

TRANSPORTATION POLICY AND PROCEDURE

Driving, Personal Vehicle

- A. The use of your personal vehicle must be pre-approved by your supervisor, and you must give written permission.
- B. Field staff are encouraged not to transport SOAR students in their personal vehicles.
- C. Course Directors may transport students, though they are encouraged not to be alone with students if possible.
- D. Personal vehicles are to be parked in designated parking areas at SOAR Base.
- E. If a staff is required to use their personal vehicle, they will be reimbursed for fuel or mileage.

Driving, SOAR Vehicles

- A. SOAR vehicles include 15-passenger vans, 4-WD trucks, and passenger cars. Vehicles should be loaded within the passenger limits established by the manufacturer.
- B. It is best to reserve SOAR vehicles as far in advance as possible to avoid not having one available when needed.
- C. Ensure anyone driving a SOAR vehicle has an up-to-date SOAR drivers certificate. They are free and do not take long to get. No one is allowed to drive a SOAR vehicle without this certificate. The certificate and a photocopy of the driver's license will be kept in the individual's personnel file.
- D. Staff transporting students shall adhere to SOAR's general Staff to Student Ratios in the Risk Management protocols unless an emergency or safety dictates otherwise.
- E. Staff transporting students will always carry with them in the vehicle each student's Medical Information Form and Permission to Treat.
- F. Staff must perform a safety briefing, head-count, and seat-belt check before they drive anywhere.
- G. No eating, drinking, or smoking are allowed in SOAR vehicles.
- H. Passengers should be buckled into their seat belts before the vehicle is started. Ask, "On belay?" and wait for a unanimous "Belay on."
- I. All passengers should remain seated and doors should be locked while underway.
- J. Lock the vehicle when it is going to be left unattended.
- K. It is best not to leave anything in the vehicle if it is going to be left unattended. Items left inside invite the possibility of a break in.
- L. Don't leave a set of keys hidden under the vehicle while away. Keep them in driver's possession.
- M. Do not leave credit cards in the vehicle. Ideally, the driver should keep them on their person.
- N. Stay within the posted speed limit. Any tickets for moving violations are the responsibility of the person driving.
- O. Staff utilizing vehicles for programming in North Carolina shall only listen to the radio during travel. Staff utilizing vehicles for programming in Florida and Wyoming may listen to tapes or CDs with appropriate consideration being given to listening content.
- P. Keep track of fuel fill-ups by keeping receipts. Also, keep track of mileage for records.
- Q. Check the vehicle thoroughly during "Check-Out" looking for any damages which could end up being attributed to you even though it was not. Things to look for include: cracked glass, dents, scratches, or some feature which does not operate as it should i.e. window cranks, seat belts, brakes, doors, etc. You must bring any problems to the attention of the Logistics Coordinator or one of the Directors before completing Vehicle Check-Out.

Sample Trucking Company Policy Manual

Yan Bai



Sample Trucking Company Policy Manual:

