

Knight Transportation's Safety Expectations:

"Safety is your first and most important responsibility."

-Kevin Knight

1. Smith System Keys are imperative to the safe operation of your truck.
 - Key 1: Aim High in Steering: Look ahead a minimum 15 seconds
 - Key 2: Get The Big Picture: 4 second minimum following distance
 - Key 3: Keep Your Eyes Moving: Scan mirrors every 5-8 seconds, avoid focusing on objects for more than 2 seconds
 - Key 4: Leave Yourself An Out: Surround yourself with space
 - Key 5: Make Sure They See You: Seek eye contact
2. You are empowered and expected to shut down if driving conditions are adverse and unsafe due to weather. Please communicate unexpected delays to your driver manager as soon as safely possible.
3. When backing, you should always Get Out And Look (G.O.A.L.). Stay focused on the task at hand, take your time and get out to look as many times as needed in order to safely back up.
4. You should only drive when alert and properly rested. Driver fatigue may be due to a lack of adequate sleep, extended work hours, strenuous work or non-work activities.
5. When entering and exiting your truck, use three points of contact to avoid an injury. Three points of contact is defined as two hands and one foot or two feet and one hand.
6. Proper Trip Planning is key to the safe and timely service of our customers. Be sure to factor in your hours of service, routing, fuel stops, scale houses, appointment times, border crossings, time zone changes, and potential delays.
7. Cargo Security is everyone's responsibility. High value and HazMat loads are expected to come to our secure Knight yards. Driving Associates will not take loaded trailers home.
8. Our trucks are equipped with a number of safety features designed to protect and assist our drivers on the road. These systems do not relieve the driver of responsibility to safely drive however. These safety features include:
 - Forward Facing Event Recorders
 - Collision Mitigation
 - Electronic Logging Devices
 - Roll Stability Control
 - Automated Manual transmissions
 - In-Cab Driver Communication Systems
 - In-Cab 5th Wheel Release
 - Bunk Heaters



Welcome to Knight Transportation

We trust and respect each of our associates. This trust and respect allows us to have and achieve high expectations. And, it allows us to operate with one basic rule: "Every employee is expected to act in the best interest of the company and his/her fellow employees." And, we trust that you will do so. This guide is intended to provide you an overview of Key Performance Expectations, important support information and resources, to answer basic questions you might have, and to help you be successful as you begin your career with Knight Transportation.

Knight Driving Associate Team Expectations:

- A Knight Driving Associate will always maintain a proper Following Distance.
- A Knight Driving Associate will always drive at Speeds Safe for Conditions.
- A Knight Driving Associate will never Drive Distracted. Never use a handheld phone or device while driving. Though regulations may allow you to use a hands free phone to make and receive calls, the company strongly discourages this while driving.
- A Knight Driving Associate will always observe the Company's Drug and Alcohol Policy and the Federal Regulations regarding Drug and Alcohol use.
- A Knight Driving Associate will never receive a citation for "Failing to Obey a Traffic Control Device".
- A Knight Driving Associate will properly wear a Seat Belt any time the truck is moving.
- Though we expect you not to be involved in collisions, a Knight Driving Associate will immediately report any/all Accidents, Incidents or Injuries from the scene (888-489-0911)
- A Knight Driving Associate will inspect all equipment prior to operating it daily. He will not operate it if there is a defect or problem that would make it unsafe to operate and will communicate the findings of the inspection using the electronic inspection process (DVIR). For example: a Knight Driving Associate would never drive on Steer Tires that have steel cords showing.
- A Knight Driving Associate will always lock and seal every load, never drop the load anywhere other than a secure Knight yard or at the Customer after it is signed for. The following areas are prohibited for any parking other than at our Terminals: DALLAS, LAS VEGAS, ATLANTA, MEMPHIS and FLORIDA.
- A Knight Driving Associate will always drive in a Safe and Courteous manner. Knight Driving Associates do not make U-Turns on public roadways.
- A Knight Driving Associate does not stop/park on the side of the road ("sitting duck") unless disabled (an emergency situation) with warning devices deployed.
- A Knight Driving Associate will always have a valid CDL and Medical Card with them and will immediately report every citation or action that affects either.
- All Pets and Passengers must be approved and authorized prior to transport.

Important Contact

Your Driver Manager is your main point of contact. They are able to help and address any issues, including being able to properly direct your concerns to the appropriate people or departments.

Driver Manager (DM)

Office: _____

Cell: _____

Driver Development Manager (DDM)

Office: _____

Cell: _____

Terminal Manager (TM)

Office: _____

Cell: _____

Accident, Cargo, OS&D, Injury (24/7):
888-489-0911

Breakdown (24/7): 602-239-4700

Zonar Issues: After Hours → 877-843-3847
5:00 a.m. - 5:00 p.m AZ Time → 602-239-4730

Payroll: 800-489-0911

Benefits: 602-606-6525

Personal Safety & Threats: 623-907-7744

Driver Portal Web Link: my.driveknight.com

WeDriveKnight Facebook Page: www.facebook.com/groups/619666684901381/

PRODUCTION

Key Expectation:

We want you to run safe, productive miles while legally utilizing your Hours of Service (HOS). Trips need to be planned accordingly and you must be rested before you drive. You must also keep the equipment clean and in working condition so another driver can use it when you are not.

