

Pawar Transportation LLC DBA: Spectra Drive

3673 Vista Charonoaks, Walnut Creek, CA 94598

TEL: 925-938-6565

FAX: 925-938-6464

DRIVER TRAINING BACKGROUND CHECK, and ORIENTATION

Driver Training Program

In order to become a Spectra Drive driver

1. Applicants must complete an application form or typically be referred by one our drivers, internally.

2. Once they have paseed the application process and background check, we conduct a thorough training session. This consists of a 3-hour training session.

Hour 1- Training on safety, customer sensitivity, and defensive driving

Hour 2- Test and review of Hour 1

Hour 3- Management staff, drive along with the new driver as a passenger to test and review what was instructed from hours 1 and 2

APPLICATION FORM

Drivers must complete an application form and initial screening via phone or in person interview. Typically we only accept drivers from client or internal drivers referrals

During the phone or in person interview applicants will be given an overview of Spectra Drive and our practices. During the initial interview we inform drivers that a background check must be conducted to continue with the application. If they decline or have any hesitancy, we automatically, raise a red flag and dismiss the applicant.

In order to become Spectra Drive driver. Drivers need the following qualifications:

- At least 23 years of age
- Valid California Driver's License
- Valid Personal Car Insurance
- Valid Registration
- A vehicle that passes our vehicle safety inspection and is no older than 6 years old
- 3 years of professional driving experience
- No accidents, tickets or traffic violations (verified through DMV Pull notice, once approved)

BACKGROUND CHECK (please see attached)

Spectra Drive conducts an independent background check of each candidate who passes the initial screening. Driver must provide 2 professional and 2 personal references. IN addition, they will be screened with TRUSTLINE and a DOJ LIVE SCAN. Some of our clients require that drivers pass a TB test. We have a contract with a local agency for our Live Scan/background checks and also a medical testing facility for TB Testing. Our contracted medical facility also conducts a urine test to clear the driver from alcohol and drug substance abuse.

Spectra Drive confirms driver's background check complies with CPUC standards to ensure driver and passenger safety:

No conviction within the past seven (7) years of the following:

- Sex offender
- Driving under the influence of drugs and alcohol
- Fraud
- Use of a motor vehicle to commit a felony
- A crime involving property damage
- Theft
- Acts of violence
- Acts of terror

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DRIVER SAFETY TRAINING

1. General

- a. Contractor will not text, email, web surf on a cellular telephone, PDA, or mobile device while driving. Contractor's cell phone may be used for conversations only when being used with a hands free ear piece/device/Voice controlled application or Bluetooth headset.
- b. No smoking in the vehicle while transporting a contracted passengers(s) and no smoking two hours prior to pick up in the morning and afternoon.
- c. The transportation service is from home/stop to school only and school to home/stop only. No stopping for gas, snacks, phone calls, or text messages. Please fill up your vehicle with fuel prior to the route starting. You are not to enter the school premises at any time to use the restroom/phones or any facilities only on the rare occasion to hand off Passengers or sign in/out from the front office, if necessary.
- d. The transport of any other persons, unless specified in the route sheet is completely prohibited.

2. Requests or changes

Any requests by staff, parent, passengers, and/or Aides are to be referred to Dispatcher for clearance first. Please do not deviate from the pick up/drop off schedule below, unless Dispatcher has cleared the request with the client. You are not exchange numbers or contact numbers with any of the parents or client. This has been deemed strictly forbidden by the client and will be terms of immediate termination of the contract.

6. Approaching the Stop/Home

- a. Each client establishes official routes and official stops. All stops are to be approved by the client or Dispatcher prior to making the stop. Never change the location of a stop or route without written approval from Dispatcher.
- b. Use extreme caution when approaching a school Vehicle stop. It is critical that you understand and follow all California and local laws and regulations regarding approaching a school Vehicle stop or a passengers's home.

When approaching the stop/home:

- Approach cautiously at a slow rate of speed.

- Look for pedestrians, traffic, or other objects before, during, and after coming to a stop.
- Continuously check all mirrors.
- Continuously check mirrors to monitor the danger zones for Passengers, traffic, and other objects.
- Move as far as possible to the right on the traveled portion of the roadway.
- Place transmission in park

7. Loading Procedures

- Passengers should wait in a designated location facing the vehicle as it approaches.
- Passengers should board the vehicle only when signaled by the driver.
- Monitor all mirrors continuously.
- Assist Passengers with seat belt if needed
- Do not move the vehicle until passengers(s) seat belts are secured
- Check all mirrors
- When passengers is safely secured, prepare to leave by:
 - Engaging the transmission.
 - Releasing the parking brake.
 - Turning on left turn signal.
 - Checking all mirrors again.
 - Allowing congested traffic to disperse.
- When it is safe, move the vehicle to enter traffic flow and continue the route.

8. Unloading Procedures on the Route

- Have the Passengers remain seated until vehicle has come to a complete stop and the vehicle is in park.
- Check all mirrors.
- Confirm the location of all Passengers before pulling away from the stop.
- If you have not received a release authorization, do not leave a passengers(s) unattended

- All Passengers must be collected by a parent/guardian/authorized personnel on “Passengers(s) authorization form” (signed by parent)
- Check Area for Passengers belongings (if passengers(s) happens to leave personal property, gather the property, inform Dispatcher, and await further instruction)
- Check all mirrors again. Make sure no Passengers are around or returning to the vehicle
- prepare to leave by:
 - Engaging transmission.
 - Releasing parking brake.
 - Turning on left turn signal.
 - Checking all mirrors again.
 - Allowing congested traffic to disperse.
- When it is safe, move the vehicle, enter the traffic flow and continue the route.

