



Standard Operations Procedures Manual

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1. INTRODUCTION

EXPEDITORS is a privately owned company that provides specialized equipment used for the suppression of wildland fires and disaster support. We currently contract this service throughout the United States.

The Company's main line of equipment is our crew carriers. We started providing crew transportation in 1991. Between 1998 and 2000 we added Medical Supply Caches, Mobile Laundry Units, Helicopter Support Units, Incident Office Units, Incident Base Light & Power Units and Tent Units. Please visit our website at www.expeditorsfire.com

The demand for our equipment and services is seasonal by nature and therefore Expeditors does not offer full time employment. Drivers are normally hired on a "call when needed" basis. Driver's assignments are usually based on the closest available equipment and driver with consideration given to driver get away and travel time. Employees may be assigned different duties (example: drivers, clerical, and laundry from job to job).

2. Compensation & Reimbursements

Pay periods are from Monday thru Sunday. Pay checks are normally mailed every Friday for work performed the previous pay period.

Pay scales are based on a full day of work: eight (8) hours minimum is considered a full day and less than 8 hours is paid at 50% of the full day rate. Within these parameters the pay rates are as follows:

2.1 Crew Carrier Drivers

2.1.1 Other (non-fire):

driving rate is \$100 per day. Non-fire driving includes repositioning or moving a crew carrier point to point for maintenance, etc. All necessary expenses are reimbursed.

2.1.2 Type III Drivers:

rate is \$180 per day. Type III Drivers are the newest drivers in the Company and may be in their first season of employment.

2.1.3 Type II Drivers:

rate is \$200 per day. The Type II Driver has a minimum of 30 days driving for the Company with satisfactory performance evaluations.

2.2 Incident Base Equipment Technicians

2.2.1 Tent, Medical Cache, Base Power & Light Unit, Office and Laundry Unit Technicians:

rate is \$200 per day.

2.2.2 Laundry worker:

rate is negotiable.

The following examples illustrate the situation/pay rate of drivers:

After being called by the Company to drive a crew carrier to an incident, the driver leaves his/her residence in his/her personal vehicle and drives most of the first day to the crew carrier location. The driver has been told that the crew carrier has not been assigned yet but that the Company is anticipating an assignment. **Driver pay status = Non-fire.**

- A. The driver arrives at the crew carrier location, performs the pre-trip driver's inspection and begins his/her driver's log. He/she checks in with the Company and is told the Company still does not have an order for the crew carrier but is told to move the crew carrier up to a location that is closer to the incident. He/she spends the second day traveling to the new location as instructed. Driver pay status = Non-fire.
- B. The driver checks in on the third day and is told that the Company now has an order for the crew carrier and is given the necessary information. The driver arrives at the incident at the end of his/her third day. Driver pay status = Fire pay.

- C. The driver continues to be assigned to the incident for the next three days. Driver pay status = Fire pay.
- D. The crew carrier develops a mechanical problem and cannot be driven. The crew carrier is taken off the clock until repaired. This was an unforeseen situation and not a failure of the driver. The repair is made after one full day of down time. Driver pay status = Fire pay.
- E. The driver continues to be assigned to the incident for the next three days. Driver pay status = Fire pay.
- F. The crew carrier is demobed from the incident and given two days for travel back to the point of departure. The Company instructs the driver to stay at the incident because they are anticipating another dispatch. The driver remains at the incident base for two days. Driver pay status = Non-fire.
- G. The crew carrier is demobed from the incident and remains at incident base for two days. The driver is then told by the Company to return the crew carrier to the location he/she picked it up. It takes two days to travel to that location, recondition the crew carrier and drive to his/her residence in their private vehicle. Driver pay status = Demob days pay status = Fire pay. Travel days pay status = Non-fire.

2.3 Reimbursements

Out of Pocket Expenses

Occasionally a driver may find it more efficient or expedient to pay for Company expenditures "out of pocket". If he/she chooses to expend personal funds to meet a company need the Company will reimburse as long as the purchase was approved and a receipt provided.

Reimbursement requests must be submitted on a monthly basis. Some drivers hold receipts for a whole season submitting them in for reimbursement at the end of the season, while others have waited for the beginning of the next season before requesting reimbursement. This is not a good practice and has led to hard feelings and misunderstandings.

Receipts for reimbursement must be submitted in a white Company "Cash Report" envelope. Be sure it is clear that you are expecting payment by writing "YOU OWE ME" in red letters at the bottom of the envelope where you enter the grand total of the receipts you placed in the envelope. It must stand out from the other envelopes, drawing a red border around the envelope won't hurt.

If you are missing a receipt, a note with a good explanation of what you purchased, who authorized it and a reason for not having a receipt will suffice. It is recommended that you keep copies of all you send in for reimbursement.

Use of Private Owned Vehicle

Employees are under no obligation to use their personal vehicle in the performance of Company assignment duties. Drivers and Incident Base Equipment Technicians are normally assigned to equipment located in their local area and are expected to provide their own transportation between their residence and the equipment's location when called out.

Occasionally there are situations when it would be more efficient or expedient for employees to use their own vehicle to meet a need of the Company. In these situations the Company will specifically request them to use their own vehicle. If a personal vehicle is used the Company will reimburse for the mileage used.

To be reimbursed for use of personal vehicle:

1. The Company must have specifically requested the use of a personal vehicle.
2. Employee must agree to the current rate at the time of the request. The mileage rate is not fixed and changes periodically.
3. Employee must submit a claim for reimbursement with next payroll period request by noting it in the remarks section of the Payroll and Mileage form.

