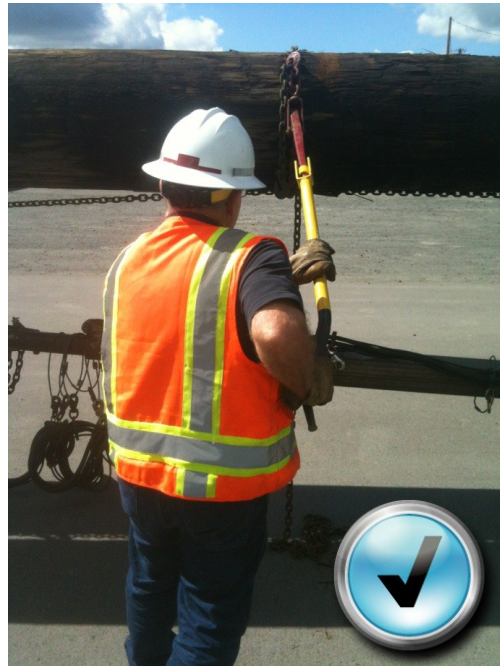


## Playing It Safe (cont) By Don Keeney



**Please note:** the hand positioning keeps your hand from slipping off and also allows the driver to stand erect and keep his back straight. Additionally, it ensures his/her face and body are never over the winch bar.

This is incorrect. DO NOT DO THIS!

Never place body over the bar and stand facing away from the load.



**Remember:** Take the time to slow down and think about how and what you are doing. Use proper winch bar techniques. Stand facing the trailer, keep the bar to the side, and use the knees to lower the body.

**Never** place your body over the bar and stand facing away from the load.



Volume 3, Issue 3

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HONESTY, INTEGRITY, FAMILY

## LEAVITT'S LOG

## Trucking Operations By Terry Leavitt

Embodied in “competitive and profitable operations” is the need for managing our risk. Risks can come from external sources: regulations, economic conditions, competitors, and industry changes. Risks also come from internal sources, a couple of major ones being vehicle collisions and injured employees.

As a result of three years of excessive vehicle collisions and injuries we have stepped up our attention to eliminating ALL collisions and injuries. Our goal is ZERO collisions and injuries. Achieving this goal absolutely requires that each one of you recognize, understand and adopt this same goal every day that you work here.

So what does the difference between simply being aware of this goal and adopting this goal look like? Think of your favorite hobby or sport – fishing, golfing, hunting, restoring cars. If you’ve pursued any of these with a passion you may have studied those that excel, read about them to increase your knowledge, and then you have gone out and applied what you

have learned!

Think about fly fishing: If you learn about what flies are hatching, how to tie up your leader, how to read the water, set the fly, make it dance on the surface and how to set the hook, but then you hit the stream and don’t apply much or any of what you’ve you learned how successful will you be?

Working safely each day is not very different than that example. We have substantially increased the flow of safety related information to all of you: driver’s safety meetings, Infiniti on-line training, Smith System training, CPR reviews and collision and injury investigations. What we need from each of you is to open yourself up to this information. Be willing to re-examine your daily work and driving habits, seek to improve them and reduce the risks you are willing to take.

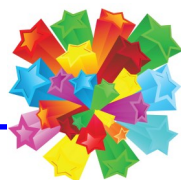
Ultimately we’re taking these efforts to better equip and train you so you can face each day with your own personal goal of ZERO collisions and injuries. I am thankful for every one of you that are part of our team.

## Accounting for

Hi everybody, my name is Joni Bridges and I am your new Payroll Administrator. I started with Leavitt’s on May 13<sup>th</sup>. I have over 20 years experience processing payroll - gosh that makes me sound old. Please feel free to call me with any questions you have I am happy to help you in any way I can, and if I don’t know the answer

to your question I will do my best to find it out for you. For all you drivers out there, I really appreciate that you turn in your load sheets promptly every Monday (wink, wink) it really makes my job easier and keeps that smile on my face! I am excited to learn more about the trucking industry and to get to know each of you better as time goes along.

# Anniversaries!



Happy Anniversary to all of our employees celebrating another year with LFS! Join us in thanking them for their service to us.

