Tractors

Do I need to do a check/review every time I am assigned a different tractor?

- Yes
- If you do not, you risk being charged and/or responsible for already existing damage which could affect your bonus.

What should I do to check/review the new tractor I am assigned?

- Complete a Garner Trucking Tractor Checklist
- Submit it to the shop/maintenance department

Where do I get the Garner Trucking Tractor Checklist?

- Shop/maintenance department

Do I need to plug my tractor in?

- Tractor should be plugged in when the temperature falls below 32 degrees Fahrenheit.

What happens if I do not plug my tractor in when the weather is cold/below 32 degrees Fahrenheit?

- You will be responsible for any charges incurred from a service call to start the tractor.

What if I park in a location other than at the terminal and do not have access to plug my tractor in?

- You will need to either park at the company terminal or find a location that has plug-in capabilities.

Am I allowed to drill holes or adhere decals to the tractor?

- No

May I fix my tractor if something is broke?

- No – not usually! You must contact the shop/maintenance department and they will instruct you on what to do.
- If a simple fix, shop personnel may authorize you to complete the steps to fix the defect.

Am I required to keep my assigned tractor clean?

- Yes

Does cleaning the tractor include the inside?

- Yes

Why am I required to keep my tractor clean

- Because others may need use your assigned vehicle

- You are a representative of the company and a filthy vehicle is not the image Garner wants to display.

What am I required to do to keep it clean?

- It is suggested that you do the following on a regular basis:
  - Ensure all personal items are stored in the cupboards provided
  - Ensure bed is properly made and/or clean of debris
  - Sweep/vacuum and/or Dust
  - Remove trash/garbage
  - Ensure food containers are clean after use and properly stored away

What if I do not keep my vehicle clean on the inside?

- You may receive a discipline up to and including termination of employment
- You may also be charged up to $350.00 if Garner is required to hire a professional to clean your assigned vehicle.

When could I be charged for having my assigned tractor cleaned?

- If you change from one tractor to another
- If you leave employment with Garner Trucking, Inc.
- If your assigned tractor is inspected and found to be unclean.

How often can I get my tractor washed?

- Once every thirty (30) days

Where can I get my tractor washed?

- Blue Beacon

What if my tractor is in dire need of another wash prior to meeting the once every thirty (30) days limit?

- Contact the shop for authorization for an additional wash.

Starting A Tractor

How do I start my tractor?

- You MUST be in the driver's seat when starting a tractor.
- NEVER start the tractor while standing outside of the cab.
  - This could cause injury or death
  - Subject to disciplinary action

Tractor Parking

How do I park my assigned tractor?

- The tractor must be placed in neutral with the parking brakes set.

What if I leave my tractor in gear when I park it?

- You will receive a reprimand/write-up.
- NEVER leave your tractor in gear when parked!

Where do I park my tractor?

- You may park your tractor at the Findlay, OH terminal, Ron's/GCM in Fremont, OH, or at another location near your home if you have written permission.

Do I need to tell anyone where I am parking my assigned tractor?

- Yes

Who do I need to inform about where I am parking my assigned tractor?

- Safety and/or Human Resources (HR) Departments
  - Safety and/or HR will inform all others needing to know the whereabouts of assigned tractor.

How do I need to inform the Safety and/or Human Resources Departments of where I park my assigned tractor?

- A Parking Authorization/Permission form must be completed and submitted to the Safety and/or HR Departments.

Where do I get a Parking Authorization/Permission form?

- See Human Resources, or
- Access the employee login on the company website.
- See Section 6 of this book

What do I do with my assigned tractor when I go on vacation, FMLA, or am off work for an extended period-of-time?

- Tractor MUST be parked at the Findlay, OH, terminal when you are on vacation, off for injury, sickness, FMLA, or for other extended periods exceeding 72 hours.
- Tractor MUST be cleaned out and all personal items removed.

Fifth Wheel

Do I need to lubricate the fifth wheel?

- Yes

Where do I get oil packs to lubricate the fifth wheel?

- The Shop

Fifth Wheel Puller

What is a fifth wheel puller for?

- To release the arm/handle

Why do I need to use the fifth wheel puller?

- To ensure the fifth wheel is released properly and promote safety.

Where do I get a fifth wheel puller?

- One is assigned to each tractor if the tractor does not have and air release.

What if my assigned tractor does not have a fifth wheel puller?

- Contact the shop/maintenance department

Trailer Parking

Where do I park Trailers at the company terminal?

- Load Trailers
  - Park in the row closest to the pond (North & South).
- Empty Trailers
  - Park in the row directly across from the loaded trailers (North & South), and
  - Park at the far end of the blacktop trailer lot (East & West)
- Out of Service (O/S) Trailers
  - Park in the first row of the stone lot
    - NEVER take a trailer out of the stone lot
  - Park at the far end of the blacktop lot opposite the shop

Do I always have to drop my trailer?

