Melton Truck Lines, Inc.

# Driver Authorization Pass Application Cover Sheet

1. Please read the Request Form in its entirety.
2. Rider pass insurance is mandatory.
3. Fill out the form in its entirety.
4. Do not forget to sign the Request Form in each area requested.
5. The form MUST be notarized if the Request Form is not completed at a Melton terminal.
6. A copy of the passenger's driver license or state issued I.D. MUST accompany the completed form.
7. Identification must be lightened and enlarged in a copy machine before faxing to ensure legibility.
8. Passengers under the age of 18 MUST provide a copy of the birth certificate and signed authorization for the other parental unit. (Underage passengers MUST be 10 years or older and be a dependant of/or in the legal custody of the driver)

COMPLETION OF THE RIDER PASS AUTHORIZATION REQUEST IS NOT A RIDER PASS – A RIDER PASS CAN ONLY BE PROCESSED WHEN ALL REQUIRED INFORMATION AND SIGNATURES ARE RECEIVED.
PASSENGERS MAY NOT ACCOMPANY THE DRIVER ON THE TRUCK UNTIL THE RIDER PASS IS ISSUED AND IN THE DRIVER'S POSSESSION (VIA FAX OR HARD COPY).
THANK YOU.

**IF YOU HAVE QUESTIONS, PLEASE CONTACT A SAFETY REPRESENTATIVE.**

RETURN Fax – 918-270-9623

This is a request only. It does not authorize you to have a passenger.

Melton Truck Lines, Inc.

# Driver Authorization Pass Request and Release/Hold Harmless - ADULT

**Driver Name**_____ **Emp #**_____**Truck #**_____

**Passenger Name**_____ **Age**_____ **Relationship to Driver** _____

**BOTH PASSENGER AND DRIVER MUST CAREFULLY READ, COMPLETE, AND SIGN BELOW**

I request permission to accompany the above named driver of Melton Truck Lines, Inc. ("Melton"). I am at least eighteen (18) years old. I consent to any medical treatment or care for any symptom or condition, for whatever cause, which may arise in connection with such travel. **In case of emergency, please attempt to contact the following:**

Name _____ Phone Number _____ Relationship _____

I understand this form is not a "rider pass," and that this form must be properly completed and reviewed by Melton's Safety Department before any rider pass will be issued. I know rider passes must be renewed each year and must be carried in the truck at all times while I am on the truck. I understand that if my rider pass expires or is cancelled for any reason, I cannot ride again unless and until Melton issues a new rider pass. I agree Melton can deny or withdraw rider permission at any time in its sole discretion, and that any rider permission Melton grants is conditioned on my release, indemnity and hold harmless agreement below. In consideration of, and to induce Melton to consider granting me a rider pass and allowing me to ride in a Melton truck, for myself and my heirs, successors and all other persons claiming by or through me, I absolutely release and fully indemnify and hold harmless Melton and its agents, contractors and employees (collectively "Releasees"), from all cost and liability whatsoever regarding any death or injury I may sustain on or off of the truck, even if such death, injury or liability was caused or contributed to by Releasees' negligence or fault or by the condition of any Melton equipment or property. I know the dangers of truck and highway travel, truck stops and loading areas; and of the possibility of accidents, injuries and death—including those wholly or partially caused by the fault of the Releasees. I acknowledge that Melton is relying on this release and indemnity, and that Melton will not grant any rider pass without it. I intend for this release and indemnity to be fully enforced and to survive any termination or expiration of any rider pass which may be granted, and agree that I (and all persons claiming by or under me) shall be stopped from denying or contesting its validity. **I UNDERSTAND THIS PARAGRAPH IS A RELEASE, INDEMNITY, AND HOLD HARMLESS AGREEMENT.**

If a customer refuses to allow a passenger access to its facility, the driver is solely responsible for the welfare or care of said passenger off the truck. Please check your load information and contact your Driver Manager for questions and procedures for these issues. Although we will try to accommodate our employees, we are not responsible to get passengers home or to another location. If you require assistance finding alternative transportation, please contact your Driver Manager.

**Driver authorizes Melton to deduct the monthly Fuel Non-compliance Fee (currently $150.00, subject to change) if 90-day MPG average falls below 5.75.**

_____ _____ _____

Passenger's Signature Driver's Signature Phone Number

**Rider Insurance and Premium**

Passenger insurance coverage is mandatory under Melton's Rider Accident Insurance Policy and Driver authorizes Melton to deduct the monthly charge (currently $15.50, subject to change) for each month a rider pass is valid. Coverage terms, limits and conditions are stated in the policy, which is available on request from Melton's Safety Department.

Effective Start Date: _____ End Date: _____

_____ _____ _____

*Passenger's Signature* *Driver's Signature* *Social Security Number*

**This form must be notarized unless it is completed in person and properly witnessed at Melton Truck Lines, Inc.**

STATE OF _____ COUNTY OF _____

On this _____ day of _____, 200___, before me, a Notary Public in and for the state and county aforesaid, personally appeared_____ of legal age, to me known as the person described in and who executed the foregoing release, and acknowledged that he/she executed the same as his/her free act and deed.

SUBSCRIBED AND SWORN TO before me on the date and year written above.

_____ _____ _____

*Notary Public* *My Commission Expires* *OR* *Melton Truck Lines Representative Signature and Date*

This is a request only. It does not authorize you to have a passenger.

Melton Truck Lines, Inc.

**NO PASSENGER PASS WILL BE ISSUED UNLESS THIS FORM IS RETURNED WITH A COPY OF PASSENGER ID. (Adults-D. License or State issued ID/ Minors-Birth Certificate) **

# Melton Truck Lines Passenger Code of Conduct

Safety and the Safety of your family is our top priority. There are benefits to both our company and our driver to allow passengers to ride, but there are responsibilities on both sides. Our passengers are our guests and we take pride in providing amenities at our terminals. This truck, while the driver considers it to be a home, is also a Melton Truck Lines' Business Office.

Our Driver and Passenger must agree to all of the following:

- Passenger Insurance
  - Required at all times
- Professional appearance
  - Required at all customers and terminal locations.
- Proper Attire
  - When the truck is moving, all passengers must be fully clothed.
  - When required, wear Personal Protective Equipment and other proper attire
- Passenger Limits
  - Many locations will not have facilities for passengers. It is the drivers responsibility to make accommodations for the passenger without violating customer or company policy.
- Business Activities
  - Passengers may not engage in any business action of Melton Truck Lines such as helping with logbooks, tarping, securing, driving, customer or company communications.
- Driver Responsibilities
  - Passengers may be beneficial in navigation situations, but the driver is responsible for the trip planning.
- No Interference
  - Passengers are not employees of the company. Drivers must conduct any and all business without passenger intervention or interruption.
- Discretion and Transportation
  - Passenger passes are a privilege, and a request for a pass may be denied or revoked, and the terms of the pass can be altered. It is the sole financial responsibility of the passenger to secure passage home
- Standards
  - Proper MPG & Productivity Performance must be met – idle time, driving time, and other factors may affect passenger comfort.
- Safety
  - Passengers must use 3 points of contact entering or exiting the truck, and follow all safety procedures including wearing Personal Protective Equipment, seatbelt or seatbelt harness, and other available safety devices.
  - Passengers must respect sleep and rest requirements for the driver.

My signature verifies that I have read the Melton Truck Lines Passenger Code of Conduct and agree to abide by the Code at all times.

Driver Name: _____ Signature: _____ Date: _____

Passenger Name: _____ Signature: _____ Date: _____

This is a request only. It does not authorize you to have a passenger.