

Sallee Horse Vans, Inc.

Best Practices & Procedures for Drivers

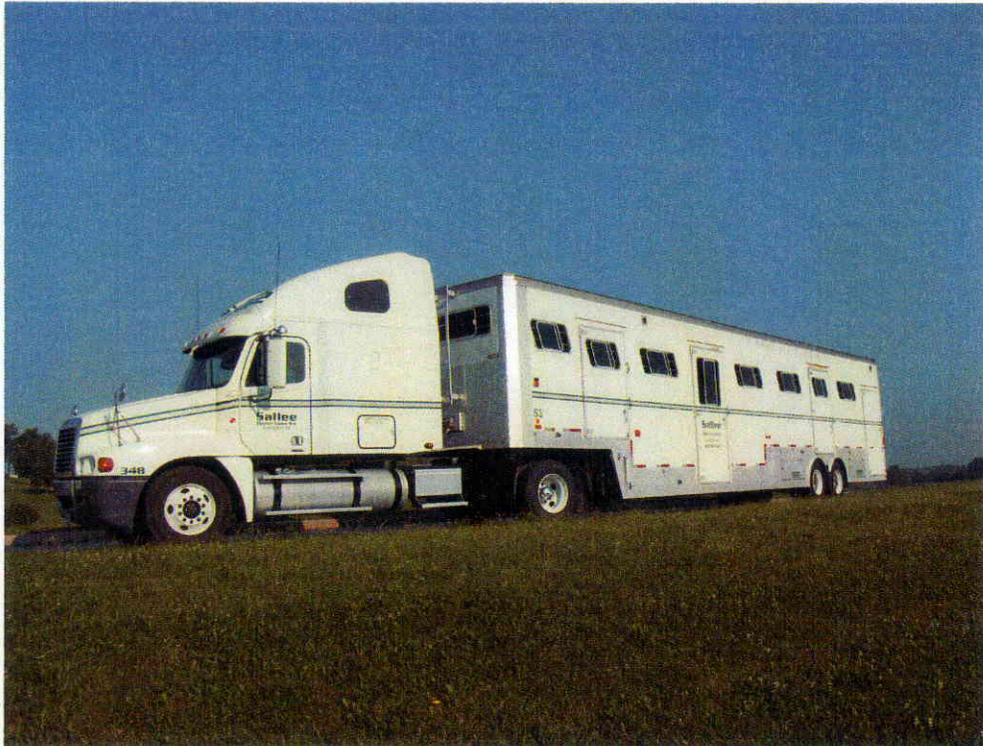


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Sallee Horse Vans Quality and Management Committment

As a Sallee Horse Vans Inc. professional driver you are representing one of the best horse transportation company operating in North America.

Sallee Horse Vans Inc. and its leadership team is committed to delivering the best service in the industry. Our business depends on serving our customers exceptionally well.

Our focus must always be on safety and meeting our customer's needs. In order to do that, all of our employees must participate in continually improving safety and service.

We recognize that quality is a team effort and we will, to the best of our ability, provide the leadership, the training, and the tools necessary for you to carry out excellent quality service.

SALLEE OFFICE HOURS

Office Hours – Lexington Office

Monday – Friday 6:30a.m. – 5p.m.

Saturday and Sunday 6:30a.m. – 5p.m.

Office Hours – Ocala Office

Monday – Friday 6:30a.m. – 5p.m.

Saturday 7a.m. – 3p.m.

Sunday 7a.m. – 12noon

Ocala Office Phones are forwarded to the Lexington Security from:

Monday—Friday 5p.m. to 6:30a.m.

Saturday 3p.m. to 6:30a.m.

Sunday 12noon to 6:30a.m.

OVERVIEW

Each employee/team member is Sallee Horse Vans' representative and liason in the field. You are the impression that is left with our customers each time they think of Sallee. You have the ability to make a good, positive, professional impression on each and every customer. Being courteous and professional, neatly dressed and groomed all play into peoples impression of Sallee. BE A GOOD AMBASSADOR with respect, kindness, consideration, politeness, and safety as your guide! Also, be considerate of people's property.

If you are a new driver or experienced driver, you will find that when it rains it pours. This is the nature of our industry. Below is an outline of our peak seasons.

January through Early-March = Slower travel (a great time to take your vacations)

March through Mid-June = Peak travel/traffic

Mid-June through First of July = Slight slowing of traffic

Mid-July through First part of December = Peak travel/traffic

The spring, mid-summer, and fall are the busy times of year, so be ready to work hard and be rewarded with great paychecks. It is a sacrifice of time away from home during the busy seasons, but the rewards are great. The busy seasons provide excellent pay, while the slow periods in the winter allow you extended period of time at home or for vacation. It makes sense to time vacations with slower time periods, so you can maximize your earnings and run hard during peak months. This is an Over the Road (OTR) job transporting horses (SPECIAL COMMODITIES THAT REQUIRE SPECIAL HANDLING). This is not a job shipping boxes and freight. Special Care, Compassion, and Concern must go into every move you make. This job will give you the OPPORTUNITY to make more money than hauling freight, with the advantage of having some extended time off during the winter.

The Nature of Our Industry

Because we are dealing with animals, things often change. **Until you are loaded and en-route, things may change by the minute.** Loads cancel at the last minute, and they can come up last minute. Change is a given in this business, and it is out of Sallee's control. That is why we all must be ready for change at any given moment.

As the schedule is planned in advance and changes to accommodate our customers, it is important that everyone communicates. The Office will do it's very best to keep you informed of changes, but everyone must realize that changes can happen at the last minute.

While you may only have one trip on your schedule, you may be scheduled for additional trips while you are out on the road. Take enough clothes, prescription medications, cash, etc. to accommodate more than a day or two. Be ready for change! Take whatever you may need for an extended stay out on the road.

Example: The schedule has you leaving Lexington to NY. While you are en-route to NY, your trip from NY back to KY cancels, and a special trip from NY to FL is requested and scheduled for you followed up with a trip from FL to KY. (This is a good reason to pack enough extra clothes).

Communication

Communication is ESSENTIAL. The dispatch office is the HUB for all communications between customers, drivers, maintenance department, and accounting. If you have any questions, please call the office. Company cell phones are provided, so please keep them with you at all times while on the road.

Call Ins/Check-Ins

- OTR Drivers must call in twice daily - A.M. at or around 9a.m., and P.M. at or around 3p.m. Please make your weekend calls before 3p.m. as the Dispatchers leave at 3p.m.
- Local Drivers who are scheduled and leave prior to 5p.m. or whom are scheduled off that day should call in to find out their next day's trip information before 5p.m.
- While on the road, Calls should include your location, your previous days' hours from your logs, and where you are going next.

You should also call when loaded and unloaded. This is to include when you are loaded at each point of a trip, and when you are unloaded prior to getting back on the highway.

If you are detained by traffic, weather, etc., please notify the office and agents that you might be late delivering and/or arriving for your next trip. This way arrangements can be made to inform the clients and other people involved (Local drivers that might be assisting with your delivery or picking up for your next load). This also helps keep the customer from getting mad at you upon arrival for being late.

Notify receiving racetrack agents of your ETA.

If anything out of the ordinary regardless of the time, call immediately. We need to be aware of what is happening. This is to include, Accidents, Property Damage, Injury/Illness of Horse, Injury/Illness of Driver, and any roadside violations (DOT Inspections, Violations, Warnings, Arrests, etc.). DO NOT LEAVE SCENE OF ANY ACCIDENT BEFORE talking to Office.

If a horse is injured, call Nicole.

Telephone Guidelines –After Hours

- Calls into the office should be if there is a problem, accident, and mechanical issues.
- Calls to find out your dispatched schedule should be done at 9a.m. and 3p.m., not to the nightwatchmen.
- The nightwatchmen/security/after hours are there only for support with trip and/or breakdowns. NOT FOR GIVING OUT DISPATCH info.

Communication when receiving paperwork

Receive trip information from dispatcher.

Make sure to get directions for where you are going, and plan your route. Know where you are going before you leave the office and/or head down the road.

If you are unsure on how to get somewhere, Ask for Directions; look at a map, and get a plan/route before you leave.

CALL IN PAY FOR OTR DRIVERS

1. The Call In Pay only applies to Full Time KY & FL OTR Drivers.
(Does NOT apply to seasonal drivers)
2. Drivers will get the greater of call in pay or trip pay for that week.
3. Call in pay will be based on the following rules:
 1. Drivers must call in twice a day every day between the hours of 8a and 5p AND be "AVAILABLE" for work. Calling in after hours to then night watchman does not count.
 2. Drivers cannot turn down a trip or they will forfeit their call in pay for the entire week. This includes local (hourly) trips that you may be asked to do. The pay for hourly trips will be included in the calculation for trip pay for that week.
 3. If you request time off either vacation or time off without pay you will not receive call in pay for that day(s) however you will not forfeit your call in pay for that week as long as you have requested the time off per the instructions in the handbook and given the appropriate notice.
 4. To be eligible for call in pay you must also make sure all paperwork, including bills of lading, has been turned in prior to the deadline for that week or your call in pay will be forfeited.
4. Call in pay will be \$75/day or \$525/week.

Example #1

Trip Pay for the week of 1/3/11-1/9/11 = \$350
Call in Pay for week of 1/3/11-1/9/11 = \$525
You would be paid \$525

Example #2

Trip Pay for the week of 1/10/11-1/16/11 = \$650
Call in Pay for week of 1/10/11-1/16/11 = \$525
You would be paid \$650

Example #3

You are called in to run local trips and paid an hourly wage.
Trip Pay (for the hourly trips) Estimate for 3 days for local trips = \$240
Call in Pay = \$525
You would be paid \$525

Example #4

You Call in and are available for work Mon – Wed (1/17-1/19) but have no trips and then take vacation for the rest of the week 1/20-1/24.
Trip Pay for the week of 1/17/11-1/23/11 = \$0
Call in Pay for Mon – Wed 1/17/11-1/19/11 = \$225
Vacation Pay for Thurs - Sun 1/20/11-1/24/11 = Estimate Only (\$125 X 4 Days) = \$500

You would be paid \$725

Example #5

You call in and are available for work Mon- Wed (1/17-1/19), have one trip on Tuesday 1/18, and take vacation for the rest of the week 1/20-1/24.

Trip Pay for the Tuesday 1/18 Trip = \$350

Call in Pay for Monday thru Wednesday 1/17/11-1/19/11 = \$225

Vacation Pay for Thurs – Sun 1/20/11-1/24/11 = Estimate Only (\$125 X 4 Days) = \$500

You would be paid the greater of the trip pay or the call in pay plus vacation pay.

Your pay for the week in this example would be \$350 + \$500 = \$850

***Note: The vacation pay used in the examples above was just an estimate. Your actual vacation pay will be used in your calculation. The trip pay used in the hourly example was just an estimate. Your actual pay will be based on the hours that you work.**

COMMUNICATION WITH CUSTOMERS

- Every trip is a sales opportunity.
- Every Customer is our Best Customer.
- Extend a friendly greeting to the customer or their representative by introducing yourself by name.
- Do not estimate or predict your ETA for the customer, please relay your time of pick-up, and Dispatch or the Agent will let the customer know an ETA.
- Be Courteous at all times; treat people how you would like to be treated.
- Refrain from discussing company problems/complaints in the presence of customers.
- Do not give out your personal cell phone number to customers. You can take down their phone number and give it to Dispatch/Agent for a courtesy call.
- Refrain from Profane/Offensive Language in the work place and around customers.
- Do not drive into a farm unless you know that you can drive out. When in doubt, stay on the road and walk in.
- Use caution when driving on farms, racetracks, and sales grounds. There are horses, animals, and kids that may not be seen by you in your mirrors. **STAY OFF THE GRASS.** If you must drive on the grass, please get permission 1st. If it is questionable, talk to the office first.
- Good customer relations are key to our continued success in the horse transportation industry. Should you encounter a problem with any of our customers or others, do not get involved in a dispute. Be cordial and tell the other party that you will contact your supervisor and have that person respond to their concerns. Never overlook safety concerns to keep a customer happy.
- If the owner/trainer/manager asks for something to be done a certain way that is not what you normally do or know, you may suggest our typical practice, but it is ultimately up to the customer.
- Treat grooms and attendants with kindness and courtesy. They will relay their experience with our customers and others. If there are problems with either one (smoking, drinking, stealing, sleeping, etc.), you must communicate that with the office. If your attendant is not watering or caring for the horse, we need to know.

- Also, go ahead and get snacks and beverages prior to loading. When a customer sees the truck they just loaded stop a mile away at a truck stop, it does not make them happy about our service.

TEAM DRIVERS – Work as a Team

1. Share the Work.
2. Be Considerate.
3. Driving – Share the driving equally. You must both agree to the driving/sleeping/stop schedule.
4. Pick-ups & Drop offs – Agree on a routine. Who does the paperwork, sharing of equipment loading, and loading/unloading. Both drivers should always be awake and assist in loading/unloading.
5. Truck Stops
 - a. 1st - Always take care of the horses first.
 - i. Look at every single horse, hay nets, bars, buckets, etc.

- ii. Offer water when you first stop, then again before you leave the truck stop. This will ensure all horses are offered water. Some horses don't drink when they first stop, if offered a second time, they may drink. Make sure that both drivers know if a particular horse is not drinking.
 - b. 2nd – Take care of the truck. Fuel, oil, tires, windows, etc. If there is a problem with the truck, now is the time to discover it.
 - c. 3rd – Take care of the driver. Eat, shower, call in, etc.
6. Consideration & Courtesy – Be considerate of your co-driver in regards to smoking, music, CB radio, cab temperature, phone usage, and cleanliness of truck.

Office/Origination of Trip

- Drivers must report to the dispatch office on time. You and your co-driver must report to the dispatch window together.
- Receive Paperwork and instructions from Dispatcher.
- Read and Review paperwork prior to leaving for the trip.
- If you are unfamiliar with the farm/track that you are going to, please ask for directions &/or racetrack maps.
- Double check on any Health Requirements updates.
 - Make sure copies of Coggins are notarized for Florida.
 - Make sure to have appropriate documentation (Racetracks EHV-1 Statement) – See Appendix
 - No handwritten name changes inserted in coggins. If so, notify office/agent
- Pre-trip your vehicle. Include dings, dents, scrapes, or issues with trailer on report form. (*see below*)
- Make sure to have enough trip sheets, DVIRs, and log books for 1-2 months.
- Make sure to have extra blank Bills of Lading, Load Sheets, and Halter Tags.

