



LEAVITT'S LOG

Honesty, integrity, family

Trucking Operations by Terry Leavitt

A COURSE ADJUSTMENT

If you have been with Leavitt's for any length of time you may be aware that there are many outstanding aspects of this company. In many of our customer's eyes we set the service standard that other companies are measured by. We are grateful to every one of our drivers and terminal staff for working hard every day to achieve that. We have good equipment, a great support staff, a great driver staff and the right tools to do the job we have taken on.

As with any company of size there are also areas of challenge that can be improved. One area for us is our vehicle collision trend and our injury trend. Over the past three years we have been trending up in both of these areas and are experiencing increasing insurance costs as a result. As I've said before, trucks can be repaired but we cannot tolerate seeing our people injured.

With the addition of Billy Dover in our new Sr. Risk Manager position we are excited about partnering with, in particular, our driver staff in tackling the causes of these costly occurrences. Each of you are aware of the daily risks that you face and many of you do a great job in managing those risks. Individually you have much riding on your shoulders and we have to

do all we can to make sure you understand what's expected and that you have all the tools to do it successfully.

We will be implementing several new accountability and review processes. This will primarily help us identify where additional training, skills or attitudes are required. On-line training, driver's safety meetings, ride-alongs and thorough collision and injury reviews will be part of these processes.

"As I've said before, trucks can be repaired but we cannot tolerate seeing our people injured."

It's important that each of you understand that we are all on the same team, part of the same company and part of

the solution. We are very proud to bring the absolute best in service to our community and customers. We are also committed to achieving the very best safety record possible and protecting each of you in the process.

Thank you, in advance, for your dedication and commitment to this cause.

Terry

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HOMEMADE EXERCISE EQUIPMENT FOR TRUCK DRIVERS

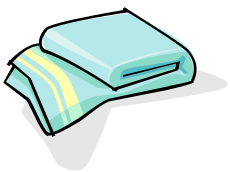
As a truck driver, your storage space is significantly more limited than the average person's. We know that life is cramped out on the road, and there's not much exercise equipment for truck drivers that's small and compact enough to keep in the cab. But don't think that just because you don't have any fancy gym equipment that you don't have anything to exercise with. That ain't no excuse! There are plenty of household (truckhold?) materials lying around that you can McGyver into your own makeshift workout equipment. I'm going to share a few of those with you today.

Bungee Cords - You probably have a bungee cord or two lying around your truck, am I right? This is a great tool that mimics a resistance band. To be able to do exercises with a bungee cord, you'll want the longest size you have access to — preferably 48 inches long. You can really get creative with the exercises you do. Our buddy Jerry loops resistance bands through his truck door handles to perform chest presses, but you could just as easily use a bungee cord for the same exercise. Some other ideas are bent over rows (stand on the cord and pull both ends up toward your chest like in the link) and tricep extensions. Just a word of caution: Do NOT overstretch the bungee cord!! If you can't stretch the cord relatively easily, don't use it! We don't want any snapped bungees or busted corneas here.

Bed - Your bed is probably one of the best workout tools you have at your disposal! Think of your bunk as a makeshift workout bench. It's a little squishier than what you'd find at the gym, but it'll do. The bunks in semi trucks are great for doing crunches, wall sits (bed sits?), modified pushups (or regular pushups), flutter kicks, and leg lifts. Best part? You get to lay down, so you can even do them in your PJ's before you get out of bed in the morning! Just....don't fall back asleep, ya lazy bones.

Old Water Bottles - Old, empty water bottles and milk jugs are easy to fashion into poor man's dumbbells or kettlebells. To make the dumbbells, scrounge up two 16 oz water bottles (or soda bottles, but you don't drink soda anymore, right?) and fill them with water, sand, or gravel. Do the same for the empty one gallon milk/water jug. A gallon jug filled with water weighs about 8 pounds, while one filled with sand rings in at about 13 pounds.

