

# *JLS Pilot Car Services LLC*

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6900 Keith Bridge Rd, Gainesville, GA 30506

phone 678 873-5016 fax 678 807-5751

email [jlpilotcarservices@yahoo.com](mailto:jlpilotcarservices@yahoo.com)

You have been selected to become an escort vendor for JLS Pilot Car Services LLC. At JLS Pilot Car Services LLC we are highly selective of the companies that escort our customers loads. We have compiled a list of items and documents that we feel are important to us and our customers to establish a professional, long lasting business relationship.

Below you will find a list of the requested documents that will need to be submitted to us. \*\*Please note that as your company expands and more vehicles/drivers are added, you will need to submit this information to us for each new addition.

1. Current Insurance Certificate naming JLS Pilot Car Services, LLC as an additional insured along with the Pilot/Escort Vehicle Service Agreement.
2. Photocopy of valid driver's license
3. Photocopy of valid state certification in which you can legally operate
4. Photocopy of valid TWIC card if applicable
5. Photocopy of valid Passport if applicable
6. Copy of current W-9 form
7. Picture of all vehicles
8. Current rate sheet which will be kept confidential.

**VENDOR CONTRACTOR AGREEMENT**

In order to be placed on our Subcontractor Database as a JLS Pilot Car Services independent contractor, you , as well as anyone who works for you or your company must agree to the following:

1. Maintain a valid driver's license, vehicle insurance, escort certification(s)at all times, notifying JLS Pilot Car Services LLC if any of these are cancelled, revoked or suspended. Keep your file up to date be sending in copies of your renewal.
2. Arrive at pickup point at least 30 minutes prior to the scheduled depart time.
3. Ensure all required equipment (including vehicle, lighting, signs, flags, height poles, etc) is clean and in proper working condition.
4. Conduct yourself in a professional, courteous manner and protect the JLS Pilot Car Services business interest at all times.
5. Complete a trip sheet for each run prior to departing. Make sure the driver signs it and it is completely filled in. (DO NOT give the driver a copy of anything). Once the run has been completed, fax or email the trip sheet to our office within 24 hours.
6. DO NOT consume alcohol or drugs (including prescription medication) that may impair your judgment or ability to operate a motor vehicle before or during the escort operation.
7. Limit the use of mobile devices, laptop operations and other portable entertainment device while escorting (unless its use is directly related to the escort operation)
8. Maintain contact with JLS Pilot Car Services LLC from dispatch to completion to report accidents, problems, delays or special circumstances. Without contacting the office, additional charges will not be approved.
9. DO NOT solicit JLS Pilot Car Services LLC customers or their drivers and please inform JLS Pilot Car Services LLC if you, the vendor, are approached by either for a 6 month period after the movement of the oversize load.
10. DO NOT ACCEPT ANY FORM OF PAYMENT FROM DRIVERS! Contact JLS Pilot Car Services LLC if this situation occurs.
11. Hold blameless, harmless and indemnify JLS Pilot Car Services LLC it's officers, customers, agents, employees, affiliates, successors, and assigns any and all claims, demands, loss, injury, damage, actions and cost of actions whatsoever, which may be sustained while performing pilot/escort duties.

I, the undersigned pilot/escort agree to and will abide by all the terms listed above. Any breach of this Agreement forfeits all due pay from JLS Pilot Car Services LLC and terminates said contract. **\*\*NO EXCEPTIONS\***

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

## Escort Disclaimer

1. Rates cannot be discussed with anyone else that is not employed by our company If we become aware of this issue, your entire company will be removed from our vendor list.
2. JLS Pilot Car Services LLC office is the only personnel that can approve additional money. A driver cannot approve anything.
3. Rate sheets will be signed and returned to the JLS Pilot Car Services LLC's office within 2 hours of verbal acceptance of the load. If we have to approve additional rate changes etc, a new rate sheet will be emailed to you. Rate sheets are assigned to a particular escort; they may not be changed or switch drivers without notifying the JLS Pilot Car Services LLC's office.
4. If you do not agree to the rate or the amount of time for payment, do not take the load.
5. Escort company will be charged any/all fines that JLS Pilot Car Services LLC's load incurs for Pilot/Escorting load into states that the Escort Company does not have proper certification and/or equipment for.
6. Loads WILL NOT BE DOUBLE BROKERS to another pilot car service. If JLS Pilot Car Services LLC becomes aware of any service whom we have hired, brokering one of our loads, we reserve the right to refuse payment to your company
7. If you leave the load for any reason, you will not be paid for any portion of their run
8. Escort company will be charged the amount of the permit or a \$300 charge per day, whichever is great, IF escort has to leave due to an emergency or vehicle breaks down and it affects our customer's loading date, delivery date, or they have to order new permits that will expire due to escort leaving load or holding up truck (Without contacting JLS Pilot Car Services LLC).
9. Failure to submit your paperwork to JLS Pilot Car Services via email or fax within 24 hours may/will result in delay of payment to your company.

