



PARTNER BY CHOICE. SAFETY BY DESIGN.

# Operating Procedures

**TROY & OXFORD DIVISIONS**

**2023 Season**  
**Rev 03/15/2023**

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# **Section 1: General Notes**

## **CHAIN OF COMMAND**

Aden is responsible for implementing company policy. Each division has designated managers and assistant managers. Directives from division managers concerning matters for which they are in charge of are to be considered as coming from Aden.

P.K. Contracting Inc. Division managers are as follows:

- Troy Main Office Division Manager: Mike Cagle
- Oxford Division Manager: Matt Shea
- Kalamazoo Division manager Kyle Van Dusen
- Lake City and Marquette Division Manager Jason Wilde
- St. Johns: Division Manager: Dave Lehner

## **PUBLIC RELATIONS & DRIVING**

We know that work on the road is stressful and strenuous. However, altercations with the public cannot occur and will not be tolerated.

Remember that you are driving a moving billboard. The motoring public is very conscious of your presence. Be careful that they see you observing all traffic laws. Bad driving habits will be noticed and reported back to our office by motorists.

If you suspect a complaint will be phoned in to the office, call in to alert the office staff. This will help the office personnel understand the facts and help them deal with the caller.

## **PARKING**

When reporting for work, park in your assigned space on the PK premises, if you are given one. Motorcycles are to be parked outside and not inside any building at any time. Check the forecast.

## **PUNCHING IN**

If you are getting a ride from someone else and arrive early, do not punch in or be in the yard until your appropriate arrival time. Punch in by the time you are scheduled to start working, and only for yourself. No one is to punch in or out for any other person.

Clock times are to be clock punched only, not manually written.

After punching in, check the schedule for work, driving and / or passenger assignment. You are to drive the truck that is numbered next to your name. If there is no truck number next to your name, you are a passenger in a truck and are to assist in the preparation of that truck. Do not make any changes to driving or passenger assignments. Any proposed changes must be cleared through the scheduling department. After checking your assignment, report to your foreman so he/she knows you are in. If the foreman is not at the yard, check in with the second person listed on your crew. Fill up water jugs and coolers and carry to your truck. Once punched in, employees are to be working.

## **FOREMEN**

As soon a crew member is 10 minutes late, immediately see to it that he / she is called to see if there is a problem.

## **LEAVING FOR THE JOB ON TIME**

PK's success is based on satisfying the prime contractors we work for. Showing up to the job on time is an essential part. Crew show-up time is based on the time we have to be on the job and assumes that crews are able to PULL OUT WITHIN 15 MINUTES. More than 15 minutes set-up time will make the crew late for its arrival at the job.

Given the number of employees we have, if every employee took an extra fifteen minutes every day before pulling out, the cost would approach \$500,000 over the course of a year.

## **PAY RATES**

Different jobs have different pay rates and employees are assigned to jobs without regard to pay rates. Over the course of the year assignments to jobs with regard to pay rates averages out. Do not request to be put on jobs based on a specific pay rate.

## **TRAVEL TIME / JOB TIME**

Job time is that time spent actually on the job site. Traveling to and from the job is paid at the travel rate on construction projects. On maintenance projects travel time is paid one time at the start of the project and one time at the completion of the project.

## **RAIN-OUT CONDITIONS & PROCEDURES**

Show up at your scheduled time. Every effort will be made to call in advance if a crew is delayed or canceled. If the status of the job is unknown crew members are to show up as scheduled. That is the nature of the road building business.

Upon reporting to the yard, it will be decided to either punch in and work in the yard or not punch in and go on hold.

After one hour on hold the decision will be to either punch in and work or cancel and not punch in.

On the job – a crew placed on hold and not working due to a rain delay will not be paid job time. The maximum unpaid job hold time is one hour. Any hold in excess of one hour will be paid. Employees must be working to be paid. When on the clock, but on hold, use this time to be productive and keep trucks, trailers, equipment, and materials in a neat and organized fashion.

## **OVERNIGHT BAG**

All yard, shop, mechanics and road personnel are to keep an overnight bag with clothing and other necessary items with you at all times. This is so you will be able to respond to unexpected, spur of the moment trips that may occur at any time. **Therefore, no one should have to go home to get overnight necessities.**

## **OUT-OF-TOWN PROCEDURES**

Out of town, overnight use of trucks / vehicles is restricted to driving to and from the yard, and to and from restaurants. Trucks are not for personal / recreational use. When off duty alcohol is not to be abused. Any damage that an employee is responsible for will be paid for by the employee and may be cause for termination. Use of any truck while on the road must be cleared with the foreman. Anyone who plans to go out and consume alcohol needs to make other arrangements for transportation. Rooms are to be booked double occupancy. Employees are to respect the rights of their roommates and not put them in any uncomfortable or compromising situations.

Try to stay at the closest reasonably priced hotels and avoid the high priced hotels or motels requiring time consuming drives. A personal benefit of accumulating points should never enter into the decision of which hotel to choose. Always ask for the corporate rate at any motel. Pay by credit card.

**When on the road, PK pays for only the room portion of the hotel bill.** Personal expenses such as food, clothing, TV, telephone calls, movies, are to be paid for by employees. At gas stations, PK pays for **ONLY** fuel and truck related supplies. No personal items are to be charged.

## **MAINTENANCE OF EQUIPMENT & FACILITIES**

Great time and effort is put in maintaining all equipment and facilities. We expect employees to keep equipment looking sharp. If you see debris or garbage on the ground, pick it up and throw it away. Restroom facilities are to be kept clean and supplies are not to be removed from the property. It is everyone's responsibility to monitor that equipment is used properly.

