

**SHOP PROCEDURES**

1. Shop hours are 24 hours a day from 10:00 p.m. Sunday through 12:00 p.m. (Midnight) Friday; and Saturday 7:00 a.m. through 12:00 a.m. (Noon).
2. All Vehicle Inspection Reports with defects must be filled out completely and must be legible.
3. All Vehicle Inspection Reports with satisfactory conditions are to be turned in weekly with your logs.
4. All Vehicle Inspection Reports with defects for tractor and/or trailer must be handled in the following manner:
  - a. Fill out inspection forms completely. Include unit number, date, driver signature, what time the unit is leaving and a brief explanation of the problem. After describing the problem to a mechanic put the form in the basket on the desk by the fuel island door.
  - b. After a repair(s) is made to the tractor, the mechanic will sign the write up and place it in the driver's door pocket. The driver must then sign and date the report a second time at the bottom and turn the report in with the next payroll.
  - c. If a trailer has a defect, it is to be dropped in the first row of the stone lot. There is a sign marking the correct row.
5. Fifth wheel must be kept well lubricated and oil must be checked every time you fuel up.
6. All trailers are to be dropped in the correct location every weekend, if parking at the Findlay Terminal. NO EXCEPTIONS.
7. Tractors should be parked in the designated location. Tractors may be taken home if company policy is followed.
8. During the WINTER MONTHS all drivers must follow the rules as listed below:
  - a. All tractors should be plugged in any time the outside temperature drops below 32 degrees. Shop lot is equipped with receptacles and lead cords. If you park at home you are responsible for keeping your tractor plugged in. Driver will be responsible for any charges incurred as a result of a service call to start tractor.
  - b. If your tractor is equipped with an APU it should not be started more than one (1) hour before your departure time.

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- c. When the temperature falls below zero (0) degrees, **DO NOT** turn your tractor off.
  - d. Remember to ask for an extra key for your tractor, so you can lock it while it is running.
  - e. The shop will let you know when you are to use winterized diesel fuel.
9. C/B Antennas are to remain on the truck and cannot be removed for any reason.
  10. There is a service decal on the windshield of each tractor. The tractor must be brought in for service at the appropriate time every 25,000 miles + or - 1,000 miles.
  11. Tractors can be taken to Blue Beacon to be washed once a month. You must call dispatch for a PO# before going for a wash. In addition, a third party service will be contracted to wash vehicles parked at the shop (if applicable).
  12. No holes shall be drilled or decals installed anywhere on the unit.
  13. EFS checks are to be used if a break down occurs on the road. You must follow the procedures for breakdowns by calling **800-932-8785**; select option (2) for Shop. If you blow a tire, the old tire must be brought back to the shop, regardless of condition, or you will be charged a \$75 casing fee.
  14. Walk around your assigned unit and look for pre-existing damage. Any damage must be documented on a write up sheet turned in to the shop office before you leave the yard. This inspection report must be filled out every time you switch tractors.
  15. Turn in your ending mileage over the QUALCOMM every week—no later than Sunday. Beginning and ending mileage must also be reported on your payroll envelope.

***WE APPRECIATE YOUR COOPERATION  
WITH THESE SHOP PROCEDURES.  
PENALTY FOR FAILURE TO FOLLOW THESE PROCEDURES:***

- FIRST OFFENSE-REPRIMAND
- SECOND OFFENSE-SUBJECT TO PROGRESSIVE DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE

## **Shop Door Combination/Fluid Levels & Fuel Card Agreement**

The fluid levels on all tractors need to be properly maintained. As a result, drivers always need to check these fluid levels and add oil or antifreeze as needed. For this reason, Garner Transportation Group (GTG) will provide you the shop door combination for access to the necessary supplies.

In addition, all drivers will be issued one (1) Garner EFS fuel card in order to maintain the fuel levels as well.

If employment with GTG is terminated for any reason, it is the driver's responsibility to return the assigned Garner EFS fuel card. If the assigned Garner fuel card is not returned, the driver will be charged \$5.00 to replace the lost fuel card. The \$5.00 will be deducted from the driver's final settlement the item not returned.

## **SHOP ARRIVAL/DEPARTURE**

### **When passing through or parking at the Findlay Terminal:**

1. Top off fuel tanks before parking tractor.
2. Check all fluids and top them off before leaving the terminal.
3. Perform a post-trip inspection.
4. Write-up any defects in VIR book (to be kept in the driver's door pouch at all times). Follow write-up procedures on "Shop Procedures" (See page 2 of this section).
5. Park and lock unit.

