



## **PEGASUS LOGISTICS MEMBER HANDBOOK**

### **Welcome to Quality, welcome to Pegasus Logistics.**

Pegasus was founded on the fundamentals of transportation – driver satisfaction, inclusivity, comradery, and quality. The virtual-trucking universe is diverse and so are we. The founders come from transportation and distribution backgrounds and are bringing real world techniques and management skills to an online platform for all to experience.

You are more than a driver and more than a number to the management group – without our drivers, without the dedication from our team, we wouldn't have a VTC to run. We welcome constructive criticism and suggestions whenever necessary from all our drivers, we take all suggestions and toolbox them – your suggestions are always appreciated.

We welcome you with great anticipation.

Please take some time to familiarize yourself with the rules and regulations of Pegasus Logistics Group (PLG) VTC. As a member and an ambassador of our company, we ask that you follow these rules carefully to ensure your success. This Handbook may be modified from time-to-time. Immediate and/or time sensitive changes will be posted in #announcements, otherwise, the Member Handbook is updated quarterly.

### **Membership Guidelines**

#### **§ 001**

To remain in good standing as a Member of Pegasus Logistics, you must:

- §001.1 be at least 18 years or older - this is required to ensure a mature environment is maintained.
- §001.2 attend mandatory toolbox chats – these are held once per month to discuss any standards' changes that may affect you directly.
- §001.3 treat every member of Pegasus Logistics Group and non-member drivers and their equipment with respect.
- §001.4 never harass other members of Pegasus Logistics Group or non-member drivers, either by comments or suggestions on ones' ethnicity, race, sexual orientation, or political beliefs. This short list is not-exhaustive – use your common sense.
- §001.5 be registered with Pegasus Logistics on TrucksBook and have the Client (TrucksBook) open and actively logging miles.
- §001.6 be registered with Pegasus Logistics on TruckersMP.
- §001.7 have "TruckyApp" installed.
- §001.8 have common sense. If you think it's wrong, it probably is.





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### TruckersMP Guidelines

§ 002

The Guidelines in this section are VTC specific.

Other rules not listed apply to TruckersMP – please visit [truckersmp.com](http://truckersmp.com) for more information.

The success of Pegasus Logistics is determined by the quality that our drivers demonstrate, while representing Pegasus Logistics on TruckersMP, you must:

- §002.1 maintain proper CB radio etiquette (in-game), ensure you:
  - a. limit background noise (music, children, animals/pets).
  - b. remain professional at all times.
  - c. refrain from the use of profanity.
  - d. notify others as you approach that you intend to pass.
- §002.2 drive, behave, and communicate professionally to maintain a positive attitude and image of Pegasus Logistics.
- §002.3 display "Pegasus Logistics" in white as your player tag.
- §002.4 follow all TruckersMP Guidelines found at [truckersmp.com](http://truckersmp.com).
- §002.5 follow § 003 – Convoys & Events guidelines when they apply.

*It's not a requirement to actively 'recruit' new members, it is however encouraged. Before advertising our VTC, please speak with a member of management – they will provide you with the tools you need!*

If you are practicing safe and defensive driving techniques, the likelihood of a collision is low. However, things happen. The following protocols are in place to reduce any negative side-effects as a result of your collision or close call.

#### §002.6 Collision

**Remember to... STAY CALM, remain PROFESSIONAL.**

Move your vehicle out of the path of any oncoming vehicle(s) immediately. Do not argue with anyone over fault. If they say it was you, and you say it was them, take the blame, there was no "real" damage done, so there isn't anything to truly be upset about. You may be reported by the other driver if your actions caused the collision, be prepared to receive a temporary ban from TruckersMP moderators, you can reduce the chance of this by apologizing and staying professional.

Please report the incident to your superior, regardless of fault. You may be required to complete an incident report.

#### §002.7 Close Call

**Remember to... STAY CALM, remain PROFESSIONAL.**

Do not take out your frustration with the incident over CB, if you are to blame, promptly apologize to the other driver. Do not instigate or seek revenge; do not brake check. If the incident was caused by a careless non-member driver; use the 'report' feature built-into TruckersMP to file a report for dangerous or careless driving. TruckersMP takes reports very seriously.

If an incident occurs between Pegasus Logistics' Members, contact your Superior. No one other than Management is permitted to discipline Members.



