

From the desk of Helen. . .

FEB 24, 2017 REMINDERS AND MISC. INFORMATION.

1. DRIVERS: IF YOU ARE CONVICTED OF A TRAFFIC VIOLATION OR LOSE YOUR DRIVING PRIVILEGES, AND YOU FAIL TO TELL YOUR EMPLOYER, YOU COULD BE FINED NEARLY \$ 5,000.00 AND POTENTIALLY BE PLACED OUT OF SERVICE. CDL DRIVERS: IF YOU HOLD A CDL AND ARE CONVICTED OF VIOLATING A TRAFFIC LAW *IN ANY TYPE OF VEHICLE –YOU MUST NOTIFY YOUR EMPLOYER IN WRITING WITHIN 30 DAYS. (49 CFR 383.31) CMV DRIVERS: IF YOUR LICENSE IS SUSPENDED OR REVOKED-OR YOU OTHERWISE LOSE YOUR RIGHT TO OPERATE A COMMERCIAL MOTOR VEHICLE (CMV)-YOU MUST NOTIFY YOUR EMPLOYER BEFORE THE END OF THE NEXT BUSINESS DAY. STAY HONEST. DO NOT KEEP THIS A SECRET. IT CAN BE COSTLY. (DOES NOT INCLUDE PARKING VIOLATIONS.)

2. DRIVERS, WHEN YOU ARE COMING TO THE GERING OFFICE, PLEASE REMEMBER TO LET ME KNOW. (I WILL HAVE THE DVD & PAPERWORK READY) YOU NEED TO DO AN ANNUAL TRAINING ON BLOOD BORNE PATHOGENS. IT IS REQUIRED. THANK YOU. HELEN

ALSO, ALL CURRENT DRIVERS ARE REQUIRED TO BE RETRAINED IN THE HOURS-OF-SERVICE REGULATIONS. ALL TRAINING IS TO BE DOCUMENTED AND PUT IN THE DRIVER'S FILE. CHECK WITH LINDA, SO SHE CAN HAVE HER TRAINING AVAILABLE. THANK YOU.

3. NOTES FROM GREAT WEST CASUALTY:: *TIPS TO AVOID ROADSIDE VIOLATIONS* CONDUCT A THOROUGH PRE-TRIP INSPECTION/FIX DEFECTIVE OR INOPERATIVE ITEMS IMMEDIATELY//KEEP THE DASHBOARD UNCLUTTERED//AVOID TINTING THE WINDOWS//WEAR A SEATBELT//OBEY THE SPEED LIMIT//AVOID AGGRESSIVE DRIVING, LIKE HOPPING LANES AND TAILGATING//DO NOT TALK ON THE CELL PHONE WHILE DRIVING//BE WELL-RESTED, GROOMED, AND CLEANLY DRESSED//KEEP CABIN INTERIOR AND VEHICLE EXTERIOR CLEAN//CONDUCT A THOROUGH POST-TRIP INSPECTION// THESE ARE A FEW OF THE ITEMS WE DISCUSS DURING TRAINING AS WELL. PLEASE TAKE HEED!!

4. LANE CHANGE: TO HELP AVOID A LANE CHANGE ACCIDENT MAKE SURE YOU

DO THE LEAN AND LOOK PROCEDURE. I HAVE NEW DVD'S FOR YOU TO WATCH. PLEASE SEE ME WHEN YOU ARE IN GERING, NE. THE KIMBALL OFFICE WILL HAVE THE SAME SET, SO YOU CAN WATCH IN KIMBALL, NE. THANKS.

5. VEHICLE INSPECTIONS ARE AN IMPORTANT PART OF YOUR JOB AS A PROFESSIONAL DRIVER. IN ADDITION TO BEING A REGULATORY REQUIREMENT THAT CAN IMPACT CSA SCORES, VEHICLE INSPECTIONS HELP YOU MAKE SURE YOUR CMV OPERATES SAFELY AND EFFICIENTLY. (a) YOUR PRE-TRIP INSPECTIONS MUST BE PERFORMED BEFORE EACH TRIP TO FIND PROBLEMS THAT COULD CAUSE AN ACCIDENT OR BREAKDOWN. (b) CARGO & LOAD SECUREMENT INSPECTIONS MUST BE CONDUCTED WITHIN THE FIRST 50 MILES, WHEN YOU MAKE A CHANGE OF DUTY STATUS, AFTER YOU HAVE DRIVEN FOR 3 HOURS OR AFTER YOU HAVE DRIVEN 150 MILES-WHICHEVER OCCURS FIRST. (c) POST TRIP INSPECTIONS MUST BE PERFORMED AFTER THE OPERATION OF A CMV TO IDENTIFY ANY DEFECTS OR DEFICIENCIES THAT MUST BE REPAIRED.

