Policy Name: NOTIFICATION OF CITATIONS AND DOT INSPECTION VIOLATIONS POLICY
Policy Applies to: PODS Operations

Prepared by	Effective Date
Safety	08/01/2026

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Purpose

The purpose of this policy is to ensure timely notification, review, and management of citations, warnings, and Department of Transportation (DOT) inspection violations issued to drivers or the company while operating vehicles on behalf of the Company.

Scope

This policy applies to **all associates who operate company vehicles**, including commercial motor vehicles, whether operating on duty or off duty.

Definitions

Citation
Any moving violation, warning, or notice of violation issued by law enforcement or regulatory authorities.

DOT Inspection Violation
Any violation issued as a result of a DOT roadside inspection, including driver-related, equipment-related, or operational violations.

Out-of-Service (OOS)
A DOT-issued designation prohibiting operation of a vehicle or driver until required conditions are corrected.

Policy Statement

Associates operating Company vehicles are required to promptly report all citations, warnings, and DOT inspection violations. Failure to report required information may result in disciplinary action. Proper notification ensures compliance with regulatory requirements and supports safe vehicle operations.

Procedures

Notification Requirements

- Drivers must immediately notify their direct supervisor of any citation, warning, or DOT inspection violation received while operating a Company vehicle.
- A copy of the citation or inspection report must be provided as soon as practicable.
- Drivers must also report any moving violations or citations received while off duty in any vehicle no later than the next scheduled work shift.
- Vehicles placed out of service must be reported to management immediately.

DOT Roadside Inspections

During DOT roadside inspections, drivers shall:

- Comply with all inspection instructions and applicable laws
- Enter weight stations and inspection sites when required
- Coordinate equipment repairs or corrective actions with management
- Not return signed inspection documentation without management review

Responsibility for Fines and Violations

- Drivers are generally responsible for fines related to violations within their control, subject to management review.
- Equipment-related violations may be addressed in coordination with management.
- Violations identified as disqualifying under DOT regulations may result in immediate removal from driving duties.

Responsibilities

Associates

Associates are responsible for:

- Promptly reporting all required citations and violations
- Providing complete and accurate documentation
- Cooperating with reviews and corrective actions

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Management

Management is responsible for:

- Reviewing citations and DOT inspection reports
- Ensuring corrective actions are implemented
- Communicating required information across leadership as appropriate

Safety and Human Resources

These functions are responsible for:

- Monitoring compliance trends
- Maintaining records related to violations
- Supporting investigation and disciplinary processes

Compliance and Enforcement

Failure to comply with this policy, including failure to report citations, warnings, or DOT violations, may result in corrective action up to and including termination of employment and removal of driving privileges. Violations will be reviewed in accordance with applicable Company safety and disciplinary policies.

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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