

APPLICATION – Summary of contents

**MOTOR COMMON CARRIER OR MOTOR CONTRACT CARRIER OF
HOUSEHOLD GOODS**

Secretary, PA Public Utilities Commission

400 North Street, 2nd Floor

Harrisburg, PA 17120

Dear Sir or Madam,

Enclosed is an application for MOTOR COMMON CARRIER OR MOTOR CONTRACT CARRIER OF HOUSEHOLD GOODS along with supporting documents and application FEE payment.

Enclosed –

\$350 Money Order

Application for Motor Common Carrier or Motor Contract Carrier of Household Goods

Business Plan of Applicant for Motor Carrier

Applicant work History

“Certification of Compliance with Driver License Requirements”

“Drug and Alcohol Testing Programs and Substance Abuse Policies”

Purchased Assets – Equipment list

Insurance coverage proposal – containing umbrella and individual coverages and limits

Financial statements, cash flow and income projections.

Safety Manual

Please contact me should you have any questions or need any additional material.

Goodrich Moving Services LLC

Lonnie Goodrich – member, owner

#484-447-2582

lonnie@bekintransferandstorage.com

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PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

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Secretary
Pennsylvania Public Utility Commission
400 North Street, Second Floor
Harrisburg, PA 17120
(717) 772-7777
www.puc.pa.gov

Revised 7/9/15

MAR 11 2016

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Application for Motor Common Carrier or Motor Contract Carrier of Household Goods in Use.

THIS APPLICATION IS REQUIRED TO REQUEST A CERTIFICATE OF PUBLIC CONVENIENCE (FOR COMMON CARRIERS) OR PERMIT (FOR CONTRACT CARRIERS) TO OPERATE AS A COMMERCIAL CARRIER OF HOUSEHOLD GOODS IN USE.

1. **Legal Name of Applicant** (Individual, Partnership or Corporation)

Goodrich Moving Services LLC

- If you are an individual who has not formed any type of corporate entity, you should enter your name **as it will appear on your insurance documents**.
- If you are filing for a partnership, but **not a limited liability partnership**, the names of all partners must be entered on this line. Those names should be entered **as they will appear on your insurance documents**. This includes husbands and wives filing jointly.
- If you are filing for a corporate entity (corporation, limited liability company, or limited liability partnership), **even if you are the sole shareholder member**, you must enter the name **exactly as it appears on the registration papers from the Corporation Bureau of the Pennsylvania Department of State**.

2. **Trade Name** (Attach a copy of fictitious name registration if applicable)

This is any name which you will be operating under which differs from the **LEGAL NAME OF APPLICANT**. A **TRADE NAME** is considered a **FICTITIOUS NAME** if the identity of the applicant cannot be readily determined. *EXAMPLE: John Doe is the applicant and wants to use the name "Johnboy Trucking" as his trade name. People cannot readily determine that John Doe is the actual operator; therefore, the name is fictitious and must be registered as such. Trade names such as "John Doe Trucking" or "J. Doe Trucking" are not considered fictitious and would not have to be registered.*

3. **Do you currently hold PUC Authority?** **NO** **Previous Authority?** **NO**

If **YES**, at PUC No. A-_____

4. **Are you a business entity registered with the PA Department of State?** **NO**
If **NO**, you must register (see checklist on how to register)

If **YES**, provide your **PA Corporation Bureau Entity ID Number** 6359242
(see checklist and indicate type of business entity registered)

5. **Physical Address** (do not use PO Box)

201 Windsor Road
 Street Address

Pottstown PA 19464
 City, State and Zip Code

610-495-6200 Montgomery
 Telephone Number County

The address entered here should reflect the actual location of the business. This is the address the Commission needs in order to dispatch Enforcement Officers to inspect equipment.

6. **Mailing Address** (if different from Physical Address)

201 Windsor Road
 Street Address

Pottstown PA 19464
 City, State and Zip Code

This is the address to which the Commission will send all official documents issued by the Commission. If left blank, it will be assumed that the **MAILING ADDRESS** is the same as the **PHYSICAL ADDRESS**.

7. **Attorney** (if applicable)

N/A
 Attorney's Name & Telephone Number for this Filing

 Attorney's Address

An attorney's name should only be entered if an attorney is filing the application for a client and the application is being sent under the attorney's cover letter.

8. **Does applicant hold interstate operating authority?**

No Yes, at No. _____

9. **Describe the service area proposed by this application.**

(Use the space below or attach additional sheet if space provided is not sufficient).

To and from all parts of Pennsylvania for the purpose of transport as a common carrier of household goods.

Examples:

- To transport as a common carrier, household goods in use between points in Mercer County.
- To transport as a contract carrier for the XYZ Company, household goods in use, from points in Elk County to points in PA.

10. **Certification:**

Applicant certifies that it is not now engaged in unauthorized intrastate transportation for compensation between points in Pennsylvania and will not engage in said transportation unless and until authorization is received from the Pennsylvania Public Utility Commission.

Applicant further certifies that it understands the requirements of the Pennsylvania Public Utility Commission, especially as they relate to safety and insurance and that it may be subject to civil penalties, suspension or cancellation of the Certificate for failure to comply with Commission requirements.

Applicant further certifies that it understands that it is subject to an annual assessment based upon its reported gross Pennsylvania intrastate revenues; said assessment to help defray expenses incurred in regulating Motor Common and Motor Contract Carriers of Household Goods in Use; and acknowledges that failure to report revenue and pay its annual assessment may result in civil penalties, suspension or cancellation of the certificate.


Verification of Application

I/We hereby state that the statement(s) made in this application is/are true and correct to the best of my/our knowledge and belief.

The undersigned understands that false statements herein are made subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities.

Lonnie Lee Goodrich

(Print Name)

 member

(Signature) 3/11/2016
(Date)

The verification of the application must be completed by the applicant appearing on Line 1 of the application by the named individual, all partners if a partnership, a member (if a limited liability company), or by the President or Secretary (if a corporation).

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF CORPORATIONS AND CHARITABLE ORGANIZATIONS
401 NORTH STREET, ROOM 206
P.O. BOX 8722
HARRISBURG, PA 17105-8722
WWW.CORPORATIONS.PA.GOV

Laird, Andrew C
360 W Main Street
Trappe PA 19426

Goodrich Moving Services LLC

THE BUREAU OF CORPORATIONS AND CHARITABLE ORGANIZATIONS IS HAPPY TO SEND YOU YOUR FILED DOCUMENT. THE BUREAU IS HERE TO SERVE YOU AND WANTS TO THANK YOU FOR DOING BUSINESS IN PENNSYLVANIA.

IF YOU HAVE ANY QUESTIONS PERTAINING TO THE BUREAU, PLEASE VISIT OUR WEBSITE LOCATED WWW.CORPORATIONS.STATE.PA.US/Search/CorpSearch OR PLEASE CALL OUR MAIN INFORMATION TELEPHONE NUMBER (717)787-1057. FOR ADDITIONAL INFORMATION REGARDING BUSINESS AND/OR UCC FILINGS, PLEASE VISIT OUR ONLINE "SEARCHABLE DATABASE" LOCATED ON OUR WEBSITE.

ENTITY NUMBER : 6359242

Lonnie Lee Goodrich
Member, owner 100%, President
35 Stacy Dr
Barle PA 19504
484-447-2582

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SECRETARY'S BUREAU

BUSINESS PLAN OF APPLICANT FOR MOTOR CARRIER AUTHORITY

THE FOLLOWING INFORMATION IS REQUIRED BY THE COMMISSION TO DETERMINE THE APPLICANT'S FITNESS TO OPERATE. STATEMENTS SHOULD BE TYPED OR PRINTED. ILLEGIBLE STATEMENTS WILL DELAY YOUR APPLICATION.

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PUC Application Docket No.			
Goodrich Moving Services LLC			
Legal Name of Applicant			
DBA - Bekins Transfer and Storage			
Trade Name, if any			
201 Windsor Road	Pottstown	PA	19464
Street Address (principal place of business)	City or Municipality	State	Zip Code

This document is a business plan, or your proposal for providing the transportation service for which you are making application. Prior to deciding to make application for operating authority from the Public Utility Commission, you likely gave much consideration to the manner in which you would operate the business in order that you could provide satisfactory service to your customers and so that you could make a reasonable profit. As part of the application process, you must provide the Commission with your proposal to provide the transportation service.

You are encouraged to provide as much information as possible to fully explain your plan. If you fail to provide sufficient information about the subjects listed below, it may cause the review of your application to be delayed until you provide the necessary information. If you need more space to provide your explanation, please attach additional pages that list the appropriate item by number.

1. Identify the person providing the information by giving your name and indicate whether you are the owner, employee, officer, or attorney for the applicant.

Lonnie Lee Goodrich, member, owner 100%

2. List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.

N/A

3. Describe the applicant's business experience, particularly any experience relating to the operation of a transportation service. An explanation of education or training that you believe may be relevant may also be included.

* - Work history Attached *

19 years experience in Household Goods Moving & Storage.

2 years Dispatch

5 years outside Sales

1 year Sales Manager

8 years Operations Manager

3 years Vice President

4. Describe the the physical location, to include the office area, office machines that will be used, and where vehicles will be stored. Household goods in use carriers should include a description of their storage facilities, if applicable.

201 Windsor Road, Pottstown PA 19464

30,000 sqft bld with containerized VACUUM Storage.

- 28,000 sqft whse space, Alarmed
- 2,000 sqft office space with 9 office workstations
 - Computers, copier, FAX, scanner, server
- plenty of truck parking & employee parking

5. In regard to your communication network, please explain how you will receive customer requests for transportation, how you will dispatch the vehicles to fulfill the request, and continuous communication with drivers.

- Customers can call, email or reach us through our website.
- Customers are provided an in home written estimate.
- drivers are dispatched from our location
- All drivers are required to have mobile phones for communication.

6. Please explain:

- a. Your hiring standards for drivers;

- Complete Application
- Valid driver license
- MVR Run
- Background check
- preemployment drug screen

- b. Your system to ensure prospective drivers will be subject to a criminal background check;

- Every driver must pass a background check & be certified by our affiliated vanline prior to being hired.

- c. Your driver training program;

- In house 1 day orientation followed by on the job training as well as routine training as needed.

- d. Your system for ensuring that your drivers are properly licensed at all times;

- MVR run prior to being hired, driver acknowledgment of change of status notification & yearly MVR checks. attached *

- e. Your system to ensure that all drivers will be subject to a criminal background check every two years; * safety program attached

- Whittow / Belkins Vanline Safety department requires updated checks every 2 years - drivers are debarred until recertification is met.

- f. Your policies regarding alcohol and drug use by your drivers.

- we follow FMSC regulations with respect to drug and alcohol as well as participate in mandatory random testing.

* Policy Attached

7. Please state the number of vehicles you plan to use in your business and why that number is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below. Taxicabs and limousines may not be used if the vehicle's age is greater than eight model years.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY</u>	<u>VEHICLE ID #</u>
* Equipment List Attached				

8. Describe your vehicle safety program. Please include the following in your explanation:

a. Your periodic vehicle maintenance plan:

- DOT & State inspected 2x per year
- Daily MURS are completed & monitored for needed repairs

b. Your system for ensuring your vehicles will continuously comply with Pennsylvania's inspection standards and the Commission's equipment standards:

- DOT & State inspected 2x per year
- Drivers complete daily VCR reports & monitor needed repairs

c. If applying for Taxi or Limousine Authority, explain how vehicles will be replaced once they are greater than eight model years in age:

N/A

d. If applying for Household Goods Authority, explain how it will be ensured that vehicles meet all USDOT equipment standards.

- DOT inspected 2x per year
- Drivers complete daily VCR reports & our fleet manager monitors mileage & need for repair.

9. As proof that an effort has been made to determine that insurance is affordable, list the name and phone number of insurance agents you have contacted and the prices of premiums they have quoted.

Bill Smith - Beneficial Insurance Services # 215-925-7656
1818 Market St
Philadelphia PA 19103

* Insurance proposal attached

10. Criminal Record. Has the applicant* been convicted of a misdemeanor or felony for which applicant remains subject to supervision by a court or correctional institution? YES ___ NO X

*If applicant is a partnership, limited partnership, limited liability partnership, limited liability company, or corporation, this question applies to all partners, members, shareholders and corporate officers. In the event that the answer is yes for one of those individuals, a separate page identifying the individual and stating relevant information should be attached.

11. Financial Data. In addition to demonstrating your technical fitness, you must also demonstrate that you possess the financial fitness to provide the proposed transportation service. You may use the "Statement of Financial Position" which follows this page or supply a balance sheet prepared by an accountant. You need only provide the applicable information. Please feel free to also provide clarification information with your "Statement of Financial Position", which explains why you believe you have sufficient funds to ensure your transportation business can provide reliable service to the public in a safe manner. **PLEASE NOTE: COMMISSION REGULATIONS REQUIRE THAT PARTNERSHIPS, LIMITED PARTNERSHIPS, LIMITED LIABILITY PARTNERSHIPS, LIMITED LIABILITY COMPANIES, AND CORPORATIONS MUST FILE A CURRENT INCOME STATEMENT.**

Statement of Financial Position (Balance Sheet)

As of (date) 3/10/16

ASSETS

Current Assets

Cash	<u>100,000</u>	
Other Current Assets (specify)	<u>30,000</u>	van line inspection

Other Assets

Motor Vehicle Equipment	<u>100,000</u>
Building and Structures	<u>0</u>
Office Equipment	<u>30,000</u>
Investments and Funds (specify)	<u>0</u>
Goodwill of company	<u>520,000</u>

TOTAL ASSETS 780,000

LIABILITIES

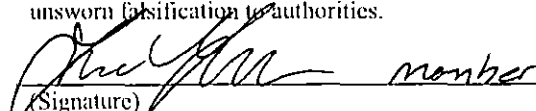
Current Liabilities (Due within one year of date)	40,000	
Long Term Liabilities (Due after one year of date)	425,000	
TOTAL LIABILITIES		<u>465,000</u>

NET WORTH / OWNER'S EQUITY (Subtract total liabilities from total assets) 315,000

* Financials & projections Attached

Verification of Statement

The undersigned deposes and says that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief. The undersigned understands that false statements herein are made subject to penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.

 member
 (Signature)

3/10/16
 (Date)

Lonnie Goodrich, owner, member
 (Name and Title, printed or typed) Goodrich Moving Services LLC

Lonnie L. Goodrich

Lsgoodrich02@gmail.com • 35 Stacy Dr., Barto, PA 19504 • 484-447-2582

Objectives

It is my objective to demonstrate that I possess the industry experience and skills necessary to effectively run a profitable Moving and Storage Company. Additionally, it is my intent to secure the needed financing to facilitate the purchase of an existing Moving and Storage Company.

Education

Kutztown University

1995 Bachelor of Science

Business Administration - Concentration in Economics

Experience

Cabot Corporation | Boyertown, PA

Receiving Manager - 1/1996 – 11/1996

Morgan Moving and Storage - | Pottstown, PA

Agent for North American Van Lines and STI Specialty Transport.

3.5 Million in annual revenue 2012

Operations Assistant - 01/1997 – 03/1998

Daily planning, scheduling and dispatch of drivers and crews.

Residential and Account Sales - 03/1998 – 10/2004

Successfully secured consumer and account customers – consistently ranked top 10 nationally

2000 Consumer Salesperson of the year - \$723,000 in COD sales

Sales Manager 2002 – 2004

Management and continued training of company salesforce

Operations, Project and Sales Manager 10/2004 – 05/2013

Successful management of all aspects of the company, facilities and equipment –

Responsible for 65+ employees, 8 owner operators and 25,000sqft of warehouse space.

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Lonnie L. Goodrich

• • •

L & J Transportation Companies, Inc. | Pottstown, PA - Temple, PA – Clayton, NC
DBA – L & J Moving and Storage – Morgan Moving and Storage – L & J Logistics
Agents for: North American Van Lines – CRST – STI
8.2 million in annual revenue - 2014

Vice President of Operations *05/2013 – Current*

Successful management of all operational aspects of the company, facilities and equipment –

Responsible for 150+ employees, 17 owner operators, 100+ pieces of equipment, 3 locations and a combined 75,000sqft of warehouse space.

Accomplishments – *Growth, Safety, Customer Service and Quality of service.*

- Integration of 2 existing companies, systems, workforce, policies and best practices.
- Startup location opened in Clayton, NC tracking to show a profit in its second year in operation
- 300% increase in capacity in our equipment and labor force – recognized in 2014 and 2015 for the largest increase in hauling revenue by North American Van Lines
- 2014 and 2015 - #1 COD consumer single and multi-agent location booker
- 300% increase in warehouse and distribution project volume 2013-2015 – I personally acquired these accounts and implemented operational procedures to ensure our continued success with newly acquired accounts.
- Recognized by North American Van Lines as having the lowest CSA safety score in the network.
- Continual hiring and training with a focus on customer service and quality during a period of unprecedented growth.

Skills

- 19 years of experience in the Moving and Storage industry, having worked and excelled in nearly every facet.
- I would challenge anyone to find an individual more motivated and qualified in this industry than me to take the next step towards ownership of a Moving and Storage Company.

References

Professional –

Robert Morgan – Previous employer and former owner of Morgan Moving and Storage

- Contact information available upon request

Personal –

Ronald Max – Retired Captain of the Allentown Police Force and former father in law.

- Contact information available upon request



PARTNER COMPANIES

Certification of Compliance with Driver License Requirements

8010 Castleton Road | Indianapolis, IN | 46250
317.849.7900 | 800.932.7799 | fax: 317.570.4632
www.wheatonworldwide.com | www.bekins.com

MOTOR CARRIER INSTRUCTIONS

The requirements in Part 383 apply to every driver who operates in intrastate, interstate or foreign commerce and operates a vehicle weighing 26,001 pounds or more, can transport more than 15 people, or transports hazardous materials that require placarding.

The requirements in Part 391 apply to every driver who operates in interstate commerce and operates a vehicle weighing 10,001 pounds or more, can transport more than 15 people, or transports hazardous materials that require placarding.

DRIVER REQUIREMENTS

Parts 383 and 391 of the Federal Motor Carrier Safety Regulations contain some requirements that you as a driver must comply with. They are as follows:

1. Possess only one license

You, as a commercial vehicle driver, may not possess more than one motor vehicle operator's license.

2. Notification of license suspension, revocation or cancellation

Sections 391.15(b)(2) and 363.33 of the Federal Motor Carrier Safety Regulations require that you notify your employer the NEXT BUSINESS DAY of any revocation or suspension of your driver's license. In addition, Section 363.31 requires that any time you violate a state or local traffic law (other than parking), you must report it within 30 days to: 1) your employing motor carrier, and 2) the state that issued your license (if the violation occurs in a state other than the one which issued your license). The notification to both the employer and the state must be in writing.

The following license is the only one I will possess:

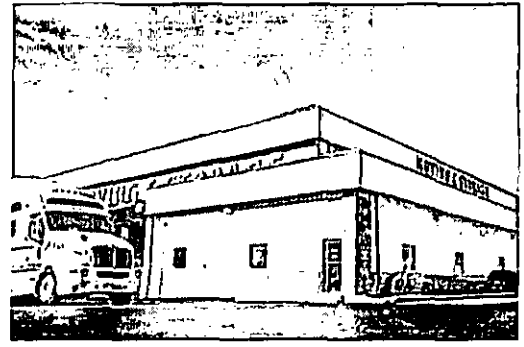
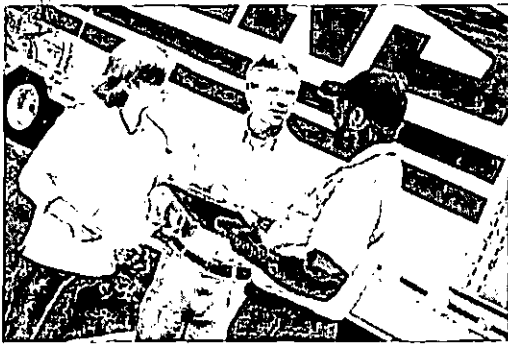
License # _____ State _____ Expiration date _____

DRIVER CERTIFICATION

I certify that I have read and understood the above requirements.

Printed name _____

Signature _____ Date _____



Drug and Alcohol Testing Programs *and Substance Abuse Policies*

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**DESIGNATED EMPLOYER REPRESENTATIVE (DER) CONTACT INFORMATION
FOR QUESTIONS ABOUT DRUG AND ALCOHOL POLICY, TESTING, AND RESULTS:**

Driver Qualification Supervisor

Toll free: 800-932-7799, ext. 388

Direct line: 317-558-0388

Email: keith_webb@wvlcorp.com

PREFACE

The federal government has recognized the negative impact of substance abuse by drivers and as a result the Federal Highway Administration (FHWA) has issued regulations that require Wheaton Van Lines, Inc. and all other motor carriers to implement alcohol and drug testing programs. Wheaton will comply with these regulations and is committed to maintaining a drug-free and alcohol abuse free workplace. All drivers are advised that remaining drug free, not abusing alcohol, and remaining medically qualified to drive are conditions of continued qualification with Wheaton.

Specifically, it is the policy of Wheaton that the use, sale, purchase, transfer, possession, or presence in a driver's system of any controlled substance while on duty, on company property, engaged in company business involving safety sensitive functions, or while operating company equipment is strictly prohibited. Furthermore, the possession of alcohol or presence of alcohol in the system of any driver which is above the federally required allowable limit while on duty, on company property, engaged in company business involving safety sensitive functions, or while operating company equipment is strictly prohibited.

The purposes of the policy are:

- to establish and maintain a safe, healthy working environment
- to ensure the reputation of Wheaton Van Lines, Inc. and its drivers within the community and the industry.
- to reduce accidental injuries, absenteeism, tardiness and other work-related problems and
- to provide the opportunity for rehabilitation assistance to individuals who seek such help.

These policies and procedures are effective 1/1/95 and supersede previous policies and procedures regarding alcohol and drug testing and substance abuse policies. They are divided into six parts and represent Wheaton Van Lines, Inc. policy concerning substance abuse. These will be enforced uniformly with respect to all qualified drivers and all drivers *must read, understand, and comply with them.*

At the end of this manual is a Consent and Disclosure Statement for Drug and Alcohol Testing form that must be signed and forwarded to the Wheaton Safety Department by each qualified driver for Wheaton Van Lines, Inc. It states that the driver has read, understands, and agrees to these policies and procedures. This form also certifies that the driver gives his/her consent to be tested as required by federal law and that he/she agrees that this information can be obtained from other sources and given out to other sources with a need to know as required by federal law.

Any questions regarding the following policies should be directed to the Director of Safety in the Wheaton Van Lines, Inc. Safety Department at 1-800-932-7799.

PART 1. DEFINITIONS

"Alcoholic beverage" means substances containing alcohol. These include beer, wine, liquor and other intoxicating beverages.

"Alcohol Testing Site" means a location designated by Wheaton Van Lines, Inc. where an alcohol test can be performed. This location must be pre-approved by Wheaton Van Lines and may also be a Drug Screen Collection Site for Wheaton Van Lines.

"Applicant" means an Agency driver applicant or independent contractor who applies to become a qualified driver of Wheaton Van Lines, Inc..

"BAC" means Blood Alcohol Concentration of the tested person's blood. This is the concentration of alcohol in the bloodstream expressed as a percentage of the total volume of the blood of the tested individual.

"Collection Site" means a location designated by Wheaton Van Lines, Inc. for having a urine sample collected and forwarded for testing under our program. This location must be pre-approved by Wheaton Van Lines and may also be an Alcohol Testing Site for Wheaton Van Lines.

"Controlled Substance" means all substances listed on Schedules 1 through 5 in Section 21 of the Code of Federal Regulations and will include in addition to marijuana, cocaine, opiates, amphetamines, and pencyclidine (PCP), many other prescription drugs which cannot be taken while performing any safety sensitive function

"Qualified Driver" means an independent contractor or employee of an Agent of Wheaton Van Lines who meets the requirements set forth by Wheaton Van Lines, Inc. and the Federal Motor Carrier Safety Regulations, who has submitted adequate proof of their meeting these requirements, who has received written acknowledgment of acceptance of this proof by the Safety Department so that they will be allowed to operate under the authority of Wheaton Van Lines, Inc., and who performs safety sensitive functions under our authority.

"EBT" means Evidential Breath Testing device that is a device used for measuring the Blood Alcohol Concentration of an individual's bloodstream. This device uses a sample of the tested individual's breath to measure the BAC percentage.

"FMCSR" means the Federal Motor Carrier Safety Regulations

"Immediate Testing" means that all the driver's actions, after notification of the requirement to be tested either for alcohol or for drugs, must lead to the immediate reporting to an approved collection or testing site and submission at that site for testing. Any activity (e.g., loading, unloading, accepting a new dispatch, making a delivery, completing required paperwork, performing vehicle inspections etc.) that does not directly lead to reporting for testing should be deferred by the driver until the test is performed.

"Reasonable suspicion" means an articulable belief based on specific objective facts and reasonable inferences drawn from those facts.

"Random" means an unannounced selection of drivers from a common selection pool of all drivers. For example, to achieve a 50 percent annual testing rate among 100 covered individuals, 13 individuals could be selected for testing quarterly. All qualified drivers remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing. While it may be statistically improbable, a single individual among the 100 in the example noted above could theoretically be selected for testing on two, three, or even four occasions within a calendar year.

"Under the influence" means having the presence of a drug or alcohol at or above the level of a positive test result as prescribed by the Federal Motor Carrier Safety Regulations Section 382.

"Performing Safety Sensitive Functions" means performing, being ready to perform, or immediately available to perform any on duty status function as contained in the Federal Motor Carrier Safety Regulations. These functions will include:

- All time waiting to be dispatched or being required to be available for dispatch
- All time inspecting, servicing, or conditioning any motor vehicles
- All time behind the controls of a vehicle. (Driving Time)
- All time in or upon a motor vehicle except time spent resting in an approved sleeper berth
- All time loading or unloading a vehicle, supervising or assisting in loading or unloading of a vehicle, attending a vehicle being loaded or unloaded, or being in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- All time spent at an accident scene.
- All time repairing, obtaining assistance, or remaining in attendance of a disabled vehicle.

PART 2. DRUG TESTING

Wheaton Van Lines' Drug Testing Program complies with the Federal Motor Carrier Safety Regulations, (FMCSR) Part 382. The purpose of this program is to ensure that drivers who use illegal drugs are not allowed to drive in Wheaton service. Wheaton Van Lines will fully comply with the U.S. Department of Transportation Federal Highway Administration's Procedures for Transportation Workplace Drug Testing Program.

As required by these federal regulations, you will be tested for five (5) classes of drugs: Marijuana, Cocaine, Phencyclidine or PCP, Amphetamines, and Opiates. To submit for testing under this program, you must report to a Collection Site that must be pre-approved and certified by Wheaton's Medical Review Officer. To find your closest site or to set up a site, contact the Wheaton's Safety Department. We can also forward to you some of the **Drug Testing Custody and Control Forms** that will be needed by the collection site to perform these tests.