To work out with the makeshift dumbbells, you could do some exercises like bicep curls, tricep extensions, and wrist curls. The heavier milk jug weight is great for kettlebell swings (hold it by the handle, just like you would a kettlebell), tricep extensions, and one-arm deadlifts. Obviously you could use the heavier weight in place of the two smaller "dumbbells" if you find that they're not heavy enough. Or hey! If you're feeling particularly crazy, you could even make a set of dumbbells with two of the heavier water jug weight.



Towel - A basic bath towel can serve many functions in your workout! You can use it for stretches, isometric exercises like static rows, and strength training like tricep pulls. If you have a slippery tile or hardwood floor in your truck, you can also fold the towel up and turn it into a slide like the example above.

What's Happening

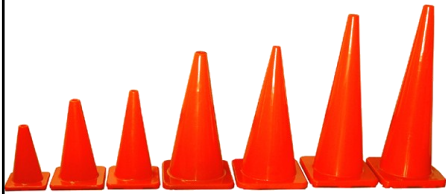
SAFETY MEETINGS:

February 9th

March 9th

April 13th

Safety Meetings start at 8:00 AM. Breakfast is served. If you are in the area, you are **expected** to attend.



INFINITI TRAINING:

January: Pretrip Inspections (due 2/15/13)

February: Tailgating (due 2/28/13)

March: TBD (will be assigned 3/1/13)

As you should know by now, LFS has invested in an online training program to reach out to all of our drivers. Trainings are required and will be assigned monthly. Contact Wendy with questions.

HEALTH AND WELLNESS TOPICS



February: Heart Health and Headaches

March: Nutrition and Eye Wellness

April: Cancer and Allergies

LEAVITT'S IS ADDING A BENEFIT!

Life Insurance

When our Health Insurance was on the TPM Plan, members were given a \$10,000.00 Life Insurance Policy as part of their member features. Since leaving TPM we lost that coverage.

Leavitt's is pleased to announce that starting January 2013 we will be supplying a \$ 10,000.00 Term Life and AD& D plan from Mutual of Omaha for every active full time employee, whether you are enrolled in our Health & Dental Plans or not. ***This base policy comes at no additional cost to employees.***

Voluntary Life Insurance

We are also doing a survey of employees to see if there is interest in voluntarily buying additional Term Life Insurance. We are required to have 25% company participation in order to qualify for Voluntary Life. The Voluntary Life coverage is priced based on the person's age, so the costs vary by person. There is a price scale in your Mutual of Omaha packet.

At this point we are just looking to see if anyone is interested in the voluntary portion of the life insurance. If you are interested please contact Susan in Benefits.

Forms

As with any insurance plan there are forms to fill out. Even if you are not interested in buying additional coverage, you still need to fill out the form. Most of you already have a packet with a form included in Susan's office.

Put your personal information on the front of the enclosed form. Flip it over, on the back fill in the beneficiary information and then sign the form. Get those forms back to Susan as soon as you can.

Load Securement by Don Keeney

NEW CHANGES AND ENFORCEMENT OF POLICY

To the drivers and staff at Leavitt's: I would like to take this time to welcome Billy Dover to our department. Billy has a long history in our industry and brings a lot of new concepts and ideas to the table. Rick and I both look forward to working as a team with Billy in the area of safety and risk management. Our primary goal is to lower the amount of accidents and incidents we are having in vehicular and workers comp areas.

As you have noticed, we sent out reminders on In-touch about our current and new policies. We will continue to do this; please read them carefully when you receive them. **We will be strictly enforcing our company policies and changes.** I would like to remind you that this is for all of our safety! Bottom line is that we will hold you accountable. These rules and policies are being enforced equally, no exceptions.

Our goal is to form a new culture here at Leavitt's. I would like to ask all employees to help embrace these new changes. This will take all of us coming together to build a new foundation so we can grow and survive. As this new safety culture comes full circle, we will all see the benefits.

There have been four areas we have had issues with and are asking for your help with. They are lighting, pole tie-down, beam securement, and coil securement.