Please remember on the last page to sign for this memo.....so that you can keep Helens reminders.....

I HAVE READ AND COMPLY WITH THE ABOVE INFORMATION:
PRINT _____ SIGN _____ DATE _____
PLEASE RETURN IN YOUR NEXT ENVELOPE.

Example Only

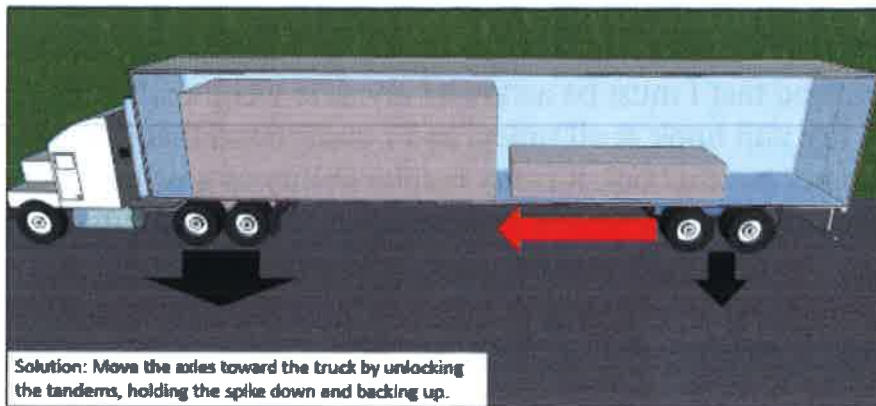
Sliding Tandems, just a brief reminder.....

A common task is to slide the tandem axle along the trailer to adjust the weight on different axle groups. Knowing which way to slide the axles is key.

The tandem axle groups on most trailers can be moved forward and backwards along the length of the trailer. Truck drivers want to be able to put the axles where the weight is best distributed, but there are regulations that vary by state and province on how far back the tandems can be moved. This is called the trailer wheelbase or kingpin to rear axle/tandems distance and refers to the distance between the kingpin on the trailer and the axle group.

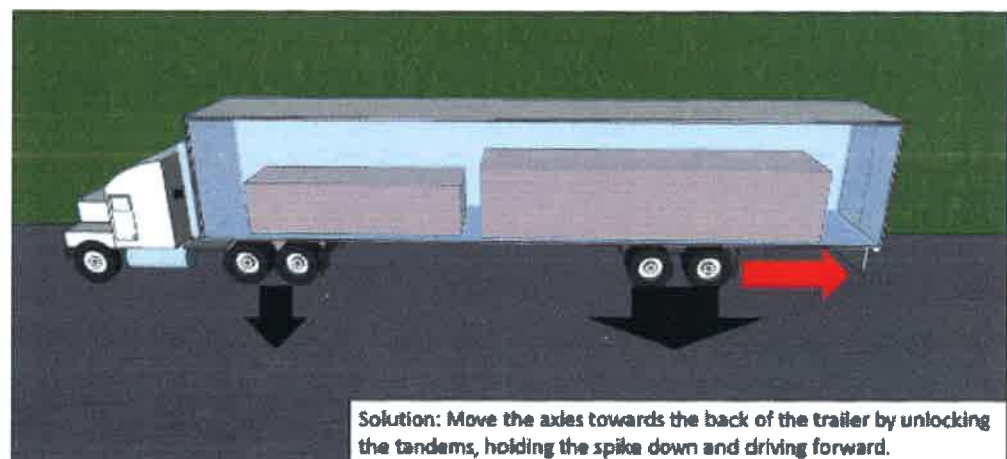
Governments set rules on where to set the tandems to keep the wheelbase of the truck-trailer combination smaller. The longer the trailer wheelbase, the less maneuverable the truck-trailer combination, and the more curbs the truck will run over.

Truck drivers want to be able to set their wheelbases where ever they want. If there is a load that is not distributed evenly in the trailer, the truck axles can be overweight, even though the entire truck is not overweight. In this case, the tandems should be 'pushed forward' so more weight would be put on the trailer axles.



Also it is possible that there is too much weight on the trailer axles. In this case, the axles can be moved backwards to move weight from the trailer to the truck.

