

1. Purpose

To set forth policies and procedures for protecting company resources and consigned customer cargo from acts of terrorism, hijacking, theft, and/ or intentional destruction. Company resources include, but are not limited to its personnel, equipment, facilities, and electronic media.

2. Scope

These policies and procedures apply to all company operations and functions.

3. Responsibility

The Company's Director of Safety is responsible for the overall coordination of the Company's Security Plan. Each department head and terminal/facility manager is accountable for the proper and timely administration of this directive within his/her assigned area(s) of responsibility. A dispatched driver is responsible for strict adherence to the precautionary security guidelines set forth in this directive. These guidelines are designed to help safeguard a driver's personal safety, as well as to protect other company resources and consigned customer cargo.

4. Methods

4.1 Commitment to Security – The Company is totally committed to safeguarding the personal security of its employees and lease operators, and to protecting all other company resources and consigned customer cargo from acts of terrorism, hijacking, theft, and/or intentional destruction.

4.2 The Company's Director of Human Resources shall ensure that comprehensive and thorough criminal background checks and previous employment verifications are completed on all applicants seeking employment or lease operator contracts with the Company. Driver applications shall be processed and evaluated in accordance with the provisions of Company Policies – CP 1.10.1 and CP 1.12.1. The Director of Human Resources will ensure personnel files are properly maintained in a secure and confidential manner.

4.3 Security Awareness Training - At least annually, each terminal/facility manager shall ensure that all assigned HAZMAT Employees view the safety video titled, "Truck Driver and Cargo Security", or its corporate approved equivalent. In addition, each HAZMAT employee shall annually read this directive in order to meet the federally mandated HAZMAT training requirements. A HAZMAT Employee is defined as any employee who performs any task covered by the Hazardous Materials Regulations. The initial viewing of the training video shall be a mandatory component

of company orientation training. In addition, each department head and terminal/facility manager will ensure that all assigned employees and lease operators have read this directive.

QF 9.1.401 – Certification of Security Awareness Training, documenting completion of this task shall be executed and forwarded to the Company's Director of Training. A copy will be maintained on file by the department or terminal/facility for a minimum of one year after completion of this security awareness training.

4.4 Secure Routing of Hazardous Material Shipments –

1. No company employee shall accept new hazardous materials business from an unknown broker or potential customer without thoroughly validating the authenticity of the tendered business.
2. Driver and cargo security considerations shall be factored into the determination of each specified transportation route. Such considerations shall include, but not be limited to the avoidance, when possible, of bridges, tunnels, and densely populated areas.
3. Notwithstanding mandated hours of service regulations, concerted efforts shall be made by terminal and Company Network Center (CNC) operational personnel to minimize in-transit driver downtime. The objective of this security measure is to help ensure that a driver, and his/her assigned equipment/cargo have minimal physical exposure to being targeted for acts of terrorism, hijacking, theft, and/or intentional destruction.
4. The Company Network Center (CNC) shall monitor the overnight parking or staging of all dispatched long-haul tractors equipped with communication satellites.
5. During a long-haul trip, the assigned driver(s) shall be responsible for maintaining proper communications, preferably via satellite with the CNC. Such communications shall be in accordance with instructions issued to the driver(s) by the CNC. At a minimum, such routine contact by a driver shall be made every 8 hours. However, a driver shall immediately report to the CNC each potential or actual security threat, safety incident, equipment maintenance problem, or operational issue that is encountered by the driver. The CNC shall keep the driver's domiciled terminal informed regarding the status of a long-haul trip, to include its transportation routing and the estimated return date and time of the assigned driver and equipment.

4.5 Driver and Cargo Security –

1. A driver shall conduct a thorough pre-trip vehicle inspection before each trip. Furthermore, a walk around vehicle inspection and security check must be completed by the driver after each loading and unloading of cargo, as well as after each time he/she takes a rest break. Any and all noted problems or concerns shall be addressed prior to the unit continuing in operation.
2. While on a dispatched load, a driver shall not discuss information related to his/her consigned cargo, planned transportation route, or product pickup and delivery schedule with any person(s) other than an authorized company employee.
3. A driver shall shutdown and secure his/her assigned tractor when it is not in operation. Its doors must be locked, windows closed, and the unit's ignition key removed.
4. A tractor and/or trailer shall not be left unattended by a driver without proper security safeguards being taken. A unit will only be parked or staged in a company authorized location that has a high level of lighting, visibility, and security. No mobile equipment operated by the Company shall be parked on or within 5 feet of the traveled portion of a public street or highway, except for brief periods when the necessities of operation require the vehicle to be parked and make it impracticable to park the vehicle in any other place. Furthermore, said equipment shall not be parked or staged on private property (excluding premises of a fueling or eating facility) without the knowledge and consent of the Company, and the person, who is in charge of the property, and aware of the nature of the hazardous material(s) the trailer contains.
5. Each driver shall remain aware, alert, and observant of his/her surroundings. Any suspicious act(s) that is observed should be immediately reported by the driver to his/her terminal or the CNC. Immediate reporting to law enforcement authorities can be accomplished by telephoning (911).
6. A driver, who believes that an act of terrorism, hijacking, theft, and/or the intentional destruction of his/her assigned equipment is or may be in progress should attempt to keep the tractor/trailer moving in a safe and prudent manner. Such movement should continue until the attempted act has ceased and/or law enforcement authorities have been notified. However, the driver retains the right to exercise