3. Employee Responsibility

Company crew carrier (CC) drivers are responsible for the safe and efficient transportation of fire fighters. CC drivers do not, nor are they expected to do fire suppression work. Occasionally CC drivers may be asked to work with the Company's specialized equipment such as mobile laundry and medical units, tents or Base Power & Light (BP&L) units.

Company incident base equipment (IBE) technicians are responsible for the safe and efficient delivery, set-up, service, take down, return and reconditioning of the units.

3.1 Preparedness

The nature of the business requires a quick response time. Both drivers and technicians are responsible for being available and capable of a rapid departure when called.

Use of a cell phone will enhance your availability. However, there is no requirement that you provide a cell phone.

Wildland fires and other emergencies occur throughout the west and you could be asked to work in various environments. Generally, single fire assignments do not last over three weeks (21 days); however, there is never a guarantee of the duration or location of assignments. You must be prepared for all types of weather during your assignment.

Take items such as a warm jacket, sleeping bag, personal hygiene items and several changes of clothing with versatility to meet all types of weather hot and cold (note: *the wearing of shorts is prohibited in some cases*). Have personal gear pre-packed and make house sitting and pet care arrangements in advance to avoid delay. Be sure to take necessary medication and some cash to cover personal needs. A good book or two will help pass the time while waiting for an assignment.

3.2 Conduct

There is a great deal of activity taking place at an incident base and there is a wide range of people present from Chief Officers of local, state and federal agencies to State and County inmates, to the general public. Our employees conduct is visible to all and has a direct impact on future business.

The agencies charged with the responsibility to manage an incident have considerable experience in what they do. Do not be critical of activity that may not make sense to you. **Keep your opinions to yourself.** Be patient, frequent changes of plans are common in the management of emergency incidents due to the many variables that come into play.

If you have concerns about duties that are expected of you, discuss it with a Supervisor, or contact the Company Office.

3.2.1 Personal Appearance

You should dress for comfort and safety while on assignment. Wear company caps and t-shirts when available.

Due to the presence of inmate crews in base camps - shorts, shorter than fingertip length, low cut, tight, revealing, or suggestive clothing is prohibited.

Shorts can only be worn while in stand-by status, while transporting crews from the pick up point to the incident base (and return), and when deadheading. Shorts are not permitted while driving crews to and from fireline assignments. (re; 4.3)

Shower facilities and laundry facilities are usually available at the Incident Base for your use. You are encouraged to use them.

3.2.2 Smoking

Smoking in the CC is prohibited whenever there are occupants in the CC or prior to loading. Be aware that smoking odor results in complaints.

3.2.3 Drugs, Alcohol & Harassment

Immediate termination will result from driving while under the influence of alcohol, medicinal (bearing driving cautions) or social drugs while in Company pay status.

If you have been using alcohol, medicinal, or social drugs when you receive a call out, advise the Company dispatcher that you shouldn't drive. The assignment will be given to another driver/operator. Be assured that this will not be held against you for subsequent calls.

Harassment of any nature will also result in immediate termination.

3.2.4 Terminating Assignments

Drivers are responsible for providing their own return travel if:

1. They terminate their employment before completing their assignment.
2. They abandon their assignment due to a prior commitment, unless an agreement is made prior to their accepting the assignment.
3. They request release from their assignment due to a family emergency unless an agreement is made otherwise by the Company.

Drivers requiring release from an assignment or abandoning an assignment will be responsible for cost of their return travel unless an agreement is made at the time they are offered the assignment.

If you have limitations on the amount of time you have available for an assignment, it is best to be up-front about it at the time you are offered the assignment.

If a situation exists that could cause you to terminate an assignment prematurely, you should discuss this also at the time you are offered the assignment.

The Company can provide return travel if requested and the cost will be deducted from the drivers next pay period.

3.3 Equipment Appearance

As a contractor we provide our customer (the ordering agency) with our services and equipment for their use in the suppression of wildfires and disaster support. Our equipment becomes part of our customer's arsenal therefore its condition and appearance reflects on them as well as on Expeditors.

Our equipment must be maintained in a clean, presentable condition at all times while under hire.

Note: The use of a self service vehicle wash facility is acceptable; however, the use of a full service truck wash is not acceptable.

Every CC is stocked with the necessary maintenance, documentation, safety and cleaning supplies

Note: see Appendix #1 for inventory list.

It is the driver's responsibility to keep their CC as neat and clean as possible. The interior especially, must be cleaned promptly every time the crew disembarks.

This includes:

1. Sweep or mop the floors.
2. Pick up and dispose of trash that accumulates in and around the equipment.
3. Dust seats.
4. Clean driver's area, seating and all instruments.
5. Clean windshield and side windows, inside and out.
6. Keep all exterior lights cleaned

Drivers should keep the ice chest well stocked with ice, juices and water for the crews being picked up from the fireline. These supplies can usually be obtained from the Incident Base.

3.4 Employee Files

Our employee files must include copies of your most current driver's license and medical certificate. This is an area of concern when DMV inspects our operation. We face a severe fine if your file is not up to date. You are responsible for and it is in your best interest to be sure your employee file contains a copy of your most current driver's license and medical certificate so you can be considered for assignments.

3.5 Mechanic Assistance

Our mechanics put in a lot of time and cover a lot of miles, servicing and repairing our equipment. Drivers are expected to provide them as much assistance as possible when they come out to work on your equipment.

