



To: ALL COMPANY DRIVERS
ALL CONTRACTORS
ALL CONTRACTOR EMPLOYED DRIVERS

From: SAFETY DEPARTMENT

Subject: UNAUTHORIZED PASSENGERS

FMCSA §392.60

- (a) Unless specifically authorized in writing to do so by the motor carrier under whose authority the commercial motor vehicle is being operated, no driver shall transport any person or permit any person to be transported on any commercial motor vehicle other than a bus. When such authorization is issued, it shall state the name of the person to be transported, the points where the transportation is to begin and end, and the date upon which such authority expires.

The movement of unauthorized passengers is expressly forbidden by the Department of Transportation's Federal Motor Carrier Safety Administration regulation listed above, as well as a breach of agreement, which Premier Transportation has with its insurance carrier.

Premier Transportation has no desire to lose good contractors or drivers. Premier has a Guest Passenger Authorization Program for just this purpose.

Premier Transportation cannot permit movement of unauthorized passengers in any of its controlled motor vehicles. Violations of this nature will be grounds for immediate termination of employment or cancellation of contract.

The purpose of the Guest Passenger Program is to honor our safety experienced full-time drivers with the opportunity to take a family member with them. It is our hope that this program will help the guest passenger of our safety-conscious driver to gain a better understanding of the duties & responsibilities of a professional truck driver. It will also enable our guest passenger the ability to identify & support their family member with the everyday hazard & stress encountered on each trip.

REQUIREMENTS FOR PARTICIPATION

The guest passenger of a Premier Transportation ("The Company") controlled motor vehicle must be a family member authorized by the company to accompany the authorized full-time driver, and must have completed and signed the Guest Passenger Release along with providing the following information to the Safety Department:

2 forms of ID are required for each passenger (must be legible once faxed)

- SPOUSE:**
- 1) Valid driver's license (No CDL allowed) or State issued photo ID card
 - 2) If last name is not the same as the driver: a Marriage Certificate with the spouse's married name
 - 3) Social Security Card with same name as other ID submitted from # 1 or 2
-
- CHILD:**
- 1) Minor Child form completed & signed by Guardian parents, (which the driver must be listed as a guardian) returned to the Safety Department
 - 2) Birth Certificate and/or Social Security Card
 - 3) Current photo (Must be clear after fax. For best results, this may be emailed)
-
- OTHER FAMILY MEMBERS:**
- 1) Must be over the age of 18
 - 2) Valid driver's license (No CDL allowed) or State issued photo ID card
 - 3) Birth Certificate and/or Social Security card
 - 4) Proof of relation if last name is not the same as the driver
 - 5) **Immediate family members only**

GUEST PASSENGER RESTRICTIONS & LIMITATIONS

- NO REQUEST FOR GUEST PASSENGER AUTHORIZATION CAN BE MADE IF THE GUEST IS PREGNANT, RECEIVING TREATMENT, FOR ILLNESS, OR UNDER DOCTOR'S CARE FOR ANY PHYSICAL, MENTAL, OR OTHER HEALTH REASON
- UNDER NO CIRCUMSTANCES WILL A GUEST PASSENGER BE ALLOWED TO DRIVER A TRACTOR/TRAILER NOR PERFORM ANY DRIVE-RELATED FUNCTIONS (Loading/Unloading, Fueling, Repairs, etc.)

SPECIFICALLY EXCLUDED

- No Hitchhikers
- No children under 12 years of age
- Maximum age limit is 70 years of age
- Only one (1) guest passenger is allowed at any one time
- Company reserves the right to deny passenger authorization for any reason

REQUIREMENTS FOR QUALIFYING A FULL-TIME PREMIER TRANSPORTATION REGULATED DRIVER FOR THE GUEST PASSENGER PROGRAM

- 1) Driver must be qualified with Premier Transportation as a driver for at least 60 days.
- 2) Send completed form with attached guest passenger required documents to Safety Dept.
- 3) Fax to Safety Dept. at **404-675-1964**
- 4) Safety Dept. responsibility:
 - Review MVR, accident, & violation history
 - Must not have more than 7 internal company points
 - Signed off by required company managers

**Call Safety at 1-800-988-9801 or 404-675-1950 (x 1055) with any questions.
All forms available at any terminal or through the Safety Dept.**

