



SIGN ON CHECKLIST

Tryon Trucking, Inc.
P.O. Box 68, Fairless Hills, PA 19030

DRIVER: _____
SIGN ON DATE: _____

UNIT#: _____
OWNER: _____

DRIVER QUALIFICATION PAPERWORK

- _____ ACKNOWLEDGEMENT FORM
- _____ COPY OF CURRENT CDL & MEDICAL CERTIFICATE
- _____ W-9 TAX ID CERTIFICATION
- _____ INSURANCE DEDUCTIBLE FOR CARGO CLAIMS & ACCIDENTS
- _____ UNAUTHORIZED PASSENGER POLICY
- _____ VEHICLE ESCROW FUND
- _____ ELD ESCROW FUND
- _____ CERTIFICATE OF RECEIPT OF DRUG & ALCOHOL POLICY
- _____ ROADSIDE INSPECTION REWARD
- _____ ROADSIDE VIOLATION INFRACTION PENALTY SCHEDULE
- _____ REQUIRED PAPERWORK (Logs, Fuel Receipts and Maintenance report)
- _____ ACCIDENT REPORTING POLICY & ACCIDENT KIT
- _____ DRIVER SAFETY MANUAL

TRACTOR AND TRAILER PAPERWORK

- _____ COPY OF TRACTOR & TRAILER REGISTRATIONS
- _____ NEWLY COMPLETED FEDERAL ANNUAL INSPECTION FOR TRACTOR & TRAILER
- _____ ELD AND DASHCAM (IF REQUIRED)
- _____ COMPLETED AND SIGNED LEASED AGREEMENT
- _____ BOBTAIL / DEADHEAD (NON-TRUCKING) INSURANCE
- _____ PHYSICAL DAMAGE INSURANCE (Additional cost) _____ Yes _____ No

Must Contact Karl Rother in Morrisville, for rates and implementation of policy.

EFS CARD#: _____

IFTA#: _____

NY HUT PERMIT: ____ Yes ____ No

NEW MEXICO PERMIT: ____ Yes ____ No

TEXAS INTRASTATE PERMIT: ____ Yes ____ No

ELD Serial #: _____



ACKNOWLEDGEMENT FORM

Orientation Handbook

I have received and read the Driver Safety Manual. I understand that the information within is important to my success as a professional driver in my new position with the company. I am expected to follow the policies presented, and will be held responsible for the proper performance of my duties.

Driver's Receipt of FMCSR Pocketbook

I have received the issue of FMCSR Pocketbook that includes all revisions issued on or before February 1, 2022. I acknowledge receipt of this Federal Motor Carrier Safety Regulations Pocketbook. In addition, I agree to familiarize myself with the Federal Motor Carrier Safety Regulations (FMCSR) of the US Department of Transportation, Parts 40, 380, 382, 383, 387, 390-397, 399 Subchapter B, Chapter 3, Title 49 of the Code of Federal Regulations, as contained therein.

Driver Name

Tryon Representative

Driver Signature

Signature

Date

Date



INSURANCE DEDUCTIBLE FOR ACCIDENTS & CARGO CLAIMS

Accident Deductible

Effective 4/1/2022 there will be a \$2,000 deductible applied to the truck owner and/or owner-operator if the insurance carrier accepts liability. This deductible will also include the rental and leased equipment which you have in possession at the time of the accident.

Cargo Claims

Effective 4/1/2022 regarding any instance involving a cargo claim the truck owner and/or owner-operator will be held responsible. The truck owner and/or owner-operator will be subject to a deductible amount total of \$2,000 for the cargo claim.