When on the job, report any equipment damage to the job foreman immediately. Failure to report any type of damage promptly and honestly can be cause for discharge. You are far better off to report a mishap than not. The shop staff should not be wasting time doing unnecessary repairs. Any unauthorized modifications to equipment such as adding speakers, microphones, or radar detectors is prohibited.

## **USE OF COMPANY VEHICLES, EQUIPMENT & FACILITIES**

Due to the size of our operation and insurance requirements, Company vehicles, equipment, and facilities, including satellite yards, may not be used for personal purposes. Non-employees are not to ride as passengers in PK vehicles. In most cases, all trucks are to be returned to the Troy, Oxford, Kalamazoo, St. Johns, Lake City, Marquette or satellite yards at the end of each shift. Any deviation from this policy is prohibited without express permission from Aden, Kevin or any division manager or assistant manager.

## Section 2: Important Paperwork

### CREDIT CARDS, EXPENSE REPORTS & RECEIPTS

If you are assigned a PK Credit card it is mandatory that you fill out either an expense report or purchase order for EVERY purchase. Purchase orders will be used for major purchases on vehicle maintenance and all shop or yard purchases. Expense reports will be used for **ALL** transactions that occur on the road.

**The expense report will include: what was purchased, truck number if applicable, job (especially important to distinguish districts), and reason for purchase.** A receipt is required for every item listed on the expense report.

**Turning in receipts is mandatory.** You will be payroll deducted for any charge on your statement that is not listed on your expense report and accompanied by its receipt. Failure to comply with this policy will result in loss of company credit card. If you lose the privilege of having a Company credit card and you need to make a purchase on the road, you will have to use your personal card and get reimbursed by the company (**receipt or statement required**).

Expense reports and receipts from Kalamazoo, St. John's, Oxford, Lake City, Marquette, or any other out-of-town location must be reviewed by the division manager and sent in to Kelly on a weekly basis.

Report any lost cards immediately to Kelly.

***Personal use of PK Contracting credit cards or company accounts is prohibited. Disregard of this policy is grounds for dismissal.***

### WRIGHT EXPRESS FUEL CARDS

When purchasing fuel on the road, the truck assigned Wright Express Card must be used. Each truck will have a fuel card attached to the key ring and must only be used to fill up its corresponding vehicle. This is extremely important for the shop office staff to be able to determine fuel consumption per vehicle for fuel economy calculation. **At the pump be sure to put in an accurate odometer reading. Pressing 1 2 3 4 is not acceptable. Employees must write the truck number and either District or Non-District** on the receipt which they place in the bin by the time clock. This must be done daily, or if you are out of town, immediately upon your return.

**The WEX (Wright Express) card must never be taken off the key ring or removed from its truck.** If you start a truck in the morning and the card is missing, please report it to Kelly immediately. The PK Contracting Visa cards are no longer to be used for fuel.

### SHIPPERS (Material Receiving)

Shippers for materials at any PK division or any other out-of-town location must be signed, dated, and returned immediately to Mark Nemeckay who is in charge of ordering materials. When unloading is complete and before signing the shippers verify that everything has been received and there are no damaged or missing goods.

1. If materials are damaged or missing contact Mark immediately and do not sign the shipping papers. Mark will contact the vendor and make arrangements for a possible credit or return and to locate any missing goods.
2. Sign the shipping paperwork when all materials are received in good condition and any deficiencies have been settled between the main office and the vendor.

The unloader is to bring all paperwork back to Troy at the end of the day. If the unloader is not returning to Troy then a copy of the shippers is to be emailed to Laura Kragh.

### PK CONTRACTING RECEIPT / DELIVERY TICKET

Whenever PK purchases material, the PK employee taking possession of the material must have paperwork to document the transaction. Do not accept delivery of any material without a receipt to document the transaction. If a shipper is not provided by the seller use the PK delivery ticket to record the transaction.

Material Sales All material sale transactions are to be documented when PK is selling material, whether a PK employee delivers it to the purchaser or the purchaser comes to the PK Yard the PK employee releasing the material must have the purchaser sign a PK Delivery Ticket to document the transaction..

### PURCHASE ORDERS

In order to control costs properly, any purchase over \$50 material must be purchased through the Purchase Order (PO) system. There are Office and Shop POs. Shop PO's are to be filled out by shop administration and approved by Kevin Shea. Contact the shop administrator to obtain a PO for any road purchase.

## **Section 3: Hours of Service & Equipment Care**

### **HOURS OF SERVICE (HOS) & LOG BOOK REQUIREMENTS**

1. As required by the Department of Transportation, all road employees are required to keep HOS records in their personal log books. The HOS page is inside the front cover. A log book covers a one month period. New log books will be issued at the beginning of each month. Completed log books must be turned in the shop office administrator.
2. Employees are to keep their log books with them at all times. Motor Carrier officers may request to review your log book at any time and you will be fined if you do not have it with you. You are obligated to fill out your log book daily, whether you work or not. On a day when you do not work, "Off Duty" is to be indicated.
3. Although we can't deal with every possibility, to comply with DOT regulations, our basic rules will be as follows:
  - a. An employee operating any PK vehicle can work no longer than 16 hours and may not drive a truck for any more than 12 hours in any 24 hour period.
  - b. By definition, your reporting location will be your home base yard or hotel where you stayed at the night before.
  - c. After working a 16 hour day, any employee is to have 10 hours off duty before going back on the clock and driving a PK vehicle.
  - d. A restart in less than 10 hours will have an effect on the length of time an employee can work the next day.
  - e. At the completion of a long day, an employee will have to stay at a hotel if driving back will force him to exceed the 16 / 14 hour rules.
  - f. 70 on duty hours in a 7 day period requires a 34 hour period of off duty
  - g. When operating within a 75 mile radius, you may start your work week after 24 hours of rest, rather than 34 hours.
  - h. When leaving the State of Michigan, you must maintain a driver's daily log (or ELD if applicable) for your full day's activities, including the daily grid.
  - i. An employee who is required to keep daily logs more than 8 days within a 30 day consecutive period must utilize PK's Electronic Logging Device ("ELD") system and record his or her hours with the ELD assigned to the commercial vehicle driven by same.
  - j. Employees required to maintain either paper daily logs or ELDs must take an off-duty break of at least 30 minutes if more than 8 consecutive drive time hours have passed since the last off-duty period.