A. CONTROLLED SUBSTANCES

When drug testing is required under the Federal Motor Carrier Safety Regulations and the provisions of this policy, a test will be given to detect the presence of the following six drugs:

Substance

- Cannabinoids (Marijuana)
- Cocaine
- Phencyclidine (PCP)
- Opiates including Codeine, morphine and Acetylmorphine
- Amphetamines including Methamphetamines
- MDMA including MDA and MDEA

The levels that are used to determine when a drug is positive ("screening cutoff" and "confirmation cutoff"), are the standards set by the Department of Transportation (DOT) for mandated drug testing programs. The testing procedures used are immunoassay screens with GC/MS confirmation, the industry standard of HHS certified laboratories.

PRESCRIPTION DRUGS

You are allowed to use prescription drugs only in the manner, combination, and quantity prescribed while performing Safety Sensitive Functions provided that:

- It is prescribed to you, in your possession and contained in the original container
- The medication is not one that alters your ability to reason or function in a stable and safe manner
- The prescribing doctor has advised you that your use of the controlled substance will not adversely affect your ability to safely operate a commercial motor vehicle. (Section 382.213 FMCSR)

B. REQUIRED TESTING INTERVALS

The following policies will apply to Drug Testing under Wheaton's program.

PRE-QUALIFICATION TESTING

If you are a new driver or a driver who has left our service and wishes to reapply for qualification more than 30 days after your cancellation date, you will be required to take a pre-qualification drug test, as described in FMCR Section 382.301. The cost for this test will be the responsibility of the driver or agent.

REASONABLE SUSPICION TESTING

Federal Regulations (FMCSR Section 382.307) state that Wheaton shall require you to be tested upon reasonable suspicion of the use of controlled substances.

Reasonable Suspicion is when the motor carrier representative believes your actions, appearance, or conduct, are indicative of the use of a controlled substance. All costs for Reasonable Suspicion Testing will be charged back to the agent or driver.

RANDOM TESTING

A number of drivers will be selected at random and notified by the Safety Department or their Agent for random drug testing. We will attempt to notify you of this test when you are at or near a location that offers the least amount of disruption to your duty schedule. If selected, you must report immediately after notification. *Immediately means that all the your actions after notification must lead to the expeditious submission of your test specimen.* If you fail test immediately after notification, you will be considered medically unqualified and will be removed from service per Federal regulations and Wheaton Van Lines, Inc. company policy. Costs for tests performed under this section of the requirements will be charged to the driver or agent unless the tested driver has been tested more than once in that calendar year. Costs for any additional tests after the first test in a calendar year will be paid by Wheaton Van Lines, Inc.

POST-ACCIDENT TESTING

There are two situations in which you must be tested following an accident as required by section 382.303 of the Federal

Motor Carrier Safety Regulations. These are:

- If:
 1. Your accident involves injuries to any involved parties or any involved vehicle has disabling damage and...
 2. You are given a citation for a moving violation in connection with the accident.
- If you are involved in an accident that results in a fatality, regardless of whether you are issued a citation in connection with such an accident

In both of these situations **you must report for drug testing as soon as possible and within 32 hours after the accident.** Even though the investigating officers may give you a test, you must still report for testing under Wheaton's drug testing program. You are supplied with the necessary forms to have this test done. *If you are seriously injured and cannot provide a specimen at the time of the accident, you will be required to provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any controlled substances in your system.* All costs associated with these tests will be the responsibility of the agent or driver.

C. TESTING PROCEDURES

The following procedures will apply to Controlled Substance Testing.

CONSENT TO TESTING

You are required to consent to the testing as required by the federal regulations and you must sign the Consent and Disclosure Statement for Drug and Alcohol Testing

form contained in this policy manual. No one can be qualified until this form is signed and received by the Wheaton Van Lines, Inc. Safety Department.

PREQUALIFICATION TESTING

Chain of Custody forms for Pre-Qualification Drug Testing will be included with the Driver Qualification Packets you will receive from the safety department. These will be necessary to have the test performed at an approved Collection Site. To find out where the nearest Collection Site is contact the Agent Driver Qualifications Coordinator in the Wheaton Safety Department.

To schedule a test, contact the Collection Site to setup the appointment for the collection to be made. Take the Custody and Control form and after you are done, contact the Agent Driver Qualifications Coordinator in the Wheaton safety department and report the Custody and Control form number, your name and your social security number. Once we receive a negative test result, your application for qualification will be processed.

RANDOM, POST ACCIDENT, REASONABLE SUSPICION TESTING

All vehicles should have two Chain of Custody forms in the truck for controlled substance testing. These will be needed to complete the drug test and to find out where the nearest Collection Site is, contact the Agent Driver Qualifications Coordinator in the Wheaton Safety Department.

You should then contact the site and discuss directions for getting there, parking, and how soon they will be able to perform the test collection. You should not be charged a fee at the time of collection and if this becomes a problem

have the collection site personnel contact safety department.

After you have completed the test collection you must call the safety department and report the time you were tested and the Custody and Control Form number located in the upper left-hand corner of each form. If you are given two copies of this form after the test, keep the "Driver's" copy and return the "Employer's" copy to the Wheaton Safety Department.

SPECIMEN COLLECTION

You must provide an adequate sample during the collection procedure for testing under this program. If you are unable to provide this sample upon the first try, you given further instructions by the collection site personnel. **DO NOT LEAVE THE COLLECTION FACILITY UNTIL YOU ARE RELEASED.** Failure to provide a sample when required to so may result in your disqualification for refusing to test.

If you have been unable to provide a sample, you will be removed from service and instructed to contact a physician to determine why you were unable to do this. The Wheaton MRO and the Wheaton Safety Department will then review the results of this examination.

DRUG SCREEN TEST PROCESSING

The specimen collected will be shipped to Wheaton's designated certified lab for testing. There the sample will be tested for the presence of the 5 drugs listed at the beginning of this section. If the result of this test shows a possible positive test, the testing laboratory will report the results to Wheaton's Medical Review Officer (MRO). The MRO will then conduct an investigation into the reason for the results that have been reported to him and will interview you to determine if any

circumstances are involved which could have resulted in a False Positive. If the MRO determines that this was the correct result, he will then report this to us confidentially. If the MRO is unable to contact you after 5 days, the MRO will then report the result to Wheaton Van Lines, Inc. as reported to him.

D. REFUSAL TO CONSENT TO TESTING AND PENALTIES FOR POSITIVE TESTS

Upon learning that a driver has tested *positive for the presence of controlled substances*, or when the driver refuses to submit to testing, the driver will be considered medically unqualified to drive and will be immediately removed from service. Drivers failing or refusing testing under these requirements will not be considered for reinstatement. New applicants that have tested positive under these federal requirements previously for any other carrier will not be considered for qualification.

PART 3. ALCOHOL TESTING

The Wheaton Van Lines Alcohol Testing Program complies with the Federal Motor Carrier Safety Regulations, Part 382. The purpose of this program is to ensure that drivers who have Blood Alcohol Content of .02% or higher are not allowed to perform safety sensitive responsibilities in Wheaton Service. Wheaton Van Lines will fully comply with the U.S. Department of Transportation's Federal Highway Administration's Procedures for Transportation Alcohol Testing Requirements.

As required by the federal regulations, you will be tested for the presence of Alcohol in your system. This test will be a measurement of your Blood Alcohol Content or BAC. To submit for testing under this program, you will report to an alcohol testing site that has been pre-approved Wheaton Van Lines, Inc. We will assist you in determining the closest pre-approved testing site. A BAC test will be given to detect the presence of alcohol and the confirmation test will be conducted by using an Evidential Breath Testing device or EBT that measures your BAC.

The BAC levels that are used to determine a positive result and the penalties are as follows:

- **BAC of .000 to .019** – No disciplinary action
- **BAC of .020 to .0399** - You are disqualified for a minimum of 30 days
- **BAC of .040 or greater** - You are considered intoxicated by Federal Standards and disqualified for a minimum of one year

These testing levels are set by the Department of Transportation (DOT) for the DOT mandated testing and will be used by all testing centers for alcohol testing. The penalties for a positive test result are per Wheaton Van Lines, Inc. company policy and may exceed the federally required penalties.

PRE-DUTY CONSUMPTION OF ALCOHOL

You are not allowed to consume any alcoholic beverage or intoxicating substance within 4 hours of going On-Duty for Wheaton Van Lines, Inc. Furthermore, even though you may not have consumed alcohol within this prior 4 hour period, you may not report for duty or be on-duty with a BAC of .02% or greater. In addition to these requirements, Wheaton's company policies prohibit you from reporting for duty with a detectable presence of alcohol on your person.

A. REQUIRED TESTING INTERVALS

REASONABLE SUSPICION TESTING

Federal Motor Carrier Safety Regulations (Section 382) state that Wheaton Van Lines, Inc. must test you for the presence of alcohol if you have been observed by a trained individual who believes that you show signs of use immediately before or just after performing safety sensitive functions. You will be required to submit to alcohol testing when immediately after notification.

The regulations define a reasonable suspicion as when your actions or appearance or conduct are indicative of the use of alcohol. The appearance or conduct will be observed by an Agency Principal, Manager, Operations Manager,

Safety Director, Traffic Manager or other Supervisor who will submit their observations and conclusions in writing to the Wheaton Van Lines, Inc. safety department. All costs associated with these tests will be charged back to the driver or agent.

RANDOM TESTING

A number of drivers will be selected at random and if you are selected, the safety department or our agent will notify you. An attempt will be made to notify you when you are at, or near a location which offers the least amount of disruption of your duty schedule and prior to or immediately following performing safety sensitive functions. You must report immediately for testing after notification. Immediately meaning that all of your actions after notification must lead to the expeditious submission for testing. If you do not test immediately after notification, you will be considered medically unqualified and must be removed from service per the federal regulations and company policy. Costs associated with tests performed under this section of the requirements will be charged to the driver or agent unless the tested driver has been tested more than once in that calendar year. Costs for any additional tests after the first test in any calendar year that are performed under the Random Selection requirement will be paid by Wheaton Van Lines, Inc.

POST-ACCIDENT TESTING

There are two situations in which you must report for alcohol testing following an accident. These are:

- If you are involved in an accident which involves a fatality or
- If the accident involves injuries to any involved parties or any involved vehicle

receives disabling damage and in addition to the above, you are given a citation for a moving violation in connection with the accident.

In both of these situations, **you must report immediately for Alcohol testing and within 8 hours.** If you are seriously injured and cannot be tested at the time of the accident, you will be required to provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there was alcohol in your system. All costs associated with these tests will be charged back to the driver or agent.

C. TESTING PROCEDURES

CONSENT TO TESTING

You are required to sign the Consent And Disclosure Statement For Drug And Alcohol Testing statement contained in this policy manual and consent to alcohol testing as explained in this manual. You cannot be qualified until this form is signed and received by the Wheaton Van Lines, Inc. Safety Department.

RANDOM, POST ACCIDENT, REASONABLE SUSPICION TESTING

BREATH TESTING PROBLEMS

You must provide an adequate breath sample during the testing procedure for this program. If you are unable to provide this sample upon the first try, you will be given further instruction by the testing facility. **DO NOT LEAVE THE TESTING FACILITY UNLESS YOU ARE INSTRUCTED SO. FAILURE TO PROVIDE A BREATH SAMPLE MAY BE CONSIDERED REFUSAL TO TEST.**

Upon determining that you have been unable to provide a sample, you will be

removed from service and instructed to contact a physician to determine why you were unable to do this. The Wheaton MRO and the Wheaton Safety Department will then review the results of this examination.

ALCOHOL SCREEN TEST PROCESSING

The test performed at the Alcohol Testing Site will be processed immediately and the results will be forwarded to the Wheaton Van Lines, Inc. safety department. If the results show a positive test of above .02% BAC, the testing facility will then reset the device if they are using an EBT or if not *obtain an EBT to perform a confirmation test*. The facility will wait 15 minutes to perform this follow-up test and during this time you will be observed and you are not allowed eat or drink anything. If this second confirmation test is also above .02% BAC, the testing facility will report the positive test results to us and we will then act on these results immediately by disqualifying you.

D. REFUSAL TO CONSENT TO TESTING AND PENALTIES FOR POSITIVE TESTS

Upon confirmation of a positive test above .039% BAC or refusal to submit to testing, the driver will be considered medically unqualified to drive and will immediately be removed from service. Drivers failing or refusing testing under these requirements will not be considered for *reinstatement*. *New applicants that have tested positive under these federal requirements for any other carrier will not be considered for qualification.*

PART 4. DRIVER ASSISTANCE PROGRAM AND REINSTATEMENT

DRIVER ASSISTANCE PROGRAM

Wheaton Van Lines, Inc. is committed to encouraging driver treatment for alcohol/drug addiction in order to assist in overcoming the devastating effects of addiction on the driver, the family, and society. Wheaton Van Lines, Inc. has a responsibility to promote an environment free of drugs and alcohol abuse. It is our intent to meet these responsibilities to the public and drivers and their families by encouraging detection and voluntary treatment of addiction. Rehabilitation itself is the responsibility of the driver.

Any driver who feels that he or she has developed an addiction or dependence on alcohol or drugs is encouraged to seek assistance from a Substance Abuse Professional or SAP. Requests for assistance will be confidential. Drivers voluntarily requesting treatment for addiction prior to supervisory detection of such problems will be allowed to go through a mutually agreed upon rehabilitation treatment. Upon notification from the driver of his problem and intent to go through treatment, their qualifications will be canceled as the federal regulations maintain that such a driver is medically unqualified to operate a motor vehicle..

Drivers who violate other policies regarding substance abuse may be allowed to utilize the Driver Assistance Program. The program will be administered by the Medical Review Officer for Wheaton Van Lines, Inc. who will assist drivers in finding a program suited to their needs and in applying for

treatment in these programs. All costs associated with treatment under these programs will be borne by the driver and not in any way subsidized by Wheaton Van Lines, Inc. The program's administrator and not Wheaton Van Lines, Inc will handle all responsibility for treatment under these programs.

PART 5. ENGAGING IN SUBSTANCE ABUSE RELATED CONDUCT

To address other substance abuse related violations such as possession and off duty violations, the following policies will apply:

POSSESSION OF CONTROLLED SUBSTANCES ON A COMMERCIAL VEHICLE OR ON COMPANY PREMISES

If a driver is found to have controlled substances in a vehicle at any time or if they are found to be transporting these substances and were aware or should have been aware of these substances, they will be disqualified for a minimum of 1 year.

POSSESSION OF INTOXICATING BEVERAGES ON A COMMERCIAL VEHICLE OR ON COMPANY PREMISES

If a driver is found to have intoxicating beverages on the vehicle at any time or if they are found to be transporting these beverages without their being manifested as part of a shipment, the driver will be disqualified for a minimum of 30 days for the first such offense. The second offense will result in a 1 year disqualification and the third in permanent disqualification. This policy also includes instances where drivers are found to have alcohol on Wheaton Corporate Property while performing Safety Sensitive Functions as this is also prohibited.

PENDING ALCOHOL RELATED VIOLATIONS

If a driver has been charged with vehicle operation violations in connection with alcohol or drugs such as Driving While Intoxicated, Driving While Impaired, Driving Under the Influence of Alcohol or Drugs, and Reckless Driving, they will be

disqualified pending the outcome of the charges. If convicted, the driver will be disqualified as provided in these policies. The driver may be reinstated upon proof of complete dismissal of the charges.

CONVICTION OF OPERATING A COMMERCIAL MOTOR VEHICLE UNDER THE INFLUENCE OF ALCOHOL WHILE ON DUTY

If a qualified driver is convicted of driving a commercial motor vehicle under the influence of alcohol, they shall be disqualified permanently. Applicants with this violation will not be considered.

CONVICTION OF OPERATION OF A MOTOR VEHICLE UNDER THE INFLUENCE OF ALCOHOL WHILE OFF DUTY

If a qualified driver is convicted of operating a personal motor vehicle while off duty, they will be disqualified for a minimum of 3 years. Driver applicants may apply for qualification if 36 or more months have passed since the conviction date of their offense. These violations are to be reported immediately to the Wheaton Safety Department and failure to do so will result in permanent disqualification.

MORE THAN 1 CONVICTION OF DRIVING WHILE INTOXICATED

Drivers cannot be qualified with Wheaton Van Lines if they have 2 or more convictions of driving while intoxicated in a personal vehicle unless one of the convictions is more than 5 years old and the other is 10 years old or more.

CONVICTION OF POSSESSION, CONSUMPTION, USE, SALE, OR BEING UNDER THE INFLUENCE OF CONTROLLED SUBSTANCES WHILE OFF DUTY

If a driver has been convicted of Possession, Consumption, Use, Sale, or Being Under the Influence of Controlled Substances either while On Duty or Off Duty, they are required to report the conviction to Safety Department within 30 days of the date of the conviction. Wheaton reserves the right to disqualify or deny qualifications to individuals with these convictions. Each instance will be reviewed individually and could result in penalties ranging from temporary disqualification up to and including permanent disqualification from service.

CONVICTION OF A FELONY OR MISDEMEANOR CRIME

A driver who has been convicted of a Felony or Misdemeanor crime such as Public Intoxication, Assault, etc., either while On Duty or Off Duty, is required to report this conviction to the Safety Department within 30 days of the date of conviction. Wheaton reserves the right to disqualify or deny qualifications to individuals with these convictions. Each instance will be reviewed individually and could result in penalties ranging from temporary suspension up to and including permanent disqualification from service.

PART 6. THE PHYSICAL AND PSYCHOLOGICAL EFFECTS OF DRUGS AND ALCOHOL

The below information is provided to assist in recognizing and understanding the effects and consequences of substance abuse.

MARIJUANA

Marijuana is a "weed" like plant that grows in many tropical areas of the world. The active ingredient is THC (delta-9-tetrahydrocannabinol) and is concentrated in the flowers of the female plant.

Contrary to many people's beliefs, marijuana is a harmful drug, especially since the potency of the marijuana now available has increased more than 275% over the last decade. When smoked, THC is absorbed into the bloodstream from the lungs and preliminary studies have shown chronic lung disease in some marijuana users. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes. Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Chronic marijuana use can cause brain damage and changes in the brain similar to those that occur during aging. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. These changes pose particular health risks for anyone, but particularly for people with abnormal heart

and circulatory conditions such as high blood pressure and hardening of the arteries.

Marijuana can also have a serious effect on reproduction. Some studies have shown that women who smoke marijuana during pregnancy may give birth to babies with defects similar to those seen in infants born with Fetal Alcohol Syndrome- for example, low body weight and small heads.

More importantly, there is increasing concern about how marijuana use by children and adolescents affects both their short and long-term development. Mood changes occur with the first use and observers in clinical settings have noted increased apathy, loss of ambition, loss of effectiveness, diminished ability to carry out long-term plans, difficulty in concentrating, and a decline in school or work performance. Many teenagers who end up in drug treatment programs started using marijuana at an early age.

Driving under the influence of marijuana is especially dangerous. Marijuana impairs driving skills for at least 4 to 6 hours after smoking a single cigarette. Many studies show that skills needed to drive safely are impaired after one joint of marijuana. For example, impairment of "Search and Recognition Abilities." After one joint with two percent of THC the driver may become totally involved with one facet of driving, or with the music from the car radio. Therefore he or she might simply not notice a car exiting from a crossroads, or a pedestrian who has stepped into the street.

Other impairments, such as tracking performance, are "significant" after two joints. The driver may imagine he is doing

a fine job of keeping the car in the correct lane, when in fact he is weaving in a bizarre manner. Sometimes tracking ability is so impaired that the driver proceeds the wrong way on a one-way highway.

Other findings caused by the marijuana "high":

- Impairment of peripheral vision signal detection. The driver, for example, might not pick up the fact that another car was trying to pass, and might suddenly turn into the passing car.
- Impairment of central vision signal detection. The driver might not start the vehicle when a green light comes on, might drive through a red light, might fail to recognize the red and white "No Entry" sign and find themselves in a head-on collision course with another vehicle.
- Impairment of time reaction. Inability to brake quickly in rush-hour traffic, or to move over quickly if another driver cuts in ahead. Subjects have trouble maintaining a steady speed, which can be especially dangerous on a fast-moving expressway.
- Impairment of night driving abilities. Marked increase in time needed to recover from glare. Trouble in "placing" lights, particularly on a dark country road. ("Is that on-coming car far away? Or very close? Is that a stationary traffic light-or a light coming toward me?")
- Impairment of short-term memory function and information storage. The driver may forget where to get off the highway, or which crossroads to take-on a route he or she knows well.

- Impairment of manipulative and coordination skills. Difficulty in backing, turning around, passing another car, getting onto or off a crowded four-lane expressway, weaving in and out of traffic, or even maneuvering around a parked truck on a crowded city street.

Pot smokers are certainly more susceptible to vehicular accidents although no certain way has been identified to determine what level of impairment affects driving. In 1968 the state of Washington surveyed the driving records of people arrested for illegal drug use. The records were compared to a demographically matched control group of non-drug users (matched for income level, type of job, type of car, level of education, sex, age, number of years of driving, etc.). It was found that the pot users had up to 39 percent higher traffic accident and traffic violation ratios than non-users. The three most prevalent traffic violations among the pot smokers were reckless driving, failure to yield, and failure to stop.

This drug is generally smoked in pipes or hand rolled cigarettes, but may be ingested after being baked into foods. Marijuana users experience impaired memory, poor motor coordination skills, drowsiness or lack of motivation, or slowed response times. Time-space distortion will impair driving as mentioned. Drivers under the influence may drive inordinately slow or cautious. Marijuana users may have bloodshot eyes or droopy eyelids, and crave food. They will often exhibit rapid loud talking with inappropriate bursts of laughter in the early stages of intoxication. Forgetfulness during conversation, e.g. "What was I saying?" or the sentence may trail off and end

inappropriately. Casual users may show none of the classic symptoms.

COCAINE

Cocaine is one of the most powerfully addictive of the drugs of abuse and it is a drug that can kill. Cocaine comes from the Coca bush that grows wild in the mountains of the Andes of South America and has been used by the local Indians for years. They would chew the leaves of this plant for sustained energy and to decrease the appetite when food was scarce. This has been practiced for over 1000 years and no addiction problem has resulted from this method of use. In the late 1800's the active ingredient contained in the coca plant, cocaine hydrochloride, was isolated and purified and this proved to be much more potent than the coca leaves. It is this white powder that is usually snorted or inhaled into the nose. It is the only known natural local anesthetic in the world and will numb the mouth or nose when directly applied.

Cocaine is a very strong stimulant to the central nervous system, including the brain. This drug produces an accelerated heart rate while at the same time constricting the blood vessels, which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rise. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke.

Research has shown that cocaine acts directly on what have been called the "pleasure centers" in the brain. These "pleasure centers" are brain structures that, when stimulated, produce an intense desire to experience the pleasure effects again and again. This causes changes in brain activity and, by allowing a brain

chemical called dopamine to remain active longer than normal, triggers an intense craving for more of the drug. Users often report feelings of restlessness, irritability, and anxiety, and cocaine can trigger paranoia. Users also report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need more and more cocaine more often to generate the same level of stimulation. Therefore any use can lead to addiction.

"Freebase" is a form of cocaine that is smoked. "Freebase" is produced by a chemical process whereby "street cocaine" (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the "cutting" agents. The end product is not water soluble, and so the only way to get it into the system is to smoke it.

"Freebasing" is extremely dangerous. The cocaine reaches the brain within seconds, resulting in a sudden and intense high. However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases dosage and frequency to satisfy this craving, resulting in addiction and physical debilitation.

"Crack" is the street name given to one form of freebase cocaine that comes in the form of small lumps or shavings. The term "crack" refers to the crackling sound made when the mixture is smoked (heated). Crack has become a major problem in many American cities because it is cheap, selling for between \$5.00 to \$10.00 for one or two doses. Since cocaine is a stimulant, it produces a euphoria associated with increased energy and ambition. Certain desires are heightened, and agitation may be noticed,

especially when the user is deprived of this drug for a short period of time. White powder may be evident in the nostrils and users may manifest chronic nasal drip and snorting. Look for paraphernalia such as razor blades, straws, rolled up bills for snorting, coke spoons, bags of white powder, or vials of "crack." Glass pipes may be used for smoking cocaine.

Initially, a user may be able to keep drug taking a secret. As use progresses, however, obvious physical signs may result from his or her dependence. These include:

- Weight loss
- Loss of interest in physical appearance
- Chronic runny nose
- Frequent upper respiratory infections

When cocaine is in the user's system, he or she may stay awake for hours and then sleep for extended periods when the drug wears off. Serious physical side effects include high blood pressure, seizures, irregular heartbeat, and heart attacks. Even first time users may experience seizures or heart attacks, which can be fatal. Cocaine abusers who use the drug intravenously are also at risk for illness such as hepatitis and acquired Immunodeficiency

Emotional symptoms of dependence can include:

- Loss of interest in friends, sports, hobbies, or other non-cocaine activities
- Hearing voices when nobody has spoken
- Feeling depressed

- Repetitious, compulsive acts such as tapping of fingers or playing with hair
- Change of mood to be less patient, more nervous, or angry

The user may seem uncomfortable in social situations where drugs are not available, withdraw from family situations, and have difficulty carrying out responsibilities and obligations. Even small amounts of cocaine can have psychological effects, making users anxious and suspicious. Users often have difficulty concentrating. They lose interest in food and sex. Some become aggressive; others have panic attacks. Some users suffer "cocaine psychosis," during which they lose touch with reality and may experience delusions and frightening hallucinations.

Cocaine users spend huge amounts of money on the drug, sometimes their whole paycheck, leaving families without the necessities of every day living. As drug use becomes heavier, the user may start selling valuable household items, emptying savings accounts, and stealing from friends and family members.

PHENCYCLIDINE OR PCP

First used in 1950 as an anesthetic, phencyclidine (PCP) use was discontinued because it caused some patients to exhibit symptoms of psychosis as a side effect. It is still used legitimately as an anesthetic for animals.

When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP induced effects may lead to serious injuries or death to the user while under the influence of the drug.

PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration, and judgment are often disturbed. Used chronically, PCP may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.

Mothers using PCP during pregnancy often deliver babies who have visual, auditory, and motor disturbances. These babies may also have sudden outbursts of agitation and other rapid changes in awareness similar to the responses in adults intoxicated with PCP.

It is sniffed, smoked, swallowed, or injected. Some users sprinkle it on cigarettes or marijuana joints. It is unknown why this drug elicits extreme violent behavior, suicides, and psychosis. This is an extremely dangerous and lethal drug! Because of its severe effects, Congress passed the Psychotropic Substances Act of 1978 imposing severe penalties for the manufacture of this drug.

PCP can cause severe agitation and irritability. Extreme excitement and psychosis may be noticed. These abusers may be out of touch with reality. Recurrences of these symptoms may appear after the use of the drug. Loss of normal fear and boundaries may lead to suicidal or homicidal behavior. The PCP abuser may have extremely unpredictable behavior, and demonstrate extreme passiveness changing to violence for no apparent reason. Use extreme caution when approaching a PCP abuser who may feel invincible. Hospitalization may be necessary, and physical restraint may be required.