Note: See 6.2 Mechanical Failures.

4. Safety

You, the driver/operator, are responsible for the safe, efficient operation of the Expeditors equipment assigned to you. Driving while in support of an emergency does not give you any special privileges. You must meet all State and Department of Transportation (D.O.T.) laws, rules and regulations. EXPEDITORS is not responsible for citations or fines resulting from D.O.T. or State driving violations.

4.1 *Driving*

You should not, under any condition, compromise your safety, the safety of your passengers or our equipment to fulfill an assignment. You have the right and responsibility to refuse any assignment you feel could jeopardize your safety, the safety of your passengers or the equipment.

Do not allow yourself to be pushed into taking undue risks to accomplish an assignment you feel is risky or unsafe. If you do not feel a road or route is safe, **do not attempt to drive it**. Discuss options with your Crew Leader, Company Supervisor, Ground Support or Safety Officer.

Be sure to make a note of who you talked to (names) and when (date & time).

When on assignment we must abide by our customer's safety regulations. This means you must:

- A. Always chock rear wheels when parked. Chock in the direction of the ground slope or both directions when on "level" ground.
- B. Always use a spotter when backing up.

4.1.1 *Driving Time Limitations*

The Code of Federal Regulations Title 49 Part 395 defines driving time limitations. These regulations are very lengthy, detailed and difficult to interpret.

CC drivers and IBE technicians are required to take an eight (8) hour rest break after 10 hours of driving. The only requirement for the rest break is that the driver does not drive. The driver is not required to sleep during the rest period and may use the rest period to sleep and/or eat as they desire.

When enroute to an assignment, CC drivers and IBE technicians are expected to resume driving immediately after the required rest period expires.

4.2 *Cargo*

Hand tools, heavy cargo or bulky items that may be hazardous if thrown forward during an emergency stop, must always be separated from the crew seating area by being secured behind the rear cage of the CC.

Aisleways leading to emergency exits must be clear of all obstructions.

Hazardous materials such as road flares, backfire fuses, chainsaws, fuel, oil, lubricating fluids, gasoline and diesel containers may only be transported in one of the outside compartments of the CC. They must never be placed in the rear or crew seating area.

Drivers should ensure that any spillage in the rear storage area or outside compartments are cleaned up immediately after unloading.

5. Documentation

5.1 Monday Mailing

Drivers are required to mail and to send mailings on Mondays. Please use the yellow Company self addressed envelope and mail the following:

- 1) Shift Tickets.
- 2) Emergency Rental Invoice.
- 3) Payroll & Mileage/Fuel & Oil Use.
- 4) Copies of D.O.T. Driver's Log.
- 5) All fuel card and credit card receipts. **
- 6) Safety and Pre-Use Inspections, performed by Agency Inspectors.

** Place in a Company white "Credit Card" envelope with the driver's name and totals recorded on the front.

If a Supervisor is available give the documents to him instead of mailing them. If there is no Supervisor and you can't get them in the mail on a Monday, mail them as soon as you possible. Be alert to mailbox and post office locations as you move your crew around. Never attempt to have an assignment modified to accommodate your need to get to a mailbox.

5.2 Driver's Log

It is the policy of the Company that log books be prepared by all drivers of any company vehicle except cars and light trucks (pick-ups.)

Note: see Appendix #2.

Expeditors driver's daily log and vehicle report booklet is provided and used by CC drivers. Current and accurate completion of the driver's log and inspection report is a Department of Transportation (DOT) requirement. It is the responsibility of the driver to maintain the logs within perscribed DOT standards (49CFR 395.8) daily while on an incident whether the vehicle is driven or not.

5.3 Inspections

Pre-Use and Release (demob) safety inspections, are inspections normally performed by the ordering agency. Sometimes the pre-use inspections are made at the crew pick-up point or other designated locations. The release inspection is normally made when you are released from an incident. If you are not directed to an inspection location, **do not ask**, continue on with your assignment and they will track you down if they want to inspect your unit.

(see 7.3 Inspections)

Drivers should always be given at least one copy of each Pre-Use and Release (or Demob) safety inspections. Normally you will be given a blue, gold and/or yellow copy.

Our drivers need a total of three (3) copies of each inspection. If you only receive one copy you should make two additional copies.

There are copy machines in most incident bases where you can make copies and use a hole punch. Most agency offices, fuel stops, markets etc. have copy machines where you can make copies (normally for 10¢ a copy). If a Supervisor is assigned to the incident, he will make copies for you.

Drivers must route the copies as follows:

1. as soon as possible place a copy in the vehicle's blue binder.
2. mail the one you were given (blue, yellow or gold copy) to the office with your "Monday paper work."
3. keep the remaining copy.

5.4 Shift Tickets

Drivers are required to complete a shift ticket (Appendix #3) and have it signed by a Government Agent, for each day a crew carrier is on assignment, including the day it leaves and the day it returns to its point of hire. Also, per-diem must be claimed each day. Meals and/or lodging are not furnished by the using agency. Shift tickets will accommodate multiple days; however, drivers should record no more than one day unless instructed to do so.

Who can sign the shift ticket? Our drivers are authorized to sign for Expeditors. Crew Reps, Ground Support, or Equipment Time Recorders normally sign for the agency.

Shift ticket books are available only through the Forest Service. The best place for drivers to get an extra book of "Equipment Time" is at the incident base. We do not stock them at our office; however, most Supervisors carry a few with them. Be sure you have an extra copy in your crew carrier.