When you receive your paperwork for a trip, you need to thoroughly review details of the trip. Make sure you know where you are going, know the sex of your passengers and the required stall space, and where you need to load each horse in the trailer in regards to loading and unloading. Correct placement of each horse in the trailer can save you time and decrease the time each horse must spend on the truck. This will expedite your trip.

Directions – NEVER leave for a trip if you don't know how to get there. Please make sure to ask the dispatcher for directions and the preferred Sallee route. DO NOT LEAVE WITHOUT knowing the directions of where you are going!!!!

i.e. Certain routes are easier on horses by avoiding traffic or mountains.

It is much better to go straight to your destination rather than get lost and lose time. No-one will think less of you for asking directions. It is much worse to think you know where you are going, get lost, and your co-workers take the heat for your delay to the customer.

The more time efficient you are, the faster you can start your next trip. If you get lost, take a too much time because you didn't ask directions, it may cost you your next trip and money. Sallee will have to make timely schedule changes to accommodate the customer, but you will be the loser in not getting the next trip or backhaul.

Before leaving, get a game plan! Get directions, plan out your fuel stops, dinner, and shower. One stop shopping doing all of these things at once will limit your stops and save travel time.

Always have what you need in your truck before you load (i.e. food, drinks, snacks, etc.). DO NOT stop at the track kitchen or a food mart right after loading horses. Nothing upsets a customer more than to load their horse for travel, and watch the driver pull out the gate and into a food mart for 20 minutes or so. You would not like this if it was your horse.

Pick-up and Delivery

1. Our customers have given us specific pick up and delivery times.
 - Know your pick-up time and arrive at work on time.
 - Arrive at the office in enough time to go over your trip details with a member of our dispatch team AND pre-trip your equipment. You should arrive 30-40 minutes prior to the time Dispatch requests you to be at the office to allow for understanding paperwork, identifying any issues with your truck or trailer that may need to be addressed, and still allow ample time to be on time to the farm for your pick-up.
 - Pick up time means the time you should arrive and be ready to load at your 1st pick up location.
 - If you should arrive early for a pick-up, please assure the customer that you know you are early, and will be ready when they are ready to load.
2. If a problem occurs such as breakdowns, accidents, etc., and you are going to run late, notify the Dispatch Office/Agent immediately and they will contact the appropriate parties to let them know of the situation.
3. Always show up for work with positive attitude and ready give it your all.

Paperwork

Load Lists – A load list will most often be given when starting a trip from a Sallee Office. It is a list of the horses on the trip (possibly multiple Bills Of Lading), pick-up times, and possible specifics about loading order, etc.

Bills Of Lading (B/L) – see example listed in the appendix

Sallee's bills of lading serve many purposes:

1. The Bill of Lading is our contract between Sallee Horse Vans and the shipper.
2. The Bill of Lading is the information that you, as a driver, needs to complete your trip.
3. The Bill of Lading serves as proof to payroll that you did the trip so you can get paid.
4. The Bill of Lading serves as the contract for the Independent Contractor (Attendant).

Please have attendants sign the B/L prior to leaving Sallee's premises. If any grooms or other representatives accompany the horse, please have them sign as well.

Complete a B/L whenever one is not prepared for you. (see example in back of book)

Prior to loading, always note on BOL any existing injuries, , scrapes, cuts, lameness, etc. of the horse on the BOL, and have the shipper initial (Even if the horse is lame or sore). This shows the receiving party that the horse had the issue before loading. Also, communicate this with the office and receiving Sallee Agent.

You must have the B/L signed on the front and back by the owner/farm manager/trainer/groom BEFORE loading any horses on the truck, and give them a copy of the Bill of Lading This initiates the contract between the shipper and Sallee Horse Vans, and by signing the BOL the shipper agrees to "Terms and Conditions" of shipping.

If there is an injury that occurs during loading, and the BOL is not signed, we could be liable for the value of the animal instead of the contract value.

Someone must be there to load/unload horses.

Make sure to identify the horse, and place the correct halter tag in their halter for identification.

List any papers, equipment, foal papers, jockey silks, medicine, or tack that will accompany the horse on the bill B/L.

At the point of delivery, have the receiving person sign the B/L in receipt of the horse, and sign in receipt of papers, equipment, etc. Leave the customer a signed copy of the B/L.

Turn in all B/Ls at the completion of your trip.

Halter Tags – It is important to always place a halter tag in the horses halter to identify them. Do not trust that the name on the halter is the actual name of the horse. Also, make sure the correct halter tag is placed on the correct horse.

Health Papers - see example listed in the appendix

- Horses traveling out of state or to racetracks must have a negative coggins test accompanying them as well as a current health certificate. (please see example in back of book.)
- Additional documents may be needed for specific racetracks.
- Make sure to check horses paperwork prior to departing with the horse.
- If you are unsure of the Health Paper requirements, contact the Sallee Office.

Trip Records - see example listed in the appendix

Fill out all details and mileage readings for every trip. Be sure to turn in all fuel receipts with the completed trip record. Please do not put anything other than fuel receipts in the Trip Record Packet. Be certain the truck #, Driver's Name(s), and Odometer reading is on every Trip Record. If there are additional receipts that need reimbursement, please note and submit with Per Diem form.

Fill out all details and mileage readings for every trip no matter how short.

Log Books - see example listed in the appendix

Keeping a log book is a requirement. **Logs must be submitted to the office no later than every 13 days. It is PREFERRED that Logs are returned after each trip.**

A single log may be used to show off duty over multiple days in the same month. Do not mix months.

Logs MUST Contain ALL required information.

Date mm/dd/yy

Total miles driven today – Miles that you Drove.

Truck/Tractor & Trailer number

Complete name of carrier

Main Office Address

Driver's Signature (please do this we can read your name.)

Hours Grid with lines neatly completed down

Remarks section must contain Town, State (you may abbreviate state)

Name of Co-Driver

Hours Totals – All Five

B/L Number or Shipper Name

Starting Point & Destination or turn around point

Driver Pre-Trip and Post-trip Inspections

DVIR – Daily Vehicle Inspection Report - see example listed in the appendix

Before you start your trip, locate the DVIR book(s) for your truck and trailer which should be in the office or truck.

Prior to starting your trip, complete your Pre-Trip inspection and review the DVIR. The previous driver, perhaps you, noted any defects found, and repairs made. Sign this report as Reviewing/Driver once you have confirmed that all necessary repairs were made.

At the end of your shift, **fill out a new DVIR Inspection Report, and confirm with co-driver. Sign as Reporting Driver.**

Leave all copies of today's report in the truck for the next driver.

Take the previous day's copy of the report you found in the truck, and turn it into the Office with all other paperwork.

If there are defects needing repair, give DVIR book to Fleet Manager so that defects can be repaired before next dispatched trip. Once the repair is made by the mechanic, he/she signs line 2 of the DVIR, and places the DVIR back in the truck.

When returning to your domicile (Lexington Office, Ocala Office, NY Office), you and only you will know what needs to be repaired on your truck and trailer. Write it up on the DVIRs, and turn it into the Fleet Manager. If the shop is closed, turn it into the Dispatch office. Make sure dispatch and the shop know so that Penske/Ryder and/or the Sallee shop can fix the problems before you are scheduled to go out. Also, Report any missing items, forks, brooms, etc. from your truck in the remarks section

If everyone is not on the same page on repairs, it could cost you a trip if your truck is broke down. It could also put you in a position to have to drive something besides your truck.

COMMUNICATE YOUR TRUCK PROBLEMS IN WRITING, FOLLOWED UP BY VERBAL COMMUNICATION!

Weekly Paperwork

Per Diem Form (see example in Appendix) – Complete the Per Diem Form indicating the times you were away from your home base. These must be turned in/faxed by noon on Tuesday to one of the Sallee Office Locations. If there are extenuating circumstances, please let the office know. Per Diems will be on your paycheck as a non-taxable line item. If there are additional receipts that need reimbursement, please note and attach to Per Diem form for reimbursement. If not submitted weekly, you will forfeit your Per Diem reimbursement.

BOL must be turned in by noon on Tuesday for the trips to apply to the corresponding pay check.

Sallee Employee Parking

Sallee Horse Vans Inc. provides parking facilities for the use of employees. Employees are to park only in designated areas. The company assumes no responsibility for damage to vehicles or theft of articles while on company property. Personal vehicles should not be parked in Truck or Shop designated parking areas. Employee parking is designated in the parking area to the right of the barn. All vehicles parked on company property are subject to random searches when there is reasonable suspicion.

Driver Responsibilities

1. An employee who operates a company vehicle must follow these rules:
 - a. The employee must possess a valid operator's license for the class of vehicle being driven. It is the drivers responsibility to keep his/her license up to date and in good standing. The company will suspend you from duty until your Driver's License is renewed.
 - b. All employees driving a company truck must carry a valid Medical Card/Certificate. It is the drivers' responsibility to keep his/her Medical Card/Certificate up to date. The company will suspend you from duty until your Medical Card/Certificate is renewed.
2. The employee is responsible for the safe and proper parking and securing of all cargo.
3. The employee is responsible for checking the vehicle at the beginning of each work day and at the end of their shift for safety and maintenance issues.
4. All accidents, traffic warnings, traffic violations, and/or DOT inspections must be reported promptly. Failure to report an accident may result in the termination of your employment.
5. Safe and efficient operation of equipment.

6. Courteous behavior toward motorists, customers, customer's personnel, and our team members.
7. Use of profanity or obscenities, fighting is prohibited at all times.
8. Knowledge of laws and regulations.
9. It is your responsibility to keep the truck cab clean and free of all debris (*bottles, papers, lunch sacks, etc.*). This includes keeping the windows clean.
10. Make yourself aware of bulletins/memos posted, in your company mail box, or delivered to you.
11. Sallee is a Drug Free Workplace. The use of intoxicants is prohibited in the workplace.
12. Passengers – Only Sallee Horse Vans Employees and Customers are allowed. No family or friends are to ride as passengers.
13. Customers, Grooms, Farm Employees
 - a. Must sign the Attendant's Contract on the Bill of Lading.
 - b. These people are the Customer or Agents of the Customer.
 - c. They have NO coverage under our insurance.
14. Driver Appearance-- The driver is the first impression and often only person our customer sees. Personal appearance is very important.
 - a. Report for work showered, shaved, and neatly dressed.
 - b. Beard and mustaches are permitted if they are neat and trimmed. Hair should be neatly groomed.
 - c. Drivers should wear Sallee logo clothing. If you are not dressed in a professional, clean and neat manner, you will be asked to rectify the situation.
 - d. We do not allow sweat pants or gym shorts while working. Acceptable clothing for our drivers are blue jeans and khaki pants or denim and khaki shorts. No rips, tears or holes in clothing. Please see the Sallee Horse Vans Employee Manual for additional information on proper work attire.

Attendant Responsibilities

Often our customers want someone to attend to their horse(s) while travelling, but do not have a groom/person to send. In this case, they contract with us that we find an independent contractor to be the "Attendant." An attendant is not an employee of Sallee Horse Vans. We have the right to choose to use or not to use an attendant, just as he/she is not bound to Sallee Horse Vans for employment.

Attendants are paid to water, care for, and calm the horse throughout the trip. It is their responsibility to notify the driver if there is a problem in route. They are not to talk to the customer, but stay out of the way during loading and unloading. If there is any type of problem with an Attendant such as using drugs, alcohol, stealing, or attempting smoking in the truck, as the Driver, you must contact Dispatch immediately.

If you as the driver see that the Attendant is not doing the above duties, you must notify Dispatch.

If an Attendant asks to ride in the cab of the truck/tractor, it is not allowed.

If an Attendant asks to borrow money from you, we highly discourage you loaning them money.

If you choose to loan them money while out on the road, that is between you and the Attendant, not Sallee.

If you ask them to help muck out a truck/trailer or bed down a trailer, it is between the Driver and the Attendant, but it is customary to give them a tip. You can speak to other drivers to know what is typical.

Sallee Horse Vans Inc.

Driver Awareness and Safety Program

- **Safety Policy**
- **Safety Rules**
- **Safe Driving Practices**

Safety Rules

1. All company employees must work at all times in such a manner as to safeguard themselves and others.
2. All employees shall wear clothing and proper footwear that will protect them in the workplace. This includes gloves, closed toe shoes, preferably boots or shoes that will protect your feet if stepped on by a horse. No employee shall wear any article of clothing or jewelry that presents risk of injury while working.
3. Employees must maintain their work place in a safe condition and remove any objects or debris that might cause injury, or interfere with safe working conditions.
4. Smoking is prohibited in designated "No Smoking" areas, especially in the sleeper berths of company vehicles and inside of the boxes/trailers (see Smoking Policy).
5. When lifting equipment the driver must: secure firm footing, bend at the knees and keep the back straight, take a firm grip on the object to avoid risk of pain or injury. Always use co-driver as needed.
6. All employees must follow the three-points of contact rule when entering and exiting the vehicle and/or trailer.
7. Employees are prohibited from operating any equipment that they are not authorized to operate or handle.

Driving Techniques

1. A horse is an extremely delicate athlete. Our care and their comfort dictates the health and performance of the horses.
2. Drive cautiously.
3. Speeding and tailgating will not be tolerated.
4. Start and Stop gradually and smoothly.
5. Turn slowly and smoothly. GO slower than the marked speed on curves and exit ramps. Go at least 10-15 mph slower than the indicated signs.
6. Use the Jake brake on the highway to minimize periods of braking.
7. Do not use Jake Brakes near farms, race tracks, sale grounds, show grounds, business areas, and small towns.
8. Anticipate traffic signals, so there is no sudden breaking.
9. Make lane changes smoothly.
10. Keep your distance from the vehicle in front of you so that you have room and time enough to stop/slow gradually.
11. When driving into/out of an area with horses, know HORSES have the right away. Slow or stop when necessary to include possibly shutting your engine off.
12. If you are not sure that you can maneuver safely in and out of a farm, do not drive into the driveway, stop and walk in. If it looks unsafe for horse, property, and our truck, have the receiving party walk the horse in our out of the property from the road if necessary.
13. Stay off the grass as much as possible. If you need to go off the driveway onto the grass, get permission of the farm FIRST.
14. Many serious accidents are caused by vehicles stopped on highway shoulder. Always attempt to get your disabled vehicle off the highway. Do not make unnecessary stops on the side of a roadway. Pulling over on the side of the highway is very frightening to the horses as traffic is blowing by the trailer at speeds over 70mph and shaking them. Do not pull on side of highway unless you can not make it to the next exit.
15. Know your trailer height.