OPIATES

Included in this family of drugs are heroin, morphine, methadone, opium, as well as common prescription drugs such as codeine and Percodan. These are true narcotics that are depressants and decrease the activity of the brain and nervous system. It is this ability to decrease activity that makes them useful in many prescription medications such as analgesics and painkillers. Although opiates are useful in these ways, they are very dangerous when abused. Opiates like heroin have very powerful addictive properties manifested by the need for persistent, repeated use of the drug (craving) and by the fact that attempts to stop using the drug lead to significant and painful physical withdrawal symptoms.

Heroin, in particular, exerts its primary addictive effect by activating many regions of the brain; the brain regions affected are responsible for producing both the pleasurable sensation of "reward" and physical dependence. Together, these actions account for the user's loss of control and the drug's habit-forming action.

Heroin is primarily taken by injection (a shot) with a needle in the vein. This form of use is called intravenous injection. This means of drug entry can have grave consequences. Uncertain dosage levels (due to differences in purity), use of unsterile equipment, contamination of heroin with cutting agents, or the use of heroin in combination with such other drugs as alcohol or cocaine can cause serious health problems such as serum hepatitis, skin abscesses, inflammation of the veins, and cardiac disease (subacute bacterial endocarditis). Of great importance, however, the user never knows whether the next dose will be unusually potent, leading to overdose,

coma, and possible death. Of all illegal drugs, heroin is responsible for the greatest number of deaths.

Heroin use during pregnancy is associated with stillbirths and miscarriages. Babies born addicted to heroin must undergo withdrawal after birth and these babies show a number of developmental problems.

The signs and symptoms of opiate use include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea in the abusers using the most potent forms of this drug such as heroin. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, tremors, panic, chills, sweating, nausea, muscle cramps, and insomnia. Elevations in blood pressure, pulse, respiratory rate, and temperature occur as withdrawal progresses. Symptoms of heroin overdose include shallow breathing, pinpoint pupils, clammy skin, convulsions, and coma.

AMPHETAMINES

An amphetamine is a drug that stimulates the nervous system. The effects of these drugs include a reduction of fatigue, decreased appetite, and false sense of feeling good and being alert.

Amphetamines are manufactured legally as dexedrine, and others, and illegally as methamphetamine or "crank", speed, black beauties, uppers, as well as other amphetamine-like drugs.

Long distance truck drivers are especially at risk for addiction and the toxic effects of amphetamines. The short term effects can be appealing because they can reduce fatigue for a short time but as the drug wears off extreme fatigue will set in

and often severe depression will accompany this. Users experience severe mood swings, are suspicious and secretive, and often abuse alcohol or other depressants and tranquilizers to bring them down. Heavy users sometimes experience tremors (shaking), elevated blood pressure, dilated pupils, and severe agitation. Amphetamines are highly addicting and their medical uses are diminishing. Pharmaceutical amphetamines are controlled with "triplicate" prescriptions and reported to the DEA. Most pharmacies will not dispense them because of the risks associated with keeping them in stock. Most of the amphetamines or amphetamine-like drugs sold on the street are not made by a pharmaceutical company even if the capsule has a name on it.

Amphetamine users develop a tolerance and require more of the drug and with shorter times between doses. Addicts often resort to "shooting" speed because the effect is immediate. Chronic users often have hallucinations or psychotic episodes during withdrawal, and a frequent hallucination is that insects are crawling on the skin. Amphetamine users often scratch themselves until open sores appear to "get the bugs out."

Abusers of amphetamine will have a significant loss of appetite, dilated or enlarged pupils, and may demonstrate an unusually short temper or aggressive behavior. Feelings of euphoria are often associated with the use of this drug. Agitation and an excess of energy and stamina may be noticed. Long periods of time without sleep are common. In the later stages of amphetamine abuse, paranoia may be a noticeable symptom. Shaking or repetitive twitching may be

evident, especially of the hands and feet. Difficulty sitting still or staying calm may tip you off to amphetamine abuse. Chain-smoking is more common among amphetamine abusers than other smokers. These individuals tend to be talkative but their conversation lacks continuity and the individual may have loosely connected thoughts and ideas.

MDMA (Ecstasy)

MDMA

(methylenedioxymethamphetamine) is a synthetic, psychoactive drug that is chemically similar to the stimulant methamphetamine and the hallucinogen mescaline. MDMA produces feelings of increased energy, euphoria, emotional warmth, and distortions in time, perception, and tactile experiences.

MDMA is taken orally, usually as a capsule or tablet. It was initially popular among Caucasian adolescents and young adults in the nightclub scene or at weekend-long dance parties known as raves. More recently, the profile of the typical MDMA user has changed, with the drug now affecting a broader range of ethnic groups. MDMA is also popular among urban gay males—some report using MDMA as part of a multiple-drug experience that includes marijuana, cocaine, methamphetamine, ketamine, sildenafil (Viagra), and other legal and illegal substances.

MDMA exerts its primary effects in the brain on neurons that use the chemical (or neurotransmitter) serotonin to communicate with other neurons. The serotonin system plays an important role in regulating mood, aggression, sexual activity, sleep, and sensitivity to pain. MDMA binds to the serotonin transporter,

which is responsible for removing serotonin from the synapse (or space between adjacent neurons) to terminate the signal between neurons; thus MDMA increases and prolongs the serotonin signal. MDMA also enters the serotonergic neurons via the transporter (because MDMA resembles serotonin in chemical structure) where it causes excessive release of serotonin from the neurons. MDMA has similar effects on another neurotransmitter-norepinephrine, which can cause increases in heart rate and blood pressure. MDMA also releases dopamine, but to a much lesser extent.

MDMA can produce confusion, depression, sleep problems, drug craving, and severe anxiety. These problems can occur soon after taking the drug or, sometimes, even days or weeks after taking MDMA. In addition, chronic users of MDMA perform more poorly than nonusers on certain types of cognitive or memory tasks, although some of these effects may be due to the use of other drugs in combination with MDMA. Research in animal indicates that MDMA can be harmful to the brain—one study in nonhuman primates showed that exposure to MDMA for only 4 days caused damage to serotonin nerve terminals that was still evident 6 to 7 years later. Although similar neurotoxicity has not been shown definitively in humans, the wealth of animal research indicating MDMA's damaging properties strongly suggests that MDMA is not a safe drug for human consumption.

For some people, MDMA can be addictive. A survey of young adult and adolescent MDMA users found that 43 percent of those who reported ecstasy use met the accepted diagnostic criteria for dependence, as evidenced by continued

use despite knowledge of physical or psychological harm, withdrawal effects, and tolerance (or diminished response). These results are consistent with those from similar studies in other countries that suggest a high rate of MDMA dependence among users. MDMA abstinence associated withdrawal symptoms include fatigue, loss of appetite, depressed feelings, and trouble concentrating.

MDMA can also be dangerous to overall health and, on rare occasions, lethal. MDMA can have many of the same physical effects as other stimulants, such as cocaine and amphetamines. These include increases in heart rate and blood pressure—which present risks of particular concern for people with circulatory problems or heart disease—and other symptoms such as muscle tension, involuntary teeth clenching, nausea, blurred vision, faintness, and chills or sweating.

In high doses, MDMA can interfere with the body's ability to regulate temperature. On rare but unpredictable occasions, this can lead to sharp increase in body temperature (hyperthermia), which can result in liver, kidney, cardiovascular system failure, or death. MDMA can interfere with its own metabolism (breakdown within the body); therefore, potentially harmful levels can be reached by repeated MDMA administration within short periods of time. Other drugs that are chemically similar to MDMA, such as MDA (methylenedioxyamphetamine), the parent drug of MDMA) and PMA (paramethoxyamphetamine), associated with fatalities in the United States and Australia), are sometimes sold as ecstasy. These drugs can be neurotoxic or create additional health risks to the user. Furthermore, ecstasy tablets may contain

ketamine (an anesthetic used mostly by veterinarians); caffeine cocaine; and methamphetamine. Although the combination of MDMA with one or more of these drugs may be inherently dangerous, users who also combine these with additional substances such as marijuana and alcohol may be putting themselves at even higher risk for adverse health effects.

There are no specific treatments for MDMA abuse and addiction. The most effective treatments for drug abuse and addiction in general are cognitive-behavioral interventions that are designed to help modify the patient's thinking, expectancies, and behaviors related to their drug use and to increase skills in coping with life stressors. Drug abuse recovery support groups may also be effective in combination with behavioral interventions to support long-term, drug-free recovery. There are currently no pharmacological treatments for addiction to MDMA.

Abusers of Ecstasy may exhibit the following signs of use

- Hyper-Alertness
- Sweating
- Dry mouth (thirsty)
- Increased heart rate
- Fatigue
- Jaw-Clenching
- Hyperthermia (cold when they shouldn't be)
- Agitation
- Increased emotional responses (more empathetic than individual would normally be)

Do not ignore signs of excessive agitation, as this can be serious and life-threatening. "Stacking"—which is when users take multiple doses—can result in stroke,

seizures, and other extreme and life-threatening reactions to this drug.

ALCOHOL

Alcohol is the oldest drug known to mankind. Use of it dates back thousands of years. Although alcohol is a "legal" drug, the abuse of it is defined as use beyond the legal limit of consumption. No one may drink alcoholic beverages and drive if they have consumed more than the legal limit. This limit varies from state to state and for truck drivers this limit is half that of most states' limits. Abuse is the desire to drive after exceeding the legal limit of Blood Alcohol Concentration, or BAC.

Alcohol is absorbed directly into the bloodstream through the stomach wall. It is a very rapid process and if alcohol is consumed faster than it's eliminated, it builds up in measurable amounts that increasingly affect one's judgment, coordination, perception, and sense of balance. Alcohol is eliminated from the bloodstream by the action of the liver, through the pores, and by breathing. It is a process that takes time. In fact, it takes about an hour for the body to dispose of just one ounce of whiskey or a single bottle of beer. There's no way to speed this up and there are no ways to reduce the level of alcohol in the bloodstream.

This build-up of alcohol in the bloodstream is called the Blood Alcohol Concentration, or BAC and is the standard of measure that is used to identify abuse. How high the BAC goes, and how much it affects the individual drinker is largely a result of three factors:

- The amount of food in the stomach

- The rate at which the alcohol is consumed
- And, the body weight of the drinker

As an example, say that a 150 pound man drinks five ounces of 86 proof alcohol in one hour on an empty stomach. We know that his body contains about 1 1/2 gallons of blood, and that the amount of pure alcohol in the blood from his five drinks will be about one teaspoonful. This means that alcohol will comprise one tenth of one percent of the total amount of blood in his system. In other words, he'll have a BAC of .10 percent.

Although it comes as a surprise to many people, the fact is that a one-and-a-quarter-ounce shot glass of 86 proof liquor contains about the same amount of ethyl alcohol as four ounces of wine, or a twelve-ounce can of beer. A typical shot of 86 proof (which means 43% alcohol) equals about a half-ounce of alcohol. Four ounces of wine at 12 percent alcohol (which is an average for wine) also contains about a half-ounce of pure alcohol. Beer generally contains four to five percent alcohol, and is served typically in 12 ounce glasses. This means that every 12 ounce glass, bottle, or can of beer contains about a half-ounce of pure alcohol. Thus, one's driving can be just as impaired after five beers as after five gin and tonics or five whiskeys.

Many confuse "legal limits" with "limits." Although one may not be legally "under the influence" (.10 in most states) the risk of causing an accident usually begins at .04 BAC. At .06 BAC the chances of causing an accident are double that of a sober driver. The Federal Motor Carrier Safety Regulations state that a driver is disqualified if he is driving with a BAC of .04 percent (section 391.15 section c

subpart 2 item A) and Wheaton company policy states that any driver convicted of driving while intoxicated while on duty will be suspended indefinitely.

Numerous sources have documented the effect that alcohol has on reaction time, coordination, visual awareness, attention, judgment, and information processing. All of these are, of course, essential ingredients of safe driving. Any or all of these may be impaired at about a .04 BAC.

Below are a few alcohol related driving accident figures reported by the National Safety Council and the National Highway Traffic Safety Administration relating to our entire driving population:

- One American life is lost every 23 minutes in alcohol-related auto crashes.
- 1,500,000 Americans are injured every year by drunk drivers.
- On an average weekend night, one out of every ten drivers on the road is legally drunk with .10 BAC or higher.
- 65 percent of the drivers who kill themselves in single-car accidents are drunk.
- Almost 20 million licensed drivers are heavy, problem drinkers.
- Within the past decade more than 11 million American families have seen a family member killed or seriously injured by a drunk driver.

Ethyl Alcohol (the active ingredient in alcoholic beverages) can produce feelings of well being, sedation, intoxication, or unconsciousness, depending on the amount and the manner in which it is consumed. It is a "psychoactive" or mind-

altering drug and it can alter moods, cause physical changes in the body, and become habit forming. Alcohol is called a downer because it depresses the central nervous system. That's why drinking too much causes slowed reactions, slurred speech, and sometimes even unconsciousness (passing out). Alcohol works first on the part of the brain that controls inhibitions. As people lose their inhibitions, they may talk more, get rowdy, and do foolish things. After several drinks they may feel "high," but their nervous systems actually are slowing down.

A person does not have to be an alcoholic to have problems with alcohol. Every year, for example, many young people lose their lives in alcohol-related automobile accidents, drowning, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

In some studies more than 25 percent of hospital admissions were alcohol-related. Some of the serious diseases associated with chronic alcohol use include alcoholism and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to such serious physical problems as:

- Damage to the brain, pancreas, and kidneys
- High blood pressure, heart attacks, and strokes
- Alcoholic hepatitis and cirrhosis of the liver
- Stomach and duodenal ulcers, colitis, and irritable colon
- Impotence and infertility

- Birth defects and Fetal Alcohol Syndrome, which causes retardation, low birth weight, small head size, and limb abnormalities
- Premature aging
- A host of other disorders, such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema.

Alcohol abusers may be able to conceal their problem for a while but as the need for alcohol grows it becomes harder and harder for them to function normally in daily routines. You may recognize abuse by many various signs or combinations of behaviors. Note the odor of alcohol on the breath. Check for slurred speech, incoordination, irritability, combative or argumentative behavior, increased absenteeism (particularly in the beginning of the week) stupor, nausea or vomiting, loss of inhibitions, and feelings of grandeur. Deterioration in physical appearance and hygiene may ensue. Increased bruising may be noticed. Alcoholics tend to have impaired interpersonal relationships, such as a "troubled marriage" or alienation from family members.

REHABILITATION

There are many alternatives for rehabilitation and deciding which program will work for a particular person depends on a few factors such as the substance being abused, the amount of dependence a person has developed for this substance, and the person themselves. There are primarily two main types of programs, Inpatient and Outpatient. Inpatient programs are more intensive and take the patient out of their daily environment and help them to recognize their problem and assist them to recovery.

Outpatient programs require mandatory attendance but are less intrusive to the patient's lifestyle and allow patients to continue working.

While drug and alcohol rehabilitation programs have had generally good results, some substance abusers are more likely to stay "clean" than others. In most programs, recovery rates range from approximately 80 percent down to about 20 percent. The drug of choice is a key element - a person addicted to alcohol alone has the best chance of rehabilitation. (Although alcohol is involved in up to two thirds of substance abuse, the trend today is toward use of multiple drugs, especially among younger people.)

Cocaine appears to be the most difficult addiction to overcome, but the drug itself may not be entirely responsible for the comparatively low 20 to 50 percent success rate reported. Cocaine abusers tend to be younger, less skilled and have shorter service with their companies, so the incentive to keep their jobs may be less.

Most studies have found that older age, longer service with the company, higher skills and drug abstinence oriented family or peer support are important ingredients for success. Some research suggests that women have better recovery rates than men.

Whatever the profile of the abuser, experts agree that initial treatment - whether inpatient or outpatient - is just the first step. Without some form of follow-up, abusers are likely to have recurring problems. Self-help groups like Alcoholics Anonymous are highly recommended. Some health-care providers feel that

continuing professional aftercare is essential too.

Many health insurance plans will provide some *coverage for rehabilitation* programs. Some of these will participate in the cost of the program up to a certain level.

The first step on the way to recovery for many is to admit that there is a problem and seek treatment for their addiction. Sometimes asking family and friends to assist in the recovery program is a good way to keep on the track.



PARTNER COMPANIES

Consent and Disclosure Statement for Drug and Alcohol Testing

8010 Castleton Road | Indianapolis, IN | 46250
317.849.7900 | 800.932.7799 | fax: 317.570.4632
www.wheatonworldwide.com | www.bekins.com

Driver's name _____ SSN _____ - _____ - _____

Address _____ Phone _____

City _____ State _____ Zip code _____ Date of birth ____ / ____ / ____

CONSENT

I hereby consent and agree to submit to drug and alcohol screening at the request of Wheaton Van Lines, Inc. I understand that the alcohol and drug testing programs that are being conducted by Wheaton Van Lines, Inc. are required by the Federal Motor Carrier Safety Regulations and that the results of any tests performed shall be provided to the Wheaton Van Lines, Inc. Safety Department for use in determining my eligibility for qualification to drive in their service.

DISCLOSURE

I understand that the results of any other similar previous tests performed by other companies within the last three years will be made available to Wheaton Van Lines, Inc. for use in determining my background for qualification as an interstate driver only and not for employment purposes. I agree that this information is to be provided to Wheaton Van Lines, Inc. by my former references and that Wheaton Van Lines, Inc. can and will provide this same information to any future employer or motor carriers inquiring as to my background.

ACKNOWLEDGMENT AND RELEASE

I have read the policies and procedures regarding Wheaton Van Lines, Inc. drug and alcohol testing programs and I voluntarily agree to be bound by all the terms and conditions therein. I further agree to release, indemnify and hold harmless Wheaton Van Lines, Inc., its agents, employees, and any other entities which provide this information to Wheaton Van Lines, Inc. of any and all claims, actions, causes of action, or rights which I may or might have arising out of or in any way connected with these policies.

Printed name _____

Signature _____ Date _____

Witness _____ Date _____

EXHIBIT C

PURCHASED ASSETS

Vehicles

Type	description	vin#
Tractor – 019	1999 Kenworth	1XKTDB9X0XJ834663
Tractor – 419	2003 Kenworth	1XKTD49X53J385874
Tractor – 455	1990 GMC White	4V1JDBJE8LR807897
48' trailer – 7802	1989 Matlock	1RMTET487K1004528
53' trailer – 7900	1994 Kentucky	1KKVE4821RL097392
53' trailer – 7901	1995 Kentucky	1KKVE5325SL102211
53' trailer – 7902	1998 Kentucky	1KKVF5336WL112810
53' trailer – 7903	1997 Kentucky	1KKVE533XVL109457
53' trailer – 7904	1998 Kentucky	1KKVE5328WL113046
53' trailer	1995 Strick	1S12E9539SD399286
53' trailer	1997 Pines	1PNV532B3VH206906
53' trailer	1997 Wabash-Nation	1JJV532U1VL431517
20' trailer	2001 Cargo Express	4U01C20211A006364
28' straight truck 225	2007 Freightliner	1FVACXDC87HX18453
26' straight truck 226	2006 International	1HTMMAALX6H251223
26' straight truck 017	2013 International – leased	1HTJTSKL8DH482192
16' pack truck 203	2004 GMC	1GDJG31U041240468
14' pack truck 201	2000 GMC	1GBJG31RXY1271379
Sales car	2014 Chevy Cruze	1G1PA5SG8E7440011

Warehouse Equipment

Warehouse vaults	550
Pads in vaults	5,500
Forklift	2006 Clark
Cardboard recycler	
Racking – 75 sections	
On board equipment – walkboards, dollies, straps	

Lonnie Goodrich - Cash Flow

Year	Year 1	Year 2	Year 3
	05/01/16 - 04/30/17	05/01/17 - 04/30/18	05/01/18 - 04/30/19
Revenue:	Estimate	Estimate	Estimate
Cash on Hand	\$0	116,348	255,297
Cash Sales -	\$2,055,491	\$2,158,265	\$2,266,178
Interest income	\$800	\$800	\$800
Line of credit	\$150,000	\$0	\$0
Total Cash Receipts	\$2,206,291	\$2,159,065	\$2,266,978
Total Cash Available	\$2,206,291	2,275,413	\$2,522,275
Cash Paid Out			
Purchases (cost of goods)	\$1,267,301	1,318,370	\$1,375,793
Officer's Salaries (if corp)	\$104,000	\$104,000	\$104,000
Other G&A expenses less Depr.	\$277,309	\$291,261	\$305,902
Rent	\$145,744	155,916	160,418
Loan Interest	\$25,549	\$22,259	\$21,767
			\$0
Subtotal	\$1,819,903	\$1,891,807	\$1,967,879
Loan Principal	\$53,400	\$56,700	\$60,100
Line of credit	\$150,000	\$0	\$0
Income Tax Reserve	\$66,640	\$71,610	\$85,610
Owners Withdrawal			
Total Cash Paid	\$2,089,943	\$2,020,117	\$2,113,589
Cash Position	\$116,348	\$255,297	\$408,685

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Lonnie Goodrich - Pro-Forma Balance Sheet - At Startup

Assets

Current Assets:

Cash *	\$0	
Accounts Receivable	\$0	
Merchandise Inventory	\$0	
Supplies	\$0	
PrePaid Expenses	\$0	
Other	\$0	
 <i>Total Current Assets</i>		\$0

Fixed Assets:

Land	\$0	
Fixtures and Leasehold Improvements	\$0	
Building	\$0	
Equipment	\$130,000	
Vehicles	\$0	
Goodwill	\$520,000	
<i>(Less Acc. Depreciation)</i>	\$0	
 <i>Total Fixed Assets</i>		\$650,000

Total Assets \$650,000

Liabilities

Current Liabilities:

Accounts Payable	\$0	
Current Portion of Long-Term Debt	\$0	
Other	\$0	
 <i>Total Current Liabilities</i>		\$0

Long-term Liabilities

Note Payable	\$150,000	
Bank Loan Payable	\$450,000	
Other *	\$0	
	\$0	
 <i>Total long-term Liabilities</i>		\$600,000

Total Liabilities \$600,000

Net Worth: Owners Equity \$50,000

Total Liabilities & Net Worth \$650,000

* Initial cash invested for operating expenses, \$175k LOC will be available

Lonnie Goodrich - Pro-Forma Balance Sheet - End of 1st year

Assets

Current Assets:

Cash	\$116,348
Accounts Receivable	\$0
Merchandise Inventory	\$0
Supplies	\$0
PrePaid Expenses	\$0
Other	\$0
 <i>Total Current Assets</i>	 \$116,348

Fixed Assets:

Land	\$0
Fixtures and Leasehold Improvements	\$0
Building	\$0
Transportation Equipment	\$130,000
Warehouse Equipment	\$0
Other	\$520,000
<i>(Less Acc. Depreciation)</i>	<i>(45,988)</i>
 <i>Total Fixed Assets</i>	 \$604,012
 <i>Other Assets</i>	 _____
 Total Assets	 \$720,360

Liabilities

Current Liabilities:

Accounts Payable	\$0
Current Portion of Long-Term Debt	\$0
Other	\$0
 <i>Total Current Liabilities</i>	 \$0

Long-term Liabilities

Note Payable	\$150,000
Bank Loan Payable	396,600
Other *	\$0
	\$0
 <i>Total long-term Liabilities</i>	 \$546,600

Total Liabilities **\$546,600**

Beginning of year equity	\$50,000
Current year Net income	\$190,400
Distributions for taxes	(\$66,640)
Net Worth: Owners Equity	\$173,760

Total Liabilities & Net Worth **\$720,360**

* Line of Credit available of \$175k

Lonnie Goodrich - Pro-Forma Balance Sheet - End of 2nd year

Assets

Current Assets:

Cash	\$255,297
Accounts Receivable	\$0
Merchandise Inventory	\$0
Supplies	\$0
PrePaid Expenses	\$0
Other	\$0
 <i>Total Current Assets</i>	 \$255,297

Fixed Assets:

Land	\$0
Fixtures and Leasehold Improvements	\$0
Building	\$0
Transportation Equipment	\$130,000
Warehouse Equipment	\$0
Other	\$520,000
<i>(Less Acc. Depreciation)</i>	<i>(108,646)</i>
 <i>Total Fixed Assets</i>	 \$541,354

Other Assets _____

Total Assets **\$796,651**

Liabilities

Current Liabilities:

Accounts Payable	\$0
Current Portion of Long-Term Debt	\$0
Other	\$0
 <i>Total Current Liabilities</i>	 \$0

Long-term Liabilities

Note Payable	\$150,000
Bank Loan Payable	339,900
Other *	\$0
	\$0
 <i>Total long-term Liabilities</i>	 \$489,900

Total Liabilities **\$489,900**

Beginning of year equity **\$173,760**

Current year Net income **\$204,600**

Distributions for taxes **(\$71,609)**

Net Worth: Owners Equity **\$306,751**

Total Liabilities & Net Worth **\$796,651**

* Line of Credit available of \$175k

Lonnie Goodrich - Pro-Forma Balance Sheet - End of 3rd year

Assets

Current Assets:

Cash	<u>\$408,685</u>
Accounts Receivable	<u>\$0</u>
Merchandise Inventory	<u>\$0</u>
Supplies	<u>\$0</u>
PrePaid Expenses	<u>\$0</u>
Other	<u>\$0</u>

Total Current Assets \$408,685

Fixed Assets:

Land	<u>\$0</u>
Fixtures and Leasehold Improvements	<u>\$0</u>
Building	<u>\$0</u>
Transportation Equipment	<u>\$130,000</u>
Warehouse Equipment	<u>\$0</u>
Other	<u>\$520,000</u>
<i>(Less Acc. Depreciation)</i>	<u>(163,145)</u>

Total Fixed Assets \$486,855

Other Assets

Total Assets \$895,541

Liabilities

Current Liabilities:

Accounts Payable	<u>\$0</u>
Current Portion of Long-Term Debt	<u>\$0</u>
Other	<u>\$0</u>

Total Current Liabilities \$0

Long-term Liabilities

Note Payable	<u>\$150,000</u>
Bank Loan Payable	<u>279,800</u>
Other *	<u>\$0</u>
	<u>\$0</u>

Total long-term Liabilities \$429,800

Total Liabilities \$429,800

Beginning of year equity \$306,751

Current year Net income \$244,600

Distributions for taxes (\$85,610)

Net Worth: Owners Equity \$465,741

Total Liabilities & Net Worth \$895,541

* Line of Credit available of \$175k

Lonnie Goodrich - Projected 3 Year Income Statement

YEAR	2015	5/1/2016 - 4/30/17	5/1/2017 - 4/30/18	5/1/2018 - 4/30/19	
INCOME					
Gross Receipts	\$1,957,610	\$2,055,491	\$2,158,265	\$2,266,178	
Employee Wages	281,310	295,376	310,144	325,651	
Payroll Taxes	41,994	44,094	46,298	48,613	
Outside services	374,881	393,625	413,306	433,972	
Insurance	87,236	84,995	89,245	93,707	Assumptions summary
Building & Equipment maint.	265	278	292	307	
Commissions	120,805	126,845	133,188	139,847	
Gas, Oil & Fuel	103,849	97,993	102,893	108,038	Assumptions summary
Packing Supplies	61,314	64,380	67,599	70,979	
Security Claims	16,063	16,866	17,709	18,595	
Truck Repairs	63,047	59,536	62,513	65,638	Assumptions summary
Truck Expenses	64,091	46,455	36,480	29,810	Assumptions summary
Meals, Lodging & Travel	23,713	19,739	20,726	21,762	Assumptions summary
Other expenses	18,304	17,119	17,975	18,874	Assumptions summary
Depreciation	10,795	-	-	-	
Gross Profit	\$689,943	\$788,189	\$839,896	\$890,385	
EXPENSES					
Officers Salaries (if Corporation)	104,000	104,000	104,000	104,000	
Employee Wages	34,160	35,868	37,661	39,544	
Employee Benefit program	39,429	41,400	43,470	45,644	
Office Supplies	16,833	17,675	18,558	19,486	
Bad Debt Expense	34,971	20,555	21,583	22,662	Assumptions summary
Advertising	39,754	41,742	43,829	46,020	Assumptions summary
Car, Delivery, and Travel	23,000	24,150	25,358	26,625	
Accounting and Legal	13,051	13,704	14,389	15,108	
Rent	149,191	145,744	155,916	160,418	Assumptions summary
Telephone	14,711	11,936	12,533	13,160	Assumptions summary
Utilities	22,943	18,999	19,949	20,946	Assumptions summary
Taxes	6,972	7,321	7,687	8,071	
Credit card fees	40,298	42,313	44,429	46,650	
Miscellaneous	1,558	1,647	1,816	1,985	
Depreciation	12,493	-	-	-	Depreciation schedule
Amort & Depr-Asset Purchase	0	45,988	62,659	54,499	Depreciation schedule
Interest	11,482	25,549	22,259	21,767	Amortization table & assump
TOTAL EXPENSES	564,846	598,589	636,095	646,585	
Interest Income	765	800	800	800	
NET PROFIT BEFORE TAXES	\$125,862	\$190,400	\$204,600	\$244,600	
Less Income Taxes - "S" Corp	\$0	\$0	\$0	\$0	
NET PROFIT AFTER TAXES	\$125,862	\$190,400	\$204,600	\$244,600	

Lonnie Goodrich

Assumptions and calculations on noted expenses for Projected 3 Year Income Statement

Assumptions utilized in Projected 3 year Income Statement

1. **Gross Receipts and general expenses - Assuming 5% increase per year except for the following items below.**

2. **Depreciation**

- Calculated depreciation and amortization from Asset sale and assumed start date of 5/1/16
- See Depreciation schedule attached

3. **Rent Expense**

- Starting in 2015 Brooke Rd rent is not part of the company going forward, reduction of rent of \$116,500.
- 201 Windsor Road - Lease expires July 1, 2017
 - 2016 rent payments are currently \$9,562 per month
 - Until extension of lease is agreed upon, assumed rent \$10,520 per month, a 10% increase
 - Assumed Insurance and taxes will increase by 5% annually in future years

Rent calculation	5/1/2016 - 4/30/17		5/1/2017 - 4/30/18		5/1/2018 - 4/30/19	
	2015	2016	2017	2018		
Current Lease	118,191	114,744	28,686	-		
Proj. New Lease	N/A	-	94,680	126,240		
Insurance	5,000	5,000	5,250	5,513		
Taxes	26,000	26,000	27,300	28,665		
Rent expense	149,191	145,744	155,916	160,418		

4. **Bad debt expense - Estimated 1% of revenues**

5. **Interest Expense**

Bank Loan - \$450k - see Amortization table attached.

