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Best Overnite Security Policy Procedures

I. Trailer and Cargo Security

- A. All trailers spotted at remote customer sites and stationed at BTVP service centers shall be manifested and checked by shift supervisors twice daily. Manifests shall be generated for both the morning and night shifts.
- B. All cargo handled by BTVP drivers and service centers shall be manifested for each movement and unload manifests for inbound and outbound movements shall be used to confirm each shipment is accounted for; any discrepancies or “no freights” shall be noted on unload manifests and transferred to OS&D manifests and checked daily by service center managers.
- C. Unattended trailers (trailers spotted at remote customer sites for shipper load and count) shall be padlocked by the shipper upon loading and governed by the “shipper load and count” agreement.
- D. Local P&D and Line haul drivers shall be provided padlocks and keys for trailer pin locks for securing cargo and BTVP equipment at all times. UNDER NO CIRCUMSTANCES shall a tractor trailer or bobtail be left unattended by a driver without being pad locked, and with the tractor engine disengaged.
- E. BTVP is not free of responsibility for any shipment until a signature is obtained and a clear delivery receipt is in hand.
- F. All drivers are to conduct complete pre-trips before being dispatched. Pre trip checklists shall be turned in prior to dispatch.
- G. Any equipment malfunctions or maintenance issues discovered during driver route shall be either addressed immediately or documented on equipment report and turned into to dispatch supervisor before checking out.
- H. All equipment reports shall be filed and turned over to service center shops/mechanics nightly for inspection and diagnosis.
- I. All drivers are responsible for checking loads to verify integrity and cargo’s ability to ride safely prior to dispatch and before leaving each stop.
- J. Drivers must sign and verify integrity of bill of lading presented at time of pick up, any perceived discrepancies should be reported to dispatch supervisor immediately.
- K. Drivers shall adhere to all DOT and Hazmat regulations at all times.
- L. Local P&D drivers are to check in with dispatcher at each delivery and pick up stop.
- M. Any OS&D discovered at time of delivery or pick up must be documented on driver manifest and reported immediately to dispatch supervisor.
- N. No unauthorized persons are allowed in tractor, trailer or bobtail at any time.
- O. All employees are to follow BTVP safety procedures outlined in driver handbook to ensure safety for all.
- P. All theft shall be reported immediately. A reward of up to \$2000 shall be awarded to persons reporting theft or illegal activity that leads to the arrest and conviction for anyone caught stealing or violating company policy. All information shall be held confidential.

II. Service Center Security

- A. All entering BTVP service centers shall report immediately to dispatch, any unauthorized persons on BTVP properties shall be report to the authorities immediately.
- B. All service centers shall be equipped with security monitoring devices and supervised by contracted security guards on all holidays and non operating hours.
- C. Individuals leaving BTVP service centers shall either be checked in/out or dispatched by direct supervisors for central dispatch at facility.

III. Pre Employment Screening

- A. All BTVP employess shall be subject to background checks and pre-employment drug and alcohol screenings.
- B. All drivers and dock employees shall be subject to the above and must provide a valid DMV print out and submit to DOT drug and alcohol screenings.
- C. All accidents, claims, OS&D instances shall be investigated and filed in appropriate employee's files. Each offense shall be addressed by employee's direct supervisor and employee may be subject to termination at any time if found negligent.