Remember to use your pull hooks when sliding your tandems. If you do not have your pull hooks please contact Helen ASAP. As an employee of Smith Systems you are required to use these when sliding your axles on your trailers.

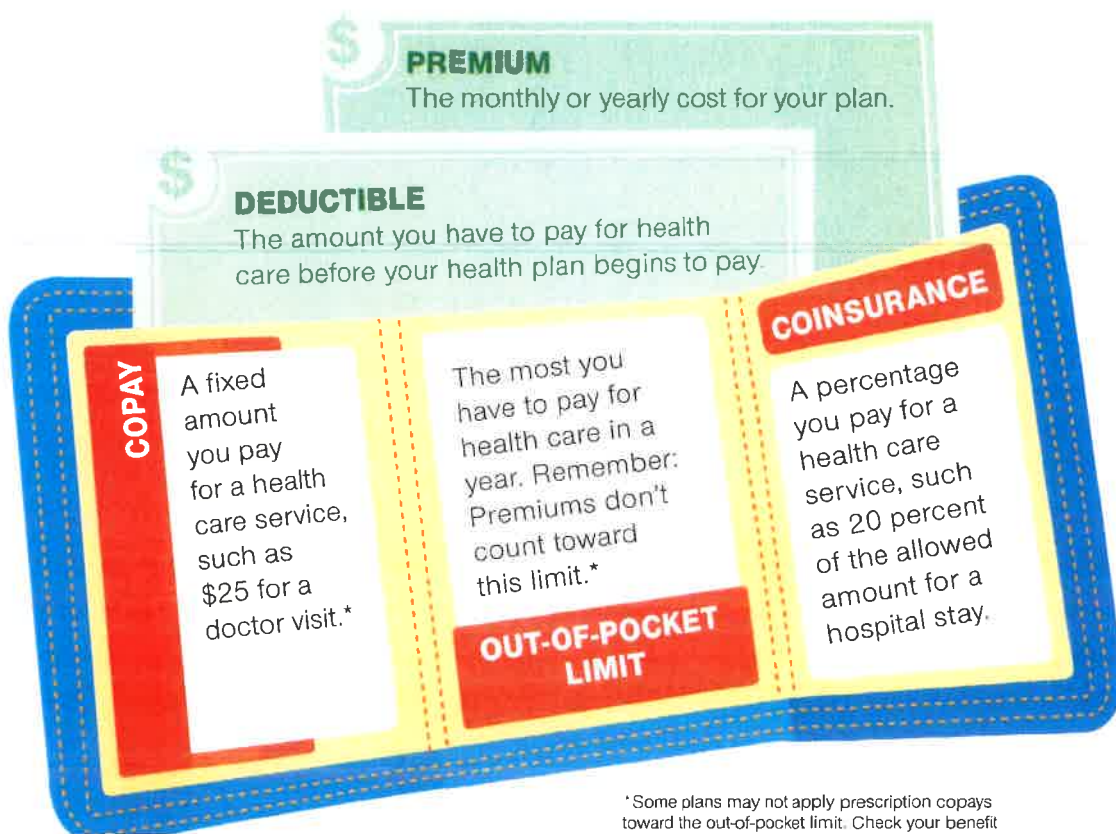


Remember to contact dispatch with any tandem questions you may have pertaining to the various states bridge laws. Be sure you are safe and compliant at all times.

Know your health care costs

When looking at different health plans, many people make decisions based only on the premium amount. But it's a good idea to think about the total costs for care. If you underestimate or overestimate them, you might end up with a plan that doesn't fit your needs.

Five things to consider as you compare health plans:



I am currently working on some quotes for our health insurance renewal. There will be open enrollment for March for employees wanting to change coverage. Please keep an eye out these next couple weeks for your enrollment paperwork. If you choose not to enroll remember I still need your signed waiver returned.
Thank You! Sharisa

February 24, 2017

*****Return this form with signatures so that you can keep your notes***

I have read and understand that I must comply with the information provided from Helen pertaining to notifying my employer regarding violations, to update my annual training; TIPS on avoiding roadside violations; lane change safety; and vehicle inspections.

Print _____

Sign _____ Date _____



Tandem Axle Safety

I have read and understand that I must be aware of my axle weight when hauling. It is my responsibility to use my pull hook at all times, and I understand that it is Smith Systems company policy. If I do not have a hook it is my responsibility as a driver to contact Helen to have one ordered for me. If my employment is terminated I understand that I will be charged for a replacement hook for the fleet.

PRINT _____

SIGN _____ DATE _____