

Fundamental



New Driver Orientation

Agenda

Welcome to the Fundamental Family

- ▶ Fundamental Promise to Drivers
- ▶ Why We Make Promises to Drivers

Driver Management

- ▶ Contact Information
- ▶ Keys to Your Success
- ▶ Daily Dispatch
- ▶ Day with Customer
- ▶ Potential Challenges and Resolutions
- ▶ Wrap Up

Accounting

- ▶ How to Get Paid

Risk Management

- ▶ Approval to Work
- ▶ Maintenance
- ▶ Safety
- ▶ Human Resources – Benefits

Q & A

Welcome to the Fundamental Family

- ▶ Patricia C. on her experience with Fundamental



Fundamental



Driver Management

Fundamental Promise to Drivers

- ▶ Treat each of you as a member of the Fundamental Family
- ▶ Work with you to accomplish your career goals
- ▶ Set you up for success
- ▶ Ensure you have a work-life balance
- ▶ Be present and available when you need us the most
- ▶ Help you solve problems and issues
- ▶ Be open, honest, and transparent

Why We Make Promises to Drivers

- ▶ Professional drivers are the key to the success of Fundamental and our customers.
- ▶ This is a partnership between Fundamental, our drivers, and our customers.
- ▶ During our 30+ years in business, the best practices for our drivers have become clear.
- ▶ In this orientation, we will share these best practices. They will guide you and help our Driver Managers keep these promises.

DM: Driver Manager Introduction



David Beans

Dave is the Driver Manager who works with the drivers and customers in the Philadelphia Metro, Maryland, Central PA, and Scranton/Wilkes Barre territories.

DM: Driver Manager Introduction



Jorge is the Driver Manager who works with the drivers and customers in the New York, North Jersey, Lehigh Valley and Boston areas.

DM: Contact Information

- ▶ Phone: 877-357-7776 extension 2. This phone is answered 24 hours a day every day of the year including holidays.
- ▶ Email: dispatch@fundamentallabor.com
- ▶ Hours of Operation:
 - ▶ Office hours for Driver Managers are 8:00 AM to 4:30 PM Monday through Friday.
 - ▶ A Driver Manager is on call from 4:30 PM to 8:00 AM and all day Saturday, Sunday, and Holidays.

Please remember that we are available at any time to help you so give us a call when the need arises.

DM: Keys to Your Success: Availability

Let your Driver Manager know the days and times you wish to work:

- ▶ Phone or email your Driver Manager every Friday and tell him what days you wish to work in the coming week. Your Driver Manager will enter your availability into our Driver Dispatch System.
- ▶ Let your Driver Manager know what days you need to be off or want off for vacation.
- ▶ Talk to your Driver Manager about any days that you may need to be done early or start later ahead of time. Your Driver Manager has the ability to work with our customers to try to accommodate your needs.

DM: Keys to Your Success: Scheduling

Monday	Tuesday	Wednesday
3	4	5
Not Available All Day	Available All Day	Available All Day
Not Available All Day	Sonoco Display & Packaging Corporate 157310	Sonoco Display & Packaging Corporate 157409

- ▶ The above is an example of a drivers availability schedule in our driver management software program (Avionte).
- ▶ Your Driver Manager will reference this calendar view to determine individual drivers daily availability and to schedule work assignments.

DM: Keys to Your Success: Communicating Changes

What to do if you are sick, going to be late, or need to book off an assignment:

- ▶ Call your Driver Manager or the on call Driver Manager before the start of your assignment; the more notice the better. That gives your Driver Manager time to let the customer know and try to fill the assignment with another driver.
- ▶ Please do not call the customer to call off of any assignment.
- ▶ Call your Driver Manager, who will take care of calling the customer for you.
- ▶ Remember you can call 24/7: 877-357-7776 extension 2.

DM: Keys to Your Success: Control Your Work and Pay

How to make more money:

- ▶ Be flexible, say yes to new customers and different start times. This will ensure you work as much as you want.
- ▶ Customers typically request drivers they know. Working with a diverse set of customers opens up more opportunities to earn.
- ▶ Call in your availability.
- ▶ Provide great customer service.
- ▶ Communicate with the customer and your Driver Manager.

DM: Keys to Your Success: Enhancing Your Skills

How to build your experience:

- ▶ Try new customers to learn additional skills. This will build your driving resume for the future.
 - ▶ Drive and learn new equipment
 - ▶ Handle, deliver, and pickup a variety of freight
 - ▶ Learn new routes in cities and areas you are unfamiliar with
- ▶ Take advantage of our online training.
- ▶ Obtain hazmat endorsement or TWIC card.

DM: Your Daily Dispatch: The Basics

- ▶ Your Driver Manager will match you with work daily for the following day. Monday dispatch will be completed on Fridays each week.
- ▶ Orders from our customers are matched to the drivers skills and the timing requirements of the drivers that have reported as available.
- ▶ You are free to accept or refuse any assignment offer.
- ▶ If you accept, your Driver Manager will provide you the client's information for the assignment and will place you as assigned to the client's run in our Trucking Management Software (TMS).

