

Acknowledgment Receipt for AIM Employee/Driver Policy & Procedure Handbook

This is to certify that I have received the company handbook and understand that they provide important information about the company. I understand it is my responsibility to become familiar with their contents and by doing so, I accept my responsibility for complying with their contents, practicing & promoting safe, courteous driving on the streets and highways in total compliance with the Department of Transportation, Company regulations, and local laws and regulations. I understand that the handbooks are not binding contracts, but guidelines for the implementation of employee personnel policies and operating procedures and may be subject to change. I acknowledge that revisions to the handbooks may occur and that all such changes will be communicated through official notices. I understand that, notwithstanding any of the provisions of this handbook, I am employed on an at-will basis. My employment may be terminated at any time, either by me or by the company, with or without cause.

I understand and agree that at no time is the company responsible for my personal effects or articles that I might take into the equipment assigned to me. This includes, but is not limited to, CB's TV's radios, clothing or other personal items.

All the information provided in the Aim Employee / Driver Policy & Procedure Handbook is important and useful. But we would like to stress the importance of a few sections and remind you to review this information closely...

Aim Employee and Driver Policy & Procedure Handbook:

- | | | |
|--|--------------------------|-------|
| 1. Work Rules and Disciplinary Action | Chapter 3 | _____ |
| 2. Hours of Service & Record of Duty Status | Chapter 4 | _____ |
| 3. Vehicle Inspections | Chapter 5 | _____ |
| 4. Dispatch Procedures | Chapter 6 | _____ |
| 5. Cellular Phones & Other Communication Devices | Section 507, p.21 | _____ |
| 6. Safe Driving Practices | Chapter 7 | _____ |
| 7. Accident Instructions | Chapter 8 | _____ |
| 8. Personal Safety | Chapter 9 | _____ |
| 9. Drive Trip Reports | Chapter 11 | _____ |
| 10. AIM Nationalease Locations | Chapter 13 | _____ |

Acknowledgement:

I acknowledge receipt of the combined AIM Employee / Driver Policy & Procedure Handbook _____

I acknowledge that I have watched and understand the following videos and any questions that I may have had have been answered.

- Sexual Harassment Video & Policy** _____
- Smith System Video & Quiz** _____
- Pre Trip Inspection** _____

Accident Kit & Camera:

I acknowledge that I have received an accident kit & camera. I understand and agree to have the camera and report form with me at all time I am on duty working. I understand what is required of me should I be involved in any accident and understand it should be immediately reported to the Safety Department and my manager; no voicemail. Cameras are not assigned to the truck but to each driver. _____

Signature

Printed Name **Date**

AIM Representative

Printed Name **Date**