BEFORE LOADING CHECK LIST

Make sure your truck is cleaned, disinfected, bedded for your trip, and has all of its equipment (i.e. rugs, chest-bars, buckets, hay-nets, screens, cleaning utensils, disinfectant, etc.).

Before leaving Sallee, always check that your trailer has the proper equipment for your trip(s).

Spare Halter – In case a halter breaks

Lead Rope and Lead Shank

(10+ for Trailers and 2-3 for straight trucks) Hay-nets in good condition (Not wet, moldy, or ripped with holes).

(5+ for Trailers and 2-3 for straight trucks) CLEAN Water Buckets

(4+) Breast Bars in good working condition.

(4) Screens that aren't cracked and are in working order.

(2) Coco Mats in good condition.

Extra Double-end Snaps – You never know when a snap will break or you need a snap.

(1+) Pitch Fork

Broom

Hose and Nozzle

Scrub Brush to clean off manure from walls.

Disinfectant

Pine sol

All Cross tie chains have snaps in working order.

All partitions in good shape (No cracks or damages)

Walk through the trailer and check for any weakness in floors (pre & post trip inspection)

Check for that all trailer/van windows are working.

Take enough straw for the current trip, and additional straw if space is available.

When loading your truck imagine that you are paying top dollar to travel safely in a nice, clean, and safe plane. You are traveling for a long period of time, and look for your pilot and flight attendants to be courteous, friendly, and professional. When you go to board the plane, a red carpet is rolled out to give “red carpet” treatment with excellent service.

Now, take the above illustration, and transfer it into horse transportation. We arrive slightly early or on-time for loading to have an on-time departure with a clean, nicely bedded truck that has been inspected for safe travel. The door is opened, the ramp and side boards are put up, and the brown carpet is rolled out for our passenger(s). Kindness, consideration to owner and horse are used to quietly load the horse in it's first-class accommodations that resemble home. Our passengers are then taken on a smooth, safe, and timely journey with stops for rest and hydration. Our passengers arrive to their destination rested and fresh for their race/competition.

Make sure your trailer has all the supplies and equipment you need.

ALWAYS PLACE HALTER TAGS ON YOUR HORSES-- 1 OR 15

Loading A Big Van

Be organized about your load.

Either take direction from the office/agent on placement of horses, and if no direction is given you should plan your load based on the horse's sexes, order of unloading, any special customer directions (i.e. horse is hurt and needs to face a certain direction), and individual circumstances.

When dealing with horses, remember that they will do anything in their power to hurt themselves. It is our job to prevent them from getting into that situation.

Prior to loading, chest bars should be removed from the truck to keep them out of the way of horses loading.

When loading, use all the inside ramps in the truck (to peak and to back). By having both ramps in a section down, it gives maximum space to maneuver horses. It also keeps them from getting too close to one another. This will decrease the risk of injury to the horse or handlers.

Know where to stand when loading/unloading.

Do not turn in front of someone to where the horses' rear end turns into the face of someone.

Do not stand in the direct opposite stall of ramp to where a horse could back down the ramp, and pin you against the wall.

Unless requested (only by Standard bred or Horse Show customers), do not use tail bars. NEVER use tail bars in a box stall, as a horse could get its foot between the tail bar and the wall causing injury.

Breast/Chest Bars should never be used with yearlings or young horses that have not traveled much. While you are loading, if you notice an already loaded horse that is being frisky/jumping around, you might not want to put the chest bar up. The customer could ask us to use or not use chest bars. We should do what the customer requests.

Horses that are picked up at the USDA may have never had a bar in front of them either, and may try to jump over it. After you have driven a while, they will calm down, and you may feel you need it to keep their noses apart, then you could put it back up.

When you cross tie a horse, you should always tie them to keep the noses apart. If you have to shorten their chain slightly, only do it on the wall side, NEVER the inside. This allows them the ability to turn to the middle to eat from the hay-net, and allows ample chain for the hay-net to sit in between. Also, if the chains are tied too short, they will rub their tails, and this is not a good thing for the horse, customer, Sallee, or you. Keep them short enough so their noses do not touch the horse across from them, but long enough to have head movement.

Try to keep noise down when loading. Using clapping and other loud noises can often scare the horse more, and not help get the horse loaded. It is important for us not to hit the horses, even if a customer may chose to do those type of actions, let them do that not us.

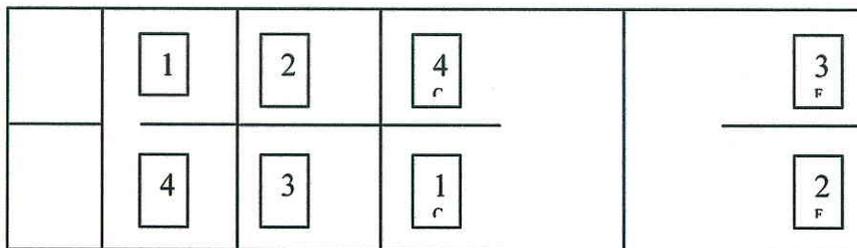
When loading and unloading, make sure one driver is next to the upright by the inside ramp the horse is using to load/unload so it keeps it from hitting their hip on the upright as it enters or exits the back or peak ramp.

Example of loading:

This is a rule of thumb, but certainly there are times when your farm pick-ups will not allow you to completely follow this plan.

Start loading from the back to the front. When possible load your peak before loading any horses on the floor.

When you have 2 colts and 2 fillies to load in the back of a truck, you would load as follows:

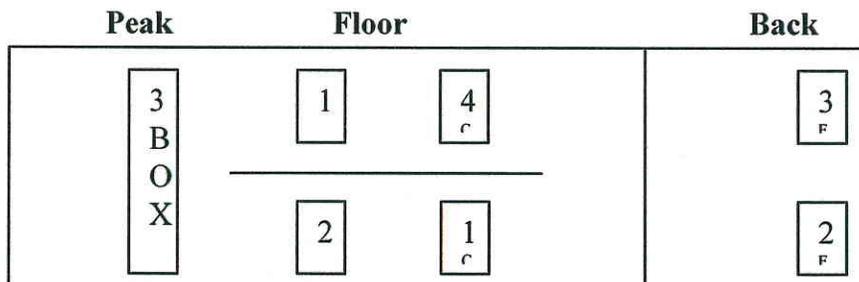


By loading the first colt, and getting him out of the way. That gives you room to load the 2 fillies in the back leaving the 4th horse (colt) to be loaded without turning into fillies.

When loading Boxes and 1.5's in the same area of the truck, load the box last to allow for more room to work/move.

Example:

Load the back of the truck first, then load your stall and a half's on the floor, and load the box stall last. This allows you to have more room to maneuver the floor stall & a half's.

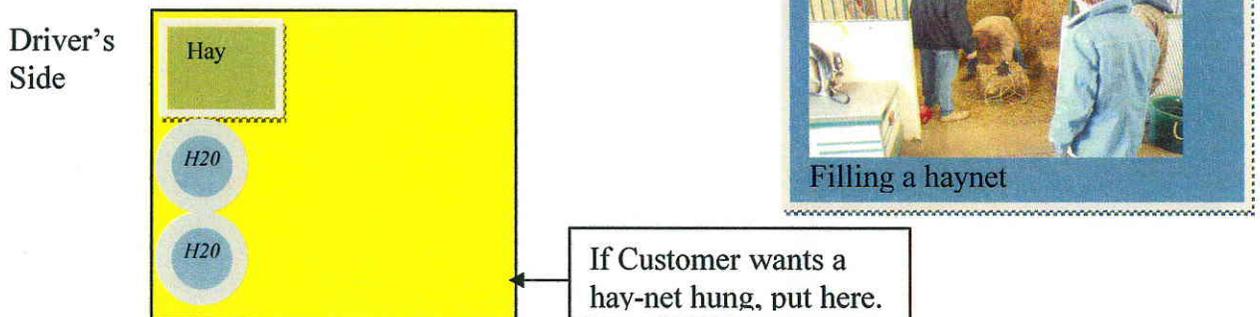


The below truck with all box stalls should be loaded like this for efficient loading. If you know that you have 4 to 5 box stalls, you can start by being organized. Of course your truck would

already be clean, bedded deep with straw, and nicely swept before arrival. Also, have your peak set up for a box upon arrival. Upon checking in with the farm manager/barn foreman, it is a good idea to ask a few simple questions: 1. Hay on floor or in hay-net? 2. Do you want to use your buckets or ours? (At this point, fill your water buckets. At the sales, you can already have Water buckets filled and hay for the horses.) 3. Do you have a specific position for each horse designated for each box position? Let him/her know which order you want to load so he/she can send the horses in correct order. Also, let them know to wait a few minutes between horses to set the boxes up. This will help make things most efficient.

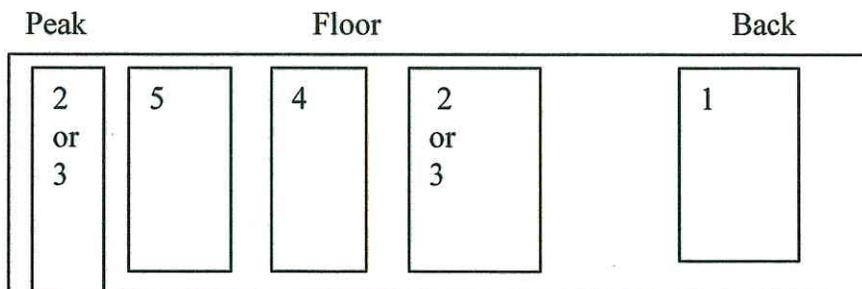
After you know about theirs/our water buckets and hay on the floor/hay-net, go on and get all of your screens and buckets out. Your attendant can help get the water buckets filled $\frac{3}{4}$ and hang them (on drivers side) while you finish setting up the truck. Also, ask if the customer prefers hay on the floor or in a hay-net (personal preference, however, on the floor is safest). If they want it on the floor, go ahead and place 3-4+ flakes of hay in the back of the stall on the driver's side (This way the horse won't poop in his/her hay). If they are hanging hay-nets, this will be done after the box is put together, prior to hanging the screen. Make sure it is hung high enough that the horse cannot get its foot in the haynet. Later in the trip as hay has been eaten, the hay-net may hang too low to where a horse could get its foot in it. If that is the case, please take the hay-net down and away from the horse to prevent potential scenario for injury.

Diagram of Box Stall.



Go ahead and put your ramp/short-board out with side boards and rug, break down your back box. Then sweep the floor to allow you to have the holes in the floor clear, and a professional, clean, presentable truck. This has you essentially ready and will decrease time in breaking down boxes.

Order of Loading - Load the far back, if they are ready for the peak, you can go ahead and load it, otherwise, set up the 2nd Back Box to load 2nd.



COMMON COURTESY & SAFETY

- Drive slowly in the barn area
- Watch for Horses & Safety in the barn area, to include:
- Lay short board down – don't drop it (that will scare horses)
- Easy on the clanging of equipment (i.e. Screens)
- Be careful of making loud noises such as door slamming (clanging screens, dropping short board).
- THINK before doing things – Often the things we do unintentionally scare horses
- When space is available & load is not full, put horses in box stall especially when there is not an attendant. This is safer for you and the horse. This should be common practice unless a 1.5 stall is requested for a injured horse or agents/office know that certain trainers don't like box stalls.
- Make sure to have a clean truck before loading – you would not want a dirty or crappy seat on a bus/plane. Also, you need to wash your buckets out on a regular basis to prevent illness and disease spreading.
- Always use a shank when moving horses around in the truck or from barn to truck/truck to barn.
- Always use side boards or racks when loading regardless of where you are loading. It is a must.

En-Route

Upon completion of loading truck, call receiving office/agent. Give them ETA, and take any special arrival instructions (i.e. An agent requests that you don't arrive before 9 a.m. – you follow those directions). It is your responsibility to make sure the customer's requests are met and accommodated.

When running late/behind – please notify office and receiving agent, so they can notify the customer. There is no excuse for not communicating. This gives the customer heads up so hopefully they don't get upset and take it out on the driver.

1 hours prior to arriving to a track – call the receiving agent.

When coming off Interstate or Turnpike, call the agent to let them know you will be there shortly.

Hydration – Make sure the buckets are clean. Try to keep water buckets away from any contaminants. Do not set them on the fuel island and then re-stack them. It will retain the smell of fuel in the buckets, and horses will not want to drink from them. After use on each trip, wash/scrub each bucket, and allow drying before storing them. Buckets are a great way to spread disease and illness. We do not want to get a horse sick by spreading germs/disease in water buckets.

Horses should be watered off about every 4-4½ hours. You should offer them water when you first stop. Then try to water them again right before leaving the truck stop/ service area. Most horses will not drink for the first 15 minutes after stopping, and need a chance to relax.

Try to always keep ¾ full bucket of water in the truck in case you have to stop where water is not available.

Always water horses off shortly before delivery. Never arrive to farm/truck with an empty water bucket in a box stall. Most of the time towards the end of travel they will drink, however, some horses will never drink. Regardless, it is YOUR Responsibility to make sure water is available to each horse.

Upon arrival to destination, inform the customers if their horse drank or not. It is very important to know this. The customer will appreciate this information. If a horse gets dehydrated during travel, it is very serious and can cause other complications such as colic. This can be fatal.

Attention to detail is a must!!!

Regardless of having an attendant or groom on-board, it IS THE DRIVER'S RESPONSIBILITY TO MAKE SURE THE HORSE IS CARED FOR AND WATERED.

Feeding of Horses during travel – We strongly urge our customers to provide the hay and or feed that they want their horse to eat during the trip. If they do not provide hay, we typically will supply that. We most often supply hay for horses that we transport out of horse sales. So, make sure to bring hay when loading from a horse sale.