- Yes

Dropping a Trailer

Loaded Trailer:

- Dollies should be on the ground and then cranked until you hear the air bags exhausting air.
- NEVER drop a loaded trailer without the dollies touching the ground!

Empty Trailer:

- Dollies should just touch the ground without any extra cranking.

Why should I drop trailers as noted above?

- Dollies or cross members could be damaged
- Using these simple rules ensures that the trailer is slightly lifted promoting a positive fifth wheel lock when you back under the trailer.
- Cranking a loaded trailer is difficult but may have to be done to make it high enough to get under it if the above rules are not followed.
- Courtesy to your fellow driver.

Trailer Tandem Procedures

How should the tandems be set when dropping a trailer?

- The mud flaps for the tandems should be in line with the door chain/mud flaps
  - See example below

Tandem Example

How should the tandems be set for loading a trailer?

- Tandems should be placed towards the back

Why should the tandems be set towards the back?

- Creates a smoother ride for the driver and lessens the possibility for freight damage

How do I slide the tandems?

- Ensure trailer is in line with the tractor and set all brakes
- Release the locking pins
- Release the tractor parking brakes and ease the trailer in the direction the tandems need to be moved.

What if the brakes do not hold to slide the tandems?

- Block the tires or
- Slowly move the tractor & trailer forward & pull the hand valve to jar the tandems loose

What do I do after I slide the tandems?

- Relock the pins
- Visually check to ensure ALL pins are fully engaged

Trailer Repair

What should I do if I find a trailer that has a defect and must be placed out-of-service?

- You need to tag the trailer with an “Out of Service” tag.
- Place the “Out of Service” tag on the Glad-Hand
- Complete the information side of the tag
- Contact the shop/maintenance department
- Complete a Vehicle Inspection Report (VIR) on the trailer
    - Note location of trailer in the notes section on the VIR

How do I complete a VIR?

- Refer to Vehicle Inspection Report Instructions, in this section, page 6.

Tires

Should I check to ensure all tires are moving on a trailer?

- Yes

Why should I check to ensure all tires are moving?

- It only takes a short distance to flat spot and/or ruin a tire.
- You will be charged for the cost of replacing the ruined tires
    - Two (2) ruined tires cost approximately $500.00 each

How do I check that the tires are moving on a trailer?

- Use chalk to mark the tires
- Move the trailer forward a bit
- Check chalk mark to see if tire(s) moved

Where do I get chalk to mark the tires?

- The Shop

Pre/Post Trip Inspections

Do I have to do pre and post trip inspections?

- Yes for tractor and for each new trailer throughout the day.

Can I still do a post trip if I am out of hours?

- Yes – you can be On Duty or Yard move, even if you are completely out of hours. Your Omnitracs will warn you that you are out of hours, but you will NOT be in violation unless it changes to Driving.

What do I have to check when doing a pre or post trip inspection?

- The following items should be checked every time you complete a pre or post trip inspection:
    - **Engine Compartment – TURN ENGINE OFF**
        - Leaks and Hoses
            - Look for dripping fluids on the underside of the engine & transmission
            - Look for puddles on the ground
            - Check hoses for leaks, cracks, etc.
        - Oil Level
            - Ensure oil level is adequate
        - Coolant Level
            - Ensure coolant level is adequate
        - Power Steering Fluid
            - Ensure level is adequate
        - Engine Compartment Belts
            - Check belts for snugness, cracks, fraying, etc.
    - **Cab Check – TURN ENGINE ON**
        - Clutch/Gear Shift (if applicable)
            - Depress Clutch
            - Place Gearshift in Neutral
            - Start Engine & Release Clutch Slowly
        - Oil Pressure Gauge
            - Ensure Gauge is functioning
            - Ensure Gauge shows an increase or
            - Normal oil pressure or
            - Warning Light goes off
        - Temperature Gauge
            - Ensure working properly
            - Temperature Gauge should gradually climb to a normal operating range or temperature light should be off.
        - Ammeter/Voltmeter
            - Ensure the gauge shows the alternator is charging or the warning light is off
        - Air Gauge

- Ensure it is functioning properly

- **Mirrors and Windshield**
  - Mirrors should be clean and adjusted to your view
  - Windshield should be free of cracks and unnecessary decals or other obstructions

