



**Congratulations!** You've just taken the first step toward a great future! Thank you for contacting CRST Expedited, Inc. for career information. We are extremely proud of our company's reputation which exceeds 50-years and believe that our success can be attributed to the professional drivers we employ and the excellent staff and management team which cares about our drivers. CRST Expedited is the nation's largest team carrier and has been recognized as one of the top dry van trucking companies in America. We are committed to hiring qualified individuals who are dedicated to driving safely and meeting the needs of our customers.

CRST Expedited, Inc. has opportunities for everyone, including:

- Individuals who need training in order to obtain a Class A CDL
- Recent graduates of accredited trucking schools
- Experienced drivers, trainers (lead drivers)
- Owner-operators, lease-purchase independent contractors
- Experienced drivers who would like to train their spouse or friend

Additional benefits of being a part of the CRST Expedited team:

- Our drivers put more miles on a tractor per year with than with any other major carrier
- We have the longest average length of haul (1400 to 1500 miles per load)
- CRST Expedited drivers receive more support than any other carrier
- Guaranteed home time policy and a competitive pay and benefits package

Advantages to driving in a team environment:

- Both drivers are able to earn a higher income than if they were driving solo
- Able to run more miles, giving you more confidence as you gain more experience
- Safer because you have another set of eyes and ears in the truck
- Co-driver to assist you with trip planning, navigating and sharing the workload

Ask any experienced driver and you'll learn that your first job is the most important. **Start it right!**

Below is a list of topics that should answer most of the questions you may have. If you would like to ask us about anything you read on the following pages, please call us. We'd be happy to help you.

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## **Section 1: CRST Expedited “MINIMUM” QUALIFICATIONS**

1. Must be at least **21 years old**.
2. Must pass a DMV/D.O.T. (Dept. of Transportation) physical and a pre-employment drug screen.
3. You must have a good driving record and have been **licensed in the United States** for a **minimum of 2 years** out of the last 3 YEARS.
4. No **DUI or DWI violations** in the last 5 years. No more than 1 DUI in the last 15 years and no more than 2 DUI's in your lifetime.
5. , No **open container violations** in the last 3 years.
6. No **felony convictions** in the last 10 years. All felony convictions must be approved by CRST management.
7. No **misdemeanor convictions** involving crimes of moral turpitude in the last 3 years.
8. No Felony Possession of Controlled Substance charges ever.
9. Misdemeanor for Possession of Controlled Substances must be outside of 15 years and also must have management approval.

### **Department of Transportation Physical Requirements**

There are 13 basic requirements in terms of a driver's physical condition. Please review the following:

1. No loss of foot, leg, hand, or arm.
2. No impairment of hand or finger that interferes with power grasping or no impairment of arm, foot, leg that interferes with the ability to perform normal tasks of driving a motor vehicle.
3. No history of diabetes that requires insulin for control (oral medication is okay).
4. No current diagnosis of myocardial infarction, angina, pectoris, coronary insufficiency, thrombosis, or other cardiovascular disease known to be accompanied by syncope, dyspnea, collapse, or congestive heart failure.
5. No history or diagnosis of respiratory dysfunction likely to interfere with the ability to control a motor vehicle.
6. No current diagnosis of high blood pressure (140/90 is the maximum) likely to interfere with driving a motor vehicle.
7. No history or current diagnosis of rheumatic, orthopedic, muscular, neuromuscular, or vascular disease that interferes with the ability to control and operate a motor vehicle.
8. No history or current diagnosis of epilepsy or any other condition that is likely to cause loss of consciousness.
9. No mental, nervous, organic or functional disease of psychiatric disorder likely to interfere with operating a motor vehicle.
10. Distant visual acuity of at least 20/40 (with glasses or other correction) in **each eye**, field of vision of at least 70 degrees and the ability to perceive red, yellow, green and amber.
11. Ability to perceive a forced whisper in the better ear at no less than 5 feet, with or without using a hearing aid.
12. No use of a “Schedule 1” drug, amphetamine, narcotic, or any other habit-forming drug.
13. No current clinical diagnosis of alcoholism.

### **SUMMARY OF BENEFITS of DRIVING for CRST Expedited**

- CRST has been family-owned and non-union for more than 50 years. Each driver is a valued and respected member of our team. **We listen to our drivers** and have an “open door” policy that is second to none in the industry.
- **Classes begin weekly to get your class A license in schools throughout the United States**. You have a choice of either attending our company-sponsored school training program and signing an 8-month contract, or you may choose to prepay your tuition (\$2,500), have no contract to sign, and start driving at a higher rate of pay!

- Recent truck school graduates and experienced drivers will attend our 4-day employee Orientation at one of our three major terminals. Refresher courses are available for those who need them.
- **GUARANTEED home time**, including our famous “20/10” program (see below). We will get you home on the day you request! No other trucking company offers such a guarantee, because they don’t have the freight to get you home when you want. CRST does. If we can’t get you home, we’ll find another way to make it happen so that you get home on the day you want.
- **You can choose** either our regular hometime program or the 20/10 program (certain major cities). Under the regular program you would receive 1 day off for every week you’ve been on the road. For example, three weeks on the road = 3 days off; four weeks out = 4 days off.
- **The 20 days on, 10 days off program**: You have the potential to earn 1 month’s income in only 20 days! (Drive 30 days of miles in only 20 days!) Have 10 days in a row off every month! Make the money you want and also have the time you and your family need together. No other company offers this because they don’t have the freight or miles! **20 days on, 10 days off – GUARANTEED**. (Available in certain major metropolitan areas.)
- **Full benefits** include:
  - **Medical coverage from Day One** (Blue Cross),
  - **401k retirement plan after only 90 days**,
  - Paid vacations,
  - Blue Shield PPO including dental and vision,
  - Free life insurance,
  - Twice-a-week paydays,
  - Per diem tax benefit,
  - Internet payroll access,
  - Accident and disability insurance and more!
- **Safety is #1**. We let **you** decide whether to run or not, depending on the weather, driver fatigue, if you don’t feel well, etc.
- **Train your Partner (friend, relative) program! See Section 3**
- Referral bonuses available! As an employee, refer a friend and once they are hired you may receive up to a \$500 bonus!
- **Top pay for experienced drivers up to \$.49/mile!**
- CRST will pay the \$100 fee for your Hazmat application (background check, fingerprinting, and all related paperwork).
- CRST will pay **up-front** for your transportation to orientation, company physical, and drug screen.
- Very competitive pay (first year average earnings can range from \$30k to \$40k)!
- **The MOST miles per truck in the industry**. great job stability and job security. CRST has the **newest trucks on the road** today at less than 18 months old for the average tractor. And we’ve **NEVER had a layoff!**
- The **friendliest freight** in the industry (99% no-touch). Assigned equipment. 80% drop & hook. 100% “dry” van freight. No refrigeration or flatbeds or rail yards to deal with! And we pay you for your miles whether your truck is loaded or empty!