DM: Your Daily Dispatch: The Details

You will then receive an auto generated Driver Start Sheet via email. The Driver Start Sheet will have all the information from the client that you need for your assignment the next day, including the following:

- ▶ Customer name, address and phone number
- ▶ The name of the person you report to
- ▶ If reporting blind, key and paperwork location will be provided
- ▶ Start time
- ▶ Equipment type, and type of freight
- ▶ Locations of deliveries and pickups
- ▶ Specific customer requirements and paperwork requirements

DM: Your Daily Dispatch: Start Sheet

Start Sheet

Branch Name Philadelphia Metro **Order ID** 159965
Address 58 West Bridge Street
New Hope, PA 18938
Phone (877) 357-7776

Driver Name Your Name **Report To** McCunney, James
Customer Name Mustang Expediting, Inc. **Job Title** Flex Driver
Supervisor Name Fleetman, Thomas
Department Name Corporate

Times

Start Date 08/09/2021
Start Time 08:00 AM

WorkSite

Address **Phone Number:** (610) 497-6360
Street1 35 Stanley Drive **After Hours Phone Number:**
Street2
City Aston
State PA **Zip** 19014

- ▶ To the left is a sample of the auto generated start sheet that you will receive by email when you accept an assignment

DM: Your Daily Dispatch: Travel or Commute Surcharge

- ▶ The surcharge will apply when a customer is located more than 30 miles from your home using the shortest route from Google Maps.
- ▶ Your Driver Manager will add a surcharge to your assignment to help you pay for the additional time needed to get to the customers location in certain circumstances.

DM: Your Daily Dispatch: Look the Part

We suggest that you dress in a manner that is safe and professional.

- ▶ We suggest the following:
 - ▶ Long pants to protect your legs
 - ▶ Work boots to protect your feet; consider steel toe work boots
 - ▶ Tee shirt or polo
 - ▶ Jacket in the winter months or if working in a reefer trailer
 - ▶ Rain gear to keep you dry
 - ▶ Eye protection and gloves
- ▶ Please note that some of our customer prohibit shorts. In the summer months please ask your Driver Manager if shorts are acceptable.

DM: Your Day with the Customer: Arrival

- ▶ Park your vehicle, enter the customers location, introduce yourself, and ask to speak to the report to person on your Driver Start Sheet.
- ▶ If you are reporting “blind,” your Driver Manager will have given you instructions about how to get your paperwork, keys, and truck assignment.
- ▶ If asked, give the report to person your previous 7 days record of duty status (RODS).
- ▶ The report to contact will go over the days work with you and give you your paperwork, keys, and truck assignment.

DM: 7 Day Record of Duty Status

- ▶ It is a driver's responsibility to maintain their record of duty status for the previous 7 days. Not all customers have ELDs and you may not be at the same customer each day.
- ▶ To do this, you will complete the form that was emailed to you, see example below.
- ▶ You will give this to the customer each day.
- ▶ In addition, you will need to complete a Timesheet each day to record the times you worked. This is how you will get paid. (This will be reviewed in later slides.)
- ▶ Make sure you always have both the 7 Day Record of Duty Status form and Timesheets with you every day!
- ▶ Example: if today is 10/7/2024, your log will look like:

DAY	1	2	3	4	5	6	7	TOTAL
DATE	10/6	10/5	10/4	10/3	10/2	10/1	9/30	
HOURS WORKED	0	0	8	10	8	12	8	46

DM: Your Day with the Customer: Pre-Trip

- ▶ Locate your truck and trailer and complete a pre-trip inspection.
- ▶ A pre-trip inspection is a Federal Motor Carrier Safety Administration (FMCSA) requirement.
- ▶ If you discover safety issues bring them to the attention of the report to contact and also call your Driver Manager for instructions.
- ▶ Your Driver Manager will work with the customer to address the issues and get you on the road.

DM: Your Day with the Customer: Throughout the Day

- ▶ After every delivery and pickup is complete, the customer would like you to call the report to contact and let them know you have completed the stop.
- ▶ If you are delayed by the receiver or shipper, or in traffic, the customer would like you to call the report to contact and advise them of the delay.

DM: Your Day with the Customer: End of Day

1. Upon return to the customer, ask the report to contact where to park the trailer and tractor
2. Perform a post trip inspection and report any safety issues to the report to contact; this is an FMCSA requirement
3. Turn in all completed paperwork
4. Turn in keys
5. Before leaving, present the report to contact with your completed time sheet and ask him / her to sign off on your hours
6. You can then go home for the day

DM: Potential Challenges and Resolutions

You arrive at the customer and they are not open or the report to contact has not arrived:

- ▶ Call your Driver Manager and they will let you know what to do
- ▶ Don't leave the location

Customer sends you home for any reason:

- ▶ Do not leave until you and your Driver Manager have worked out the issue together. This will include:
 - ▶ Call your Driver Manager and let them know what is happening
 - ▶ Driver Manager will call the customer to confirm and get a reason for sending you home
- ▶ You will be paid for the day

DM: Potential Challenges and Resolutions

Truck break downs:

- ▶ Call the report to contact and they will advise you on what to do
- ▶ Call your Driver Manager

Fuel:

- ▶ Always check fuel level before departing as part of your pre-trip inspection
- ▶ If you need fuel let the report to contact know
- ▶ The customer is responsible for fuel

Accident, incident, injury:

- ▶ Call your Driver Manager and they will help you
- ▶ Refer to the specific Risk Management training in this program

DM: Potential Challenges and Resolutions

Issues at delivery location including damaged product, overage, and missing product.