Hay Nets – Keep hay nets clean. Always shake out loose hay. If hay-net is wet, allow to dry before storing them. If you store them wet, they will become moldy. If a horse eats from a moldy bacteria filled hay-net, it might cause a horse to get sick. Mold will also cause the hay-net to rot prematurely.

Bandages – Many trainers or farms will send horses with shipping bandages/wraps. If those bandages seem to have slipped, it is better for them to be removed. Sallee employees will not re-set bandages (put bandages back on the horse). A twisted or slipped bandage can cause injury, so removal is best if needed before arrival to destination. Be careful as horses can spook or kick.\

En Route minor injuries – Always note on Bill Of Lading any minor injury (cut, scrape) that occurred during travel. Also, make the receiving party aware of the minor injury upon arrival. You should also let the office know of the situation. What seems to be minor can become a bigger issue, so always communicate these things with the office.

POSSIBLE SIGNS OF HORSES IN DISTRESS &/OR COLIC

- Horse is not drinking
- Horse Holds head low
- Horse doesn't drink any of the times you stop
- Horse is biting at his/her side
- Horse is deep breathing more than normal
- You pinch the horses skin & it doesn't snap back
- Walking in circles, lays down & gets back up
- Acting like they want to lay down combined with above signs.
- Look for any signs of distress

If you see signs of a horse acting strange, signs of distress, colic, or bandages slipping/twisted, contact the office or agent.

When in doubt, call the office or see our Sallee agent (if on-site).

INCLIMATE TRAVEL

Never stop for very long in the hot sun with a full load of horses in heat in excess of 75 degrees. If you must stop in extreme heat, try to park in the shade, open the doors for air, and make it QUICK!

Do not plan an extended stop for a sit down dinner and shower in the heat of the day. Plan your stops at night when it is cooler.

As the driver, you are like the captain of a ship. You are in charge. In extreme weather conditions such as cold, you (not the groom/attendant) must regulate the windows and vents on the trailer. A groom/attendant will be concerned about being cold, not about ventilation for the horses. On a full load of 8+ horses, you never want the windows closed, as it will cause too much humidity and will freeze the doors shut. It will also cause an unhealthy environment for the horses. If it is zero out, you do not want the windows wide open, but just enough to keep fresh air flowing through the trailer. Smaller loads will not produce as much heat or humidity as a full load, so use your judgment on the amount of openings of the windows. You may have to continually open/adjust windows throughout the trip if attendants/grooms shut the windows during the trip.

Travelling from cold to hot will be more severe and difficult on horses than hot to cold. As you go from North to South, you will gradually open the windows to acclimate them to the warmer weather. You will need all windows open as far as possible as the temperature warms during the trip. It is most important to have the rear vent open to allow the hot air which accumulates at the ceiling of the trailer to escape out the rear as you travel.

If you are stuck in traffic in extreme heat, horses will need watering more regular. Also look at the horses for signs of stress from the heat. In extreme circumstances of stress from heat (signs - soaking wet from sweat, trembling, anxious), you may need to sprinkle/splash cool water on the horses back to cool him/her off, If you feel you are in this situation, please contact the office.

Again, Dehydration is one of the most problematic issues in transport which can lead to other complications. Make sure to offer water often when it is hot outside.

If you think there is a problem with the health of a horse, DO NOT hesitate to call Sallee Management or Agents. They will help resolve the situation before it is a problem that escalates to a situation that becomes out of control. Sallee and their Agents are available 24 hours a day.

We like to deliver healthy happy horses. We want to avoid having horses become sick or injured in transit. If that situation occurs, call the office and a vet clinic will be found in the vicinity.

ALWAYS CALL THE MINUTE YOU NOTICE A PROBLEM-- 24 HOURS A DAY.

CLEANING & BEDDING A TRUCK

Anytime your truck is in Lexington, leave your truck stripped of straw, swept, and partitions put in single stall configuration. Also, hang rug on partition so it does not get wet. This will allow the Truck Wash crew to wash your truck. When your truck is not in Lexington, it is your responsibility to keep your truck clean and washed. You can take it to a truck wash that will wash the inside, or preferably you can use a hose, soap, and scrub brush followed by disinfectant. If you go to a truck wash, turn in the receipt for reimbursement.

On a regular basis, use disinfectant and/or pine sol to keep flies and smell down especially in the heat and summer months.

When preparing your trailer to load, make sure you have adequate bedding. The further the trip, the deeper the bedding should be. Don't just pile the straw in the middle of the stall. Shake the straw, spread it out, and bank it towards the rear of the stall. A good rule of thumb is to have the stall bedded to half way up your shin. Leave a lot out in front of the 1.5 stall so the horse can move it around how he/she likes it.



A box stall should be fluffed up to be about knee high or more with banks at the rear of the stall. Banking the stall will help cushion if he/she is a kicker. It also helps keep them from getting stuck against the wall if he/she lays down.

In a box stall, always put the hay on the same side as the water bucket so they always face the food and water, and do not mess up the hay and water with manure.

When your trip is completed, thoroughly clean and wash out your trailer.



TIPS FOR SPECIFIC TRACKS

Remember – We are guests of the race tracks, farms, airports, clinics, and quarantine facilities. Let's do our part and act like considerate guests. Do the right thing.

NEWBURGH, NY

When going to USDA Quarantine, **you must bring straw & hay** with you from Lexington, Ocala, or previous track. The USDA will not provide hay or straw. It is our responsibility to have both hay and straw on the truck for these imported horses and our customers.

You also need to verify if there is any equipment with the horse and tag it so it is delivered to the right farm.

BELMONT PARK

Simple Rules to follow:

When you come into Belmont or any race track during training hours, remember the horse has the right of way. Any noise you or the truck makes could cause the animal to spook thus leading to injury of horse and/or rider.

Always try to be as quiet in everything you do around horses. Do not assume there are no horses outside your truck. You are at a racetrack or farm, and that is their home.

When parking by the kitchen, do not block the other cars in the parking lot nor park over the yellow line.

If you arrive at night and sleep in the truck, do not park next to a dormitory where people are trying to sleep. The truck will bother them since many have the window open.

If you are not maneuvering the truck, you should have it turned off. Use the Auxillary Power Unit for cab temperature control.

When you are setting up the truck, pick up all strings, wires, and baling twine and place them in the trash. Also, place any trash from the truck in the garbage. We are guests on the property and should not litter. This includes the hay and straw being thrown out of the truck.

Put the straw and manure into the muck pit, not around it.

CALDER

When cleaning out at CALDER, only use the barns 76, 77, 78, 79. You may clean out there after training hours until 4:00 a.m. **DO NOT USE THE TRAINING CENTER AT CALDER TO CLEAN OUT.** There will be a \$100 fine for cleaning out there.

OCALA

Contact Pete Copeland from Ag Station so he can direct you on order of unloading.

Emergency Procedures

- **Accident Reporting Procedures**
- **Property Damage Reporting**
- **Work Related Injury Reporting**
- **Horse Injury Reporting**
- **Vehicle Breakdowns**

Accident Reporting Procedures (See form in Appendix)

If your vehicle comes into contact with another vehicle, property, or person, the following procedures must be taken by the driver at the scene:

1. Stop immediately!
2. Protect the scene from a second accident. Place warning signals out.
3. Notify the nearest state or local police. If a doctor or ambulance is needed, inform the police of this need.
4. Seek Medical Attention if necessary.
5. Assist any injured persons, but do not attempt to move them unless absolutely necessary. Your assistance should be limited to control of bleeding and/or keeping the person warm and as quiet as possible until an ambulance, doctor or police officer arrives to provide assistance.
6. Notify your dispatcher and manager immediately and provide as much detailed information as possible regarding the accident.
7. Do not discuss the accident with anyone other than the police, your Dispatcher, Safety Director, or company Owner.
8. Have a police report made.
9. Utilize the Accident Kit (see Appendix), and take pictures with the camera provided. Take pictures of all damage to all parties.
10. Fill out Sallee Accident Report completely.
11. Call Elizabeth or Nicole at the time of the accident.
12. No driver/employee shall give a signed statement regarding an accident without first obtaining permission from the company Owner.
13. You must go directly to the nearest Hospital or Walk-In clinic and take a drug and alcohol test if any of the following occur (make sure to take the drug screen kit that is included in the accident kit:
 - a. A human fatality
 - b. A towed vehicle and you were given a citation
 - c. There was an injury that required medical treatment away from the scene and you were given a citation.
14. The completed Accident Report Kit should be turned into your dispatcher at the end of the trip.

Property Damage Reporting
(See form in Appendix)

The farms and racetracks that we go into do not always accommodate our tractor trailers easily. That is why we ask you to be as careful as you can when entering and leaving these facilities. If damage occurs (i.e. grass, gates, keypads, barns, vehicles, etc...) please follow the steps listed below.

- Immediately notify an employee or farm manager, if you are at a farm. If you are at the racetrack, notify the track security and our agent if available. Also, notify Dispatch and Safety Director.
- Take pictures. The camera is in your accident kit.
- Complete the Accident Report. Also found in your accident kit.
- Turn in Accident Report and Camera upon returning to your home office.
- Make sure you report incident to the Sallee Safety Director, Elizabeth Sadler as soon as it is possible.

If we work together as a team and practice safety, accidents and incidents can be prevented.

Work Related Injuries
(See form in Appendix)

1. If it is an emergency, seek medical attention immediately.
2. All injuries must immediately be reported to your direct Supervisor and Safety Director.
3. Complete an Employee Investigation form located in your Accident kit (See appendix).
4. Go to the company-assigned medical facility as designated by your employer.
5. Call the Safety Director, Elizabeth Sadler to report the injury. She will take all of the information from your Employee Investigation Form, and report it to the Work Comp Carrier. Elizabeth will direct you on the next step if necessary.

Horse Injury
(See form in Appendix)

Please follow the steps below in the event that a horse is injured on our truck while in transit (see Appendix):

- Assess the situation to see if vet care is needed. If so, please call Nicole to give her details so that the trainer/owner can be notified and a plan of action can be formed.
- Please complete the Injured Horse form with as many details as possible.
- Take pictures with the camera that is provided in the kit.
- Contact Elizabeth with details of the injury.
- Make sure to note the bill of lading and notify the person at the receiving end of the injury and have them sign beside the note on the bill of lading.
- Turn in camera and completed form to Lexington Office.

Please follow the steps below in the event that a horse is injured while loading/unloading (see Appendix):

- Make sure the person loading/unloading is aware of the injury.
- Please note the bill of lading and have the person loading/unloading sign beside the noted injury.
- Please complete the Injured Horse form with as many details as possible.
- Call Elizabeth or Dispatch immediately with details of the injury.
- Take pictures with the camera that is provided in the kit.
- Turn in camera to Lexington Office with copy of Bill of Lading and completed form.

Vehicle Breakdowns **(See flowchart in Appendix)**

If your unit breaks down while enroute, unless instructed otherwise, follow the procedure listed below:

1. Secure your unit during a breakdown. Set out your emergency reflective triangles. Three triangles must be used. Two rear triangles must be placed approximately 10 and 100 feet from the rear of the disabled vehicle. One triangle must be placed approximately 100 feet from the front of the disabled unit. (Per DOT regulations)
2. Contact the Lexington Office if you breakdown
3. Have the following information available:
 - Vehicle number (Leasing Company Truck # and Sallee Truck #)
 - Vehicle mileage
 - Area code and phone number where you can be reached (personal cell phone #)
 - Tell Office if the truck is “Loaded” or “Empty”
 - A good description of what is wrong. Example: if it is a flat tire:
 - Tire size and tread design
 - Position of the tire
 - Your specific location including the following:
 - If at a farm or racetrack:
 - Name of business
 - Address of business
 - If on the highway:
 - Interstate or route number
 - Direction of travel and Final Destination
 - Mile marker
 - Between which exits
 - Name of service plaza
4. Remember, help cannot be sent unless the company knows your exact location.
5. Make all attempts to get off of the highway & side of the road. Try to get to a rest area, service plaza, or truck stop.
6. Do not change location unless you call for permission first.

GLOSSARY

Cross Tied – A Cross tie is when a horse is tied on both sides of it's head by rope/chain with snaps on the halter to secure the horse from only having limited range of movement.

Single Stall – A Single Stall is when the truck is set up with 3 stalls across the width of the truck/trailer. A single stall is the most economical way to travel, has the least amount of room for the horse, and the horse is cross tied. This is most prevalent in the Standardbred Industry.

Stall and a Half – A Stall and a Half is when the truck is set up with 2 stalls across the width of the truck/trailer. A Stall in a Half would be the equivalent to "Coach" class in air travel. It has more room than a Single Stall, but the horse is still cross tied. This is a very common way for horses to travel.

Box Stall – A Box Stall is when the stall is set up to simulate home. This is the first class way to travel. It allows the horse to move around, have free movement of it's head and neck, and the horse is not cross tied. This is the best way to travel for the optimum health of the horse.

Standardbreds – Standardbreds are horses that race and pull a cart/sulkey.

Sulkey – A cart that is pulled behind a horse in a race.

Thoroughbreds – A Thoroughbred is a breed of horse which is bred to race. We often transport thoroughbreds from farm to farm, and racetrack to racetrack.

Big Van/Tractor Trailer – These are the trucks that go Over the Road (OTR) and Long Distance.

Show 48', 53" with Equipment Box, and 53" with Stall in Back.

- **Peak of Trailer** - The Tractor Trailers/Big Vans are divided into three to four sections: the Peak section of the trailer is the first section which sits over the fifth wheel. It is the largest box stall in the trailer. Horses must walk up a ramp to enter the peak.
- **Belly/Floor of Trailer** - The Tractor Trailers/Big Vans are divided into three to four sections: the
- **Belly/Floor section of the trailer** is the middle section and the main loading door.
- **Back of Trailer** – The Tractor Trailers/Big Vans are divided into three to four sections: the back section of the trailer is the "Back of Trailer," and the third area of the trailer.
- **Back Stall** - The Tractor Trailers/Big Vans are divided into three to four sections depending on the size and configuration of the trailers: the very back stall of the new 53' trailers is the fourth section of the trailer which is referred to as the "Back Stall/Gyp Stall."