### **Before Departing on your trip:**

1. Perform a pre-trip inspection, including check for Vehicle Inspection Report (VIR) book in door pouch for mechanic or other driver's signature.
2. Let engine warm up for the manufactured recommended time.
3. Depart and have a SAFE TRIP!

## MERMILL TERMINAL PROCEDURE

- You **must enter** the terminal from the South and exit the terminal to the north.
- U-turns are a safety issue and as a result **not permitted** when entering the Mermill Terminal.

Failure to adhere to the Mermill Terminal Procedure is subject to disciplinary action up to and including termination.

## FUEL PUMP INSTRUCTIONS

During orientation you will receive a fuel card for the fuel pump at the shop. Below is an explanation of how the card works.

To initiate pump operation, complete the following steps:

1. The pump **MUST** be in the off position before the system will start.
2. The gallon counter on the pump **MUST** be reset to zero before the system will start.
3. Follow directions posted at the fuel pump.
4. Remove the nozzle and turn the lever on the pump to the “ON” position. Begin fueling your truck. The pump will automatically turn off if there is no fuel flow for about 60 seconds.
5. After fueling is completed, turn the pump off and return the nozzle to its holder making sure that the hose is against the building.

*If you have any problems please contact the on-duty shop personnel.*

### **Purchasing fuel on the road**

Always follow the fuel solution you receive over the Qualcomm. If you do not receive your fuel solution in a timely manner (10 minutes), contact dispatch prior to leaving.

If you have any questions regarding refueling, please contact Dispatch at 800-932-8785.

## STARTING A TRACTOR

- When you start a truck you must be in the driver's seat, with the clutch fully depressed, if so equipped. **DO NOT start a truck while standing outside of the cab.** This could cause serious injury or death.
- Failure to properly start a vehicle may result in disciplinary action up to and including termination.

## EQUIPMENT (See Associate Handbook, Section 4, page 4)

You are expected to demonstrate proper care when using the company's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your immediate supervisor at once.

**Failure to report an accident, no matter how minor, is cause for immediate termination of employment.**

- Drivers are responsible for the safe operation and cleanliness of the vehicle. Failure to keep your assigned vehicle clean (inside and out) is subject to disciplinary action up to and including termination.
  - Tractors:
    - Blue Beacon available every 30 days for truck wash
- The fluid levels on all tractors needs to be properly maintained. As a result, drivers need to check all fluid levels and add oil or antifreeze as needed.
- Damage involving a company vehicle must be reported to the Director of Safety and Risk Management immediately. This includes driving on a flat tire, hitting objects and/or other vehicles.
  - First offense: reprimand
  - Second offense: subject to discharge

***Failure to report any accident, no matter how minor,  
is cause for immediate termination of employment***

- All trucks are to be returned to the Findlay terminal when they are due for service.

**PARKING** (See Associate Handbook, Section 4, page 22)

- Trucks are to be parked at the Findlay, OH, terminals only. All parking at home must be authorized and your parking place inspected for liability. Parking at any other location is permitted **ONLY** once written authorization/permission is received by the Safety Department. (Parking Authorization/Permission Form is included in Section 8).
- Unauthorized non-terminal parking:
  - First offense: reprimand
  - Second offense: subject to discharge
- When you park a truck, it must be put in neutral and the parking brakes must be set. **DO NOT** leave your truck in gear when it is parked.

**TRACTOR/TRAILER RULES AND REGULATIONS**

- No decals or bumper stickers shall be placed on the trucks.
- No extra lights shall be added to the trucks without prior permission from Shop supervisor.
- No holes shall be drilled in the trucks.
- Hook-up lights on the back of the cab shall be either white or red. All others will be removed.
- Drivers shall not repair anything on the truck without prior approval from the shop.
- Original stereos shall remain in the trucks.
- No electrical devices of any kind are to be wired into the electrical system. Only items that plug into a cigarette lighter may be used.

## DROPPING A TRAILER

- When a trailer is loaded the dollies should be on the ground and then cranked until you hear the air bags exhausting air.
- When a trailer is empty the dollies should just touch the ground without any extra cranking.
- A loaded trailer should NEVER be dropped without the dollies touching the ground.
- If these procedures are not followed the dollies or cross members could be damaged and the next driver to pick up the trailer will not appreciate hand cranking the loaded trailer until it is high enough to get under it. **Think of your fellow driver!**
- Using these simple rules ensure that the trailer is slightly lifted when you back under it promoting a positive fifth wheel lock.

If you have any questions, see or call the Shop supervisor.