Always keep track of your time (crib notes), don't depend on the timekeepers. Make notes of the time, name and order number of the fire you are being reassigned to. At the end of the day you must have a separate shift ticket for each fire you were assigned that day. Occasionally you may be requested to put more than one day on a shift ticket; however, you must never put more than one fire on a shift ticket.

When you are released you will be required to check out with Equipment Time. The release process requires you to finalize your time including estimating your return travel time and per-diem on a shift ticket to cover your return travel.

Equipment Time Recorders will have summarized all shift tickets on a "Fire Equipment Use Invoice," which will have to be signed by the Equipment Time Recorder and yourself (for the Company). Drivers must be sure they complete this procedure and have signed copies of each shift ticket (yellow) and the invoice (gold) before leaving the incident.

You could be prevented from completing the release process if an emergency situation required your immediate deployment to another incident. In other words you will be released immediately from one incident and without going thru the release process, sent directly to another incident. You need to be on your toes when this happens. If possible:

1. Close out your current shift ticket and get it signed.

2. Start a new shift ticket for the new incident with whatever name and numbers you can get.

5.5 Equipment Use Invoice

The invoice is normally made up during the demob process as you check out with the Equipment Time Unit. The invoice summarizes the daily use (of your vehicle) from information obtained from the daily shift ticket. This is the document that authorizes payment to us for use of our equipment. It is a summary of all your shift tickets for the incident. Every day of use must be documented including both the trip to and the return from the incident, which must be estimated.

The invoice is completed and signed by an Incident Equipment Time Recorder. You the driver are authorized to sign the invoice as company representative if a Supervisor is not available (you get the gold copy).

Drivers must ensure that:

- A. The invoice reflects (exactly) what is on the daily shift tickets. Use your book copy to confirm the entries.
- B. The invoice covers travel time to the incident as well as allowing adequate time for the trip back to your point of hire.

Note: see 8.3 and Appendix #3

5.6 Demobilization

It is important that all Company copies of the equipment use documentation (shift tickets, equipment use invoices, etc.) be mailed to the Company as soon as possible. Your pay depends on the Company's ability to reconcile all records associated with your assignment.

Mail the following to the office in a Company self-addressed envelope:

- A. Copies of all Shift Tickets not previously sent in.
- B. Gold Copy of the Emergency Invoice. This should be sent with the Shift Tickets.
- C. Any expense reports. Use an Expeditors white "Cash Report" envelope, complete receipts for any item you paid for out of your pocket, showing a "0" on the "Starting Cash" line.
- D. Any inspection reports, fuel and oil receipts, property transfer records from the Incidents Supply Unit, etc.

5.7 Maintenance Logs

The Anderson Shop has placed two maintenance logs in each company vehicle. One is a blue 3 ring binder and the other is a black "Mead Composition Notebook".

The blue binder is for our mechanics use only except drivers will place copies of the following in the book:

1. a copy of each safety or pre-use & release inspection received by the driver. (see 7.3 Inspections).
2. a copy of the work order if repaired by a commercial shop.

Copies of inspections and work orders will accumulate in the blue binder until the unit finds its way back to the Anderson shop where they will be removed and filed. Occasionally a Company mechanic may remove the documents when work is done in the field.

Also, a laminated copy of the latest annual service is kept in the book. The Company is not required to carry copies of the annual service in any of our vehicles and we are not required to show a copy when requested; however, Drivers are allowed to show the laminated copy to an inspector if requested. **Do not hand the blue book to the inspector. Hold the book open while he reads it.** They have no need for any other information in the book.

Under no circumstances should anyone other than a Company mechanic remove any document from the blue binder.

The black "Mead Composition Notebook" (AKA Black Book) is for drivers to record their squawks. Driver squawks are mechanical problems (perceived or real) the driver wants the mechanic to know about. Squawks need to be dated and include the driver's name. All CCs are given a complete annual service each time they pass through the Anderson shop, making it important that you have any and all problems (squawks) recorded that you are aware of.

Note: Problems found during the pre-trip inspection (back of your daily log book page) **should not** be recorded in either book, **they must be dealt with immediately.**

6. Maintenance

We cover a large area with our equipment. Our mechanics put in a lot of time and cover a lot of miles, servicing and repairing our equipment.

6.1 Routine Maintenance

Drivers are expected to assist mechanics with repairs in the field. This will reduce down time and get you operational sooner.

The Company expects drivers to be available at their vehicle to assist our mechanics when needed. Remember, if you are not present when the mechanic comes to work on your vehicle, he is dependent on the squawks you have recorded in the black "Mead Composition Notebook".

The Company also expects drivers (to the best of their ability) to make minor repairs and adjustments, replacing inoperative bulbs, tightening loose bolts, screws, etc. in their spare time while waiting for a crew or an assignment. Taking along a small tool kit will make minor maintenance easier for drivers to accomplish.

Drivers are required to drain air tanks completely every night. Opening the valve and draining off the water is not enough, every last bit of air needs to be released in order to adequately free the system of all condensation collected in the tanks and lines.

6.2 Mechanical Failures

If mechanical problems occur that make our unit inoperable **after the unit has been inspected and accepted**, the Government can, **at its disgression**, make the necessary repairs. The cost of the repairs will be deducted from our payment. This can only be done at the convenience of the using agency. They are under no obligation to repair our equipment, that is a Company responsibility; however, it is worth the effort to ask if there isn't a better alternative.