## TRUCKS THAT WEIGH LESS THAN 26,001 lbs.

1. If you are driving any truck without a trailer, you will be required to fill in **ONLY** your HOS page in your log book. This is not a log book situation where you mark on the daily grid.
2. If you are driving any truck that weighs less than 26,001 lbs., with a trailer weighing 10,001 lbs. or greater, and you are within 150 miles of your reporting location, you will be required to keep **ONLY** HOS records in your log book. This is not a log book situation where you mark on the daily grid.

If you are driving any truck that weighs less than 26,001 lbs., with a trailer weighing 10,001 lbs. or greater and if you are outside the 150 mile radius limit, you will be required to completely log your day's activities, including marking the **DAILY GRID**

MONTHLY SUMMARY SHEET					MONTH: _____				
<p>If you operate on the period of 70 hours in 8 days, use the summary sheet on the left; if you operate on the period of 60 hours in 7 days, use the summary sheet on the right.</p> <p>The figures 1 to 31 represent calendar days, and entries should be made for each day - even when driver does not work. If no work is performed, enter zero (0) in first column and compute other columns as explained below.</p>									
70 HR/8 DAY DRIVERS ONLY					60 HR/7 DAY DRIVERS ONLY				
Day of mo.	Hours Worked Today (Total of lines 3 & 4 on graph)	A	B	C	Day of mo.	Hours Worked Today (Total of lines 3 & 4 on graph)	A	B	C
Last 7 days of preceding month		Total hours on-duty last 7 days	Hours available tomorrow. 70 hours minus col. A - OR - 70 hours (if took 34 consecutive hours off duty)	Total hours on-duty last 8 days	Last 6 days of preceding month		Total hours on-duty last 6 days	Hours available tomorrow. 60 hours minus col. A - OR - 60 hours (if took 34 consecutive hours off duty)	Total hours on-duty last 7 days
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
11					11				
12					12				
13					13				
14					14				
15					15				
16					16				
17					17				
18					18				
19					19				
20					20				
21					21				
22					22				
23					23				
24					24				
25					25				
26					26				
27					27				
28					28				
29					29				
30					30				
31					31				

**70 HOURS - 8 DAYS**

At the end of each day, complete the first three columns adjacent to the days of month in the same manner as explained above. Total the number of hours worked during the last 8 days and enter in Column C. If any number in Column C exceeds 70, no driving should have been done. Any driving that was done is a violation and should be circled for easy identification.

NOTE: Any time you took 34 consecutive hours off duty, you have 70 hours available again.


**60 HOURS - 7 DAYS**

Follow the same instructions provided for completing the summary sheet for 8 days - 70 hours, except substitute last six days for last seven days and 60 hours for 70 hours.

NOTE: Any time you took 34 consecutive hours off duty, you have 60 hours available again.

## TRUCKS NUMBERED 500 & HIGHER (These all weigh 26,001 lbs. or greater)

1. If you are driving a 500 or higher truck and within the 150 mile radius, you are **ONLY** required to record HOS in your log book. This is not a log book situation where you mark on the daily grid.
2. If you are driving a 500 or higher truck outside the 150 mile radius, you must log your full day's activities, including the **DAILY GRID**. If you keep daily logs more than 8 days within a 30 day consecutive period, you must utilize PK's Electronic Logging Device (ELD) system.

 <b>DRIVER'S DAILY LOG</b> (24 HOURS)		/ / (Month) (Day) (Year)		Original - File at home terminal Duplicate - Driver retains in his/her possession for eight days		<b>RECAP</b> Complete at end of workday.	
Total Miles Driving Today		Total Mileage Today		Name of Carrier or Carriers		On-duty hours today (Total hours 3 & 4)	
				Main Office Address		<b>70 Hour / 8 Day Drivers</b>	
				Home Terminal Address			
Truck/Tractor and Trailer Numbers or License Plate(s) / State (show each unit)		I certify these entries are true and correct:		Driver's Full Signature		Co-Driver's Name	
MID-NIGHT 1 2 3 4 5 6 7 8 9 10 11 NOON 1 2 3 4 5 6 7 8 9 10 11						TOTAL HOURS	
<b>1. OFF DUTY</b>							
<b>2. SLEEPER BERTH</b>							
<b>3. DRIVING</b>							
<b>4. ON DUTY (NOT DRIVING)</b>							
<b>REMARKS</b>							
SHIPPING DOCUMENTS:  B/L or Manifest No. or Shipper & Commodity		Enter name of place you reported and where released from work and when and where each change of duty occurred.		From: To:		601-LD	
						USE TIME STANDARD AT HOME TERMINAL	
						© Copyright 2003 & Published by J. J. KELLER & ASSOCIATES, INC.	