Leavitt's new Lighting policy:

It is Company policy that you run CORNER LIGHTS when rear overhang exceeds 4 feet, as a 3 light bar alone IS NOT SUFFICIENT! DAY OR NIGHT! There will be NO exceptions! This will be strictly enforced. Thank you for your cooperation. Any questions on load lighting please call Don Keeney, Rick Johnson or Billy Dover

Pole Securement Policy:

For all drivers hauling poles on flatbeds: Two straps in the **first 10 feet of load**, one strap for every 10 feet of load or partial of 10 feet. Example: 55 foot pole would get 6 straps plus 1 for a total of 7 as per the header board rule in the FMCSA.

One choker chain per bunk, placed to the rear of bunk and not more than 8 inches from it. The choker chain helps keep the poles together in the event of a rollover and the placement of it will help prevent the poles from running forward during hard braking. There must also be a double stack of 4x4s strapped to the trailer between the bunks.

Both bunks must face forward with the strapping foot pointing forward on the trailer. Bunks must be strapped to the trailer at all times. Place one bunk over or just forward of the landing gear and the second bunk between the spread axels. If the poles exceed 55 feet place an additional set of double stack 4x4s strapped to the trailer at the furthest most securement point at the back of the trailer. Bunks must have a bridle chain across the front and over the strapping foot fair leading aft at a 45 degree angle. The ONLY EXCEPTION would be a Canadian load bolted for transit in and out of Canada.

Beam Securement:

*Leavitt's policy on Beam loads over a single layer whenever possible: One gut wrap strap for every 10 feet of load or partial of 10 feet. Example 55 foot pole would get 6 gut wrap straps plus 1 for a total of 7 gut wrappers. The policy for primary straps is two straps in the **first 10 feet of load**, One strap for every 10 feet of load or partial of 10 feet. Example 55 foot pole would get 6 straps plus 1 for a total of 7 and would give you a grand total of 14 straps on the load, as per the header board rule in the FMCSA.*

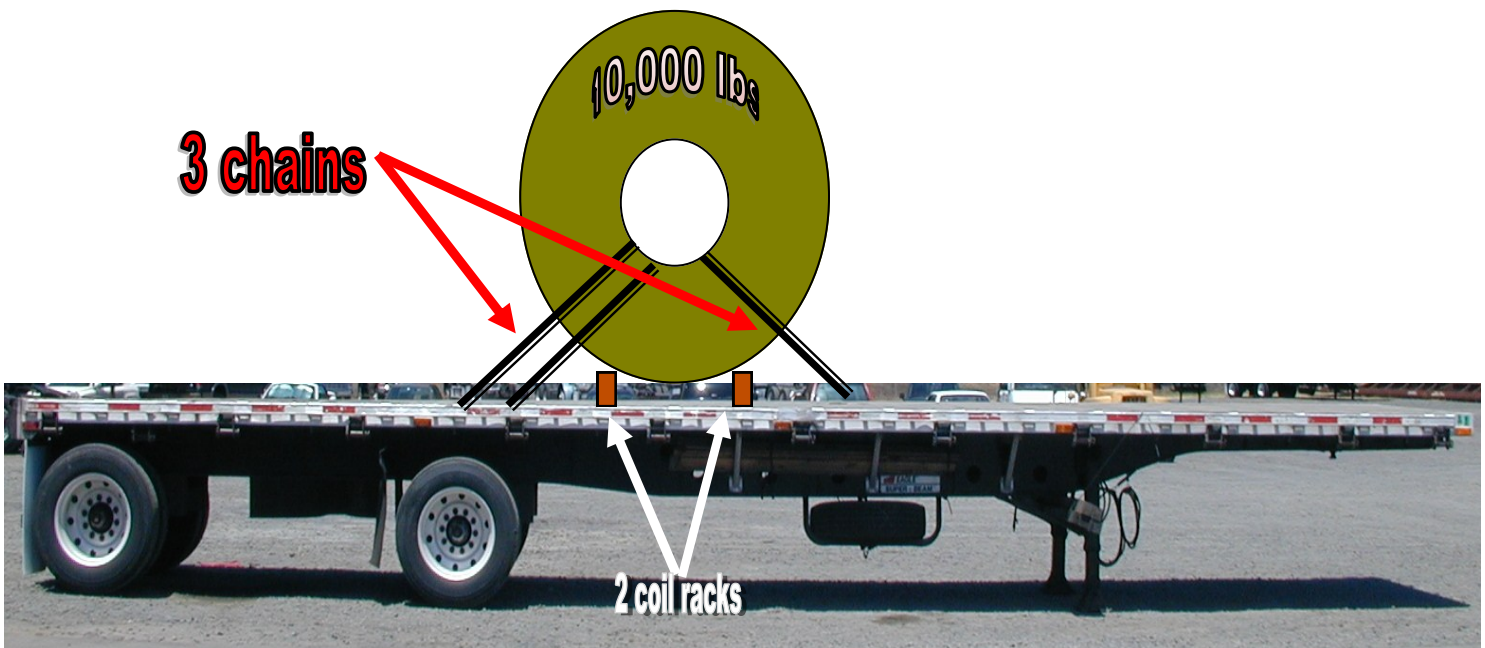
Notice to all drivers! Due to the State of California's interpretation of the FMCSA rules we need two primary straps in the first 10 feet of all loads! They are citing drivers for this and it does affect your and the company's CSA score for load securement! In light of this, Leavitt's is requiring the first two winches on the front of your load to be primary straps over the load. This is mandatory!