Inoperative equipment that we can not replace or repair on site, within 24 hours may be released and replaced by another contractor. If this occurs our driver must obtain a shift ticket covering the return of the unit to its point of hire.

Note: see the Emergency Rental Agreement - General Clauses 5 and 8c.

6.3. Major Repairs

The need for major repairs should be reported to the Supervisor or Company Office.

EXPEDITORS has field mechanics available to come to your location for repairs. The office may request that you have the crew carrier repaired at a local commercial shop if the Company mechanics are not available and the incident mechanics are unable to do the work. Approval must be obtained from Ground Support prior to leaving (IBE technicians should clear with their respective Unit Leaders). The crew should be advised of your situation and all the crew's gear should be removed from the crew carrier and stored in a secure location before leaving the incident base.

The work order for work done in a commercial shop must be filed in the blue binder and the original along with the receipt sent to the office with the "Monday Morning Paperwork".

7. Call Out

7.1 Dispatch Procedures

While on assignment our employees actually answer to two bosses:

1. The Company - The main office or a Supervisor assigned to the incident.
2. The agency who hired us.

Each has a separate role. The authority of Company and the hiring agency do not overlap. The Company is responsible for providing equipment and the personal to operate it. The hiring agency controls the use of the equipment and personal to accomplish their goals in managing the incident.

Your dispatch begins with a call from the Company. Generally, you will be expected to depart your residence within one hour or less. Your prompt response is essential. If a Company dispatcher cannot reach an employee immediately, the next name on the list will be called.

When you are given an assignment you will be provided the following information:

1. Location where you are to meet or pick up your equipment.
2. Name and location of the incident.
3. Anticipated time of your arrival at the incident.
4. The time that you are expected to arrive (ETA). You should advise the Company if your ETA is not realistic, based on your knowledge and experience. If a situation occurs enroute that delays your ETA, you should let the Company know as soon as you are able to do so. Do not call the requesting agency, the Company Dispatcher will do this.
5. Order and request number. This is an agency number used for tracking and payment purposes. The request number will either be an "E" or a "C" number. An "E" number indicates the equipment was ordered as a crew carrier only. A "C" number indicates the equipment was ordered as part of a crew module, in which case the crew will generally remain assigned to your crew carrier for the entire incident.
6. Crew name and location of pick-up (CCs only).
7. Time crew is to be picked up (CCs only).
8. Name and telephone number of the ordering agency dispatcher.

7.2 Security and Storage

Combination locks are provided to secure the rear storage and passenger compartment of crew carriers and the cargo area on our incident base units. Combinations for the locks should be a common number (available from the

Company dispatcher) plus the three digit numbers of the crew carrier. In the case of our incident base equipment the driver should obtain the specific combination from the Company Dispatcher. Only Company employees should have knowledge of lock combinations.

Hazardous materials i.e., fuses, chain saws, fuel, oil, lubricating fluids etc, must only be transported in one of the outside compartments, not in the interior of the crew carrier.

Hand tools, heavy cargo or bulky items must be transported in the rear cage of the crew carrier separate from the crew seating area and not obstructing or restricting aisle ways.

7.3 Inspections

Your equipment will normally be inspected several times during your assignment. Inspections usually focus on the mechanical safety of the vehicle.

Inspections of our IBE is not required however, we have no objections to safety inspections if the incident chooses to do them.

There are three types of safety inspections:

1. Pre-Use Inspection - usually performed before you pick up your crew and at a location determined by the ordering agency. Failure to pass the pre-use inspection usually results in loss of the job.
2. Release or Demob Safety Inspection - is usually performed at the incident base as part of your release from the incident and prior to your returning home. Failure to pass the Demob Safety Inspection will result in the vehicle being red tagged, released from pay status and replacement by another CC. It is normally required that the repairs be made on site.
3. Safety Inspection - can be performed by agency mechanic inspectors at any time, while we are on assignment. Failure to pass any safety inspection will result in red tagging which will cause immediate shutdown and release from pay status.

8. Arrival At Your Equipment

All Expeditors crew carriers have a pouch mounted over the windshield that contains the keys, fuel card, forms etc. needed by the driver. The pouch is mounted behind the drivers seat in IBE equipment.

Note: see Appendix #1 for inventory.

8.1 Start Your Drivers Log

The Federal Motor Carriers Regulations, section 395.8,k,2 states "The driver shall retain a copy of each record of duty status for the previous 7 consecutive days which shall be in his/her possession and available for inspection while on duty.

Note: see 5.3 for inspections, 4.1.1 for driving limitations and Appendix #2 for examples.

The first page of your log (for the current assignment) should show the previous seven days activities. If you haven't driven for the past 7 days, you must create a record of your duty status showing that you were "off duty" during those days.

Generally, unless you do other commercial driving, this page will simply state "Off Duty" for the previous seven days.

8.2 Pre-Trip Inspection

CC drivers must perform a pre-trip inspection, utilizing the **Bus Drivers Vehicle Inspection Report**, printed on the front of the daily log page for the current day.

Note: see Appendix #4 for the company pre-trip brake test instructions.

IBE technicians must also perform a pre-trip inspection utilizing the **Drivers Vehicle Condition Report**, printed on the back of the their daily log page for the current day

1. You must sign the form after completing the inspection. Also you must record the time spent making the pre-trip inspection in your drivers log page for the current day. Do not make any entries in the recap column. There are several samples on the correct way to fill out the daily log in the appendix of this manual.
2. If you find the condition of the inspected unit to be unsatisfactory **DO NOT** check the unsatisfactory box before you discuss it first with the Company Dispatcher, or Supervisor.