Driver Name

Tryon Representative

Driver Signature

Signature

Date

Date



Unauthorized Passenger Policy

Required by Federal Law
(49 CFR 392.60)

While large commercial transportation firms can and do authorize co-drivers or team drivers to share in the driving responsibility, most trucking firms do not allow any unauthorized passengers in the cab while driving. The US Department of Transportation (DOT) and Federal Motor Carrier Safety Administration address unauthorized passengers in Subpart G, Prohibited Practices – CFR 392.60 Unauthorized Person Not to Be Transported. Under federal safety rules for commercial motor vehicles (CMV's), passengers are not allowed on CMVs (except buses) unless they are specifically authorized by the motor carrier. As for Tryon Trucking it is going to be our company policy that there will be no authorization made for any passengers. No passengers will be allowed in trucks operating under the authority of Tryon Trucking

Allowing unauthorized passengers is also becoming a serious liability exposure with owner operators. This group may not understand the serious nature of the binging along an unauthorized passenger. Whether it's on their next long haul trip or a ride with the family to the local grocery store, this practice increases their liability exposure tremendously. If the owner/operator becomes involved in a vehicle accident with an unauthorized passenger in the cab it increased the liability of the driver. The driver becomes liable for his/her actions and for the injuries sustained to the passenger. Should the unauthorized passenger become injured, the insurance coverage for their injuries may not be available, depending on the circumstances surrounding the accident.

Driver's Name (printed)

Driver's Signature

Date



VEHICLE ESCROW FUND

This is an addendum to lease vehicle identification number (vin) _____ effective upon date signed listed below owner shall be required to deposit with the carrier as Escrow Funds the sum of one thousand dollars (\$1000) which may be applied in payment to carrier for the following items: Cargo Claims, Fuel Decals / Mileage Taxes and other Charge-Back items, and return of Carrier Property at time of termination.

Carrier shall account to owner for all transactions involving said escrow funds on each settlement sheet between owner and carrier. Owner has the right to demand an accounting from carrier of transactions involving said escrow fund. At time of termination of this agreement, carrier shall make all proper deductions from said escrow funds and make a final accounting to owner of all final deductions from said escrow funds and return the balance of said escrow funds to owner within forty-five (45) days of the termination of this agreement.

Date

Driver's Signature

Driver's Name (printed)



ELD ESCROW FUND

Tryon is currently using Keeptruckin and EROAD electronic logging devices. If your truck registration displays a 2000 or newer date you will be required to use an ELD. During the sign on process an ELD will be assigned to the driver/equipment signing on. There will be an escrow account established in the amount of \$500 (\$50.00 per week deduction for 10 weeks). Additionally, the ELD unit will carry a weekly fee of \$10.00 that will be deducted on the driver's settlement.

Each ELD equipped piece of equipment must have the ELD operational every day before the driver operates the truck. If a driver has technical difficulties with their ELD at any point the driver must contact Safety immediately so they can get the ELD operational again. If a driver is found to be in non-compliance and not utilizing the ELD when required this could lead to a cancellation of the driver's lease.

ELD Vendor and #

Date

Driver's Signature

Driver's Name (printed)



Certificate of Receipt of Drug & Alcohol Policy

I have received a copy of Tryon Trucking, Inc., controlled substances and alcohol policies and procedures, including the addendum on compensation of testing fees.

Date

Driver's Signature

Driver's Name (printed)

Tryon Trucking Representative



ROADSIDE INSPECTION REWARD

Tryon Trucking will be rewarding drivers with a safety reward when they submit a clean Level 1 inspection report. Once the original inspection report is received in Safety the reward will be processed on the next owner settlement.

➤ **Level 1 Inspection (Full) with no violations - \$200.00**

We are striving to lower the CSA scores as it is important to everyone for a variety of reasons. Primarily it lowers the number of times that you will get pulled over by the D.O.T.

Remember these important items if you are pulled over for a roadside inspection:

- ❖ Be organized, have all of your paperwork ready (CDL, Medical Certificate, Vehicle Registration and Annual Inspections).
- ❖ Make sure your truck has been maintained, especially tires, brakes and lights. These are the most common violations that Tryon drivers are cited for. (Always complete pre-trip and post-trip inspections daily).
- ❖ Make sure if a violation is not found that you get a roadside inspection report showing that. In some cases, the officer will let you go without issuing a report. We want one if it is clean.