Coil Securement:

Company policy for coil tie downs is as follows: One coil rack for every 10000 lbs. and two extra chains with minimum of two coil racks and two chains per coil. FMCSA rules state that a coil will be secured to the deck with enough chains to secure half the load weight of the coil. We are now requiring you to add two additional chains. We use grade 70 G transport they are rated for 4600 lbs. All coil weights are to be rounded UP to the nearest 10000 lbs. For example if you have a 46000 lbs. coil would need 5 coil racks 2 for the federal requirement and 3 extra for the company requirement for a total of 5 coil racks and 5 chains for the federal requirement plus 2 extra chains for the company requirement for a total of 7 chains. If you have any questions please call Don Keeney, Rick Johnson or Billy Dover, this is a requirement and is not optional.

Adherence to these policy's is strictly required!

Thank you all for your help with this!



Playing It Safe

by Billy Dover

A crucial piece of any business strategy is managing risk associated with accidents, incidents, & injuries. In many cases, bottom line profitability and growth is contingent on this aspect of a business's performance. Leavitt's primary responsibility is to the safety of our employees and the public at large. We are making the financial investment in staffing and programs designed to decrease both frequency & severity of collisions & bodily injuries. This is no small endeavor! The owners are committed and this effort will be receiving priority support from all departments. The key aspect of these efforts will however rest with you – the driver.

"No Collisions or Bodily Injuries" - our expectation is "Zero".

Risk Management is like a wheel with many spokes. For long term success, all aspects of our dispatch, shop, recruiting, training, safety, compliance, and performance review processes have to work well both independently and in support of each other. The Risk Management Department is your advocate in facilitating continued process improvement. The foundation to all of this is accountability. You, the driver, are truly in the "driver's seat" and ultimately responsible for meeting the Leavitt's expectation of **"No Collisions or Bodily Injuries" - our expectation is "Zero"**. We challenge each of you to step up and take control of your environment; professionally operate your equipment and continually evaluate environmental hazards to proactively prevent dangerous situations before they occur.