Common Sense Guide to Driving a Truck Harry Gorge, 2011-08-17 A COLLECTION OF STORIES FROM OVER 30 YEARS OF EXPERIENCE AS A SAFETYMAN LICENSED INSTRUCTOR STATE DRIVING CHAMPION AND PROFESSIONAL DRIVER A HUMOROUS AND REALISTIC GUIDE TO HELP THE AVERAGE TRUCK DRIVER BETTER UNDERSTAND THE LAWS RULES AND REGULATIONS IN AN EASY TO READ FORMAT THIS BOOK ALSO COVERS THE CSA2010 AND STORIES FROM THE STREET AS A LOCAL DRIVER FROM THE ROAD AS A LONG HAUL DRIVER FROM THE CLASSROOM ROAD TESTS AND DURING TRAINING AS A SAFETYMAN ALSO SOME STORIES FROM THE DRIVING CHAMPIONSHIPS I BELIEVE ANYONE IN THE TRUCKING INDUSTRY WILL ENJOY RAEDING THIS BOOK **Lowe's Transport Manager's and Operator's Handbook 2017** David Lowe, Clive Pidgeon, 2017-02-03 Now in its 47th edition Lowe s Transport Manager s Operator s Handbook is the most comprehensive guide available to the operational rules and guidelines governing the UK s road transport operators This best selling handbook provides an essential reference to factors that are of utmost importance in today s road transport industry It includes details on professional competence working times and driving hours rules speed cameras and penalties the international road haulage market and drugs testing for drivers Lowe s Transport Manager s Operator s Handbook is the essential reference source for any transport manager fleet operator owner driver haulier or student with an involvement in the industry The 47th edition has been thoroughly updated and revised to reflect the latest developments in the industry **The Food Truck Handbook** David Weber, 2012-03-13 How to start grow and succeed in the food truck business Food trucks have become a wildy popular and important part of the hospitality industry Consumers are flocking to these mobile food businesses in droves inspiring national food truck competitions and even a show dedicated to the topic on The Food Network The relatively low cost of entry as compared to starting a restaurant combined with free and low cost ways to market them to the masses via platforms like social media are just two of the reasons that food truck business are drawing in budding entrepreneurs Author David Weber a food truck advocate and entrepreneur himself is here to offer his practical step by step advice to achieving your mobile food mogul dreams in The Food Truck Handbook This book cuts through all of the hype to give both hopeful entrepreneurs and already established truck owners an accurate portrayal of life on the streets From concept to gaining a loyal following to preventative maintenance on your equipment this book covers it all Includes profiles of successful food trucks detailing their operations profitability and scalability Establish best practices for operating your truck using one of a kind templates for choosing vending locations opening checklist closing checklist and more Create a sound business plan complete with a reasonable budget and finding vendors you can trust consider daily operations in detail from start to finish and ultimately expand your business Stay lean and profitable by avoiding the most common operating mistakes Author David Weber is Founder and President of the NYC Food Truck Association NYCFTA which brings together small businesses that own and operate premium food trucks in NYC focused on innovation in

hospitality high quality food and community development *Transportation Planning Handbook* ITE (Institute of Transportation Engineers), Michael D. Meyer, 2016-07-11 A multi disciplinary approach to transportation planning fundamentals The *Transportation Planning Handbook* is a comprehensive practice oriented reference that presents the fundamental concepts of transportation planning alongside proven techniques This new fourth edition is more strongly focused on serving the needs of all users the role of safety in the planning process and transportation planning in the context of societal concerns including the development of more sustainable transportation solutions The content structure has been redesigned with a new format that promotes a more functionally driven multimodal approach to planning design and implementation including guidance toward the latest tools and technology The material has been updated to reflect the latest changes to major transportation resources such as the HCM MUTCD HSM and more including the most current ADA accessibility regulations Transportation planning has historically followed the rational planning model of defining objectives identifying problems generating and evaluating alternatives and developing plans Planners are increasingly expected to adopt a more multi disciplinary approach especially in light of the rising importance of sustainability and environmental concerns This book presents the fundamentals of transportation planning in a multidisciplinary context giving readers a practical reference for day to day answers Serve the needs of all users Incorporate safety into the planning process Examine the latest transportation planning software packages Get up to date on the latest standards recommendations and codes Developed by The Institute of Transportation Engineers this book is the culmination of over seventy years of transportation planning solutions fully updated to reflect the needs of a changing society For a comprehensive guide with practical answers The *Transportation Planning Handbook* is an essential reference *The Complete Hiring and Firing Handbook* Charles H. Fleischer, 2005 Annotation A concise guide for anyone making hiring and firing decisions *Commercial Drivers Licensure Handbook* Rick Foster, 2020-12-23 If you are seeking to attain your Commercial Drivers License CDL and pursue a successful career in the Transportation Industry this book will give you insight to better understand the regulations governing the industry I have over 20 years in the Trucking Industry as a driver operator and as an instructor During my time as an instructor I worked to help my students better understand the laws and regulations of the Industry which enabled them to attain their CDL As an Instructor my hope is that this book will help you attain your CDL just as it did for a countless number of my students *Picketing and Boycotts* United States. Congress. House. Committee on Education and Labor, 1959 *Root Cause Analysis Handbook* ABS Consulting, Lee N. Vanden Heuvel, Donald K. Lorenzo, Laura O. Jackson, Walter E. Hanson, James J. Rooney, David A. Walker, 2014-10-01 Are you trying to improve performance but find that the same problems keep getting in the way Safety health environmental quality reliability production and security are at stake You need the long term planning that will keep the same issues from recurring *Root Cause Analysis Handbook* A Guide to Effective Incident Investigation is a powerful tool that gives you a detailed step by step process for learning from experience Reach for this

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The Handbook of Board Governance Richard Leblanc,2020-04-06

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