's gate or entranceway), a detailed list of security instructions, procedures, and responsibilities shall be furnished by the terminal manager or responsible compliance department representative.

### **Enroute Security (shipper specific) Qualifying Motor Carriers**

**Before GetGo Transportation Co., LLC uses any motor carrier for the purposes of transporting hazardous materials; each carrier shall be qualified as follows:**

- The carrier's current safety rating shall be considered, including a detailed review of all relevant safety-related data as found in the carrier's detailed profile summary report, including:
  - The carrier's current safety rating (carriers must maintain a SATISFACTORY rating)
  - Recent compliance review/audit data; and
  - A review of all data found in all four Safety Evaluation Areas (SEAs).
- All carriers must submit information regarding their driver/employee hiring, screening, and review process. Carriers will be responsible for ensuring their drivers remain qualified through a process of **annual review** and will be asked to provide verification documentation of same.
- At a minimum, carriers must demonstrate they **have** in place an appropriate and thorough background investigation process for all drivers, that, at a minimum, includes:
  - Previous employer inquiries
  - Driving records review
  - Criminal conviction investigations

Before loading any hazardous material, the identity of the driver and motor carrier shall be verified.

**Drivers will be asked to produce photo identification and current operator's or commercial driver's license (CDL), and the carrier shall be contacted to verify the:**

- Driver's name and license number
- Tractor/truck number
- Trailer number

In addition, before loading the driver shall be asked the name of the cargo's consignee and destination. The information provided shall be confirmed with the company's records before releasing any hazardous materials shipment.



After loading activity for hazardous materials cargo has been completed, GetGo Transportation Co., LLC shall ensure that the trailer is sealed with a company-issued barrier-type seal. All seal numbers, along with the date and time, shall be recorded in the presence of the driver on all shipping documents.

**Point-of-Origin Driver Security Procedures:** Upon arrival at the hazmat load's point of origin, all drivers shall check in with the responsible shipping personnel to notify them of arrival and to provide picture proof of identity. Drivers will also be expected to produce their current operator's or commercial driver's license (CDL). While at the shipper, drivers shall follow the loading instructions and obey all customer safety and security rules and procedures.

At the designated loading location (assigned dock door), the driver shall secure the vehicle. No company vehicle will be left unattended until the driver is confident the vehicle is secured from moving.

**Shipper Load & Count:**

In the event a driver is scheduled to pick up a trailer pre-loaded with hazardous material(s), he or she shall verify:

- The load's shipping papers
- Seal numbers
- Trailer number

**Under no circumstances shall a driver be allowed or permitted to break a seal on a pre-loaded trailer or a trailer moving under a shipper's load and count provision. These guidelines apply to outbound loads as well as loads being picked up and returned to a terminal or spotting/staging area.**

In the event of a live load, drivers are expected to supervise the entire loading process. Drivers are responsible to make sure no unauthorized or unscheduled cargo is loaded on any trailer.

When all loading activity has been completed, drivers are responsible for making sure the cargo is secure and to check the bill of lading or the delivery manifest to ensure cargo count is accurate.

**Once drivers are satisfied that the cargo matches the shipping papers, they shall:**

1. Close the trailer doors and witness the shipper sealing of the trailer
2. Record the seal number(s) on the shipping papers
3. Have the shipping papers signed by the responsible shipping personnel before leaving



4. Contact their supervisor/dispatch to verify all pertinent load-related information and the loading process has been completed

If a discrepancy is found between the cargo and bill of lading or shipping manifest, drivers shall contact their supervisor immediately for instructions.

In the event the shipper fails to supply a seal, drivers are required to use a company-issued seal. Seals can be obtained from any company supervisor. Drivers are required to use their padlocks to provide additional cargo security for all loads containing hazardous materials. However, if using a padlock would cause any damage to the trailer door seal, attempts to use the padlock should not be made.

**Before leaving any shipper, drivers shall make a thorough visual observation of their immediate surroundings and report any unusual or suspicious activity to their supervisor immediately.**

#### **Hazmat Enroute Standard Security Operating Procedures:**

**Drivers, together with their supervisor/dispatcher, shall prepare and execute trip plans for all hazardous materials movements that list which include:**

1. Routing schedules that avoid highly populated areas, bridges, and tunnels when possible
2. Fueling and break locations (including approximate dates and times for same)
3. Dates and times of daily/routine check calls
4. Estimated times of arrival to stop offs and destination

These trip plans shall also include potential alternate routes and acceptable deviations.