## VEHICLE BREAKDOWN

- The Driver must call maintenance immediately if there is a vehicle breakdown while on the road so that Garner can get you up and running again.
- After calling maintenance, the Driver must also send a Qualcomm message using the Breakdown Macro #18 that includes the time of breakdown.
- Once up and running again, the Driver must send another Qualcomm message using the Breakdown Macro #18 that includes the time repairs were completed and vehicle up and running again so that the duration of downtime can be tracked.
- The Driver must record breakdown hours on your payroll envelope. This includes filling out Time In (initial time of breakdown) and Time Out (vehicle repaired) columns and putting the letter “B” in the last column.
- Break down pay is \$10.00 per hour after the first hour of breakdown. In order to for breakdown pay to be processed and paid correctly, all of the above steps MUST be completed.

## **TRAILER REPAIR**

- The Driver must tag trailer with an “Out of Service” tag. Tag must be placed on the Glad-Hand.
- The Driver must complete the information side of the tag with the trailer’s discrepancy.
- The Driver must send a Qualcomm message using the Trailer Repair Macro #28; and the message must include the trailer number, location of the trailer, and discrepancy and/or issue that caused the trailer to be put “Out of Service” so that Garner can rectify the trailer issue.

# COUPLING INSTRUCTIONS



## 3500 and 3500 LOWLUBE COUPLING INSTRUCTIONS

page 1

<p><b>STEP 1</b></p>	<p><b>OPEN</b> "Ready to Couple"</p>	<p><b>CLOSED</b> Wheel is Locked! <b>DO NOT</b> Attempt to Couple!</p>
<p><b>STEP 2</b></p>	<p>4" - 6" FIFTH WHEEL MUST LIFT TRAILER FIFTH WHEEL TILTED DOWN</p>	<p><b>TRAILER IS TOO HIGH!</b></p> <p>FIFTH WHEEL WILL NOT LIFT TRAILER</p>
<p><b>STEP 3</b></p>	<p>BACK SQUARELY INTO TRAILER <b>SLOWLY</b></p> <p>TRAILER (TOP) KINGPIN</p>	<p><b>DO NOT</b> BACK INTO TRAILER FAST</p> <p>TRAILER (TOP) KINGPIN</p>

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# 3500 and 3500 LOWLUBE COUPLING INSTRUCTIONS

page 2

**STEP 4**

Do a pull test as an INITIAL CHECK.

OK ✓

**PULL TEST**

PULL FORWARD WITH TRACTOR

**WITHOUT PULL TEST**

**STEP 5**

**GET OUT OF THE TRACTOR!**

VISUALLY check that the lock is CLOSED!

CLOSED POSITION

NO GAPI!

**DO NOT RELY ON SOUND**

SEE Holland Publication XL-FW307-XX for complete 3500 LowLube coupling instructions and XL-FW306-XX for complete 3500 coupling instructions.

**COMMON SENSE PROCEDURES**

- Pre-Trip you tractor AND your trailer! EVERY SINGLE DAY!
- Drain your air tanks once a day.
- If you have to add water to your radiator, you must let the shop know so they can re-winterize your cooling system.
- Always keep a gallon of antifreeze and a gallon of oil in your side box.
- Keep some warm clothes in your truck in case of an emergency.
- When you hook up to a trailer, or any time you set your brakes, make sure all of the trailer tires are turning once you move. It only take a short distance to flat spot and ruin two (2) tires at \$400.00 each.
- Any time the temperature falls below 32°F your truck heater must be plugged in. If you have your truck at home, you must have a place to plug it in. You are not allowed to leave the truck run unless instructed to do so by the Shop Supervisor.
- You will be informed via the Qualcomm when you buy winterized Diesel Supreme. If you are not sure, ask before you purchase it.
- When you get out of the truck for the weekend, or any extended period of time, make sure you unplug all devised that draw current from the batteries such as electric coolers.
- If your truck is at the shop for the weekend, you MUST drop your trailer.
- If you have your truck at home, you are responsible for it.
- Keep the fifth wheel greased.
- Keep fuel tanks full to prevent condensation—and follow Fuel Solution.
- Keep windshield washer solvent tank full.
- THINK AHEAD . . . Although the weather is good today, what is it going to be like by the end of the week?

## TRAILER TANDEM PROCEDURE

With years of experience and more importantly, driver input, Garner has established these following guidelines regarding trailer tandem placement and these procedures apply for all locations:

- When dropping 53' trailers, the mud flap for the tandems need to be in line with the door chain/mud flaps (as seen in the photo example: page 14)
- Most locations require trailer tandems be placed towards the back in order to load the trailer.
- Setting in the standard position (tandems placed towards the back) will create a smoother ride for the driver and hopefully lessen the possibility of freight damage due to a 'bouncy' ride.