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### Convoys & Events

§ 003

To ensure a smooth-running and organized Event or Convoy, each Member who participates must adhere to the following Guidelines:

- § 003.1 Equipment requirements found below must be adhered to when necessary.
- § 003.2 A Pilot Car will be used while in a convoy when it is deemed necessary.
- § 003.3 Minimum following distance must be maintained at **100m (320ft)**. This is to ensure that if and when rubber-banding occurs, an accident doesn't. You can utilise the TAB menu to determine your distance from the driver ahead.
- § 003.4 The **heaviest** vehicle must run second behind Pilot Car and the **lightest** must always run last – if weights are exact between several trucks, order is chosen by the Supervisor/Pilot
- § 003.5 Changing position during an event or convoy is permissible only at the discretion of the Supervisor/Pilot – “ask to pass”.
- § 003.6 You must always remain in contact with the Supervisor/Pilot. Communication requirements will be posted prior to an event/convoy in a Discord VC, using the in-game CB on channel 19 (general) or channel 6 (VTC specific channel).
- § 003.7 The use of beacons will be permitted only at the discretion of the Supervisor/Pilot.
- § 003.8 You must follow all traffic devices, laws and speed limits unless instructed otherwise by the Supervisor/Pilot. The maximum speed limit is 65 MPH/105 km/h.

### Equipment

§ 004

The equipment used during Company Events/Weekly Convoys and Promotional Convoys **must** be as follows, failure to follow these requirements will result in an Exclusion from the event or convoy:

#### § 004.1 Company Events/Weekly Convoys

##### American Truck Simulator

§ 004.1-a Tractor Required:

**ANY**

§ 004.1-b Colour:

**1/502C3 2/60404 3/1C08A3**

§ 004.1-c Accessories:

**Name plate, passenger side:  
“PEGASUS”.**

##### Euro Truck Simulator 2

§ 004.1-d Tractor Required:

**ANY**

§ 004.1-e Colour:

**1/502C3 2/60404 3/1C08A3**

§ 004.1-f Accessories:

**Name plate, passenger side:  
“PEGASUS”.**

#### § 004.2 Promotional Convoys

##### American Truck Simulator

§ 004.2-a Tractor Required:

**Kenworth W900 or Peterbilt 389**

§ 004.2-b Colour:

**1/502C3 2/60404 3/1C08A3**

§ 004.2-c Accessories:

**Name plate, passenger side:  
“PEGASUS”.**

§ 004.2-d Trailer Required:

**A-KRB-18**

Colour:

**1/502C3 2/60404 3/1C08A3**

Configuration:

**53" 3-axle, dry van, roll-up  
door/liftgate.**



## PEGASUS LOGISTICS MEMBER HANDBOOK

### Positions & Promotions

§ 005

All promotions are awarded based on four factors: number of loads completed, miles logged, length of service and attitude. Promotions always come with responsibilities, however, above all others, the responsibility to show an absolute dedication to quality whenever and wherever you represent Pegasus Logistics is paramount. You are to respect everyone equally. Although some positions hold its' own authoritative benefits, these must be used in moderation, and no power-tripping or flaunting because of your title will be tolerated. Limited to one Promotion per period. Promotions are awarded on the first day of a new period.

- §005.1 **Driver I, & II** – These positions are granted automatically and enrollment is the only requirement.
- §005.2 **Driver III** – you become eligible to advance to **Driver III** once one of the following two conditions are met within the given period; as a Driver II, you must complete 20 successful contracts or log 10,000 miles/16,100km's, whichever comes first.
- §005.3 **Driver IV** - you become eligible to advance to **Driver IV** once one of the following two conditions are met within the given period; as a Driver III, you must complete 35 successful contracts or log 20,000 miles/32,200km's, whichever comes first.
- §005.4 **Supervisor/Pilot** - you become eligible to advance to **Supervisor/Pilot** once all the following conditions are met; you must complete a minimum of 100 successful contracts and log a minimum of 150,000 miles/241,400km's, you have previously shown great leadership skills, and contributed to the success of Pegasus Logistics by displaying an amazing attitude that fosters quality. You must have support from all members of Pegasus Logistics as they will make the final decision on your promotion via anonymous vote.
- §005.5 **Managers** - to be eligible for a promotion to a Manager, you have shown tremendous strength and dedication to the success of Pegasus Logistics, however, you must meet certain criteria and no number of loads or miles will award you this position - this position is earned.
- §005.6 **HR, Support, Moderator** - positions will always be offered based on experience, skill and performance. Never ask for a role.

