



**Are you looking for
Freedom, Flexibility, Great Pay
And The Opportunity To Work
With Other Like-Minded
Professionals?**

***Driveaway USA* can offer you an Independent Contractor driving position delivering vehicles nationwide. As an Independent Contractor with *Driveaway USA, Inc.*, you will choose what parts of the country you will deliver vehicles, as well as choosing contracts that fit your schedule.**





WHY CHOOSE TO DRIVE FOR *DRIVEAWAY USA, INC?*

Driveaway USA has filled the transportation needs of Americans since 1959. Our continued growth in the transportation industry comes from our commitment to deliver reliable, affordable, premium service. At *Driveaway USA* we realize that our success in the years to come depends on the drivers we hire today. Our customers are body manufacturers, fleet companies, dealers, and private individuals. Our customers are located in all 48 states and there are a few located in Canada. 90% of the trucks that you'll deliver are new. You will not haul freight. You will deliver single units only (No decking or piggyback).

The Driveaway USA Mission Statement

Driveaway USA delivers vehicles throughout the United States for various manufacturers, dealers, corporations and commercial fleets, who depend on us for reliable, timely and safe delivery. We improve our customer's profitability by creating custom transportation programs that consistently deliver cost benefits, accurate scheduling and improved logistical results. Our friendly, professional staff is committed to delivering real time information and communication on all vehicle shipments. We move vehicles...and deliver peace of mind.



WHAT ARE *DRIVEAWAY USA*'S BELIEFS & VALUES?

We partner with our customers to mutually build our businesses by providing excellent service. In all of our interactions with our customers, we will demonstrate that we value our relationships by:

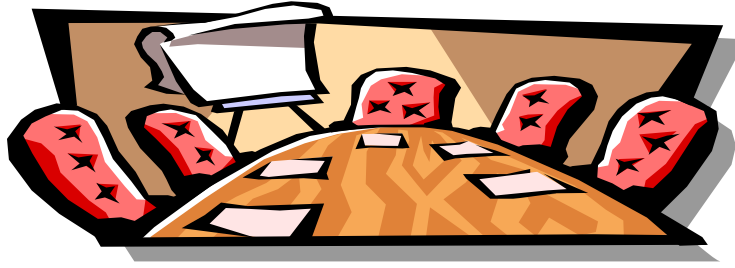
- Treating all persons with respect,
- Communicating with honesty and integrity,
- Responding quickly to their needs.

We create an environment for our employees and contractors that:

- Encourages personal growth through shared responsibility and input into the business,
- Nurtures and supports family life,
- Fosters a small company atmosphere,
- Promotes and insures DOT Compliance and Safety First.

We give back to the community by:

- Supporting community activities that build families,
- Offering free transportation services for special non-profit projects.



HOW DO I QUALIFY?

- **LICENSE**

Class A or B (with Air Brake Endorsement) Commercial Drivers License.
Current Department of Transportation Medical Card.

- **COMPLETED APPLICATION**

Complete the driver application with accurate and honest information:
Omitted information can result in an immediate termination or non-hire.
Completed Independent Contractor Agreement.

- **GOOD DRIVING RECORD**

We do check your MVR, so please list all accidents and tickets. We do not select applicants that have more than 3 tickets in the past 3 years. Applicants with convictions of DUI, DWI, or a C&I within the last 5 years will not be considered.

- **REFERENCE CHECK**

We will contact your past employers to confirm your employment history.

- **DRUG SCREEN**

\$42.50 (You pay at the time that you take the screening)

We will reimburse you after you have driven for 30 days.

Positive drug screen results will be grounds for contract termination or non-hire.

*If you feel that you need help to overcome an addiction please call National Substance Abuse Hotlines at (800) 378-4435 or (800) 262-2463.

- **ORIENTATION**

Attend approximately a two hour orientation meeting.

View Safety and New Hours of Service videos

- **THE QUALIFICATION PROCESS CAN TAKE UP TO ONE WEEK.**

Time can vary depending on the holidays and time of year.



