Policy Name: HOURS OF SERVICE (HOS) POLICY

Policy Applies to: PODS Operations

Prepared by	Effective Date
Safety	08/01/2026

Purpose

The purpose of this policy is to reduce fatigue-related risks and promote the safe operation of commercial motor vehicles by establishing hours-of-service requirements consistent with applicable federal and state regulations.

Scope

This policy applies to **all associates who operate Company commercial motor vehicles (CMVs)** within the United States. Drivers operating in other jurisdictions are subject to applicable regional requirements.

Definitions

Commercial Motor Vehicle (CMV)
Any vehicle owned, leased, or operated by the Company to transport property, regardless of whether a commercial driver's license (CDL) is required.

Hours of Service (HOS)
Federal and state regulations limiting the amount of time a driver may operate a CMV and remain on duty.

On-Duty Time
All time from the moment a driver begins work or is required to be ready for work until the driver is relieved of all work responsibilities, including driving and non-driving tasks.

Electronic Logging Device (ELD)
A device used to electronically record driving time and hours of service in accordance with regulatory requirements.

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Policy Statement

The Company requires strict compliance with all applicable hours-of-service regulations. No associate shall operate a CMV when doing so would violate HOS limits or when fatigue may impair safe vehicle operation.

Hours of Service Requirements

Short Haul Exemption

The exemption includes the following rule changes:

- Drivers operate consistently within a 150-air-mile radius (172.6 road miles) of their work-reporting location and end each workday there.
- You can remain on duty for up to 14 hours but can't drive more than 11.
- You don't have to take a 30-minute break after 8 hours on duty.
- You don't have to keep a record of duty status (RODS) or use an electronic logging device.
- You must remain off duty for at least 10 hours between shifts.

FMCSA 60/7 Day Rule

Associates operating CMVs outside the Short Haul Exemption shall comply with the following minimum requirements:

- A minimum of 10 consecutive hours off duty before operating a CMV
- A maximum of 11 hours of driving following 10 consecutive hours off duty
- Driving only within a 14-hour on-duty window
- A 30-minute off-duty break when required under applicable regulations
- Compliance with applicable weekly on-duty limits and restart provisions
- The 60 hour rule resets after 34 consecutive hours off duty

Drivers shall not exceed any HOS limitation while operating a CMV for the Company.

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Procedures

FMCSA 60/7 Day Rule

- Drivers must accurately record all duty status events using an approved Electronic Logging Device or authorized alternative when required.
- Drivers must maintain required HOS records and make them available upon request.
- Drivers must immediately cease driving when HOS limits are reached.
- Any ELD malfunction must be reported promptly, and alternative logging procedures followed as required.
- Off-duty time for secondary employment or other compensated work must be recorded and reported.

Short Haul Exemption

- Drivers must clock in and out daily.
- Daily **time records** must be kept, showing: time reporting for duty, time released from duty, and **total hours on duty** (and best practice: total driving time).

Responsibilities

Associates

Associates are responsible for:

- Understanding and complying with HOS requirements
- Accurately recording duty status
- Monitoring personal fatigue and ceasing driving when limits are reached
- Reporting second jobs or off-duty work that affects HOS compliance

Management

Management is responsible for:

- Ensuring drivers are scheduled in compliance with HOS requirements
- Not requiring or permitting drivers to exceed allowable driving or duty limits
- Addressing reported or observed HOS violations promptly

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Safety, and Human Resources

These functions are responsible for:

- Maintaining this policy
- Monitoring compliance trends
- Conducting audits and reviews
- Supporting corrective action and disciplinary processes

Compliance and Enforcement

Failure to comply with this policy may result in corrective action, up to and including termination of employment and removal of driving authorization. Drivers who are disqualified from operating a CMV by regulatory authorities may be permanently removed from driving duties.

Questions

Questions regarding this policy should be directed to Safety or Human Resources.

Policy Review

This policy will be reviewed at least every three years or sooner if operational conditions or regulatory requirements change.

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