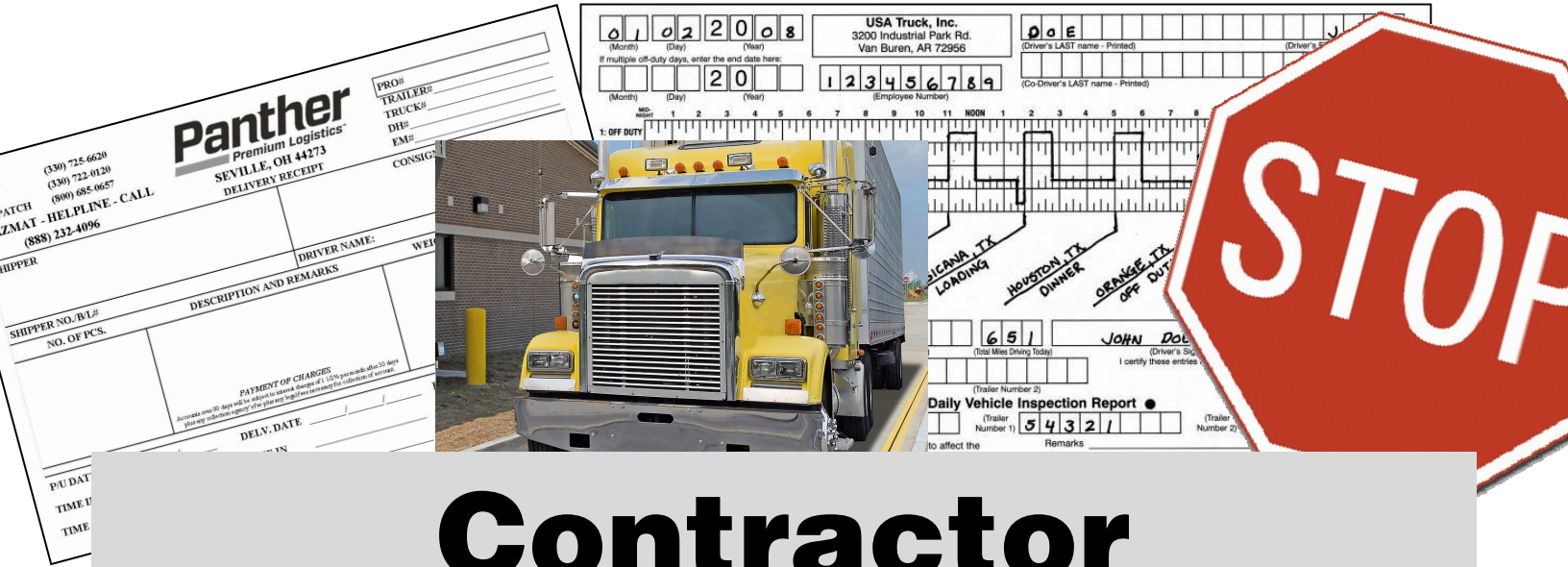


Panther

Premium Logistics™



Contractor Orientation Study Guide



The study guide will prepare potential Panther contractors for the tests that are distributed during orientation. The written test will incorporate many of the questions posted in this booklet.

The study guide will cover the four foundations of contractor orientation: hours of service, Panther paperwork, QUALCOMM operations, and vehicle safety. As you study the content and prepare for orientation, make sure that you answer the questions in this booklet correctly. You will be permitted to use this booklet and its content while you take your proficiency examinations.

If you require any special accommodations during the examination periods, you are encouraged to contact the orientation coordinator once the presentations are started.

Section 1

Hours of Service

Record of Duty Status

The regulations in full for the Record of Duty Status can be found in The Federal Motor Carrier Safety Administration Handbook Section 395.

- Drivers must keep a written record covering 24 hours of EVERY DAY, including days off, vacations and leaves of absence. If you are an active owner/back-up driver (do not drive regularly) you must send an off duty log once a month to remain active.
- All information contained on your log is required to be legible & complete, true & accurate, & in your own handwriting
- Electronic logs must be accurate and only the actual driver operating the CMV can enter password or personal identifier into Electronic On-Board Recorder.