9. Emergency Exit and Evacuation

An emergency situation can happen to anyone, anytime, anywhere. It could be a collision, a stalled school Vehicle on a railroad-highway crossing or in a high-speed intersection, an electrical fire in the engine compartment, a medical emergency to passengers on the vehicle, etc. Knowing what to do in an emergency-before, during and after an evacuation-can mean the difference between life and death.

a. Planning for Emergencies

Determine need to evacuate vehicle. The first and most important consideration is for you to recognize the hazard. If time permits, drivers should contact their dispatcher to explain the situation before making a decision to evacuating the vehicle.

As a general rule, passengers safety and control is best maintained by keeping Passengers on the van during an emergency and/or impending crisis situation, if doing so does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the vehicle must be a timely one.

A decision to evacuate should include consideration of the following:

- Is there a fire or danger of fire?

- Is there a smell of raw or leaking fuel?
- Is there a chance the vehicle could be hit by other vehicles?
- Is the vehicle in the path of a sighted tornado, rising waters and an earthquake caused road split?
- Are there downed power lines?
- Would removing Passengers expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
- Would moving Passengers complicate injuries such as neck and back injuries and fractures?
- Is there a hazardous spill involved? Sometimes, it may be safer to remain on the vehicle and not come in contact with the material.

b. Mandatory Evacuations

Evacuate the vehicle when:

- The Vehicle is on fire or there is a threat of a fire.
- The Vehicle is stalled on or adjacent to a railroad highway crossing.
- The position of the vehicle may change and increase the danger.
- There is an imminent danger of collision.
- There is a need to quickly evacuate because of a hazardous materials spill.

c. Evacuation Procedures-Be Prepared and Plan Ahead

Emergency evacuation procedures must be explained to all Passengers. This includes the importance of listening to and following all instructions given by you.

Some tips to determine a safe place:

- A safe place will be at least 100 feet off the road in the direction of oncoming traffic. This will keep the Passengers from being hit by debris if another vehicle collides with your vehicle.
- Lead Passengers upwind of the vehicle if fire is present.
- Lead Passengers as far away from railroad tracks as possible and in the direction of any oncoming train.

- Lead Passengers upwind of the vehicle at least 300 feet if there is a risk from spilled hazardous materials.
- If the vehicle is in the direct path of a sighted tornado and evacuation is ordered, escort Passengers to a nearby ditch or culvert if shelter in a building is not readily available, and direct them to lie face down, hands covering their head. They should be far enough away so the vehicle cannot topple on them. Avoid areas that are subject to flash floods.

d. General Procedures

- Secure the vehicle by:
 - Placing transmission in Park, or if there is no shift point, in Neutral.
 - Setting parking brakes.
 - Shutting off the engine.
 - Removing ignition key.
 - Activating hazard-warning lights.
- If time allows, notify dispatch office of the evacuation location, conditions, and type of assistance needed.
- As a last resort if you are unable to make contact due to injury, dispatch two older, responsible Passengers to go for help.
- Order the evacuation.
- Evacuate Passengers from the vehicle.
 - Do not move a passengers you believe may have suffered a neck or spinal injury unless his or her life is in immediate danger.
 - Special procedures must be used to move neck spinal injury victims to prevent further injury.
- Inspect the vehicle to ensure no Passengers remain on the Vehicle. Retrieve emergency equipment.
- Join waiting Passengers.
- Account for all Passengers and check for their safety.
- Protect the scene. Set out emergency warning devices as necessary and appropriate.
- Prepare information for emergency responders.

10. Passengers Management

a. Don't Deal with On-Vehicle Problems When Loading and Unloading

In order to get Passengers to and from school safely and on time, you need to be able to concentrate on the driving task. Loading and unloading requires all your concentration.

b. Don't take your eyes off what is happening outside the Vehicle.

If there is a behavior problem on the Vehicle, wait until the Passengers unloading are safely off the Vehicle and have moved away. If necessary, pull the Vehicle over to handle the problem. At unloading inform school staff at the campus, and immediately inform Dispatcher, so he/she can write a formal report on our behalf. If necessary, you will be required to write a report or give a statement.

c. Handling Serious Problems

Tips on handling serious problems:

- Follow your school's procedures for discipline or refusal of rights to ride the Vehicle.
- Stop the Vehicle. Park in a safe location off the road, perhaps a parking lot or a driveway.
- Secure the Vehicle. Take the ignition key with you if you leave your seat.
- Stand up and speak respectfully to the offender or offenders. Speak in a courteous manner with a firm voice. Remind the offender of the expected behavior. Be firm and assertive. (do not yell in anger)
- If a change of seating is needed, request that the passengers move to a seat near you.
- Never put a passengers off the Vehicle except at school or at his or her designated school Vehicle stop. If you feel that the offense is serious enough that you cannot safely drive the Vehicle, call Dispatcher, a school administrator or the police to come and remove the passengers. Always follow state or local procedures for requesting assistance.

11. Defense Driving

Defensive driving is being a positive driver! Always obey the speed limits posted, and always keep two hands on the wheel when transporting Passengers.

- Keep a safe distance from the vehicle ahead, in accordance to your speed
- Anticipate!

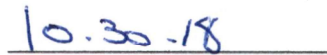
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- Vision- Always keep your eyes on the road and look ahead!

12. Safety Class

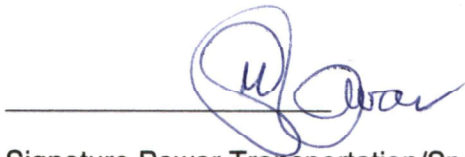
You are required to attend the company mandatory safety week seminar for 3 hours to review these rules and regulations twice a calendar year.



Signature



Date



Signature Pawar Transportation/Spectra Drive