



OVER THE ROAD TERMINAL RULES

1. No cell phone use.

The use of cell phones and personal electronic devices are not permitted in any working areas of the container terminal.

2. Unlock and secure pins / cargo.

Unlock chassis pins at inbound canopy during initial inspection and lock chassis pins prior to leaving the terminal at designated out of truck areas. If pins become locked in the RTG pads or other grounded areas you must exit the area and re-position the pins at a designated out of truck area (see map). Bungee cords or tape is an acceptable form of securing locking pins.

3. Stay in truck.

Do not exit your truck within the terminal's loading and unloading areas for any reason. Use the chassis locking or unlocking stations and designated out of truck areas! (See map)

4. Obey all terminal signage.

This includes, but is not limited to stop signs, one-way signs, speed limits, crosswalks, designated out of truck areas, and no foot traffic zones.

5. Observe one-way traffic in all container rows.

All traffic entering any container row for drop-offs or pick-ups flows west to east, or starts at the low numbered end of the terminal, and continues to the high numbered end. This includes the berth area.

6. Stay in designated row.

Once you enter a row, you must remain in that row until you reach the end of the row. There is **NO** cross traffic at intersections within each row.

7. Safety vests are required.

Once you enter the terminal, a safety vest (high visibility with reflective stripes) is required to be worn at all times.

8. Line your vehicle up properly.

a. Top loader

For drop offs, line up your container with the existing containers in the correct numbered pile, or if the pile is empty, line up as close as possible to the painted lines and numbering. For top loader pick-ups, pull your chassis one pile ahead of the pick-up location, and once directed by the top loader via 2 beeps, back up until signaled again by 1 beep. Once the container is landed, another single beep will signal you can pull off.

b. RTG

For RTG pick-ups, line up your chassis with the existing containers in the correct numbered pile. The RTG operator will signal 2 beeps to back up, or a single beep to pull forward. An all clear single beep will be sounded once the container is landed.

9. Stay off of the RTG tracks

Do not park or drive on the RTG runway tracks. They are clearly marked with yellow paint.

10. TIR Ticket Number

Once you arrive at or near your drop off or pickup location, please have your TIR ticket number clearly visible for the lot clerk. Writing your TIR number in large numbers on the back of your ticket will expedite the process.

11. Inappropriate behavior

Any behavior deemed inappropriate will not be tolerated. This includes, but is not limited to, foul language, disobeying a supervisor or foreman, or obscene gestures of any kind.

Failure to follow these rules will result in a terminal violation and suspension of terminal privileges. Please consult the next page for the terminal violation policy. Violations are not limited to these policies alone, and are at the discretion of Ports America Chesapeake Management.



TERMINAL VIOLATION POLICY

The current policy is as follows...

- 1st Violation – Warning**
- 2nd Violation – 1-DAY SUSPENSION**
- 3rd Violation – 5-DAY SUSPENSION**
- 4th Violation – 30-DAY SUSPENSION**
- 5th Violation – 1-YEAR SUSPENSION**

The policy includes violations within a rolling calendar year.

Ports America is committed to the safety of its employees and customers alike. The terminal violation policy is strictly enforced, and disputes will not be heard. Depending on the severity of a violation, the penalty can worsen at the discretion of Ports America Management. If you have questions, please have your dispatcher contact a Ports America Chesapeake manager. Please also counsel your drivers accordingly to our safety program.



INTRODUCING THE SAFE TRUCKS PROGRAM...

By following these simple rules, violations will not occur, and our terminal will remain as safe as possible for all employees and customers.

