

## **PERSONAL CONVEYANCE POLICY**

Due to the unfortunate circumstances that a driver may be held up at a dealership or loading yard, any driver that is held up due to an uncontrolled situation more than 90 minutes from the time they first arrived, Proficient is allowing Personal Conveyance (loaded or empty) for the driver to get to the nearest haven. The driver is responsible for notating their reason for using Personal Conveyance in the note section on the ELOG. It must start after arriving at loading or unloading location after 90 minutes. DO NOT get to the loading yard with 60 minutes left on your clock and expect to use Personal Conveyance. Using Personal Conveyance will be logged as off duty time even though it shows in driving mode. You cannot use Personal Conveyance to advance your load or get closer to your destination. It is only to get you to the next closest haven.

Personal Conveyance is not to be used to allow a driver to get to the home terminal. If you are out of hours and only a few minutes from the terminal, you are not allowed to use Personal Conveyance to get back to the terminal. You will be in violation and subject to disciplinary action according to Proficient policies and procedures on HOS.

If you are told or forced to move your truck in the middle of the night by a law enforcement officer while parked at a truck stop, you need to log "on duty, driving" and notate "Personal Conveyance" with explanation on your ELOG.

If you are using the Personal Conveyance option, you must log your reason for usage under "Notes". All Personal Conveyance moves will be audited and approved by the Safety Department.

By signing below, I acknowledge that I have read, understand, and agree to this policy.