

# JOHN H. KOOY TRUCKING, INC.

19324 – 67<sup>TH</sup> AVE NE  
ARLINGTON, WA 98223  
1-800-426-9180 DISPATCH  
360-474-8000 OFFICE  
360-474-8003 SHOP

DRIVER GUIDELINES  
LONG HAUL DIVISION  
EFFECTIVE AUGUST 3, 2015

## 1. **PAY WAGES:**

- A. STARTING: \$.40 PER MILE
- B. SIX MONTHS: \$.41 PER MILE
- C. AFTER 1 YEAR: \$.42 PER MILE
- D. AFTER 4 YEARS: \$.44 PER MILE
- E. AFTER 8 YEARS: \$.45 PER MILE
- F. AFTER 12 YEARS: \$.46 PER MILE

## 2. **PICKUPS AND DROPS:**

\$25.00 ADDITIONAL PAY FOR EACH PICKUP AND EACH DROP AFTER THE FIRST GOING NORTH AND SOUTH. STRAIGHT LOADS BOTH WAYS CONSTITUTE ZERO PICKUP PAY. DROPPING TRAILERS AT OTHER LOCATIONS IS NOT A PAYABLE DROP.

DROPS AND PICKUPS ONLY QUALIFY IF THEY HAVE A SIGNED BILL OF LADING FROM PICK OR DROP LOCATION.

**DETENTION PAY** – ALL PRODUCE LOADS WITH A DETENTION OF 4 HOURS OR MORE AFTER APPOINTMENT TIME WILL BE GIVEN A FLAT DETENTION FEE OF 75.00 FOR HAVING TO WAIT TO BE LOADED. FIRST COME FIRST SERVE FACILITIES WILL BE BASED ON REAL CHECK IN TIME.

**3. QUARTERLY FUEL BONUS:**

ANY DRIVER WHO REACHES 6.0 MPG OR BETTER ON THE QUARTERLY MILEAGE REPORT WILL RECEIVE A \$100.00 CHECK. ANY DRIVER WHO REACHES 7.0 MPG OR BETTER ON THE QUARTERLY MILEAGE REPORT WILL RECEIVE A \$200.00 CHECK. THE CHECK WILL BE GIVEN THE LAST WEEK OF THE MONTH, FOLLOWING THE END OF THE QUARTER.

**4. VACATION PAY:**

- A. AFTER 1 YEAR EMPLOYMENT, ONE WEEK PAID VACATION FOR \$700.00.
- B. AFTER 4 YEARS EMPLOYMENT, TWO WEEKS PAID VACATION FOR \$700.00 EACH.

VACATIONS MUST BE PRE-ARRANGED WITH MIKE KOOY AND WRITTEN ON THE VACATION CALENDAR. ONLY ONE DRIVER MAY TAKE VACATION AT ANY ONE TIME. THESE TIMES ARE APPROVED ON A FIRST COME FIRST SERVE BASIS. SEE MIKE FOR DETAILS.

VACATION TIME DOES NOT ROLL OVER YEAR TO YEAR. IT MUST BE TAKEN THE YEAR IT WAS EARNED. VACATION TIME IS CALCULATED BY YOUR OFFICIAL HIRE DATE. IF YOUR EMPLOYMENT AT KOOY TRUCKING IS TERMINATED, ANY VACATION PAY WILL BE FORFEITED.

ONE WEEK'S WRITTEN NOTICE MUST BE GIVEN TO MICHELE KOOY IN PAYROLL TO RECEIVE VACATION PAY.

**5. BIRTHDAY BONUS:**

\$100.00 WILL BE GIVEN EVERY BIRTHDAY AFTER ONE YEAR OF EMPLOYMENT. DRIVERS WILL NOT BE AWARDED A BIRTHDAY BONUS IF INVOLVED IN ANY TRUCKING ACCIDENT I.E.; BENDING BUMPERS, FENDER DAMAGES AND MUD FLAPS RIPPED OFF, FREIGHT CLAIMS OR IF THEIR TRUCK IS NOT KEPT CLEAN.