**A.** Total hours on duty last 7 days, including today.

**B.** Total hours available tomorrow, 70 hr. minus A.\*

**C.** Total hours on duty last 8 days, including today.

**60 Hour / 7 Day Drivers**

**A.** Total hours on duty last 6 days, including today.

**B.** Total hours available tomorrow, 60 hr. minus A.\*

**C.** Total hours on duty last 7 days, including today.

\*If you have not exceeded the 60/70 hour limit and take 34 consecutive hours off duty, you have 60/70 hours available again.

## DAILY VEHICLE INSPECTION LIST (DVIL) and DAILY VEHICLE INSPECTION REPORT (DVIR)

The **Daily Vehicle Inspection List** is designed to be used as a memory aid to help you properly maintain your equipment. Use it at each pre-trip and each post-trip inspection to help you survey the condition of your truck and trailer. It is not a replacement for the **Daily Vehicle Inspection Report** explained below which must also be done daily at the end of your shift. Regular use of DVILs and DVIRs by every employee will result in a properly maintained fleet.

Daily Vehicle Inspection Checklist			
Driver Name: _____			
Date: _____		Time out: _____ Time in: _____	
Odometer Reading at end of shift: _____			
Truck/Tractor # _____		Trailer # _____	
Pre	Pst	RR	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spare Bulbs & Fuses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Aid Kit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accident Report Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Registration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interior Cab Light
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dashboard Gauges
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dashboard Lights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air Brake Pressure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking Brake
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horn
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fuel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beacons
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Headlights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flashers (Four Ways)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arrowboard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mirrors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reflectors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windshield Wipers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coolant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oil
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trans Fluid
Pre	Pst	RR	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Generator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Radiator(s) clean
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steering Mechanism
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turn Indicators
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Connections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brakes (truck & trailer)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tires
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wheels & Rims
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landing Gear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hitch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Chains
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Straps
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cab Clean
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bed Clean
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Load Secured
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trailer Brakes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coupling Devices
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fifth Wheel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air Lines
Pre = Pre-Trip Inspection Pst = Post-Trip Inspection RR = Requires Repair			
Remarks: _____			
<input type="checkbox"/> Condition of Vehicle is Satisfactory			
<input type="checkbox"/> <b>Vehicle Requires Repair</b>			
fn: daily vehicle inspection checklist.xls			

Drivers Vehicle Inspection Report	
Location: _____	Date: _____
Truck: _____	Trailer #: _____
Odometer: _____	
Check <input type="checkbox"/>	Explain any Defects
<input type="checkbox"/>	Engine
<input type="checkbox"/>	Transmission
<input type="checkbox"/>	Clutch
<input type="checkbox"/>	Steering Mechanism
<input type="checkbox"/>	Horn
<input type="checkbox"/>	Windshield Wipers/Washers
<input type="checkbox"/>	Rear Vision Mirrors
<input type="checkbox"/>	Lighting Devices and Reflectors
<input type="checkbox"/>	Parking Brake
<input type="checkbox"/>	Service Brakes
<input type="checkbox"/>	Air Lines
<input type="checkbox"/>	Coupling Devices
<input type="checkbox"/>	Tires
<input type="checkbox"/>	Wheels and Rims
<input type="checkbox"/>	Emergency Equipment
<input type="checkbox"/>	Other
<input type="checkbox"/>	Vehicle condition OK (This must be checked if there are no defects)
<input type="checkbox"/>	Defects do not need to be corrected for safe operation
<input type="checkbox"/>	Defects Corrected
Reporting Driver's Signature _____	
Certified by: _____ Mechanic's Signature	
Renewing Driver's Signature _____	

### DAILY VEHICLE INSPECTION LIST (DVIL)

Use this at each pre-trip and each post-trip inspection.

### DAILY VEHICLE INSPECTION REPORT (DVIR)

Post trip DVIR Inspections must be documented at the end of every shift.

## TRUCKS RETURNING TO TROY AT THE END OF THEIR SHIFT

If there are no defects with a vehicle, the fuel log's DVIR column on the MILEAGE LOG at the pump is to be marked with the driver's initials which will indicate that the truck is in good condition.

If there is a reportable defect, the DVIR column in the MILEAGE LOG at the pump is left blank and a separate detailed DVIR/write-up sheet is filled in describing the defect, signed and put in the DVIR BIN in the maintenance shop.

The on duty mechanic will get the DVIR/write-up sheet from the report bin, perform the repairs, sign off that the defects were corrected and place the DVIR back in the vehicle or note on the write-up sheet. The next person to drive that vehicle needs to verify that the defect has been corrected and, if it has been, then sign the DVIR in the appropriate spot. After signing the DVIR the driver is to place it back in the appropriate DVIR BIN. The MILEAGE LOG / DVIR /write-up sheet is not to be used as a place to complain or argue.

DATE	EQUIP #	MILEAGE	UTILITY HOURS	COMP. HOURS	PTO HOURS	DIESEL /GAS	GALS. OF FUEL	DVIR COMPLETE (INITIAL)	PRINT FIRST AND LAST NAME
						D - G			
						D - G			
						D - G			
						D - G			
						D - G			
						D - G			
						D - G			
						D - G			
						D - G			
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						D - G			

## TRUCKS NOT RETURNING TO TROY AT THE END OF THEIR SHIFT

1. On normal subcontract jobs, the operator of the vehicle needs to inform both the foreman and Kevin of any DVIR defect. Kevin will be responsible for initiating DVIR compliant procedures.
2. On district/region wide jobs there will be a DVIR section on foreman's report to indicate any DVIR defects. Below is an example of a mileage log that has been filled out properly. All entries are legible and all fields are complete.