- ▶ Recount the product and verify
- ▶ Call “report to contact” for additional instructions
- ▶ Call your Driver Manager

Placed Out of Service by DOT

- ▶ Call the “report to contact”
- ▶ Call your Driver Manager and they will help you

Remember: the key to any situation you encounter is to communicate with the customer and your Driver Manager.

DM: Wrap Up

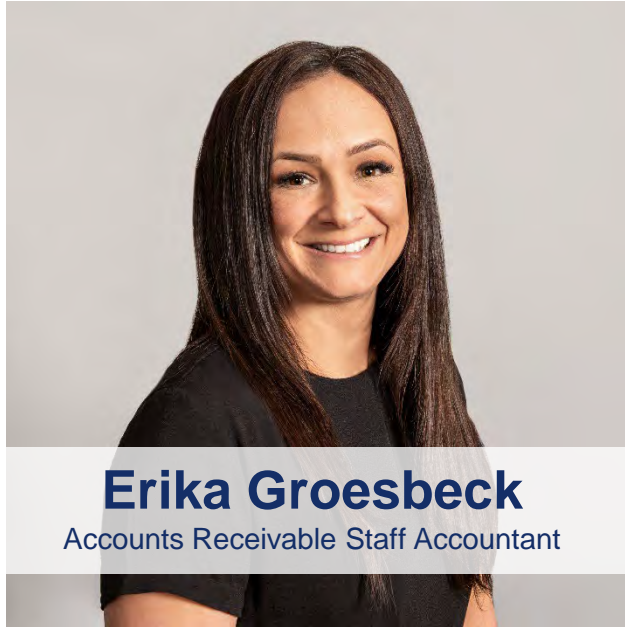
- ▶ Welcome to Fundamental. We want you to succeed so please if anything about how we operate is unclear please call your Driver Manager or you can always call Jeff Muntz, V.P. Operations.
- ▶ We look forward to a long relationship with you and thank you for choosing Fundamental.
- ▶ Remember to communicate with your Driver Manager
- ▶ At the end of the orientation there will be a Q and A session
- ▶ After orientation, your Driver Manager will schedule a one on one session to get to know you better and discuss your start date

Fundamental



Accounting

Accounting Department Introduction



Acct: How to Get Paid

Sample Fundamental Paystub

Driver Name		Email to Driver		EARNINGS STATEMENT IMPORTANT - KEEP FOR YOUR RECORDS			
Employee ID	Check Date	Check Period	Check No.	Hours	Rate	Total Pay	YTD Total
1000000000	1/1/19	12/29/18	1000000000	1.00	14.00	14.00	14.00
1000000000	1/1/19	12/29/18	1000000000	1.00	14.00	14.00	14.00
1000000000	1/1/19	12/29/18	1000000000	1.00	14.00	14.00	14.00
1000000000	1/1/19	12/29/18	1000000000	1.00	14.00	14.00	14.00

DEDUCTION	REASON FOR DEDUCTION	AMOUNT	EMPLOYEE'S SHARE	EMPLOYER'S SHARE
SSN	SSN	1.00	0.50	0.50
MD	MD	1.00	0.50	0.50
HEALTH	HEALTH	1.00	0.50	0.50
RETIRE	RETIRE	1.00	0.50	0.50
TOTAL	TOTAL	4.00	2.00	2.00

YTD Amt.	14.00
Gross Pay.	14.00
Net Amt.	10.00

- ▶ You will receive an email containing your paystub for the prior week by 5 PM on Wednesday.
- ▶ A sample paystub appears to the left
- ▶ You will receive your paycheck via direct deposit on Friday each week.
- ▶ Payment methods include Direct Deposit and Rapid! Pay Card.
- ▶ To change your payment method, please reach out to Tammy Sadovy by email tsadovy@fundamentallabor.com or by phone at 215-862-7280 Ext 5.

Acct: Contact Information

Call (215) 862-7280 ext 5

or

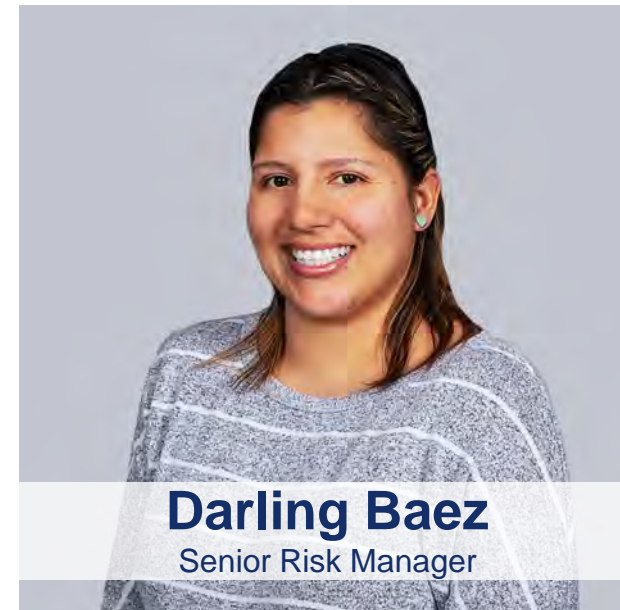
E-mail FLS-Accounting@fundamentallabor.com