The Company requires the CC driver to do an inventory as part of the pre-trip inspection.

Note: see Appendix #1 for inventory list.

If you come up short on the inventory do not make up your shortage by borrowing from another CC (especially fuel cards, insurance cards and vehicle registration). Advise the office or the Supervisor (if one is assigned.)

Drivers should initial vehicle fire extinguisher tags if it has not been initialed within the past 30 days and the pin is still in place.

8.3 Shift Ticket

Start the Agency Emergency Equipment Shift Ticket (Form OF-297.)

Note: see 5.4 and Appendix #3

If you have further questions, contact a Supervisor or the Company office. It is important this form be complete and accurate as it provides the data for the invoice which is the payment document for the Company.

8.4 Loading Your Crew

Our driver is responsible for the safe loading of crew, gear and equipment (see 4.2.) It is the drivers choice to either give the crew a pre-trip briefing, using the "Bus Passenger Safety List" (Appendix #5) or calling their attention to the posted copy in the bus.

9. On The Road

Drivers have 3 records to maintain while on the road:

1. Shift Ticket - A separate ticket is required for each calendar day. Remember to record per diem if meals and/or accommodations are not provided.
2. Drivers Log (DOT) - remember to record all fuel stops (15 min. minimum). Times and location must correspond with those you logged on the reverse side of the "Payroll-Mileage-Miles by State" form. Time not actually driving (except fuel stops) should be shown as "Off Duty."
3. Mileage-Miles by state and fuel stops must be recorded on the Driver's Daily Log.

When driving Company equipment:

1. Always control engine speed with the transmission rather than the brakes. Manually shift to lower gears when descending grades. Do not wait for the transmission to shift for you.
2. When ascending grades, manually shift to a lower gear before the engine starts to lug or heats up. Do not exceed 2800 RPM's at any time.
3. When parking always apply the parking brake before placing the transmission in park (if equipped) to avoid pressure on the transmission.
4. Obtain permission from Ground Support before moving your equipment from a parking or staging area without specific orders to do so.
5. Keep Ground Support or a Supervisor advised of your location if you are not going to be within a close proximity to your CC.
6. Always chock rear wheels when parked. Chock in the direction of the ground slope or both directions when on "level" ground.
7. Always use a spotter when backing up.

All time other than actual driving time should be shown as "Off Duty" in your daily log, except for fuel stops. Your pay is based only on the information recorded on your Payroll and Mileage form. The driver's log is not used for payroll purposes.

9.1 Accommodations

Company policy requires drivers to double up when provided accommodations at Company expense. When accommodations are being provided at our customers expense, we must accept what they offer. If a driver is not satisfied with what is being provided he/she can provide for their own needs at their own expense or sleep in their unit.

9.2 Fuel Cards

The Company provides a fuel card for each unit, usually a SC Fuels for each crew carrier. Drivers are advised to stop for fuel at least every 200 to 250 miles. Do not run short looking for a fuel stop.

The following credit card is currently in use by the Company:

SC Fuels-good at a wide variety of stations throughout the West, including Chevron, Mobile, Shell, Texaco and some of the smaller stations. A PIN number is required. It is the driver's responsibility to obtain a PIN number from the Company dispatcher when given their first assignment.

Fuel cards must remain in the unit. Drivers are prohibited from carrying them on their person or switching between units.

Fuel is usually available at incident base camps (but don't plan on it). When purchasing fuel from vendors at the incident be sure to get a receipt that includes the price per gallon of the fuel. The cost of the fuel obtained from these vendors is usually deducted from our invoice at the end of the assignment.

9.3 Accident Procedures

If you are involved in a vehicle accident, the following steps need to be accomplished:

1. Provide First Aid to any injured.
2. Set out emergency warning devices or flares.
3. Report the accident to authorities.
4. Contact the Company.
5. Complete the accident form in the pouch over the windshield.

Company insurance information and accident forms are kept in the pouch over the windshield (see Appendix #6.)

9.4 Return Trip

When you are released and have completed the Demob process, have departed from the incident base with no crew or directions other than to return to your home base - call at your earliest opportunity (800) 255-3119. Do not call from the incident base. The Company will want to know your departure time and expected arrival at your destination.

If you are released and are returning with a crew - do not call until after you have dropped the crew at their destination. In this case you are still under hire of the crew's agency even though the return trip may have been paid for by the incident. If you have a delay enroute, you should advise the crew's agency dispatch office.

10. At the Incident Base

The Incident Base is the location where support and service for the incident is located. Some of the services normally available at the Base are:

1. Feeding and showering
2. First Aid
3. Incident planning and management
4. Supply
5. Fuel
6. Mechanics - government or contract mechanics that may be available to make repairs on your equipment. All repairs, other than those done by Company mechanics, must be approved by the assigned Supervisor or the Office.

Check-In is required when you arrive at an incident base. There are two locations for checking in, they are Incident Check-In and the Ground Support Unit. These units will usually be positioned in a location visible to traffic entering the base.

If you have a crew on board, your first stop should be Incident Check-In where the Crew Leader must report. Normally, when the Crew Leader checks the crew in, it includes the CC since the CC is an integral part of the crew at this point. After the crew has off loaded and you are given instructions (usually by the Crew Leader) when and where to reunite with them, you must report to Ground Support where a safety inspection usually follows with directions for parking, loading, etc.