### MILEAGE LOG 2016

REMEMBER TO RECORD COMPRESSOR AND UTILITY HOURS

DATE	EQUIP. #	MILEAGE	GALS. OF FUEL	Diesel / Gas	COMPRESSOR, UTILITY, TURBO HRS.	ADDITIONAL OIL ADDED # QTS	DVIR CHECK (INITIAL) IF NO REPAIRS NEEDED	PRINT FIRST & LAST NAME
03-18	815	206954	18.7	D - (G)			gmo	CHRIS RED
3-18	446	47,384	22.1	D - (G)	—	—	ED	ED DI VIRGILIO
3-18	724	106,097	37.6	(G) - G	724C	1	L.R.	LEIGH RITCH
3-18	912	167,002	97.6	(G) - G	912U	0	S.K.	STEPHEN KALICH
3-19	522	22,486	84.1	(G) - G	384C/311U	1	T.S.	Tom Smith
3-19	511	106,384	43.1	(G) - G	323C	0	C.A.	Clint Anderson
3-19	813	398,000	16.2	D - (G)	—	2	T.L.	Tommy Lee
3-20	521	211,560	76.4	(G) - G	117U/214C	1	N.T.	Ned Timmons
3-20	449	14,111	10.	D - (G)	—	—	D.A.	Dave Aikin
				D - G				
				D - G				

## Section 4: Preparation for & Traveling to the Job

### TRUCK KEYS

Each truck will have (a) tagged identification key(s) which will stay with that truck. The key(s) will be left in the ignition when the truck is not in use and is being stored in the PK yard. When on the road, take the key(s) with you into the hotel. Make sure the ignition key opens the doors before you lock the truck. Over the years doors have been damaged and replaced.

### IF YOU NEED ADDITIONAL MATERIALS

If you notice that additional materials are needed in the morning, notify the foreman or yard foreman. They have procedures to follow to procure them. They will make material adjustments and note it on the Truck Inventory and Supply List on the truck's clipboard. **Do not take off from another truck any equipment, materials or supplies you may be missing.**

### DUTIES IF YOU ARE ASSIGNED TO DRIVE A TRUCK

Check out vehicle if you are the assigned driver. Although the driver is responsible, passengers are to assist the drivers in performing truck and equipment checks.

1. Check oil before starting your truck. Add oil only if you are a full quart or more low.
2. Do a light check (truck, arrow board, beacons, and trailer). Check turn signals and brake lights.
3. Make sure trailer is pinned, tongue jack is secured in the up position, safety chains are in place, and the load is secured.
4. Check tires and verify none are low or flat. Kick duals to insure they are OK.
5. Check for accuracy the Truck Inventory and Supplies List on the clipboard left in the truck by the loader. Sign the list and give the clipboard to the yard staff. (The clipboard system is described in Section 16.) You are responsible for the quantity of material on your truck as well as its equipment. A daily inventory will be taken.
6. Put arrow board in travel mode and **pin both sides.**
7. Verify that the truck and small equipment have already been fueled up. If so, let the truck warm up where it is parked.
8. Before leaving the yard with a supply truck or striper, you must have a Bill of Lading in your truck to document your load. (The only exception to this is if your truck is empty or has just cones in which case no bill of lading will be required.) Without the Bill of Lading you may be detained at the scales. Be sure your vehicle placard matches your bill of lading.
9. Make sure the envelope containing vehicle registration, proof of insurance, and vehicle annual inspection certificate is in the truck. There is a \$187 fine for each of the above mentioned items not in the vehicle. Any fine will be paid by the driver of the vehicle, not by PK.

### KEEP PUMP AREA FREE OF CONGESTION

Some crews will already be lined up in convoy formation, and some will still be in their parking spaces. Do not move trucks from where they are parked until it is time to pull out because you will block Building A bays and the gate. **Do not block areas in front of Building A bay doors.**

Before pulling out, check with foreman for location of job and route to be taken.

### RADIO PROCEDURES

When pulling out, do a radio check. A proper radio check includes the employee's name and the truck number. Do not chatter on the radio. For the benefit of employees who speak only one language, all radio transmissions are to be conducted in English so that the entire crew understands what is happening. Do not use profanity on the radio.

### WHEN TRAVELING IN CONVOY FORMATION

When two or more vehicles are traveling together, have the striper or vehicle pulling a trailer be the lead vehicle. The striper, vehicles pulling trailers, and specialty equipment must be in the lead, with pickups and trucks without trailers serving as follow trucks watching out for any problems. A convoy of two vehicles should stay together. Wherever possible have all trucks take the same route. If a vehicle has a breakdown, other vehicles will be able to see it, stop, and help out.

## **Section 5: On the Job**

### **GENERAL ON THE JOB POLICIES**

#### **ARROW BOARD PLACEMENT**

Trucks carrying tape or items which can easily be stolen should not be used as arrow board trucks at locations on a job where they are out-of-view thereby making theft more likely.

If a truck is parked and not being used as an arrow board truck, turn off the engine and be sure the lights, including the arrow boards and beacons are turned off. This will save fuel. This practice is ever more important since fuel prices are so volatile.

#### **INLAY PROCEDURES**

It is absolutely necessary that inlaid tape be rolled in the asphalt. If you have problems with the roller operator, call the office. If there is going to be a lapse of one hour before inlay tape is required, notify your division manager to see if help is needed on another project.