- We offer the industry's **longest average length of haul (1400-1500 miles)**, which means fewer stops and greater pay for you.
- **Great career path**: You can become a trainer in less than 12 months! Or you can own your own truck through our lease/purchase program! There are also positions around the country in the Safety Division, Recruiting, Operations, and **you may relocate** to almost anywhere in the United States and drive for CRST.

## **Section 2: How to get Your Class A CDL with CRST**

CRST is the nation's largest team carrier and trains thousands of new drivers every year. We train students to become professional drivers better than anyone else. We take great pride in bringing many new professional OTR drivers into the industry each year. However, we don't own or operate our own schools. We contract with about 30 independent driver training schools across the country. These schools provide our students with a quality education and training program, which leads to the student's earning a Class A Commercial Driver's License (CDL) from the state where the school is located. We send you to a school that regularly trains students for CRST in a 2, 3, or 4-week program. They lay the foundation for you as a student driver. Classes generally start every week of the year. This is Phase I.

After graduating from school, you will attend a 4-day Orientation program at one of CRST's terminals to prepare you for your actual training on the road. Orientation is considered Phase II. When you graduate from Orientation, you will be matched with a CRST Lead Driver (trainer) and enter Phase III. This is the hands-on finishing program that provides actual on-the-job training. You will move freight across the nation's roads and highways, develop your skills and knowledge, and experience life on the road. After Phase III, you will head to one of our terminals for a one day exit interview and road test. Afterwards you will be set up with a co-driver (if needed) and go on the road for up to 2 weeks then go home for up to 5 days.

You have two choices regarding who pays for your training: CRST's company-sponsored training or you may prepay your training costs. Each has its advantages.

### **A. Company-sponsored training to get your CDL with an 8-month contract**

If you need to obtain your class A CDL, but lack the funds to do so, we offer an outstanding company-sponsored training program. With no credit checks! In return, we ask that you work for CRST Expedited for eight months. At the end of eight months, you are free to stay or leave, it's that simple. You will sign an 8-month contract and be what we call a "contract" student. CRST will not deduct the cost of your training from your paychecks.

As you will read later, you will be responsible for paying a CRST processing fee of \$50 by means of a money order on the first day of school and any fees related to obtaining your class A permit and license. These fees vary by state and are usually less than \$100, although there are some exceptions.

### **Payroll Deductions to Expect**

The items listed below are paid for by CRST up front. These items are only for costs associated with school. CRST will pay for transportation and lodging to orientation. Paycheck deductions will begin after your sixth week of employment with CRST. Your total payroll deductions will not exceed \$40 per week for all of these items combined.

1. Bus Ticket to school - This cost depends on the distance traveled. If you provide your own transportation there will be no deduction.
2. DOT Physical/DOT drug and alcohol test - The total cost is \$100 (\$50 for each).
3. Lodging - The average cost is \$150 per week. If you do not use our lodging, there will be no deduction.

- B. **Prepayment plan to get your CDL with no contract and a higher starting rate of pay!**  
Another option to obtain your CDL is to prepay your training costs. In return, you do not have to sign any contract and you will start driving at a higher rate of pay than a contract student. (You would be a “non-contract” student.) The prepayment amount is \$2,500 and must be paid prior to starting school by money order, or it may be charged to a credit card. Compare this to private truck schools that charge \$3,000 to \$7,000 for a class A CDL!

Under this plan, you do not have to pay the CRST processing fee of \$50, for transportation to school, for the physical or drug test, or for lodging. You do have to pay for any CDL permit or licensing fees.

## Preparing to go to a CRST Contract School

### Important Documents

1. **Valid United States Driver’s License** (If your license has a vision restriction you must bring your glasses and prescription sunglasses if you have them)
2. **Valid Social Security Card** (Must be original, can’t be worn or illegible)
3. **Acceptable immigration documentation, if you are not a US citizen.**
4. **Any employment documentation required to complete the CRST driver application** (3 personal references, and your recruiter might ask you for unemployment records, tax forms for self-employment, notarized letters, etc.)
5. **Voided Check for transfer to your bank account**
6. **Original copy of Birth Certificate**
7. **For females, any marriage and divorce certificates**

### Personal Items to Pack

1. **7 days of clothes** (jeans, sweats, short and long sleeve shirts, coat, **winter** clothing if necessary)
2. **Work Boots/Treaded Hiking shoes** (Flip Flops and Sandals **are not** allowed during training or Orientation). NO cowboy boots, NO smooth-bottom shoes!
3. **Work Gloves**
4. **Hat**
5. **Sunglasses**
6. **Battery Powered Alarm Clock**
7. **Flashlight**
8. **Toiletries** (towels, wash cloths, toothbrush, tooth paste, shaving materials, soap, deodorant, etc.)
9. **Bedding for the Truck** (sleeping bag or pillows blankets (twin size sheets)
10. **Do not bring tools!**
11. **Notebook, pen, etc**
12. **Motor Carrier Atlas, Truck Stop Guide and Calculator** (CRST Expedited does offer this Atlas Package for \$28 and is mandatory to have- it can be deducted from your payroll at \$7.00 a week for 4 weeks)
13. **Medication if you are currently taking any**
14. **Bus Confirmation Number (if taking the Greyhound)**

