

Knowlton Trucking Employee NEWSLETTER

Our Mission Statement

To service our customer, FedEx Ground, by being the best contracted service provider we can be and partnering with professionals dedicated to high performance and integrity by doing the right thing in everything we do.

**May
2024**

SAFETY INFORMATION

**WE WANT TO TAKE A MINUTE TO LET YOU KNOW THAT DELL GUNTER IS OUR NEW SAFETY MANAGER. SHE WILL BE TAKING ON THE ROLE AND PLEASE REACH OUT TO HER ON ANY QUESTIONS WITH SAFETY.
DELLGUNTER@OUTLOOK.COM
281-678-5382**

Practice defensive driving: we all learned this important lesson when we were studying for our driver's license. It sounds cliché, but practicing defensive driving can save your life. We recommend the following tips for defensive driving:

- **Give other drivers plenty of space**
- **Be aware of your surroundings**
- **Maintain your lane**
- **Slow and steady wins the race**
- **Never take your eyes off the road**
- **Always buckle up**

SAFETY TIP

Being Aware of Your Surroundings and Anticipating Potential Hazards.



**Mike Ihrer
Sam Jones
Jeff Myers
Lyle Nelson**

**Jim Deremiah
Jarrod Grady
Michael Hestand
Derek Knowlton
David Macias
Jeff Myers**



EMPLOYEE OF THE MONTH

Lucia Berry

Lucia is one of our newer drivers out of Dodge City. She has been such a pleasure to work with. She's has shown dependability, hard work and eager to learn . We appreciate you!

She will receive a \$25.00 gift card

CURTIS CORNER



Adjust Driving Habits Based on Weather Conditions

Things you need to know...

- EBO Pro - If you need to reset your access to EBO Pro then contact Karla by text or email. You can now request time off and submit your reimbursement on EBO Pro.
- Availability Bonus - Please keep in mind this will be taken weekly based on your availability for that week.
- Blue Beacon - This is who we use and have an account with when you need to wash your truck.



Editing Logs

EDITING A LOG

1. Make sure you are logged in off duty
2. Click the Hours of Service Tab From the main menu
3. Change your status to on duty
4. Look at the tab at the top and click on Certify
5. Scroll to the date in questions and click event to change
6. Edit what needs to be changed to appropriate status
7. Make sure you write a remark on the reason for the change
8. Click ok

16-HOUR EXCEPTION

1. Make sure you are logged in
2. Click the Hours of Service Tab From the main menu
3. Change status to on duty
4. At the bottom click exception
5. Click the 16-hour rule
6. Make sure you put a remark on the reason for this. (Ex. Weather, traffic, etc.)
7. Click ok

EMAILING LOGS

1. Make sure you are logged in
2. Click the Hours of Service Tab From the main menu
3. Change status to on duty
4. 8 day summary
5. Click on Email logs or fax
6. Email
7. Click OK

Yard safety

The topics our Fedex region is struggling with:

1. Trailer pull offs- make sure the LAST thing you do before pulling the trailer from any dock is check that the trailer is closed and sealed. Fedex is immediately making drivers inactive pending investigation for any pull off where the door was still open.

2. Dropping equipment and yard safety- just a reminder it is KTI policy that you always take a video or picture of all trailer connections after performing a proper pre trip. We have had two events ourselves! Take your time and do it right!! Lives are depending on your attention to detail and professionalism as a professional driver!

Be Aware:

DOT Stickers - We are currently putting the new DOT Fedex Express stickers on your trucks. You will also have a new statement of lease in your permit book.

Log Violations - Fedex is really coming down on their contractors and log violations. Going forward, we will be tracking these and appropriately coaching in the areas we see are repetitive.

HEALTHY TIP

Keep Personal Reminders in Your Truck

Keep mementos, like photos of loved ones or notes, in your truck to provide comfort and remind you of home. There's nothing like looking at a drawing your young child made pinned to the wall of your cab — it'll put a smile on your face every time.

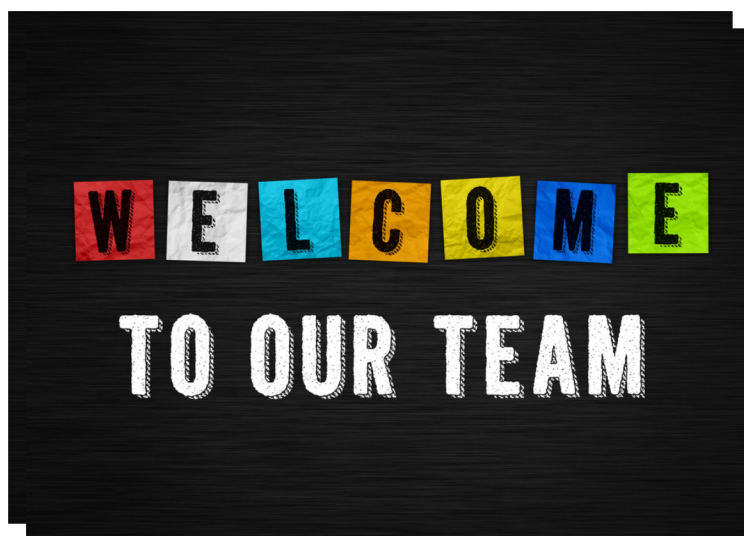
Create a folder in your phone of videos and photos of your loved ones, too. Look at this folder on your phone when you're feeling lonely or need to relieve stress.



MED Card - Please know that if you need help with finding a place to get your MED Card renewed, please contact Karla Kilgore. Also, KTI will reimburse you up to \$100.00 with a receipt. Send these to Karla Kilgore via text or email.



Run Flexibility - Please be flexible when your runs have been cancelled. Also, if anyone is wanting extra work, then please let your manager know.



David Borcharding
Blake Foland
David Franz

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