Fundamental



Risk Management

Risk Management Department Introduction



RM: Approval to Work

- ▶ Risk Management runs all of your background reports and reviews your file to make sure that you are DOT compliant and meet Fundamental standards.
- ▶ We have run the following reports with your consent:
 - ▶ MVR
 - ▶ CDLIS
 - ▶ DAC
 - ▶ Criminal Report
 - ▶ Full Query
 - ▶ PSP Report
- ▶ We are required to verify your employment history. We have 30 days to complete this, per DOT, so we allow you to start working while we work on the verifications. There may be times when you get a call from a Risk Manager, your Recruiter or Driver Manager asking for additional information to help us to do to this work.

RM: Maintenance Items

- ▶ Maintenance items are the documents within a driver's file that have expiration dates. All maintenance items must be kept current to continue to legally drive and/or meet DOT & FLS standards.
- ▶ We keep track of the following items:
 - ▶ Medical Card
 - ▶ TWIC Card
 - ▶ Driver's License
 - ▶ Minimum Driver Standards
 - ▶ Letter Agreement
 - ▶ Annual Review & MVR
 - ▶ Drug and Alcohol Clearinghouse Query
- ▶ All documents requiring a signature can be signed electronically either on your phone or computer. We will send you reminders via email and text.
 - ▶ We will remind you about 2-3 weeks before the expiration date
 - ▶ You will get at least 2 phone calls from us

RM: DOT Drug & Alcohol Testing

- ▶ DOT Pre-Employment Drug Test:
 - ▶ All drivers are required to complete and pass before beginning work.
 - ▶ Tested for: Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine (PCP).
- ▶ Random Drug Test:
 - ▶ You may be called by your Driver Manager to complete a random drug and/or alcohol test.
 - ▶ You must go immediately when called.
 - ▶ Failure to do so is a refusal under the regulations and prohibits you from driving.
- ▶ Reasonable Suspicion Drug Test:
 - ▶ When and if a trained supervisor suspects that a driver is using (or under the influence of) a controlled substance and/or alcohol.

RM: DOT Drug & Alcohol Testing

- ▶ Post-accident testing occurs under the following circumstances:
 - ▶ If the accident results in the loss of human life, or
 - ▶ If the accident results in bodily injury to any person who, immediately receives medical treatment away from the scene of the accident and you receive a citation from the police for a moving violation.
 - ▶ If one or more vehicles incur disabling damage requiring the vehicle to be towed from the scene and you receive a citation from the police for a moving violation
- ▶ Regulations prohibit the use of any alcohol for four (4) hours before driving a commercial vehicle and the carrying of any alcohol.
- ▶ A copy of our Drug and Alcohol Policy was provided during your application process. If you need an additional copy, please let us know.

RM: Drug & Alcohol Clearinghouse

- ▶ The Clearinghouse contains all drug and alcohol violations that occurred on or after January 6, 2020.
- ▶ Fundamental requests a Full Query before you work. A Full Query lists any drug and alcohol violations in your record.
- ▶ Once a year, we request a Limited Query that shows if there are any records in the Clearinghouse. You do not need to consent each time; we have your signed release.
- ▶ If there are records, we would ask you for your written consent and then request a Full Query to see what those violations are, and
- ▶ After you start with us, if you don't have any future violations, and don't apply for another job, you would never need to use the Clearinghouse portal.