## June Anniversaries

**Mike McCuen—17 years!**

**Ryan O’Grady—17 years!**

**Ted Cross—10years!**

David Ayer—5 years

Mike Carter—4 years

Ron Hanson—4 years

Byron Boudon—3 years

David Boyle—2 years

Dale Love—2 years

## July Anniversaries

**Terry Leavitt—28 years!**

**Steven Holley – 10years!**

Dan Rocha—8 years

Nikki Davis—8 years

Tim Delano—7 years

Ed Hawkins—7 years

Paul Baird—6 years

Bobby Hallman—5 years

Rich Mendes—4 years

Wendy Schleis—4 years

Rick Cotner—3 years

Jim Tucker—3 years

Tom Wilson—3 years

Scott Olson—3 years

Mandi Falkenstein—3 years

Robert Brock—2 years

Jimmy Bullock—2 years

James Solock—1 year

Mike Johnson—1 year

# Kudos

## Craig Bates

### Letter from Par Electric:

This is George Bacon a journeyman lineman with Par Electric that was leading Craig around the last month stringing poles. I wanted to commend Craig on the job he did for us. He was very professional, always on time, and had a can do attitude everyday, even thru the long hours we were working to try to meet this near impossible deadline. I was watching him unload the 110' when it broke on him and just felt terrible for him, being so far from home unsure what the heck he was going to do about the truck, and possibly employment. I have never seen anything like that before and hope to never again. For Leavitt's and Par's sake no one was hurt. I have to hold a job briefing every time we start on stringing a new load detailing what, when, and where. Some consider it a waste of time but it paid off because after about the second day they knew to stay away from the self loader when the lifting starts. I'd like to think most drivers would have gave up but he unloaded the remaining poles once everyone was notified about the accident. Your rear steer trailer was put thru its paces everyday. In fact he went thru a traffic circle for four loads in a residential area with 100'+ wood and never touched a sign or curbed a tire, where as I would have had to take signs down with my stiff reach trailer. Well to make a short email longer, I was also Impressed at how well he took care of his equipment,guys like that are hard to find in my trade or your business for sure. Craig made quite the impression on the superintendent and general foreman for this job as well. Hopefully that will generate some more work for you guys out in this neck of the woods.

**Thank you Craig for your hard work and professional attitude!**

# Playing It Safe (cont) By Don Keeney



← This is the correct way. DO THIS!

This keep the bar to the side of the driver and using the knees, this allows the driver to stand erect and keep his back straight and insures his/her face and body are never over the winch bar

## OVERHEAD WINCH BAR

Stand facing the trailer and keep the bar to the side of the driver and using the knees to lower the body.



**This is the correct way.  
DO THIS!**



## TripPak (cont) by Nikki Davis

- need instructions for any of these methods, Wendy or I can walk you through. If you carry a lap-top or netbook you can also use in-cab scanning if you want to purchase a scanner.
- When hauling cardboard or recycled products, ALWAYS turn in the weight slips received by the customer. NO EXCEPTIONS. If you do not receive any (very rare), then call your dispatcher immediately so they can call their contact to let them know.
  - Always be aware of what you are supposed to load as opposed to what the customer is loading on your trailer. ie, if you were sent to pick up 45' poles and you see they throw on a 65' or 70', this changes everything and your dispatcher must know ASAP. You will most likely need a permit to leave the site, you will be paid more as we will also need to charge the customer. This goes for any type of load. If you know they are loading you with something different than you were told to pick up... call immediately. NO EXCEPTIONS.
  - Check your dispatch information carefully for specific instructions. Many loads have all kinds of different requirements and you need to be aware.
  - Also please remember that you can send more than just your BOL's in through TripPak now (even though the envelope says not to). Please submit all of your on the road inspections through TripPak with the rest of your paperwork. If you submit receipts for reimbursement, you need to put your name, truck number, and how you want to be reimbursed (T-check, check in your mailbox, etc) on the receipt.

If you are ever in doubt, please call me. I can help you with many different questions. If I am unable to help you, I will find someone with the answer. I can be reached at (541) 284-2883. Thank you all again for all the hard work that you do. Please Stay Safe.

## Playing It Safe By Don Keeney

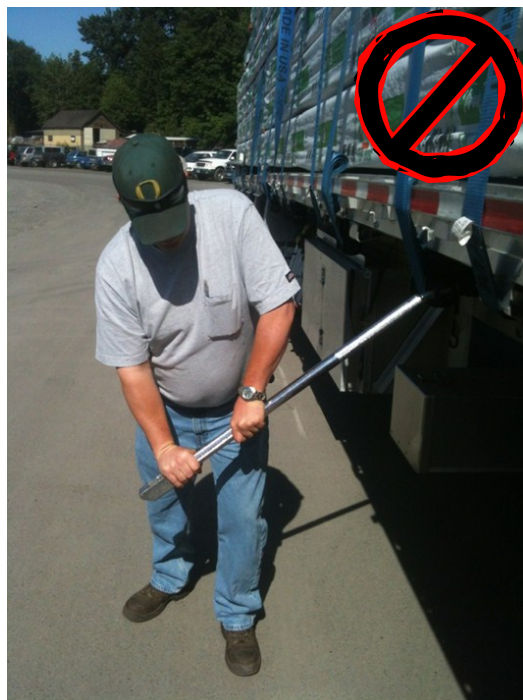
### WINCH BAR SAFETY

We have had a rash of winch bar incidents. Please use proper winch bar techniques. We use our winch bar every day and because of this we can get complacent and start using bad habits.

Proper winch bar technique is to stand facing the trailer and keep the bar to the side of the driver and using the knees to lower the body. This allows the driver to stand erect and keep his back straight up and down it also insures his/her face and body are never over the winch bar allowing it to turn or have the driver slam down on the bar.