**6. EXPENSE MONEY:**

TRUCK EXPENSES OF \$100.00 WILL BE PROVIDED FOR EACH TRIP (EFS ADVANCES).

THIS MONEY IS TO BE USED FOR TRUCK EXPENSES ONLY! PLEASE DO NOT RETURN ANY CASH. THE REMAINING CASH WILL BE DEDUCTED FROM YOUR FOLLOWING PAYCHECK. A RECEIPT MUST ACCOMPANY ALL EXPENSES. ANY EXPENSES NOT ACCOMPANIED BY A RECEIPT WILL NOT BE REIMBURSED.

THIS MONEY IS NOT TO BE USED FOR PERSONAL CONSUMPTION, THIS IS COMPANY MONEY.

- 7. ADVANCES:**  
KOOY TRUCKING WILL CHARGE AN ADMINISTRATIVE FEE OF \$50.00 FOR ANY PERSONAL ADVANCES NOT TRUCK RELATED.
- 8. TRIP ENVELOPES:**  
TRIP ENVELOPES MUST BE TURNED INTO THE OFFICE BY 1:00 PM ON TUESDAY TO RECEIVE A PAYCHECK. PAYCHECKS ARE READY AT 11:00 AM ON WEDNESDAY'S.
- 9. INSURANCE:**  
KOOY TRUCKING'S MEDICAL PROGRAM IS OPTIONAL TO ALL DRIVERS. TO ENROLL WILL REQUIRE **25%** EMPLOYEE PARTICIPATION TOWARD YOUR PREMIUM. KOOY TRUCKING WILL PAY THE OTHER **75%** OF THE EMPLOYEE BASE COVERAGE. DRIVERS WHO VOLUNTARILY TAKE TWO OR MORE WEEKS OFF IN ONE QUARTER (THIS DOES NOT INCLUDE YOUR EARNED VACATION) WILL NOT BE ELIGIBLE FOR COMPANY PARTICIPATION TOWARDS THE MEDICAL AND DENTAL PREMIUMS. NEW DRIVERS WOULD BE ELIGIBLE FOR THESE COVERAGES AFTER 60 DAYS OF EMPLOYMENT.
- 10. TRUCK WASHES:**  
A: PROFESSIONAL TRUCK WASHES WILL BE REIMBURSED ON THE ROAD. NO MORE THAN EVERY THIRD WEEK (MAXIMUM OF \$71.50 FOR TRACTOR AND TRAILER) WASH-OUTS ARE IN ADDITION AS NEEDED.  
B: KEEPING OUR EQUIPMENT CLEAN PROVIDES A POSITIVE IMAGE FOR JOHN H. KOOY TRUCKING AND ITS EMPLOYEES.  
C: IT IS THE DRIVERS RESPONSIBILITY TO KEEP THE TRUCK INTERIOR CLEAN.  
D: PERIODIC CHECKS WILL BE MADE ON THE TRUCKS INTERIOR.  
*PLEASE KEEP TRUCKS CLEAN!*
- 11. MOTELS:**  
MOTEL EXPENSES WILL NOT BE REIMBURSED BY THE COMPANY WHILE THE TRUCK IS IN TRANSIT. THE COMPANY WILL ONLY PAY MOTEL EXPENSES FOR LAYOVERS WITH A \$70.00 MAXIMUM PER NIGHT, WITH VALID RECEIPT.

## 12. FREIGHT:

A: EACH DRIVER IS RESPONSIBLE FOR COUNTING HIS FREIGHT AND FOR DAMAGES TO THE FREIGHT. CHARGES FOR **DAMAGES** AND **SHORTAGES** WILL BE DEDUCTED FROM THE DRIVER'S PAYCHECKS. IF YOU SHOULD HAVE A PROBLEM WITH DAMAGES OR SHORTAGES, CALL DISPATCH BEFORE LEAVING THE CUSTOMER.