An assessment will be conducted internally to determine final eligibility for any position. You may be ineligible to receive a promotion if you have been issued a company citation.

Your authority will be over-ridden when another driver or member with a higher role of authority is present.

The **given period** is defined as "one-month" or "28, 29, 30, or 31 days" depending on the current month. Mileage is reset to zero at 11:59:59pm (Mountain Time) on the last day of every month. For jobs and their mileage to count, they must be started at or after 12:00:00am on the first day of the month. You cannot carry-over mileage or job count from any given period except as a Driver IV. The following attributes will be taken into consideration when determining the eligibility of any Promotion: (1) Attitude/Performance, (2) Contracts Completed, (3) Miles Logged, (4) Length of Service (5) other criterium deemed necessary. A successful contract is a contract that is at least 100 miles/161km's in length and is included in the statistics in TrucksBook, discrepancies will be reviewed by management.



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### Virtual Payroll Program

§ 006

Our Virtual Payroll Program was designed with realism in mind and provides realistic *virtual* income for our drivers. Rates are based on your current Position within the company, the number of miles travelled, and cargo weight. You will be 'paid' once per month.

#### **Rates for Driver II**

\$40.00/contract, plus \$0.75/mile

Permit Bonus of .75% of Contract Income, and \$500, if cargo is eligible.

#### **Rates for Driver III**

\$45.00/contract, plus \$1.10/mile

Permit Bonus of .75% of Contract Income, and \$500, if cargo is eligible.

#### **Rates for Driver IV and above**

\$50.00/contract, plus \$1.50/mile

Permit Bonus of .75% of Contract Income, and \$500, if cargo is eligible.

To be eligible for these benefits, you are required to follow and understand the following:

- §006.1 You must use TrucksBook Client, this ensures your contracts are verified.
- §006.2 You must refrain from the use of any income mod(s) including mod(s) designed to increase job income, reduce fuel consumption, reduce fuel price, or otherwise disrupt the natural income provided by the game; any contract(s) for which you have used these mod(s) will be excluded from your final 'pay'.
- §006.3 To receive a Permit Bonus; your cargo must have a weight that is equal to or more than sixty thousand (60,000) lbs.
- §006.4 Contracts must be at least 100 miles/161km's in length and included in Company statistics in TrucksBook.
- §006.5 Definitions

##### Contract

A job attained via TrucksBook Dispatcher, or TruckyApp, or "Quick Job", "Freight Market", "Cargo Market", "External Contract", or "External Market" within American Truck Simulator or Euro Truck Simulator 2, often referred to as a "job".

##### Contract Income

Income received in-game when a job is finished. Known as "Profit" in-game or on TrucksBook.

##### Permit Bonus

In most states, a permit to transport is often required when a cargo's weight exceeds 60,000 lbs. In-game, when transporting cargo that is equal to or greater than this weight, you are eligible to receive a Permit Bonus.

##### Rate

Includes Per Contract Rate (eg. \$xx/contract), and Per Mile Rate (eg. \$x.xx/mile), and Permit Bonus (eg. .75% of Contract Income & \$xxx/Permit Bonus (if applicable). The Rate at which you are paid is determined by your current Position within the Company (eg. Driver II, Driver III, Driver IV and above).

Rates are subject to change; you will be notified of any change(s) via general announcement.

**European (€) equivalencies are calculated monthly and will be converted for contracts completed in ETS2.**



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### **Dispatch**

**§ 007**

Our Dispatch Department operates from the #dispatch channel in our Discord Server. You may receive upon request, cargo to deliver on behalf of Pegasus Logistics.

#### **Your responsibilities as a Driver:**

- §007.1 You will only use the #dispatch channel for communications between you and the Dispatcher, do not send Direct Messages as they will be ignored.
- §007.2 When requesting, you will include your current location, preferred destination and cargo type, so our Dispatcher can match your criteria. You may request certain criteria; however, these cargo's may not be available from or to your desired destination and/or origin.
- §007.3 You will inform Dispatch of any cargo restrictions due to equipment inadequacies.
- §007.4 You will have any requests for new Contract(s) in #dispatch by 18:30 MT, these will be fulfilled, if eligible by 20:00 MT the same day. This allows time for requests to be seen and processed.
- §007.5 You may not have any more than three (3) Contracts per any 24-hour period, this includes contracts accepted but not fulfilled. You may request up to three (3) contracts at one time, if available. Upon request, the Dispatcher may 'top-up' your queue automatically to keep it full.
- §007.6 You will complete any Contracts within your queue before requesting another, if there was an "in-game injection" issue, please inform Dispatch so they can investigate further.
- §007.7 You must use TrucksBook or TruckyApp to receive a contract issued by Dispatch.