This is incorrect DO NOT DO THIS! →

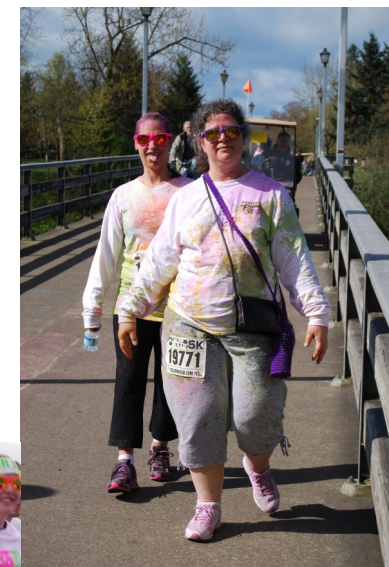
This allows for the bar to roll and puts the driver over the bar and can cause major injury's.



## LFS Happenings



LFS hosted  
OTA



Leavitt's got RAD!

## Coming Up



### Truck Driving Championships!

**June 29th, 7am-3pm**

**FedEx at Swan Island—6447 N. Cutter Circle, PDX**

**Health & Wellness Fair**  
September 20th, 2013



**Hours of Service**

**Change  
July 1st!**



#### Terminal office expansion update

Last year we had the Dryvit exterior of our offices torn off to assess and repair the water damage that it caused. As we had been discussing expanding our office space for a couple of years we delayed putting a new exterior back. We have decided to move ahead with the expansion and expect it to begin by September.

The expansion will provide additional space both upstairs and downstairs. Downstairs this will allow for individual offices for the Safety, Recruiting and Compliance group as well as a much larger driver training and meeting room. We are especially excited about a new Drivers Lounge to allow our drivers to comfortably relax when delayed at our facility. Upstairs we'll have additional room for Dispatch, Accounting and individual offices.

Leavitt's continues its growth and this improvement to our facility will allow us to handle the support staff and driving staff dedicated to providing our customers with the Premium Service that they have come to expect from all of us. ~ Terry



#### **Nighttime ramp closures scheduled for OR-126 !**

- Pioneer Parkway will be closed from 7pm-11am Mon-Thurs from June 17-June 25
- 42nd Street will have night time closures for 2 nights in late June
- Mohawk will have night time closures for 2 nights early July
- Main Street (turn lanes) Early July for 2 nights

Additionally there is a complete weekend closure of 42nd street ramps on the schedule to occur after July 11th.

**Driver Appreciation Week 9/15-9/21!**

## Recruiting by Russ Smith

I'm sure you've noticed, Leavitt's Freight Service is expanding. This expansion includes the Southeast region. Therefore we're looking for more highly qualified "recruits". We're looking for drivers who will be good representatives of Leavitts. The minimum qualifications include: At least 23 yrs old. Valid CDL for their State of residence. Current Medical Card. A minimum 2 years experience operating tractor / trailer units. Any history of citations, DUI or accidents should be referred to Safety / Recruiting.

A Driver Referral Bonus Program has been initiated to help with gaining more high quality Drivers. Driver Referral Bonuses will be computed quarterly (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) using the new hires' orientation date for processing.

- 1st referral in a quarter = \$250
- 2nd referral in a quarter = \$500
- 3rd and subsequent referrals in a quarter = \$1000 per referral
- Bonus paid upon new hires' solo truck assignment

If you refer a driver, make sure the Recruiting department knows it so we can pay you properly. It also helps to provide as much contact information (name, phone, email, etc) as you can so we can help encourage that person's decision to join Leavitts; and therefore, increase your opportunity to gain your bonus.

If you have any questions, contact Rick Johnson or Russ Smith.

## TripPak by Nikki Davis

Thank you all for making such a great effort to get your paperwork in timely and accurately. Here are a few reminders to help make this process work effective:

When using TripPak envelopes, please remember...

- No Duplicates. If you have duplicated PODs or you still have both parts of your freight bill, please just throw out the extra pages as they only cost us extra to scan and are not used.
- Keep a log. Many times the TripPak envelopes fall behind items inside the yellow boxes and UPS needs to be told to re-check. If your paperwork is missing for the week I will send you a message over the In-Touch asking you to let me know when you will drop. If you have already dropped the paperwork I will then need to know what box you dropped it in. Please keep a log with the date, city and state, Truck stop name, and order number. This way I can call TripPak and ask them to re-check that box.
- Turn in ALL paperwork that you receive from the customer as well as your freight bill. I will decide what does not need to be sent to the customer, with the exception of duplicated paperwork. If you picked up from a jobsite and there was no paperwork then please write on your freight bill "JOB SITE, NO BACK UP".
- Please be sure to fill out a Freight Bill for every load. There should be one freight bill for each drop on every order. If you had three drops at three separate sites, there should be one filled out for each site with a signature on each.
- Be sure to ALWAYS get a signature and ask for them to print their name as well. If no one is on site, then write on your freight bill "No one on site"
- Turn in your paperwork within 24-48 hours of job completion using either a TripPak envelope and drop box, scanning inside truck stops, or using the TripPak App on your smartphone. If you

*Continued on page 6*