GUEST PASSENGER AUTHORIZATION

(Federal Motor Carrier Safety Regulation 392.60)



323 Cash Memorial Blvd. Forest Park, GA 30297 1-800-988-9801 FAX: 404-675-1964 Attn: Safety Department

DRIVER'S NAME: _____ **DRIVER #** _____ **SSN:** _____

As a full time driver, operating a Premier Transportation Controlled Motor Vehicle, you have been approved and authorized to transport the following person: _____ from the beginning point of _____ (Passenger's Name) _____ to the ending point of _____ (City/State) _____ (City/State)

The guest passenger is at no time authorized to operate the equipment, perform any driver related functions, or have any interaction with the customer or product. With the carriage of passengers, you must comply with all rules and regulations set forth in the Federal Motor Carrier Safety Regulations and Premier Transportation Policy.

Today's Date: _____

Full-Time Driver's Signature

Authorizing Premier Transportation Manager

GUEST PASSENGER RELEASE

TO BE COMPLETED BY THE PASSENGER

In consideration of granting to me by Premier Transportation ("the Company") permission to ride as a passenger in one of the company trucks from the beginning point and ending point as described above,

I, _____, hereby release and discharge the Company, its agents, _____ (Print Passenger's Name) employees, and officers from all claims, demands, actions, judgments, and executions which I ever had, or now have, or may have, or which my heirs, executors, administrators or assigns may have, or claim to have against the Company, its successors or its assigns, for all personal injuries, known or unknown, and for all injuries to property, real or personal, caused by or arising out of the above described authorization.

I understand that authorization for this trip begins at _____ (City/State) and ends at _____ (City/State)

I have read this release and understand all of its terms. I execute it voluntarily and in full knowledge of its significance. I am also of legal age (18) and sign this release of my own free will or I am 12 to 17 years of age and my legal guardian is the above named authorized full-time driver for Premier Transportation who will be taking full responsibility for the knowledge and significance of this release and to my legal rights hereunder. IN WITNESS WHEREOF, I have executed this release at _____, this the _____ day of _____, 2009. _____ (City/State)

Full-Time Driver's Signature

Passenger's Signature

PASSENGER'S RELATION TO PREMIER DRIVER: _____

Driver: YOU ARE NOT PERMITTED TO CARRY A PASSENGER UNTIL THIS FORM IS COMPLETED BY PREMIER MANAGEMENT & RETURNED TO YOU. IT MUST BE KEPT IN YOUR TRUCK AS LONG AS THE ABOVE PASSENGER IS BEING TRANSPORTED.

FOR OFFICE USE ONLY:

EXPIRATION DATE: _____

AUTHORIZING PREMIER TRANSPORTATION MANAGERS

Donald W. Haney
Safety Director

Tim Pilato
Executive Vice President

Bill Laing
Vice President Operations

- Terminal: Keep copy on premises
- Home Office: Scan in driver's permanent file
- Driver: KEEP COPY IN TRUCK AT ALL TIMES & BE PREPARED TO SHOW TO DOT UPON REQUEST

Updated: 03/2009

MINOR CHILD VERIFICATION & AUTHORITY AUTHORIZATION

for Guest Passenger Authorization
(Federal Motor Carrier Safety Regulation 392.60)

DRIVER'S NAME: _____ **SSN:** _____ - _____ - _____

(PLEASE PRINT)

Tractor # _____

This is to verify that I, _____, have full-time custody of the minor child, _____, and verify the attached are true and correct documents establishing proof of custody.

ATTACHED: (Check items that apply)

_____ Birth Certificate _____ Social Security Card _____ Photograph

_____ Other: _____

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

PREMIER TRANSPORTATION AUTHORIZED WITNESS:

_____ Date: _____

AUTHORIZING PREMIER TRANSPORTATION MANAGERS

Donald W. Haney
Safety Director

Tim Pilato
Executive Vice President

Bill Laing
Vice President Operations

- Driver: Keep copy in truck at all times
- Terminal: Keep copy on premises
- Home Office: Scan in driver's permanent file

Updated: 08/08



323 Cash Memorial Blvd.
Forest Park, GA 30297
1-800-988-9801 FAX: 404-675-1964
Attn: Safety Department