#### **Dispatchers' responsibilities:**

- §007.8 The Dispatcher has final discretion on cargo weights, destination, origin, cargo type, trailer type, etcetera.
- §007.9 The Dispatcher will respond to any and all requests within the timeframe described in a polite, courteous, objective and upfront manner and will ultimately be fair when distributing contracts.
- §007.10 The Dispatcher must inform you of your potential income from mileage if requested.
- §007.11 The Dispatcher will issue contracts to an origin point that is no more than one-hundred (100) miles or one-hundred sixty (160) kilometers from the driver's location.
- §007.12 Dispatcher has the right to limit, restrict or suspend a Drivers' use of this service if it is deemed necessary. The Dispatcher will provide an explanation, without delay.



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### **Social Media Policy**

**§ 008**

These Guidelines provide members with a summary of PLG's policies and guidance that apply to personal participation, comments, photos, videos, and live streams on social media sites such as Facebook, Twitter, Instagram, Twitch.tv, YouTube, Reddit, Snapchat, Google+, Pinterest, Tumblr, other internet blogs. The Guidelines apply to all external social media situations (outside of our Discord Server – Pegasus Logistics Group) where you associate yourself with Pegasus Logistics, interact with other PLG members, or comment on PLG's social media posts. PLG monitors public social media mentions of Pegasus Logistics for opportunities to engage with non-members and members alike. If you have any questions about Pegasus Logistics' policies or these Guidelines, ask our Operations Manager or PLG's Owners.

**1. General considerations:** When you associate yourself with PLG, interact with other PLG members, or comment on PLG's social media posts, we suggest that you:

- use personal contact and email information
- avoid "Pegasus Logistics" or other VTC trademarks, including images, logos, graphical treatments, or any part of the company name, as your account name, username, or profile photo, unless you are expressly authorized by Management to use such materials
- be clear that you are speaking for yourself and not on behalf of PLG
- consider adding a disclaimer in your profile such as: "This is my personal (account, blog, space, comment) and contains my own views, thoughts and opinions. It is not endorsed by Pegasus Logistics Group and is not an official communication of PLG."
- take care and ensure what you post to your social media account is factually correct

**2. Follow existing PLG policies:** You should follow the same policies that PLG Members are expected to follow every day including, but not limited to, the PLG operating policies on acceptable conduct found within this Member Handbook.

**3. Respect all copyright and other intellectual property laws:** For PLG's protection as well as your own, it is important that you respect laws governing copyright, trademarks, and other intellectual property, including PLG's own copyrights, trademarks, and brands.

**4. Be responsible and respectful:** You are personally responsible for the comments and content you post on social media. Do not post comments or content about PLG members or other VTC's or their members that are threatening, bullying, violent, obscene, intimidating, harassing, discriminatory or that could contribute to a hostile environment based on race, sex, disability, religion, or any other status protected by law or PLG policy. Conduct in social media that violates the Pegasus Logistics' Member Handbook, the policies contained therein, other PLG policies or the law could affect your membership at PLG.

**5. Safeguard confidential information and personal data:** Do not misuse or disclose confidential information. Confidential information includes PLG's non-public information about proprietary VTC assets, PLG's plans and strategies, intellectual property, and member information. Do not misuse personal data of others. Misuse may include disclosure of certain personal data without consent or authorization. In accordance with applicable data privacy laws, personal data is information such as address, phone number, photo image/likeness, national identification number or health information.

**6. Be transparent:** If you make a recommendation or endorse Pegasus Logistics Group use your real identity and disclose that you are a member of PLG.



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### **Corrective Action Program**

**§ 009**

Pegasus Logistics Group has developed a Corrective Action Program to facilitate the requirement to hold our Members accountable for their actions. This program will be introduced and explained to you in the event you contravene a rule, requirement or protocol included inside this handbook.

-END-

Pegasus Logistics  
Driven **by Quality**

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Any copies of this handbook that was not shared directly must be destroyed – you may keep a copy for your records but you mustn't share it as the information contained is pertinent to the continued success of Pegasus Logistics. No copying or redistribution without the prior written consent of all owners with interest in Pegasus Logistics.