HOW DO I GET PAID?

The Contract Pay Rate = (# Miles) X (Pay Rate)

○ **Contract Pay Rate Determination:**

The pay is according to the class of truck that you are driving. Mileage is determined by the computerized mileage guide PC Miler.

Example: Independence, KS to Covina, CA

$$1507(\text{Miles}) \times .50(\text{Class A}) = \$ 753.50$$

**More examples available upon request*

Driver Pay Rate

Description	Pay Rate
< 26,001 GVWR (Class C).....	\$.40 PER MILE
>26,000(Class B/A).....	\$.50 PER MILE

**See additional pages for other contract and additional pay information*

Fuel

We reimburse fuel in all units. We do ask that you are still be conscious about your fuel purchases as if they were coming out of your pocket.



ADDITIONAL DRIVER PAY INFORMATION

Direct Return Trips

Any direct return trip (Pick up from exact deliver location going back to exact pick up location) will pay \$0.10 less per mile. This has always been company policy.

Minimum Pay

There is a minimum base pay of \$155.00 (prior to any advances). You will not be paid any less for a run unless discussed at dispatch.

TOLLS

Drivers are responsible for their own tolls. Driveaway USA, Inc. will reimburse for tolls east of the Mississippi River.

REIMBURSEMENTS

All drivers are required to inform dispatch of all reimbursable expenses prior to delivery in order to insure that you are reimbursed. (3/15/05) Failure to submit a receipt for these expenses will result in the driver not being reimbursed.

RETURN OF PAPERWORK

Drivers can submit paperwork by bringing into the office or by USPS, FedEx, or UPS.



MORE ABOUT PAY

- **Settlement Periods**
Pay is processed weekly. All paperwork received by 5pm on Friday will pay the following Friday. We offer payment by check or direct deposit.
- **We will pay or reimburse you for:**

Permits, tolls east of the Mississippi River, fuel and miscellaneous items for the vehicle (oil, coolant, wipers, fuses, etc.)
We will provide you with a fuel card and a small advance (if necessary) for travel incidentals (Which will come out of your pay)
Reported breakdowns and necessary repairs.
- **Very Important!** - In order for your settlement to be processed by our accounting department we must receive the following:
 - Completed Bill of Lading
 - Logs for all units-including all on duty, off duty, previous seven days, etc.
 - Completed trip reports (Only Class A and B units & operates on Diesel Fuel)
 - Fuel Receipts (with trip envelope)
 - Receipts for reimbursable expenses
 - Completed Accident reports (If applicable).
- **Very Important! Incomplete paperwork will be returned to you for completion and can cause delay in processing-No Exceptions.**
- **As an Independent Contractor** you will pay for ALL of your own necessities, such as:
 - Any tolls
 - Driving infractions and fines.
 - The transportation to and from the truck
 - Road service on vehicles that run out of fuel. (Sometimes the fuel gage does not work, so it is your responsibility to stick the tank/ estimate the MPG.)

As an Independent Contractor, It will be important to save ALL copies of your receipts to successfully complete your taxes.



VEHICLE DAMAGE

Driveaway USA provides insurance on all vehicles while they are in transit. If damages are occurred to a unit due to driver fault or neglect, the driver then may be responsible for repair charges to said vehicle. These damages include, but are not limited to:

- Food/Drink Stains

- Cigarette Burns

- Vehicle damages due to accident

- Failure to complete inspection reports at pick up and delivery

Damages caused by acts of God as well as some mechanical failure are subject to review.

It is very important that you complete all inspection reports, notify all parties of any damage found at pick up, delivery, and while in transit. Vehicles are not to be smoked in!



WHAT ARE THE CONTRACT EXPECTATIONS?

Choosing a trip:

- Contact dispatch and choose the trip you want. Dispatch is assigned on a first come first serve basis and changes daily.
- You must contact us each day Monday through Friday before noon if you are on the road for us. If you pick up after noon, call upon pick up. (So we know that you are safe, can advise you of changes, and notify our customer of delivery status.)
- Follow through on your word (let us know if there are any changes as soon as possible).