*\*It is recommended to pack in duffel bags vs. suitcases to stow away easier.  
If using a Greyhound bus ticket, one 50-pound and one 25-pound bag are allowed free of charge.*

### How Much Money Should I Bring?

1. **\$50 Processing Fee, in a money order (contract student).**
2. **Licensing Fees** (these fees will vary from school to school. Please make sure you contact your recruiter for the correct amount needed)
3. **Meals** (Plan according to how long your **school training and orientation** will be)
4. **Miscellaneous** (all other personal purchases such as cigarettes, laundry, etc)

## Transportation

### 1. Bus Ticket

- a. If necessary, your CRST recruiter will order a bus ticket through Greyhound. He or she will also provide you with a schedule of when the bus leaves and arrives.
- b. **Confirmation Number-** CRST will provide your bus confirmation number. **Please do not lose.**
- c. Your recruiter will also provide you with the correct information to be picked up at the Greyhound Station along with contact numbers when you arrive at school.
- d. Plan on being at the Greyhound Bus Station at least **1 hour** before your departure time.
- e. If you plan on providing your own transportation please contact your recruiter for directions.

## What To Expect At School

1. DOT Physical Exam; DOT Drug Screen; and an Agility Test will be conducted on the first day of school.
2. 20% will be classroom time and 80% will be driving time. Expect to be very busy on a full-time basis Mon-Fri, and possibly on a Saturday or Sunday, depending on your training location. A few schools also offer part-time weekend training and/or evening classes. Please ask about these locations.
3. Be attentive and take good notes.
4. Keep a positive, professional attitude, for you are on your way to a new career with a CRST Expedited!
5. We require all drivers to obtain their **HazMat** endorsement within 60 days of their employment. To expedite this process, those drivers meeting the TSA requirements can get their background checks and fingerprinting done during orientation. CRST will pay for the cost of the background process.
6. If you are attending a school out of your state of origin you will be required to transfer your license to the state in which the training school is located.

## Section 3: Recent Truck School Graduates and Experienced Drivers

### Recent Truck School Graduates:

We would require for you to start a 4-day Orientation at one of our three major terminals within 60 days of graduating from truck school. If you graduated more than 60 days ago and have no tractor-trailer experience, a refresher course will be required. If the time between graduation and attending Orientation is more than one year and you have no tractor trailer experience in that time, we will require you to go through full school again. Please contact your recruiter for the schedule of itinerary for training through CRST.

You are expected to go out with a lead driver (trainer) immediately for 28 days or a minimum of 14,000 miles (see "Preparing for Orientation" on the following pages). This will be considered your first month of driving for CRST Expedited.

### Experienced Drivers:

If you have recent OTR experience, you will most likely go directly into Orientation and then on the road with a co-driver. If you have other truck driving experience, we may or may not send you on the road with a lead driver. Your level of pay and whether or not you will need a lead driver, will depend upon a number of factors, including the type of equipment you have been driving, how recent your experience is, whether it was local, regional, or OTR, and if it included driving in mountains, winter weather, and metropolitan areas.

Your experience is most likely different from every other driver, and how much credit we give you for your experience will be evaluated on a case by case basis. We generally give 100% credit for previous OTR time; 50% for regional experience; and 25% for local driving experience.

Please note that we offer a Train your Partner (spouse, friend) program, and we also have opportunities for you to become a lead driver (trainer), as well as to own your own tractor through our popular Lease Purchase program (see following pages).

## Train Your Partner Program

Are you an experienced driver with a spouse, relative or friend that wants to learn how to drive a truck? Through our Train Your Partner Program, your partner can get their CDL training sponsored by CRST while you train them on the road in one of our trucks.

This is how it works:

- Your partner goes through our company paid school program to get his or her CDL.
- You both meet up to go through orientation after their CDL is earned.
- You go through our Lead Driver course on the last day of orientation, to learn our policies and procedures for training drivers.
- You go out and train your partner for 28 days while getting Lead Driver pay. Then, the trainee will return to a terminal for an exit interview and road test. .
- You head out as a co-driver team, where you'll be out for up to 2 weeks followed by 5 days home.

We also have a special pay promotion for the Train Your Partner Program. Normal contract students coming out of school earn \$50 per day when on the truck. With this promotion, the partner/student comes in as a 6-month level driver and earns \$.31 per mile! Call us at 800-553-2778 for more information

## How to Become a Lead Driver

If you are an experienced driver with a desire to earn more money and to help new truck school graduates learn what it's like to be an OTR driver, you may qualify to be a lead driver (trainer). If you qualify, you would take a recent graduate on the road for 28 days of on-the-job training, and then you would take 4 days off at home. You would then repeat the cycle and would train approximately 9 to 10 students per year. This is a very rewarding position at CRST and you can earn substantially more income.

To qualify, you would need to have a minimum of 6 months to one year of OTR experience. This must include four months of winter driving in the last twelve months, to include driving OTR between the months of November and March. You also need the approval of our Operations and Safety Departments. Once approved, you would attend a brief Lead Driver Class where we would teach you how to train a student with a new CDL.

## Section 4: Preparing for Orientation

As a recent truck school graduate (contract student or non-contract student) or an experienced driver, you will attend our Orientation. Your Orientation will consist of 4 days of learning CRST policies and procedures, including a road test. Orientation starts every Monday at each terminal. Please remember that all drivers **are expected to immediately start driving** with either their lead driver or co-driver following Orientation. To find out which Orientation site you will be attending please ask one of our recruiters or you may refer to the Orientation checklist on our website [www.joincrst.com](http://www.joincrst.com). If you have any questions before or during Orientation please contact us.