Small Van (Straight Box Truck) – Small Box trucks that are for local trips
6 Horse (Straight Truck) – A Six Horse Van holds 6 horses in single stalls. Most often the truck holds no more than four 1.5's/stall and a halves.

7 Horse Van (Straight Box Truck) - A Seven Horse Van holds 7 horses in single stalls. Most often the truck holds no more than five 1.5's/stall and a halves.

9 Horse Van (Straight Box Truck) - A Nine Horse Van holds 9 horses in single stalls. Most often the truck holds no more than six 1.5's/stall and a halves.

Uprights are the bars that are positioned between the ceiling of the truck/trailer and the floor that hold the partitions in place. The upright also has the tie chains connected to them.

Chest Bars are the bars that go in front a horse to keep them secured in their stall along with the horse being cross tied.

Tail Bar are the same bar that can be interchangeable as a Chest Bar or a Tail Bar. There are holes at the back of standing stalls for Tail bars to be positioned. Tail Bars are typically only used for Horse Show horses or upon Customer request.

Screens are used in the front of box stalls to keep the horse from getting it's head across to visit with the horse(s) across from it.

Webbings are used across the front of a stall to secure a horse in a stall while still allowing it to have it's head out of the stall. We often transport these when moving a stable.

Stable – A stable is a trainer or a farm's whole group of horses or that division of a trainers horses that will move together. A stable move is often with multiple trucks and drivers, and will transport the horses, the trainer's grooms (horses caretakers), and the equipment to take care of the horses.

Groom(s) – The horses caretakers.

Attendant(s) – Attendants are temporary caretakers for horses while on our trucks. Attendants are independent contractors and are not employees of the company.

Agent(s) – Our Customer Service representatives who are also our sales persons at the various racetracks are referred to as "Agents."

Trainer(s) – Trainers are the people who train horses at both the racetrack and horse shows. They are our customers, and act on behalf of their clients, the horse owners.

Farm Manager(s) – Farm Managers manage and oversee the horse farms that are our customers. Many times horse farms have horses on their farms that are owned by the farm and customers of the farm.

Assistants/Assistant Trainers – Assistant Trainers are assistants to Trainers. They can be at the same track as the Trainer or have a group/string of horses at a different racetrack. The Assistant Trainers are often our point of contact when a Trainer has multiple divisions of their stable at different racetracks.

Assistant Manager – Assistant managers are assistants to Farm Managers. The Assistant Managers will often be our point of contact when a Farm has horses at different racetracks and/or farms divisions.

Foreman – A foreman is below the Assistant Trainer/Farm Manager. They often just oversee daily tasks of the grooms they coordinate.

Colt – A colt is a young male horse.

Gelding – A gelding is a male horse that has been castrated.

Horse – A male horse that is of breeding age.

Horse – Referred to generically as a male or female horse.

Filly – A filly is a young female horse.

Mare – A female horse that is of age to breed or have a baby/foal.

Maiden Mare – A mare that has not had a foal or is having it's first foal.

Barren Mare – A mare that is not pregnant.

Foal – A baby horse.

Yearling – A horse that is a year old.

Haynet – A haynet is a rope net that is devised to hold hay, and can be hung high for a horse to eat hay while in a stall or travelling.

Water Bucket – A water bucket is a bucket that is used to allow a horse to drink water while in a stall or travelling in a van/truck.

Tack/Trap – Tack/Trap is the equipment to care for a horse. Tack can be referred to as the equipment to ride a horse and the equipment to care for a horse.

Bedding (Shavings/Straw) – Bedding is the straw, wood shavings, or material that is on the floor of the stall or truck to allow cushion for a horse.

Muck – Muck is the dirty bedding that a horse has urinated and pooped in. Muck has the manure and dirty bedding.

Halter Tag – A halter tag is an identification tag placed in the horses halter buckle. This contains the name/breeding of the horse, the origination, and the destination. This is like a luggage tag or horse id.

Clinic – A Clinic is a Horse Hospital.

Race and Return – A trip that takes a horse to a racetrack to race that day. The truck waits for the horse to run it's race, and takes it home after the races.

Special – A trip that a customer requests just for it's horse(s). The customer specifies the certain date, time, type of truck, and that they want the truck exclusively to themselves.

Wait and Return – A trip that takes a horse to a destination, waits for it, and takes it home. Often it is a trip to the Clinic/Hospital and/or Rehabilitation Facility (Swimming/Hyperbaric Chamber).

Breeding Trip - A Breeding Trip takes a mare to a destination Breeding Shed, and waits for her to be bred, and takes her home. Most often this trip is done in a Small Van or Six Horse Van.

USDA – United States Department of Agriculture – The USDA is the governing body for import and export of horses. We often receive or deliver horses to USDA locations in Newburgh, NY and Miami, FL. Horses travelling in and out of the USDA facilities must be specially disinfected.

Quarantine – A designated farm/facility that is under government regulations to prepare horses for import or export. Often we gather horses from Quarantine farms to send on aircrafts overseas.

Charter – Charters are complete planes designated for a group of horses to travel (domestic/international).

Fowarding Company – A Forwarding Company is a company that coordinates the shipment of horses via air (domestic/international).

Coggins Test (Equine Infectious Anemia Test) – This is a blood test that must have a “Negative” result for horses to be able to travel.

Health Certificate (H/C) or Certificate of Veterinary Inspection (CVI) – This is a state document that is prepared by a vet stating the horse(s) listed has been inspected by a licensed Veterinarian, and is not showing signs of infection and/or communicable disease. Different states and destinations have different requirements on how long the CVI is valid. Please refer to “Destination Requirements” for those details.

Piroplasmosis – Piroplasmosis is a disease that was evident in several state in the last few years. It depends on the destination to whether they require a “Negative” Piro test for entry into their barn area. Please refer to “Destination Requirements” for those details.

EHV-1 (Equine Herpes Virus)/Herpes – Many destinations require that horses of entry must have a vaccine for the EHV-1. Please refer to “Destination Requirements” for those details.

Auxiliary Power Unit (APU) – A power unit that supplies power to the truck without idling and using fuel (some APU's are fuel powered, however, Sallee's are battery powered). APU's allow for temperature control without idling.

APPENDIX

(Examples will follow)