#### **PARTIALS**

Use partials of markout paint before starting a new can. Do not throw out plugged cans. Replace the spray tip on a plugged can with a spray tip from an empty can and it will probably work fine. Only one partial roll of any width and color of tape should come in at the end of the day. Only one partial can of glue should come in.

#### **BREAKDOWNS ON THE JOB**

When a piece of equipment breaks down on the job, and the operator or foreman is unable to repair it within fifteen minutes, they are to notify the shop to request assistance. If after a total of a half an hour a piece of equipment is not up and running, notify the division manager or assistant manager. They will be aware if another piece of equipment may be in the area and can be sent to the job. In addition, they may need to notify pending jobs of any time changes.

#### **TRUCK CARE**

Between daily operational hours contact the shop administrative staff and for evening hours contact the night shift supervisor or mechanic. For all other emergencies contact Kevin Shea. Kevin or Chris Reo of any equipment repair needs as they occur on the job. This will enable them to get ready to do the repair (get parts, etc.). Verbal notification of needed repairs must be followed up by written notation on the repair logs located at the pumps or Bay 1 of the Maintenance Building at the end of the shift.

Make sure to always shut truck doors after getting in or out. Over the past few years we have had to replace numerous truck doors because of this.

#### **WHEN LEAVING THE JOB TO GO BACK TO YARD**

Before leaving, do a total vehicle check, including trailer and tires. The driver is always responsible for truck, trailer, and load securing so items don't blow out of the truck or roll around in the bed. Do not leave a job site before checking with your foreman.

#### **ROAD SURFACE CONSIDERATIONS**

We need to minimize pavement scarring. We have installed head levelers to make sure grinding boxes are grinding square to the road. Adjust levelers to match road conditions.

## **ASPHALT**

When the pavement will remain at the completion of the job, and you are not putting a line back in the same place where you are grinding, use steel teeth to prevent scarring the pavement.

Lines requiring removal which cut diagonally across permanent pavement, shall be lightly ground with a steel head and then shot blaster. Do not blow debris into traffic.

## **CONCRETE**

For lines requiring removal which cut diagonally across permanent pavement and are not being placed back in their original location, use a water blaster to prevent scarring the pavement. On concrete, a water blaster should be used instead of grinders.



## Section 6: Back at the Yard

### WHEN PULLING INTO YARD AT THE END OF A SHIFT

**Both driver and passenger stay with their vehicle.** If you are waiting in line to use the pump, start on your check in procedures.

### TRUCK ORGANIZATION

Cleaning of truck and reorganization of equipment is the responsibility of the truck driver and passenger, not yard personnel. You are responsible to clean whatever truck you drive back to the yard.

### USE OF FUEL PUMPS

Be certain that you are putting the correct fuel – Gas or Diesel - into the truck or piece of equipment. If you are unsure what type of fuel the equipment uses don't guess. Instead ask a foreman.

### GET IN FUELING LINE AT THE PUMP AND WHILE IN LINE:

1. Put arrow board in **Display** mode, lamps facing forward.
2. Do a light check (truck, arrow board, beacons, and trailer).
3. **Empty garbage from the cab into the small dumpster at the pumps. Empty garbage from the bed or trailer and all peeled tape into the large dumpster. Do not throw out partially used cans of markout paint or any other usable supplies.**
4. If no mechanic is on duty, note any needed truck and large equipment repairs on the repair log at pumps. Do not enter repairs on pump/fuel mileage log sheet. Fill out DVIR for out of service repairs and drop it off at the designated area.
5. Note any small equipment repair requests on the repair log at the pumps and drop off the equipment at building A.
6. All small equipment is to be numbered. If you notice any unnumbered pieces of small equipment notify the yard superintendent.
7. Unload any broken small equipment that needs repair and put it outside Bay 4 of Building A. Tag the equipment with a description of the needed repair. Tags are located at the back of Bay 4. If broken equipment is not tagged, it will go to the garage. The next person will think it is in good repair and find out on the job that it doesn't work.

### FUELING

8. Turn off engine. Start fueling. While fueling, check oil level in compressors and all small equipment, both on the truck and on trailers. Check the truck engine oil after doing all other truck and equipment checks. This will allow the oil to drip into the bottom of the oil pan. Add oil if you are a full quart or more low, and note on the mileage log. Add oil to the full mark, do not overfill.
9. Re-fill all gas cans or fuel cans on grinder trailer or specialty equipment when refueling trucks. Be sure to use **yellow** cans for diesel fuel, and **red** cans for unleaded gasoline. Note that there are glue cart flush cans which are designated for glue cart cleaning only. Do not use glue cart flush as fuel for any equipment.
10. Re-fill one gallon pre-mix cans from 5 gallon pre-mix can at pump.

### PARK TRUCK / EQUIPMENT

11. Before parking the truck, empty all peeled up tape into the big dumpster. Be certain that partial rolls of tape or other useable supplies are not stuck to peeled up tape being thrown away.
12. If mechanics are on duty and a truck requires repair, drive the truck to Bay 1 of the repair shop. Pull in from the west and park equipment as far to the east door as possible. Write up a repair request on the Repair Log located on the north wall of the bay. Then notify a mechanic of the repair request. The mechanic may repair the truck right away thereby removing the truck from the staging area.
13. Grinder trucks are to go to the air tool area by Building A to service grinding heads. Heads are to be serviced and remounted at the end of the shift, not at the beginning of the next shift.  
Park trucks in their designated parking area (including after-hours repairs.)
14. Neatly reorganize all tools and equipment in cabs, truck beds, and on trailers, including cones. Yard personnel should only have to remove partial pallets and replace them with full pallets for the next shift.
15. Be sure to roll up windows and slide cab rear window shut after parking truck.
16. SCB's and grinder trucks are to be thoroughly cleaned by the operator every time
17. Check with the foreman and the office before punching out to see if you are needed to do something else
18. Note any needed repairs (including small equipment repairs) on the repair log at the sign out area if you didn't note them on the repair log at the pumps