If you have no crew on board you must check in with both Incident Check-In and then the Ground Support Unit. In this case you are considered part of the Ground Support Unit and will get your job assignments from them.

Drivers must make up a shift ticket for each day of the assignment. The Crew Leader can sign the shift ticket for the time prior to checking in at the Incident Base. After checking in the shift ticket can be signed by either Ground Support or the Bus Manager.

Unless instructed otherwise by Ground Support, our CC drivers should be sure to park together in a group while at the incident base or while in staging. Vehicles should be lined up side by side and all facing the same direction. Having our units grouped in this manner will reduce the time involved in trying to locate and service our units.

While at the incident base, stay near your equipment where you can be contacted promptly. In the event you must be away from your equipment let someone know where you are going. Inform your Company Supervisor, another driver or someone in the Ground Support Unit. Nap or sleep when possible. CC drivers can never be sure when their services will be needed. Be prepared and easy to find.

While in camp or staging the driver's log should show "off duty". Duty time is considered as actual driving time only. Be assured this has no affect on your pay status.

IBE technicians should report to Incident Check-In and the Facilities Unit Leader.

Company Supervisors are normally assigned to manage Company operations at the Incident.

Supervisors administer the Company's contractual obligations and ensure that the Company is paid properly for its work.

The assigned Supervisor should be the first person employees consult for assistance and direction. If a Supervisor has not been assigned, follow the lead of a more experienced driver.

The Supervisor's duties are:

- 1) Assist with supplies, information, training and other needs so Company employees can do their jobs in a safe, professional manner.
- 2) Ensure that the equipment is mechanically sound and safe to operate.
- 3) Assume the responsibility of Company liaison with the using agency.
- 4) To coordinate with employees, Incident Logistics, Facilities Unit, Ground Support Unit, Bus Managers, Medical Unit and Equipment Time Recorders ensuring that Shift Tickets and other required documentation are completed properly as required. Ensure that the required documents are forwarded to the Company office in a timely manner.

There may be an Expeditors tent, laundry, medical supply or light and power unit at the incident base. If no Supervisor is assigned these units may be utilized as a contact point. They often have daily contact with our office and can receive and deliver driver's messages to the office.

Always remember, **the driver's place is with his/her CC**. Parking or hanging out at one of our incident base units is not an option. The crews on our incident base units have work to do and we don't intend for them to become driver lounges.

11. Demobilization

This is the process for your release from the Incident. Watch the release notices posted in the Demobilization Unit. The crew carrier's "E" number or the crews "C" number (or crew name) could be posted for release. Check in with the Demobilization Unit and follow their procedure. You are authorized to sign all documentation on behalf of the Company. If a Supervisor is assigned he/she may assume responsibility for handling the documentation.

The Finance Section (Equipment Time Recorder) will have and approve all Shift Tickets and the Emergency Equipment Use Invoice (re; 5.6). Be sure that the Company is compensated for the return trip to the point of hire which is not always the location where the crew was picked up. If in doubt about this please discuss it with the office or a Supervisor (if possible) before you commit to a destination.

The Ground Support Unit usually conducts a Safety Inspection. Request a copy of their report and forward this with the pre-use inspection to the Company. If you are not taking a crew, you may be asked to sign "**No Claims**" on a copy of the pre-use inspection. If you have no damage to report, you are authorized to sign the "No Claims" for the Company. If there has been damage to the equipment, discuss the damage first with the Company before signing the "No Claims".

Note: see 9.4.1 for return trip call in requirements

11.1 Arrival Back At Home Base

Once you arrive back at your home base you are still in pay status and are responsible to:

1. Bring all fluid levels (including fuel) to the appropriate level. Do not overfill.
2. Check mechanical condition of the equipment. Report any mechanical deficiencies to the Company ASAP. Document deficiencies in the "Black Book".
3. Inventory the required documents, forms and supplies, making a list of all missing items and advising the office ASAP.

A copy of the inventory is in the Appendix of this manual as well as in each Company unit.

4. Thoroughly clean the equipment by washing*. Pick up and dispose of all trash. Wash all gauge coverings and wipe down interior. Sweep and mop floors. Wash windows, inside and out. Steam or high pressure clean the engine if this service is available. Crew carriers are fire equipment. Don't leave your unit unless it is ready for the next call out. Remember you could be the driver and you don't want to be subjected to unnecessary delays caused by lack of preparedness. (Re; 7.0.1)

* The use of a self service vehicle wash facility is acceptable; however, the use of a full service truck wash is not.

APPENDIX

Crew Carrier Inventory

Documentation:

- Current Vehicle Registration
- Current Insurance Card
- Federal Motor Carrier Safety Regulations (Pocket Book)
- Drivers Log
- Fuel Card (S.C. Fuels)
- Shift Ticket Book
- Company SOP
- Copy of Government Contract
- Company Envelope (10 ea)
- Expense Envelope (10 ea)
- CC Maintenance Record Book

Vehicle registration and the insurance card should be displayed above the windshield. All other documentation should be in the pouch above the windshield.

Maintenance & Safety Materials:

- Transmission Fluid (2 qts.)
- Power steering fluid (2 qts.)
- Long funnel
- Fire extinguisher
- First Aid Kit
- Extra fuses (1 box)
- Ice chest
- Motor oil - 15/40 wt.
- Coolant (1 gal).
- Wheel chocks (2)
- Emergency triangle reflectors
- Extra ignition key
- Combination padlocks (2)

Cleaning Supplies:

- Broom
- Trash can
- Paper Towels
- Disinfectant (Pinesol or equivalent)
- Mop & bucket
- Trash bags (1 box)
- Window cleaner (spray bottle)

DRIVER'S LOG

The following examples are intended to be a guide for maintaining your Official Bus Drivers Daily Log.