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

By Manager \_\_ Officer \_\_ Owner

Print: \_\_\_\_\_

## Payment and rate confirmations

- JLS Pilot Car Services LLC Terms of payment: Net 45 or sooner depending on company.
- Payment will be mailed in a check directly to the address on your W-9. Please make sure your W-9 address is current. No exceptions will be made

Questions on rate confirmation and payment issues can be address to the following email:

[jlpilotcarservices@yahoo.com](mailto:jlpilotcarservices@yahoo.com)

Rate confirmations and trip sheets can be submitted via:

Email [jlpilotcarservices@yahoo.com](mailto:jlpilotcarservices@yahoo.com)

fax 678 807-5751

## **Pilot/Escort Vehicle Service Agreement**

By this agreement, \_\_\_\_\_ (“Escort Vendor”) agrees to provide Pilot/Escort Services, as an independent contractor to JLS Pilot Car Services, LLC. Pilot/Escort services under this Agreement shall include, but are not limited to, surveying and selection of prospective travel routes, escorting and ensuring safe passage to JLS Pilot Car Services LLC vehicles engaged in intrastate or interstate transportation of goods, materials or equipment, and any related services agreed to by the parties hereto as forming part of this agreement.

1. **Nature of Relationship** Escort Vendor acknowledges that it is an Independent Contractor of JLS Pilot Car Services, LLC under this Agreement and that no employer-employee relationship exists or shall exist during the terms of this Agreement.
2. **Driver QUALIFICATIONS** JLS Pilot Car Services LLC requires all Pilot/Escort vehicle drivers to possess and carry at all times while performing Pilot/Escort services under this agreement, a valid state Pilot/Escort Vehicle certification card. Escort vendor acknowledges that it is responsible for compliance with all state requirements for escorting loads and providing all vehicular and personal equipment required by law to safely perform its duties under this Agreement. Although such requirements vary by state, required equipment may include the following: flags, marking on the escort car, stop/slow paddles, safety vests, CB radios, height poles, GPS, flashing lights and the like. Escort Vendor shall have the sole responsibility to confirm its compliance with state laws and/or regulations regarding required equipment for Pilot/Escort vehicles and shall bear all liability for its failure to comply with such requirements.

Escort Vendor further acknowledges that it is required to maintain the vehicles used to perform Pilot/Escort Services under this Agreement in conformity with all applicable U.S. Department of Transportation requirements. Escort Vendor agrees that it will not hire or otherwise employ or contract any person to perform or assist in performing Pilot/Escort Services unless such person(S) meet all requirements for qualification as a Pilot/Escort Vehicle Driver under this Agreement.

3. **Insurance** Escort Vendor agrees to carry and provide proof of Commercial Automobile Liability Insurance coverage and Professional Liability Insurance coverage with a minimum policy limit of ONE MILLION DOLLARS (\$1,000,000) for both coverage types and a minimum aggregate limit of TWO MILLION DOLLARS (2,000,000). Escort Vender further agrees to name JLS Pilot Car Services LLC as an additional insured on each such policy.
4. **Indemnification** Escort Vendor agrees to forever indemnify, defend and hold harmless JLS Pilot Car Services, LLC for all claims, losses, causes of action or expenses related to any property damage or personal injury, including but not limited to illness, death, dismemberment or intentional conduct arising out of the performance of Pilot/Escort Services under this Agreement.
5. **Accidents/Incidents** Escort Vendor agrees that, in the event of a vehicular accident involving JLS Pilot Car Services LLC customers truck or load, Escort Vendor will immediately communicate with and provide assistance to the customers driver, secure the area around the accident or incident, and contact the appropriate emergency response and/or law enforcement agencies. Following the

incident, Escort Vendor will be required to submit a written statement to JLS Pilot Car Services LLC as soon as possible with supporting documentation from photos or dash cam.

- 6. Terms of Agreement** This agreement shall continue in full force and effect for a term of one year from the date signed and from year to year thereafter unless terminated by 30 days written notice given by one party to the other, except that, regardless of whether such notice has been given, this Agreement shall not terminate with respect to work that has not be completed or paid for. Written notice must be mailed to our office located at 6900 Keith Bridge Rd, Gainesville, GA 30506

Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Company\_\_\_\_\_

Address\_\_\_\_\_

Date\_\_\_\_\_

## Escort Information Sheet

Escort Name \_\_\_\_\_

DBA \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Emergency Name and phone \_\_\_\_\_

Certification (check that all that Apply)

NC \_\_\_ NY \_\_\_ VA \_\_\_ FL \_\_\_ UT \_\_\_ WA \_\_\_ LA \_\_\_ GA \_\_\_ NV \_\_\_

Combined Liability Insurance

\$1,000,000 \_\_\_\_\_ \$2,000,000 \_\_\_\_\_ Professional \_\_\_\_\_

Years Escorting \_\_\_\_\_

GPS Capable Yes \_\_\_ No \_\_\_

High Pole Capable Yes \_\_\_ No \_\_\_

Brand \_\_\_\_\_ Years as High Pole \_\_\_\_\_

Survey Routes Yes \_\_\_ No \_\_\_

Steer Capable Yes \_\_\_ No \_\_\_

Brief of description of types of trailers \_\_\_\_\_