## **PUMPING UP PAINT / PLURAL STRIPERS & LOADING THERMO TRUCKS & MELTERS**

- Any paint that is pumped out of a truck must be pumped into its appropriately labeled tote or drum
- Any thermoplastic drained from a truck or melter must be drained into an appropriate tub. This is so that regular dry, waterborne, polyurea, spray thermoplastic, or regular thermoplastic are never mixed.
- Any type of waste must also be put in appropriately labeled totes or drums. In the spring and fall, when some stripers have waterborne paint and some have regular dry paint, drain buckets and waste drums cannot be mixed.

### **When pumping up a paint or plural striper:**

1. First, pump all partials
2. Pump up all drain barrels/buckets
3. Use partial pallets of Beads and Elements first.

There should only be one partial drum of any type of paint or elements at any time.

### **When loading a thermoplastic melter:**

1. First, use up all chunks.
2. Use all partial pallets of material.
3. Lastly, start using previously unopened pallets.

When going out on a handwork job, take appropriately labeled pails of paint. After returning to the yard, empty any buckets of paint you bring back into the appropriately labeled tote or drum.

Empty waterborne paint into totes stickered **WB White** or **WB Yellow**. Empty regular dry paint into drums stickered **RD White** or **RD Yellow**. Empty bad paint into the drum stickered **Waste**. Do not mix good waterborne with good regular dry paint.

## **PREPARING TO LEAVE FOR THE DAY**

1. Check in with the Scheduling Department to make sure there is nothing else needed for the day.
2. Once OK'd to leave, punch out and then attend to any personal needs (phones etc.) Punch out only for yourself. Do not punch out for anyone else.
3. **Do not bring personal vehicles up to the time clock area.**
4. Socializing is to be done off the PK premises. Employees are not to congregate or socialize in the parking lot.
5. There is to be no recreation in yard or parking lot.
6. If you are riding home with someone else who is working later than you, sign out at your appropriate time, leave the yard and wait for your ride.

## Section 7: SHOP / YARD SUPERVISION

### SUPERVISORY RESPONSIBILITIES

Kevin is in charge of implementing Troy shop and yard policies. Chris Reo is responsible for enforcing Troy yard policy. All road and yard personnel are to respect his authority as if directives are coming from Aden.

### SHOP POLICY

Mechanics supply their own personal tools. No one is to take a tool out of any mechanic's tool box without receiving permission from the owner of the tool box.

### EQUIPMENT OUT-OF-SERVICE BOARD

The shop supervisor will keep the **Equipment Out-of-Service Board** in the front office up to date. The board shows when equipment is taken out of service and when it will be returned to service.

### YARD SUPERINTENDENT'S EQUIPMENT REPORT

Each foreman is responsible to notify Kevin or Chris Reo of equipment which is returned to the yard in damaged or poorly maintained condition. Yard foremen will also note the damage on their "Misuse Form".

### TRUCK INVENTORY & SUPPLY LIST CLIPBOARDS

Yard foremen will maintain a clipboard system as follows. Each truck which carries material will have its own clipboard. At the start of each shift the assigned driver will check for accuracy the Inventory and Supply List, sign it, and place in the Load List Bin. Yard personnel will also note on the appropriate Truck Inventory and Supply List any material added after the initial loading, whether in the AM or later in the day.

### ACCESS TO MATERIAL & MAINTENANCE BUILDINGS

Tape / materials storage and maintenance buildings are off limits to road personnel without permission of Aden, Kevin, Chris Reo or the Yard foreman. See: ***Job Procedures > Beginning of Shift > If You Need Added Materials*** on how to acquire materials in the morning.

### BILLS OF LADING

Yard foremen are responsible to make sure each truck they or their crews load, except for trucks with small loads of only beads and / or cones, has a bill of lading. The shop administrative staff has updated generic bills of lading for certain trucks which carry the same load all the time. Trucks whose supply lists are always changing must have accurate bills of lading on a daily basis. The loader and driver both must make sure each truck has an acceptable bill of lading for each day and is properly placarded.

### ANY VANDALISM MUST BE ADDRESSED IMMEDIATELY

Loaders will notify Chris Reo as soon as they notice any damage or vandalism. Chris Reo will notify Kevin of such occurrences.

### PROCEDURE FOR CHANGING TRUCK ASSIGNMENTS

Truck Assignments are not to be changed without the approval of Aden, the division manager or the assistant division manager. Any truck assignment change must be updated on schedules posted in the sign-in area. Aden, the division manager or assistant division manager need to be personally notified the next morning. At the start of each shift, foremen need to look at schedule by the time clock to see any truck or personnel changes.

Changes to trucks or personnel that are made after all paperwork has been distributed to the foreman's building are only indicated on the schedule by the time clock. The schedule that is distributed to each individual foreman is not updated with any changes that occurred after the paperwork has been placed in the foreman's building.

## **YARD TOOL BOX**

The yard Superintendents will maintain a locked set of tools in Building A. These tools will be used by yard personnel who need to make repairs on equipment when in the yard. These tools are not to be taken from the yard. Mechanic's tools are not to be used by road or yard personnel.

## **FORK TRUCK and SCISSORS LIFT POLICY**

Fork trucks and Scissors lifts are to be operated by trained people only. Shop administrative staff will have fork truck and scissors lift training materials and are responsible for training PK employees in the proper operation of fork trucks and scissors lifts.