We use a two page duplicate copy book (Prod. 03/09 REV. 03/09). The log book is required by the Federal Highway Administration - U.S. Department of Transportation, with vehicle inspection report, regulations, instructions and drivers daily record. The white copy is mailed to the office every Monday or given to a Supervisor and the yellow copy stays in the book.

Logbooks should be kept neat and clean. Pens should be used to draw the graph lines. All entries must be legible. Standard state abbreviations are acceptable however everything else must be spelled out completely.

The same logbook can be used for multiple vehicles however drivers are prohibited by law from sharing a logbook with another driver.

SAMPLE DRIVER'S LOG ON NEXT PAGE

Emergency Equipment Shift Ticket

The driver is responsible for making out the daily shift ticket. Unless instructed otherwise, do not record more than one day on a shift ticket. Shift tickets must be signed by both the driver, as the Contractors Authorized Agent and by a Government Officer. On most fires there is usually someone in Incident Ground Support (if it is set up) designated to sign shift tickets.

Shift tickets are 4 copy documents and labeled along the right edge with the routing destination of each copy. The pink copy is the first or original copy. The second copy is the contractors copy and should be forwarded by the driver with his/her Monday mailing.

SAMPLE SHIFT TICKET ON NEXT PAGE

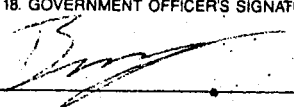
Information for making out the shift ticket

- | | |
|---|--|
| 1. Get this number from the agreement in your vehicle. | 12. Current month/date/year |
| 2. Expeditors by Lindale | 13. Circle - day |
| 3. Obtain when called out. | 14. Write in "Day Use", the equipment number and "Per Diem = 1/2 day" [or 1 day] if owed. Enter your E number. |
| 4. Obtain when called out, confirm with Ground Support on arrival | 15. Check "inspected under agreement" |
| 5. Your name | 16. Leave blank |
| 6. Intl., Ford, etc | 17. Driver or Supervisor |
| 7. Bus, truck, tractor, etc. | 18. Crew Rep. or Ground Support signs. |
| 8. Check Contractor | 19. #18 {above} dates it. |
| 9. & 10. License plate & VIN numbers | |
| 11. Check Contractor | |

EMERGENCY EQUIPMENT SHIFT TICKET

E-3

NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.

1. AGREEMENT NUMBER AG-9J61-C-08-8502			2. CONTRACTOR (name) Expeditors By Lindale, inc		
3. INCIDENT OR PROJECT NAME Mitchel		4. INCIDENT NUMBER AZ-CRD-100119		5. OPERATOR (name) Vicky Romancito	
6. EQUIPMENT MAKE International		7. EQUIPMENT MODEL 24 Pass Fire Bus		8. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT	
9. SERIAL NUMBER 1HVLP7VN1EHA49681		10. LICENSE NUMBER CP90356 Ca.		11. OPERATING SUPPLIES FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)	
12. DATE MO/DAY/YR		13. EQUIPMENT USE HOURS/DAYS/MILES (circle one) WORK SPECIAL		14. REMARKS (released, down time and cause, problems, etc.) E-3 C-1 Navajo Scouts # 8 Bus # 132	
03/28/10 0800		2460 1 Day 195973		15. EQUIPMENT STATUS <input checked="" type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor	
3/29/10		1 Day to New 617 mi 195356			
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE Vicky Romancito			18. GOVERNMENT OFFICER'S SIGNATURE 		19. DATE SIGNED 3-29-10

CONTRACTOR

Expeditors Pre-trip Brake Test

1. **Static Test #1:** Key off, look for 2 psi drop in 60 seconds with the parking valve on.
2. **Static Test #2:** Release parking valve, look for 2 psi drop in 60 seconds.
3. **Applied Test:** Hold brake pedal down for 60 seconds, no more than a 3 psi drop should occur. Also notice what drop you have on the air gauges (for slack adjustment). A 4 to 6 psi drop is acceptable. If the drop is 10 psi or more get the brakes adjusted before you go in service.
4. **Low Brake Warning Test:** Turn the key on and pump the pedal until the light or buzzer comes on. The law requires this to be between 55 and 75 psi.
 - a) Pump pedal until parking valve comes out. Note the psi.
 - b) Start engine and idle at 1000 RPM
 - c) Put transmission in drive and try to drive through the maxs

The bus should not move if the brakes are adjusted correctly. Air pressure should build up to 85 to 100 psi within 45 seconds. The pressure should stop building at 130 psi.

Bus Passenger Safety

- A. Familiarize yourself with Emergency Exits, if not sure please ask.
- B. A fire extinguisher and first-aid kit are located in the front of the bus.
- C. Remain in the seat during travel.
- D. Do not use driver's seat.
- E. Only the bus radio, tapes and speakers shall be used unless the passenger has personal headphones.
- F. No smoking in the bus.
- G. All flammables are to be stored in the side boxes, i.e. chain saw fuel, oil and fuses.
- H. All tools go in the caged area behind the seating area. They must be secured, boxed or have guards.
- I. The walkway to the rear emergency exit door is never to be locked.
- J. For the safety of all passengers please place trash in provided containers.
- K. All personal belongings are to be taken off the Crew Carrier at the end of each day.