DVIR Flow Chart

Completed DVIR

Breakdown Procedure

Accident Procedure and Report

Property Damage Procedure and Report

Employee Injury Procedure and Report

Horse Injury Procedure and Report

Fire Prevention Policy

Seat Belt Policy

Cell Phone Policy

BillOf Lading

Halter Tag

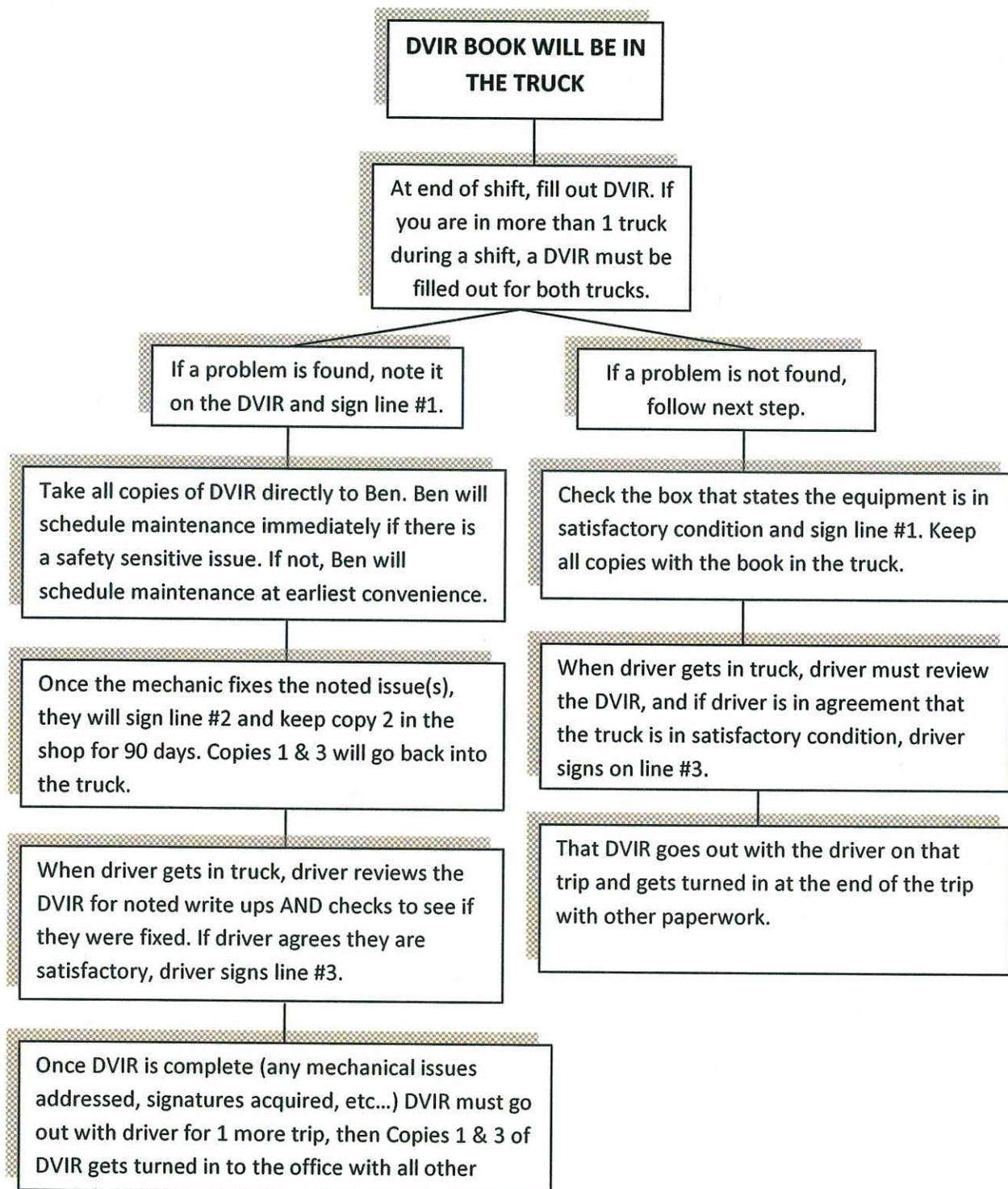
Health Certificate

Negative Coggins

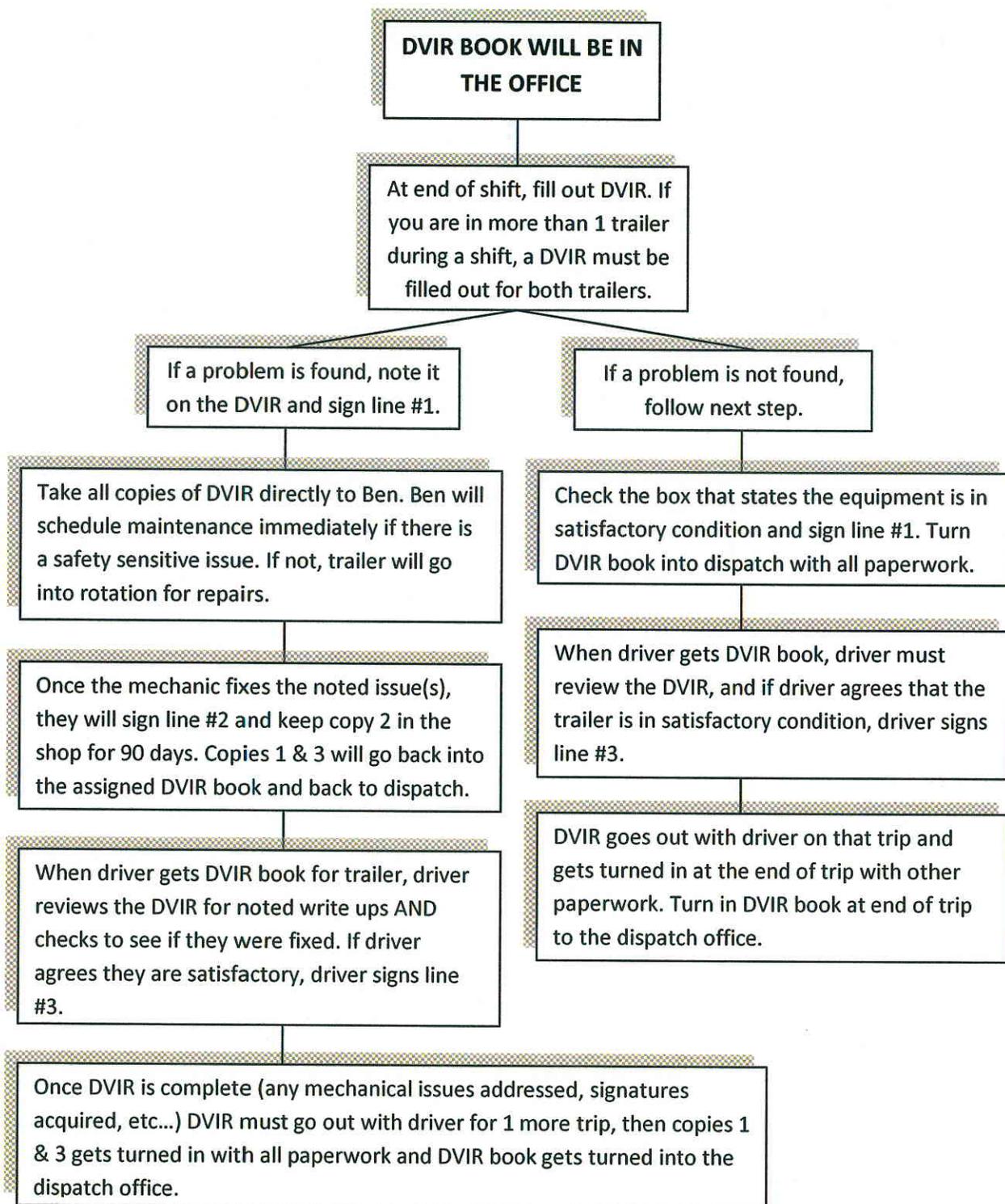
Completed Log

Per Diem Form

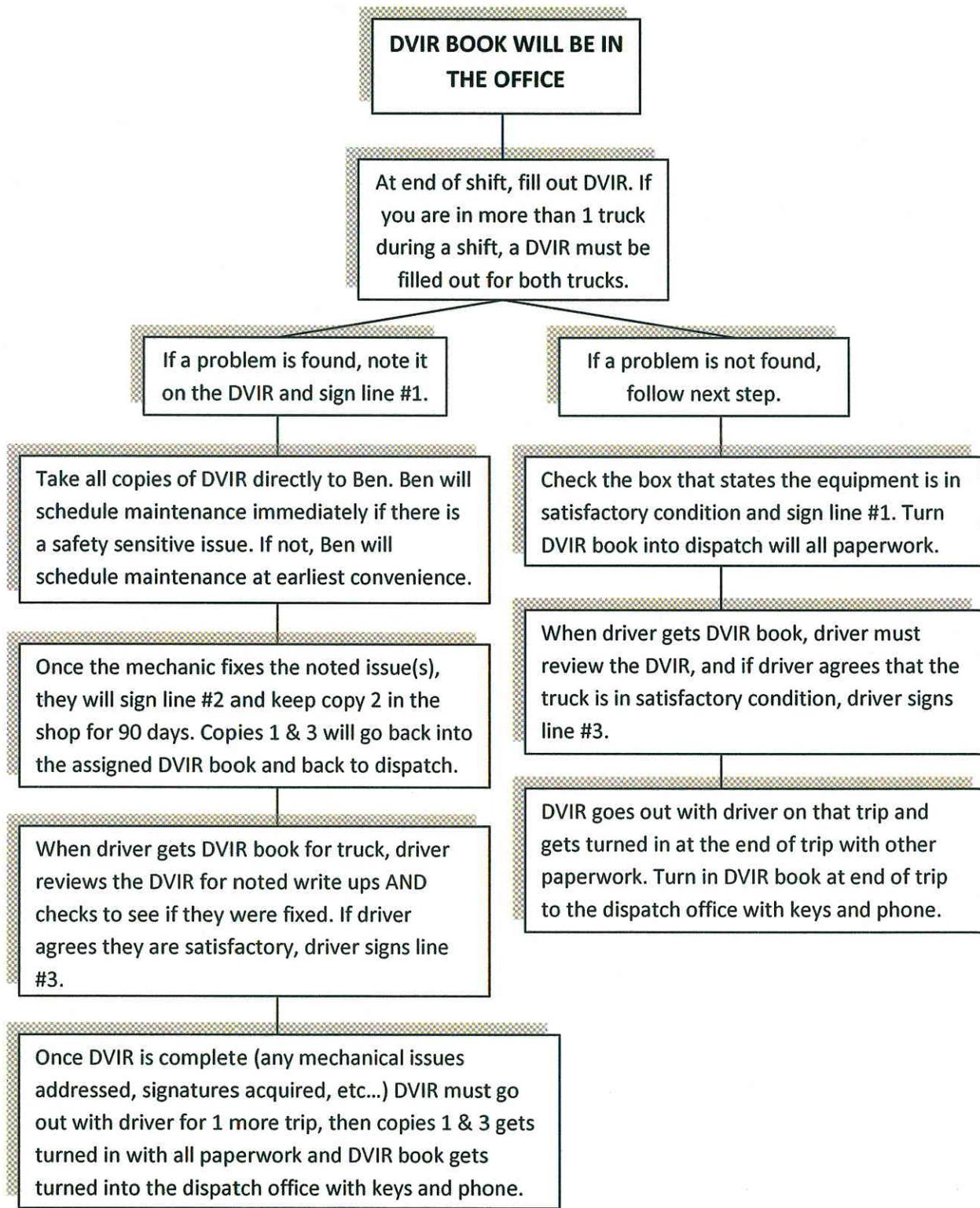
DVIR (Driver Vehicle Inspection Report) PROCESS FOR **TRACTORS**



DVIR (Driver Vehicle Inspection Report) PROCESS FOR TRAILERS



DVIR (Driver Vehicle Inspection Report) PROCESS FOR STRAIGHT TRUCKS





DRIVER'S VEHICLE INSPECTION REPORT

(Bus, Coach-Tractor/trailer-Straight Truck-Dolly)

| | | | | |
|-------------------------------|-------------|---------------------------------|-------------|-----------------------------------|
| COMPANY <i>Sallee</i> | | DATE OF REPORT <i>3 6 12</i> | DATE NEEDED | POWER UNIT |
| POWER UNIT NO. <i>269</i> | TRAILER NO. | TERMINAL <i>LEX NY</i> | TIME NEEDED | MILEAGE (FINISH) <i>237664</i> |
| | | TRAILER NO. | DOLLY NO. | MILEAGE (START) <i>237552</i> |
| MILEAGE (TOTAL) <i>112</i> | | | | |

AUTHORITY: Federal Motor Carrier Safety Reg. 396.11. Driver Vehicle Inspection Report(s).

(a) Report Required - every motor carrier shall require its driver to report, and every driver shall prepare a report in writing at the completion of each day's work on each vehicle operated... (b) Report Content - the report shall identify the motor vehicle and list any defect or deficiency discovered by or reported to the driver which would affect safety or operation of the motor vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report shall so indicate. In all instances, the driver shall sign the vehicle inspection report.

INSTRUCTIONS: DRIVER: Use an "X" in the appropriate spaces below when an item(s) is found to be unsatisfactory. If defect(s) found, complete a separate Driver Vehicle Inspection Report form for each defective unit. If no defects are found, "X" the certification box below, sign and date the form.

MECHANIC: When completed, sign and date the form below at block number 2.

NOTE: If defects are noted on the DVIR, the Original (Motor Carrier) copy must contain all three signatures as numbered 1 2 3

| ITEM INSPECTED | DRIVER | ITEM INSPECTED | DRIVER | ITEM INSPECTED | DRIVER |
|--------------------------|--------|-----------------------------------|--------|----------------------------|--------|
| Headlights | | Rear - Vision Mirrors | | Clutch | |
| Tail Lights | | Safety Equipment & Back up Alarms | | Transmission | |
| Directional Turn Signals | | Horn | | Engine | |
| Clearance/Marker Lights | | Suspension | | Heater/AC | |
| Stop Lights | | Tires | | Coupling Devices | |
| Reflectors | | Wheels/Rims/Lugs | | Instruments | |
| Mud Flaps | | Service Brakes | | Brake Lines To Trailer | |
| Windshield Wipers | | Parking Brake | | Electric Lines to Trailer | |
| Glass | | Steering Mechanism | | Chains (Tie-Down) | |
| Body | | Entrance Doors & Controls | | Wheel Chair Lift | |
| Kneel System | | Seating & Rails | | Passenger Emergency Buzzer | |

I certify that all equipment listed above was found in satisfactory condition after checking all items appearing above.

1 SIGNATURE OF DRIVER MAKING REPORT
James M. Tard
DATE: *3 6 12*

DRIVER'S REMARKS: Use Vehicle Drawings (on reverse of original copy) to show defect locations if necessary.

SIGNATURE OF PERSON CERTIFYING THAT SAFETY DEFECT(S) HAVE BEEN CORRECTED OR CORRECTION IS UNNECESSARY.

REVIEWING DRIVER'S SIGNATURE

2 DATE:

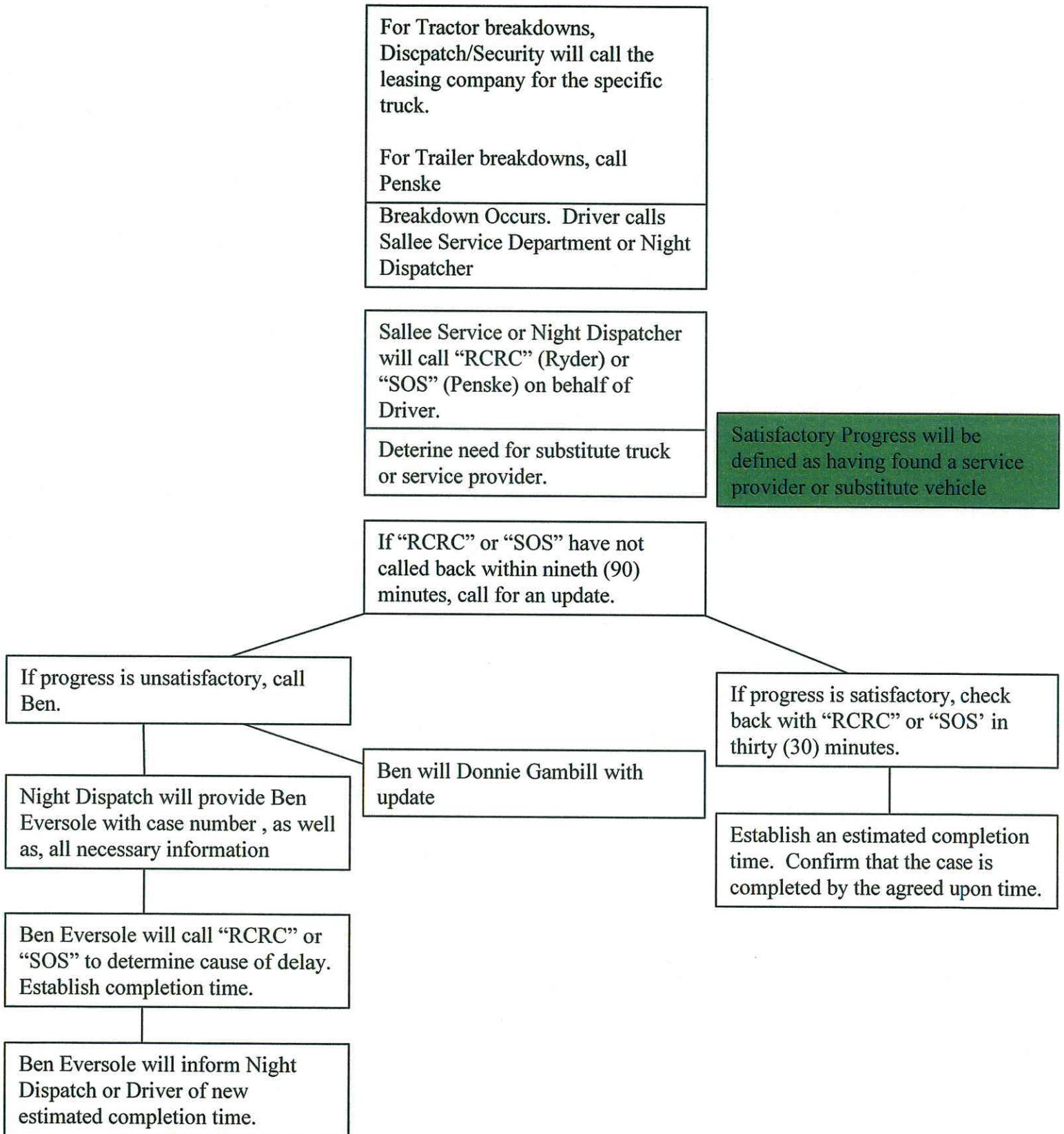
3 *Carl Baker* DATE: *3-7-12*

REPAIR ORDER NUMBER _____

MECHANIC'S REMARKS: _____

ORIGINAL (MOTOR CARRIER)

BREAKDOWN PROCEDURE





Vehicle Accident Procedure

Here are the steps to following in the event of an accident:

- Call the police.
 - Seek medical attention if needed.
 - Have a police report made.
 - Use the camera provided to take pictures of all damage to all parties.
 - Fill out Sallee Accident Report completely.
 - Call Elizabeth or Nicole at the time of the accident.
 - If the accident resulted in a human fatality, you must go immediately for a drug and alcohol test. OR if any vehicles were towed from the scene AND you (Sallee Driver) were given a citation, you must go immediately for a drug and alcohol test. OR if there was an injury that required medical treatment away from the scene AND you were given a citation, you must go immediately for a drug and alcohol test.
 - Take the drug screen kit provided and find the nearest Hospital or Walk-In clinic.
- Please turn in accident report with police report and camera to the Lexington Office.

REPORTING PROPERTY DAMAGE



As many of you know, the farms and racetracks that we go to do not always accommodate our tractor trailers easily. That is why we ask you to be as careful as you can when entering and leaving these facilities. If damage occurs (i.e. grass, gates, keypads, barns, vehicles, etc...) please follow the steps listed below.

- Immediately notify an employee or farm manager, if you are at a farm. If you are at the racetrack, notify the track security and our agent if available.
- Take pictures. The camera is in your accident kit.
- Complete the Accident Report. Also found in your accident kit.
- Turn in Accident Report and Camera upon returning to your home office.
- Make sure you report incident to Elizabeth Sadler as soon as it is possible.

If we work together as a team and practice safety, accidents and incidents can be prevented.

PROCEDURE ON HOW TO REPORT AN EMPLOYEE INJURY



We want all of our employees to be safe and to act in a safe manner. But we also know that accidents happen, so what is the next step?

- If it is an emergency, seek medical attention immediately.
- Complete the Employee Investigation form located in your accident kit. You will need this information when you report it to Elizabeth Sadler.
- Call your supervisor to let them know what has happened.
- Call Elizabeth Sadler to report it (859-255-9406). She will take all of the information from your Employee Investigation Form and report it to the Work Comp Carrier. Elizabeth will direct you on the next step, if necessary.



Horse Injury

Please follow the steps below in the event that a horse is injured on our truck while in transit:

- Asses the situation to see if vet care is needed. If so, please call Nicole to give her details so that the trainer/owner can be notified and a plan of action can be formed.
- Please complete the Injured Horse form with as many details as possible.
- Take pictures with the camera that is provided in the kit.
- Contact Elizabeth with details of the injury.
- Make sure to note the bill of lading and notify the person at the receiving end of the injury and have them sign beside the note on the bill of lading.
- Turn in camera and completed form to Lexington



Horse Injury While Loading/Unloading

Please follow the steps below in the event that a horse is injured while loading/unloading.

- Make sure the person loading/unloading is aware of the injury.
- Please note the bill of lading and have the person loading/unloading sign beside the noted injury and complete Injured Horse Form.
- Call Elizabeth or Dispatch immediately with details of the injury.
- Take pictures with the camera that is provided in the kit.
- Turn in camera to Lexington Office with copy of Bill of Lading and completed form.