- **Emergency Equipment**
  - Check fire extinguisher
  - Check spare electrical fuses
  - Check for three (3) emergency triangles
- **Steering Play**
  - Power Steering
    - Excessive play with the engine running
- **Wipers/Washers**
  - Ensure wiper arms and blades are secure & free of damage
  - Ensure working/moving properly
- **Lighting Indicators**
  - Ensure the following light indicators work on the dashboard
    - Turn Signals
    - Four-Way Emergency Flashers
    - Lights
    - High Beam Lights Indicator
- **Lights/Reflectors**
  - Ensure the following lights are clean & functioning
    - Headlights
    - Directional Lights
    - Taillights
    - Clearance
    - Four-way Flashers
    - Brake Lights
    - Red & Amber Reflectors
- Horn
  - Ensure the horn air/electric work properly

- **Brake Check**
  - Parking Brake Check
    - Apply parking brake & ensure it holds by shifting into low gear & slowly pulling against it
    - Make sure warning buzzer and/or light is OFF
  - Air Brake Check
    - Test air brake system for leaks
    - Test leakage rate
    - Ensure spring brakes come on automatically
    - Check rate of air pressure buildup
    - Check service brakes
- **External Components**
  - Steering Hoses/Box

        - Ensure steering box is mounted & secure
        - Check for leaks
    - Steering Linkage
        - Check connecting links, arms, & rods from the steering box to the wheel are not worn down or cracked.
        - Ensure joints & sockets are not worn or loose.
- **Suspension**
    - Mounts
        - Check for cracked or broken spring hangers
        - Check for missing or damaged bushings
        - Check for broken or missing axle mounting parts
- **Shock Absorbers**
    - Ensure shocks are secure and without leaks
- **Brakes**
    - Brake Chambers
        - Ensure they are not leaking, cracked or dented
    - Brake Hoses
        - Check for cracks, leaks or worn hoses
    - Slack Adjusters
        - Check for broken or missing parts
        - When pulled by hand, the brake rod should NOT move more than an inch.
    - **Drum Brake or Rotor**
        - Check for cracks, dents, or holes
        - Check Visible Brake Lining Pads to ensure not worn or excessively thin.
- **Wheels**
    - Tires
        - Check tread depth
        - Ensure stems are not missing, broken or damaged
        - Check for cuts or damage to tread sidewalls
        - Check for proper inflation
    - Rims
        - Check for damaged or bent rims
    - Axle Seals/Hub Oil Seals
        - Check to ensure the seals are not leaking
    - Lug Nuts
        - Ensure all lug nuts are accounted for, free of cracks and securely fashioned
- **Side of Vehicle**
    - Doors & Mirrors
        - Ensure mirror & mirror brackets are secure
        - Check doors to ensure not damaged & can be opened properly
    - Fuel Tank
        - Ensure tanks are secure, caps are tight & there are no visible leaks
    - Battery/Box

        - Ensure battery is free of corrosion
        - Check batter is secure & connections are tight
        - Ensure battery box & cover/door is secure
    - Drive Shaft
        - Check to see if couplings are secure & free of foreign objects
        - Ensure drive shaft is not bent or cracked
    - Exhaust System
        - Check system for damage or signs of leaks
        - Ensure system is connected & mounted properly
    - Frame
        - Check for cracks, broken welds, holes, or other damage to the longitudinal frame members, cross members, box & floor.
- **Rear of Vehicle**
    - Doors
        - Ensure doors & hinges are not damaged & all work properly
    - Splash Guard
        - Ensure splash guards are not damaged & mounted properly
- **Coupling/Tractor**
    - Air/Electric Lines
        - Listen for air leaks
        - Check that air & electrical lines are not tangled, pinched, or dragging against tractor parts.
    - Catwalk
        - Ensure catwalk is solid, free of objects & securely bolted to tractor frame.
    - Mounting Bolts
        - Check for loose or missing mounting brackets, clamps, bolts, or nuts.
        - Both the fifth wheel & slide mounting must be solidly attached.
    - Locking Jaws
        - Look into the fifth wheel gap & check that the locking jaws are fully closed around the kingpin.
    - Platform (Fifth Wheel)
        - Check for breaks or cracks in the platform structure which supports the fifth wheel skid plate.
    - Gap/Kingpin/Apron
        - Ensure visible part of the apron is not bent, cracked, or broken
        - Check to make sure kingpin is not bent
        - Ensure the trailer is laying flat on the fifth wheel skid plate
    - Locking Pins (Fifth Wheel)
        - Look for loose or missing pins in the slide mechanism of the fifth wheel
        - Ensure locking pins are fully engaged
        - Check if fifth wheel is positioned properly so the tractor frame will clear the landing gear & the tractor will NOT strike the trailer during turns.

Do I need to log a pre and post trip inspection?

- Yes for tractor and for each new trailer throughout the day

How do I log a pre or post trip inspection?

- On duty, not driving

Breakdowns

What should I do if my Truck breaks down?