B: WHEN DELIVERING A LOAD (POTATOES ESPECIALLY), IF A CUSTOMER DOES NOT EXCHANGE PALLETS WITH YOU, PLEASE MAKE A NOTE ON THE BILL OF LADING ON HOW MANY PALLETS YOU WERE SHORTED. WHENEVER POSSIBLE PLEASE BRING EMPTY PALLETS TO KOOY YARD.

## 13. CHECK WEIGHS:

COMPANY WILL PAY FOR ALL CHECK WEIGHS. OVERLOADS WILL BE PAID BY THE DRIVER, UNLESS DISPATCH AUTHORIZES LOADS OVER 80,000# (GROSS). WHEN DISPATCH SAYS "**LOAD TO GROSS**", DISPATCH EXPECTS THE DRIVER TO LOAD ON OR NEAR 80,000#.

## 14. TRAILER DROPPING:

A: WHEN DROPPING A TRAILER IN THE KOOY TERMINAL, PLEASE MAKE SURE IT IS PARKED STRAIGHT WITH OTHER EQUIPMENT IN THE YARD.

B: **LOADED IN YARD...** LEAVE PAPERWORK IN BACK DOOR VENT.

C: **EMPTY IN YARD...** LEAVE RIGHT DOOR OPEN TO AIR OUT.

D: NO TRAILER WILL BE DROPPED AWAY FROM THE KOOY TERMINAL WITHOUT CONSENT OF DISPATCH. *WHEN CONSENT IS GIVEN, TRAILERS MAY ONLY BE DROPPED IN A SECURED LOCATION!*

## 15. FUELING:

A: FUEL AT KOOY DESIGNATED FUEL STOPS. IF YOU HAVE ANY QUESTIONS DIRECT THEM TO KAREN.

B: WHEN RETURNING TO THE YARD, PLEASE TRY TO ARRIVE WITH A HALF TANK OF FUEL.

C: IDLE TIME IS A VERY LARGE FACTOR IN FUEL CONSUMPTION:

- DO NOT IDLE
- DO NOT NEED TO WARM UP
- DO NOT NEED TO COOL DOWN

**16. CALL INS:**

A: IT IS A "MUST" TO COMPLY WITH THE FOLLOWING:

1. DRIVERS CALL THE OFFICE BETWEEN 8:00 AM AND 9:00 AM EACH DAY.
  - PLEASE KEEP YOUR CHECK CALLS SIMPLE AND BRIEF.  
(EXAMPLE: NAME, TRUCK #, LOCATION)
2. DRIVERS CALL THE OFFICE BETWEEN 4:00 PM AND 5:00 PM EACH DAY.
3. DRIVERS CALL WHEN LOADED AND CHECK WEIGHED.
4. DRIVERS CALL WHEN EMPTY.
5. DRIVERS CALL SATURDAY BETWEEN 10:00 AM AND 11:00 AM

B: EMERGENCIES ONLY

IN CASE OF AN EMERGENCY, CONTACT DISPATCH OR MANAGEMENT AT PHONE NUMBERS PROVIDED BY DISPATCH AT TIME OF EMPLOYMENT.

**BROWNLINE CUSTOMER CALL INS:**

WHEN DISPATCHED UNDER A BROWNLINE LOAD, YOU MUST CALL BROWNLINE BY 9:00 AM, 2:00 PM AND WHEN EMPTY.

ALL BROWNLINE OVERAGES AND SHORTAGES NEED TO BE CALLED INTO BROWNLINE IMMEDIATELY, SO THEY CAN BE RESOLVED AT THE DELIVERY SIGHT.

ALL BROWNLINE PAPERWORK NEEDS TO BE FEDERAL EXPRESSED WITH THE ENVELOPE PROVIDED BY BROWNLINE IMMEDIATELY AFTER FINAL DELIVERY.

**17. PHONE POLICY:**

PHONES ARE PROVIDED TO EACH VEHICLE. PLEASE KEEP THE PHONE WITH YOU SO YOU ARE AVAILABLE TO THE DISPATCHER. THE PHONE IS FOR COMPANY USE ONLY.

IT IS THE LAW TO USE ONLY HANDS FREE PHONES WHILE DRIVING A VEHICLE. OUR WALKIE FEATURE MAY BE USED WHEN THE PHONE IS CRADLED IN THE PROVIDED HOLDER.