Sallee Horse Vans Inc

P.O. Box 13338
LEXINGTON, KENTUCKY 40583-3338
(859) 255-9406
1-800-967-8267 – Toll Free
www.salleehorsevans.com

FIRE PREVENTION SAFETY POLICY 2011

I, _____ (print name), agree not to smoke or have any open flame within 10 feet of the trailer. I also agree that I will not smoke or have an open flame inside of the trailer.

I also agree that if I do smoke I will extinguish the cigarette properly and check to make sure it has been extinguished. I also agree that if I do smoke, while in the truck, I will not extinguish it by throwing it of the window. I will use an ashtray or other device made to extinguish cigarettes.

As a Sallee employee, you have a responsibility to help prevent all accidents, including those caused by fire. If you see an employee or an attendant smoking in or around the trailer, please ask them to extinguish it immediately.

By signing this, I agree to all terms and conditions of this policy and understand that if I do not abide by this policy my employment with Sallee Horse Vans, Inc. will be terminated.

Signature

Date

Print Name

Company Representative Name

Date

Sallee Horse Vans Seat Belt Usage Policy

We value the lives and safety of our employees. Because it is estimated that seat belts reduce the risk of dying in a motor vehicle crash by 45%, our company has adopted the following policy concerning employee seat belt usage.

In addition to following all traffic regulations, all employee and their passengers are required to use a seat belt when traveling in any vehicle while in the course of conducting company business. The requirement applies to business travel in a vehicle owned by the company, in a rental vehicle and in a vehicle owned by an individual employee, regardless of whether the employee is compensated for the use of his/her vehicle.

If an employee is provided a company-owned vehicle that is used in the course of his/her employment and is also available for that employee's personal use, that employee, together with all passengers who occupy the vehicle at any time and for any purpose, whether business-related or personal, are required to use seat belts at all time the vehicle is in motion.

The use of seat belts is to be considered a condition of employment with Sallee Horse Vans. Failure to abide by this stated policy will be considered a breach of that condition of employment and subject the person in violation to disciplinary action, including suspension and possible termination.

I have read, understand and agree to abide by Sallee Horse Vans Seat Belt Usage Policy. I understand violations of this policy will not be tolerated and may include disciplinary action including termination.

Employee Name and Date

Employer Witness

Sallee Horse Vans Inc

P.O. Box 13338
LEXINGTON, KENTUCKY 40583-3338
(859) 255-9406
1-800-967-8267 – Toll Free
www.salleehorsevans.com

CELL PHONE/HAND HELD DEVICE POLICY (Revised per DOT Regulations effective January 3, 2012)

Our company recognizes that the employees are our most valuable asset, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees, horses, and the public. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all employees.

Purpose:

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a Sallee Horse Vans employee, but also the welfare of others who could be put in harm's way by inattentive driving.

As a driver, your first responsibility is to pay attention to the road. When driving on business, or driving while conducting business on behalf of the company in any other manner, the following applies:

Procedures:

Definition – Mobile Hand Held Units: Hand held devices may include cell phones, pagers, palm pilots, personal digit assistants (PDAs), faxes, and other communication devices.

- Texting while driving is **STRICTLY PROHIBITED & ILLEGAL**.
- Allow voicemail to handle your personal calls and return them when safe.
- Inform regular personal callers of the best time to reach you based upon your driving schedule.
- Reserve personal phone calls to non-driving time periods when possible.
- Do not take or conduct personal phone calls while loading, unloading, and or working around horses.
- The only exception to this policy is for calls placed to Sallee Offices, Sallee Agents, or 911
- **If placing or accepting any call, keep the call short and use hands-free devices or speaker phone. Speed Dial, One Touch, or Voice dialing are the only dialing methods allowed by law while driving. This is mandated by DOT LAW!!! There are strict fines & penalties for both drivers and company.**

Employee Signature Committing to above policy:

Date: _____

Sallee Horse Vans Inc

**NON-NEGOTIABLE
BILL OF LADING**
MC-107933
2053 BUCK LANE
LEXINGTON, KENTUCKY 40511
In-State (859) 255-9406 • WATS 1-800-967-8267

L 160315

Date 2/29/12
29517

Miles _____ Tractor No. 342 Trailer No. 167A Drivers David Hedge
FROM C. CLEMENT PHONE 710 996
ADDRESS RAYSON PARK CITY & STATE INDIAN TOWN, FLA

This shipment is subject to the provisions of this bill of lading (including the provisions on the reverse side hereof) and of Carrier's Terms and Conditions of Shipment in effect on the date of this Shipment's origin. The Carrier agrees to transport to destination indicated the property described below if within the scope of Carrier's lawful operation. It is mutually agreed as to the parties hereto, all Beneficial Owners of the property identified herein and all Carriers handling this Shipment or any part thereof, every service to be performed hereunder shall be subject to all conditions not prohibited by law whether printed or written, contained in Carrier's Terms and Conditions of Shipment and this bill of lading and shall apply to any return of the Shipment or any reconignment by the Shipper, Carrier or Connecting Carrier.

The Carrier's Established Rate per animal applies only when the shipment has an Agreed Value not exceeding \$2,000 per animal. When an Agreed Value in excess of \$2,000 is declared on any animal, there will be added to the Established Rate a charge of \$1.00 for each \$100 or fraction thereof of such excess valuation for each 100 miles or fraction thereof of distance between points of origin and destination (subject to a minimum excess charge of \$75.00 per animal). THE AGREED VALUE OF THE PROPERTY IS HEREBY SPECIFICALLY STATED BY THE SHIPPER INDIVIDUALLY OR BY SHIPPER'S AGENT SIGNING ON SHIPPER'S BEHALF NOT TO EXCEED \$2,000 PER ANIMAL UNLESS SPECIFIED OTHERWISE HEREIN.

SHIP TO: BARRY CLOHESSEY (DESTINATION)
ADDRESS ECLIPSE TRAINING CENTER CITY & STATE OCALA, FLA
Shipper is encouraged to obtain its own insurance, it being acknowledged and understood animals transported may have an actual value in excess of the Agreed Value.

| BILL TO: NAME & ADDRESS | NAME, NUMBER, DESCRIPTION, KIND OF ANIMALS, PARAPHERNALIA, PETS, MASCOTS, ETC. | AGREED VALUE OF EACH ANIMAL (\$2,000 UNLESS DECLARED OTHERWISE) | CHARGE FOR EXCESS VALUE | STALL SPG/F | BASIC CHARGE PER ANIMAL |
|-------------------------|--|---|-------------------------|-------------|-------------------------|
| <u>C. CLEMENT</u> | <u>LANETT LADY</u> | <u>2,000</u> | <u>N/A</u> | <u>1/2</u> | |
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Received in apparent good order

By Juan José Pina Payment \$ _____ Received: _____

Date _____ Check No. _____

| | |
|-------------------------|--|
| BASIC CHARGE | |
| CHARGE FOR EXCESS VALUE | |
| STALL RENT & FEED | |
| VET FEES | |
| ATTENDANT EXPENSES | |
| OTHER | |
| TOTAL CHARGES | |

If COLORS, REGISTRATION or other papers sent with horses, receiver must acknowledge receipt. (Circle as Appropriate)

Date _____ Received by _____

CONTRACT TERMS & CONDITIONS

SECTION 1: The Carrier's Established Rate does not include the loading, unloading, handling, feeding, watering and other care of the animal(s). Shipment of animal(s) may be accompanied by one or more attendants provided by Shipper and it shall be the duty and the responsibility of such attendants to care for, load and unload the animal(s). The Carrier shall be responsible only for the actual transportation of the animal(s). The Carrier, its employees and agents are not liable for injuries or death occurring to animal(s) while said employees or agents assist in the loading or unloading of said animal(s). Shipper and/or the individual receiving said animal(s) shall indemnify the Carrier and its agents for damages to equipment and for injury or death to the animal(s) resulting from negligence or willful misconduct on the part of the Shipper, the individual receiving such animal(s) or their agents. Furthermore, if Carrier's agents or employees at the request of a Shipper or the one receiving said animal(s) assist in the loading or unloading of animal(s), said Shipper and/or the individual receiving said animal(s) shall indemnify the Carrier for damages to equipment and injuries or death to the animal(s) of said Shipper and/or receiver requesting unloading or loading assistance and also to the animal(s) of any other Shipper or receiver occurring in connection therewith.

SECTION 2: Shipper agrees Carrier shall not be responsible for the conduct or acts of the animal(s) to themselves or to each other such as biting, kicking, going or smothering, nor for loss or damage arising from the condition of the animal(s) themselves, or which results from their nature or propensities, which risks are assumed by Shipper. Shipper hereby releases and discharges Carrier from all liability from any cause whatsoever, unless such delay, injuries, or loss shall be caused by Carrier or by the negligence of its agents or employees, and in such event, Carrier shall be liable only to the extent of actual damage sustained but, in no event, an amount greater than the Agreed Value stated herein for the animal(s) in question. IF THE SHIPPER INDIVIDUALLY OR THROUGH SHIPPER'S AGENT FAILS TO DECLARE A VALUE AT THE TIME OF SHIPMENT, THE MAXIMUM LIABILITY IS \$2,000 PER ANIMAL.

SECTION 3: A copy of Carrier's Terms and Conditions of Shipment may be obtained from Carrier's address identified above. SHIPPER ACKNOWLEDGES IT HAS OBTAINED AND READ A COPY OF CARRIER'S TERMS AND CONDITIONS OF SHIPMENT OR THAT IT HAS BEEN OFFERED AND HAS DECLINED THE OPPORTUNITY TO DO SO, BUT IN ANY EVENT SHIPPER ACCEPTS AND AGREES TO BE BOUND BY THE PROVISIONS OF SAID TERMS AND CONDITIONS OF SHIPMENT.

SIGNED IN TRIPLICATE

Per Robert Remacle (Agent or Driver) Shipper [Signature]

Per _____ (Shipper's Agent)

ATTENDANT'S CONTRACT

READ CAREFULLY, THIS IS A CONTRACT RELEASING YOUR RIGHTS.

In consideration of the undersigned's request for transportation without charge in the body of the vehicle wherein animals are transported, said animals being under the full care of the undersigned, the undersigned hereby agrees to indemnify, defend and hold Sallee Horse Vans, Inc., of Lexington, Kentucky, harmless from any and all loss, cost, claim, expense, cause of action, loss of use and liability by reason of injury (including death) to persons or damage to property arising out of the use, operation, maintenance or control of cargo or motor vehicle equipment the undersigned may have against Sallee Horse Vans, Inc., its agents, employees, officers, successors and assigns. Further, each of the undersigned attendants agrees to assume all risk of injury to himself/herself while being transported pursuant to this Agreement. I, the undersigned, have read this CONTRACT OF INDEMNIFICATION and understand its terms. I execute it voluntarily and with full knowledge of its significance. IN WITNESS WHEREOF, the undersigned has executed this CONTRACT OF INDEMNIFICATION on the day and year first above written.

Witness(es) _____ Attendant(s) _____



**NON-NEGOTIABLE
BILL OF LADING**

MC-107933

2053 BUCK LANE
LEXINGTON, KENTUCKY 40511
In-State (859) 255-9406 • WATS 1-800-967-8267

Member National
Horse Carriers
Association



BILL OF LADING

00029282

| | | |
|------------|---|---|
| Invoice To | Origin Address MAGDALENA FARM LEXINGTON, KY 40507 | Destination Address OAKLAWN PARK KEN MCPEEK RACING ST % HOT SPRINGS, AR 71902 |
|------------|---|---|

| | | |
|--------------------------------|---------------------------------------|-----------------|
| Called In By: LEXINGTON | PU Date & Time 02/27/12 4:00 PM | DEL Date & Time |
|--------------------------------|---------------------------------------|-----------------|

| | | |
|------------------------------|---------------------|--------------------------|
| Driver 1: <i>[Signature]</i> | Origin Instructions | Destination Instructions |
| Driver 2: | | |

This shipment is subject to the provisions of this bill of lading (including the provisions on the reverse side hereof) and of Carrier's Terms and Conditions of Shipment in effect on the date of this Shipment's origin. The Carrier agrees to transport to destination indicated the property described below if within the scope of Carrier's lawful operation. It is mutually agreed as to the parties hereto, all Beneficial Owners of the property identified herein and all Carriers handling this Shipment or any part thereof, every service to be performed hereunder shall be subject to all conditions not prohibited by law whether printed or written, contained in Carrier's Terms and Conditions of Shipment and this bill of lading and shall apply to any return of the Shipment or any reconsignment by the Shipper, Carrier or Connecting Carrier.

| | NAME, NUMBER, DESCRIPTION, KIND OF ANIMALS, PARAPHERNALIA, PETS, MASCOTS, ETC. | STALL SIZE | AGREED VALUE OF EACH ANIMAL (NONE UNLESS DECLARED OTHERWISE) |
|----|--|------------|--|
| 1 | EYEESEYOU - | 1.50 | <i>[Signature]</i> |
| 2 | | | |
| 3 | | | |
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| 11 | | | |
| 12 | | | |

ALL CHARGES INCIDENT TO THIS SHIPMENT WILL BE INCLUDED ON A SEPARATE INVOICE.

| | |
|---|--|
| If Colors, Registration or Other papers sent with horse, receiver must acknowledge receipt. (Circle as Appropriate) | Received in apparent good order. |
| Receiver X _____ Date _____ | Signed <i>[Signature]</i> _____ Date _____ |

CONTRACT TERMS & CONDITIONS

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SECTION 2: Shipper agrees Carrier shall not be responsible for the conduct or acts of the animal(s) to themselves or to each other such as biting, kicking, goring or smothering, nor for loss or damage arising from the condition of the animal(s) themselves, or which results from their nature or propensities, which risks are assumed by Shipper. Shipper hereby releases and discharges Carrier from all liability from any cause whatsoever, unless such delay, injuries, or loss shall be caused by Carrier or by the negligence of its agents or employees, and in such event, Carrier shall be liable only to the extent of actual damage sustained but, in no event, an amount greater than the Agreed Value stated herein for the animal(s) in question. **IF THE SHIPPER INDIVIDUALLY OR THROUGH SHIPPER'S AGENT FAILS TO DECLARE A VALUE AT THE TIME OF SHIPMENT, THE MAXIMUM LIABILITY IS \$2,000 PER ANIMAL.**

SECTION 3: A copy of Carrier's Terms and Conditions of Shipment may be obtained from Carrier's address identified above. **SHIPPER ACKNOWLEDGES IT HAS OBTAINED AND READ A COPY OF CARRIER'S TERMS AND CONDITIONS OF SHIPMENT OR THAT IT HAS BEEN OFFERED AND HAS DECLINED THE OPPORTUNITY TO DO SO, BUT IN ANY EVENT SHIPPER ACCEPTS AND AGREES TO BE BOUND BY THE PROVISIONS OF SAID TERMS AND CONDITIONS OF SHIPMENT.**

SIGNED IN TRIPLICATE



Per _____ (Agent or Driver)

Shipper *[Signature]* _____ (Shipper or Shipper's Agent)

ATTENDANT'S CONTRACT

READ CAREFULLY, THIS IS A CONTRACT RELEASING YOUR RIGHTS.