Seller's Note - 7 year term with 2% interest rate, no payments for the first 2 years and interest only years 3-7.

Interest calculation	5/1/2016 - 4/30/17		5/1/2017 - 4/30/18		5/1/2018 - 4/30/19	
	2016	2017	2018			
\$450k - Asset purchase	25,549	22,259	18,767	See amortization tab		
\$150k note with Seller	-	-	3,000			
Interest Expense	25,549	22,259	21,767			

6. **Truck Expense - Includes Leases, tires and fuel tax**

- 1999 Truck lease - Ends March 2016, with \$1 buy out
- 2013 Straight Truck lease - Leased 9/20/12 - 9/20/17 - Lease \$1,618 per month
- Owners truck lease - \$800 per month - will go away with asset purchase.
- Other truck expenses - increased at 5% each year

Truck Expense calculation	5/1/2016 - 4/30/17		5/1/2017 - 4/30/18		5/1/2018 - 4/30/19	
	2015	2016	2017	2018		
1999 Truck	9,324	-	-	-		
2013 Straight truck	19,416	19,416	8,090	-		
Owners truck lease	9,600	-	-	-		
Other truck rentals	16,225	17,036	17,888	18,782		
Tires/Tubes Fuel tax	9,526	10,002	10,502	11,028		
Truck expenses	64,091	46,455	36,480	29,810		

7. **Other expenses - owner was deducting personal expenses through business, amounts backed out and then a 5% increase was added per year. List of owner's perks provided**

Other Expenses calculation	2015	Reduced for Prior owner expenses	2016 5% inc.	5/1/2016 - 4/30/17		5/1/2017 - 4/30/18		5/1/2018 - 4/30/19	
				2016	2017	2018			
Insurance	87,236	(6,288)	4,047	84,995	89,245	93,707			
Gas, oil, fuel	103,849	(10,522)	4,666	97,993	102,893	108,038			
Truck repairs	63,047	(6,346)	2,835	59,536	62,513	65,638			
Meals, lodging, travel	23,713	(4,914)	940	19,739	20,726	21,762			
Other expenses	18,304	(2,000)	815	17,119	17,975	18,874			
Telephone	14,711	(3,343)	568	11,936	12,533	13,160			
Utilities	22,943	(4,849)	905	18,999	19,949	20,946			
Other Expenses	333,803	(38,262)	14,777	310,318	325,834	342,126			

Amortization Table

A simple amortization table covering 24 payment periods of a loan.

- 1) To use the table, simply change any of the values in the "initial data" area of the worksheet.
- 2) To print the table, just choose "Print" from the "File" menu. The print area is already defined.

Initial Data

LOAN DATA			TABLE DATA
Loan amount:	\$450,000.00		Table starts at date:
Annual interest rate:	6.00%		or at payment number: 1
Term in years:	7		
Payments per year:	12		
First payment due:	5/15/2016		
PERIODIC PAYMENT			
Do not enter data below this line			
Entered payment:	\$0.00	<i>The table uses the calculated periodic payment amount</i>	
Calculated payment:	\$6,573.85	<i>unless you enter a value for "Entered payment".</i>	
CALCULATIONS			
Use payment of:	\$6,573.85	Beginning balance at payment 1:	450,000.00
1st payment in table: 1		Cumulative interest prior to payment 1:	0.00

Table

No.	Payment Date	Beginning Balance	Interest	Principal	Ending Balance	Cumulative Interest	Interest per Yr	Principal
1	5/15/2016	450,000.00	2,250.00	4,323.85	445,676.15	2,250.00		
2	6/15/2016	445,676.15	2,228.38	4,345.47	441,330.68	4,478.38		
3	7/15/2016	441,330.68	2,206.65	4,367.20	436,963.49	6,685.03		
4	8/15/2016	436,963.49	2,184.82	4,389.03	432,574.45	8,869.85		
5	9/15/2016	432,574.45	2,162.87	4,410.98	428,163.48	11,032.72		
6	10/15/2016	428,163.48	2,140.82	4,433.03	423,730.44	13,173.54		
7	11/15/2016	423,730.44	2,118.65	4,455.20	419,275.25	15,292.19		
8	12/15/2016	419,275.25	2,096.38	4,477.47	414,797.77	17,388.57		
9	1/15/2017	414,797.77	2,073.99	4,499.86	410,297.91	19,462.56		
10	2/15/2017	410,297.91	2,051.49	4,522.36	405,775.55	21,514.05		
11	3/15/2017	405,775.55	2,028.88	4,544.97	401,230.58	23,542.93		
12	4/15/2017	401,230.58	2,006.15	4,567.70	396,662.88	25,549.08	2016	
13	5/15/2017	396,662.88	1,983.31	4,590.54	392,072.35	27,532.39	25,549	53,337
14	6/15/2017	392,072.35	1,960.36	4,613.49	387,458.86	29,492.75		53,400 Round
15	7/15/2017	387,458.86	1,937.29	4,636.56	382,822.31	31,430.05		
16	8/15/2017	382,822.31	1,914.11	4,659.74	378,162.57	33,344.16		
17	9/15/2017	378,162.57	1,890.81	4,683.04	373,479.53	35,234.97		
18	10/15/2017	373,479.53	1,867.40	4,706.45	368,773.08	37,102.37		
19	11/15/2017	368,773.08	1,843.87	4,729.98	364,043.10	38,946.24		
20	12/15/2017	364,043.10	1,820.22	4,753.63	359,289.46	40,766.45		
21	1/15/2018	359,289.46	1,796.45	4,777.40	354,512.06	42,562.90		
22	2/15/2018	354,512.06	1,772.56	4,801.29	349,710.77	44,335.46		
23	3/15/2018	349,710.77	1,748.55	4,825.30	344,885.47	46,084.01	2017	
24	4/15/2018	344,885.47	1,724.43	4,849.42	340,036.05	47,808.44	22,259	56,627
25	5/15/2018	340,036.05	1,700.18	4,873.67	335,162.38	49,508.62		56,700 Round
26	6/15/2018	335,162.38	1,675.81	4,898.04	330,264.35	51,184.43		
27	7/15/2018	330,264.35	1,651.32	4,922.53	325,341.82	52,835.75		
28	8/15/2018	325,341.82	1,626.71	4,947.14	320,394.68	54,462.46		
29	9/15/2018	320,394.68	1,601.97	4,971.88	315,422.80	56,064.44		
30	10/15/2018	315,422.80	1,577.11	4,996.74	310,426.07	57,641.55		
31	11/15/2018	310,426.07	1,552.13	5,021.72	305,404.35	59,193.68		
32	12/15/2018	305,404.35	1,527.02	5,046.83	300,357.52	60,720.70		
33	1/15/2019	300,357.52	1,501.79	5,072.06	295,285.46	62,222.49		
34	2/15/2019	295,285.46	1,476.43	5,097.42	290,188.03	63,698.92		
35	3/15/2019	290,188.03	1,450.94	5,122.91	285,065.13	65,149.86	2018	
36	4/15/2019	285,065.13	1,425.33	5,148.52	279,916.60	66,575.18	18,767	60,119
37	5/15/2019	279,916.60	1,399.58	5,174.27	274,742.34	67,974.77		60,100 Round

38	6/15/2019	274,742.34	1,373.71	5,200.14	269,542.20	69,348.48
39	7/15/2019	269,542.20	1,347.71	5,226.14	264,316.06	70,696.19
40	8/15/2019	264,316.06	1,321.58	5,252.27	259,063.79	72,017.77
41	9/15/2019	259,063.79	1,295.32	5,278.53	253,785.26	73,313.09
42	10/15/2019	253,785.26	1,268.93	5,304.92	248,480.34	74,582.02
43	11/15/2019	248,480.34	1,242.40	5,331.45	243,148.89	75,824.42
44	12/15/2019	243,148.89	1,215.74	5,358.11	237,790.78	77,040.16
45	1/15/2020	237,790.78	1,188.95	5,384.90	232,405.89	78,229.12
46	2/15/2020	232,405.89	1,162.03	5,411.82	226,994.07	79,391.14
47	3/15/2020	226,994.07	1,134.97	5,438.88	221,555.19	80,526.12
48	4/15/2020	221,555.19	1,107.78	5,466.07	216,089.11	81,633.89
49	5/15/2020	216,089.11	1,080.45	5,493.40	210,595.71	82,714.34
50	6/15/2020	210,595.71	1,052.98	5,520.87	205,074.84	83,767.32
51	7/15/2020	205,074.84	1,025.37	5,548.48	199,526.36	84,792.69
52	8/15/2020	199,526.36	997.63	5,576.22	193,950.15	85,790.32
53	9/15/2020	193,950.15	969.75	5,604.10	188,346.05	86,760.07
54	10/15/2020	188,346.05	941.73	5,632.12	182,713.93	87,701.80
55	11/15/2020	182,713.93	913.57	5,660.28	177,053.65	88,615.37
56	12/15/2020	177,053.65	885.27	5,688.58	171,365.07	89,500.64
57	1/15/2021	171,365.07	856.83	5,717.02	165,648.04	90,357.47
58	2/15/2021	165,648.04	828.24	5,745.61	159,902.43	91,185.71
59	3/15/2021	159,902.43	799.51	5,774.34	154,128.10	91,985.22
60	4/15/2021	154,128.10	770.64	5,803.21	148,324.89	92,755.86
61	5/15/2021	148,324.89	741.62	5,832.23	142,492.66	93,497.48
62	6/15/2021	142,492.66	712.46	5,861.39	136,631.28	94,209.95
63	7/15/2021	136,631.28	683.16	5,890.69	130,740.58	94,893.10
64	8/15/2021	130,740.58	653.70	5,920.15	124,820.44	95,546.81
65	9/15/2021	124,820.44	624.10	5,949.75	118,870.69	96,170.91
66	10/15/2021	118,870.69	594.35	5,979.50	112,891.19	96,765.26
67	11/15/2021	112,891.19	564.46	6,009.39	106,881.80	97,329.72
68	12/15/2021	106,881.80	534.41	6,039.44	100,842.36	97,864.13
69	1/15/2022	100,842.36	504.21	6,069.64	94,772.72	98,368.34
70	2/15/2022	94,772.72	473.86	6,099.99	88,672.74	98,842.20
71	3/15/2022	88,672.74	443.36	6,130.49	82,542.25	99,285.56
72	4/15/2022	82,542.25	412.71	6,161.14	76,381.11	99,698.28
73	5/15/2022	76,381.11	381.91	6,191.94	70,189.17	100,080.18
74	6/15/2022	70,189.17	350.95	6,222.90	63,966.26	100,431.13
75	7/15/2022	63,966.26	319.83	6,254.02	57,712.25	100,750.96
76	8/15/2022	57,712.25	288.56	6,285.29	51,426.96	101,039.52
77	9/15/2022	51,426.96	257.13	6,316.71	45,110.24	101,296.65
78	10/15/2022	45,110.24	225.55	6,348.30	38,761.94	101,522.21
79	11/15/2022	38,761.94	193.81	6,380.04	32,381.90	101,716.02
80	12/15/2022	32,381.90	161.91	6,411.94	25,969.96	101,877.93
81	1/15/2023	25,969.96	129.85	6,444.00	19,525.96	102,007.78
82	2/15/2023	19,525.96	97.63	6,476.22	13,049.74	102,105.41
83	3/15/2023	13,049.74	65.25	6,508.60	6,541.14	102,170.65
84	4/15/2023	6,541.14	32.71	6,541.14	0.00	102,203.36

Company Name: Lonnie Goodrich

MACRS DEPRECIATION WORKSHEET

Class and Description of Property	Date placed in service	Cost or other basis	Less Land Value	Basis of Recovery Property	Bus. Use %	Sec. 179 Deduction	Recovery Amount	Recovery Period	Conv. and Method	5/1/2016 - 4/30/17		5/1/2017 - 4/30/18		5/1/2018 - 4/30/19	
										2016 Depr.	%	2017 Depr.	%	2018 Depr.	
Equipment	03-01-2016	80,000		80,000	100%		80,000	7 YEAR	HY 200 DB	14.29%	11,432	24.49%	19,592	17.49%	13,992
Furniture & racking	03-01-2016	20,000		20,000	100%		20,000	5 YEAR	HY 200 DB	20.00%	4,000	32.00%	6,400	19.20%	3,840
Section 197 intangibles	03-01-2016	550,000		550,000	100%		550,000	15 yr	S/L	6.6667%	30,556	6.6667%	36,667	6.6667%	36,667
		650,000		650,000							<u>\$45,988</u>		<u>\$62,659</u>		<u>\$54,499</u>

Safety Department

DRIVER ORIENTATION MANUAL

RECEIVED

MAR 11 2016

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Wheaton
WORLD WIDE MOVING
We move your life®

BEKINS®

PARTNER COMPANIES

Updated 1/2015

To: All New Drivers
From: Dennis Whitaker, Director of Safety

I want to welcome you to Wheaton | Bekins and wish you the best. Wheaton | Bekins has developed a reputation of being one of the finest movers in the industry, thanks largely to the professionalism and dedication to service of our drivers.

The van line's Safety Department is dedicated to assuring the continuation of this tradition, and we have compiled this orientation manual to help inform you of the various safety policies we use to help achieve this goal. We urge you to use this manual at every opportunity to avoid any unnecessary problems in maintaining compliance with federal requirements and with van line policies.

Defensive driving is also critical part of maintaining this excellent reputation. Wheaton | Bekins drivers have one of the best safety records in the industry and maintaining this reputation must be the goal of every driver with our company. We are dedicated to the ideas and policies taught by the National Safety Council's Defensive Driving Course for Professional Drivers.

We want to assure you that your contributions to the continuing success of Wheaton | Bekins are not taken lightly. We feel that the professionalism and dedication to service each of you provide is what makes Wheaton | Bekins the best company in the moving industry.

We respect your expertise and welcome your comments, questions, and suggestions.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis J. Whitaker". The signature is fluid and cursive, with the first name being the most prominent.

Dennis J. Whitaker
Director of Safety

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The matter of complying with the Federal Safety Regulations is not considered to be another "Government Regulation." It is a matter of good business judgment to operate our business safely as it will help us make a profit by performing a better service for our customers, reduce our costs by preventing accidents and help maintain low insurance rates. The supreme benefit of course is that safety saves lives, reduces injuries, and lost time.

In our efforts to maintain control over our safety compliance we have computer programs that provide us with useful and timely information on drivers logs, hours of service, vehicle inspections, driver's licenses, physical examinations, annual certifications of violations, etc. We can help you avoid serious compliance problems by advising you when issues affect your compliance status.

Our records also help us predict when someone will be in violation of the Federal Regulations and this gives us the ability to give advance notice to a driver so they can take whatever action is necessary to avoid non-compliance.

1.1 Non Compliance = No Assignment

Drivers or vehicles in non-compliance cannot be dispatched until the driver or vehicle is brought into compliance with the Federal Regulations. As an example: If a driver does not have a current physical examination on file at the van line's Indianapolis office, that driver can not be assigned van line shipments until the driver submits a new physical examination and it is reviewed.

This same action will be taken on any of the Federal Regulations dealing with safety and the qualification of drivers and/or vehicles as prescribed by the Federal Motor Carrier Safety Regulations. Any use of a driver under the self-haul program will result in assessment of fines in addition to violation point penalties. Repeated failure to comply will result in disqualification of the driver or vehicle from service.

1.2 Driver's Responsibilities

Each driver is responsible for maintaining compliance with the Federal Motor Carrier Safety Regulations. Failure to maintain compliance will result in disqualification from our service. Notification will be given at 60 days and again at 30 days prior to expiration of a driver's physical, license, and annual certificate of violations. This same notice will be given on vehicle inspections that are close to being due. If these are not renewed prior to the expiration the driver or unit will be disqualified from operating in Wheaton | Bekins service and, in the case of a driver, a suspension notice will be sent.

Only a driver who is qualified by the Safety Department can operate a vehicle leased to Wheaton Van Lines under our interstate operating authority. The following standards apply to all drivers qualified to operate in our service:

2.1 Physical Examination Requirements

All drivers must keep on file with the Safety Department a current certificate of physical qualifications that meets or exceeds the medical qualification standards established by the FMCSR section 391. Only a qualified individual can complete the physical examination form required by the regulations. The form and wallet card for this physical are available from the Safety Department. Physicals must be renewed at least every two years or sooner as required by your doctor, the Department of Transportation (DOT) requirements and company policy.

Drivers experiencing a serious illness or injury must again re-certify their medical qualifications by taking a new physical and obtaining a release from their treating physician to return to their normal work duties.

Additional requirements are placed on drivers with certain medical conditions. These conditions include:

- | | |
|---------------------------|--------------------------------|
| 1. Cardiovascular disease | 6. Hearing loss |
| 2. High blood pressure | 7. Respiratory dysfunction |
| 3. Diabetes | 8. Epilepsy |
| 4. Color blindness | 9. Loss of limb, foot, or hand |
| 5. Psychiatric disorders | 10. Visual acuity deficiency |

If you are experiencing one of these conditions, please contact the Safety Department for additional documentation which must be reviewed by the examining physician to validate your medical certificate.

2.2 Drug and Alcohol Testing Requirements

All drivers are required to submit to both alcohol and drug testing as required by the Federal Motor Carrier Safety Regulations. These requirements and policies are outlined in section 11 of this manual.

3.1 Current Valid Driver's License

All drivers must have on file with the Safety Department a copy of their current valid driver's license which qualifies them to drive the class of motor vehicle which they will be operating in our service. Before the expiration of their previous license, all drivers must submit a copy of their renewed license.

No driver can be used until a current valid license is obtained after the expiration of their previous license.

3.2 Annual Certificate of Violations

All drivers are required to annually submit a list of any traffic violations they have had for the preceding 12 month period. (FMCSR 391.25) To do this please use the *Annual Certificate of Violations* form. Each driver's record will then be verified and reviewed to assure that they have listed all violations and have not exceeded the following standards:

1. No more than three violations are allowed in any consecutive 12-month period.
2. No more than five violations are allowed in any consecutive 24-month period.
3. No alcohol related violations involving a motor vehicle
4. No more than one conviction of a serious traffic violation within the last three year period. A serious traffic conviction is defined as:
 - Excessive speeding of 15 mph or more above the posted speed.
 - Reckless driving
 - Improper or erratic lane changes.
 - Following too closely.
 - A violation, arising in connection with a fatal accident, of a state or local law relating to motor vehicle control.
 - Operating a CMV without obtaining a CDL.
 - Operating a CMV without a current CDL in the drivers possession
 - Operating a CMV without the proper class of CDL

This list of violations must be accurate and complete. If you cannot remember all violations you have had for the past 12 months you should obtain and review a copy of your driving record from the state that issued your license.

Drivers exceeding these standards will be suspended from operating in van line service until their records meets the above minimum standards. Reinstatement from this suspension period will be subject to review of the driver's record.

Introduction

Logs are as much a part of the household goods transportation industry's paperwork as are inventories, Bills of Lading, etc. They are required by the federal regulation to assure your safety and the safety of the public by making sure that you are rested and alert while operating a commercial motor vehicle. They must be completed daily and must accurately show your work each day.

One of the first things examined in state inspections is your logbook. Law enforcement officers are verifying that you are properly rested, that you have been keeping up with the required entries, and that the entries are true. The Safety Department, for the same reasons, also verifies that you are complying with the hours of service rules and that the logs accurately record your work each day.

If your log is improperly completed, inaccurate or you have violated the hours of service rules, you are fined and penalized, and continued violations will result in disqualification.

Your logs must be completed as you work and then forwarded to the van line soon after completion. If the corporate office does not receive them within 20 days after the log date, you will be penalized and temporarily suspended until they are received.

In addition to compliance with the federal hours of service requirements, the log forms provide necessary information for various state tax requirements. Your mileage by state is used to calculate fuel and road taxes, and as a result must accurately record your vehicle's operation daily to avoid unnecessary penalties or taxes.

By completing your logs properly and accurately, you show that you take pride in your work.

Log Completion Guide – How to Use This Guide

This guide explains how to properly complete the driver's daily log by describing each section of the log form. The following page shows an example of the daily log form used by the van line. These forms are provided in logbooks issued by the van line for each driver.

Each logbook contains enough two-day log forms for at least two months of daily operation. In these books is a yellow copy of the log form for the driver and a pink copy of the log form for the agency.

The following sample log shows the log design and is more thoroughly described in the following pages.

4.2 State Mileage Report Section

A. Driver Name: Please print your name legibly here. Record both your first and last name.

Driver Name John Doe

B. Month-Day-Year: The date of the log must be filled in here and is recorded for both days you are working and days you are off-duty.

Date 1/16/2012

C. Unit Number: Enter the unit number. This must be the unit number issued by the van line. Unit numbers are your agent number followed by the tractor number and the trailer number.

Unit # 222 - 11 / 4

D. From: Starting point for each state's mileage. Record the location where the mileage for the state began. Please enter "stateline" if you started from a stateline.

From	To	Miles	State	Gal.	Routes
Nashville	Stateline	232	TN	45.9	I-40
Stateline	Brookhaven	255	MS		I-55

E. To: Ending point for each state's mileage. As above, when driving through a state, you may use "stateline" as the "to" point.

From	To	Miles	State	Gal.	Routes
Nashville	Stateline	232	TN	45.9	I-40
Stateline	Brookhaven	255	MS		I-55

F. State: Record the abbreviation for the state traveled in.

From	To	Miles	State	Gal.	Routes
Nashville	Stateline	232	TN	45.9	I-40
Stateline	Brookhaven	255	MS		I-55

G. Miles: Record the total mileage traveled in each state. This must be the actual mileage and not an estimate. If they are inaccurate, falsification penalties may be assessed. If you are running a team operation (lead driver and co-driver in one vehicle), **both drivers** should fill out the "miles" and "gal." section separately, recording only the mileage and not the totals for both drivers.

From	To	Miles	State	Gal.	Routes
Nashville	Stateline	232	TN	45.9	I-40
Stateline	Brookhaven	255	MS		I-55

H. Gal.: Indicate the total number of gallons of fuel purchased in each state. Attach the original copy of the fuel invoice for these purchases to the log. These invoices must meet state requirements listed below to be accepted by the van line. If you do not have the fuel ticket, you should still write in the fuel purchased.

Without the original fuel receipt, the van line cannot allow credit for the purchase on our tax returns. Your gallons purchased are used to calculate your vehicle's MPG. Failure to report all fuel will result in exaggerated MPG figures and penalties. Additionally, an improper MPG rate will may also increase the amount of fuel taxes charged for the vehicle's operation.

For credit for fuel purchases, the receipt must meet the following requirements:

1. The fuel receipt must be the original copy. Any carbon copies, photo static copies and informal general-merchandise sales-pad fuel tickets will not be processed for credit. This also applies to bulk storage fuel receipts.
2. The fuel receipt should show Wheaton Van Lines, Inc., as purchaser whenever possible. If an agency or individual credit card is used, *Wheaton Van Lines, Inc., Indianapolis, IN* must be hand-written on the fuel ticket.
3. The following information must be either *imprinted* or *stamped* on the fuel ticket:
 - a. Station name
 - b. Station address, including city and state
4. The following information must be shown on the fuel ticket:
 - a. Date of purchase
 - b. Type of fuel
 - c. Number of gallons or liters
 - d. Price per gallon or liter
 - e. Total purchase price
 - f. Tractor number, including agency code
5. The fuel ticket **must** be submitted with log.
6. The date on the fuel receipt must match the location and date on the log.
7. The log must show the time fueling the vehicle as on-duty not driving.

