**WELCOME TO**



Starting a new job is exciting, but at times can be overwhelming. This Associate Handbook has been developed to help you become acquainted with our company and answer many of your initial questions.

As an associate of Garner Transportation Group, the importance of your contribution cannot be overstated. Our goal is to provide the finest quality services to our customers and to do so more efficiently and economically than our competitors. By satisfying our customers' needs, they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our company's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

**Mission Statement**

Garner Transportation Group is a highly skilled network of professional drivers and staff who have made the commitment to exceed customer expectations.

**Core Values**

Garner Transportation Group will conduct their activities in a manner which is at all times:

 **Fair:** Pricing and accountability

 **Moral:** Won’t lie, cheat, or steal

 **Ethical:** Honest business financial practices and will follow corporate

policies

 **Legal:** Will follow industry regulations and hold contractual agreements

**Goals**

It’s important for Garner Transportation Group to be:

* + - An Industry Leader
		- Caring toward our customers and our employees
		- Revenue conscience which supports employee incremental salary increases, training, and capital investments
		- Knowledgeable and respected
		- Technologically advanced
		- Engaged in professional organizations
		- Supportive of community organizations

**Company History**

Garner Transportation Group, Inc. is a family-owned and operated business started in 1960 by Vernon E. Garner and Regina R. Garner under the name of Garner Trucking, Inc. In the beginning, the company focused on transporting agricultural products. Over the years the focus has changed to general commodities, and shipments are transported regionally (east of the Mississippi River). In 1997, Garner Transportation Group, Inc. was formed since the name Garner Trucking, Inc. was no longer representative of all of the services offered. Transportation, expediting, warehousing, logistics management, third-party services, contract maintenance, and transportation consultant all operate under the umbrella of Garner Transportation Group.

On March 20, 2007 Vern Garner succumbed to a lengthy battle with cancer. Vern fought a valiant fight against one of the most aggressive forms of cancer- melanoma. It is believed that the cancer metastasized from an area of his body to his brain or it was a tumor that could have been there since birth. We may never know for sure but we do know this, Vern, a man of faith, has eternal life and looks upon us every day! Vern’s legacy continues with these organizations:

* Ohio State University Melanoma Research Foundation
* University of Findlay
* Humane Society of Hancock County

In March 2007, after celebrating the life of Vern Garner, the Garner family continued Vern’s legacy with Jean Garner at the helm. Over the next several years, the company invested in new equipment and management reorganization.

In September 2008, Jean Garner named daughter, Sherri Garner Brumbaugh, as President of the company. Sherri, an eighteen year company veteran, took over the day to day operations.

Sherri provided leadership through one of the most difficult times the company had ever experienced in 2009 through 2011. Dedicated staff and drivers saw a company not only survive the global recession, but come out on the other side poised for growth!

Garner prides itself in being a family friendly company that cares about faith, family and community.

**Management/Office Staff/Mechanics**

**\*PRESIDENT & CEO:** **SHERRI GARNER BRUMBAUGH**

**\*DIRECTOR OF SALES & MRKTNG/3GL:** **ED MCKINLEY**

*MARKETING COORDINATOR:* **JENNY SCHAUB**

**\*RISK MANAGER/SAFETY DIRECTOR:** **JIM NEWSOME**

*HUMAN RESOURCE MANAGER:* **BARBARA ZIMMERMAN**—Employee Benefits, Administration, Employment Screening, Personnel Files, D.O.T. Files

*HUMAN RESOURCE ASSISTANT:* **FAITH LUGINBILL**

*ADMINISTRATIVE ASSISTANT:* **SONJA WALSH**—Administration, Safety, & Logs

**\*DRIVER RELATIONS DIRECTOR:**  **SCOTT RITCHIE**—Recruiting/Retention

 *RECRUITER:* **NATHAN TUCKER**—Recruiting

**\*OPERATIONS DIRECTOR:** **TIM CHRULSKI**

*PLANNER I:*  **MATT RITCHIE**—1st Shift

 (6:00 a.m. to 3:00 p.m. M-F)

*PLANNER II:* **TROY MCLAUGHLIN**—2nd Shift

(2:00 p.m. – 11:00 p.m. M-F)

*PLANNER III:* **RYAN SEIBERT**—3rd Shift

 (10:00 p.m. – 7:00 a.m. Su-Th)

*DRIVER MANAGERS :* **SHAWN PIPER**—1st Shift

 (7:00 a.m. to 4:00 p.m. M-F)

**REX FLETCHER**—1st Shift

(7:00 a.m. to 4:00 p.m. M-F)

 *CUSTOMER SERVICE MGR:* **KIM FREDRITZ**

*CSR’S*  **BRAD LUCIUS**

**AUDREY WINGATE**

*IT MANAGER:* **JUSTIN CONRAD**

**\*FINANCE DIRECTOR:** **MIKE PALTE**

*ACCOUNTING ASSOCIATES:*  **BRIAN LOCH**—Payroll

**CHERYL THOMPSON**—Receivables

 **JULIE DEAN**—Billing/Payables

**\*MAINTENANCE DIRECTOR:**  **JAMES HUSTED**

*MAINTENANCE MANAGER:* **JASON FRATER**

*TECHNICIANS:* **BEN BRUMBAUGH**

**JOSH DAVIS**

**JON FOUST**

 **BRENT PALMER**

**JUSTIN ROMICK**

**JON SORRELL**

*SVC WRITER/TIRE MNTC/PARTS:* **EDDIE CARDONA**

**\*CONTRACT MAINTENANCE MGR:** **RALPH DEPINET**

*TECHNICIANS:*  **JASON MEISNER**

 **TAREN COLEMAN**

 *OFFICE MANAGER:* **MELANIE ST.CLAIR**—Customer Service, Data Entry & Billing

**\*Designates Department Head**