Your log must be filled out completely, and include the following items:				
1. Date (day, month, and year)		2. Total Truck Miles		3. Total Individual Miles
4. Driver ID Number		5. Co-Driver ID Number		6. Truck Number
7. Trailer Number		8. Your Signature in full (as it appears on your driver's license)		9. Name of Co-Driver
10. 70 hour recap (This is required to be completed per Panther Policy) Restart limited to once per week		11. The rule limits the use of the "34-hour restart" to once a week (168 hours). Restart must include 2 night periods between 1:00-5:00 a.m.		12. Off Duty (Line 1) – relieved from responsibility, able to pursue your own activities
13. Sleeper (Line 2) – physically in the sleeper berth)		14. Driving (Line 3) – ALL time behind the controls of a commercial motor vehicle in operation		15. Total hours column – to be added up at the end of every day
16. On-Duty Not Driving (Line 4) – working, the following items are on-duty functions				
a. pre-trip inspection	b. loading/unloading/ swapping/stop-off	c. fueling	d. D.O.T. Inspections/Ticket/ Warning	e. Accident/Incident
f. Submitting to a random drug/alcohol test	g. Taking care of a broken down truck	h. Sitting in the passenger seat	i. Being compensated for any other work	
j. 8 consecutive hours on duty have passed since the last off-duty (or sleeper-berth) period of at least half an hour, a driver must take a break of at least 30 minutes before driving.				
17. Remarks Section - MUST have a city and state at EVERY Duty status change, including off duty logs			18. Shipping Number (last 5 digits of Panther Pro Number, if no pro Write "DH" or MT")	
19. Drivers Daily Inspection Report				
a. pre-trip - only check defective items		b. post-trip - checkmark the vehicle condition box (s) and sign		c. signature of person making repairs will be completed only if repairs were made

******YOUR LOG IS REQUIRED TO BE CURRENT TO THE LAST DUTY STATUS CHANGE******

Log Audit Procedures

Panther II Transportation monitors all logs very closely and audits them against all paperwork turned in. The paperwork and receipts are required to match the daily log according to the Eastern Time zone. The following are examples of what is used to check the logs:

Qualcomm	D.O.T Inspections	Tickets/Warnings
Toll Receipts	Accidents/Incident	Fuel Receipts
Scale Tickets	Random D/A Tests	City to City Miles
E-Z Pass paperwork	Other	

The above must be logged at the exact time they happen, if not, your log is considered false.

Section 1

Hours of Service

False Log Policy

If it is determined that the logs are false, you will be required to come in and meet with the log department to fix the violations. If more violations are discovered and continued violations of FMCSA, Panther may choose to no longer do business with you, The Log Department and FMCSA do not accept falsified documents.

Log Profiles

It is strongly advised that you contact the Log Department every 2 weeks to check on your logs.

Late Logs

To comply with FMCSA, you are required to send your logs every 7 days. If we have not received any logs from you for a period of 14 days you will be placed out of service and will receive NO load offers until the Log Department receives your logs and you are compliant with FMCSA Hours of service.

Missing Logs

If a "gap" is detected in your logs, you will be contacted and asked to check your records and submit a log for the day(s) that are missing.

DOT Inspections

When stopped by DOT for an inspection, you are required to mail it to us within 24 hours of receiving it. (396.9(d)) If violations are noted on the inspection you MUST write them on your vehicle inspection report on the bottom of your log. When the violations are fixed, sign the inspection report as the Person Making Repairs (if you have to take it to a repair facility to get it fixed have the mechanic sign it).

Hours of Service Regulations

- 11 hours driving
 - a. Following 10 consecutive hours off duty, a driver may drive no more than 11 hours.
- 14 consecutive hours on-duty period
 - a. A driver cannot drive after being on duty for a total of 14 hours (no more than 11 of which can be driving) until he/she has ten consecutive hours of rest.
 - b. As well as actual time behind the wheel, a driver is on duty whenever he/she is required to be ready for work.
- 10 cumulative hours off-duty
 - a. The sleeper berth option is one way to accumulate the required hours.
 - b. Only time spent in a sleeper berth may be recorded as sleeper berth time on a driver's record of duty status (driver's log)
 - c. Sleeper berth time may not be recorded as off duty time

Section 1

Hours of Service

You are permitted to driver for how many hours?