### **To slide the tandems:**

- Make sure the trailer is straight in line with the tractor.
- Release the locking pins. Some trailers have a release bar to pull. Newer trailers will have an air switch. Make sure all pins are retracted.
- Set the parking brakes and ease the trailer in the direction the tandems need to be moved.
- If the parking brakes do not hold well enough to slide the tandems, either block the tires to prevent tandems from moving or SLOWLY move the tractor and trailer forward and pull the hand valve to jar the tandems loose.
- After sliding the tandems to the proper location, relock the pins. Visually check to make sure all pins are fully engaged in the slider rail.

***We appreciate your complete cooperation in this matter.  
It will make EVERYONE'S job a little easier!***

## TANDEM EXAMPLE



## LOAD LOCK ASSIGNMENT

Some customer loads may require the use of load locks to secure freight inside the trailer. For this reason, Garner Transportation Group (GTG) will assign two (2) load locks to each driver.

If employment with GTG is terminated for any reason it is the driver's responsibility to return the load locks in good condition. If the load locks are NOT returned, the employee will be charged \$75.00 for the cost of replacing the pair. The \$75.00 will be deducted from the driver's final settlement.

## PIN LOCK ASSIGNMENT

In order to prevent theft of trailers that are not dropped at a contracted vendor location or the Garner Transportation Group Terminal (GTG), a pin lock and two (2) keys will be issued. The pin lock is to be used to secure trailers that are parked at unsecured locations. Pin locks are **NOT** to be used to save a specific trailer nor are they to be used to prevent other employees from using a trailer. All trailers dropped anywhere but the GTG terminal or another contracted vendor location **MUST** be secured using the assigned pin lock.

If theft of a trailer occurs as a result of a driver's failure to secure the trailer, using the pin lock, that driver, will lose their safety and mileage bonuses for a period of one (1) year from the date of the theft and the driver could be subject to termination.

In addition, if it is discovered that a driver is using the pin lock to save a trailer or prevent another employee from using a specific trailer, the driver responsible for locking trailers inappropriately will also be subject to termination.

Trailers that are left hooked to a tractor are not required to be secured using the pin lock.

If employment with GTG is terminated for any reason, it is the driver's responsibility to return the pin lock in good condition. If the pin lock and both keys are **NOT** returned, the employee will be charged \$30.00 for the cost of replacing the pin lock and two (2) keys. The \$30.00 will be deducted from the driver's final settlement.

In addition, if the pin lock and two (2) keys are lost or stolen, the employee will also be charged \$30.00 to issue a replacement set.

## **5<sup>th</sup> WHEEL PULLER ASSIGNMENT**

To insure the 5<sup>th</sup> wheel is released properly and promote safety, Garner Transportation Group (GTG) will assign a 5<sup>th</sup> wheel puller to each driver. All drivers **must use the 5<sup>th</sup> wheel puller at all times**, no exceptions. Discipline will result if found in violation.

If employment with GTG is terminated for any reason, it is the driver's responsibility to return the 5<sup>th</sup> wheel puller. If the 5<sup>th</sup> wheel puller is NOT returned, the employee will be charged \$15.00 for the cost of replacing the 5<sup>th</sup> wheel puller. The \$15.00 will be deducted from the driver's final settlement.

If the assigned 5<sup>th</sup> wheel puller is lost or stolen, the employee will also be charged \$15.00 for a replacement.

## **TIRE PRESSURE GAUGE ASSIGNMENT AGREEMENT**

The wheels on the tractors and trailers must maintain a certain pressure to alleviate unnecessary damage, insure optimal performance, and maintain compliance of safety operating rules and regulations. As a result, you will be assigned one (1) tire pressure gauge to use during your pre and post-trip inspections promoting safety. Garner Transportation Group (GTG) will assign a tire pressure gauge to each driver. All drivers **must use the tire pressure gauge during all pre and post trip inspections**, no exceptions. Discipline will result if found in violation.

If employment with GTG is terminated for any reason, it is the driver's responsibility to return the tire pressure gauge. If the tire pressure gauge is NOT returned, the driver will be charged \$9.00 for the cost of replacing the tire pressure gauge. The \$9.00 will be deducted from the driver's final settlement.

If the assigned tire pressure gauge is lost or stolen, the driver will also be charged \$9.00 for a replacement.