Key Tips:

Do not start your 14-hour clock prematurely, start it when you are ready to go to work.

Trust that your Driver Manager has your best interest in mind and wants to help you be productive. There may be times where you are asked to do local or short haul loads to help supplement your production. The key to production is using your available/working hours effectively.

DOT Rules allow you to log time spent waiting (at a customer for example) in a CMV as Off Duty (line 1). Whenever you are relieved of duty and not performing work, change your duty status to Off Duty to preserve the hours on your 70-hour clock.

COMMUNICATION

Key Expectation:

Our business is built on communication. You are empowered to shut down if you are too fatigued or weather conditions are unsafe, you just need to let your Driver Manager know. Communicate any delays or times you will be early so we help keep you productive.

Key Tips:

Your Driver Manager is your Primary contact and you should be maintaining daily contact with him or her.

Send in all necessary and required macros for your loads.

If you must make a call, pull over and find a safe and legal area to do so.

Always remember to “Log What You Do and Do What You Log.” If sleeping in the truck, 10 hour breaks require at least 8 hours in Sleeper Birth (line 2). On-Duty time (line 4) is required when inspecting equipment, fueling, checking in at shippers/receivers, and roadside inspections. Change your duty status in real time using the Zonar. Knight is 100% equipped.

CUSTOMER SERVICE

Key Expectation:

You are the face of Knight while you are on the road. You represent our company and what we stand for. We expect to provide industry leading service for our customers. Dress appropriately and act professionally while also being courteous and helpful.

Key Tips:

You must seal and lock every load and never disconnect from a loader trailer unless you are at a secured yard or at a customer.

If you must break the seal en-route or report any overage, shortage, and/or damaged product (OS&D), you must contact Corporate Safety at 888-489-0911.

Some customers require personal protective equipment(PPE), be sure to follow the post rules at a customer’s location.

Top 10 Pre-Trip Tips

1. Make sure you are logged into Zonar to “On Duty” status prior to starting the inspection. When exiting the truck, make sure you are using 3 points of contact.
2. Please have the proper PPE (personal protective equipment) such as, proper footwear, gloves, tire gauge, flashlight, shop towel and Knight safety vest.
3. Start your inspection by doing your walk around, it’s always a good idea to complete your inspection the same way each day so you develop a positive daily routine. Show extra caution when doing your walk-around to avoid trips, slips, and falls.
4. Our BIG 3 CSA violations are (BLT) Brakes, Lights and Tires. Please make certain all lights are working, all tires are inflated to 110 psi and brakes are adjusted with greater than 1/4 inch brake shoe thickness.
5. Please check the 5th wheel to ensure the jaws are locked around the kingpin, this will require a visual inspection so have your flashlight handy.
6. When at the rear of the trailer, please make sure that your seal and lock are intact, if NOT contact our claims department ASAP @ 888-489-0911.
7. Show extra caution when opening the hood to inspect the engine compartment. NEVER inspect this area when the engine is running.
8. Always check your air brake system making sure proper air build up (120psi), low warning (60psi), brake release (20-40psi)and air loss(no more than 2-3 psi per minute).
9. Do a good in cab check of ALL gauges, proper mirror adjustment, check the permit book, make sure dashboard is clutter free and make sure the windshield, windows and mirrors are clean inside and out.
10. Now that your inspection is completed with the Zonar, have a safe trip.

CSA Tips

CSA is a scoring system by FMCSA to evaluate Motor Carriers and Driver Safety, based on the on-road performance of the drivers. CSA points will come from roadside inspection violations of FMCSA regulations and on-road DOT Reportable collisions. Any driver who gets documented violations or is involved in a collision will be assigned points on a monthly basis. Violations will be on driver’s score for a 36 month period and the company for 24 months. As a driver your performance has significant impact on the CSA Scores. Violations include:

- Unsafe Driving**- Moving Violations as Speeding, Failure to Obey Traffic Control Devices, Following Too Closely, Cell Phone Usage, Seat Belt Violations, etc.

- Fatigued Driving** (Hour of Service)-Violations dealing with Logs, On-Duty Hours, Rest Breaks, Accurate Duty Status

- ***Driver Fitness**-CDL, CDL restrictions, Medical Card, Medical Disqualifications.

- Controlled Substances**- DUI (Alcohol-Drugs), Possession of Alcohol/Drugs, etc.

- Vehicle Maintenance**-Tires Lights, Brakes etc.

- Hazmat-Load- Load securement, HM placarding, HM paperwork, emergency equipment.

- Crash Indicator**-DOT reportable collisions whether driver at fault or not.

The keys to a good CSA score is compliance with all DOT regulations, obeying all traffic laws, completing quality pre-trip inspections as well driving safely and defensively.