How long must your break be before your hours are reset?

What section in the motor carrier handbook discusses HOS?

All times must match which time zone according to Panther?

You are strongly encouraged to contact the log department how often to check your logs?

If you are stopped by DOT, you must send in your logs in how many hours?


You can be on duty for a maximum of how many hours?

To comply with FMCSA, you are required to send your logs in every how many days?

List one item that must be included on your logs?

Panther Paperwork

Pickup & Delivery Information	
Shipper	Full address of the pickup location.
Shipper No./B/L#	Bill of lading number. If no BOL is issued write "NO BOL" and alert
Consignee	Full address of the delivery location.
Driver Name	Driver first and last name

MAIN (330) 725-6620 FAX (330) 722-0120 DISPATCH (800) 685-0657 HAZMAT - HELPLINE - CALL (888) 232-4096	 <p>Panther Premium Logistics™</p> <p>SEVILLE, OH 44273 DELIVERY RECEIPT</p>	PRO# _____ TRAILER# _____ TRUCK# _____ DH# _____ EM# _____
SHIPPER	CONSIGNEE	
SHIPPER NO./B/L#	DRIVER NAME:	
NO. OF PCS.	DESCRIPTION AND REMARKS	WEIGHT
		CHARGES
<p><i>PAYMENT OF CHARGES</i></p> <p><small>Accounts over 90 days will be subject to interest charges of 1.10% per month after 30 days plus any collection agency's fee plus any legal fees necessary for collection of account.</small></p>		
P/U DATE / /	DELV. DATE / /	DATE _____
TIME IN _____	TIME IN _____	Unless agreed upon in a written contract, this shipment is subject to carrier's tariffs and limitations of liability contained therein.
TIME OUT _____	TIME OUT _____	
COPIES TO BE RETAINED:		RECEIVED BY _____
WHITE - OFFICE		YELLOW - DRIVER

In & Out Time Section	
P/U Date	Date of pickup.
Time In	Arrival time to location.
Time Out	Departure time from location.
Delv. Date	Date of delivery.
Date	Date of signature for person receiving freight.
Received By	Signature of person receiving freight.

Payment Section	
No. of Pcs.	Total number of shipment items.
Description and Remarks	Commodity of shipment or details of the products being shipped per the bill of lading.
Weight	Weight of shipment in pounds.
Charges	Additional charges paid to contractor. Clarify if items or dollar amounts.

Section 2

Panther Paperwork

Answer the questions based on the information you have just received regarding a Panther PRO bill.

Use the sample bill of lading provided to answer the following question.

MAIN (330) 725-6620 FAX (330) 722-0120 DISPATCH (800) 685-0657 HAZMAT - HELPLINE - CALL (888) 232-4096		Panther Premium Logistics™ SEVILLE, OH 44273 DELIVERY RECEIPT	PRO# _____ TRAILER# _____ TRUCK# _____ DH# _____ EM# _____	
SHIPPER WHEELAND ENTERPRISES 867 SW INDUSTRIAL DRIVE NASHVILLE, TN 11211			CONSIGNEE GARRA EXPRESS 2211 SOUTH MAIN STREET LAREDO, TX 05565	
SHIPPER NO./B/L# _____		DRIVER NAME: _____		
NO. OF PCS.	DESCRIPTION AND REMARKS	WEIGHT	CHARGES	
45 RACKS	EMPTY RACKS	1200 LBS.		
<small>PAYMENT OF CHARGES Accounts over 90 days will be subject to interest charges of 1 1/2% per month after 30 days plus any collection agency's fee plus any legal fees necessary for collection of account.</small>				
P/U DATE _____/_____/_____	DELV. DATE _____/_____/_____	DATE _____		
TIME IN _____	TIME IN _____	Unless agreed upon in a written contract, this shipment is subject to carrier's tariffs and limitations of liability contained therein.		
TIME OUT _____	TIME OUT _____	RECEIVED BY _____		
COPIES TO BE RETAINED:		WHITE - OFFICE YELLOW - DRIVER		