**18. SEAT BELT POLICY:**

IT IS THE POLICY OF JOHN KOOY TRUCKING THAT SEATBELTS ARE TO BE WORN WHEN THE VEHICLE IS IN OPERATION. THIS IS THE LAW AND IS STRICTLY ENFORCED.

**19. INSPECTION:**

ALL TRACTORS AND TRAILERS WILL BE INSPECTED EVERY 5,000 MILES OR AS NEEDED. PLEASE NOTE ANY DEFECTS OR POTENTIAL PROBLEMS ON THE VEHICLE INSPECTION REPORT AT THE END OF EACH TRIP AND TURN THEM IN TO THE MAINTENANCE SHOP. THIS SLIP MUST BE TURNED IN ON A PER TRIP BASIS TO THE SHOP MAILBOX. MILEAGE, BOTH TRUCK AND TRAILER #'S, AND YOUR SIGNATURE ARE REQUIRED ON A PER TRIP BASIS.

**20. MAINTENANCE:**

A: OUTSIDE MAINTENANCE WILL NOT BE PERFORMED ON TRACTORS OR TRAILERS UNLESS AUTHORIZED BY SHOP PERSONEL OR BY DISPATCH.

B: ABSOLUTELY NO WIRING PERFORMED ON TRUCKS. SHOP PERSONNEL WILL DO THE WORK.

**21. LOGS:**

A: ALL LOGS WILL BE TURNED IN EACH TIME A TRIP IS TAKEN.

B: LOGS WILL BE LEGIBLE.

C: FUEL STOPS, SCALES AND BORDER CROSSINGS NEED TO MATCH LOGS EXACTLY.

D: RE-CAP HOURS AND KEEP DISPATCH INFORMED OF INADEQUATE HOURS TO COMPLETE TRIP LEGALLY.

E: "NO TOLERANCE POLICY" FOR FALSIFICATION OR VIOLATION OF LOGBOOKS.

F: IF ABOVE ITEMS ARE NOT COMPLIED WITH..."DISCIPLINARY ACTIONS" WILL BE TAKEN. (SEE KAREN MUSCH FOR DETAILS)

**22. FLATS:**

IF YOU HAVE A FLAT ON THE ROAD, PLEASE PUT ON THE SPARE TIRE. ALL TIRE WORK NEEDS TO BE DONE IN THE SHOP IF POSSIBLE.

**23. RIDERS / PET POLICY:**

ABSOLUTELY NO RIDERS OR PETS ALLOWED IN TRUCKS.

WITH TODAY'S ECONOMY, IT IS VERY IMPORTANT THAT EVERY STEP BE TAKEN TO RUN THE COMPANY AS EFFICIENTLY AS POSSIBLE. EACH EMPLOYEE NEEDS TO MAKE AN EARNEST EFFORT TO HELP CUT COSTS AND EXPENSES. WE ASK EACH OF YOU TO DO YOUR SHARE TO HELP.

IN TODAY'S ECONOMY IT COSTS IN EXCESS OF \$1.75 PER MILE TO OPERATE A TRUCK. PLEASE PLAN AHEAD TO TAKE THE ROUTE WITH THE LEAST AMOUNT OF MILES. WHEN AT A CUSTOMERS LOCATION, YOU REPRESENT JOHN H. KOOY TRUCKING. PLEASE BE RESPECTFUL AND COURTEOUS.

**GUIDELINES CONTRACT AGREEMENT**

JOHN H. KOOY TRUCKING, INC.  
19324 – 67<sup>TH</sup> AVE NE  
ARLINGTON, WA 98223

BY SIGNING THIS CONTRACT, I UNDERSTAND, AGREE, AND WILL ABIDE BY  
THE GUIDELINES SET FORTH BY JOHN H. KOOY TRUCKING, INC.

EMPLOYEE NAME: \_\_\_\_\_  
PLEASE PRINT

EMPLOYEE SIGNATURE: \_\_\_\_\_

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