Complete the following paperwork:

- **Bill of Lading**

Complete a Proper Condition Report

Sign, Date, Time, and fill in the Condition Report. Write in other problems in the lined area.

Submit to the office

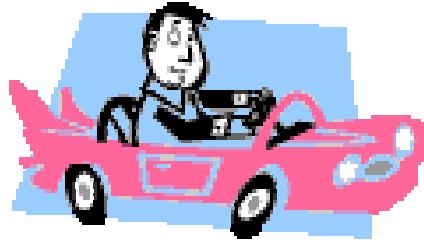
- **Trip Envelopes & Logs**

Your log and trip envelopes will need to be turned in with your bill of lading.

Your log & trip envelopes need to be filled out Completely and thoroughly checked over. Do not take short cuts! You can get fined if anything is wrong.

We need a copy of all your fuel receipts with the Trip Envelopes.

****Trip Envelopes are required on Class A and B Diesel units Only. Class C units do not require a trip envelope.***



CONTINUED CONTRACT EXPECTATIONS

o Minimum Daily Standards

Never smoke in a vehicle.

Check ALL fluids at the Origin and daily while en route.

Check ALL gages, fuel tank, and tire pressure.

Call the office before noon Monday thru Friday to report in.

Report any purchases made for the trip/vehicle (tolls, fluids, etc)

o Breakdowns

Inspect the truck at the Origin to determine DOT road worthy condition. (If repair is available have them completed)

While you are in transit there is a \$100.00 budget to make any necessary repairs and go on. (Report this to us either before 5 p.m. on weekday or the following day)

If you breakdown ALWAYS make sure the truck is parked the shoulder out of the traffic lane—if it is not please tow the unit ASAP. (We want the truck off the road immediately to prevent hazard to yourself and/or others)

If the truck is new and under warranty:

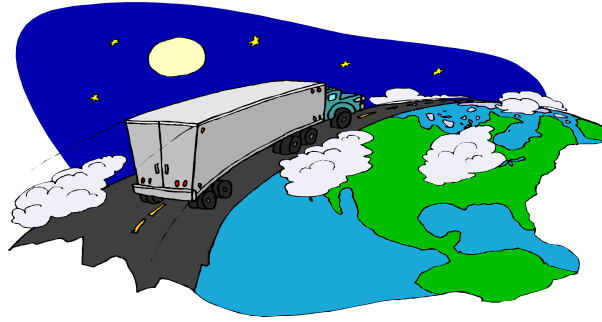
1. Please call one of the emergency phone numbers that is located in the back of your permit book (also check in the truck)
2. Identify the nearest dealer to you .
3. Call the dealer and tow the unit to the dealer for the repair.

o Pre-Delivery

At the last fuel stop check all fluid levels.

Clean out the unit of all trash.

While in transit, attach your plates to the truck and always display DOT information on the sides of each vehicle door.



COMMON QUESTIONS

Do you have a minimum activity policy?

We ask contractors complete at least one (1) trip every 30 days with a total of 1,000.

Where will I deliver to?

We are busy year round serving all 48 states and Canada. Drivers are expected to deliver to any of the 48 states. This ensures the best service to our customers.

What is your dress code?

We do not have a standard dress code. We do ask, however, that you use your best judgment when picking up and delivering a vehicle. We expect you to have groomed hair and recently bathed (time spend in a hot vehicle can produce body odor, please manage your hygiene accordingly). The image you project reflects on you, Driveaway USA, and the customer you are delivering for.

Do I need a cell phone or lap top computer?

You will need a cell phone. You can purchase a prepaid phone at a low price at almost any Wal-Mart, Target and K-Mart stores. You do not need a laptop, but many drivers find them to be a convenience.

Do I need to log empty miles?