In consideration of the undersigned's request for transportation without charge in the body of the vehicle wherein animals are transported, said animals being under the full care of the undersigned, the undersigned hereby agrees to indemnify, defend and hold Sallee Horse Vans, Inc., of Lexington, Kentucky harmless from any and all loss, cost, claim, expense, cause of action, loss of use and liability by reason of injury (including death) to persons or damage to property arising out of the use, operation, maintenance or control of cargo or motor vehicle equipment the undersigned may have against Sallee Horse Vans, Inc., its agents, employees, officers, successors and assigns. Further, each of the undersigned attendants agrees to assume all risk of injury to himself/herself while being transported pursuant to this Agreement. I, the undersigned, have read this CONTRACT OF INDEMNIFICATION and understand its terms. I execute it voluntarily and with full knowledge of its significance. **IN WITNESS WHEREOF,** the undersigned has executed this **CONTRACT OF INDEMNIFICATION** on the day and year first above written.

Name Eye see you color sex G
Shipped From Magdalena Farm
Ship To Oaklawn Park
Ken McPeck



compliments of SALLEE HORSE VANS, INC.
2053 BUCK LANE LEXINGTON, KENTUCKY 40511
Phone (859) 255-9406

IT FL destination must have 2 people + PHS. NO. 51-0060491

OFFICIAL CERTIFICATE OF EQUINE INSPECTION

MARYLAND DEPARTMENT OF AGRICULTURE
ANIMAL HEALTH SECTION
50 HARRY S. TRUMAN PARKWAY
ANNAPOLIS, MARYLAND 21401

NAME AND MAILING ADDRESS OF CONSIGNOR
Mary Taylor
1000
Annapolis, MD

NAME AND ADDRESS OF CONSIGNEE
Chumchuk & Sons - ABC Trainers
Louisville

ORIGIN (IF DIFFERENT FROM ADDRESS)
Dare

DESTINATION (IF DIFFERENT FROM ADDRESS)
Dare

VALID FOR 30 DAYS FOLLOWING INSPECTION

NUMBER OF HORSES INSPECTED _____ (PRINT)

Must have updated date
Must have lab mark

| INDIVIDUAL ANIMAL IDENTIFICATION AND TESTS | | | | | | | | Remarks / Vaccinations |
|--|-------|-----|-----|-------|-------|--------------|------|----------------------------|
| Name, Reg. #, Tattoos, Other ID | Breed | Age | Sex | Color | Temp. | Date NEG EIA | Lab | |
| 1. Dr. Sarah Whitehorse TB | | 2 | M | Ches | 100 | 2/8/08 | PLUG | 08 X 00 1451 (Accession #) |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |

The horses listed on this Certificate of Veterinary Inspection (CVI) have not originated from, or been stabled on, a premise which has had a communicable disease diagnosed or has been quarantined during the previous thirty (30) day period.

The above horse was vaccinated with Dodge THV1 on 4/10/08.

Veterinary Certification: I certify as an accredited veterinarian, that the above described animals have been inspected by me and that they are not showing signs of infectious contagious, and/or communicable disease, (except where noted). The vaccinations and results of tests are as indicated on the certificate. To the best of my knowledge, the animals listed on this certificate meet the State of destination and Federal interstate requirements. No further warranty is made or implied.

Printed Name of Veterinarian: Dis 10/08 s/ Signature Date: 4/30/08

Address: Let's rock

Owner/Agent Statement (when applicable)
The animals in this shipment are those certified to and listed on this certificate.

For many racetracks, HIC must not be written more than 7 days prior to horse's arrival on grounds.

Owner/Agent _____ State _____

License No. of Carrier _____



Must have vaccine + date for Race track entry through in State

U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
EQUINE INFECTIOUS ANEMIA LABORATORY TEST
(VS Memorandum 555.16)

SERIAL NO. **I 1982961**
1. ACCESSION NUMBER **081601451**
2. DATE BLOOD DRAWN **02/06/08**

Forms Without Adequate Descriptions Of The Horse and Complete Addresses Including Zip Codes, Counties, and Telephone Numbers Will Not Be Processed.

| | | | | | |
|---|--|--|---|--|--|
| 3. REASON FOR TESTING <input type="checkbox"/> Market <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Show <input type="checkbox"/> First Test <input type="checkbox"/> Relest <input type="checkbox"/> Export | | | 7. NAME AND ADDRESS OR STABLE/MARKET (Please print or type) 13441 NW HWY 225 Reddick Zip Code Tel No. County | | |
| 4. GEOGRAPHIC INFORMATION SYSTEMS (GIS) LAT: LONG: | | 5. VETERINARY LICENSE OR ACCREDITATION NO. VM 00010326 | 6. TEST TYPE <input type="checkbox"/> ELISA <input checked="" type="checkbox"/> AGID | | 9. NAME AND ADDRESS OF VETERINARIAN (Please print or type) Eric A. Evans, DVM 4747 SW 59 ave Ocala, FL Zip Code 34474 Tel No. 352-237-6151 County Marion |
| 8. NAME AND ADDRESS OF OWNER (Please print or type) Mike Boyd P.O. Box 346 Fairfield, FL Zip Code 32634 Tel No. County | | | | | |

CERTIFICATION OF FEDERALLY ACCREDITED VETERINARIAN

I certify the specimen submitted with this Form was drawn by me from the horse described below on the date indicated above.

| | | | |
|--|--|--|---------------------------------------|
| 10. SIGNATURE OF FEDERALLY ACCREDITED VETERINARIAN | | 11. TYPE OR PRINT SIGNATURE NAME Eric A. Evans | 12. SIGNATURE DATE 02/06/08 |
|--|--|--|---------------------------------------|

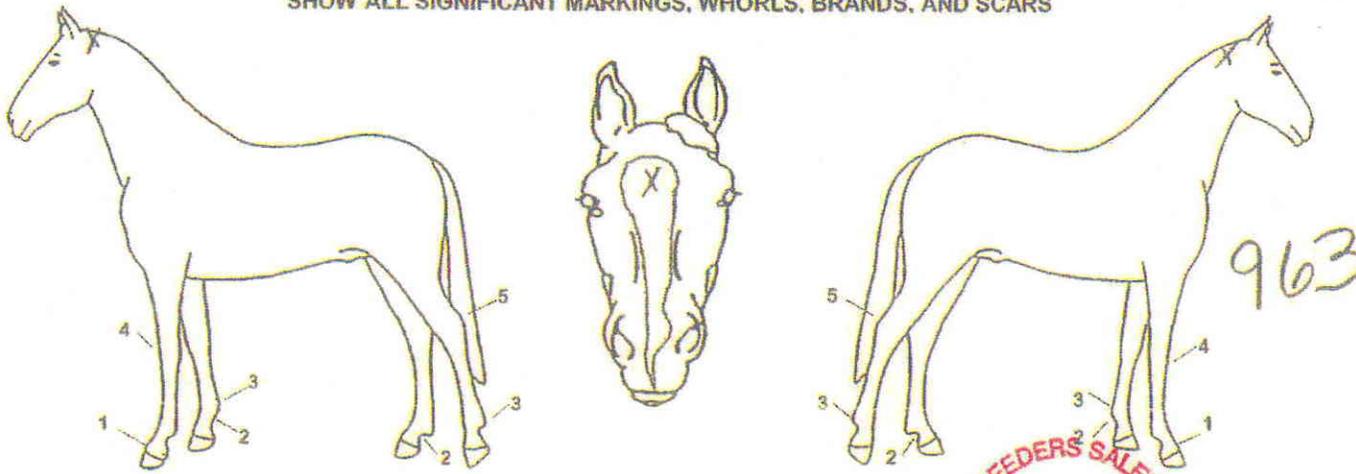
CERTIFICATION OF OWNER OR OWNER'S AGENT

I certify that I have examined this form and, to the best of my knowledge and belief, this form is true, correct and complete.

| | | | | | |
|---|--|----------------------------------|--|--------------------|--|
| 13. SIGNATURE OF OWNER OR OWNER'S AGENT | | 14. TYPE OR PRINT SIGNATURE NAME | | 15. SIGNATURE DATE | |
|---|--|----------------------------------|--|--------------------|--|

| 16. Tube No. | 17. Official Tag No. | 18. Tattoo/Brand | 19. Name of Horse | 20. Color | 21. Breed | 22. Electronic I.D. No. | 23. Age or DOB | 24. Sex | M - Male F - Female G - Gelding N - Neuter |
|--------------|----------------------|------------------|------------------------------|-----------------|-----------|-------------------------|----------------|----------|---|
| 25 | | | Webbin/Sara's Wish Ob | chestnut | TB | | 2 | M | |

SHOW ALL SIGNIFICANT MARKINGS, WHORLS, BRANDS, AND SCARS



1 - Coronel, 2 - Pastern, 3 - Fetlock, 4 - Knee, 5 - Hock

NARRATIVE DESCRIPTION AND REMARKS

| | | | |
|---------------------------------------|--|----------------------------|--|
| 25. HEAD Star, stripe, snip | | 26. OTHER MARKS AND BRANDS | |
| 27. LEFT FORELIMB | | 28. RIGHT FORELIMB | |
| 29. LEFT HINDLIMB | | 30. RIGHT HINDLIMB | |

FOR LABORATORY USE ONLY

| | | | | | |
|--|--|--------------------------------------|--|--|--|
| 31. LABORATORY NAME/CITY/STATE MID-FLORIDA VETERINARY OCALA, FLORIDA 34474 | | 32. DATE RECEIVED JAN 7-08 | 33. DATE REPORTED OUT 2-5-08 | 34. TEST RESULTS <input checked="" type="checkbox"/> Negative <input type="checkbox"/> Positive <input checked="" type="checkbox"/> AGID <input type="checkbox"/> ELISA | |
| 36. SIGNATURE OF TECHNICIAN JANICE STREETER | | | 35. REMARKS | | |

Falsification of this form or knowingly using a falsified form is a criminal offense and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (U.S.C. Section 1001).

DRIVER'S DAILY LOG

(24 HOURS)

Original - File at home terminal
Duplicate - Driver retains in his/her possession for eight days

03 / 1 / 12
(Month) (Day) (Year)
Dallee Horse Vans Inc
Name of Carrier or Carriers
2053 Buck Lane, Lexington, Ky 40511
Main Office Address

666 Total Miles Driving Today
691 Total Mileage Today

341/168A
Truck/Tractor and Trailer Numbers or License Plate(s) / State (show each unit)

I certify these entries are true and correct:
Richard S. Rexro
Driver's Full Signature
Richard Seckinger
Co-Driver's Name
Home Terminal Address

| | MID-NIGHT | | | | | | | | | | | | TOTAL HOURS | |
|--------------------------|---|---|---|---|---|---|---|---|---|----|----|----|-------------|------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 11 | | |
| 1. OFF DUTY | | | | | | | | | | | | | | 15.5 |
| 2. SLEEPER BERTH | | | | | | | | | | | | | | 6.75 |
| 3. DRIVING | | | | | | | | | | | | | | 1 |
| 4. ON DUTY (NOT DRIVING) | | | | | | | | | | | | | | .75 |
| REMARKS | Ocala, FL JACKSON, GA WALTER, VSI | | | | | | | | | | | | 24 | |

SHIPPING DOCUMENTS:
162149
B/L or Manifest No.
or

Shipper & Commodity
From: Ocala, FL
To: Chicago, IL



**SALLEE HORSE VANS
PER DIEM FORM**

Fax Number: 859-281-6257 or 859-255-7296

NAME _____

| | |
|------------------|---------|
| Breakfast | \$4.00 |
| Breakfast/Lunch | \$8.00 |
| Lunch | \$4.00 |
| Lunch/Supper | \$16.00 |
| Supper | \$12.00 |
| Breakfast/Supper | \$16.00 |
| All Day | \$20.00 |

Rules:

Breakfast will be paid if you leave out before 7:30 am/if you return before 7:30 am

Lunch will be paid if you leave before 1:00 pm/if you are out through 1:00 pm

Supper will be paid if you leave before 6:00 pm/or are out after 6:00 pm

| Day of Week | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Sunday | | |
|-------------|--------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|
| | Date | Start Time | Stop Time | Start Time | Stop Time | Start Time | Stop Time | Start Time | Stop Time | Start Time | Stop Time | Start Time | Stop Time | Start Time | Stop Time |
| Travel Time | | | | | | | | | | | | | | | |

| | | | | | | | |
|----------------|--------|---------|-----------|----------|--------|----------|--------|
| Day of Week | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Truck Wash | | | | | | | |
| Tolls | | | | | | | |
| Oil | | | | | | | |
| Motel | | | | | | | |
| Truck Supplies | | | | | | | |
| Misc | | | | | | | |
| Daily Total | | | | | | | |

NOTE: All receipts must be attached

This form must be turned into Sheryl by noon on Tuesdays.

This can be faxed to the either of the following numbers: 859-281-6257 or 859-255-7296 or e-mail to spugh@salleehorsevans.com

Example: If you start your trip on Wednesday at 5pm then you would put that in as your start time. If your trip continues until Saturday at 9am then you would just draw a line through until the stop time on Saturday and put in 9 am as your stop time on Saturday.

By signing this page, you agree that you will abide by these policies and procedures. If any of these policies and procedures are not met, you will be subject to progressive discipline, leading up to or including, termination.

Signature

Date

Print Name