RM: Safety: Accidents & Incidents

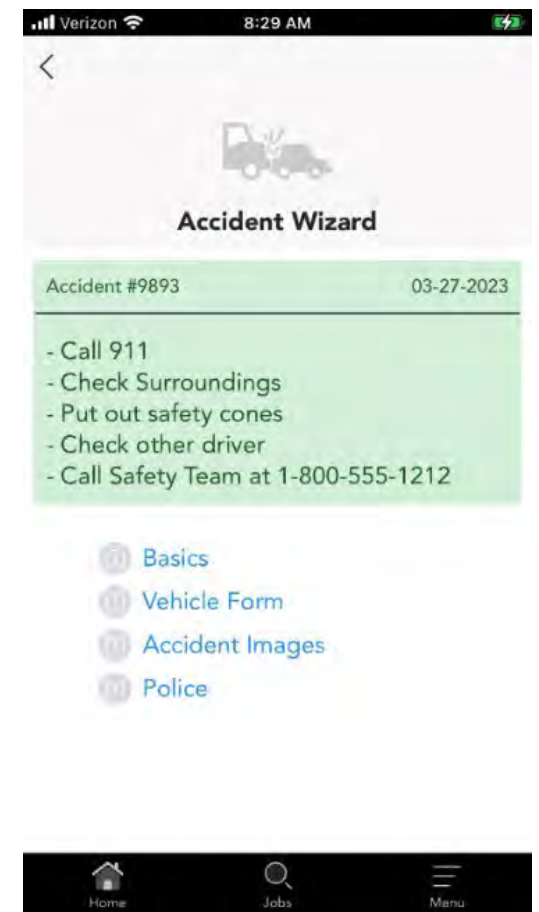
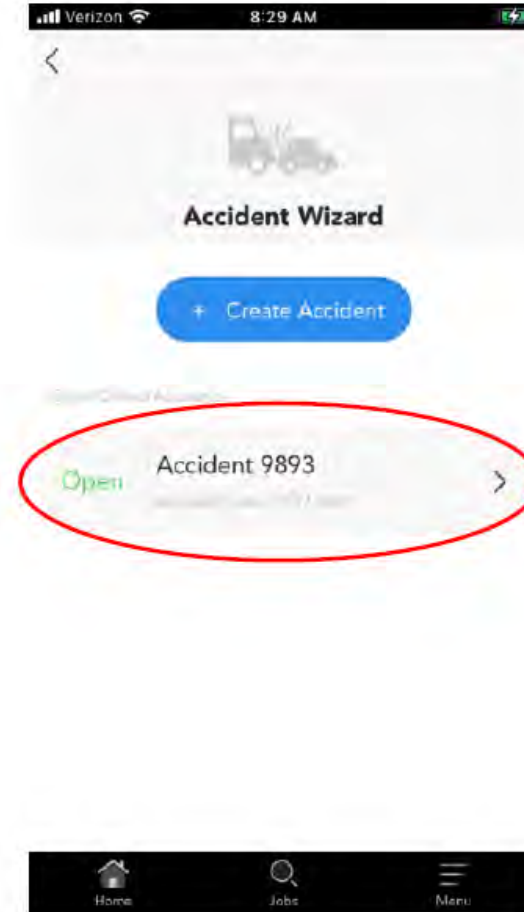
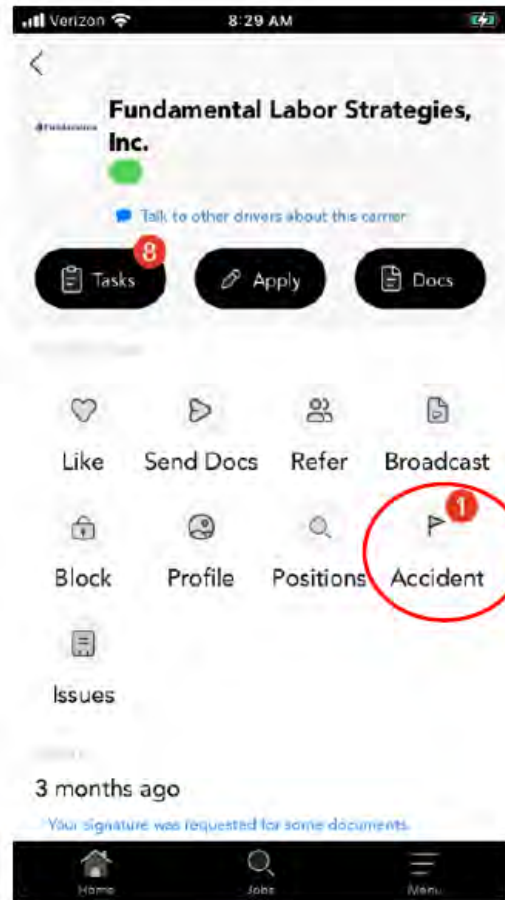
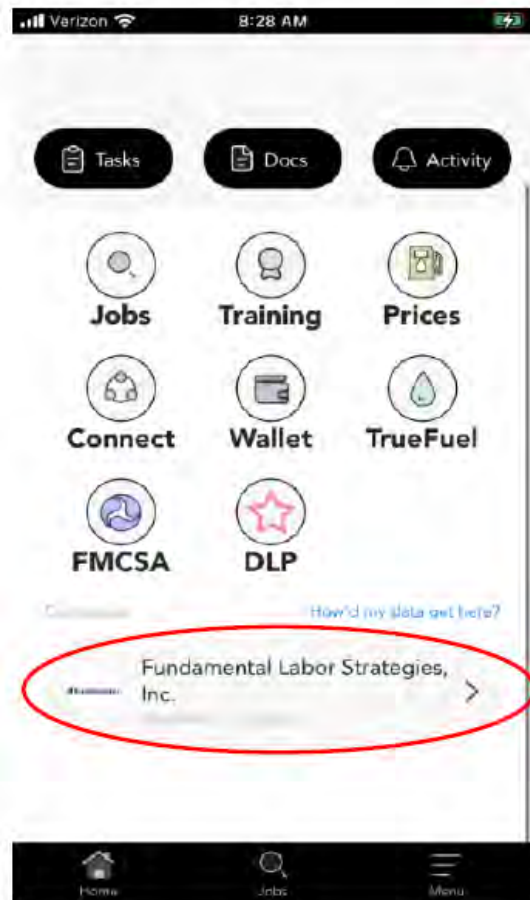
- ▶ In the event of an accident (collision with another vehicle) or an incident (collision with an object), we are here to help manage these issues with you to achieve the best possible outcome for you.
- ▶ Your Driver Manager should always be your first call, regardless of the time or day. They will then direct you to a Risk Manager. Risk Managers are on call 24/7/365 in the event of an accident, incident or injury.
- ▶ Take pictures of all damage (minor or major) and the surrounding area. Collect and give us all information you get from the other party involved and/or the police.
- ▶ Complete an FLS Accident Report or Incident Report. This can also be completed in the Tenstreet Pulse App.
- ▶ You may be assigned follow up training.
- ▶ The sooner you report the event and provide all necessary information, the sooner we can get you back to work.