For all hazardous materials movements, drivers shall minimize stops enroute. Proper execution of thorough trip plans will help reduce the need for unnecessary or unplanned stops.

In the event a load containing hazardous materials need to be staged at a company terminal or facility while enroute, it shall be stored in a secured (fenced in) location with limited and controlled access.





When deemed necessary (for high hazard materials), GetGo Transportation Co., LLC will consider either the use of a team driver operation, or a security guard or escort service.

**Enroute Driver Security Guidelines & Procedures:** Dispatch/Operations shall make every effort, such as working with consignees, to arrange hazardous materials delivery schedules that minimize in-transit down time. In most cases, this means that dispatch will schedule loads for delivery as early as possible based on drivers' available hours and the consignee's receiving hours of operation.

While in transit, drivers are **prohibited** from discussing information related to their load, route, or delivery schedule with any person(s) other than authorized company officials. Drivers failing to abide by this plan are subject to disciplinary action up to and including termination of employment. Drivers are to report any suspicious activity (including load-related inquiries from strangers) to their supervisors immediately.

Drivers are expected to take all reasonable and responsible precautions to prevent damage to company vehicles and theft of hazardous material(s) cargo while in transit.

For personal protection and the security of the cargo, drivers are expected to park in well lit, designated truck parking locations only (such as reputable truck stops or high-traffic, major rest areas). When possible, trailers loaded with hazardous materials should be parked against a wall, fence, or other stationary/fixed object to enhance cargo security.

In all cases, drivers are required to inspect their vehicle and trailer for evidence of tampering after each stop.

Drivers shall always lock their vehicles and have all windows in the closed position while in transit (especially during all time spent in urban areas and parked at truck stops and rest areas).

When possible, dispatch shall contact receivers for the purpose of arranging secure overnight or after-hours parking for drivers who can legally arrive at their destinations ahead of schedule.

Drivers are expected to maintain regular communications with GetGo Transportation Co., LLC while in transit. Any incident of drivers failing to check in when required shall be assumed by the company to be suspicious and highly irregular. Immediate action shall be taken in such situations. Drivers are



expected to fully understand this procedure and make every effort to maintain regular contact and communication with dispatch.

**Hijack or Cargo Theft Driver Guidelines:** Drivers who fall victim to vehicle hijackers or cargo thieves are instructed to notify local police as soon as possible. Once the proper authorities have been notified, drivers are required to contact an appropriate company official and follow all subsequent instructions.

Drivers are prohibited from picking up and transporting any unauthorized person. In the event of an attempted vehicle hijacking or cargo theft situation while the vehicle is in motion, GetGo Transportation Co., LLC has adopted a NO STOP plan. Drivers who believe a vehicle hijacking is, or may be, in progress, are instructed to keep the vehicle moving as responsibly as possible until the attempt has ceased, and/or the authorities have been notified. However, in any hijack situation, drivers should use their own good judgment (whether to stop or keep moving) based on the degree to which they feel their personal safety is at risk. Nothing our drivers do is worth getting hurt over.

**Stop Off/Destination Driver Security Procedures:** Upon arrival at the destination or stop off, drivers shall check in with the responsible receiving person(s) to notify them of arrival, show picture proof of identity, and receive unloading instructions. Drivers shall follow receiver's unloading instructions and obey all customer plant safety and security rules and procedures.

Once permission to unload has been given, the driver shall proceed to the unloading location (assigned receiving dock door) and secure the vehicle. No company vehicle shall be left unattended until the driver is satisfied that the vehicle is secure from moving.

The driver, along with a responsible receiving employee, shall verify delivery, inspect the trailer seal(s), match the seal number(s) with those on the shipping papers, break the seal(s), open and secure the trailer doors, and inspect the cargo. Once both the driver and receiver are satisfied, the driver shall back the trailer and secure the vehicle.

Drivers shall supervise the unloading process. In the event of cargo damage, overage, shortage, or any other discrepancy, drivers shall contact their supervisor immediately for instructions and to report the cargo claim incident.

After the unloading process has been completed, the driver shall get the appropriate paperwork signed by the responsible receiving employee and contact dispatch for the next assignment or instructions. Please sign and date the receipt of the Hazardous Materials Security Plan on the next page.