What city and state is the shipper located in? _____

What is the cargo type being hauled (commodity)? _____

What is the street address for the delivery (consignee)? _____

What is the weight of the shipment? _____

What is the city and state that the delivery is located in? _____

How many pieces is the shipment? _____

Section 3

QUALCOMM/Omnitracs/EOBR Operations

Getting Started

The Electronic On-Board Recorder (commonly referred to as your “QC”) allows for constant communication between you and Panther. It also allows for minute-by-minute evaluation and tracking of a shipment to our customers.

Communication is key to our joint success in the expedite business. It is imperative that you communicate effectively.

Remember: Don't be intimidated by the EOBR. It's very simple, and you will quickly learn how to use it effectively. It is not as fast as a normal computer, and it takes time to switch between screens and load programs. If you get impatient and hit a button over and over it doesn't make it work faster – it will work slower by trying to open that menu over and over again. Above all else be patient with the EOBR.

Home Screen

The home screen is displayed automatically after the unit is turned on, a message is sent, or the “House Button” is pressed. This screen shows the different areas of the EOBR you can go to by touching the screen. All messaging begins from this screen.

EOBR Questions

Should you ever have any questions regarding the operation of your EOBR, please contact your Contractor Relations Department. Should your EOBR experience a malfunction, please contact the Asset Management Department. See Chapter One, “Phone Call Routing”, for contact information.

Macros	
Macro 1	Accept load offer.
Macro 2	Arrived at shipper.
Macro 3	Depart shipper.
Macro 4	Arrive at consignee.
Macro 5	Depart consignee.
Macro 6	Driver status change.
Macro 7	Trailer condition report.
Macro 8	Fleet repositioning.
Macro 9	Quantity and parts.
Macro 10	Stop off arrival.
Macro 11	Stop off departure.
Macro 12	Accept empty move offer.
Macro 13	Accept fleet repositioning suggestion.
Macro 30	Daily vehicle inspection report.
Macro 32	Board position.
Macro 33	Payment terms.

Section 4

Road Sign Competency

Fill in the blanks under each sign based on the question.



Slower traffic should stay to which side?



What should you do if you see the sign above?



What is the weight limit in tons listed above?



What should you do if you see the sign above?



What is the sign communicating above?



What is the posted speed limit listed above?



What is the sign communicating above?



What is the posted speed limit listed above?



What cargo is not permitted on the roadway according to the sign above?

Section 4

Road Sign Competency

Fill in the blanks under each sign based on the question.



What is the posted speed limit listed above?



What is the sign communicating above?



What is the weight limit in tons listed above?



What is not permitted according to the sign above?



What is the sign communicating above?



What is the sign communicating above?



What is the sign communicating above?



What is the sign communicating above?



What is the sign communicating above?

Section 4

Road Sign Competency

Fill in the blanks under each sign based on the question.



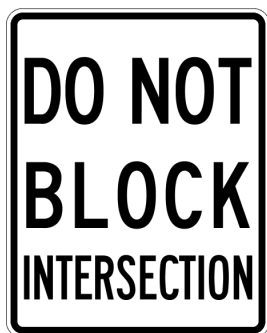
What is the sign communicating above?



What is the sign communicating above?



What is the sign communicating above?



What is not permitted according to the sign above?



What is the sign communicating above?



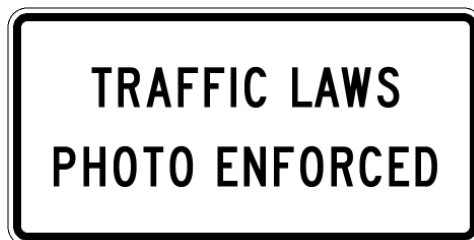
What is the sign communicating above?



What is the sign communicating above?



What is the sign communicating above?



What is the sign communicating above?
