



WHEELER BROTHERS
TRUCKING, LLC

Owner Operator Handbook

Wheeler Brothers Trucking LLC

1240 Airport Parkway, Suite 3203

Greenwood, IN 46143

Phone: 317-533-2703

Dispatch Texting Line:
317-619-2655

Recruiting Cell Phone: 317-296-1683

Dispatch office hours: M-F 0700 – 2200 Est

Hours of operation: 24/7 /365

CEO

Dallas Wheeler

CFO

Dalton Wheeler

Dispatch

Dallas, Tonya, Bryttney, Josh, & Dale

Safety & Compliance

Responsible for maintenance, safety, driver records and Electronic Logs Dale Snavelly

Human Resources

Responsible for orientations, updating driver personnel files, recruiting and random drug/alcohol test notifications. Bryttney Carey

Administration

Responsible for AP/AR, vacation, payroll & billing

Dalton Wheeler and Tonya Wheeler

Those questions can be taken M - F 0900 – 1500 EST

DRIVER INFORMATION SHEET

Driver Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Number: Primary: (_____) _____ Secondary:(_____) _____

Date of Birth: _____ Social Security Number: _____

Can you legally be employed in the United States? _____

Have you ever driven for Wheeler Brothers before? _____ If so, When? _____

Expediting Experience? _____ Years of Experience? _____

Rate per mile expected. _____

Emergency Contacts:

Emergency Contact Name: _____

Emergency Contact Number: (_____) _____ Relationship: _____

Emergency Contact Name: _____

Emergency Contact Number: (_____) _____ Relationship: _____

Health Concerns that we need to be aware of: _____

Phone Service & Email Address – Mobile PCS set up

Cell Phone Carrier? (Sprint, Verizon, etc.) _____

Email Address: _____

Vehicle Cargo Dimensions

Provide INSIDE cargo area dimensions in INCHES & POUNDS

Need to be as PRECISE as possible

Rear door opening – Width & Height - Width _____ Height _____

Between Wheel Wells – Inside Measurement – Width _____

Length from rear door to front bulkhead, if no bulkhead then to the back of seats – Length - _____

Total Gross Weight Capacity Sprinter/Cargo Van can haul – Weight - _____

Vehicle Year _____ Make _____ Model _____

Dock Height? Yes/No _____ Lift Gate? Yes/No _____ Loading Door? Barn or Rollup _____

Owner Operator

- As a contracted driver, you can choose when you are available, along with what you want to do. Wheeler Brothers Dispatch will call and/or text to check in every morning. Please let dispatch know when you are available and what you are interested in doing that day. (Distance, Direction, ETC.)
- Once a contractor makes themselves available for a shipment, WB Dispatch will continuously look for a shipment until you notify dispatch that you are not available. **If a contractor moves, they will need to call and make themselves unavailable and/or let dispatch know where they are going so, we can search ahead.** Wheeler Brothers is not exclusive, contractors are able to run for multiple carriers if they choose to. It is the contractor's responsibility to communicate when they are off the board, or they receive a load from a different carrier. **Communication is the most important thing between Wheeler Brothers and its contractors.**
- All contractors will have a copy of our Load Procedures. It gives step-by-step instructions on how to properly execute running a load under Wheeler Brothers Trucking. **Each step is a requirement per our customer's request.**
- **Wheeler Brothers Trucking LLC strives to give great customer service to our customers, and we ask the same from our drivers, contractors, and partner carriers.**
- If a contractor is available, please let us know if you're moving, sitting at home or off for an hour for lunch, etc. If we cannot communicate properly, we are not able to dispatch properly. Please be courteous and keep us updated. It makes it extremely hard to bid on freight for drivers if we do not know where they are at.
- **The paperwork that is given at the pickup will be either the Bill of Lading (BOL) and/or Packing List. This is the paperwork that needs to be signed at the consignee with a legible FIRST/LAST NAME OR FIRST INITIAL/LAST NAME and sent to dispatch IMMEDIATELY after delivery.**
 - **Four ways to send Wheeler Brothers Dispatch Signed BOL's once delivered**
 - **Picture text to 317-619-2655**
 - **Fax it to 317-789-3077**
 - **Drive Axle via smart phone to dispatch@wbcompany.net**
 - **Upload directly to WB's portal via the PCS Mobile**