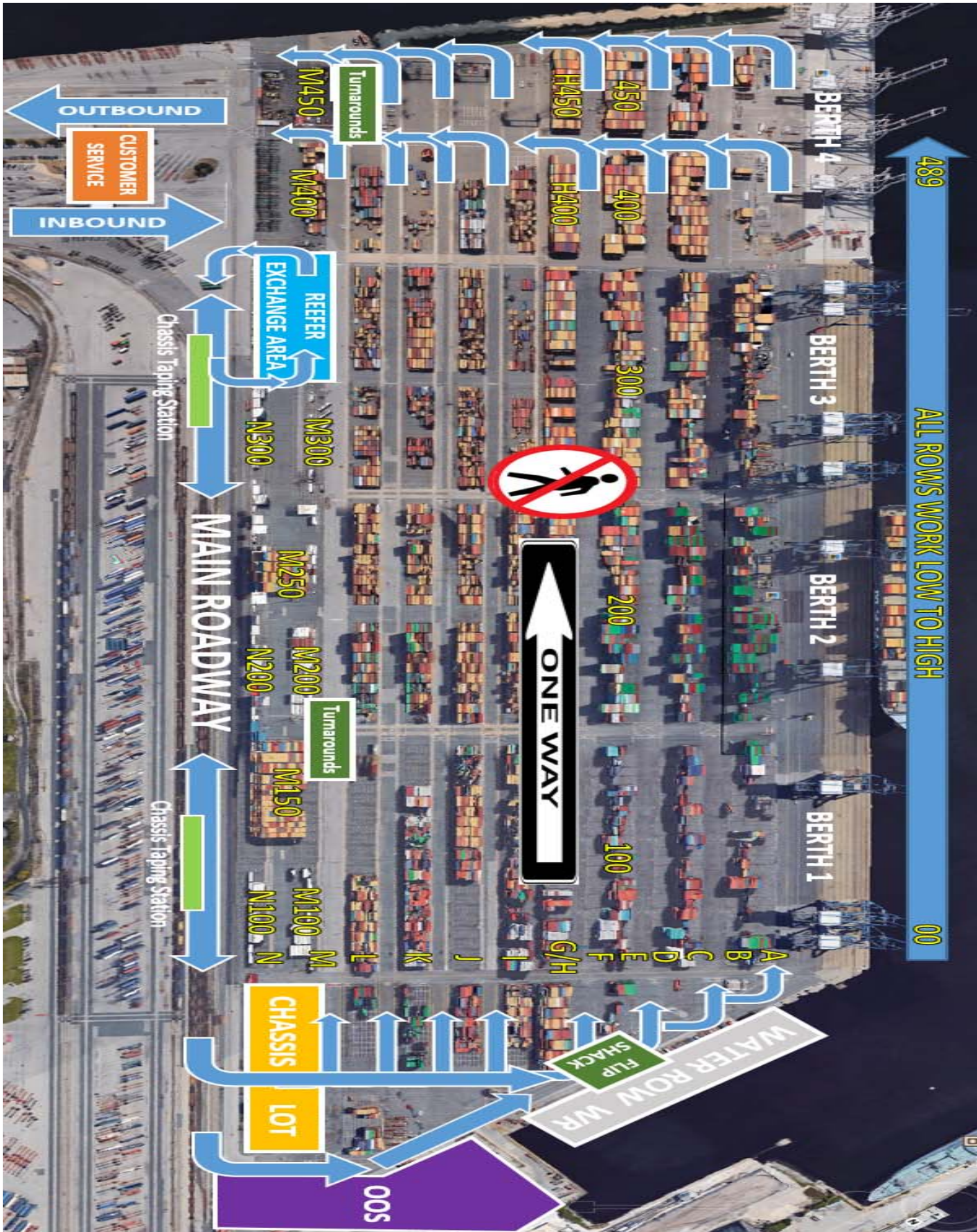


S.A.F.E. ★ T.R.U.C.K.S

SAFE ACTIONS FOR EVERYONE

Terminal Signage, Remain in Truck, Unlock and secure pins/cargo, Control your speed, Know your surroundings, Safety vest

SMT TERMINAL MAP AS OF 9-1-15





ACKNOWLEDGEMENT FORM

By signing this form, you acknowledge that you have received a copy of the Ports America Chesapeake's (Seagirt Marine Terminal) rules and procedures. You understand that failure to obey these rules and procedures will result in disciplinary action.

PRINT NAME

DATE

TAG NUMBER

COMPANY

SIGNATURE
