EAGLE TRANSPORTATION

GENERAL POLICIES

Your Eagle driver manager should ALWAYS be your first point of contact. Any issues involving safety, maintenance, accidents, home time, resets, etc., should be addressed with your Eagle driver manager FIRST to keep communication flowing and to keep YOU running smoothly.

- **CONTACT NUMBERS:**
    - Tucson Office: 520-574-4325 or 888-574-4325
    - Phoenix Office: 602-278-0207
    - After Hours/Weekends: 520-370-6128
- **PERMIT BOOK:** It is the driver's responsibility to ensure that the permit book is up to date, as well as any stickers on the outside of the truck required to run legally. Don't get shut down and put out of service for expired paperwork. Check your book and outside stickers to make sure you are legal.
- **MACRO 63:** Every time you are going home, you need to send in a Macro 63 upon arrival. This will allow the planners time to book freight for your return. If no one knows the date of your return, you may have to wait for a load.
- **PAYROLL:** All of your payroll questions can be answered by our payroll department in Tucson. They can be reached @ 520-574-4325 or 888-574-4325. Also remember – send in a trip pak for every load you do, including splits, swaps and shags.
- **34 HOUR RESET**: Before you shut down for a 34 hour reset, make sure to call Eagle to go over your logs to ensure everything is correct. Do not start a 34 hour reset without calling.
- **HOME TIME REQUESTS:** You must submit a home time request by using a Macro 38. This request must be sent Monday-Friday between 7AM and 3PM to be processed. If this is not done properly, no one will know when you need to get home. Please help us get you home on time by getting your requests in correctly.
- **SCALING LOADS:** It is the driver's responsibility to ensure that the load is legal to pull. You need to scale your load or have a scale ticket from a previous driver. If your load is overweight it is your ticket and your fines. Please do not put yourself in a position to receive a huge fine.