1. Contact the maintenance department/shop immediately if there is a vehicle breakdown while on the road.

2. After contacting maintenance/shop, you may be directed to enter the defect on a Vehicle Inspection Report (VIR). See VIR Guidelines on Next Page

3. Document date and time(s) on the Payroll Sheet
    a. Time In: Initial Time of Breakdown
    b. Date: Date breakdown occurred
    c. Nature of Breakdown: What is wrong with the vehicle (i.e. tire, air leak, etc.)
    d. Time Out/Date: Time/Date Vehicle Repaired/Time/Date Rolling Again
    e. B for Breakdown in the last column

What is the pay for a breakdown?

- $15.00 per hour after one (1) hour from when the breakdown occurred.
- Please refer Breakdown Pay, Section 2, Page 6, of the Associate Handbook for complete details.

NOTE: Scheduled maintenance work, such as preventative maintenance or Omnitrac's updates are not considered a breakdown and therefore drivers are not eligible for breakdown pay when your assigned vehicle is undergoing scheduled maintenance work.

Vehicle Inspection Report (VIR)

VIR's are required every day by the Omnitracs system whether you have a defect or not. But, if you use paper VIR's, they are not required if you do not have a defect.

In either case, if you have a defect you must follow the process noted below:

1. **Always Contact the Shop First – 419-425-1550**
    a. Depending on the problem/issue you will be instructed to do one of the following:
        i. Get the defect Fixed – not necessary to list defect on VIR
            1. Pick up the necessary item and fix it yourself if directed to do so by the shop
                a. I.E. light, fuse etc.
        ii. Defect is not a problem as determined by the shop; and you can continue to operate
            1. Defect needs to be listed on the VIR
        iii. Defect is a problem and needs to be corrected ASAP
            1. Must list defect on VIR
2. If you have a defect and it must be listed on the VIR you Must do the following:
    a. Check the appropriate defect box(es)
    b. Checked Defect boxes need to be accompanied with the following information in the Notes section of the VIR:
        i. Unit Number
        ii. What is wrong with the tractor/trailer
            1. Details/Specifics of what is the defect
                a. I.E. ROF Tire = (right outside front axle tire), etc.
        iii. Where is the tractor/trailer being dropped and/or parked
            1. Actual location needs to be noted
                a. I.E. Ashley Arcadia or Lowes Findlay, etc.
                b. In-transit is not sufficient information
                    i. Where is trailer being dropped
                    ii. May require follow up phone call to shop when you reach destination for location information

*NOTE: Using the VIR and properly noting the required information will alleviate the need to send a tractor or trailer repair message.

Driver Vehicle Inspection Report (DVIR) – Paper

(only necessary when E-Logs are not working; and as directed)

1. Call the shop for direction (See #1 above under VIR)
2. Complete DVIR as directed to do so by the shop personnel
3. Scan DVIR to scan@garnertrucking.com

Fuel Pump Instructions

How do I use the fuel pump at the company terminal?

- To initiate pump operation, complete the following steps:
  - The pump MUST be in the off position before the system will start.
  - The gallon counter on the pump MUST be reset to zero before the system will start.
  - Follow directions posted at the fuel pump.
  - 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.
  - After fueling is completed, turn the pump off and return the nozzle to its holder making sure that the hose is against the building.

What should I do if I have an issue with the fuel pump?

- Contact the shop/maintenance personnel on-duty for assistance.

Fuel Tanks

Do I have to keep the fuel tanks full?

- Yes

Why should I keep the fuel tanks full?

- To prevent condensation
- Remember to follow your fuel solution.

Diesel Exhaust Fluid (DEF)

When do I use DEF?

- On every tractor which uses DEF (Blue Cap)

What if I choose not to use DEF as instructed?

- Your truck will derate to 5mph.

Load Locks/Load Straps

Are Load Locks required?

- Sometimes
  - Some customers require the use of load locks or straps to secure freight inside a trailer

Where do I get load locks?

- Garner will supply each tractor with a set of load locks and/or straps

What if I need load locks, but there are not any in the tractor I am driving?

- You may need to purchase a set

How do I purchase a set?

- You may purchase your own set for use, or
- Contact dispatch/driver manager

Pin Lock

What is a Pin Lock for?

- To prevent theft of loaded trailers that are dropped at a contracted vendor location or at the company terminal.

Where do I get the Pin Lock?

- One is assigned to each tractor

What if my assigned tractor does not have a Pin Lock?

- Contact the shop/maintenance department.

What if I fail to secure a trailer with a Pin Lock?

- If theft of a trailer occurs as a result of the driver's failure to use the pin lock, driver's safety and performance bonus will be suspended for one (1) year; and/or
- Termination of employment

Shop Recommendations

Keep a supply of the following in your tractor:

- Antifreeze
- Grease Packs
- Windshield Washer Fluid
- Oil
- Extra Fuses
- Extra Light bulbs
- Chalk
- Glad Hand Seals

Where do I get the above items?

- At the shop