RM: Safety:

Accident Scene Best Practices

- ▶ **Do not discuss the accident** with any witnesses at the scene or any of the other parties involved in the accident.
- ▶ **Do not admit fault, negligence or liability.** Do not offer to pay for any damage.
- ▶ Cooperate with the police, **but do not guess or speculate in response to any questions**—particularly regarding **vehicle speeds or distances**. If you don't know or can't recall something, just say so.
- ▶ **Take as many photographs as possible.** Photograph forensic evidence (skid marks, broken glass) and take measurements if possible.
 - ▶ Photograph damage (**up close and from afar**).
 - ▶ Photograph vehicles from **multiple distances and perspectives**.
 - ▶ Photograph any roadway mile markers, signs, barriers, obstructions, or curves in the roadway. **Do not photograph any injured parties.**
- ▶ Obtain the **names, addresses, phone numbers, and license plate numbers** of any parties or witnesses.
- ▶ **Do not complete any other written reports** for anyone until you have spoken with someone from FLS Risk Management Department

RM: Safety: Pulse App-Accident Report



RM: Safety: Accident Report

No Section Should Be Left Blank!

Motor Vehicle Accident Report
(Use an accident report form to complete and report to FLS through an (215) 953-4134 www.flsclearing.com, and attached with your vehicle records.

General Information

Driver Name: John Smith Date of Accident: 4/10/2018
 Customer Name: XYZ Freight Time of Accident: 1:10 PM
 Weather Conditions (kind or state): Clear Wet Ice Fog Windy Av Other
 Location of Accident: Name of Road or Highway: Main St Street
 Intersecting Road: 13th Street City: Philadelphia, PA State: PA

Vehicle #1 (Truck or Auto of FLS Customer)

Vehicle Number: 2343 Year, Make, Model: 1996 Kenworth W-900
 Tag Number: BLW-5105 State: PA VIN (Vehicle ID): 1ZFL234567890

Vehicle #1 Owner Information
 Name: XYZ Freight Phone #: (215)555-1234 Driver License #: N/A
 Address: 123 Main Street Philadelphia, PA Date of Birth: N/A Driver License State: N/A

Vehicle #1 Driver Information
 Name: John Smith Phone #: (215)555-1234 Driver License #: 20-555-202
 Address: 67 Maple Street Norristown, PA Date of Birth: 3/27/1988 Driver License State: PA
 Used with Permission: YES NO

Vehicle #2 (Truck or Auto)

Vehicle Number: N/A Year, Make, Model: 2010 Honda Civic
 Tag Number: NLL-8765 State: PA VIN (Vehicle ID): 603456789012

Vehicle #2 Owner Information
 Name: Jane Doe Phone #: (215)555-8541 Driver License #: 11-221-989
 Address: 21 Oak Avenue Philadelphia, PA Date of Birth: 2/28/1980 Driver License State: PA

Vehicle #2 Driver Information
 Name: Jane Doe Phone #: (215)555-8541 Driver License #: 11-221-989
 Address: 21 Oak Avenue Philadelphia, PA Date of Birth: 2/28/1980 Driver License State: PA
 Used with Permission: YES NO

Trailer Owner Information

Name: XYZ Freight Year, Make, Model: 2018 Great Dane
 Address: 123 Main Street Trailer #: 789
 City: Philadelphia State: PA Zip: 19101 Tag Number: 3210 State: PA

Property Damage

Description: None
 Location of Property: N/A Address of Property: N/A
 Type of Property: N/A Location of Property: N/A

Police Investigation

Officer's Name: Rick Cooper Traffic Ticket Issued (circle one): YES NO
 Station # or Dept.: Philadelphia PD Moving Violation (circle one): YES NO
 City: Philadelphia State: PA Zip: 19101 County: Philadelphia Phone #: (215)555-7777

Witnesses

Name of Witness: Bill Davis Address: 58 South Street Philadelphia, PA Phone Number: (215)555-9999
 1. _____
 2. _____
 3. _____

Personal Injury Information

Name of Person Injured: Jane Doe Address: 21 Oak Avenue Philadelphia, PA Phone Number: (215)555-8541 Type of Injury: cut on head
 1. _____
 2. _____
 3. _____

Driver's Signature: John Smith Date: 4/10/2018

Confidential property of Fundamental Labor Strategies, Inc.
 It is the intention of FLS to provide the customer with the most accurate and complete information possible.