good judgment, as to whether to stop or keep the unit moving based on the degree of perceived threat to his/her personal safety. In the event that a tractor with a "Mack Co-Pilot/VIP Theft Deterrence System" security system is

commandeered from a driver, the driver should attempt to ensure that the tractor's ignition is turned-off prior to its departure from the crime scene. This action will reset the equipment security feature.

4.6 Facility and Yard Security – Each terminal/facility manager shall ensure that the following security measures are established and maintained for his/her assigned facility and equipment.

1. No unauthorized or unescorted visitor(s) shall be allowed to venture for any reason or at anytime beyond the terminal or facility's reception area.
2. All tractor ignition keys that are not in-use will be secured in a locked key safe. Such a safe will be locked at all times, except when a key(s) is needed or is being returned to the safe.
3. Terminal facility yard checks will be conducted by designated personnel at a frequency rate of not less than once per day. As designated in writing by the Company's Vice President of Safety and Compliance, in consultation with the Vice President of Operations, a terminal with a high risk security exposure may be required to conduct more frequent yard checks, to include after hours and on weekends. Each yard check will be documented to depict the following information:
 - a. The date and time of the yard check;
 - b. Loaded trailer identification numbers;
 - c. Empty trailer identification numbers;
 - d. All parked/idle tractor identification numbers.

All assigned mobile equipment shall be accounted for by the terminal/facility. Any tractor, trailer or other vehicle appearing on the yard which cannot be identified shall be physically and cautiously inspected and investigated. Any tractor and or trailer shown as being at the terminal/facility, but not accounted for during the yard check shall be immediately addressed and followed-up on in order to determine its current location and status via the use of the applicable loading planning records. Any unauthorized person(s) or vehicle(s) discovered during a yard check shall

be reported to local law enforcement or to the appropriate company official(s).

4. Loaded Haz-Mat trailers shall not be parked or left unattended at a terminal/facility or any other location without the prior approval of either the Company's Vice President of Operations, the applicable Area Manager, or a CNC supervisor.

All loaded trailers parked or staged at a terminal/facility shall be positioned in direct view of the terminal/facility's operations center, or visually monitored via the use of video camera(s).

5. Dropped loaded trailers will be parked or staged in compliance with the provisions of paragraph 4.4 in Company Policy – CP 2.5.1.

4.7 Electronic Media Security – The security of electronic media and equipment, as well as its use within the Company shall be in accordance with the provisions of Company Policy – CP 1.4.3.

5. References

Company Policy - CP 1.4.3	Electronic Communications
Company Policy - CP 1.10.1	Hiring of Drivers
Company Policy - CP 1.12.1	Driver Employment
Company Policy - CP 2.5.1	Hazardous Materials Routing and Parking
Company Policy - CP 3.3.1	Transportation Networking
Quality Form - QF9.1.401	Certification of Security Awareness Training

SECURITY AWARENESS TRAINING

TERMINAL#: _____
DATE: _____
EMPLOYEE # _____
SUBJECT: SECURITY

I HERBY ATTEST AND AFFIRM THAT I HAVE READ AND UNDERSTAND McKENZIE TANK LINES, COMPANY POLICY-CP 9.1.1 PERTAINING TO THE COMPANY'S SECURITY AWARENESS PROGRAM.

AS PART OF MY SECURITY AWARENESS TRAINING AT I HAVE VIEWED THE VIDEO (TRUCK DRIVER AND CARGO SECURITY)

ANY QUESTION OR CONCERNS EXPRESSED BY ME REGARDING CP 9.1.1 AND THE TRUCK DRIVER AND CARGO SECURITY VIDEO HAVE BEEN ANSWERED TO MY SATISFACTION BY THE MANAGER OF THIS FACILITY

SIGNATURE

PRINT