While not all inclusive, some of the initiatives we're working to address Risk Management concerns include:

- Bi-weekly meetings with the owners to update them on Risk Management issues/ results
- Increased emphasis on hiring the right personnel, holding employees accountable, and retaining top performers
- Implementing performance reviews and refresher training for those drivers with high CSA Score card reports with the eventual goal of completing formal performance reviews on all drivers annually
- Instituting timely and thorough investigations of collision/bodily injury events to promote root cause determinations, preventability assessments, prompt feedback to senior leaders, & most importantly, identification of corrective actions
- Use of technology to enhance training programs, for example monthly on-line "Infiniti" training modules
- Reviewing Tarp needs with emphasis on balancing practical needs and safety considerations (weight)
- Establishment of aggressive "Quality Assurance" procedures to monitor compliance of DOT & Company policies
- Revamping in-truck training programs to ensure Job Hazard Analysis and Safety In Motion concepts are integrated into performance expectations
- Development of recognition programs to reward "Top" performers
- Improving effectiveness of Driver meetings

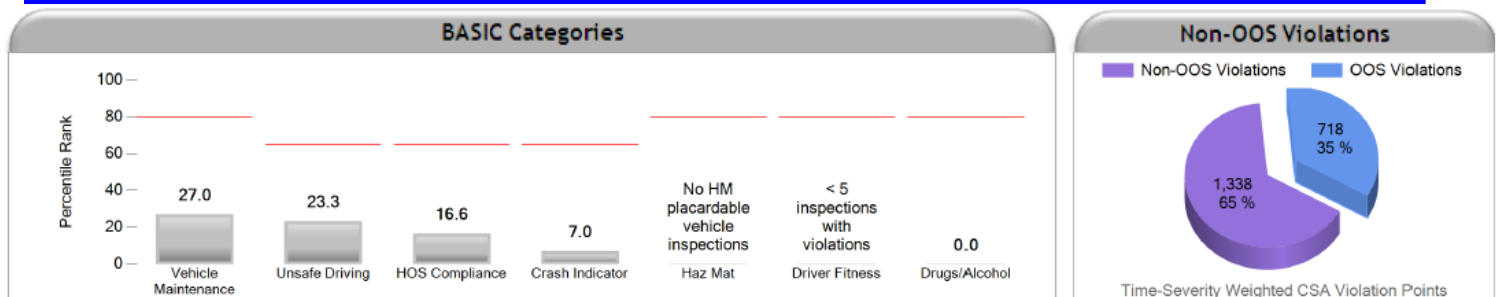
All of this is great, but it means nothing if you the driver doesn't do his/her part. Our priorities are (1) keep employees safe, (2) reduce costs








Break Time - Word Search

N I A H C R E K C O H C E N G I N E K Y
 A Z G N I K C E D V P W X A D E T P T V
 Z T S Q N H J E V E S I M P J L H W M U
 Q A Q A R K P K U Q C S Y C T C R O O V
 E G Z D J R C T A H D R A H M I R V R E
 R P F C E I H H L T K A Q T T D E D P M
 N A A T Y B S T H G I L R E N R O C A B
 W U R R B F G L L L H Y U F S Y F Y T K
 V I B V T E F A X T O C B I F H D A W N
 P U K Y K S M E B C O A Z S I N I V I O
 K E N W O R T H U H W E K D E L B C N C
 R E P E E L S T N E L Q D W G Y C R C A
 T E P O Q C D R G D E B T A L F H L H E
 Z O D F L R L A E W V E T H L F L M W B
 M U Z T I C N E E S T I M R E P W Y K H
 X S D Q O N G H D I N S J L V O P I P D
 Y P O I U W D I G G K I H Q K E I J X D
 T D L D U F E K M U C A G H Y N B X Y T
 U T W R Z F X L R A C I S S E J U T A S
 G P O L E T A X J K C J X M S Z K B T G

COIL
 ENGINE
 POLE
 BUNGEE
 HEARTHEALTH
 TOWEL
 TAILGATING
 PRETRIP
 FLATBED
 KENWORTH
 CORNERLIGHTS
 CHOCKERCHAIN
 STRAP
 BUNK
 DECKING
 OVERSIZE
 WINCH
 HARDHAT
 BEACON
 DUNNAGE
 DROM
 SLEEPER
 PERMITS
 JESSICA
 WENDY