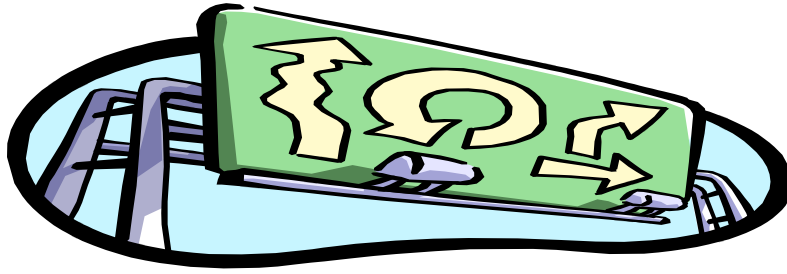
No, upon the delivery of a unit DOT will allow you to go off duty until your next trip, however, you are required to submit all off-duty logs to the company.

Can I get two loads that run together?

There are many times when dispatch will have multiple units to be delivered to the same destination.

Are there round-trip trips?

Yes, we occasionally have round-trip options. You will need to check with the dispatcher to arrange round-trips.



A FEW SUGGESTIONS FOR SUCCESS

- o **Weather**

It is best to check the road conditions, especially in the winter season. There is a Road Condition Hotline sheet located in the back of your book.

- o **Transportation**

Transportation should be arranged prior to assigning. (Always have a Plan B). You may call the following for further rate and scheduling questions:

Airlines: Excellent method of transportation, but very costly. The following are discounted websites for airfare

www.priceline.com www.hotwire.com www.travelocity.com

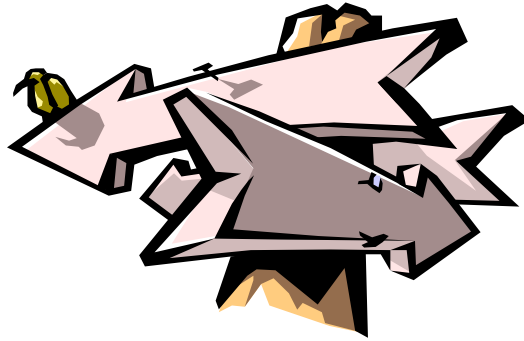
Trains: Amtrak offers a national pass, however, traveling by train can be inefficient based on the locations of your delivery points.

Rental car : Rental cars are available for business use only. We have business accounts for rental options. If you want a rental, we need to make it in advance. We don't automatically assign them so you will have to inform us if there will be a need.

Taxi, Local Bus and Shuttle: Using city transportation can reduce your transportation costs.

Bus: You may purchase discounted tickets from our office for bus transportation from KC to Independence, KS (inquire with dispatch). You may purchase an Ameripass from Greyhound for unlimited miles if you plan to be on the road for a while.

You can obtain Ameripass information by calling Greyhound or logging onto their site ... www.greyhound.com



A FEW DRIVER GUIDELINES

- If you come across a rude, obnoxious driver or customer, we ask that you don't react with the same approach. Remember two wrongs don't make a right.
- Some customers may offer you a ride to transportation or the use of their phone. It isn't their job to provide any transportation for you. If they do so, consider it a compliment and a bonus.
- When you are picking up a truck, check the truck thoroughly (Fluid levels, Tires, Dents, lights and general condition). If it is dark out make sure that you have it in proper lighting. You can move it under a street light.
- Always Double-check the serial /unit numbers to be sure that you are transporting the correct unit. Some units have the same key types, so you might have the right key with the wrong truck. ***(If at anytime the customer changes your unit or serial #, please contact the office for approval. Never assume the serial /unit # are correct, you need to verify.)***
- If you ever run into a problem at delivery, pick-up, or breakdown get to a phone where you can speak freely so that we can help you solve the problem.
- When you deliver the unit you must call and/or fax the bill of lading to the office, or leave voicemail confirmation.
- Every run must be done in a professional manner.



EMERGENCIES

During office hours please call at the office

After office hours, please call the after hours number provided

NOTE: When you call the office after hours be sure to have a call back phone number ready.



**Thank you for taking the time to
fill out an application with**

Driveaway USA

**In the event that you have any questions
about the position offered, please feel free to
contact anyone on our staff. We look forward
towards working with you.**

Driveaway USA, Inc

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