## IMPORTANT DOCUMENTS TO BRING

1. **Valid United States Driver's License** (If your license has a vision restriction you must bring your glasses and prescription sunglasses if you have them)
2. **Valid Social Security Card** (Must be original, cannot be laminated, worn or illegible)
3. **Acceptable immigration documentation if you are not a US citizen**
4. **Any employment documentation required to complete the CRST Expedited driver application** (unemployment records, tax forms for self-employment, notarized letters, etc.)
5. **Voided Check for transfer to your bank accounts**

## PERSONAL ITEMS TO PACK

1. **7 days of clothes** (jeans, sweats, short and long sleeve shirts, coat, **winter** clothing if necessary)
2. **Work Boots/Treaded Hiking Shoes** (Flip Flops and Sandals are not allowed during training). NO cowboy boots, NO smooth-soled shoes!
3. **Work Gloves**
4. **Hat**
5. **Sunglasses**
6. **Battery Powered Alarm Clock**
7. **Flashlight**
8. **Toiletries** (towels, wash cloths, toothbrush, tooth paste, shaving materials, soap, deodorant, etc.)
9. **Bedding for the Truck** (sleeping bag, pillows blankets, twin size sheets)
10. **Do not bring tools!** (unless you are an experienced driver)
11. **Notebook, pen, etc**
12. **Money** (all drivers are responsible for breakfast and dinner while attending orientation along with all other personal needs)

*\*It is recommended to pack in duffel bags vs. suitcases to stow away easier.*

*If using a Greyhound bus ticket, one 50-pound and one 25-pound bag are allowed free of charge.*

## Transportation and Lodging

Transportation to and lodging at orientation are provided by CRST Expedited to experienced drivers. Directions to the terminals are listed on our website [www.joincrst.com](http://www.joincrst.com) (see Orientation packets on the website).

### 1. Bus Ticket

- a. Your CRST recruiter will order your bus ticket through Greyhound. He/she will also provide you with a schedule of when the bus leaves and arrives.
- b. **Confirmation Number-** CRST will provide your bus confirmation number. **Please keep this.**
- c. Your recruiter will also provide you with the correct information to be picked up at the Greyhound Station, along with contact numbers for your hotel and the selected Orientation terminal.
- d. Plan on being at the Greyhound Bus Station at least **1 hour** before leaving.
- e. If you plan on providing your own transportation, please contact your recruiter for directions.

### 2. Driving Personal Car

- a. Your recruiter will provide you with directions to your selected orientation terminal and also hotel location. This will also include phone numbers for both the terminal and hotel.

### 3. Rental Car Please contact your recruiter for details. **Rental cars require at least two drivers headed into an orientation site.**

## ORIENTATION

All drivers will take the following tests in Orientation:

1. DOT Physical Exam—unless you can provide your long-form physical and DOT card with at least six-months prior to expiration. CRST will pay for this up-front and payroll-deduct the cost of this after several weeks of employment with the company (\$50 total).
2. DOT Drug Screen. All driver applicants will take a drug screen on the first day of Orientation unless the applicant has already had a drug screen with CRST that is within 30 days of the projected date of hire. CRST will pay for this up-front and will payroll-deduct this cost after several weeks of employment (\$50 total).
3. Road Test. All driver applicants must successfully pass a driver road test with a CRST safety trainer. Independent. Students are given two opportunities to pass the road test.
4. Written Tests. All student drivers, i.e., those who have just earned their CDL, must pass two written tests. All other driver applicants must successfully pass 3 open book examinations that will be given in the classroom. The tests are only given in English. One is for company hazmat certification, one is for a security program, and one is a log book test.
5. Agility Test. All driver applicants must pass an agility test. The individual will not be required to lift any weights.

### **Section 5: Frequently Asked Questions for Company Drivers** **(Employees, not Owner-Operators)**

#### ***1. How many miles can I run?***

Our average length of haul is approximately 1,500 miles – the longest in the industry! This means more time working and less time waiting. Our commitment to the long-haul market provides you with consistent mileage all year long. Our teams can currently average over 5,000 miles/week.

#### ***2. How often will I get home?***

Quality home time for every driver is a priority at CRST. In fact, we guarantee it! Your fleet manager is responsible for getting you home on the day you request to be there - even if it requires an alternative form of transportation to make it happen. You are entitled to 1 day off for each week you are on the road. We ask that you remain available to drive for us a minimum of three (3) weeks. Keep in mind, the more you are available, the more miles you can run. Most drivers choose to remain available for 3 to 4 weeks at a time.

#### ***3. How much money can I expect to make?***

Experienced professional driver first year earnings depend on whether you run as a Lead Driver or Team Co-Driver. Lead Drivers earn between \$35,000 and \$45,000 in their first year. We have many experienced professional Teams earning over \$100,000 annually. Inexperienced co-drivers drivers in their first year can expect to average \$30,000. Keep in mind, most of this money is earned in the second half of your first year due to pay raises and more experience as a professional driver.

#### ***4. How and when do I get paid?***

Drivers are paid on Tuesday & Thursday through the COMDATA system. Trainees during their first 28 days are paid on Thursdays only. COMDATA is a financial services company that manages our transactions. You will be issued a COMDATA card to use when refueling (which CRST pays for) and we will deposit your earnings directly into your COMDATA account. This system allows you 24 hours/7 days a week instant access to your payroll funds. Statements of earnings are prepared and sent to your home each week. Additionally, while you are out on the road, you will be able to call a toll-free CRST number to find out the amount of each paycheck that was deposited to your COMDATA account. Further, you can view each of your CRST pay statements via the Internet.