From	To	Miles	State	Gal.	Routes
Nashville	Stateline	232	TN	45.9	I-40
Stateline	Brookhaven	255	MS		I-55

I. Routes: Indicate the route numbers of major highways traveled in each state.

From	To	Miles	State	Gal.	Routes
Nashville	Stateline	232	TN	45.9	I-40
Stateline	Brookhaven	255	MS		I-55

J. Order Number: One order number of shipments that were loaded that day must be entered in this area.

Shipments Loaded Today		
Order #	Origin	Destination
222-1452	Indianapolis, IN	Winston-Salem, NC

K. Origin: Indicate where shipment was picked up.

Shipments Loaded Today		
Order #	Origin	Destination
222-1452	Indianapolis, IN	Winston-Salem, NC

L. Destination: Indicate where shipment is to be dropped off.

Shipments Loaded Today		
Order #	Origin	Destination
222-1452	Indianapolis, IN	Winston-Salem, NC

M. Unit Number: Enter the unit number. This must be the unit number issued by the van line. Unit numbers are your agent number followed by the tractor number and the trailer number.

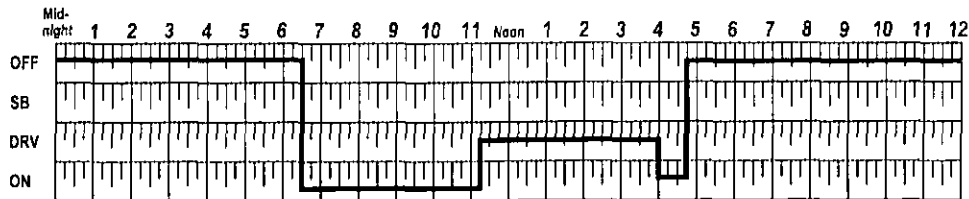
Unit # 222 - 11 / 4

N. Miles: Indicate the total miles traveled for the day. If you are running a team operation, each driver should show his own mileage in this section of the log and not the mileage for both drivers.

Miles _____

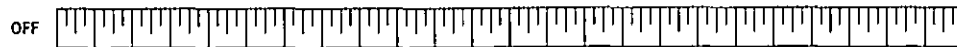
4.3 The Log Grid

All time in each 24-hour period is recorded using a grid that is divided into 15-minute increments for each of four duty status categories. These are *off-duty*, *sleeper berth*, *on-duty driving*, and *on-duty not driving*. A continuous line from one end of the grid to the other will show when and how much time is spent in each of these categories. Complete the grid carefully and use a straight edge to draw the lines. Below is an example of how to record time on the grid:

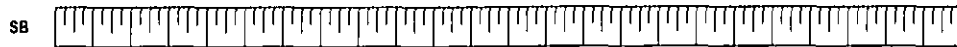


The following is a description of each of these duty status categories.

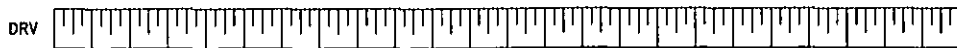
O. Off-duty: Time spent off-duty is to be indicated on this line. Off-duty time is time you are relieved of responsibility for your vehicle and its cargo. Your van must be locked and secured when you are off-duty. If you are off-duty for a period of 24 hours or more, a continuous line can be drawn from midnight to midnight. For a period of several days, the date area of the log should reflect the days you are off-duty.



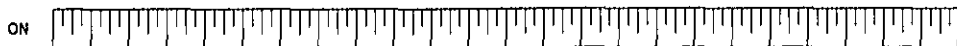
P. Sleeper Berth: Sleeper berth time is the time actually spent resting in a DOT approved sleeper berth. Time resting in the passenger's seat is not sleeper berth time.



Q. Driving: All time you spend at the controls of the motor vehicle is logged as driving time.

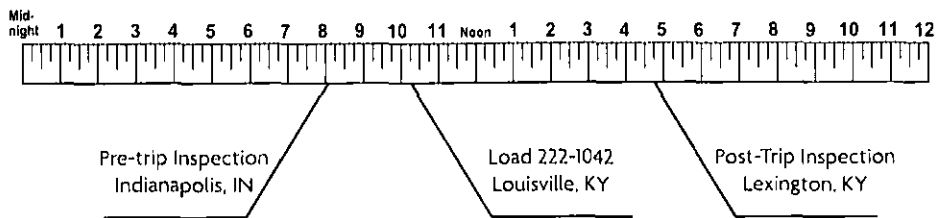


R. On-Duty-Not-Driving: All time you are working but not driving is recorded as on-duty-not-driving time on the 4th line. Examples of on-duty-not-driving time include attending a vehicle being loaded or unloaded, time spent completing paperwork, inspecting the vehicle and waiting time. Section 395.2 of the Federal Motor Carrier Safety, Regulations, paragraphs 1-8, describe these and other examples of time to be recorded as on-duty-not-driving.

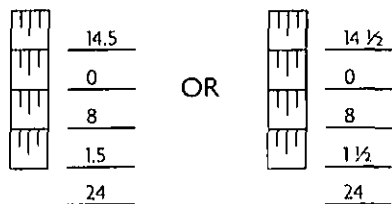


S. Remarks: Below the time grid is the Remarks section. In this area, you record information regarding inspections, accidents, and the location. Below is a description of these and other items shown in this section:

1. *Location of Change of Duty Status:* Each time you change from one duty status to another, record the city, town, and the state's abbreviation. You may abbreviate the state name but please do not abbreviate the city or town. If a change of duty occurs somewhere other than a city or town, record the nearest mile marker, intersection, or exit number followed by the highway number and the nearest city, town, or village and the state abbreviation.
2. *Inspections and Accidents:* If you are stopped for a compliance check, inspection, traffic enforcement citation, or you are involved in an accident, record it in the remarks section. These situations are recorded as on-duty-not-driving time and should match the time, date, and location recorded on the documents made out in each situation.
3. *Loading and Unloading:* In addition to showing loading and unloading time as on-duty not driving time, you should show loading and unloading shipments on the log by using the word "load" or "unload" followed by the order number. Your time logged as on-duty-not-driving for loading and unloading shipments must accurately show the time you spent. Do not falsify your time for loading and unloading shipments.
4. *Daily Inspections:* The Federal Motor Carrier Safety Regulations require both a pre-trip and post-trip inspection daily. The pre-trip inspection occurs before any driving each day and involves a review of the previous driver's post-trip inspection report and a walk around inspection of the vehicle. If these items require 7½ minutes or more, you should log this time as on-duty-not-driving. The post-trip inspection is done at the completion of each day's driving and is an inspection of the 12 items listed on the back of the log. To properly do this inspection will take you at least 7½ minutes and therefore, you must show at least 15 minutes of on-duty-not-driving time on your log at the end of each day for this post-trip inspection.



T. Hours Totals: In each of the blanks following each duty status grid you record the total time for each duty status for the 24-hour period. All time in the four status categories together should equal 24 hours. Make sure these totals are accurate.




U. Order Number: One order number of any of the shipments on the vehicle must be recorded in each day in this area. You may, if you choose, enter more than one order number.

Order # _____

V. Co-Driver: Print the name of your co-driver in this blank when you are running as a team in one vehicle. If you are by yourself, record "None."

Co-Driver _____

W. Signature: Sign your name in this blank after completing the post-trip Inspection and the final entries on the log. By signing here, you are certifying that the entries are true and the post-trip inspection has been done. Also check the appropriate box to the right showing the results of your post-trip inspection.

I certify that the above entries are true and correct and that I made inspection required by Section 396.11 of the Motor Carrier Safety Requirements.		<input type="checkbox"/> No inspection performed - Off-duty <input type="checkbox"/> No defects found <input type="checkbox"/> Defects noted on back	
Signature _____			

Y. Hours Worked Last 7 Days: This area on the log form must be completed daily and will help you avoid violations of the "70-Hour Rule." For each of the previous 7 days, enter the total hours on-duty on lines 1-7. Your on-duty hours for each day include your driving time plus your on-duty-not-driving time. Next, sum these hours and enter the amount in the "Total Hours" blank. Next, subtract this amount from 70 (the amount of hours you may work in an eight-day period), and enter the result in the space titled "70 Hours Less Total Hours Equals Hours Available Today." This is the total number of hours you have available at the beginning of that day. You may be on-duty this many hours and continue to drive. When you reach this limit of hours available, you may not do any further driving for that day but you may still be on-duty-not-driving. At the end of your workday, fill in the "Hours Worked Today." This number can then be transferred to the next day's log and entered in line 7.

When you have been out of service for the van line, you must record the last date and time you worked for compensation for anyone in this bottom area. The hours you record in the last 7 days blanks in this section must then show all time you have worked for compensation for anyone in the last 7 days, not just work for the van line.

Hours worked last 7 days	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	Yesterday
Total of last 7 days hours	Total hours
Result of 70 minus last 7 days hours	70 hours less total hours equals hours available today
Hours worked today	Hours worked today

Last 7 Days Hours
(Put yesterday's hours in blank 7, the next previous day in blank 6 and so on.)

4.4 Hours of Service Regulations

The Hours of Service regulations are issued by the Department of Transportation in Part 395 of the Federal Motor Carrier Safety Regulations. Driver logs are used to verify compliance with the regulations. All drivers operating a commercial motor vehicle (CMV) in interstate commerce must comply with the Hours of Service regulations for both their safety and the safety of others. Compliance helps prevent operation of a vehicle by drivers too tired or fatigued to do so safely.

When violations of the regulations are identified, safety points and any applicable fines are assessed to the driver or driver's agent. A notice is sent to the driver or his agent informing them of the violation. If a driver accumulates 500 or more safety points in a twelve-month period, they will be suspended for a minimum of seven days and must participate in a counseling session provided by the Safety Department before reinstatement. The van line Compliance Auditors will counsel the driver on how to avoid future violations. After suspension and counseling, the driver's safety points will be reduced to 300, and they will be reinstated.

Should the driver's point level reach 500 a second time in a 12 month period, the driver will be suspended from service for a minimum of 30 days and must participate in another counseling session. A third accumulation of 500 safety points in a 12 month period will result in a disqualification.

The four basic rules are the 8-hour rule, the 11-hour rule, the 14-hour rule and the 70-hour rule.

8-Hour Rule

You may drive a CMV only if 8 hours or less have passed since the end of his last off-duty or sleeper berth period of at least 30 minutes.

Driving is not permitted when 8 or more hours have passed since the end of the last off-duty or sleeper-berth period of at least 30 minutes. Meal breaks or other off-duty time of at least 30 minutes qualify as a break.

Example of the 8-Hour Rule:

A driver comes on-duty at 8 a.m. after a weekend off and immediately begins a trip that will require 11-hours of travel. The driver must take a minimum 30-minute break no later than 4 p.m. on that day to comply with the 8-hour rule. If he takes the 30 minute break before reaching 11 a.m., he would have to take a second break of 30 minutes to complete the 11 hour driving trip in order to comply with the 8 hour rule. The required off-duty time can include resting in a parked CMV for 30 minutes or more as long as no other duties are performed.

11-Hour Rule

You may drive up to 11 hours following a 10-hour break.

Drivers are limited to 11 hours of driving time. You cannot drive for more than 11 hours between 10 hour breaks. The 10-hour break may be taken as 10 consecutive hours off-duty, 10 consecutive hours in a sleeper berth, or any uninterrupted combination of off-duty and sleeper berth time of at least 10 consecutive hours. Please also remember that due to the 8-hour rule, you must take a break of 30 minutes or more before reaching 8 hours of on-duty time (see the 8-hour rule above).

Example of the 11-Hour Rule:

After 10 consecutive hours off-duty, a driver comes to work at 6 a.m., inspects his truck, does some paperwork and then begins driving at 7 a.m. At 2 p.m. (after 7 hours driving) the driver takes a 30-minute break to meet the 8-hour rest break requirements. After this 30 minute break the driver, at 2:30 p.m., continues driving for another 4 hours until 6:30 p.m.. He has then reached the maximum allowable driving time of 11 hours and must not drive until he has at least 10 consecutive hours off-duty or until after 4:30 a.m. He may do other work after 6:30 p.m. but he cannot do any further driving of a commercial motor vehicle.

14-Hour Rule

You are allowed 14 consecutive hours in which to drive up to 11 hours following an off-duty break of 10 or more consecutive hours.

This is usually thought of as a daily limit even though it is not based on a 24-hour period. The 14-consecutive-hour driving window begins when a driver comes on-duty. When the driver reaches the end of the 14-consecutive hour period, he can no longer drive until he has been off-duty for 10 consecutive hours. The 11-hour driving time is limited to the 14-consecutive-hour period which includes off-duty such as the 30 minute break required in the 8-hour rule or any other off-duty time of less than 10 hours.

Example of the 14-Hour Rule:

A driver comes on-duty after 10 continuous hours off-duty at 6 a.m. By 8 p.m. that evening, 14 hours later, he may not drive further until an off-duty period of at least 10 consecutive hours has been taken. He may perform other on-duty activity after 8 p.m.

70-Hour Rule

You may not drive after accumulating 70 or more of on-duty hours in the last eight days.

The 70-hour rule is based on "on-duty" time which includes both driving and on-duty-not-driving time for the past 8 consecutive days. Once your combined total of driving time and on-duty-not-driving time for the past 8 consecutive days reaches 70 hours, you can no longer drive a commercial vehicle. After midnight of each day, the on-duty hours for the 8th day back drop off the total on-duty hour calculation. The current day would be the first day of the new 8-day period and the hours worked nine days prior are dropped from the total number of on-duty hours worked in the past 8 days.

Example of the 70-hour Rule:

At the start of each day, a driver should use the 7 day recap on the right side of daily log to sum his on-duty hours for the last seven days. This total is then subtracted from the limit of 70 hours to determine the number of available hours for the day. For example, if the driver has 62 hours of on-duty time in the past seven days, subtracting 62 hours from 70 would indicate that he has 8 hours of on-duty time available for the day. Once the driver has been on-duty for 8 hours, he can no longer drive a commercial motor vehicle for that day. He has accumulated 70 hours of on-duty time in the last 8 days and can no longer drive. He could still log on-duty-not-driving time performing other activity. The next morning, the driver calculates the previous 7 days of on-duty time and finds that he now has accumulated 60 hours on-duty time in the past 7 and for today, he has 10 hours of available on-duty time to drive.

34-Hour Restart Provision

Hours of service regulations allow a driver to "restart" his 70-hour rule calculation after taking a minimum of 34 consecutive hours off-duty, in the sleeper-berth or an uninterrupted combination of both sleeper berth and off duty. A driver may take his/her 34 consecutive hours off at any time no matter how many hours he/she has accumulated and the 34 hours off duty does not need to contain certain time periods.

Example of the 34-Hour Restart Provision:

Driver Joe starts an 8 day period at 7 a.m. on Monday. Joe remains on duty for 14 hours each day (11 hours of which could be driving time). If Joe reaches the 70-hour limit at 9 p.m. on Friday (14 hours/day x 5 days = 70 hours) he normally would not be able to drive until 7 a. m. on the following Tuesday (8 days after the start of the period). But if Joe immediately begins an off-duty period of at least 34 consecutive hours, he could begin driving again at 7 a.m. on Sunday, which would be the start of a new 70-hour-in-8-day period. Joe does not have to wait until he reaches the 70-hour limit, he could take this 34 consecutive hours off duty at any time and his available hours would reset back to 70 hours. The 34-hour restart provision can be used even if a driver has exceeded the 70-hour limit.

Split Sleeper Berth Provision

A truck equipped with a U.S. DOT-approved sleeper berth allows the driver to use time in the berth in three ways:

1. He may spend all or part of the required 10 hour break in the sleeper berth. However, the sleeper berth time combined with off-duty time must total 10 consecutive hours. He cannot go on-duty or drive during those 10 hours. At the end of this 10 hour break he will gain back his 11-hour driving and 14-hour duty period limits.
2. A driver may use the sleeper berth to extend the 14-hour limit. Any period in the sleeper berth of at least 8 consecutive hours does not count as part of the 14 hours, and therefore, allows the driver to extend the time during which he could use his maximum 11 hours of driving.
3. A driver may use the sleeper berth in 2 separate periods to obtain at least 10 hours off-duty. To do this, one period must be at least 8 (but less than 10) consecutive hours in the sleeper berth. This period will not count against the 14-hour rule. The second rest period must be at least 2 (but less than 10) consecutive hours off-duty, in the sleeper berth or a combination of both. It does not matter which rest period is taken first. After the second period is completed, the 11-hour rule and 14-hour rule are calculated using the time the first rest break period ended.

Example of the Split Sleeper Berth Provision:

A driver comes on-duty at 7 a.m. and starts driving at 10 a.m. At 2 p.m., he spends 8 hours in the sleeper berth. At 10 p.m. he begins driving again. The 8 hours spent in the sleeper berth do not count against the 14-hour rule and extends the 14-hour limit by 8 hours. Since the driver has used only 7 of the allowed 14 hours the 8 hour sleeper berth extends the 14-hour limit to 5 a.m. the next day. The original 14-hour limit would have been 9 p.m. The driving limit is still 11 hours and since he has only driven 4 hours, another 7 hours of driving time is still available. He can drive from 10 p.m. to 5 a.m. the next day.

At 5 a.m., the driver goes off-duty for 2 hours, until 7 a.m. Since he met the requirement of getting the equivalent of 10 hours off-duty in two periods (2 p.m. to 10 p.m. and 5 a.m. to 7 a.m.), he now has a new calculation point for figuring his 11 and 14 hours. The new calculation point is at the end of the first rest period (10 p.m.). The new 14-hour window begins at 10 p.m. and ends 14 hours later, at noon the following day. During that 14-hour period, he is allowed to drive 11 hours.

From 10 p.m. to 7 a.m. he has used 9 (7 hours driving and 2 hours in the sleeper-berth) of the 14 allowed on-duty hours and 7 of the 11 allowed driving hours. He has a 5 hour window in which to drive 4 hours.

Because the 14-hour window ends at noon that day, he must have another rest period in the sleeper berth of at least 8 consecutive hours (if he intends to use the sleeper berth exception) before he can drive again. After that rest period he will have to recalculate how many hours he has available and the new calculation point will begin at 9 a.m., the end of the 2-hour off-duty period taken at 7 a.m.

When utilizing one of the two required rest periods in this provision, the driver must recalculate the on-duty and driving hours available. He can use the sleeper berth option until he has taken 10 consecutive hours off-duty, after which he has a 14 hour window in which to complete 11 hours of driving.

4.5 Submission of Logs

Logs are to be current to the last change of duty status and completed by the end of the workday. We suggest that you mail your logs in at least once a week in the postage paid envelopes available from the van line. Please mark your envelope LOGS, and it will be routed directly to the Safety Department upon arrival at our office.

You will be penalized for "late or missing logs" if the log is not entered within 20 days from the date of the log. If logs are 20 days late in being submitted, you are suspended from further service. In addition to this temporary suspension, penalty points and fines are assessed for this violation and you or your agent will be sent a notice advising you of the violation.

When mailing logs, please use a U.S. postal mailbox. Many motels and truckstops have unofficial mail drop boxes that are unreliable and may result in delays.

Items to Remember

1. You can only log in increments of 15 minutes. Any task taking less than 7½ minutes does not need to be logged as a change of duty. If a task takes between 7½ and 15 minutes, it is to be logged as 15 minutes.
2. Meal breaks can be logged as off-duty time. This authorization is documented on the back of the example log in each logbook.
3. Keep your logs current to the last change of duty status.
4. You will be fined for log violations involving "Hours of Service," falsifications, and late or missing logs.
5. You must perform a pre-trip inspection (PTI) prior to beginning driving time each day and a post trip inspection at the completion of each day's driving. You must show at least 15 minutes of on-duty-not-driving time for your post-trip inspection.
6. It is best to use a ballpoint pen. We also suggest that you use a ruler to draw the lines on the log time graph. Straight lines written in ink are the easiest to read. Lines drawn freehanded may not be straight and 15-minute increments may be misread. Pencil can smear, and again it may be difficult to determine where your change of duty took place.
7. Always record your time according to the time zone at to your agent's location. All Direct Lease and Permanent Fleet van operators should log using Indianapolis, IN time.
8. When you are inspected either at the roadside or at a scale, time spent during the inspection must be logged as on duty-not-driving time. If the stop is less than 7½ minutes, you must still show the location and time of the inspection, but it is not necessary to show a change of duty.
9. All time working for an agent locally or working for anyone for compensation must be shown in the seven days prior statement.

The Violation Points System accumulates and summarizes how many violations you have had in the past 12-month period. These penalties are based on violations of Federal safety regulations and van line policies noted on logs, accidents, and vehicle inspections. Each violation has a specific point level and in some cases, a fine. When a violation is discovered, the points for that violation are added to the driver's 12-month total of points. (A list of the violations and the points assessed for each can be found in this guide) A letter will then be sent to you or your agent that identifies the violation(s) that have been noted and the total points you have accumulated over the past year. An invoice for a fine may also accompany this notice for serious violations.

5.1 Suspensions

If your point total reaches 500 points, you will be suspended from van line service. No further loads will be assigned *after this point and upon completion of your current assignments you will begin the suspension period.* Before returning to duty, you will also be required to go through counseling on the violations you have had.

- The first instance reaching 500 points within a 12-month period will result a seven-day suspension and a fine of \$25.00.
- The second instance of reaching 500 points within a 12-month period will result in a 30-day suspension and a fine of \$50.00.
- The third instance of disciplinary action within a 12-month period will result in disqualification from our service.

Upon completion of counseling with your Safety Compliance Auditor on your violations, your total of violation points will be reduced by 200.

5.2 Counseling on Log Violations

Feel free to contact the Safety Department for advice on proper completion of your logs at any time. Though you can call as often as necessary for counseling, a reduction of points will only be allowed once within any 12 month period. This point credit will not affect your driver rating, but it will prevent your suspension. During counseling, you will be given specific details on violations you have had and how you can better comply with the requirements.

5.3 Summary of Violation Points Program

Please remember that you are responsible for maintaining compliance with the Federal Motor Carrier Safety regulations and if you do not have a copy of the regulations, you can get a copy from the Safety Department.

Federal law requires compliance with these regulations and the Violation Points System is designed to help you and Wheaton | Bekins assure compliance with these and other state, federal and company requirements. It is not designed to put an undue burden on you if you are attempting to comply with these important regulations. If you continually fail to comply, you will be penalized or canceled from our service.

5.4 Log Violations Point System

The following pages outline violations that are required by the Federal Motor Carrier Safety Regulations and company policies and enforced by the Safety Department.

Violation	Points for Violation	Fine	CSA Basic
<ul style="list-style-type: none"> Exceeding Speed Limit (on logs submitted to Wheaton Bekins) Speeding Violation Noted on State Inspection <p>Drivers are required to obey the posted speed limits at all times and the D.O.T. considers it impossible to exceed average speeds of 5 mph under the posted limits. Failure to log trips within this speed limit will result in the assessment of this violation. Required By FMCSR Section 392.6.</p>	10 25	\$0 \$25	Unsafe Driving
<p>8-Hour Break Rule</p> <p>Driving is not permitted when 8 or more hours have passed since the end of the last off-duty or sleeper berth period of at least 30 minutes. Meal breaks or other off-duty time of at least 30 minutes qualify as a break. Required by FMCSR 395(a)(3)(ii)(3).</p>	25	\$25	Fatigued Driving
<p>Over 11 Hours Driving Since Last Break</p> <p>Logging more than 11 hours of driving time with out an 10-hour break is a violation of the hours of service regulations. Recording more than 11 hours driving time without a 10-hour break will be a violation of this rule. Required by FMCSR Section 395.3 (a) (1).</p>	25	\$25	Fatigued Driving
<p>Driving Beyond 14 Hours After Starting Your Day</p> <p>It is a violation of the Federal Motor Carrier Safety Regulations to drive beyond the 14th hour after coming on-duty. Logging driving time after this point will be a violation of this rule. Required by FMCSR Section 395.3 (a) (2).</p>	25	\$25	Fatigued Driving
<p>Over 70 Hours On-duty in an 8-Day Period</p> <p>It is a violation of the Federal Motor Carrier Safety Regulations to drive after having been on-duty for 70 hours in any 8 day period. Drivers must complete the hours recap on each log and assure that they do not driver after reaching 70 hours. Drivers who drive after 70 hours in 8 days will be penalized for this violation. Required by FMCSR Section 395.3 (b) (2).</p>	25	\$25	Fatigued Driving
<p>Missing Log or Late Logs</p> <p>Logs must to be forwarded to Wheaton Bekins no later than 13 days from the date of log. If we have not received a log by the twentieth day after the date of the log, it will be considered late or missing. Any log not received within the required period of time will be considered late and the driver penalized. Required by FMCSR Section 395.8 (i).</p>	5	\$5	Fatigued Driving
<p>Missing or Improper Date</p> <p>Each day must be properly dated in the space provided and logs received without a proper date will be assessed this violation. Required by FMCSR Section 395.8 (f) (3).</p>	2	\$0	Fatigued Driving
<p>Missing or Improper Total Miles</p> <p>Each day must have the total mileage recorded for that day. These figures must reflect the accurate miles that vehicle operated on that day. Inaccurate estimates are not acceptable. Drivers should be careful to record the correct mileage operated. Constantly recording round figure estimates or failure to record total miles will result in this violation. Required by FMCSR Section 395.8 (f) (4).</p>	2	\$0	Fatigued Driving
<p>Missing Complete Unit Number</p> <p>Each day must show the unit numbers of both the tractor and trailer used. If a straight truck is used record this unit's number. Only use unit numbers assigned by Wheaton Bekins in the blank provided. Failure to record the proper unit number, failure to record both unit numbers, or failure to record any unit number will result in this violation. Required by FMCSR Section 395.8 (f) (5).</p>	2	\$0	Fatigued Driving
<p>Missing Driver's Signature</p> <p>Each log must have the driver's legal signature. Each day's vehicle inspection certification and certification of accuracy statement is to be signed in the blank provided at the bottom of each log's remarks section. Initials are not acceptable as a legal signature. Drivers should sign their name and not use initials. Failure to properly sign the log will result in this violation. Required by FMCSR Section 395.8 (f) (7).</p>	2	\$0	Fatigued Driving
<p>Failure to Log Fueling On-Duty</p> <p>Federal regulations require that drivers record all time fueling a vehicle as on-duty not driving time. Failure to log fueling time as on-duty not driving time will result in this violation. Required by FMCSR Section 395.2 (a).</p>	2	\$0	Fatigued Driving

