

# Drive Logistics

## Company Over-The- Road, (OTR), Team Driver

### Information Summary

#### TRIP PAY RATES

Company OTR Team Drivers are Long Haul OTR Drivers paid a rate of \$0.26 per mile, which includes a \$0.02\* per mile Safety Bonus, a \$0.02\* per mile Profit Share and 4% vacation pay.

Occasionally situations may arise in which you will be asked to drive Single. When driving as an OTR Single Driver you will be paid a rate of \$0.43 per mile, which includes a \$0.02\* per mile Safety Bonus, a \$0.02\* per mile Profit Share and 4% vacation pay.

**\*Note:** Profit Share is adjusted quarterly and you must meet eligibility requirements to receive the Safety Bonus. See **Safety Bonus** and **Profit Share** for more details.

All miles are calculated using PC Miler – Practical Miles.

All pay will be subject to deductions required by law. This includes but is not limited to Federal and Provincial Income Tax, Canada Pension Plan, (CPP), and Employment Insurance, (EI).

#### DELAY AND DETENTION PAY

Drive Logistics recognizes that there are times when you may be detained beyond that which is considered “typical” and therefore offers Delay and Detention pay. The information below details those situations in which you will be eligible to receive additional pay for being detained. It is important to note that to qualify for Delay and Detention pay it is your responsibility to the five simple steps below:

#### **Steps to Qualify for Delay and Detention Pay**

1. Call and advise dispatch after 1 hour of waiting to be loaded or unloaded.
2. Dispatch will issue you a delay number.
3. Enter the delay number and hours spent waiting on the trip sheet.
4. Get the POD signed and include in trip envelope.
5. Have Dispatch Supervisor sign your sheet.

#### **Detention at Customers**

OTR Team Drivers will receive Delay and Detention Pay of \$16.30 per hour to be shared by the team, starting two (2) hours after the window time has passed.

To qualify for the Detention Pay, OTR Team Drivers must arrive at their scheduled window time on time, notify Dispatch after one hour of impending Detention time and obtain a **valid Delay number** from Dispatch.

#### **Back Haul Delay**

If a back haul load has not yet been secured, the OTR Team Driver will be instructed by Dispatch to return to the home terminal empty or shut-down for a 10 hour rest to allow planning additional time to secure a back haul load. If a back haul load cannot be secured within the shut-down period, the OTR Team Driver will be paid a layover to cover the waiting for up to 24 additional hours. The layover fee will be paid \$10 per 6 hours to a max of \$40 per day to each driver of the team to help offset the cost of incidentals. This is only paid after the 10 hour reset period.

#### PROFIT SHARE

Our Guiding Value, Financial Responsibility, states; “Profit is not only a measure of our performance, but also a way to share our success with team members and give back to the community”. At the beginning of each quarter the previous quarter’s results are reviewed and the profit sharing amount adjusted based on the results.

#### SAFETY BONUS

The Safety Bonus rewards OTR Team Drivers for safe driving and operation of their equipment giving OTR Team Drivers the opportunity to contribute to a brand image that speaks to Drive’s dedication to the safety of our team members and the communities in which we operate.

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#### **SAFETY BONUS Cont'd**

This reward program also provides the ability to share in the insurance savings generated by an excellent safety record.

The Safety Bonus is distributed to all OTR Team Drivers employed full or part time and is paid out in quarterly advances.

OTR Team Drivers on extended leave, (i.e. Sickness, Injury, Maternity, Parental, and Layoff) at the time, which a quarterly advance is distributed, will not receive the advance.

The Annual Safety Bonus distribution to OTR Team Drivers will occur in January of the following year. The Safety Bonus will be allocated to OTR Team Drivers employed full or part time by Drive Logistics at the time of distribution. The previous advances will be deducted from the annual entitlement and the balance will be paid to the OTR Team Driver

OTR Team Drivers on an extended leave at the time of the annual Safety Bonus distribution will receive their bonus when they resume availability for dispatch. In the event that an OTR Team Driver's employment with the Company ceases, that OTR Team Driver will not be entitled to any bonus that is scheduled to be distributed after the last day worked by the OTR Team Driver.

The Safety Bonus is calculated at a rate of \$0.02 per mile based on all the Long Haul miles driven by the Team in each quarter.

To qualify for the Safety Bonus in each quarter, OTR Team Drivers must:

- Have driven throughout the quarter without causing an accident deemed preventable.
- Be free of tickets or citations issued by Federal, State, or Provincial law enforcement that result in demerit points.

- Adequately inspect their vehicles to maintain their vehicle "in service" for the quarter.
- Have less than four (4) log violations identified in our internal log audits.
- Report all tickets or citations issued by Federal, State, or Provincial law enforcement to the Safety Department at Drive Logistics.
- Accept a reduction in their Safety Bonus equal to the cost of any fines to Drive Logistics incurred by the OTR Team Driver. For example, if an OTR Team Driver generates a fine to the Company for "failing to maintain inspection report in vehicle" they will have their Safety Bonus reduced by the amount of the fine.

#### **CELL PHONES**

Company cell phones are provided to all OTR Teams to ensure excellent communication with all members of our team. You are expected to restrict your personal use of the cell phone and use it for work related purposes or emergency situations only.

Communication is imperative in the trucking industry. Therefore, you are responsible to ensure your cell phone is charged, maintained in good working condition and the lines are open as it is your responsibility to ensure that dispatch can contact you at all times.

#### **ALCOHOL AND DRUG USE**

Drive Logistics recognizes that the use and/or abuse of alcohol or drugs while on the job can negatively affect your work performance, your relationships with other team members and customers, and endanger the Health and Safety of those around you including the general public.

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## **ALCOHOL AND DRUG USE Cont'd**

To gain an understanding of how this can impact your employment with the company and the types of assistance made available to you should you have a substance abuse problem, please refer to the Drive Logistics Employee Handbook.

In addition, all drivers are required to comply with the Drive Logistics Alcohol and Drug Policy which is thoroughly explained and provided to you during orientation.

## **OTHER**

Listed below are other pay related topics that apply to all Drive Logistics employees, including our OTR Driver group:

- Bereavement
- Jury Duty
- Public Holidays
- Tuition Refund
- Vacation Pay

For complete details regarding these topics, please refer to your Drive Logistics Employee Handbook.