**5. What types of insurance benefits does CRST offer?**

Medical Insurance is available to the employee on the first day of employment through a Medical Bridge policy. You are eligible for the CRST group plan (Blue Shield PPO) the first of the month following 6 months of employment. The basic single health plan is \$24.09 per week and family health is \$101.12 per week. The plan also provides you both term life insurance coverage and accidental death coverage of \$20,000. If you elect the family plan, your spouse is provided \$2,000 of accident death coverage. The \$2,000 accident death policy also applies to your dependents up to 19 years of age (26 years of age if). For more information about the insurance program please ask one of our recruiters.

**6. What type of equipment does CRST operate?**

Driver comfort and safety are major concerns when buying power units. CRST Expedited's entire fleet consists of Freightliner and Volvo tractors. The Freightliners are equipped with Detroit S-60 engines (435 horsepower) coupled with Eaton Straight 10 transmissions. All tractors, whether Volvos or Freightliners, feature top of the line specifications including anti-lock brakes, sky-rise bunks, air ride suspensions, power steering, stereo/cassettes, premium interiors, and QualComm satellite communication equipment. CRST Expedited operates its tractors on a 3-year cycle and trades each unit for a new model when it is 36 months old. This means the average tractor is less than 18 months old. Trailers are also quite new. The vast majority of the company's 3,000 trailers are Great Dane 53' dry vans that are less than 3 years old. The result is that CRST Expedited's combined fleet of 1,250 tractors and 3,000 trailers is one the most modern fleets in the transportation industry.

**7. What type of maintenance program do you have for the trucks?**

Tractors receive routine maintenance every 30,000 to 40,000 miles, as directed by the engine & tractor manufacturers. Major maintenance is performed every 120,000 miles. Trailers receive regular maintenance every 18,000 miles. The company encourages communication between drivers and our maintenance department regarding care of the units. Equipment defects prohibiting safe operation by drivers are corrected immediately. In addition to the driver's daily pre-trip inspection, units that are parked in our terminals are routinely checked by maintenance personnel to ensure they meet Department of Transportation (DOT) requirements. Drivers are paid a bonus for each state or federal inspection they pass without being flagged for violations. Drivers are not expected to work on the equipment.

**8. Who is my supervisor?**

You will be assigned to a Fleet Manager in the Operations Department. Your Fleet Manager is responsible for dispatching & tracing your progress throughout the country, and he or she is the primary communication link between you and your family while on the road. Fleet Managers are also responsible for getting you home on time & addressing your career needs or concerns.

**9. What type of operation does CRST have?**

CRST operates company-owned equipment and hauls 100% dry van freight. Utilizing two person teams, CRST serves over 1,200 customers across the country specializing in the time-sensitive, single pick-up, single delivery truckload market. Our average length of haul is over 1,500 miles. Our customer base includes industry leaders such as Wal-Mart, Dupont, Home Depot, Conway, Starbucks, Kohl's, General Mills, JC Penney, Gap, Kellogg and Toyota.

**10. How will I find a co-driver so I can run as a team?**

Many students going through school together meet and decide to run together as a team after their training program is over & they are qualified to run as co-drivers. If you are in that group, let your recruiter or the orientation staff know so we can work with our Operations group to set you up with your partner. If you cannot find someone to team with, we will match you up with a driver that is located close to your home town with the same smoking preference.

### **11. How will I be trained?**

CRST is the nation's largest team carrier and trains thousands of new drivers every year. We take pride in bringing so many new professional OTR drivers to the industry. However, we don't own or operate our own schools. We contract with about 30 independent driver training schools across the country that provide our students with a quality education and training program that leads to the student's earning a Class A Commercial Drivers License (CDL) from the state where the school is located. We send you to a school that regularly trains students for CRST in either a 2, 3, or 4-week programs that lay the foundation for you as a student driver. This is Phase I. After graduating from school, you will attend a 4-day Orientation program at one of CRST's terminals to prepare you for your actual training on the road. Orientation is considered Phase II. When you graduate from Orientation, you will be matched with a CRST Lead Driver and enter Phase III, which is the hands-on finishing program that provides actual On The Job training. You will move freight across the nation's roads and highways, develop your skills and knowledge, and experience life on the road. After Phase III, you will be matched with a co-driver and head back out on the road as a team for an additional two weeks before receiving home-time for five days.

If you are not a contract student but are a recent graduate, you will attend Orientation, which is Phase II, and still receive On The Job training with a lead driver to develop your skills. We also offer programs for drivers who were experienced at one time who would like to get back out on the road but who have not driven for a while. In fact, CRST offers training programs for drivers in almost any situation.

### **12. What is the 20/10 Program?**

The 20/10 program matches three drivers to form a trio that runs the truck constantly. The concept is that each driver is on the road for 20 days straight and then home for 10 days straight. The truck is routed through the terminal or common location every 10 days so that the three drivers can swap out. For example, if you lived in Los Angeles and you were part of a 3-man team in the 20/10 program, you would leave the Fontana, CA terminal and return with your partner in 10 days. Your partner would go home and the 3<sup>rd</sup> driver would get on the truck with you. The two of you would go out for another 10 days and then return to Fontana. You would then get off the truck for 10 days while the other two drivers continue to run. We have about 75 sets of drivers in the 20/10 program, and they receive preferential treatment to keep the truck moving and to ensure they are back in the terminal every 10 days. It is a very successful program that meets the needs of many drivers. Ask your recruiter about the locations of the 20/10 program to see if you qualify.

### **13. What kind of safety program does CRST have?**

At CRST, Safety is #1. It takes precedence over everything, and we want you to know that our priority is not the freight or the equipment. Our priority is your safety and the safety of others on the highway. When you are running cross-country, you will encounter all kinds of situations, which will affect your ability to pick up or deliver a load on time. At CRST, we are so concerned about your safety, that we let you make the decision whether to run or not. If you are tired, if you do not feel well, or if you do not feel safe moving the load, then you can make the decision to get off the road and rest or deal with the problem. At CRST, this is called the Comfort Zone. In short, if you are not in your Comfort Zone, then you can shut down. It's that simple.