The Truck/Vehicle of FLS Customer's information and who owns the truck.

The other vehicle's information and the vehicle's owner information, if none write None.

Property Damage. If none write N/A or None.

Witnesses information if any, if no witness write None.

Remember to Sign and Date!

Accident Location Information.

Your Driver's license Information

Your trailer information. Write N/A if no trailer.

Police Information. If no Police at the scene write None.

Who was injured? If no one was injured write None.

RM: Safety: Injuries

- ▶ If you are injured on the job, you are covered through an Occupational Accident Policy.
- ▶ Call your Driver Manager immediately and they will direct you to a Risk Manager who will support and guide you through your injury.
- ▶ We will submit a claim on your behalf, which will help streamline the process.
- ▶ We want you to be safe and to get you back to work as soon as possible, so we will keep in contact with you throughout the process.
- ▶ We will ask you for a full duty release from your treating doctor to make sure you that you are at your best when you start working again. We want to avoid any further injuries.

RM: Safety: Injury Report

Injury/Serious Incident Report

After an injury or serious incident, this report must be completed and faxed to FLS Dispatch at (215) 862-0134 *immediately*, and submitted with your weekly timesheet.

Driver Information			
Last Name: _____	First Name: _____	M.I.: _____	Telephone Number: _____
Address of Residence: Street: _____	Apt: _____	County: _____	
City: _____	State: _____	Zip Code: _____	
Emergency Contact: Name: _____	Telephone Number: _____		

Injury/Incident Information			
Were you injured? YES NO	If so, which body part(s) did you injure? _____		
Describe the nature and seriousness of the injuries: _____			
If injury, date of injury: _____	If incident, date of incident: _____		
Exact Location of Injury/Incident: Street: _____	County: _____		
City: _____	State: _____	Zip Code: _____	
Was anyone else injured? YES NO	If so, which body part(s) did they injure? _____		
Describe the nature and seriousness of the injuries: _____			
If known, please provide the names, addresses, and phone numbers of these individuals:			
Name of Injured Person	Address	Phone Number	
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	
Did you receive medical treatment? YES NO	Name of Treatment Facility or Hospital: _____		
Address: _____	Telephone Number: _____		
City: _____	State: _____	Zip Code: _____	
Describe the medical treatment you received: _____			
Was there property damage? YES NO	If so, what was damaged? _____		
Describe the nature and type of damage: _____			

Police Investigation			
Were the police involved? YES NO	If so, were any tickets or citations issued? YES NO		
Officer's Name: _____	Traffic Ticket Issued (circle one): YES NO		
Station # or Dept.: _____	Moving Violation (circle one): YES NO		
Address: _____	Telephone Number: _____		
City: _____	State: _____	Zip Code: _____	

Witnesses and Individuals Aware of Injury/Incident			
Please provide the names, addresses (if known), and phone numbers of ANY AND ALL WITNESSES to the injury or incident:			
Name of Witness	Address	Phone Number	
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	
Please provide the names, addresses (if known), and phone numbers of ANY AND ALL INDIVIDUALS to whom you reported the Injury or Incident, or who may have information concerning it (police, 911, EMS personnel, FLS customer, etc.):			
Name of Individual	Address	Phone Number	
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	

Narrative and Signature	
Please describe, in as much detail as possible, how the injury or incident occurred. Please be as <u>specific as possible</u> regarding date, time, location, individual(s) involved, circumstances, injuries, property damage, and any necessary follow-up action.	
_____ _____ _____ _____ _____	
Driver's Signature: _____	Date: _____



RM: Safety: Injury Prevention Best Practices

- ▶ Always use **three points of contact** when getting into or out of a truck or trailer & always **face the equipment**.
- ▶ **Never jump** from the cab, trailer, or steps.
- ▶ Be **aware of your surroundings** at all times & pay attention to possible hazards, obstacles, or dangerous conditions.
- ▶ **Lift with your legs**, NOT your back.
- ▶ **Avoid bending & twisting**.
- ▶ Never try to catch something heavy from falling.
- ▶ **Utilize equipment** such as pallet jacks, if available, & **ask for help**, if needed.

RM: Safety: Cellphone Use

- ▶ Fundamental is committed to complying with all DOT regulations, and we fully support and enforce the “No Texting Rule” and “Mobile Phone Restrictions”.
- ▶ The FMCSA restricts the use of all hand-held mobile devices and restricts a CMV driver from holding a mobile device to make a call or dialing by pressing more than a single button.
- ▶ CMV drivers who use a mobile device, may only use the device in a hands-free mode.
- ▶ Violations of these rules carry a penalty of up to \$2,750. Drivers are responsible to pay these penalties.

RM: Safety: Training

- ▶ Your safety is our top priority.
- ▶ The DOT recommends ongoing safety training that will help reduce incidents, accidents, injuries, and create a safer work environment.
- ▶ We utilize an online training platform that can be easily accessed from your phone or computer.
 - ▶ You will receive monthly training assignments, as well as post-accident, incident and injury training.
- ▶ We also email monthly Safety Newsletters to keep you up to date on industry information and trends.
- ▶ We appreciate & acknowledge our safe drivers by sending safety post cards, certificates, and gift cards.