CSA Scores



BASIC Trend Detail														
BASIC Category	 HOS Compliance	 Maintenance	 Unsafe	 Fitness	 Drug/Alcohol	 HazMat	 Crash							
Data Point Date	Percentile	Change	Percentile	Change	Percentile	Change	Percentile	Change	Percentile	Change	Percentile	Change	Percentile	Change
December, 2012	16.6%	+4.9	27.0%	+3.0	23.3%	+1.9	0.0%	0.0	0.0%	0.0	0.0%	0.0	7.0%	-1.7
November, 2012	11.7%	-0.3	24.0%	-0.2	21.4%	+6.8	0.0%	0.0	0.0%	0.0	0.0%	0.0	8.7%	-6.1
October, 2012	12.0%	-1.4	24.2%	-0.2	14.6%	-4.3	0.0%	0.0	0.0%	0.0	0.0%	0.0	14.8%	-18.1
September, 2012	13.4%	-1.0	24.4%	+1.7	18.9%	+1.2	0.0%	0.0	0.0%	0.0	0.0%	0.0	32.9%	-0.4
August, 2012	14.4%	-0.5	22.7%	-1.1	17.7%	+0.2	0.0%	0.0	0.0%	0.0	0.0%	0.0	33.3%	-3.5
July, 2012	14.9%	-	23.8%	-	17.5%	-	0.0%	-	0.0%	-	0.0%	-	36.8%	-

Our CSA Scores are looking pretty good; however, the Unsafe Driving BASIC has gotten higher and higher over the last few months. The most frequent violation is speeding 6-10mph, and the second most frequent is Failure to Obey a Traffic Control Device. On a more positive note, our Out of Service violations have decreased significantly. We used to be closer to 50/50 on OOS vs. non OOS, so WAY TO GO!

The Mechanics of it All

by Don Prater

CHECK ENGINE LIGHTS

Modern engines are smarter than in years past. They have sensors and lights to communicate required services to keep the engine performing properly. The symbols you see on the lamps indicate where the problem exists. These symbols are explained in the driver manual that came with the truck and are also on the back side of the sun visor. Become familiar with these symbols and what is needed when the light is activated.

We have had cases when drivers disregard these lights, causing repairs to be more expensive than they should be. an example: we have drivers who keep driving when the particulate filter light comes on letting the driver know the particulate filter is close to full and a re-gin is required. The first light comes on which tells you the particulate filter is 90% full and a regeneration can be completed by driving at a more challenging duty cycle or do a parked regeneration. The next light will be flashing. This indicates a higher level of soot and may de-rate the engine. At this point you again can drive at a more challenging duty cycle or do a manual regeneration. The next warning is a flashing DPF

lamp combined with an illuminated check engine light which indicates the DPF requires regeneration imminently, engine power will be reduced and a parked regeneration is the only way to correct the problem. If a parked regeneration is not performed the red stop engine light will illuminate, the truck must be stop as soon as possible to prevent more damage and the particulate filter will need to go to a authorized dealer to be cleaned. In some cased the filter can not be cleaned at this stage, which becomes very expensive in one case the filter replacement was over \$4000.00 not including down time for the truck and driver.

If you start a manual regeneration you must let the process complete the cycle this will take about 45 min. At the start of this cycle the engine rpm's will increase to 1100 and when the regeneration is finished the rpm's will drop back to 600.



Please do not ignore any check engine lights! Become knowledgeable of these lights. Look at the operators manual If you need help, see the shop or I and we will help you understand what is required. If a light comes on call the shop and we can decide if you should continue on your trip or we will schedule you into a shop for repairs, this will help control cost and keep the equipment operating correctly.

A reminder before starting your engine; turn on the key and let the electronics do its self test. This helps the computer so it does not send out false codes with lights coming on when there is no fault, causing the engine to de-rate, or cause transmission shifting problems.

Make sure you have the transmission in neutral before shutting off the engine on equipment with auto shift transmissions as sometimes the transmission will not be able to find neutral and the engine will not start.