### **14. What happens after my 28 days on the road with my lead driver?**

You will return to a terminal for an exit interview and road test. Then get set up with a co-driver (if needed) and go on the road for up to 2 weeks followed by 5 days at home.

### **15. When driving as a team, who gets paid for which miles?**

You and your co-driver are paid based on the "split mile" method. As part of a team, we want you to work together as a true team. Therefore, you will be paid for half of the total miles the truck runs each week. We split the miles, not your pay. As an example, if you and your co-driver "run" 6000 miles in a week, you will be paid for 50% of the miles or 3000 miles.

**16. Do I have to take a drug test and physical?**

Yes. All new employees for CRST will take a drug test and possibly will need to complete another physical for the company, which will be paid for up-front by CRST and payroll-deducted after several weeks of employment. This cost totals to \$100.00. Any failed drug test will be cause for immediate termination and you will be required to pay for your own transportation home.

**17. Can my spouse/significant other and I train together with a lead driver?**

Students will not train together with a single lead driver (trainer). Each student will be on a truck with a lead driver by himself or herself for a minimum of 28 days. This is for your safety and to get the most out of your time with a lead driver. There are no exceptions.

**18. I have no experience. Can I take my truck home?**

The student may not take the truck home once he/she has completed the 28-day training program. Your Operations Fleet Manager will arrange for your transportation home for a few days of rest.

**19. I do have some experience. Can I take my truck home?**

The policy regarding drivers taking the truck home is handled on a case-by-case basis. It depends on where the driver lives, the distance from a terminal or drop yard and the driver's experience level. Inexperienced drivers cannot take their truck home.

**20. Can a female student train with a female Lead Driver?**

CRST cannot promise that a female recruit will train with a female lead driver. Every female student should expect that she will train with a male lead driver for 28 days.

**21. How good does my English need to be?**

Every driver must be able to read, write and understand the English language according to federal DOT standards. You must be able to follow road signs, understand Bills of Lading, etc.

## **Section 6: CRST Expedited Pay per Driver**

Below is a table of when and how you are paid as a CRST Expedited driver. Please note that while you are driving for CRST Expedited that you will split the miles, but not the pay. Also, all pay listed is "**Gross Pay**" which means before taxes.

**Student Drivers and Recent Graduates-** Contract students will be paid \$50 per day when they are driving and their pay will be sent to their ComData accounts each Thursday. Non-contract students are paid \$0.22/mile (split mile pay) and they will be paid twice per week on Tuesday and Thursday depending upon when the loads are delivered.

**CRST EXPEDITED DRIVER COMPENSATION PACKAGE (PAY TABLE) – PER PERSON –  
SPLIT MILES PAY (SMP)**

<b>Contract Students:</b> This pay scale applies to contract students in the CRST sponsored training program. It does not apply to those who have prepaid their training costs (see below). Effective 7-8-11				
Length of Experience	Split Mileage Pay Scale	Projected Gross Weekly Earnings		
		4,000miles/wk	5,000 miles/wk	6,000 miles/wk
1 <sup>st</sup> month (28 days with trainer)	\$0.22	\$440	\$550	\$660
	\$0.22			
	\$0.23			
2 – 3 Months	\$0.31	\$440	\$550	\$660
4- 6 Months		\$460	\$575	\$690
7-12 Months		\$620	\$775	\$930
At the 13 <sup>th</sup> month, all drivers fall under the same pay; please refer to <b>Experienced</b> pay table below.				
<b>Recent Graduates and Prepaid Students.</b> This pay scale applies to drivers with a CDL who do need some OTR training with a lead driver. It also includes those who have prepaid their training costs. Effective 7-8-11				
Length of Experience	Split Mileage Pay Scale	Projected Gross Weekly Earnings		
		4,000miles/wk	5,000 miles/wk	6,000 miles/wk
1 <sup>st</sup> Month (28 days with trainer)	\$0.22	\$440	\$550	\$660
Month 2-3	\$0.26	\$520	\$650	\$780
Month 4	\$0.26	\$520	\$650	\$780
Month 5	\$0.30	\$600	\$750	\$900
Month 6	\$0.30	\$600	\$750	\$900
Month 7-12	\$0.31	\$620	\$775	\$930
At the 13 <sup>th</sup> month, all drivers fall under the same pay; please refer to <b>Experienced</b> pay table below.				
<b>Experienced Drivers</b> – This pay scale applies to experienced drivers who do not require tuition reimbursement assistance and who do not need OTR training with a lead driver. Effective 7-08-11				
Length of Experience	Split Mileage Pay Scale	Projected Gross Weekly Earnings		
		4,000 miles/wk	5,000 miles/wk	6,000 miles/wk
Month 1-2	N/A			N/A
Month 3-4	\$0.30	\$600	\$750	\$900
Month 4-5	\$0.30	\$600	\$750	\$900
Month 5-6	\$0.30	\$600	\$750	\$900
Month 7-12	\$0.31	\$620	\$775	\$930
Month 13-18	\$0.34	\$680	\$850	\$1020
Month 19-24	\$0.36	\$720	\$900	\$1080
Month 25-30	\$0.38	\$760	\$950	\$1140
Month 31-42	\$0.39	\$780	\$975	\$1170
Month 43-54	\$0.40	\$800	\$1000	\$1200
Month 55-72	\$0.41	\$820	\$1025	\$1230
Month 73+	\$0.43	\$860	\$1075	\$1290

## **Section 7: Lead Driver (Trainer) Compensation and Qualifications**

**To qualify as a Lead Driver, you must be approved by both Operations and Safety.** In general, this means that you would need to have a minimum of 6 months to one year of OTR experience. This must include four months of winter driving in the last twelve months, to include driving OTR between the months of November and March. You also need the approval of our Operations and Safety Departments. Once approved, you would attend a brief Lead Driver Class where we would teach you how to train a student with a new CDL.