RM: Safety: Tenstreet

- ▶ Monthly training is assigned and completed through Tenstreet.
- ▶ You will receive an email once your training has been assigned.
- ▶ If you have Tenstreet's Pulse app, you will also get a notification through the app.
- ▶ There is no username or password to login, just click on the link in your email, or the app, and enter your personal information (see next two slides).
- ▶ As a reminder, you will need to complete your training **before** your Driver Manager can offer you your first run.

RM: Safety: Tenstreet's Pulse App

Driver Pulse

First Name

Last Name

Email

Phone

*Email and phone used for identification only.

Login

Tiffany Montalto
[Edit Profile](#)

Tasks **Docs** **Activity** ³

Jobs **Training** **Prices**

Connect **FMCSA** **DLP**

Companies

Fundamental Labor Strategies, Inc. [How'd my data get here?](#)

Tiffany 's Task

These are task assigned to you from various carriers. Hurry up before they expire!


Fundamental Labor Strategies, Inc.
10 of 30 completed

Training

- Space Management**
Duration estimate 4 min
- Maintaining a Healthy Back**
Duration estimate 7 min
- Injury Prevention**
Duration estimate 10 min
- Three Points of Contact**
Duration estimate 4 min
- Safe Backing**
Duration estimate 4 min
- Spotted Lanternfly**
Duration estimate 7 min
- Workplace Harassment - Awareness and Prevention**
Duration estimate 22 min



RM: Safety: Tenstreet- No Pulse App


Fundamental
Fundamental Labor Strategies,
Inc.


User Portal

Last Name

Date of Birth

Social Security Number

LOG IN



×

Task

- Upload - Capture CDL
- Upload - Capture Medical Card
- Training Course - Space Management
- Training Course - Maintaining a Healthy Back
- Training Course - Injury Prevention
- Training Course - Three Points of Contact
- Training Course - Safe Backing
- Training Course - Spotted Lanternfly
- Training Course - Workplace Harassment - Awareness and Prevention
- Form - No Call No Show Training

Log Out

RM: Human Resources: Benefits

- ▶ FLS sponsors a benefits program through IHA Health which is specifically designed for truck drivers who are Independent Contractors.
- ▶ There are 6 Comprehensive plans to choose from.
 - ▶ Plans start at under \$90/week
- ▶ Voluntary Benefits through Sun Life:
 - ▶ Vision
 - ▶ Dental
 - ▶ Hospital Indemnity
 - ▶ Accident Insurance
 - ▶ Life Insurance and AD&D Insurance
 - ▶ Critical Illness Insurance
- ▶ Drivers can sign up at anytime throughout the year.
- ▶ IHA Toll Free Number: (888) 376-9811
- ▶ Hours: M-F 8:00am-8:00pm EST
- ▶ Website: www.ihaenroll.com
- ▶ An IHA representative will contact you not long after you start to review benefit options with you.

RM: Human Resources: Tax Help

- ▶ FLS has a relationship with a company called ATBS that can support independent contractors with services:
 - ▶ Tax Filing
 - ▶ Accounting
 - ▶ Bookkeeping
 - ▶ Tax Help
- ▶ The cost is \$49.99/month
- ▶ The service provides a personal tax consultant at no additional cost
- ▶ There is an ATBS app by which you can upload receipts and documents.
- ▶ ATBS contact information is as follows:
 - ▶ 1-866-920-2827
 - ▶ www.ATBS.com

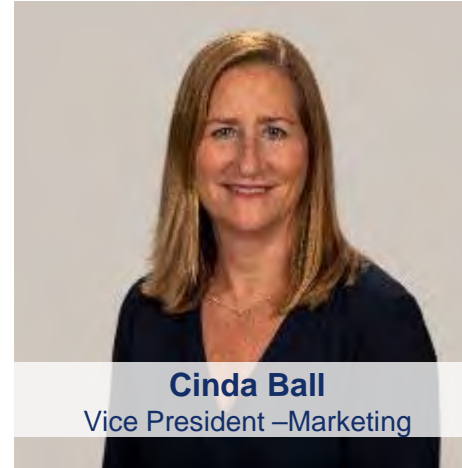
RM: Contact Information

If you have any safety, compliance, or HR related questions, issues, or need to send us anything, our contact information is below:

- ▶ **Phone:** 215-862-7280 x894
- ▶ **Email:** riskmanagement@fundamentallabor.com
- ▶ **Fax:** 215-862-0134 Attn: Risk Management

Please feel free to reach out if we can be of assistance.

Meet the Rest of the Team



Testimonial

- ▶ Mike P. - with Fundamental 30 years now!



What Happens Next



Your Point of Contact

Your main point of contact will now be Driver Management. Contact them at:

- ▶ Phone: 877-357-7776 extension 2
- ▶ Email: dispatch@fundamentallabor.com

Your Driver Manager will reach out today.

Q & A