Fork trucks are to have the following tools permanently affixed:

Bung Wrench

Lid Wrench

10-foot Long Chain

Crescent Wrench

Male Trailer End

## Section 8: Specialized Equipment

### CARE & OPERATION OF SPECIALIZED EQUIPMENT – WEIGHT CONSIDERATIONS

Due to weight restrictions, increased permitting, and stepped up enforcement, all two and three box grinder /groovers and all water blasters must have debris boxes virtually empty (debris of no more than 5,000 feet of removal) when traveling to and from the job. Pre-trip and post-trip inspections and maintenance must be done, without exception, every time any piece of equipment leaves or return to a PK yard or facility.

#### 1. WATER BLASTERS

Operators must perform a pre-trip inspection which should include starting auxiliary motors, inspection of blast head, and identification of any broken parts or loose hoses or fittings. Make sure spray bars spin freely and all gauges are working properly. Fill water tanks to predetermined level for legal transport. When you have returned to the yard, dump any excess debris and power wash truck and debris hopper thoroughly. Also, check the pump up hoses, back flow preventers and fittings.

#### 2. GRINDERS (One, Two & Three Box)

Operators must perform a pre-trip inspection which should include starting auxiliary motor, checking each box for dead heads, spinning each head to ensure bearing serviceability and grease each bearing. Check blowers and box levelers for proper operation. Inspect all hydraulic lines for any leaks or frays which would result in a possible line failure. Let dust system pulse to and from the job. When you have returned to the yard, dump excess debris, inspect pulse filters, power wash truck, and replace any dead heads from the grindings of the just completed shift.

#### 3. GROOVERS

Operators must perform a pre-trip inspection which should include starting auxiliary motor. Inspect saw blades and all hydraulic lines for any leaks or frays. Spin head and make sure RPM gauges are functioning. Also check that caster wheels spin freely and are not damaged. Let dust filters pulse to and from the job. When you have returned to the yard, dump excess debris, inspect pulse filters, check caster wheels and replace if necessary, and power wash truck.

#### 4. SCBs

Operators must perform a pre-trip inspection which should include starting auxiliary motor. Verify that pulse system is working properly and all gauges are functioning. Let dust system pulse to and from the job. Spin blast head and inspect seals for serviceability. When returned to yard, dump excess debris from hoppers, (including shot hoppers), inspect pulse filters, and power wash exterior of machine. Blow shot hoppers clean.

#### 5. SWEEPERS

Operators must perform a pre-trip inspection which should include starting auxiliary motor. Let auxiliary air build up before truck is moved. (The auxiliary air gauge is mounted in the gauge cluster.) Fill water tank and grease impeller bearing. Make sure all brooms spin freely and water delivery system is working properly. When returned to yard, power wash truck and hopper thoroughly which includes the auxiliary motor.

For the previously mentioned equipment, follow the service manuals grease intervals and inspection of apparatus during your shift. When out of town it may be necessary to locate a truck washing facility with the necessary equipment. Training and equipment review days will be set up prior to the start of the season. All specialized equipment and operating procedures will be discussed during these sessions. Operators of specialized equipment will be required to attend.

### DEBRIS HANDLING

If, at the end of a shift, there is an available debris dump area, dump your debris there. However, no matter what, if you have more than 5,000 feet of debris, you must dump before coming back to the yard. This will ensure that the trucks will not be traveling in an over-weight condition. Any dumping at the yard at the end of a shift must be less than 5,000 feet of debris. When on the job, the foreman needs to identify the location of dump locations for his employees.

Water blasters can only travel with water to a predetermined level. If a water blaster removes more than 5,000 feet, the debris boxes must be emptied before leaving the job.

Operators of water blasters, grinders, groovers, SCBs, sweepers, and SCBs are to submit a daily operator's report. The report must be filled out completely and placed in the box by the time clock for Kevin to process. For any equipment used out of town, the form is to be faxed in from the hotel at the end of every shift.

## GRINDER HEAD MAKEUP & SPECIFICATIONS

Do not mix tools, rods, and good teeth with dead teeth. Make sure useable supplies are not mixed in with garbage or peeled up tape. During idle moments on the road, crew members should spend time organizing trucks, trailers, and cleaning out cabs. At the end of the shift, grinder trucks and hand grinders are to be in ready-to-work order with dead heads replaced.

### 1. HAND GRINDERS

After completing grinding with a steel head, remove the steel head and replace it with a carbide head or a milling head. In addition to the carbide or milling head on the grinder, have one spare carbide head or milling head and one spare steel head on the trailer or truck bed. **Dead heads are to be replaced with a carbide head or a milling head before the grinder is put on the trailer and brought back to the yard.**

### 2. ONE BOX & TWO BOX GRINDERS

The standard configuration for one-box grinder trucks is a leading carbide head and a steel head behind it. A two box grinder will have both boxes configured in the same fashion. Keep three spare steel heads, one spare carbide head, and two wire brush heads on the truck. At the end of the shift, make sure boxes are returned to standard configuration and the proper number of spare heads are loaded.

### 3. 3 BOX GRINDERS

The standard configuration for three-box grinder trucks is the leading box to have two carbide heads, the middle box to have a carbide head followed by a steel head, and the third box to have two steel heads. Keep four spare steel heads and two spare carbide heads pinned on the back of the back of the truck. At the end of the shift, make sure boxes are returned to standard configuration and the proper number of spare heads are loaded.

At the end of your shift, take all dead heads to the rebuilding bench in Building A.