<b>Length of Completed Service</b>	<b>LEAD DRIVER RATE, when training a student (Pay is based on <u>Split Miles</u>)</b>	<b>LEAD DRIVER RATE Running as a Solo by choice, when Students are available. (Pay is based on <u>All Miles</u>)</b>	<b>LEAD DRIVER RATE Running as a Solo – No student available (Pay is based on <u>All Miles</u>)</b>
0 - 5 Months	N/A	N/A	N/A
6 - 11 Months	0.37	0.22	0.22
12 - 17 Months	0.40	0.23	0.23
18 - 23 Months	0.42	0.24	0.23
24 - 29 Months	0.44	0.24	0.24
30 - 35 Months	0.45	0.24	0.27
36 - 41 Months	0.45	0.25	0.28
42 – 53 Months	0.46	0.25	0.28
54 - 59 Months	0.47	0.25	0.28
60 – 71 Months	0.47	0.26	0.29
72+ Months	0.49	0.26	0.29

## **Section 8: CRST Expedited Employee (Company Driver) Benefits**

**Medical/Dental Coverage.** Medical Insurance coverage is available immediately (the last day of Orientation or the last week of school) at the employee's cost of \$21.01 (single) or \$58.03 (family) per week through a Medical Bridge HMO plan. On the first of the month after six months of employment, you are then eligible for the CRST group plan (Blue Shield PPO) at the following weekly rates:

	MEDICAL/DENTAL	MEDICAL	DENTAL
Alliance PPO (full)			
Single	25.44	24.09	1.35
Family	104.31	101.12	3.19

### Life Insurance

- Eligible the first of the month following 6 months.
- Life insurance premiums paid by the company / no cost to employee.
- \$20,000 Term Life Insurance with \$20,000 accidental death and dismemberment.
- \$2,000 spouse & dependents accidental death and dismemberment.
- Disability Insurance paid by CRST.
- Voluntary life & accident insurance available for an additional cost to employee.

### Paid Vacation

- 1 Week after Year 1: \$300 Flat Wage
- 2 Weeks after Year 2: Based on previous year's weekly average
- 3 Weeks after Year 10: Based on previous year's weekly average

### 401K Retirement Plan

- Eligible to participate in the program the first month following 90 days of employment.
- After 13 months, CRST will contribute 50% to the driver's 401K up to a maximum of 6% of the driver's pay contributed to the plan. Example: A driver earning \$40,000 per year contributes 6% of his salary or \$2,400. CRST will then contribute another \$1,200. CRST pays its contribution weekly. Employer contributions are fully vested after six years.

### ComData

- Independent third party financial service company which processes driver payroll.
- Driver pay is deposited in a personal ComData account which can be accessed by a CRST ComData credit card.
- If desired a driver can transfer his or her payroll from ComData directly to a hometown bank account.

### Career Advancement

- Opportunities exist for career advancement to Lead Driver and office positions in Operations, Recruiting, and Safety. CRST Expedited's sister company also hires experienced drivers. CRST Malone is a 100% owner operator flatbed carrier, headquartered in Birmingham, AL. This company also offers great opportunities.

### Per Diem

- The IRS provides for reductions in taxable earnings for over-the-road expenses incurred by drivers. Participation in the program is required. The program has increased the take home pay for many drivers. Those that do not receive a benefit are elected out of the program, so they do not lose money.

## Section 9: Owner Operator & Lease Purchase Independent Contractors

### **\$0 DOWN LEASE PURCHASE PROGRAM**

CRST Expedited has outstanding opportunities for Company Drivers to become Owner Operators through our one-of-a-kind Lease Purchase Program. In addition to great equipment, pay, and maintenance support, CRST also gives Lease Purchase participants the guidance and help they need so that they learn to become profitable small business owners. We understand the transition from being a company driver to owning your own business and will help educate you and prepare you for success.

#### **Features:**

- **\$0 down payment**
- **No credit check required!** If you meet CRST Expedited's standards as a professional driver with 8 months of OTR experience, you can gain entrance into the program.
- Units are priced at a fair market value, 15% interest rate, with payments around \$315/week.
- Well maintained, 2006 through 2008 year, Detroit (Freightliners) engines (430HP), Straight 10 transmissions, Jake brakes and 72" raised roof sleepers.
- Guaranteed bumper-to-bumper maintenance.
- No charge for pulling CRST's plentiful trailers (2-to-1 trailer to tractor ratio), which are 80% drop-and-hook.

#### **Pay & Benefits:**

- 70% of revenue goes to the truck. The Company's fleet average equates to \$.91 per mile (loaded and empty) for teams and trainer teams; and \$.94 per mile (loaded and empty) for solos.
- Solo operators can expect to receive 2500-3000 miles per week, trainer teams 4000-4500 miles per week and full teams can expect to receive 5000 miles per week plus. (Average length of haul: solo 900+, teams 1500+)
- You receive 100% of the fuel surcharge. The amount of the surcharge is based on the national average price of fuel. Our Fuel Surcharge program is one of the most aggressive in the country and provides an outstanding way for Contractors to deal with changing fuel prices.
- For fueling purposes, CRST issues its Independent Contractors Comdata fuel cards. You can save money on fuel by using CRST's assigned fuel stop network. When using these stops, you will receive the discount negotiated by the company. This discount is 6 cents per gallon.
- All of the accessorial pay, such as extra stop, detention, or any other surcharges are compensated to the Lease Purchase Contractor at your 70% of the revenue.
- Settlements are made twice per week (Tuesday and Thursday), depending on when Contractors submit their trip packs. Packs received by Friday are settled on Tuesday, and packs received by Monday are settled on Thursday.
- **"NEW PROGRAM"** This is where we utilize Independent Contractors as Lead Driver trainers. This is a very successful program since 70% of the revenue goes to the truck. CRST pays the student wage, so you do not have that as a cost. Instead, you receive the revenue generated by the student's miles. Through this program, you can double your profits. Train your spouse/family member (buddy) program and run with them as a team!