Settlement

- Settlement will be cut by check every Friday and will be available for pickup at 1600(Est). Anything you do between Monday at 0001est and Sunday at 2359est, will be paid the following Friday. Settlements can be held until proper paperwork is turned in.
- If there is a discrepancy on a check, Contractor has 5 days of receiving your check. After the 5-day period, Wheeler Brothers is not obligated to adjust any pay.
- Only the administrative department with coordination from the Operations Manager can adjust a Settlement.
- **All contract drivers must send in their signed Bill of Lading within an hour of making the delivery; This is a requirement from customers. You can Fax, Email, or upload a clear copy through our app. They must be clean and clear copies.**
- If for any reason the signed BOL's are not turned into Wheeler Brothers, it will delay the settlement from that shipment until we receive a clear copy or the original page.
- As a contractor, all costs accrued while running for Wheeler Brothers is your responsibility.
- Signed BOL's are to be turned into Wheelers Brothers Dispatch every Monday no later than 1700 est, for all runs that were completed from the previous week. If originals are not turned in, it can and will delay the payment status for that particular run.
 - If a customer deducts payment from shipment due to not receiving paperwork, the deductions will be forwarded to the contractor's settlement.
 - The customers require a CLEAR copy or scan/fax within an hour of delivery. Contractors are required to keep the originals for a minimum of 45 days or turn them into dispatch. Some customers may take several weeks to go through our load confirmations, and they may ask for a clearer copy of the signed BOL.
- Wheeler Brothers pays all owner operators by the mile generally. Runs going out range anywhere from \$.80 a mile upwards to \$1.00-\$1.05 a mile, depending on where it's coming out of and where it is going to. Back Hauls can range as low as \$.70 upward to \$.80-\$.85 a mile. Unlike most companies not only do we load our drivers out, but we also load our drivers back.
- All miles that are being paid to driver are configured in the system from zip code to zip code.

PROCEDURE FOR DOING A LOAD

Dispatch Assigns the Load:

Dispatch will contact you with the phone numbers you have on file. Please keep this current, your bill/minutes paid up and your phone on you when available. Dispatch will call you to let you know you have a load. Once you are called, dispatch will give you the following information via PCS Mobile, if you do not have the capability to get PCS Mobile, we will send in a text:

- Pick up Location and time of pick up (Shipper info)
- Delivery Location and deadline information (Consignee info)
- Customer to be billed (Bill to info)
- Load number and any required pickup numbers.

At the Pickup:

- **UPDATE DISPATCH IMMEDIATELY VIA PCS MOBILE OR PHONE CALL** (at property line, not when backing in) 317-789-3070, option 1.
- Inform the shipper that you are there with Wheeler Brothers Trucking and are there to pick up a shipment heading to the destination given to you by dispatch.
- The shipper will typically load your truck. Please inspect the freight for any damage, get a correct skid count, weight and secure with straps.
 - If a shipper does not allow you access to the dock, please inform dispatch, so they can let the customer know that it is the "Shipper Load and Count".
 - If there is any damage to the freight, make note of it in the description box of the Bill of Lading PRIOR to the shipper Printing their name and signing the BOL. Take as much detail possible.
- Once loaded, UPDATE PCS & CALL DISPATCH with the following information:
 - Shipper/BOL Number
 - Pieces & weight
 - Confirm delivery address listed on the BOL

IN ROUTE:

- During your trip, STAY IN CONTACT WITH DISPATCH!!!! Update PCS Mobile 2 hours with location updates unless requested differently.
- It is **EXTREMELY** important that dispatch is aware of any changes in your ETA for a delivery, If you see traffic backing up, please call dispatch.
- Drivers must give themselves plenty of time to deliver the customer's freight. Our customer calculates the miles to destination divided by 50MPH. If a contractor does not allow at least this much time to make a delivery and are late because they did not allow enough times to make their delivery, this could lead to minimum deduction in pay of 25% or more.

AT THE DELIVERY:

- CALL DISPATCH IMMEDIATELY (at property line not when backing in) 317-789-3070.
- Inform the consignee that you are there to make a delivery.
- Once your vehicle is unloaded, the consignee will inspect the shipment for any damage. If there are any damage, please call DISPATCH IMMEDIATELY! Although this should not be the case as every load is required to be safely secured before leaving the shipper. However, if so, dispatch will inform you of what to do.
- If there is no damage, have the consignee sign and print their name on the Bill of Ladings.
- UPDATE PCS AND CALL DISPATCH 317-789-3070 and give them the following:
 - Name of person who signed for the shipment.
 - Please email, fax, drive axle, or upload a copy to PCS Mobile immediately, the app will automatically scan the document to the correct format and then notify dispatch when you will be ready to go

Wheeler Brothers Trucking LLC

Contractor Agreement

This Contractor agreement is between Wheeler Brothers Trucking LLC and _____ here in after referred to as associate.