Violation	Points for Violation	Fine	CSA Basic
<p>Missing Total Hours Each duty status line for each day must be totaled at the right end of the log graph. Be careful to total the amount of hours in each duty status carefully as mistakes could cause hours of service violations. Failure to record the totals or recording inaccurate totals consistently will result in this violation. Required by FMCSR Section 395.8 (f) (11).</p>	2	\$0	Fatigued Driving
<p>Missing Shipping Document Numbers Each day must show a shipping document number in the blanks provided both on the log side, and the State Mileage Report side. On the log side, record at least one of the shipments on board. On the State Mileage Report side, record all of the shipments you loaded that day. If empty, enter the word "EMPTY" in these blanks. Required by FMCSR Section 395.8 (f) (12).</p>	2	\$0	Fatigued Driving
<p>Missing Loading Day Entries Drivers must show at what time and location each shipment is loaded. Entries must include the word "LOAD", the order number of the shipment being loaded, and the city and state where the loading took place. Failure to log these entries will be cause for assessment of this violation. Required by Safety Department.</p>	2	\$0	Fatigued Driving
<p>Missing Unloading Day Entries Drivers must show at what time and where each shipment is unloaded on their log. Entries must include the word "UNLOADING", the order number of the shipment being unloaded, and the city and state where the unloading took place. Failure to log these entries will be cause for assessment of these violations. Required by Safety Department.</p>	2	\$0	Fatigued Driving
Operating on Suspended License on Inspection	100	\$400	Driver Fitness
Texting or Handheld Cell Phone Use on Inspection	100	\$200	Unsafe Driving
<p>Missing Daily Vehicle Inspection Entries Federal regulations require each driver to inspect each vehicle they operate both prior to operation (pre-trip) and at the completion of each day's driving (post-trip). The post-trip inspection should include a review of the previous day's post-trip inspection and a walk around of the truck. The post-trip inspection covers 12 items that are listed both in the Federal Motor Carrier Safety Regulations and on the back of each log. This post-trip inspection must be logged as on-duty not driving time and must show at least 15 minutes. To show the time and location of these inspections as required by the regulations, show the location using the full city name and state abbreviation, and a designation showing that the inspection was done such as "pre-trip", "post-trip", or "insp". To show that the inspection meets federal requirements, each the driver must sign the blank provided in the Inspection Certification area of each day's log. Drivers must also check the appropriate box showing the results of the inspection. (No defects found or defects noted on back) Failure to properly sign this blank, failure to show inspections on the log, or failure to log post-trip inspections as on-duty not driving time will result in this violation. Required by FMCSR Section 396.112, 396.13, 392.7, 392.8, and 395.2.(a)(2).</p>	2	\$0	Fatigued Driving
<p>Missing Change of Duty Status Location Each time a change of duty status occurs (each time a change of lines on the graph occurs) drivers must show their location by recording the full city name and the state abbreviation. This is required by the Federal Motor Carrier Safety Regulations section 395.8 section 5. Every entry must show these requirements and failure to do so result in this violation for each day this is not done. Required by FMCSR Section 395.8 (c) & 395.8 (h) (5).</p>	2	\$0	Fatigued Driving
<p>Missing "Off-Duty" in Remarks Section When completing logs for off-duty days the words "OFF-DUTY" must be recorded in the remarks section of that day's log. When going off-duty for extended periods of time show "OUT OF SERVICE". This is necessary so that we will not penalize drivers for failure to submit a log on time since they are going to be off-duty for an extended time. Failure to show the words "Off-duty" or failure to show "OUT OF SERVICE" will result in this penalty. Required by Safety Department.</p>	2	\$0	Fatigued Driving
Tire, Lights or Brake Violations in Inspection	50	\$100	Fatigued Driving

Violation	Points for Violation	Fine	CSA Basic
Missing Route Numbers <i>The routes that the vehicle was operated on each day must be recorded in the blanks provided on the State Mileage Report side of each day's log. Failure to record these routes will result in this violation. Required by Operations Department.</i>	2	\$0	Fatigued Driving
Missing Fuel Purchase Notation <i>All fuel purchases must be recorded on the State Mileage Report section of the log. Record only gallons purchased in the blank provided. Failure to do this will result in this violation. Required by Operations Department.</i>	2	\$0	Fatigued Driving
Missing Loading/Unloading Time on Line 4 <i>The appropriate time spent loading or unloading a vehicle must be recorded as on-duty-not-driving time. This includes all time spent supervising helpers hired to unload, completing inventories, discussing the pickup or delivery with the shipper or any other time handling paperwork or arrangements for the vehicle's operations. Failure to log this time properly or failure to show the appropriate amount of time on line 4 for loading or unloading will result in this violation. Required by FMCSR Section 395.8 (a) (5).</i>	5	\$0	Fatigued Driving
Missing Prior 7 Days Duty Statement <i>Drivers coming back to duty after being out of service must provide the on-duty hours for the last 7 days by completing the 7 days prior section on the right side of the log form. In this section, drivers record the date and time they were last relieved from duty and all on-duty time for the previous 7 days is shown on the hours recap section above this area. Failure to provide 7 days prior when returning to duty will result in this violation. Required by FMCSR Section 395.8 (j) (2).</i>	2	\$0	Fatigued Driving
Failure to Show to and from Points on Log <i>Each day's log must indicate the beginning and ending points by state for each state driving in recorded on the left side of the log sheet. These locations are used for fuel tax reporting and must be accurate. Record the beginning and ending points for each state's trip in required area. State lines may also be used to indicate these points. Failure to accurately record each state's beginning and ending points or failure to complete this section will be cause for assessment of this violation. Required by Safety Department.</i>	10	\$0	Fatigued Driving
Date on Fuel Ticket Does Not Match Log <i>The date on Fuel receipts must match the date on the log for the day the purchase was made. Drivers must log the city where the fuel is purchased and this must match with the receipt. Submitting a receipt that shows a different day than the log result in this violation. This violation could also result in a log falsification assessment. Required by FMCSR Section 395.8 (e).</i>	2	\$0	Fatigued Driving
Log Not in Driver's Handwriting <i>All logs are to be made in the driver's own handwriting. Logs should be completed in ink and not in pencil. Failure to submit logs in a driver's own handwriting will result in this violation. Required by FMCSR Section 395.8 (f) (2).</i>	2	\$0	Fatigued Driving
Medical Card Violation Noted on State Inspection <i>Any violation involving the medical card requirements noted during an inspection will be assessed these penalties. Required by FMCSR Section 391.11 (7).</i>	50	\$100	Driver Fitness
Apparent Log Falsification <i>When it is apparent that a driver has intentionally falsified their log this violation will be assessed. Required by FMCSR Section 395.8 (e).</i>	50	\$100	Fatigued Driving
Seatbelt Violation Noted on State Inspection <i>Seatbelts must be worn at all times when operating a vehicle and violations noted on state inspections account for one of the most frequent violation affecting Wheaton Bekins' federal safety rating. Drivers are required to comply with federal and state seatbelt laws and violations noted on roadside inspections will result in assessment of this violation. Required by FMCSR 392.16.</i>	25	\$25	Unsafe Driving
Assigned on an Expired Driver's License <i>If a driver allows their license to expire and continues to drive in Wheaton Bekins service this will result in this violation. Required by FMCSR Section 391.11 (7).</i>	25	\$25	Driver Fitness

Violation	Points for Violation	Fine	CSA Basic
<p>Failure to Report Traffic Violation <i>Drivers are required to report all traffic violations for which they have been convicted of or have forfeited bail on to Wheaton Bekins within 30 days of the conviction date of such conviction. Drivers may report these by completing the Notification of Traffic Violation form in each logbook. This form is also available from the Safety Department. Failure to report violations will result in this violation. Required by FMCSR Section 383.31 (c).</i></p>	25	\$25	Unsafe Driving
<p>Failure to Report Traffic Accident <i>All accidents, no matter how minor, are to be reported to the Wheaton Bekins Safety Department as soon as possible. If an accident, either vehicular or property, is not reported in a reasonable amount of time or is not reported at all then this will result in this violation. Required by Safety Department.</i></p>	50	\$100	Company Policy
<p>Failure to Log State Inspection <i>All drivers are required by federal law to log time spent being inspected by state authorities as on-duty-not-driving time. Failure to show an inspection or failure to log inspection time as on-duty-not-driving time, or failure to log inspection time on the proper day will result in this violation. Required by FMCSR Section 395.2 (a).</i></p>	2	\$0	Fatigued Driving
<p>Assigned on Expired Vehicle Inspection <i>All vehicles are required to have a current valid inspection to operate for Wheaton Bekins. Any vehicle that does not have a current valid inspection should not be used until one is approved by the Safety Department. Operating a vehicle without an inspection will result in this violation. Required by FMCSR Section 396.17.</i></p>	25	\$25	Vehicle Maintenance
<p>Unauthorized Passenger <i>Passengers must be authorized by Wheaton Bekins before being allowed to ride in any Wheaton leased vehicle. Any instances where it is discovered that an unauthorized passenger is allowed to ride in a Wheaton leased vehicle will result in this violation. Required by FMCSR Section 392.60.</i></p>	25	\$500	Driver Fitness
<p>Failure to Mail Roadside Inspection <i>All state inspection forms must be mailed to corporate office as soon as possible along with the driver's log for that day and any proof of correction for the violations listed on the inspection form. These inspections must be signed off by the van line if Wheaton is shown as the carrier of the vehicle listed. Failure to forward these inspections will result in these violations. Required by FMCSR Section 396.9 (d) (1).</i></p>	50	\$100	Company Policy
<p>Allowing an Unqualified Driver to Operate <i>Allowing an unqualified driver to operate a Wheaton leased vehicle is strictly forbidden. Any circumstance where an unqualified individual is allowed to operate a vehicle in our service will result in this violation. The violation will be assessed to the person who allowed the driver to operate the vehicle in their name or to the agency involved. Required by FMCSR Section 392.61.</i></p>	100	\$2500	Driver Fitness
<p>False Medical Certificate <i>Drivers who intentionally submit a physical form which is a false description of their physical qualifications will be required to resubmit to a physical examination from a doctor assigned by Wheaton Bekins. Intentionally submitting a false physical will result in this violation. Required by FMCSR Section 391.41.</i></p>	50	\$50	Driver Fitness
<p>Hours of Service Violation in Inspection</p>	50	\$100	Fatigued Driving
<p>False Vehicle Inspection Report <i>Any driver who intentionally submits a false vehicle inspection report will be assessed this violation. These reports must show that a qualified mechanic has inspected the listed vehicle and signed the form. Required by FMCSR Section 396.17.</i></p>	50	\$50	Company Policy
<p>Assigned on an Expired Driver's Physical <i>If a driver allows their medical certificate to expire and continues to drive in Wheaton Bekins service this will result in this violation. Required by FMCSR Section 391.11 (7).</i></p>	25	\$25	Driver Fitness
<p>Assigned With an Expired Annual Certificate of Violations <i>If a driver fails to submit the Annual Certificate of Violations by the due date and continues to operate in Wheaton Bekins service, this penalty will be assessed. Required by FMCSR Section 391.11 (7).</i></p>	25	\$25	Company Policy

Violation	Points for Violation	Fine	CSA Basic
<p>Incorrect Reported Mileage Both state and federal laws require accurate mileage reporting for fuel tax and hours of service compliance. Failing to record accurate and proper mileage will result in assessment of this penalty. Required by FMCSR Section 395.8.</p>	25	\$25	Company Policy
<p>Log Not Current or Missing 7 Days Prior During State Inspection Any driver who is found to not have their logbook up to date during a state inspection will be assessed this violation. Logbooks are to be kept current to the last change of duty. Required by FMCSR Section 395.8 (f) (1).</p>	100	\$200	Fatigued Driver
<p>Log Recap Not Completed The daily log form has a section on the right hand side for daily entry of the previous 7 days hours and available hours for the current day. This section must be properly completed. Required by Safety Department.</p>	2	\$0	Fatigued Driver
<p>Placed Out of Service in Roadside Inspection When the violations are serious enough to result in the driver or vehicle being placed out of service, this penalty will be assessed. Required by Safety Department.</p>	100	\$200	Company Policy
<p>Operating an Unqualified Unit Operation under Wheaton's interstate authority must be done using a vehicle that has first been qualified to operate under our insurance and authority. Using a vehicle that has not been authorized will result in this penalty. Required by Wheaton Bekins policy.</p>	100	\$500	Company Policy
<p>Operating with Tailgated Items Securing any cargo or equipment to the outside of the vehicle or "tailgating" is strictly prohibited by Wheaton Bekins. Required by Wheaton Bekins policy.</p>	100	\$500	Company Policy

Co-Driver: A second driver qualified to operate the vehicle by the carrier.

Compliance: Adherence to Federal Motor Carrier Safety Regulations or other regulations.

Dispatch: The department which coordinates van operators' activities with respect to shipments and shippers; includes loading, unloading, pickup and delivery schedules, etc.

Driving Time: Time recorded on a driver's log for the period they are at the controls of the vehicle. All time at the controls is to be recorded as on-duty-driving even though the driver may be stopped in heavy traffic.

DOT: United States Department of Transportation; government agency which administers and enforces federal highway safety regulations.

Interstate: Shipment moving across state line.

Intrastate: Shipment moving within state boundaries.

Interline Transportation: The van line assigns a shipment to utilize space available on a van operating under the agent's own authority; movement of a shipment involving transportation service of two or more carriers.

Intermittent Fleet Van Operator: Van operator who operates "intermittently" in the service of the van line. The driver may also operate locally for the agent.

Log: A form required by the DOT for each van operator to indicate the number of hours he is off duty, in the sleeper berth, driving or on duty not driving, along with other information with respect to that particular trip, such as the date, total vehicle mileage, total miles driving, tractor and trailer numbers, name of the van operator, name of the co-driver, home terminal, total hours, order number, duty changes, to and from (or turnaround point) and the vehicle condition report. The log is completed daily and mailed to the corporate office on a weekly basis.

Off-Duty Time: Time shown on a driver's daily log that is not in the service of a motor carrier.

Order Number: The Wheaton | Bekins number used to identify a shipment. This is a eight digit number which combines the agent's number with a unique order number.

On-Duty Time: The combination of on-duty-not-driving time and on-duty-driving time as used to recap the hours of service.

On-Duty-Not-Driving Time: Time spent on job related duties other than driving time. Examples of on-duty not driving time are loading/unloading time or attending a vehicle being loaded or unloaded, any time spent completing paperwork, inspecting the vehicle, waiting time, etc. Section 395.2 of the Federal Motor Carrier Safety, Regulations Subparagraphs 1-8, gives a detailed description of items defined as on duty not driving.

PTI: Pre-trip inspection of unit prior to beginning to drive each working day or post-trip Inspection performed after the completion of the day's driving.

Permanent Fleet Van Operator: A driver directly dispatched by the Traffic Department for interstate operation.

Sleeper Berth Time: All time recorded on a driver's daily log that is spent resting in a DOT approved vehicle sleeper berth. Time spent resting in the passenger's seat or on the "doghouse" is not to be logged as sleeper berth time.

Suspension: Removal from service for disciplinary reasons. Any further operation while on suspension is considered use of an unqualified driver.

Unqualified: A van operator or unit not in compliance with DOT or van line regulations or suspended from further operation.

As prescribed by DOT Federal Motor Carrier Safety Regulations (FMCSR) section 396.3, Wheaton Van Lines enforces both the Federal Annual Inspection program required by section 396.17 and its own periodic inspection program as required by section 396.3. These programs apply to all vehicles leased to Wheaton and shall, at all times, follow these requirements.

The Vehicle Qualification Packet includes a *Vehicle Inspection Form* that must be completed by a qualified mechanic and submitted when initially qualifying the vehicle and twice a year thereafter. The mechanic must meet the federal requirements listed in Section 396.19 of the FMCSR.

Agents must also maintain vehicle maintenance records as described in section 396 of the FMCSR. Maintenance records include preventative maintenance records, repair records and any other records related to the maintenance of the vehicle by either third parties or the agent.

Maintenance records must be kept for at least one year and for six months after the vehicle has been removed from service. To ensure compliance with this requirement, a *Semi-Annual Vehicle Maintenance and Repair Summary Form* must be submitted with each semi-annual vehicle inspection. Agents may either note maintenance performed on the vehicle since the last inspection, or attach copies of repair records to the form. The form is available on Access under *Forms & Manuals, Driver Forms and Manuals*.

6.1 Inspection Form

All inspections submitted to the Safety Department must be documented on either an approved inspection form or Wheaton's own *Annual Vehicle Inspection Report Form*. Both Petro and Truck Stops of America inspection forms are acceptable if they include the measurement of tire tread depth, brake lining thickness, and brake push-rod travel of each vehicle inspected.

After the inspection make sure to examine each inspection form to determine its completeness and accuracy. Incomplete forms cannot be accepted and will be returned for completion.

6.2 Scale and Roadside Inspections

When enforcement officials inspect a vehicle and an inspection form is completed, have the listed violations corrected and forward proof of the correction and the form itself to the Safety Department. A receipt for these repairs and/or a note to verify the corrections have been made can be used as proof of correction. If the driver makes repairs, forward a statement that they have made the repairs on a specific date and that the vehicle or driver now have satisfied all violations listed on the report. ***This must be done as soon as possible after the inspection.***

The van line is required by both the states and the DOT to certify that all corrections have been made within 15 days. We must have the receipts and correction notes in order to do this. Additionally, the drivers **must** log inspections and *show on-duty-not-driving time for the entire time spent during the inspection.*

6.3 Periodic Inspection Requirement Use of State Inspections

If an inspection is performed and documented under the CVSA requirements for a level 1 inspection, and the vehicle passes this inspection, this will suffice the requirement for Wheaton | Bekins' vehicle inspection program.

To submit this inspection, drivers must make a separate copy of the inspection certificate and forward this copy along with a note requesting that this inspection be used for a periodic inspection to the Safety Department.

Only authorized passengers are allowed to ride in a leased vehicle. To receive authorization for passengers, all drivers must contact the Safety Department and request this authorization. An authorization form will be sent for the passenger, and they must keep this with them at all times when riding in a vehicle leased to Wheaton.

To qualify for authorization all passengers must be at least 16 years of age. A minimum of one week's notice is required for all passenger authorization requests.

7.1 Background Investigation

It is policy that a background investigation be completed and approved prior to issuing passenger authorization.

This cost will be charged to the statement account of the direct lease driver or agent requesting the passenger authorization.

8.1 Reporting an Accident

All accidents occurring under Wheaton Van Lines, Inc. authority must be reported to the Safety Department as soon as possible. Failure to report an accident will subject the driver to disciplinary measures.

A. Accident Reporting Kits

Each driver qualified to operate in our service is furnished with an Accident Report Form. It contains step-by-step instructions to follow at the accident scene and a place to record the necessary information. Please see that each of your drivers carries this form with them and uses it in an accident situation.

B. Reporting a Serious Accident

A serious accident is defined as an accident that involves:

1. A van fire
2. Cargo damage from an accident
3. An overturn
4. An incident that would require immediate security for the cargo
5. Bodily injury
6. Fatality

During office hours, ask for the Safety Department. After hours you should contact either:

1. Safety Department: 317-501-6251
2. Traffic Department: 317-506-5602

C. Reporting an Accident Other Than Above

Driver should contact the Safety Department during normal work hours. Please do not use the above phone numbers to report a non-serious accident after hours.

8.2 What to Do at the Accident Scene

If you are involved in an accident please follow these steps:

A. Secure the Scene

Extinguish smoking. Place flares, triangles, or warning devices to alert oncoming traffic to the situation. If there are injuries, try not to move the injured person, keep them warm, and only provide basic first-aid. Remain at the scene and do not move your vehicle until the police arrive unless it is necessary. Never apologize.

B. Notify the Police

If no telephone is immediately available, flag down a passing motorist and ask them to call the police. Do not leave the scene unless absolutely necessary.

C. Document the Accident

Use your Accident Report Form and please obtain the following information:

1. Vehicle license #, make, model, year
2. Name, address and phone of the owner, driver, and all passengers
3. Name of insurance company and policy # of other driver or drivers
4. Investigating officer's name and phone number

Statements: Do not discuss the details of the accident with anyone other than the police officer investigating the accident

Witnesses: Listen to people at the scene, and if you hear anyone make statements about what they observed, get their name and address, if possible. If they refuse to give their name, get the license number of their vehicle. Do not discuss details of the accident with a possible witness.

D. Mail Reports

Prepare a complete accident report, and your logs for the day of the accident, and mail them to the Safety Department as soon as possible.

Failure to report accidents promptly and as indicated above could result in the agent or driver assuming the full responsibility of damages.

8.3 Accident Review Committee

A committee to determine whether it was preventable or non-preventable reviews each accident, which is reported to Wheaton Van Lines, Inc. Drivers wishing to submit information for consideration in the review of the accident they were involved in should send this to the Safety Department. If a driver's accident is considered preventable, then the first \$500 of damage to other property will be charged to the driver.

8.4 Accident Record Review

Drivers who have repeated incidents involving a specific bad driving habit will be routed to Indianapolis for consultation and review.

8.5 Safety Award Program

Each driver who is qualified with Wheaton | Bekins is eligible for the Safety Award Program. This program is designed to identify and reward those drivers who have accident free driving records.

For each 50,000 miles of accident free driving each driver receives an award. In addition, at 250,000 miles the driver receives an engraved watch; at 500,000 miles they receive an award diamond ring.

If a driver is involved in an accident which is ruled preventable by the Accident Review Committee then their amount of safe miles driven are frozen for one year.

8.6 Reporting Work Related Injuries

If you are a Direct Lease operator, and you have chosen to use the van line's policy for work related injuries, you must properly report any claims. If you have an on the job injury you wish to make a claim on you must report it immediately to your insurer. Reporting your claim to your dispatcher only will not be considered proper notification of your claim. Failure to promptly report your injury or failure to report it may result in denial of benefits under your policy.

If you are a Permanent Fleet operator, you should inquire about this coverage through your agent. It is required that you or your agent accept responsibility for injuries to those employees you hire load and unload your vehicle.

Each month two drivers are selected as Driver of the Month. One selection is made from the owner/operator fleet and the second from our fleet of agent drivers.

To be considered for this award candidates meet the following:

1. Be fully qualified, with all personnel records current
2. Must have hauled at least five or more shipments for the month of the award.
3. Must have a good claims record
4. Driver must not have had any hours of service violations for the award month and no late or missing logs
5. Must have a current valid inspection on their equipment
6. Have no preventable accidents

The selection is based on many things including pride in one's work, efficiency, driving record, completion of paperwork, reports from agents and customers, appearance and general performance of duties.

The driver in each category who is rated highest will be named Driver of the Month and will receive a check for \$100, a plaque, a shoulder patch for their uniform and a vehicle decal.

The Driver of the Year will be selected from the 12 Drivers of the Month, and the driver selected will receive a check for \$1000, a plaque, a shoulder patch for their uniform and a vehicle decal.

There are many taxes assessed commercial motor vehicles. Among these are ton mileage taxes, property taxes, ad valorem taxes, fuel surcharge taxes and fuel taxes. Some are based on fuel consumption; some are based only on mileage.

Ton Mileage Tax

Ton mileage taxes are charged on the mileage for each unit and will vary based on the unit's registered weight. These are one of the less complicated forms of vehicle taxes and are sometimes charged over and above the fuel use taxes in a particular state. To determine the ton mileage tax for a particular unit, the unit's mileage for a specific period is multiplied by the per mile tax rate for the unit's registered weight category. States that charge this type of tax include: Kentucky, New Mexico and Oregon.

Property and Ad Valorem Taxes

Property taxes and ad valorem taxes are very similar to each other and are assessed to vehicles that are operated or have authority to operate in a specific state. Primarily these taxes are charged based on the value of the vehicle multiplied by the tax factor for that state. States that charge this type of tax are: Indiana, Kentucky, Kansas, Arkansas

Fuel and Fuel Surcharge Taxes

Fuel taxes are charged on fuel consumed in a specific period, in a particular state. The amount of fuel consumed by state determined by using the mileage reported by each vehicle and dividing it by the average mileage per gallon calculation for that vehicle.

These MPG figures are calculated in various ways by each state, although Wheaton has a standard method that uses the average MPG for a 3-month period per unit. The consumption for each vehicle is determined from this MPG and mileage and, in most cases; the purchases of fuel made by each vehicle are deducted from the consumed figure to get the net taxable amount of gallons of fuel. This net figure is then multiplied by the tax amount per gallon for each state and this results in the tax amount for that vehicle.

In addition to fuel taxes, some states charge an additional tax on consumed fuel gallons only. This type of tax is called a fuel surcharge tax and is charged over and above the normal fuel tax and not offset by purchases made for that period. Most states will charge this type of tax.

10.1 Fuel Purchases and Miles That Should Be Reported

Wheaton Van Lines reports and maintains records for these taxes for all vehicles under lease when the lessor requests permits for operation. These records primarily consist of reported mileage and fuel purchases for each unit from the driver' logs. Any operation under a separate authority should not be reported on driver's logs and therefore must be reported by the driver or agent separately.

Wheaton cannot be responsible for taxes for intrastate or interstate operation outside our authority.

How Charges Are Calculated

Fuel Tax

Each month, all miles and fuel purchases are totaled for each unit for the past month and the past 3 months. From these totals the vehicle's actual MPG is calculated. If not enough fuel is purchased, the MPG will be too high and not representative of the vehicle's actual mileage and therefore cannot be used to calculate consumption.

To then determine the vehicle's proper MPG, the fleet average would be used. The below table shows the ranges used to determine the proper MPG calculation.

Vehicle Type	Minimum	Average Rate	Maximum
Gas vehicles with high MPG averages	3.0	5.0	8.0
Gas vehicles with normal MPG averages	3.0	4.0	6.0
Diesel vehicles with high MPG averages	3.0	6.8	11.0
Diesel vehicles with normal MPG averages	3.0	4.5	7.5

As an example of how this works, if a vehicle is a tractor and averages 7.2 MPG, this figure would be used to calculate the consumption. If it averaged 8.9 MPG, the average rate of 4.5 MPG would be used.

Once the MPG is determined, then each state's mileage is multiplied by the MPG to determine the consumed fuel. The number of consumed gallons are then multiplied by the tax rate for that state for the total taxes due. After this, the vehicle's qualified fuel purchases are totaled for that state and then multiplied by the tax rate for purchased gallons for that state to determine the tax credit. The resulting amount is then the amount charged to the driver or agent.

Mileage Tax

To calculate mileage tax due for a unit's operation, the total mileage for the reporting period is multiplied by the tax rate for the weight category of the registered weight of the vehicle. This amount is then charged to the driver or agent.

Fuel Surcharge Tax

To calculate the fuel surcharge tax, the total consumed gallons as reported in the fuel taxes calculation are multiplied by the tax rate per gallon. This amount is then charged to the driver or agent.

Overpurchases

The credit for fuel purchases is used to offset the tax liability from consumed gallons. The amount a driver is credited for purchases cannot exceed their tax liability for each state. Overpurchases of fuel for a particular state are not carried over to subsequent tax periods. Drivers should only purchase enough fuel to cover the mileage they are driving within a state.

In addition to the above, if the fleet total of purchases exceeds the fleet total of consumption for a particular state, no driver or agent is charged for that state regardless of whether they in fact purchased fuel there or not.

10.2 Fuel Tax Invoices

After each reporting period, an invoice will be printed for each agent or contractor showing the amount due for that period's tax on the vehicles they have in operation in Wheaton service.

The following is a description of the abbreviations used on the invoice for fuel taxes:

Agnt-Trct: Agent or owner operator unit number

Type: Tax type that will be either a mileage tax or a fuel tax.

Period: The tax reporting period that is either monthly or quarterly

Ending: The last month in the reporting period

State: State for which the tax applies

Miles: The miles recorded on driver's logs for the reporting period for that particular unit's operation

FL/PUR: The total gallons of fuel purchased per unit, based on valid fuel tickets turned in and reported on logs during the reporting period.

FL/CON: The total gallons of fuel consumed per unit, based on the mileage reported for that unit multiplied by the

calculated MPG for that unit. The MPG is calculated from the fuel purchases and overall mileage for each unit for the past three months.

Rate: The rate per gallon of taxable consumed fuel the state charges for fuel tax, or the rate per mile that the state charges for mileage tax

The last column on the right of each invoice will show the amount you were charged for tax in that particular state. The amount shown is calculated as follows:

10.3 Fuel Purchases

All states today have a fuel tax law of some type. To achieve maximum benefits when paying state fuel taxes you must take two main points into consideration (1) where can you purchase the least expensive fuel and (2) will you receive credit for fuel purchased in a particular state? You should also assess some other factors to improve your fuel purchase habits that are:

- A. The actual consumed fuel tax rate versus the purchased fuel credit rate in each state.
- B. The number of miles you intend to operate in that state over the remainder of the quarter.
- C. The miles per gallon your truck gets.

To obtain proper tax credit for fuel purchased, the following criteria must be met:

1. Fuel receipts (tickets) must meet the requirements of the state in which the purchase is made and must include the following:
 - a. Original fuel ticket (not a copy)
 - b. Date of purchase
 - c. Name and address of fuel station
 - d. Wheaton Van Lines shown as purchaser
 - e. Number of gallons purchased
 - f. Type of fuel (gas or diesel)
 - g. Price per gallon
 - h. Wheaton | Bekins unit number
2. Fuel receipts must accompany the log dated the same as the receipt in order to ensure proper credits for the proper month.
3. Mileage information shown on driver's logs, must be accurate with interstates and/or highways listed and will be audited. Logs must be forwarded promptly to the Safety Department.

Note: fuel receipts and logs received later than the tenth of the month following the purchase, the fuel credit will not be applied to that reporting period's tax due.

States That Give No Credit For Fuel Purchases

If you purchase fuel in the following states you will receive no credit on the tax due as the laws of these states either do not charge tax on purchases, or the tax is based on vehicle mileage only: District of Columbia, (Washington, D.C.) and Oregon.

10.4 International Fuel Tax Agreement (IFTA)

Forty-seven of the forty-eight contiguous states require interstate motor carriers to report how much fuel they consume within the state boundaries and then pay fuel taxes based on these reports. The International Fuel Tax Agreement or IFTA, does this. IFTA is a base state fuel use tax reporting agreement whereby carriers file with one state in

order to complete tax registration, reporting, and payments for all participating states. The base or home state issues a license, provides decals, processes and verifies tax reports, receives permit fees and tax payments, and distributes these tax payments to the appropriate member jurisdictions.

The state of Indiana is a member of IFTA. Indiana is also Wheaton | Bekins' base state for reporting purposes and therefore we issue Indiana IFTA decals for units operating under our authority to those requesting them. Agents that are based in a member jurisdiction should have an IFTA decal that covers all member jurisdictions for operation under their own authority. Currently all states and provinces are members of the International Fuel Tax Agreement.

A qualified vehicle that travels in or through an IFTA jurisdiction needs an IFTA decal. A "qualified motor vehicle" is a motor vehicle or combination of vehicles used, designed or maintained for transportation of persons or property and; (1) having two axles and a gross vehicle weight or registered gross vehicle weight rating exceeding 26,000 pounds; or (2) having three or more axles regardless of weight, or (3) is used in combination when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

11.1**DESIGNATED EMPLOYER REPRESENTATIVE (DER) CONTACT INFORMATION
FOR QUESTIONS ABOUT DRUG AND ALCOHOL POLICY, TESTING, AND RESULTS:**

Driver Qualification Supervisor

Toll free: 800-932-7799, ext. 388

Direct line: 317-558-0388

Email: keith_webb@wvlcorp.com

The federal government has recognized the negative impact of substance abuse by drivers and as a result the Federal Highway Administration (FHWA) has issued regulations that require Wheaton | Bekins and all other motor carriers to implement alcohol and drug testing programs. The van line will comply with these regulations and is committed to maintaining a drug-free and alcohol abuse free workplace. All drivers are advised that remaining drug free, not abusing alcohol, and remaining medically qualified to drive are conditions of continued qualification with Wheaton | Bekins.

Specifically, it is the policy of Wheaton | Bekins that the use, sale, purchase, transfer, possession, or presence in a driver's system of any controlled substance while on-duty, on company property, engaged in company business involving safety sensitive functions, or while operating company equipment is strictly prohibited. Furthermore, the possession of alcohol or presence of alcohol in the system of any driver which is above the federally required allowable limit while on-duty, on company property, engaged in company business involving safety sensitive functions, or while operating company equipment is strictly prohibited.

The purposes of the policy are:

- To establish and maintain a safe, healthy working environment.
- To ensure the reputation of Wheaton | Bekins and its drivers within the community and the industry.
- To reduce accidental injuries, absenteeism, tardiness and other work-related problems and
- To provide the opportunity for rehabilitation assistance to individuals who seek such help.

These policies and procedures supersede previous policies and procedures regarding alcohol and drug testing and substance abuse policies. They are divided into six parts and represent Wheaton | Bekins' policy concerning substance abuse. These will be enforced uniformly with respect to all qualified drivers and all drivers must read, understand, and comply with them.

11.2 Definitions

Alcoholic Beverage: substances containing alcohol. These include beer, wine, liquor and other intoxicating beverages.

Alcohol Testing Site: a location designated by the van line where an alcohol test can be performed. This location must be pre-approved by the van line and may also be a Drug Screen Collection Site for the van line.

Applicant: an agency driver applicant or independent contractor who applies to become a qualified driver of Wheaton | Bekins.

BAC: Blood alcohol concentration of the tested person's blood. This is the concentration of alcohol in the bloodstream expressed as a percentage of the total volume of the blood of the tested individual.

Collection Site: a location designated by the van line for having a urine sample collected and forwarded for testing under our program. This location must be pre-approved by the van line; may also be an Alcohol Testing Site for the van line.

Controlled Substance: all substances listed on Schedules 1 through 5 in Section 21 of the Code of Federal Regulations and will include in addition to marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP), many other prescription drugs which cannot be taken while performing any safety sensitive function.

Qualified Driver: an independent contractor or employee of an agent of Wheaton | Bekins who meets the requirements set forth by Wheaton | Bekins and the Federal Motor Carrier Safety Regulations, who has submitted adequate proof of their meeting these requirements, who has received written acknowledgment of acceptance of this proof by the Safety Department so that they will be allowed to operate under the authority of Wheaton Van Lines, Inc., and who performs safety sensitive functions under our authority.

EBT: Evidential Breath Testing device that is a device used for measuring the Blood Alcohol Concentration of an individual's bloodstream. This device uses a sample of the tested individual's breath to measure the BAC percentage.

FMCSR: Federal Motor Carrier Safety Regulations

Immediate Testing: all the driver's actions, after notification of the requirement to be tested either for alcohol or for

drugs, must lead to the immediate reporting to an approved collection or testing site and submission at that site for testing. Any activity (e.g., loading, unloading, accepting a new dispatch, making a delivery, completing required paperwork, performing vehicle inspections etc.) that does not directly lead to reporting for testing should be deferred by the driver until the test is performed.

Reasonable Suspicion: an articulable belief based on specific objective facts and reasonable inferences drawn from those facts.

Random: an unannounced selection of drivers from a common selection pool of all drivers. For example, to achieve a 50 percent annual testing rate among 100 covered individuals, 13 individuals could be selected for testing quarterly. All qualified drivers remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing. While it may be statistically improbable, a single individual among the 100 in the example noted above could theoretically be selected for testing on two, three, or even four occasions within a calendar year.

Performing Safety Sensitive Functions: performing, being ready to perform, or immediately available to perform any on-duty status function as contained in the Federal Motor Carrier Safety Regulations. These functions will include:

- All time waiting to be dispatched or being required to be available for dispatch
- All time inspecting, servicing, or conditioning any motor vehicles
- All time behind the controls of a vehicle. (Driving time)
- All time in or upon a motor vehicle except time spent resting in an approved sleeper berth
- All time loading or unloading a vehicle, supervising or assisting in loading or unloading of a vehicle, attending a vehicle being loaded or unloaded, or being in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- All time spent at an accident scene.
- All time repairing, obtaining assistance, or remaining in attendance of a disabled vehicle.

Under the Influence: having the presence of a drug or alcohol at or above the level of a positive test result as prescribed by the *Federal Motor Carrier Safety Regulations Section 382*

11.3 Drug Testing

Wheaton | Bekins' Drug Testing Program complies with the Federal Motor Carrier Safety Regulations, (FMCSR) Part 382. The purpose of this program is to ensure that drivers who use illegal drugs are not allowed to drive in Wheaton | Bekins service. Wheaton | Bekins will fully comply with the U.S. Department of Transportation Federal Highway Administration's *Procedures for Transportation Workplace Drug Testing Program*.

The regulations require that drivers are tested for six classes of controlled substances: marijuana, cocaine, phencyclidine (PCP), amphetamines, opiates and MDMA. To submit for testing under this program, you must report to a collection site that must be pre-approved and certified by the van line's Medical Review Officer. To find your closest site or to set up a site, contact the Safety Department. We can also forward to you some of the *Drug Testing Custody and Control Forms* that will be needed by the collection site to perform these tests.

A. Controlled Substances

When drug testing is required under the Federal Motor Carrier Safety Regulations and the provisions of this policy, a test will be given to detect the presence of the following six drugs:

- Cannabinoids (Marijuana)
- Cocaine
- Phencyclidine (PCP)
- Opiates including Codeine, morphine and Acetylmorphine
- Amphetamines including Methamphetamines
- MDMA including MDA and MDEA

The testing procedures used are immunoassay screens with GC/MS confirmation, the industry standard of HHS certified laboratories.

Prescription Drugs

You are allowed to use prescription drugs only in the manner, combination, and quantity prescribed while performing safety sensitive functions provided that:

- It is prescribed to you, in your possession and contained in the original container
- The medication is not one that alters your ability to reason or function in a stable and safe manner
- The prescribing doctor has advised you that your use of the controlled substance will not adversely affect your ability to safely operate a commercial motor vehicle. (Section 382.213 FMCSR)

B. Required Testing Intervals

The following policies will apply to drug testing under Wheaton | Bekins' program.

Pre-Qualification Testing

If you are a new driver or a driver who has left our service and wishes to reapply for qualification more than 30 days after your cancellation date, you will be required to take a pre-qualification drug test, as described in FMCR Section 382.301. The cost for this test will be the responsibility of the driver or agent.

Reasonable Suspicion Testing

Federal Regulations (FMCSR Section 382.307) state that the van line shall require you to be tested upon reasonable suspicion, for the use of controlled substances when requested to do so.

Reasonable suspicion is defined as when the motor carrier representative believes the action, appearance, or conduct of a commercial motor vehicle driver, on-duty as defined in FMCSR 395.2, are indicative of the use of a controlled substance. *The appearance or conduct must be observed by an agency principal, manager, operations manager, safety director, traffic manager or supervisor, or other supervisor who has completed A Supervisor's Guide to Reasonable Suspicion Training.* All costs associated with reasonable suspicion testing will be charged back to the agent or driver.

Random Testing

A number of drivers will be selected at random and notified by the Safety Department or their agent for random drug testing. We will attempt to notify you of this test when you are at or near a location that offers the least amount of disruption to your duty schedule. If selected, you must report immediately after notification. Immediately means that all the your actions after notification must lead to the expeditious submission of your test specimen.

All time a driver spends traveling to and from the collection site, and all time associated with providing the specimen must be recorded as on-duty time for purposes of compliance with the hours-of-service rules. If you fail test immediately after notification, you will be considered medically unqualified and will be removed from service per federal regulations and Wheaton | Bekins company policy.

Costs for tests performed under this section of the requirements will be charged to the driver or agent unless the tested driver has been tested more than once in that calendar year. Costs for any additional tests after the first test in a calendar year will be paid by the van line.

Post-Accident Testing

There are two situations in which you must be tested following an accident as required by section 382.303 of the Federal Motor Carrier Safety Regulations. These are:

- If:
 1. Your accident involves injuries to any involved parties or any involved vehicle has disabling damage and
 2. You are given a citation for a moving violation in connection with the accident.
- If you are involved in an accident that results in a fatality, regardless of whether you are issued a citation in connection with such an accident

In both of these situations you must report for drug testing as soon as possible and within 32 hours after the accident. Even though the investigating officers may give you a test, you must still report for testing under the van line's drug testing program. You are supplied with the necessary forms to have this test done. If you are seriously injured and cannot provide a specimen at the time of the accident, you will be required to provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any controlled substances in your system. All costs associated with these tests will be the responsibility of the agent or driver.

C. Testing Procedures

The following procedures will apply to controlled substance testing.

Consent to Testing

You are required to consent to the testing as required by the federal regulations. No one can be qualified until the *Consent and Disclosure Form* is signed and received by the van line's Safety Department.

Prequalification Testing

Chain of Custody forms for pre-qualification drug testing will be included with the driver qualification packets you will receive from the Safety Department. These will be necessary to have the test performed at an approved collection site. To find out where the nearest collection site is contact the Driver Qualifications Supervisor in the Safety Department.

To schedule a test, contact the collection site to setup the appointment for the collection to be made. Take the *Custody and Control Form* and after you are done, contact the Driver Qualifications Supervisor in the Safety Department and report the custody and control form number, your name and your social security number. Once we receive a negative test result, your application for qualification will be processed.

Random, Post Accident, Reasonable Suspicion Testing

All vehicles should have two *Chain of Custody Forms* in the truck for controlled substance testing. These will be needed to complete the drug test and to find out where the nearest collection site is, contact the Agent Driver Qualifications Coordinator in the Safety Department.

You should then contact the site and discuss directions for getting there, parking, and how soon they will be able to perform the test collection. You should not be charged a fee at the time of collection and if this becomes a problem have the collection site personnel contact the Safety Department.

After you have completed the test collection you must call the safety department and report the time you were tested and the custody and control form number located in the upper left-hand corner of each form. If you are given two copies of this form after the test, keep the *Driver's* copy and return the *Employer's* copy to the Safety Department.

Specimen Collection

You must provide an adequate sample during the collection procedure for testing under this program. If you are unable to provide this sample upon the first try, you given further instructions by the collection site personnel. **Do not leave the collection facility until you are released.** Failure to provide a sample when required to so may result in your disqualification for refusing to test.

If you have been unable to provide a sample, you will be removed from service and instructed to contact a physician to determine why you were unable to do this. The MRO and the Safety Department will then review the results of this examination.

Drug Screen Test Processing

The specimen collected will be shipped to Wheaton | Bekins' designated certified lab for testing. There the sample will

be tested for the presence of the six drugs listed at the beginning of this section. If the result of this test shows a possible positive test, the testing laboratory will report the results to Wheaton's Medical Review Officer (MRO). The MRO will then conduct an investigation into the reason for the results that have been reported to him and will interview you to determine if any circumstances are involved which could have resulted in a false positive. If the MRO determines that this was the correct result, he will then report this to us confidentially. If the MRO is unable to contact you after five days, the MRO will then report the result to Wheaton Van Lines, Inc. as reported to him.

D. Refusal to Consent to Testing and Penalties for Positive Tests

Upon learning that a driver has tested positive for the presence of controlled substances, or when the driver refuses to submit to testing, the driver will be considered medically unqualified to drive and will be immediately removed from service. Drivers failing or refusing testing under these requirements will not be considered for reinstatement. New applicants that have tested positive under these federal requirements previously for any other carrier will not be considered for qualification.

11.4 Alcohol Testing

The Wheaton Van Lines Alcohol Testing Program complies with the Federal Motor Carrier Safety Regulations, Part 382. The purpose of this program is to ensure that drivers who have Blood Alcohol Content of .02% or higher are not allowed to perform safety sensitive responsibilities in Wheaton | Bekins service. The van line will fully comply with the U.S. Department of Transportation's Federal Highway Administration's Procedures for Transportation Alcohol Testing Requirements.

As required by the federal regulations, you will be tested for the presence of alcohol in your system. This test will be a measurement of your Blood Alcohol Content or BAC. To submit for testing under this program, you will report to an alcohol testing site that has been pre-approved by Wheaton. We will assist you in determining the closest pre-approved testing site. A BAC test will be given to detect the presence of alcohol and the confirmation test will be conducted by using an Evidential Breath Testing device or EBT that measures your BAC.

The BAC levels that are used to determine a positive result and the penalties are as follows:

BAC Level	Penalty
.000 to .019	No disciplinary action
.020 to .0399	You are disqualified for a minimum of 30 days
.040 or greater	You are considered intoxicated by Federal Standards and disqualified for a minimum of one year

These testing levels are set by the Department of Transportation (DOT) for the DOT mandated testing and will be used by all testing centers for alcohol testing. The penalties for a positive test result are per Wheaton | Bekins company policy and may exceed the federally required penalties.

Pre-Duty Consumption of Alcohol

You are not allowed to consume any alcoholic beverage or intoxicating substance within four hours of going on-duty. Furthermore, even though you may not have consumed alcohol within this prior four hour period, you may not report for duty or be on-duty with a BAC of .02% or greater. In addition to these requirements, the van line's company policies prohibit you from reporting for duty with a detectable presence of alcohol on your person.

11.5 Required Testing Intervals

Reasonable Suspicion Testing

Federal Motor Carrier Safety Regulations (Section 382) state that the van line must test you for the presence of alcohol if you have been observed by a trained individual who believes that you show signs of use immediately before or just after performing safety sensitive functions. You will be required to submit to alcohol testing immediately after notification.

The regulations define a reasonable suspicion as when your actions or appearance or conduct are indicative of the use of alcohol. The appearance or conduct will be observed by an agency principal, manager, operations manager, safety director, traffic manager or other supervisor who will submit their observations and conclusions in writing to the Safety Department. All costs associated with these tests will be charged back to the driver or agent.

Random Testing

A number of drivers will be selected at random and if you are selected, the Safety Department or our agent will notify you. An attempt will be made to notify you when you are at, or near a location which offers the least amount of disruption of your duty schedule and prior to or immediately following performing safety sensitive functions.

You must report immediately for testing after notification. Immediately meaning that all of your actions after notification must lead to the expeditious submission for testing. If you do not test immediately after notification, you will be considered medically unqualified and must be removed from service per the federal regulations and company policy.

Costs associated with tests performed under this section of the requirements will be charged to the driver or agent unless the tested driver has been tested more than once in that calendar year. Costs for any additional tests after the first test in any calendar year that are performed under the random selection requirement will be paid by Wheaton | Bekins

Post-Accident Testing

There are two situations in which you must report for alcohol testing following an accident. These are:

- If you are involved in an accident which involves a fatality or
- If the accident involves injuries to any involved parties or any involved vehicle receives disabling damage and in addition to the above, you are given a citation for a moving violation in connection with the accident.

In both of these situations, you must report immediately for alcohol testing and within eight hours. If you are seriously injured and cannot be tested at the time of the accident, you will be required to provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there was alcohol in your system. All costs associated with these tests will be charged back to the driver or agent.

11.6 Testing Procedures

Consent to Testing

You are required to consent to the testing as required by the federal regulations. No one can be qualified until the *Consent and Disclosure Form* is signed and received by the Safety Department.

Random, Post Accident, Reasonable Suspicion Testing

Breath Testing Problems

You must provide an adequate breath sample during the testing procedure for this program. If you are unable to provide this sample upon the first try, you will be given further instruction by the testing facility. **Do not leave the testing facility unless you are instructed so. Failure to provide a breath sample may be considered refusal to test.**

Upon determining that you have been unable to provide a sample, you will be removed from service and instructed to contact a physician to determine why you were unable to do this. The van line's MRO and the Safety Department will then review the results of this examination.

Alcohol Screen Test Processing

The test performed at the alcohol testing site will be processed immediately and the results will be forwarded to the van line's Safety Department. If the results show a positive test of above .02% BAC, the testing facility will then reset the device if they are using an EBT or if not obtain an EBT to perform a confirmation test. The facility will wait 15 minutes to perform this follow-up test and during this time you will be observed and you are not allowed eat or drink any-

thing. If this second confirmation test is also above .02% BAC, the testing facility will report the positive test results to us and we will then act on these results immediately by disqualifying you.

D. Refusal to Consent to Testing and Penalties for Positive Tests

Upon confirmation of a positive test above .039% BAC or refusal to submit to testing, the driver will be considered medically unqualified to drive and will immediately be removed from service. Drivers failing or refusing testing under these requirements will not be considered for reinstatement. New applicants that have tested positive under these federal requirements for any other carrier will not be considered for qualification.

11.7 Driver Assistance Program and Reinstatement

Driver Assistance Program

Wheaton | Bekins is committed to encouraging driver treatment for alcohol/drug addiction in order to assist in overcoming the devastating effects of addiction on the driver, the family, and society. Wheaton | Bekins has a responsibility to promote an environment free of drugs and alcohol abuse. It is our intent to meet these responsibilities to the public and drivers and their families by encouraging detection and voluntary treatment of addiction. Rehabilitation itself is the responsibility of the driver.

Any driver who feels that he or she has developed an addiction or dependence on alcohol or drugs is encouraged to seek assistance from a substance abuse professional or SAP. Requests for assistance will be confidential. Drivers voluntarily requesting treatment for addiction prior to supervisory detection of such problems will be allowed to go through a mutually agreed upon rehabilitation treatment. Upon notification from the driver of his problem and intent to go through treatment, their qualifications will be canceled as the federal regulations maintain that such a driver is medically unqualified to operate a motor vehicle.

Drivers who violate other policies regarding substance abuse may be allowed to utilize the Driver Assistance Program. The program will be administered by the Medical Review Officer for Wheaton | Bekins who will assist drivers in finding a program suited to their needs and in applying for treatment in these programs. All costs associated with treatment under these programs will be borne by the driver and not in any way subsidized by the van line. The program's administrator and not the van line will handle all responsibility for treatment under these programs.

11.8 Engaging in Substance Abuse Related Conduct

To address other substance abuse related violations such as possession and off-duty violations, the following policies will apply:

Possession of Controlled Substances on a Commercial Vehicle or on Company Premises

If a driver is found to have controlled substances in a vehicle at any time or if they are found to be transporting these substances and were aware or should have been aware of these substances, they will be disqualified for a minimum of one year.

Possession of Intoxicating Beverages on a Commercial Vehicle or on Company Premises

If a driver is found to have intoxicating beverages on the vehicle at any time or if they are found to be transporting these beverages without their being manifested as part of a shipment, the driver will be disqualified for a minimum of 30 days for the first such offense. The second offense will result in a 1 year disqualification and the third in permanent disqualification. This policy also includes instances where drivers are found to have alcohol on corporate property while performing safety sensitive functions as this is also prohibited.

Pending Alcohol Related Violations

If a driver has been charged with vehicle operation violations in connection with alcohol or drugs such as driving while intoxicated, driving while impaired, driving under the influence of alcohol or drugs, and reckless driving, they will be disqualified pending the outcome of the charges. If convicted, the driver will be disqualified as provided in these

policies. The driver may be reinstated upon proof of complete dismissal of the charges.

Conviction of Operating a Commercial Motor Vehicle Under the Influence of Alcohol While On-duty

If a qualified driver is convicted of driving a commercial motor vehicle under the influence of alcohol, they shall be disqualified permanently. Applicants with this violation will not be considered.

Conviction of Operation of a Motor Vehicle Under the Influence of Alcohol While Off-duty

If a qualified driver is convicted of operating a personal motor vehicle while off-duty, they will be disqualified for a minimum of three years. Driver applicants may apply for qualification if 36 or more months have passed since the conviction date of their offense. These violations are to be reported immediately to the Safety Department and failure to do so will result in permanent disqualification.

More Than One Conviction of Driving While Intoxicated

Drivers cannot be qualified with Wheaton | Bekins if they have two or more convictions of driving while intoxicated in a personal vehicle unless one of the convictions is more than five years old and the other is 10 years old or more.

Conviction of Possession, Consumption, Use, Sale, or Being Under the Influence of Controlled Substances While Off-duty

If a driver has been convicted of possession, consumption, use, sale, or being under the influence of controlled substances either while on-duty or off-duty, they are required to report the conviction to the Safety Department within 30 days of the date of the conviction.

Wheaton | Bekins reserves the right to disqualify or deny qualifications to individuals with these convictions. Each instance will be reviewed individually and could result in penalties ranging from temporary disqualification up to and including permanent disqualification from service.

Conviction of a Felony or Misdemeanor Crime

A driver who has been convicted of a felony or misdemeanor crime such as public intoxication, assault, etc., either while on-duty or off-duty, is required to report this conviction to the Safety Department within 30 days of the date of conviction. Wheaton reserves the right to disqualify or deny qualifications to individuals with these convictions. Each instance will be reviewed individually and could result in penalties ranging from temporary suspension up to and including permanent disqualification from service.

11.9 The Physical and Psychological Effects of Drugs and Alcohol

The below information is provided to assist in recognizing and understanding the effects and consequences of substance abuse.

Marijuana

Marijuana is a "weed" like plant that grows in many tropical areas of the world. The active ingredient is THC (delta-9-tetrahydrocannabinol) and is concentrated in the flowers of the female plant.

Contrary to many people's beliefs, marijuana is a harmful drug, especially since the potency of the marijuana now available has increased more than 275% over the last decade. When smoked, THC is absorbed into the bloodstream from the lungs and preliminary studies have shown chronic lung disease in some marijuana users. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes. Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Chronic marijuana use can cause brain damage and changes in the brain similar to those that occur during aging. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. These changes pose particular health risks for anyone, but particularly for people with abnormal heart and circulatory conditions such as high blood pressure and hardening of the arteries.

Marijuana can also have a serious effect on reproduction. Some studies have shown that women who smoke marijuana during pregnancy may give birth to babies with defects similar to those seen in infants born with Fetal Alcohol Syndrome - for example, low body weight and small heads.

More importantly, there is increasing concern about how marijuana use by children and adolescents affects both their short and long-term development. Mood changes occur with the first use and observers in clinical settings have noted increased apathy, loss of ambition, loss of effectiveness, diminished ability to carry out long-term plans, difficulty in concentrating, and a decline in school or work performance. Many teenagers who end up in drug treatment programs started using marijuana at an early age.

Driving under the influence of marijuana is especially dangerous. Marijuana impairs driving skills for at least 4 to 6 hours after smoking a single cigarette. Many studies show that skills needed to drive safely are impaired after one joint of marijuana. For example, impairment of "search and recognition abilities." After one joint with two percent of THC the driver may become totally involved with one facet of driving, or with the music from the car radio. Therefore he or she might simply not notice a car exiting from a crossroads, or a pedestrian who has stepped into the street.

Other impairments, such as tracking performance, are "significant" after two joints. The driver may imagine he is doing a fine job of keeping the car in the correct lane, when in fact he is weaving in a bizarre manner. Sometimes tracking ability is so impaired that the driver proceeds the wrong way on a one-way highway.

Other findings caused by the marijuana "high":

- Impairment of peripheral vision signal detection. The driver, for example, might not pickup the fact that another car was trying to pass, and might suddenly turn into the passing car.
- Impairment of central vision signal detection. The driver might not start the vehicle when a green light comes on, *might drive through a red light, might fail to recognize the red and white "No Entry" sign and find themselves in a head-on collision course with another vehicle.*
- Impairment of time reaction. Inability to brake quickly in rush-hour traffic, or to move over quickly if another driver cuts in ahead. Subjects have trouble maintaining a steady speed, which can be especially dangerous on a fast-moving expressway.
- Impairment of night driving abilities. Marked increase in time needed to recover from glare. Trouble in "placing" lights, particularly on a dark country road. ("Is that on-coming car far away? Or very close? Is that a stationary traffic light-or a light coming toward me?")
- Impairment of short-term memory function and information storage. The driver may forget where to get off the highway, or which crossroads to take-on a route he or she knows well.
- Impairment of manipulative and coordination skills. Difficulty in backing, turning around, passing another car, getting onto or off a crowded four-lane expressway, weaving in and out of traffic, or even maneuvering around a parked truck on a crowded city street.

Pot smokers are certainly more susceptible to vehicular accidents although no certain way has been identified to determine what level of impairment affects driving. In 1968 the state of Washington surveyed the driving records of people arrested for illegal drug use. The records were compared to a demographically matched control group of non-drug users (matched for income level, type of job, type of car, level of education, sex, age, number of years of driving, etc.). It was found that the pot users had up to 39 percent higher traffic accident and traffic violation ratios than non-users. The three most prevalent traffic violations among the pot smokers were reckless driving, failure to yield, and failure to stop.

This drug is generally smoked in pipes or hand rolled cigarettes, but may be ingested after being baked into foods. Marijuana users experience impaired memory, poor motor coordination skills, drowsiness or lack of motivation, or

slowed response times. Time-space distortion will impair driving as mentioned. Drivers under the influence may drive inordinately slow or cautious. Marijuana users may have bloodshot eyes or droopy eyelids, and crave food. They will often exhibit rapid loud talking with inappropriate bursts of laughter in the early stages of intoxication. Forgetfulness during conversation, e.g. "What was I saying?" or the sentence may trail off and end inappropriately. Casual users may show none of the classic symptoms

Cocaine

Cocaine is one of the most powerfully addictive of the drugs of abuse and it is a drug that can kill. Cocaine comes from the Coca bush that grows wild in the mountains of the Andes of South America and has been used by the local Indians for years. They would chew the leaves of this plant for sustained energy and to decrease the appetite when food was scarce. This has been practiced for over 1000 years and no addiction problem has resulted from this method of use. In the late 1800's the active ingredient contained in the coca plant, cocaine hydrochloride, was isolated and purified and this proved to be much more potent than the coca leaves. It is this white powder that is usually snorted or inhaled into the nose. It is the only known natural local anesthetic in the world and will numb the mouth or nose when directly applied.

Cocaine is a very strong stimulant to the central nervous system, including the brain. This drug produces an accelerated heart rate while at the same time constricting the blood vessels, which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rise. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke.

Research has shown that cocaine acts directly on what have been called the "pleasure centers" in the brain. These "pleasure centers" are brain structures that, when stimulated, produce an intense desire to experience the pleasure effects again and again. This causes changes in brain activity and, by allowing a brain chemical called dopamine to remain active longer than normal, triggers an intense craving for more of the drug. Users often report feelings of restlessness, irritability, and anxiety, and cocaine can trigger paranoia. Users also report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need more and more cocaine more often to generate the same level of stimulation. Therefore any use can lead to addiction.

"Freebase" is a form of cocaine that is smoked. "Freebase" is produced by a chemical process whereby "street cocaine" (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the "cutting" agents. The end product is not water soluble, and so the only way to get it into the system is to smoke it. "Freebasing" is extremely dangerous. The cocaine reaches the brain within seconds, resulting in a sudden and intense high. However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases dosage and frequency to satisfy this craving, resulting in addiction and physical debilitation.

"Crack" is the street name given to one form of freebase cocaine that comes in the form of small lumps or shavings. The term "crack" refers to the crackling sound made when the mixture is smoked (heated). Crack has become a major problem in many American cities because it is cheap, selling for between \$5.00 to \$10.00 for one or two doses. Since cocaine is a stimulant, it produces a euphoria associated with increased energy and ambition. Certain desires are heightened, and agitation may be noticed, especially when the user is deprived of this drug for a short period of time. White powder may be evident in the nostrils and users may manifest chronic nasal drip and snorting. Look for paraphernalia such as razor blades, straws, rolled up bills for snorting, coke spoons, bags of white powder, or vials of "crack." Glass pipes may be used for smoking cocaine.

Initially, a user may be able to keep drug taking a secret. As use progresses, however, obvious physical signs may result from his or her dependence. These include:

- Weight loss
- Loss of interest in physical appearance
- Chronic runny nose
- Frequent upper respiratory infections

When cocaine is in the user's system, he or she may stay awake for hours and then sleep for extended periods when the drug wears off. Serious physical side effects include high blood pressure, seizures, irregular heartbeat, and heart attacks. Even first time users may experience seizures or heart attacks, which can be fatal.

Emotional symptoms of dependence can include:

- Loss of interest in friends, sports, hobbies, or other non-cocaine activities
- Hearing voices when nobody has spoken
- Feeling depressed
- Repetitious, compulsive acts such as tapping of fingers or playing with hair
- Change of mood to be less patient, more nervous, or angry

The user may seem uncomfortable in social situations where drugs are not available, withdraw from family situations, and have difficulty carrying out responsibilities and obligations. Even small amounts of cocaine can have psychological effects, making users anxious and suspicious. Users often have difficulty concentrating. They lose interest in food and sex. Some become aggressive; others have panic attacks. Some users suffer "cocaine psychosis," during which they lose touch with reality and may experience delusions and frightening hallucinations.

Cocaine users spend huge amounts of money on the drug, sometimes their whole paycheck, leaving families without the necessities of every day living. As drug use becomes heavier, the user may start selling valuable household items, emptying savings accounts, and stealing from friends and family members.

Phencyclidine or PCP

First used in 1950 as an anesthetic, phencyclidine (PCP) use was discontinued because it caused some patients to exhibit symptoms of psychosis as a side effect. It is still used legitimately as an anesthetic for animals.

When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP induced effects may lead to serious injuries or death to the user while under the influence of the drug.

PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration, and judgment are often disturbed. Used chronically, PCP may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.

Mothers using PCP during pregnancy often deliver babies who have visual, auditory, and motor disturbances. These babies may also have sudden outbursts of agitation and other rapid changes in awareness similar to the responses in adults intoxicated with PCP.

It is sniffed, smoked, swallowed, or injected. Some users sprinkle it on cigarettes or marijuana joints. It is unknown why this drug elicits extreme violent behavior, suicides, and psychosis. This is an extremely dangerous and lethal drug! Because of its severe effects, Congress passed the Psychotropic Substances Act of 1978 imposing severe penalties for the manufacture of this drug.

PCP can cause severe agitation and irritability. Extreme excitement and psychosis may be noticed. These abusers may be out of touch with reality. Recurrences of these symptoms may appear after the use of the drug. Loss of normal fear and boundaries may lead to suicidal or homicidal behavior. The PCP abuser may have extremely unpredictable behavior, and demonstrate extreme passiveness changing to violence for no apparent reason. Use extreme caution when approaching a PCP abuser who may feel invincible. Hospitalization may be necessary, and physical restraint may be required.

Opiates

Included in this family of drugs are heroin, morphine, methadone, opium, as well as common prescription drugs such

as codeine and Percodan. These are true narcotics that are depressants and decrease the activity of the brain and nervous system. It is this ability to decrease activity that makes them useful in many prescription medications such as analgesics and painkillers. Although opiates are useful in these ways, they are very dangerous when abused. Opiates like heroin have very powerful addictive properties manifested by the need for persistent, repeated use of the drug (craving) and by the fact that attempts to stop using the drug lead to significant and painful physical withdrawal symptoms.

Heroin, in particular, exerts its primary addictive effect by activating many regions of the brain; the brain regions affected are responsible for producing both the pleasurable sensation of "reward" and physical dependence. Together, these actions account for the user's loss of control and the drug's habit-forming action.

Heroin is primarily taken by injection (a shot) with a needle in the vein. This form of use is called intravenous injection. This means of drug entry can have grave consequences. Uncertain dosage levels (due to differences in purity), use of unsterile equipment, contamination of heroin with cutting agents, or the use of heroin in combination with such other drugs as alcohol or cocaine can cause serious health problems such as serum hepatitis, skin abscesses, inflammation of the veins, and cardiac disease (subacute bacterial endocarditis). Of great importance, however, the user never knows whether the next dose will be unusually potent, leading to overdose, coma, and possible death. Of all illegal drugs, heroin is responsible for the greatest number of deaths.

Heroin use during pregnancy is associated with stillbirths and miscarriages. Babies born addicted to heroin must undergo withdrawal after birth and these babies show a number of developmental problems.

The signs and symptoms of opiate use include euphoria, drowsiness, respiratory depression, constricted pupils, and *nausea in the abusers using the most potent forms of this drug such as heroin*. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, tremors, panic, chills, sweating, nausea, muscle cramps, and insomnia. Elevations in blood pressure, pulse, respiratory rate, and temperature occur as withdrawal progresses. Symptoms of heroin overdose include shallow breathing, pinpoint pupils, clammy skin, convulsions, and coma.

Amphetamines

An amphetamine is a drug that stimulates the nervous system. The effects of these drugs include a reduction of fatigue, decreased appetite, and false sense of feeling good and being alert. Amphetamines are manufactured legally as dexedrine, and others, and illegally as methamphetamine or "crank," speed, black beauties, uppers, as well as other amphetamine-like drugs.

Long distance truck drivers are especially at risk for addiction and the toxic effects of amphetamines. The short term effects can be appealing because they can reduce fatigue for a short time but as the drug wears off extreme fatigue will set in and often severe depression will accompany this. Users experience severe mood swings, are suspicious and secretive, and often abuse alcohol or other depressants and tranquilizers to bring them down. Heavy users sometimes experience tremors (shaking), elevated blood pressure, dilated pupils, and severe agitation. Amphetamines are highly addicting and their medical uses are diminishing. Pharmaceutical amphetamines are controlled with "triplicate" prescriptions and reported to the DEA. Most pharmacies will not dispense them because of the risks associated with keeping them in stock. Most of the amphetamines or amphetamine-like drugs sold on the street are not made by a pharmaceutical company even if the capsule has a name on it.

Amphetamine users develop a tolerance and require more of the drug and with shorter times between doses. Addicts often resort to "shooting" speed because the effect is immediate. Chronic users often have hallucinations or psychotic episodes during withdrawal, and a frequent hallucination is that insects are crawling on the skin. Amphetamine users often scratch themselves until open sores appear to "get the bugs out."

Abusers of amphetamine will have a significant loss of appetite, dilated or enlarged pupils, and may demonstrate an

unusually short temper or aggressive behavior. Feelings of euphoria are often associated with the use of this drug. Agitation and an excess of energy and stamina may be noticed. Long periods of time without sleep are common. In the later stages of amphetamine abuse, paranoia may be a noticeable symptom. Shaking or repetitive twitching may be evident, especially of the hands and feet. Difficulty sitting still or staying calm may tip you off to amphetamine abuse. Chain-smoking is more common among amphetamine abusers than other smokers. These individuals tend to be talkative but their conversation lacks continuity and the individual may have loosely connected thoughts and ideas.

MDMA (Ecstasy)

MDMA (methylenedioxymethamphetamine) is a synthetic, psychoactive drug that is chemically similar to the stimulant methamphetamine and the hallucinogen mescaline. MDMA produces feelings of increased energy, euphoria, emotional warmth, and distortions in time, perception, and tactile experiences.

MDMA is taken orally, usually as a capsule or tablet. It was initially popular among Caucasian adolescents and young adults in the nightclub scene or at weekend-long dance parties known as raves. More recently, the profile of the typical MDMA user has changed, with the drug now affecting a broader range of ethnic groups. MDMA is also popular among urban gay males—some report using MDMA as part of a multiple-drug experience that includes marijuana, cocaine, methamphetamine, ketamine, sildenafil (Viagra), and other legal and illegal substances.

MDMA exerts its primary effects in the brain on neurons that use the chemical (or neurotransmitter) serotonin to communicate with other neurons. The serotonin system plays an important role in regulating mood, aggression, sexual activity, sleep, and sensitivity to pain. MDMA binds to the serotonin transporter, which is responsible for removing serotonin from the synapse (or space between adjacent neurons) to terminate the signal between neurons; thus MDMA increases and prolongs the serotonin signal. MDMA also enters the serotonergic neurons via the transporter (because MDMA resembles serotonin in chemical structure) where it causes excessive release of serotonin from the neurons. MDMA has similar effects on another neurotransmitter-norepinephrine, which can cause increases in heart rate and blood pressure. MDMA also releases dopamine, but to a much lesser extent.

MDMA can produce confusion, depression, sleep problems, drug craving, and severe anxiety. These problems can occur soon after taking the drug or, sometimes, even days or weeks after taking MDMA. In addition, chronic users of MDMA perform more poorly than nonusers on certain types of cognitive or memory tasks, although some of these effects may be due to the use of other drugs in combination with MDMA. Research in animal indicates that MDMA can be harmful to the brain—one study in nonhuman primates showed that exposure to MDMA for only 4 days caused damage to serotonin nerve terminals that was still evident six to seven years later. Although similar neurotoxicity has not been shown definitively in humans, the wealth of animal research indicating MDMA's damaging properties strongly suggests that MDMA is not a safe drug for human consumption.

For some people, MDMA can be addictive. A survey of young adult and adolescent MDMA users found that 43 percent of those who reported ecstasy use met the accepted diagnostic criteria for dependence, as evidenced by continued use despite knowledge of physical or psychological harm, withdrawal effects, and tolerance (or diminished response). These results are consistent with those from similar studies in other countries that suggest a high rate of MDMA dependence among users. MDMA abstinence associated withdrawal symptoms include fatigue, loss of appetite, depressed feelings, and trouble concentrating.

MDMA can also be dangerous to overall health and, on rare occasions, lethal. MDMA can have many of the same physical effects as other stimulants, such as cocaine and amphetamines. These include increases in heart rate and blood pressure—which present risks of particular concern for people with circulatory problems or heart disease—and other symptoms such as muscle tension, involuntary teeth clenching, nausea, blurred vision, faintness, and chills or sweating.

In high doses, MDMA can interfere with the body's ability to regulate temperature. On rare but unpredictable occasions, this can lead to sharp increase in body temperature (hyperthermia), which can result in liver, kidney, cardiovascular system failure, or death. MDMA can interfere with its own metabolism (breakdown within the body); therefore,

potentially harmful levels can be reached by repeated MDMA administration within short periods of time. Other drugs that are chemically similar to MDMA, such as MDA (methylenedioxymphetamine), the parent drug of MDMA) and PMA (paramethoxyamphetamine), associated with fatalities in the United States and Australia), are sometimes sold as ecstasy. These drugs can be neurotoxic or create additional health risks to the user. Furthermore, ecstasy tablets may contain ketamine (an anesthetic used mostly by veterinarians); caffeine cocaine; and methamphetamine. Although the combination of MDMA with one or more of these drugs may be inherently dangerous, users who also combine these with additional substances such as marijuana and alcohol may be putting themselves at even higher risk for adverse health effects.

There are no specific treatments for MDMA abuse and addiction. The most effective treatments for drug abuse and addiction in general are cognitive-behavioral interventions that are designed to help modify the patient's thinking, expectancies, and behaviors related to their drug use and to increase skills in coping with life stressors. Drug abuse recovery support groups may also be effective in combination with behavioral interventions to support long-term, drug-free recovery. There are currently no pharmacological treatments for addiction to MDMA.

Abusers of Ecstasy may exhibit the following signs of use:

- Hyper-Alertness
- Sweating
- Dry mouth (thirsty)
- Increased heart rate
- Fatigue
- Jaw-clenching
- Hyperthermia (cold when they shouldn't be)
- Agitation
- Increased emotional responses (more empathetic than individual would normally be)

Do not ignore signs of excessive agitation, as this can be serious and life-threatening. "Stacking"—which is when users take multiple doses—can result in stroke, seizures, and other extreme and life-threatening reactions to this drug.

Alcohol

Alcohol is the oldest drug known to mankind. Use of it dates back thousands of years. Although alcohol is a "legal" drug, the abuse of it is defined as use beyond the legal limit of consumption. No one may drink alcoholic beverages and drive if they have consumed more than the legal limit. This limit varies from state to state and for truck drivers this limit is half that of most states' limits. Abuse is the desire to drive after exceeding the legal limit of Blood Alcohol Concentration, or BAC.

Alcohol is absorbed directly into the bloodstream through the stomach wall. It is a very rapid process and if alcohol is consumed faster than it's eliminated, it builds up in measurable amounts that increasingly affect one's judgment, coordination, perception, and sense of balance. Alcohol is eliminated from the bloodstream by the action of the liver, through the pores, and by breathing. It is a process that takes time. In fact, it takes about an hour for the body to dispose of just one ounce of whiskey or a single bottle of beer. There's no way to speed this up and there are no ways to reduce the level of alcohol in the bloodstream.

This build-up of alcohol in the bloodstream is called the Blood Alcohol Concentration, or BAC and is the standard of measure that is used to identify abuse. How high the BAC goes, and how much it affects the individual drinker is largely a result of three factors:

- The amount of food in the stomach
- The rate at which the alcohol is consumed
- And, the body weight of the drinker

As an example, say that a 150 pound man drinks five ounces of 86 proof alcohol in one hour on an empty stomach. We

know that his body contains about 1 1/2 gallons of blood, and that the amount of pure alcohol in the blood from his five drinks will be about one teaspoonful. This means that alcohol will comprise one tenth of one percent of the total amount of blood in his system. In other words, he'll have a BAC of .10 percent.

Although it comes as a surprise to many people, the fact is that a one-and-a-quarter-ounce shot glass of 86 proof liquor contains about the same amount of ethyl alcohol as four ounces of wine, or a twelve-ounce can of beer. A typical shot of 86 proof (which means 43% alcohol) equals about a half-ounce of alcohol. Four ounces of wine at 12 percent alcohol (which is an average for wine) also contains about a half-ounce of pure alcohol. Beer generally contains four to five percent alcohol, and is served typically in 12 ounce glasses. This means that every 12 ounce glass, bottle, or can of beer contains about a half-ounce of pure alcohol. Thus, one's driving can be just as impaired after five beers as after five gin and tonics or five whiskeys.

Many confuse "legal limits" with "limits." Although one may not be legally "under the influence" (.10 in most states) the risk of causing an accident usually begins at .04

At .06 BAC the chances of causing an accident are double that of a sober driver. The Federal Motor Carrier Safety Regulations state that a driver is disqualified if he is driving with a BAC of .04 percent (section 391.15 section c subpart 2 item A) and the van line policy states that any driver convicted of driving while intoxicated while on-duty will be suspended indefinitely.

Numerous sources have documented the effect that alcohol has on reaction time, coordination, visual awareness, attention, judgment, and information processing. All of these are, of course, essential ingredients of safe driving. Any or all of these may be impaired at about a .04 BAC.

Below are a few alcohol related driving accident figures reported by the National Safety Council and the National Highway Traffic Safety Administration relating to our entire driving population:

- One American life is lost every 23 minutes in alcohol-related auto crashes.
- 1,500,000 Americans are injured every year by drunk drivers.
- On an average weekend night, one out of every ten drivers on the road is legally drunk with .10 BAC or higher.
- 65 percent of the drivers who kill themselves in single-car accidents are drunk.
- Almost 20 million licensed drivers are heavy, problem drinkers.
- Within the past decade more than 11 million American families have seen a family member killed or seriously injured by a drunk driver.

Ethyl alcohol (the active ingredient in alcoholic beverages) can produce feelings of well being, sedation, intoxication, or unconsciousness, depending on the amount and the manner in which it is consumed. It is a "psychoactive" or mind-altering drug and it can alter moods, cause physical changes in the body, and become habit forming. Alcohol is called a downer because it depresses the central nervous system. That's why drinking too much causes slowed reactions, slurred speech, and sometimes even unconsciousness (passing out). Alcohol works first on the part of the brain that controls inhibitions. As people lose their inhibitions, they may talk more, get rowdy, and do foolish things. After several drinks they may feel "high," but their nervous systems actually are slowing down.

A person does not have to be an alcoholic to have problems with alcohol. Every year, for example, many young people lose their lives in alcohol-related automobile accidents, drowning, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

In some studies more than 25 percent of hospital admissions were alcohol-related. Some of the serious diseases associated with chronic alcohol use include alcoholism and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to such serious physical problems as:

- Damage to the brain, pancreas, and kidneys

- High blood pressure, heart attacks, and strokes
- Alcoholic hepatitis and cirrhosis of the liver
- Stomach and duodenal ulcers, colitis, and irritable colon
- Impotence and infertility
- Birth defects and Fetal Alcohol Syndrome, which causes retardation, low birth weight, small head size, and limb abnormalities
- Premature aging
- A host of other disorders, such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema.

Alcohol abusers may be able to conceal their problem for a while but as the need for alcohol grows it becomes harder and harder for them to function normally in daily routines. You may recognize abuse by many various signs or combinations of behaviors. Note the odor of alcohol on the breath. Check for slurred speech, incoordination, irritability, combative or argumentative behavior, increased absenteeism (particularly in the beginning of the week) stupor, nausea or vomiting, loss of inhibitions, and feelings of grandeur. Deterioration in physical appearance and hygiene may ensue. Increased bruising may be noticed. Alcoholics tend to have impaired interpersonal relationships, such as a "troubled marriage" or alienation from family members.

Rehabilitation

There are many alternatives for rehabilitation and deciding which program will work for a particular person depends on a few factors such as the substance being abused, the amount of dependence a person has developed for this substance, and the person themselves. There are primarily two main types of programs, inpatient and outpatient. Inpatient programs are more intensive and take the patient out of their daily environment and help them to recognize their problem and assist them to recovery. Outpatient programs require mandatory attendance but are less intrusive to the patient's lifestyle and allow patients to continue working.

While drug and alcohol rehabilitation programs have had generally good results, some substance abusers are more likely to stay "clean" than others. In most programs, recovery rates range from approximately 80 percent down to about 20 percent. The drug of choice is a key element - a person addicted to alcohol alone has the best chance of rehabilitation. (Although alcohol is involved in up to two thirds of substance abuse, the trend today is toward use of multiple drugs, especially among younger people.)

Cocaine appears to be the most difficult addiction to overcome, but the drug itself may not be entirely responsible for the comparatively low 20 to 50 percent success rate reported. Cocaine abusers tend to be younger, less skilled and have shorter service with their companies, so the incentive to keep their jobs may be less.

Most studies have found that older age, longer service with the company, higher skills and drug abstinence oriented family or peer support are important ingredients for success. Some research suggests that women have better recovery rates than men.

Whatever the profile of the abuser, experts agree that initial treatment - whether inpatient or outpatient - is just the first step. Without some form of follow-up, abusers are likely to have recurring problems. Self-help groups like Alcoholics Anonymous are highly recommended. Some health-care providers feel that continuing professional aftercare is essential too.

Many health insurance plans will provide some coverage for rehabilitation programs. Some of these will participate in the cost of the program up to a certain level.

The first step on the way to recovery for many is to admit that there is a problem and seek treatment for their addiction. Sometimes asking family and friends to assist in the recovery program is a good way to keep on the track.



PARTNER COMPANIES

Consent and Disclosure Statement for Drug and Alcohol Testing

8010 Castleton Road | Indianapolis, IN | 46250
317.849.7900 | 800.932.7799 | fax: 317.570.4632
www.wheatonworldwide.com | www.bekins.com

Driver's name _____ Date of birth ____ / ____ / ____

Address _____ Phone _____

City _____ State _____ Zip code _____

CONSENT

I hereby consent and agree to submit to drug and alcohol screening at the request of Wheaton Van Lines, Inc. | Bekins Van Lines, Inc. I understand that the alcohol and drug testing programs that are being conducted by Wheaton Van Lines, Inc. | Bekins Van Lines, Inc. are required by the Federal Motor Carrier Safety Regulations and that the results of any tests performed shall be provided to the Wheaton Van Lines, Inc. | Bekins Van Lines, Inc. Safety Department for use in determining my eligibility for qualification to drive in their service.

DISCLOSURE

I understand that the results of any other similar previous tests performed by other companies within the last three years will be made available to Wheaton Van Lines, Inc. | Bekins Van Lines, Inc. for use in determining my background for qualification as an interstate driver only and not for employment purposes. I agree that this information is to be provided to Wheaton Van Lines, Inc. | Bekins Van Lines, Inc. by my former references and that Wheaton Van Lines, Inc. | Bekins Van Lines, Inc. can and will provide this same information to any future employer or motor carriers inquiring as to my background.

ACKNOWLEDGMENT AND RELEASE

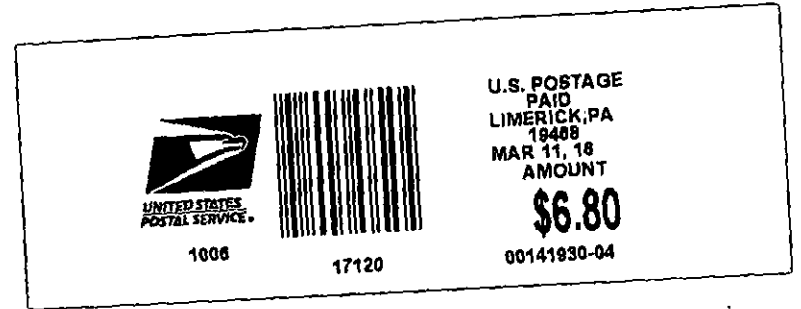
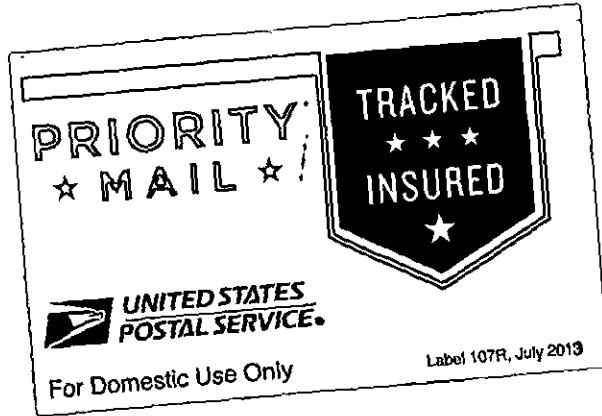
I have read the policies and procedures regarding Wheaton Van Lines, Inc. | Bekins Van Lines, Inc. drug and alcohol testing programs and I voluntarily agree to be bound by all the terms and conditions therein. I further agree to release, indemnify and hold harmless Wheaton Van Lines, Inc. | Bekins Van Lines, Inc., its agents, employees, and any other entities which provide this information to Wheaton Van Lines, Inc. | Bekins Van Lines, Inc. of any and all claims, actions, causes of action, or rights which I may or might have arising out of or in any way connected with these policies.

Printed name _____

Signature _____ Date _____

Witness _____ Date _____

Lonnie Goodrich
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400 North Street, 2nd Floor
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