### **Important Documents to Bring to Orientation**

1. **Valid United States Driver's License** (If your license has a vision restriction you must bring your glasses and prescription sunglasses if you have them)
2. **Valid Social Security Card** (Must be original, cannot be laminated, worn or illegible)
3. **Acceptable immigration documentation, if you are not a US citizen**
4. **Any employment documentation required to complete the CRST Expedited driver application** (3 personal references, unemployment records, tax forms for self-employment, notarized letters, etc.)
5. **Voided Check for transfer to your bank accounts**
6. **Medical Card** (must have at least 6 months left before expiration)
7. **Long Form Physical)**

- 8. Meals** (Lunch is provided Monday through Friday, but all drivers are responsible for breakfast and supper while attending orientation along with all other personal needs)

### **Tractor Documentation**

1. Photocopy of the front and back of the title showing ownership.
2. Photocopy of Form 2290 showing payment of Federal Highway Use Tax.
3. Photocopy of Previous Registration where tractor was leased on last.
4. Photocopy of Bill of Sale showing the purchase price is all that is necessary if tractor has been purchased within the last 60 days.

### **Transportation and Lodging**

**Transportation and lodging are provided by CRST Expedited to drivers. Directions to the terminals are listed on our website [www.joincrst.com](http://www.joincrst.com)**

#### **1. Bus Ticket**

- a. Your CRST recruiter will order your bus ticket through Greyhound. He/she will also provide you with a schedule of when the bus leaves and arrives.
- b. **Confirmation Number-** CRST will provide your bus confirmation number **please do not lose.**
- c. Your recruiter will also provide you with the correct information to be picked up at the Greyhound Station along with contact numbers for your hotel and selected orientation terminal.
- d. Plan on being at the Greyhound Bus Station **1 hour** before leaving.
- e. If you plan on providing your own transportation please contact your recruiter for directions.

#### **2. Driving Personal Car or Tractor**

- a. Your recruiter will provide you with direction to your selected orientation terminal and also hotel location. This will also include phone numbers for both the terminal and hotel.
- b. CRST Expedited will reimburse for mileage

#### **3. Rental Car.** [Please contact your recruiter for details.](#)

### **Orientation**

All Independent Contractors will take the following tests in Orientation:

1. DOT Physical Exam. If a driver's documentation shows he/she has a current physical with at least 6 months remaining, a new physical will not normally be required unless the medical examiner in his/her opinion decides that one is necessary.
2. DOT Drug Screen. All driver applicants will take a drug screen on the first day of Orientation unless the applicant has already had a drug screen with CRST that is within 30 days of the projected date of hire.
3. Road Test. All driver applicants must successfully pass a driver road test with a CRST safety trainer. Independent Contractors with their own tractor will road test in their own equipment if the unit is available. If the unit is in the shop for repairs, inspection, or unavailable, then contractors will take a road test in a CRST tractor.
4. Written Tests. All driver applicants must successfully pass 3 open book examinations that will given in the classroom. The tests are only given in English. One is for company hazmat certification; one is for a security program; and one is a logging test.
5. Agility Test. All driver applicants must pass an agility test. The individual will not be required to lift any weights.

## **The Most Frequently Asked Questions by Owner Operators:**

### **1. How many miles can I run?**

Our average length of haul is 1500 miles for teams and over 900 miles for solos! This means more time working and less time waiting. Our commitment to the long-haul market provides you with consistent mileage all year long. Based on being available 44 weeks of a calendar year our owner operator teams can run 200,000 miles or better and our solo owner operators can run 120,000 miles or better.

### **2. Does CRST Expedited have a forced dispatch?**

No! CRST Expedited does not have a forced dispatch for owner operators, presenting owner operators the option of not running loads to New York City or Canada.

### **3. How often will I get home?**

Quality home time for every driver is a priority at CRST Expedited. Your fleet manager is responsible for getting you home on the day you request to be there. Most of our successful solo owner-operators choose to remain available for two to three weeks at a time. Most of our successful team owner-operators choose to remain available for three to four weeks at a time.

### **4. Does CRST Expedited have a policy on advances?**

Yes, the fleet manager can offer up to 15% of what the current load is paying to the owner operator.

### **5. Does CRST Expedited offer Fuel Surcharge?**

Yes. Owner operators receive 100% of the fuel surcharge offered by the customer on each load.

### **6. How and when do I get paid?**

Drivers are paid twice a week on Tuesday and Thursday by the COMDATA system. This system allows you 24-hour/7 day a week instant access to your payroll funds. Statements of earnings are prepared and sent to your home each week. Additionally, while you are out on the road you will be able to call a toll-free number find out the amount of each paycheck or your payroll statement can be viewed via the Internet with CRST's e-statement. DIRECT DEPOSIT to an account of your choice can be established as well.

### **7. Does CRST Expedited have an escrow?**

CRST refers to this as a performance bond. The bond totals \$1,000 and is payroll deducted at \$75 per week until settled. This deduction is eliminated after 13 weeks.

### **8. Does CRST Expedited have satellite communications?**

CRST does provide Qualcomm satellite communications. Owner operators are charged a rental fee of \$15 per week for unlimited use of the Qualcomm unit. There is a maximum installation fee of \$175 initially covered by CRST. The owner operator is asked to reimburse CRST for this cost through deductions of \$25 per week. Personalized in-cab email is also available.

### **9. What types of insurance benefits does CRST Expedited offer?**

Currently, independent contractors are not able to participate in the health program offered by CRST and its current health insurance provider. Literature on health programs, offered by outside sources, is available and will be provided upon request before or during orientation.

### **10. What type of operation does CRST Expedited have?**

CRST provides independent contractors company-owned trailers and hauls 100% dry van freight. There is no rental fee charged to the owner operator as well as CRST incurs all costs of liability insurance on the trailers and the cargo. CRST serves over 1200 customers across the country hauling general commodities and specializing in the time-sensitive, single pick-up, single delivery truckload market.