PLEASE REMEMBER: All roadsides need to be logged at the appropriate time. On-duty not driving. If there are equipment violations, we will need to have the PM inspection and any receipts showing these repairs were made.



ROADSIDE VIOLATION INFRACTION PENALTY SCHEDULE

As result of the increase in the number of roadside violations for brakes, tires and lights there has been a significant increase in the CSA scores for Maintenance and Hours of Service. To address these increases in the CSA scores Tryon will be implementing the following penalty schedule for certain roadside inspection violations.

Hours of Service & Maintenance Penalty Schedule:

ELD Violations

- No ELD when one is required - \$250.00
- False Log on ELD (misuse of personal conveyance) - \$250.00

Other HOS and Maintenance Violations

- 11 Hour, 14 Hour, No Logbook, False Log, No previous 7 days
- Any tire violation
- Multiple brake violations – 2 or more
- Air pressure loss resulting in an out of service
- Steering violation resulting in an out of service
- Low air warning resulting in an out of service

The violations listed above (other HOS and maintenance violations) will be subject to the following penalty schedule:

- 1st Offense - \$100.00 penalty and contact with the safety department
- 2nd Offense - \$200.00 penalty and call with the agent and safety director
- 3rd Offense - \$300.00 penalty and mandatory hearing review

Date

Driver's Signature

Driver's Name (printed)



REQUIRED PAPERWORK DRIVERS MUST SUBMIT

As required by Federal Motor Carrier Safety Regulation CFR 395.8 drivers must submit their records of duty status (driver logs) and supporting documents to Tryon no later than 13 days after receiving them. Tryon requires drivers to submit their driver logs and fuel receipts to Safety no later than every two weeks. Failure to submit the driver logs and fuel receipts within the required period will result in the driver being locked out and not allowed to be dispatched. This requirement is not a Tryon policy it's a regulation that we must stay in compliance with.

In addition, drivers must submit to Tryon legible Bill of Ladings. These Bill of Ladings must include the PRO number for the load, drivers' signature, consignee signature and all pages associated with the shipment. Failure to submit legible Bill of Ladings delays the processing and payment to the drivers and Tryon.

Finally, all equipment owners/drivers must complete a monthly maintenance report, provided by Tryon Trucking that shows a record of repairs, lubrication, and tire repair or replacement performed during the preceding 30 days. In addition to the monthly maintenance report owners must submit copies of all receipts on each tractor and/or trailer leased to Tryon Trucking each month. The monthly maintenance reports are required to be submitted to Safety in the Washington office by the 15th of the following month. The monthly maintenance form can be located on Tryon Trucking website at the bottom of the home page. Extra forms will be mailed or faxed to each owner upon their request. Any additional questions can be addressed to safety.

Date

Driver's Signature

Driver's Name (printed)



Accident Reporting

ANY ACCIDENT MUST BE REPORTED IMMEDIATELY TO THE SAFETY DEPARTMENT OF TRYON TRUCKING, REGARDLESS OF HOW MINOR IT MAY APPEAR.

During normal business hours: Monday – Friday 8:00 am to 5:30 pm

Call and ask for:

Mike Christensen

John Popowich

At:

1-800-523-5254 ext: 308

1-215-295-6622 ext: 121

During off hours: call Mike Christensen (in this order)

1. Mike Cell #: 1-732-237-4462

- ✓ BE SURE YOU HAVE WITHIN YOUR TRUCK AN ACCIDENT KIT WHICH INCLUDES A DRUG TESTING CHAIN OF CUSTODY FORM AND ACCIDENT REPORT FORM.
- ✓ EFFECTIVE 4/1/2022 THERE WILL BE A \$2,000 DEDUCTIBLE APPLIED TO THE OWNER IF THE INSURANCE CARRIER ACCEPTS LIABILITY.

Driver's Signature

Date

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.