1. WBT is engaging the associate for his/her knowledge, expertise, availability, and good faith to complete the pickups and deliveries on behalf of Wheeler Brothers Trucking.
2. All work will be Allocated on a task/assignment basis. Written task/assignment orders will indicate what needs to be accomplished, schedule constraints and deadlines, and not to exceed boundaries. Failure to follow these instructions can result in non-payment to WBT and the Associate for that task/assignment.
3. The Associate will not permit an unauthorized person to deliver customer cargo unless they are added as a driver to your contract.
4. Any Associate tampering or stealing customer cargo will have contract terminated, and the appropriate law enforcement agency will be notified.
5. Any Associate tampering with or stealing WBT property will have their contract terminated, and the appropriate law enforcement agency will be notified.
6. The Associate will be paid at the rate agreed upon. Associate is to keep track of own information for shipments. Associates can obtain this information from PCS Mobile or by asking a dispatch employee. Associate is responsible for sending in clear copies after every assignment in a timely manner.
7. The Associate understands they are an owner operator and do not have any benefits.
8. Associate must dress according to WBT policy. The dress code may vary from Location to Location. Requirements will be provided to Associate.
9. Any associate caught performing a safety sensitive task, while under dispatch or accepting a shipment as such while inebriated will have contract terminated.
10. Associates, in consideration of Wheeler Brothers Trucking entering into this agreement, hereby consent and agree during the term of this agreement and for the period of one year after its termination, not to engage, directly or indirectly, either individually or as an employee, officer, director, shareholder, owner, partner, contractor, or consultant in any entity, in soliciting, transportation or handling business of any customer of WB Trucking served by WB Trucking while ASSOCIATE was under contract to WB Trucking. In addition, during the term of this agreement and for the period of one year after its termination, ASSOCIATE agrees not to solicit, employ or entice and employees of WB Trucking or contractors under that ASSOCIATE shall pay WB Trucking as liquidated damages and not a penalty, an amount equal to thirty-five (35%) of the gross revenue of any and all business obtained by ASSOCIATES by virtue of ASSOCIATE's breach of this non- compete agreement for a period of one year thereafter as just and reasonable compensation to WB Trucking and the parties further agree that ASSOCIATE shall pay Wheeler Brothers Trucking LLC all cost of collecting these liquidated damages,

including reasonable attorney fees. If requested, ASSOCIATES shall provide WB Trucking within ten days of such request, all information and documentation regarding such request, all information and documentation regarding such gross revenues to assist Wheeler Brothers Trucking in verifying that the correct amount of liquidation damages is paid. If any provisions of this agreement are found by the court of competent jurisdiction to be void, illegal or invalid, the remaining provisions shall nevertheless be binding with the same force and effect as if void, illegal or invalid parts were deleted.

11. Wheeler Brothers Trucking LLC can terminate this relationship at any time. Notice of termination may be provided verbally or in writing.

12. No financial benefits, beyond payment for task/assignments completed are offered or implied under this agreement.

13. An Associate agrees to pay all costs associated with covering a shipment they have turned back to WBT after they have accepted the shipment.

14. An Associate agrees to pay all costs for someone to recover shipment they are not able to finish for any reason.

15. Wheeler Brothers Trucking LLC is not obligated to ratify an unauthorized oral agreement or amendment to existing agreements between WB Trucking and the Associate. New or amended agreements between WB Trucking and the Associate require approval and signature by a minimum of two WB Trucking Administrators.

16. The following actions will cause an immediate termination of contract:

- Customer complaints for behavior
- Slander toward the company/theft of company or customer property
- No communication with Wheeler Brothers Dispatch when running a load for WBT
- Damaged freight due to driver not strapping freight accordingly once loaded at the shipper

17. Dress Code should be as followed:

- No sleeveless shirts can be worn at shippers or consignee.
- No "gym" shorts can be worn at shipper or consignee.
- Do not wear any clothing with tobacco or alcohol logos, as well as, obscene saying or gestures.
- For safety reasons, no open toed shoes. While at a shipper or consignee, we recommend all drivers to wear steel-toe shoes when outside of their vehicles, but that is not a requirement.
- We ask all drivers to wear clean and properly fitting clothes under dispatch.

18. We ask that all contractors use the south side of the building closest to the driver entrance for all parking.

19. The Associate understands this agreement supersedes all previously signed agreements.

20. The Associate understands and agrees Wheeler Brothers Trucking LLC, Wheeler Brothers Trucking, Wheeler Brothers and WBT are all the same company.

Signature: _____

Date: _____

Witness: _____

Date: _____

Title: _____

Date: _____

WBT Contact Info: **Phone: 317-789-3070, option 1** **Fax: 317-789-3077** **Email: dispatch@wbcompany.net**

EQUAL EMPLOYMENT OPPORTUNITY (EEO)
SELF-IDENTIFICATION FORM

Qualified applicants are considered for employment without regard to race, religion, sex, national origin, age, marital status, sexual orientation, veteran status, disability, or another protected characteristic.

The employer is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This detachable form will be kept in a confidential file separate from your application for employment.

Name (Last, First, M) _____

Street Address: _____

City, State, Zip Code: _____

Position Applied For: _____

Gender Identification (Check One):

_____ Female _____ Male

Race/Ethnic Identification (Check One):

_____ **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

If you did not check "Hispanic or Latino" above, please select one of the following races/ethnic identifications

_____ **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

_____ **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa

_____ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

_____ **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

_____ **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

_____ **Decline self-identification**

Applicant's Signature

Date: